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**Profile**

Beth

First Name

Painter

Last Name

Email AddressStreet Address

Suite or Apt

Napa

City

CA

State

94558

Postal Code

**Mailing Address (if different than Resident Address above)**

---

Primary PhoneAlternate Phone**Length of Residence in the City of Napa:**

---

24 years

**Length of Residence in the County of Napa:**

---

24 years

**Registered to vote in the City of Napa?**

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☒ Yes ☐ No

Balanced Planning, Inc.

Employer

Land Use Planner

Job Title

**Ethnicity**

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None Selected

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**Interests & Experiences****Which Boards would you like to apply for?**

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Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☐ Yes ☒ No

Upload a Resume

### Community Service Experience:

Leadership Napa Valley, Board member and Board President Congregation Beth Shalom, Board member; Vice President Napa Center for Thought and Culture, Board member and Treasurer Resource Conservation District, Board member; Board President Napa Valley Unified School District, various committees Napa County General Plan Steering Committee, member Napa Valley Economic Development Corporation, Board member and Executive Director

### Education:

B.S. Tufts University; M.S. University of CA, Santa Cruz

### Other relevant experience or expertise:

35 years of work experience in the field of Land Use and Planning, working for government in Santa Cruz and Ventura counties, and in private sector work in Napa for 24 years.

## Additional Questions

### What is your understanding of the role and responsibility of this board?

I am just completing my second 2 year term. I understand the role and responsibility of the Planning Commission as an appointed board (by City Council). The Planning Commission takes final action on some land use matters for the City and provide Council with recommendations on other matters.

### Have you ever attended a meeting of this board? If so, how many?

Finishing my second two year term, attending almost all meetings.

### What duties of this board are most interesting to you?

Evaluating housing projects that both fit the vision of the city's housing element and can get under construction in a reasonable period of time. Seeing the projects that come forward out of the Downtown Specific Plan and learning about what works and what might require change in this plan. Being involved in the General Plan update process. Addressing the future of parking in the downtown.

**What activities of this board are least interesting to you?**

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All projects that come before the commission are important, some require more time and analysis than others, but the public hearing process is important. There are occasions that an issue comes up that the Commission cannot address. It is not that it is "least interesting" but at times the public may feel we are not "doing our job" when in fact, we have no ability to address these things.

**What programs or projects would you like to see improved or implemented?**

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See more active programs to get housing projects constructed that remain "on paper". Evaluate the Downtown Specific Plan to ensure it continues to meet the City's vision. Provide at least one joint session with City Council per year.

**How would you approach improving these project(s) or program(s)?**

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It may take a special workshop or involvement of the private sector to get to the bottom of why some housing projects are not moving forward. I would start with a workshop on the issue and see if the private sector might have ideas. A working session with City Council might focus on setting some baseline information for the upcoming General Plan. A survey or outreach to land owners in the Downtown area might be a good start to getting feedback on this plan.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

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I have a few clients that own land in the City of Napa or I am working on projects within city limits. However, I make a very strong effort to limit these conflicts. To date, I think I have only had to recuse myself from one meeting.

**Please list two local references and their phone numbers:**

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John Salmon [REDACTED] Rob Anglin [REDACTED]

**How did you learn of this vacancy?**

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☒ Other

*Beth Painter*

Napa, CA 94558

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<b>Experience</b>	<i>2002–current</i>	<b><i>Balanced Planning, Inc.</i></b>	<b><i>Napa, CA</i></b>
		<b>President, Principal Planner</b>	
		<ul style="list-style-type: none"> <li>Acquisition of entitlements: CEQA, use permit, subdivision, General Plan Amendment, Rezone. Inter-jurisdictional coordination/strategic planning. Public and private contracts.</li> </ul>	
	<i>2000–2002</i>	<b><i>Dickenson, Peatman &amp; Fogarty</i></b>	<b><i>Napa, CA</i></b>
		<b>Land Use Planner</b>	
		<ul style="list-style-type: none"> <li>Acquisition of entitlements: Use Permits, subdivisions, General Plan Amendments, Rezone; CEQA compliance; Napa and Sonoma Counties. Staff writer, Wine Industry Newsletter.</li> </ul>	
	<i>1995–1999</i>	<b><i>PPI Engineering</i></b>	<b><i>Napa, CA</i></b>
		<b>Land Use Planner</b>	
		<ul style="list-style-type: none"> <li>Acquisition of entitlements for Vineyard Development; Erosion Control Plan preparation; Napa, Sonoma, Santa Barbara, Mendocino, Monterey and Lake Counties.</li> </ul>	
	<i>1991–1995</i>	<b><i>Ventura County Planning Dept.</i></b>	<b><i>Ventura, CA</i></b>
		<b>Planner II</b>	
		<ul style="list-style-type: none"> <li>Current planning, permit processing, CEQA compliance, condition compliance, SMARA program development.</li> </ul>	
	<i>1985–1987</i>	<b><i>Santa Cruz Co. Planning Dept.</i></b>	<b><i>Santa Cruz, CA</i></b>
		<b>Resource Planner</b>	
		<ul style="list-style-type: none"> <li>Current Planning, permit processing, CEQA compliance.</li> </ul>	
<b>Education</b>	University of California		Santa Cruz, CA
	<ul style="list-style-type: none"> <li>M.S., Earth Science</li> </ul>		
	Tufts University		Medford, MA
	<ul style="list-style-type: none"> <li>B.S., Geology, Magna Cum Laude.</li> </ul>		
<b>Professional Activities</b>	<i>Director</i> , Napa Resource Conservation District		
	<i>Commissioner</i> , City of Napa Planning Commission		
<b>Community Activities</b>	Leadership Napa Valley Foundation, Past President		
	Napa Chamber of Commerce, Past Member LAC		

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**Profile**

Robert

First Name

Muh

Last Name

  
Email Address  
Street Address  
Suite or Apt

Napa

City

CA

State

94558

Postal Code

**Mailing Address (if different than Resident Address above)**  

---

  
Primary Phone

Home:

Alternate Phone

**Length of Residence in the City of Napa:**  

---

1 year

**Length of Residence in the County of Napa:**  

---

20+ years

**Registered to vote in the City of Napa?**  

---

☒ Yes ☐ No

Sutter Securities, Inc.

Employer

CEO

Job Title

**Ethnicity**  

---

☒ Caucasian/Non-Hispanic

---

**Interests & Experiences****Which Boards would you like to apply for?**  

---

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☐ Yes ☒ No

[Upload a Resume](#)

### Community Service Experience:

Vice Chairman and board member Napa Valley Opera House. Board member Culinary Institute of America. Former board member San Francisco Ballet. Life Member of the Board Massachusetts Institute of Technology (now Emeritus).

### Education:

B.S. Massachusetts Institute of Technology. MBA, Columbia University. M. Phil. Columbia University.

### Other relevant experience or expertise:

I have been the investment banker for several major restaurant chains and hotels. My firm has also been an underwriter of numerous municipal finance projects in California.

## Additional Questions

### What is your understanding of the role and responsibility of this board?

The Planning Commission advises the City Council on issues related to zoning and the City's General Plan. The Commission meetings provide an important forum for members of the public to voice their opinions on issues before the Commission.

### Have you ever attended a meeting of this board? If so, how many?

No, but I have watched the on-line videos of most of this year's meetings.

### What duties of this board are most interesting to you?

One of the most interesting activities of the board are the Public Hearings, particularly when a permit application is opposed by some of the "neighbors" of a proposed project. Finding an appropriate and reasonable recommendation on applications that are deemed to be controversial is an important - and interesting- function of the board.

### What activities of this board are least interesting to you?

I am not aware of any board activities that are not of interest.

**What programs or projects would you like to see improved or implemented?**

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I have watched with pleasure as the "center" of the Napa Valley moved South to the City of Napa over the past 20 years! With this growth, new planning issues and concerns arise. The completion of a new General Plan is among the most important challenges for the City. I would like to learn more about the role, if any, this board will play in helping develop this Plan.

**How would you approach improving these project(s) or program(s)?**

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I don't feel i have enough information to comment on how to improve a process that seems to be working very well.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

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I am an unpaid member of the board of the Culinary Institute of America (CIA), a non-profit college. Although I have no financial interest in the CIA, if matters directly impacting the Copia campus of the CIA are being considered, I might have to recuse myself from those matters.

**Please list two local references and their phone numbers:**

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Steve Carlin, Managing Partner, Oxbow public Market [REDACTED] Thomas Bensel, Managing Director, Culinary Institute of America - [REDACTED]

**How did you learn of this vacancy?**

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☒ Internet

**ROBERT A. MUH**

Robert Muh is a co-founder and Chief Executive Officer of Sutter Securities, Inc., a San Francisco based stock brokerage firm. Founded in 1992, Sutter's principal activities include private placements, securities underwriting and merger and acquisition services.

From 1978 to 1987, Mr. Muh was with Bear, Stearns & Co. where he was a general partner. While at Bear Stearns, Bob managed numerous public offerings and merger assignments. Prior to joining Bear Stearns, Bob was a Lt. in the US Army and a consultant with McKinsey & Co.

Bob has served as a director of more than 25 public and private companies.

Bob has a BS Degree from the Massachusetts Institute of Technology and both an MBA and a M.Phil. degree from Columbia University, where he was an Adjunct Assistant Professor in the business school. Bob is currently an Adjunct Professor at the University of San Francisco Law School.

Bob was elected a Life Trustee of the Massachusetts Institute of Technology over 25 years ago and he is currently a Life Trustee Emeritus. He also serves on the Board and is a member of the Executive Committee of the Culinary Institute of America. In 2016, Bob was elected to a three-year term on the Financial Industry Regulatory Board (FINRA). FINRA is the regulatory agency that supervises all US broker-dealers.

September 2019



**From:** [Robert Muh](#)  
**To:** [Clerk](#)  
**Subject:** RE: Your application has been submitted to City of Napa  
**Date:** Friday, October 11, 2019 10:01:11 AM

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[EXTERNAL]

I am looking forward to my "interview" on Oct. 28<sup>th</sup>.

I would like to update my application as the result of a recent event. On October 6, 2019 I was elected Chairman of the Board of the Culinary Institute of America.

Thank you.

Bob Muh

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**From:** clerk=cityofnapa.org@granicuslabs.com <clerk=cityofnapa.org@granicuslabs.com> **On Behalf Of** clerk@cityofnapa.org  
**Sent:** Monday, September 9, 2019 5:37 PM  
**To:** [REDACTED]  
**Subject:** Your application has been submitted to City of Napa

Thank you for submitting your application to serve on a board or commission for the City of Napa. All applicants will be notified when the date for interviews is confirmed once recruitment is closed.

Sincerely, City of Napa

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**Profile**

Janet

First Name

Kloenhamer

Middle Initial

Last Name

  
Email Address  
Street Address  
Suite or Apt

Napa

City

CA

State

94559

Postal Code

**Mailing Address (if different than Resident Address above)**  

---

  
Primary Phone

Home:

Alternate Phone

**Length of Residence in the City of Napa:**  

---

Over one year

**Length of Residence in the County of Napa:**  

---

Home ownership over 5 years

**Registered to vote in the City of Napa?**  

---

☒ Yes ☐ No

retired

Employer

  
Job Title**Ethnicity**  

---

None Selected

---

**Interests & Experiences****Which Boards would you like to apply for?**  

---

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☐ Yes ☒ No

[Upload a Resume](#)

### Community Service Experience:

• Hawaii Theatre: Past Board Member • Legal Aid of Marin: Past Board Member, Corporate Secretary, Governance Committee Chair • Buckelew Programs: Past Board member, multiple committees • Vector Theater Company: Past Board member • Marin County United Way: Past Chair, Professional Campaign • Marin Alliance for Public Schools: Past Member, Business Advisory Council • Larkspur-Corte Madera Schools Foundation: Past Executive Board Member • American Bar Association (ABA): various appointed and elected leadership roles • CPR, International Institute for Conflict Prevention and Resolution: Past Board member, Governance committee chair, multiple standing and ad hoc committees • Strauss Institute, Pepperdine University School of Law: Council of Distinguished Advisors • San Francisco Bar Association: Past Chair, Insurance Committee • Marin County Bar Association: Past Board and Committee Member • Marin County Superior Court: Past Judge Pro Tem • American Insurance Association: Past Member, Law and Regulation Committee and Litigation Advisory Group Association of Insurance and Reinsurance Run-Off Companies (AIRROC): Board Member, Co-Chair Legislative and Amicus Committee, Certified Arbitrator • Coalition Against Insurance Fraud: Past Primary Drafter, Model Fraud Legislation • Property Casualty Insurance CEO Roundtable: Past Deputy

### Education:

University of San Francisco: Bachelor of Arts (1977); Juris Doctor (1981)

### Other relevant experience or expertise:

• Led complex transaction to acquire and redevelop Aloha Tower Marketplace waterfront property which required zoning changes, special purpose revenue bond authorizations, multiple entitlements, rights of entry, environmental reviews and considerations and coordination with various federal, state and local agencies and members of the state and local executive offices, including the governor's office and state legislators. • Led execution of Campus Master Plan including acquisition and divestiture of real property assets, both owned and leased, including planning and execution of \$56 million-dollar construction project on time and budget. • Acquired and led Hawaii Lifestyle Retail Properties, a for-profit entity organized to re-brand, market and manage commercial, retail, restaurant and entertainment venues in and around the Aloha Tower Marketplace. • Leadership role in numerous mergers, acquisitions and divestitures of for-profit and not-for-profit entities, lines of business, assets and operations, including recent transfer of ownership of over 130 acres of culturally and environmentally sensitive conservation land in Windward Oahu; • Negotiated transfer of multiple ground leases with the State and private organizations including the master State lease and a variety of easements related to the culturally significant and environmentally sensitive property where the Institute conducts its primary research; • Raised several million dollars in new funding from private, state and federal sources for development of the first research and pilot commercial-scale production facility for terrestrial and aquatic animal feed in the United States.

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**Additional Questions**

**What is your understanding of the role and responsibility of this board?**

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The Planning Commission is an appointed governmental body charged with advising the City Council on matters related to land use, development and planning, including amendments to the City's General Plan policies and zoning. The Planning Commission is also the decision-making body for specific land use actions.

**Have you ever attended a meeting of this board? If so, how many?**

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Not in Napa, but I have attended many meetings in Hawaii

**What duties of this board are most interesting to you?**

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I believe the overarching duty of the commission members is to make recommendations and take actions which balance the public good with private rights and interests. I find the central responsibility of making good and timely land use decisions, consistent with the vision and long term general plan for Napa, to be of greatest interest.

**What activities of this board are least interesting to you?**

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Implementation oversight.

**What programs or projects would you like to see improved or implemented?**

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I have an overarching interest in seeing improvements in attention to and awareness of accessibility. I have a physically disabled family member and find that accessibility is often overlooked or de-prioritized in planning and land use processes.

**How would you approach improving these project(s) or program(s)?**

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I would focus on education of all involved in the planning process and outreach to the community, both for purposes of educating the general public and receiving input from disabled community members who must navigate public and private buildings and facilities.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

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No

**Please list two local references and their phone numbers:**

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Rowena Bisho [REDACTED] Connie Miller [REDACTED]

**How did you learn of this vacancy?**

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☒ Other

**JANET S. KLOENHAMER**

Napa, California 94559

TARGET: Higher Education Legal and Compliance Leadership

Expert in Domestic and International Technology Transfer – M&amp;A - Privacy – Labor and Employment - Litigation

**Experienced Chief Legal and Compliance Officer and Internationally Savvy Executive** with a history of top performance as a trusted adviser and business partner with advanced skills in policy creation and interpretation, legal risk control and regulated entity compliance. Repeated success in strategic MA&D and operational leadership of legal and compliance within a shared services organization. Recognized for professionalism, commitment to excellence, pragmatism, judgment and financial acumen.

- **Pacific Business News Women Who Mean Business Honoree, 2014**
- **APIW Insurance Woman of the Year Nominee, 2010**

Varied experience delivering valued perspective to boards and cultivating a sense of unity and collaboration across the enterprise to optimize business results and enhance owner value.

**PROFESSIONAL EXPERIENCE****LAW OFFICES OF JANET S. KLOENHAMER**

Licensed in California and Hawaii

**Interim General Counsel**

2016-Present

Available for short- or long-term engagements in legal, compliance, regulatory or operations. Background includes leadership roles in financial services and insurance organizations, higher education, and applied sciences.

**HAWAI'I PACIFIC UNIVERSITY**

Honolulu, Hawaii

***Summary of Contributions:***

- ***Created and/or transformed Human Resources, Facilities and Asset Management, Campus Services, Enrollment Marketing and Strategic Communications, Risk Management, Internal Audit, Procurement, Legal, Compliance, Governmental and Community Relations, Board and University Governance functions, policies, processes and procedures and personnel.***
- ***Spearheaded \$80 million project involving acquisition of one of the most iconic landmarks in Hawaii, the Aloha Tower Marketplace, and redevelopment as a mixed-use university residential, commercial, retail and entertainment venue.***
- ***Leadership role in numerous programs, projects and transactions, including the recent transfer of ownership of over 130 acres of culturally and environmentally sensitive conservation land in Windward Oahu.***

**Executive Vice President for Administration**

2013-2016

Responsible for non-academic administrative functions of the University, including Human Resources, Marketing and Communications, Physical Plant and Security, Legal, Governance, Compliance, Risk Management and Procurement.

- Leader and coach to diverse group of managers with responsibility for functional areas of university operations.
- Led functional area actions to align strategic and master plans with clarity of mission and need to stabilize employee morale during organizational downsizing with no voluntary attrition in key leadership roles.

- Implemented cross-functional communication and open dialogue between management and staff and introduced a project management approach to meeting deliverables and budget.
- Led execution of Campus Master Plan including acquisition and divestiture of real property assets, both owned and leased, including planning and execution of \$56 million-dollar construction project on time and budget.
- Introduced HR business partner operating model to improve service and efficiency of HR operations. Led transition to Banner-based technology platform integrating financial and people management system and automation of HR processes for personnel actions.
- Led mergers, acquisitions and divestitures of for-profit and not-for-profit entities including acquisition of Hawaii Lifestyle Retail Properties.

## **General Counsel, Board Secretary, Executive Administrator/Governance**

2010-2013

Responsible for fulfilling legal, risk management, compliance, governmental and regulatory relationship needs of the University. Reporting to the President, acted as primary liaison to the HPU Board of Trustees and resource to President and Board on legal issues of University-wide importance.

- Supported presidential transition from leader whose incumbency spanned over 30 years to visionary new leader who had not previously lived in Hawaii, necessitating facilitation of local business, industry and governmental contacts to acclimate to the community.
- With the new president, managed board leadership departures occurring at the outset of his presidency including the board chairperson, multiple board committee chairs and other long term board members at both the university and Oceanic Institute.
- Designed, staffed and implements the university's first in-house legal department, became its inaugural General Counsel, centralized legal, risk, regulatory and compliance functions. Implemented a university-wide policy governance framework in a performance-focused model.
- Developed and implemented the university's first Governmental and Community Relations Office to strengthen connections between the university and state and local government as well as representatives of the native Hawaiian community.
- Led complex transaction to acquire and redevelop Aloha Tower Marketplace waterfront property which required zoning changes, special purpose revenue bond authorizations, multiple entitlements, rights of entry, environmental considerations and coordination with various federal, state and local agencies and members of the state and local executive offices, including the governor's office and state legislators.
- Led acquisition and integration of Oceanic Institute following a ten year affiliation agreement between the university and the institute which was at risk of ending without having fulfilled the needs or expectations of either organization.

## **Interim CEO of Oceanic Institute**

2012-2013

- Elected by Board of Trustees to serve as interim CEO for Finance and Administration of Oceanic Institute, a scientific research facility specializing in applied research into aquaculture, food security and sustainability.
- Assumed interim leadership role in the midst of key personnel departures and a contentious federal grant audit threatening the future viability of the organization. Resolved audit with ongoing cognizant agency relationship preserved.
- Mentored Oceanic Institute Interim President on strategy and management while working collaboratively to stabilize employee morale, resolved federal audit and implementation of technology transfer agreements with foreign companies, governments and NGOs.
- Developed and implemented plan of merger to bring the Institute within the ownership and control of the university, including restructure of ongoing endowment agreements between the two organizations resulting in \$8.5 million reduction in balance sheet risk.

- Negotiated transfer of multiple ground leases with the State and private organizations including the master State lease and a variety of easements related to the culturally significant and environmentally sensitive property where the Institute conducts its primary research.
- Raised several million dollars in new funding from private, state and federal sources for development of the first research and pilot commercial-scale production facility for aquatic animal feed in the United States.

**Allianz of America Corporation**  
Novato, California

**Summary of Contributions:**

- *Reduced liabilities of non-strategic businesses and legacy claims by tens of millions of dollars year over year*
- *Led numerous mergers, acquisitions and divestitures of companies, lines of business or operations*
- *Led culture change initiatives to improve performance, employee engagement and outcomes*
- *Scored highest employee survey engagement index results in the company (82% favorable), with largest margin of overall improvement and a 95% participation rate, in a climate of strict expense controls and position eliminations*

**President, Allianz of America Resolution Services**

2006-2010

- Led an organization responsible for reducing liabilities in lines of unprofitable and non-core insurance and reinsurance businesses owned or controlled by Fireman's Fund and Allianz Life. Directed staff and business operations located in the United States, Canada and the United Kingdom.
- Led the disposition of multiple businesses, each of which required crisis management and/or changes to strategic direction, combined with necessary realignment of resources, financial and operational controls, technology gaps and employee morale issues.
- Transformed vision, mission and business priorities to align with strategic goals of parent organization(s). Improved transparency and accountability for financial outcomes.
- Restructured operational and functional aspects of businesses, consistent with realigned mission and priorities, including outsourcing of technical and support functions, delivering double digit expense improvement year over year.
- Developed and led strategy and roadmap for resolution of massive asbestos liabilities.
- Assumed responsibility for disposition of a call center company at the same time its primary client was determined to be "too big to fail" by government regulators, resulting in successful transfer of ownership to the client with minimal voluntary attrition of key personnel.

**Fireman's Fund Insurance Company**  
Novato, California

**Senior Vice President, General Counsel and Corporate Secretary**

1988-2006

- Led legal, governmental, regulatory and compliance functions for major U.S. based property casualty insurance company owned by Allianz S. E., one of the largest financial services companies in the world.
- Managed staff of approximately 300 legal professionals and administered legal and related expenditures of over \$300 million annually.
- Responsible for legal, regulatory and compliance aspects of complete financial "turnaround" of insurance company, including significant financial restructuring, redeployment of capital and human resources and infrastructure improvements, all of which combined to move Fireman's Fund from the bottom to the top echelon of performers within the Allianz group,
- Led establishment of integrated Ethics, Values and Policy/Compliance Governance Program.

**Other roles at Fireman's Fund Insurance Company:**

- Chair, Fireman's Fund Foundation Board of Directors: Privileged to begin my association with the Foundation as Chair of the Distribution Committee and leader of the United Way campaign(s) in the 1990s, later becoming Chair of the Board of Directors while also assuming operational and functional leadership of the Foundation.
- Founding Chair, Ethics and Policy Governance Committee
- Member, Reserve, Risk and Disclosure Committees and VAST (Values Action Strategy Team)
- Chair, Employee Benefits Administration Committee
- Vice President, Claims Division
- Assistant Vice President, Litigation Management
- Claims Director, Extra Contractual; Financial Institutions

## **Private Practice and Other Legal Experience**

San Francisco and Los Angeles, California

- **Senior Staff Litigator, Baraban and Bragg**
- **Senior Associate, Lynberg and Nelsen**
- **Certified Law Clerk, Fresno County District Attorney's Office**
- **Pension Representative, Western Conference of Teamsters Pension Trust Fund**

## **EDUCATION AND TRAINING**

### **University of San Francisco College of Law**

- Juris Doctorate, Law
- Moot Court Board Officer

### **University of San Francisco**

- Bachelor's Degree, Communications

### **Pepperdine University, Strauss Institute for Dispute Resolution, Advanced Mediation Training**

## **PROFESSIONAL AFFILIATIONS**

- American Bar Association (ABA): various appointed and elected leadership roles
- CPR, International Institute for Conflict Prevention and Resolution: Past Board member, Governance committee chair, multiple standing and ad hoc committees
- Strauss Institute, Pepperdine University School of Law: Council of Distinguished Advisors
- San Francisco Bar Association: Past Chair, Insurance Committee
- Marin County Bar Association: Past Board and Committee Member
- Marin County Superior Court: Past Judge Pro Tem
- American Insurance Association: Past Member, Law and Regulation Committee and Litigation Advisory Group
- Association of Insurance and Reinsurance Run-Off Companies (AIRROC): Board Member, Co-Chair Legislative and Amicus Committee, Certified Arbitrator
- Coalition Against Insurance Fraud: Past Primary Drafter, Model Fraud Legislation
- Property Casualty Insurance CEO Roundtable: Past Deputy

## **COMMUNITY INVOLVEMENT**

- Hawaii Theatre: Past Board Member
- Legal Aid of Marin: Past Board Member, Corporate Secretary, Governance Committee Chair
- Buckelew Programs: Past Board member, multiple committees
- Vector Theater Company: Past Board member
- Marin County United Way: Past Chair, Professional Campaign
- Marin Alliance for Public Schools: Past Member, Business Advisory Council
- Larkspur-Corte Madera Schools Foundation: Past Executive Board Member



---

**Profile**

Heather

First Name

McCollister

Middle Initial

Last Name

Email AddressStreet Address

Suite or Apt

Napa

City

CA

State

94559

Postal Code

**Mailing Address (if different than Resident Address above)**

---

Primary Phone

Home:

Alternate Phone

**Length of Residence in the City of Napa:**

---

17

**Length of Residence in the County of Napa:**

---

17

**Registered to vote in the City of Napa?**

---

☒ Yes ☐ No

USFS

Employer

Supervisor Realty Specialist-  
Leasing Officer

Job Title

**Ethnicity**

---

☒ Caucasian/Non-Hispanic

---

**Interests & Experiences****Which Boards would you like to apply for?**

---

Cultural Heritage Commission: Submitted

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☒ Yes ☐ No

Upload a Resume

### Community Service Experience:

Served as chairperson CHC, and member 6 yrs, have worked/served in civil service in city/county/state/federal government and in US Navy. Have 20+ years as Community Development Director/planning/land use, along w/ Federal gov't land use/facilities experience. Volunteer at US Forest Service for various community events.

### Education:

Masters-Public Administration-Management and BA Environmental Studies & Land Use Planning

### Other relevant experience or expertise:

Administer and accountable to allocated budget. GAO oversight and value accountable to the taxpayers to work to be MEO (most efficient organization) while keeping in mind the mission of the agency. Understanding of appointment by CC to review action items based on adopted policies, guides and other guiding documents.

### Additional Questions

#### What is your understanding of the role and responsibility of this board?

Provide oversight, recommendation to City Council.

#### Have you ever attended a meeting of this board? If so, how many?

Yes-too many to count

#### What duties of this board are most interesting to you?

Assist community leaders, community members to continue to create a safe & healthy community to live in, while working to provide job-housing balance, reduce out commuting. Work to provide meaningful development throughout the city, providing recommendations to CC as applicable to type of application.

**What activities of this board are least interesting to you?**

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It's tough to make decisions that impact the citizens, but having the various experts/staff/board & commission members provide you direction, you are making the best informed decision. Not always what might be the best for everyone. Just have to work to be equitable and meet policy, or where perhaps needed review policy for change(s).

**What programs or projects would you like to see improved or implemented?**

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Look at ways to balance affordable, livable city.

**How would you approach improving these project(s) or program(s)?**

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Ensure we are providing transparency and giving accurate information, so those opposed to projects, have the correct information. Ensure notification is provided per code, but also look to add a requirement to post all properties that are applying for a permit/entitlement, i.e design review, CHC, subdivision, rezoning/PUD/PD.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

---

None

**Please list two local references and their phone numbers:**

---

John McDowell [REDACTED] Sara Vangese [REDACTED]

**How did you learn of this vacancy?**

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☒ Internet

<b>Objective</b>	Seeking appointment to one or more City commissions to assist decision makers in the City of Napa to enhance the City of Napa for everyone.	
<b>Education</b>	<p>Advance Supervisor Course-USAF</p> <p>GSA/Real Property-Real Estate Transaction, Inventory &amp; Accountability Training-USAF</p> <p>Facility Management Software System (RS Means) and related applications</p> <p>COTR (Contractor Officer's Technical Representative 1)-Current</p> <p>Operational Leadership-2013</p> <p>GOAL Leadership Academy-2014: Framework for future leaders in the National Park Service. Focusing on soft skills and leadership development. (Curriculum attached)</p> <p>August 2006-August 2008                      California State East Bay Concord, CA</p> <p>Masters in Public Administration with an emphasis in Leadership. Course work included human resources, governmental budgeting, policy analysis, ethics, social and politics practices, leadership strategies while working with the various stakeholders to lead change as the new civil servant.</p> <p>September 1991-January 1994                      Sonoma State University                      Rohnert Park, CA</p> <p>B.A., Environmental Studies and Land Use Planning. Study of the human, biological and physical environment as they relate to mankind and our interactions with each and how to reduce the environmental effects to preserve resources.</p>	
<b>Experience</b>	<p><b>August 2016-Present (40+hrs/week) USDA-USFS</b></p> <p><b>Vallejo, CA Region 5</b></p> <p><b>Supervisor Realty Specialists-Leasing &amp; Support Services, GS-13</b></p> <ul style="list-style-type: none"> <li>• Successfully supervise a team of 5 professionals in leasing management and support services for Region 5 office. Work with forest team to ensure lease performance is met, monitoring and reporting of such. Administration of entire region leasing portfolio of 114 leases providing day to day guidance and direction to leasing team for policies and best approach to move forward. Leasing oversight and management of USFS leases for per policies and goals of Forest Service, execution of Forest Management Plans (for those completed) for all leased space, from telecommunication facilities to office space and larger leases. Leasing portfolio is \$13M+.</li> <li>• Lead the regional support functions for printing shop/GPO functions for entire region and mail/supply services for R5 office.</li> <li>• Responsible for oversight and administration of space allocations requirements and how to minimize space to meet budgetary constraints, including a comprehensive exploration of how to maximize the space the facilities we occupy based on space policy reduction.</li> <li>• AQM lead for facility R5 work group and WO facility work group.</li> </ul> <p><b>January 2015-August 2016 (40+hrs/week) USAF/DoD</b>                      <b>Marysville, CA</b></p> <p><b>Beale Air Force Base- 9<sup>th</sup> Civil Engineer Squadron</b></p> <p><b>Installation Management Flight Chief, GS-13</b></p> <ul style="list-style-type: none"> <li>• Successfully supervise a team of 32-50 professionals both civilian and military in environmental programs NEPA/(natural and cultural resources management, HazMat, Air/Noise/Dust programs, water and wastewater systems), privatized housing and dorm management, budget, human resources, IT support, base-space facility planning and real property, disposal, easements, grants, support agreements, facility use agreements and other land use permits.</li> <li>• Review of Squadron manning document for future manning of additional base mission to show need for additional housing and other mission support needs.</li> <li>• Real property management includes validation of assets per Air Force and GSA reporting requirements, conducting base wide space allocation/utilization/all support needs for existing and new missions, 100% validation of every data field of RP records prior to "go-live" for new web based software execution, execute new land grants, leases, easements, various tenant use support/lease agreements, working directly with our legal support team. Update of DD 1354's. Review to ensure compliance with applicable Air Force Policy, EO's, GSA and other binding policy documents.</li> <li>• Management and oversight of data input for compliance with various Air Force programs and Federal regulatory reporting requirements, for HazMat inspections and storage, US Fish &amp; Wildlife Service monitoring information, Regional Water Quality Control Board water quality, noise monitoring, and air quality.</li> <li>• Assist in development of and review of resource management plans and other executable documents to ensure measurable implementations, resources requirements and compliance with other existing regulatory policies, including applicable AFI's (Air Force Instructions) and Federal, State, local policies/guidelines. Work with various surrounding community stakeholders, including city/county officials, special interest groups, applicable Federal, state and local agencies for</li> </ul>	



---

**Profile**

Paul

First Name

W.

Middle Initial

Kelley

Last Name

Email AddressStreet AddressSuite or Apt

Napa

City

CA

State

94559

Postal Code

**Mailing Address (if different than Resident Address above)**Primary PhoneAlternate Phone**Length of Residence in the City of Napa:**

56 years

**Length of Residence in the County of Napa:**

56 years

**Registered to vote in the City of Napa?**☒ Yes ☐ No

Paul Kelley Architect, Inc.

Employer

Principal Architect, Owner

Job Title

**Ethnicity**☒ Caucasian/Non-Hispanic

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**Interests & Experiences****Which Boards would you like to apply for?**

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☒ Yes ☐ No

[Upload a Resume](#)

### Community Service Experience:

Organization: Napa County Landmarks Dates Served: 2003-2006 Position: Board Member Organization: Napa County Landmarks Dates Served: 2003-2006 Position: Preservation Action Committee (PAC) member Organization: City of Napa Cultural Heritage Commission Dates Served: 2001-2008 Position: Chair Organization: City of Napa Planning Commission Dates Served: April 2013 - Present Position: Commissioner (Design Professional), Chair 2017

### Education:

School: Phoenix Institute of Technology Major: Architectural Design/Delineation Graduation Date/Degree: 1981 – Certificate School: Napa Valley College Major: Humanities Graduation Date/Degree: 1988 – A.A. Humanities School: Longview Education Associates Major: Green Building Professional Certificate Program Graduation Date/Degree: 2010 – Master Green Building Professional (MGBP) Certificate Planning Commission Training SSU Planning Commission Conference: 2013, 2014, and 2015 League of California Cities Planning Commissioners' Academy: 2014

### Other relevant experience or expertise:

Employed in architectural profession: 1981-Present California Licensed Architect: 1994-Present President, Lail Design Group, Inc. 1997-2008 Owner of Paul Kelley Architect, Inc. 2008-Present

### Additional Questions

#### What is your understanding of the role and responsibility of this board?

The Planning Commission is an appointed Board and serves at the will of the City Council – similar to other Boards and Commissions in the City. The Planning Commission's role is to help facilitate the CEQA process of environmental review and impact of significant projects and development proposed within the City of Napa. The Planning Commission serves as a design review board and gives direction to staff and applicants. The Planning Commission also provides initial review and comment on citywide items such as the General Plan and broader development plans such as Napa Pipe and the Downtown Specific Plans. The Planning Commission is also responsible for providing input to the City Council and staff from time to time on various issues and proposed actions.

**Have you ever attended a meeting of this board? If so, how many?**

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Since assuming as Planning Commissioner in early 2013, I have participated in about 100 meetings. During this past year I served as the chair.

**What duties of this board are most interesting to you?**

---

I am very interested in the design review and zoning aspects of the Planning Commission. We live in such a wonderful place that has become its own unique destination, separate and distinct from the rest of the Napa Valley. This is wonderful for Napa and at the same time a challenge to find balance between the wants and needs of the community and the goals to make Napa a world-renowned destination. In more recent years the tug of war between hospitality interests and housing for those employees and residents of Napa in general have taken center stage. We are seeing the effects of climate change in real time and really need to assess how we can reduce our overall human footprint on this planet - starting with our community. Having said that, I think that the Planning Commission is charged with a very important role of trying to seek that balance. Trying to help strike that balance of commerce and community is really appealing to me.

**What activities of this board are least interesting to you?**

---

After serving on the Commission for 6 years, there is not an aspect that is 'least interesting' to me. There are difficult aspects that often pit neighbor against developer, neighbor against community need and neighbor against neighbor. These hearings are usually contested and the decision you make can be very unpopular with a large group of people. Likewise there seems to be a growing trend of project appeals in the City and County so we have to consider that a final action by the planning commission may likely be appealed to the council. We have to provide the best decision making and guidance to a project applicant and I make it my personal goal to make sure we have properly and thoroughly vetted a project so that it does not come back to us that 'the planning commission did not consider...' Ideally if we've done our job correctly, the final action will be final or the City Council will have the information they need to render a final action.

**What programs or projects would you like to see improved or implemented?**

---

The Planning Commission and City Council are in transition. One member of the Planning Commission stepped down and another is running for City Council. The most critical work upcoming for the updated planning commission will be to work with the council and stakeholders on the General Plan, Napa Pipe, housing, infill development, promotion of open space, preservation of historic resources, living wage jobs and methods of transportation. Laced through these issues is the need to conserve our resources while welcoming others into our community. Perhaps the most important task facing the commission is our input and liaison role assisting the GPAC. This time period feels transitory as we have the opportunity to complete our flood control work, look at transit and trail systems, improve and hopefully finish larger infrastructure projects and circulation patterns, decide with housing will look like for the next twenty years, consider the footprint of downtown Napa and likewise our borders and make the best fit of our hospitality uses while blending but not losing community. Now that we've had a chance to work with the Downtown Specific Plan, my concern is that it does not provide the tools to allow for smaller downtown residential projects. Specifically, with downtown core commercial, onsite parking is not required but is required for residential lofts, etc. If the intent of the DSP is to bring housing downtown, we have yet to see it. Perhaps smaller neighborhood parking areas/structures would allow parking leases for parcels that cannot provide onsite parking for residential occupancies. We are also finding unintended loopholes in the DSP and have to interpret as we go. At some point the DSP should be reviewed and amended/completed, especially in the special focus areas identified.



**How would you approach improving these project(s) or program(s)?**

---

I believe that joint meetings or summits, study sessions, etc. of the Planning Commission and City Council to discuss pending issues is essential. Both bodies have their skill sets and areas of expertise. The Planning Commission could weigh in from a design, planning and use perspective while the Council could bring regulatory and other information to the table. We are so fortunate to live where we do but are greatly challenged with a shortage of housing, abundance of hotel rooms, commute traffic, parking challenges and so forth. I think a meeting just to have dialog on Accessory Dwelling Units for example would be a great sharing of information between staff and the combined commission and council.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

---

I am currently a member of the Napa Valley Architect's Exchange (NVAE), Napa County Landmarks Napa Historic Society and the Napa Chamber of Commerce. My membership in these organizations has not created any conflicts for me during my tenure on the planning commission. As an architect, curiously most of my work is in the County of Napa, Town of Yountville or City of St. Helena jurisdictions. My Napa projects have so far not been subject to Commission review. In the past 6 years I recused on one apartment project I worked on in the early 2000's, on 2 nearby subdivisions where I lived within 500' proximity and a project I took over from Juliana Inman (The Thomas Earl House). My experience with the Public Service Ethics Education has taught me that public perception is the bar that we all must strive to meet and I ask myself that question with specific projects and if I cannot answer the question then I direct it to City Attorney for review.

**Please list two local references and their phone numbers:**

---

Erin Morris - City of Napa Planning manager [REDACTED] Gordon Heuther – City of Napa Planning Commission member [REDACTED] Ryan Gregory – Napa County Supervisor [REDACTED]

**How did you learn of this vacancy?**

---

☒ Other



## Planning Commission Application

September 15, 2019

City of Napa – City Clerk Department  
PO Box 660  
Napa, CA 94559

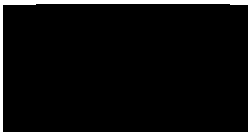
Mayor Jill Techel and Honorable Councilmembers:

I want to thank you for the opportunity to serve on the Planning Commission. Since 2013 It has been my pleasure to be a member of this esteemed body. I feel I have an established track record on the Commission based on my architectural and planning experience, community history, sound judgment, thoughtfulness and integrity.

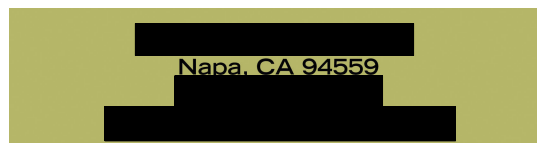
I am very passionate about my hometown and how it continues to evolve and grow. I believe there is a fine balance between development, housing, sustainability, open space, local serving business, tourism and jobs. Napa relies heavily on the wine and hospitality industries for its income base but has to remain vigilant not to fall further behind in housing stock or price itself out of the housing market for its citizens. At the same time there are critical aspects of Napa under threat including open space and our treasured resources. Of course, none of this matters if we cannot take a firmer grip on climate action – this has to be a universal pledge in every community worldwide. I believe the Planning Commission members play a critical role as stewards of our City by looking at all aspects of future development and job growth (not just low paying jobs), commercial and retail development, community based services, recreational opportunities and most importantly housing in a way that is dignified and sustainable. Climate action, housing, circulation and transportation along with quality of life are our biggest issues moving forward.

I respectfully submit my reapplication for the Design Professional seat on the Planning Commission to continue to serve the City of Napa.

Kind Regards,



Paul Kelley,  
Principal Architect



Community Service Experience

Organization: Napa County Landmarks  
 Dates Served: 2003-2006  
 Position: Board Member

Organization: Napa County Landmarks  
 Dates Served: 2003-2006  
 Position: Preservation Action Committee (PAC) member

Organization: City of Napa Cultural Heritage Commission  
 Dates Served: 2001-2008  
 Position: Chair

Organization: City of Napa Planning Commission  
 Dates Served: April 2013 - Present  
 Position: Commissioner (Design Professional), Chair 2017

Education

School: Phoenix Institute of Technology  
 Major: Architectural Design/Delineation  
 Graduation Date/Degree: 1981 – Certificate

School: Napa Valley College  
 Major: Humanities  
 Graduation Date/Degree: 1988 – A.A. Humanities

School: Longview Education Associates  
 Major: Green Building Professional Certificate Program  
 Graduation Date/Degree: 2010 – Master Green Building Professional (MGBP)  
 Certificate

Planning Commission Training

SSU Planning Commission Conference: 2013, 2014, and 2015  
 League of California Cities Planning Commissioners' Academy: 2014

Other relevant experience or expertise:

Employed in architectural profession: 1981-Present  
 California Licensed Architect: 1994-Present  
 President, Lail Design Group, Inc. 1997-2008  
 Owner of Paul Kelley Architect, Inc. 2008-Present

---

**Profile**

Robert

First Name

R

Middle Initial

Onate

Last Name

Email AddressStreet AddressSuite or Apt

Napa

City

CA

State

94558

Postal Code

**Mailing Address (if different than Resident Address above)**Primary Phone

Home:

Alternate Phone

**Length of Residence in the City of Napa:**

2+ years

**Length of Residence in the County of Napa:**

2+ years

**Registered to vote in the City of Napa?**☒ Yes ☐ No

Hall Equities Group

Employer

VP Forward Planning

Job Title

**Ethnicity**☒ Hispanic

---

**Interests & Experiences****Which Boards would you like to apply for?**

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☒ Yes ☐ No

[Upload a Resume](#)

## Community Service Experience:

Tri Valley Little League Board early 2000's

## Education:

MS Architecture - Cal Poly SLO, 1998 BS City & Regional Planning - Cal Poly SLO, 1993

## Other relevant experience or expertise:

My education and career have been in the planning & development field, I hire and manage design and consulting teams for a variety of entitlements and lands use types (e.g., subdivisions, hotels, retail, and sportsfields).

## Additional Questions

### What is your understanding of the role and responsibility of this board?

To review land use and design issues in the context of the general plan, zoning ordinances, and other local, state, federal regulations.

### Have you ever attended a meeting of this board? If so, how many?

100+

### What duties of this board are most interesting to you?

the ability to have a positive impact on the residents and visitors of Napa through good design and wise land use decisions.

### What activities of this board are least interesting to you?

depends on the agenda

### What programs or projects would you like to see improved or implemented?

next phase of flood control

**How would you approach improving these project(s) or program(s)?**

---

flood control, could involve federal & state monies, but may also need commitments on affected landowners part.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

---

Unknown.

**Please list two local references and their phone numbers:**

---

Dave Sanson, president DeNova Homes Mobile: [REDACTED] David Samson, Local Realtor ,  
[REDACTED]

**How did you learn of this vacancy?**

---

☒ Newspaper

**R. REED OÑATE**

NAPA, CA 94558

E-MAIL:

**Accomplished City Planner, Project Manager and Development Executive****PERFORMANCE PROFILE/PERFORMANCE SUMMARY**

Worked on variety of development projects within communities performing project management, environmental and regulation analysis, and economic proforma and budget analysis for infrastructure, commercial and residential projects in Northern California. Results oriented manager supervising and directing all aspects of obtaining entitlements for land development projects including general plan changes, re-zoning, tentative/final maps, street right of ways, levees, affordable housing compliance, public works & building permits. Strong organizational and communication skills, experienced with public and private sector negotiation and analysis. Comprehensive understanding of local, state, & federal government policy, including National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Responsible for the entitlement and development projects for over 2,000 homes and over 500,000 SF of commercial property over the last 15 years.

**EDUCATION**

M.S., Degree in Architecture, Cal Poly University, San Luis Obispo  
 B.S., City and Regional Planning, Cal Poly University, San Luis Obispo  
 A.A., Liberal Arts, Solano College, Suisun, California  
 Accounting Course via UC Berkeley

**CORE COMPETENCIES**

- |   |   |   |
|---|---|---|
| ➤ Processing of Complex Planning & Permitting Projects: Local, State, and Federal | ➤ Environmental Review including CEQA & NEPA            | ➤ Land Acquisition & Sales Coordination                 |
| ➤ Current & Advanced Policy Analysis  | ➤ Due Diligence & Market Analysis Reviews               | ➤ ALTA Survey & Title Document Reviews                  |
| ➤ Entitlements for Land Development & Construction Permits                        | ➤ HOA coordination and Dept. of Real Estate Processing  | ➤ Oral Presentations to Boards, Councils, & Commissions |
| ➤ Real Estate Financial Analysis for Residential & Commercial Projects            | ➤ Redevelopment & Affordable Housing Project Experience | ➤ Financing Documentation & Coordination                |

**PROFESSIONAL EXPERIENCE*****January 2015 - Present VP Forward Planning, Hall Equities Group***

Managing entitlements and supporting economic analysis for mixed-use residential/retail project and commercial projects in CA, WA, and CO. Managing of design teams to secure development approvals with planning, public works, and building department. Work experience includes reviews and research of agency codes, title reports / title exceptions, property CC&Rs and Operating and Management Plans, and creation of MS Project schedules.

***2013-2014 Project Manager, Richmond American Homes***

Coordination with local Cities/Counties and Managing permitting of subdivisions & homes for neighborhoods. Coordination with sales team to deliver customer satisfaction and sales. Managing of professional design team to implement design improvements. Tracking of project schedules in coordination with corporate expectations. Managing of Due Diligence and budgets for land acquisition.

**PLANNING PROFESSIONAL**

**2008 - 2013 Vice President, NUCP, LLC**

**2008 – 2012 Vice President of Feasibility, Planning, & Entitlements, DeNova Homes, Inc.**

**2006 –2008 Project Manager, DeNova Homes, Inc., Concord, CA**

Related duties include negotiation and implementation of complicated real estate transactions, financial feasibility analysis, budget development, environmental review, real estate transaction negotiations, citizen involvement process, public hearings and approvals to clear regulatory path for construction. Implementation of planning policies, practices, compliance and implementation. Managed local, state, and federal entitlement process for large development projects. Hiring & management of resource consultants (e.g., biologist, hydrologist, archaeologist) and design consultants (e.g., engineers, architects, landscape architects). Worked directly with public officials and investors to achieve land development goals.

**2003 –2006 Forward Planner / Project Manager , D.R. Horton, Brentwood, CA**

Performed various forward planning, project management, and consultant management related duties, including: Due Diligence reviews, budget and contract management, consultant hiring and oversight, local/state/federal agency permit processing. Prepared and deliver internal project presentations and public presentations. Coordinated with public and private professionals for the development of housing.

**1998 –2002 Development Executive, Trumark Companies, Danville, CA**

Performed various forward planning, project management, and consultant management related duties, including: Due Diligence reviews, budget and contract management, consultant hiring and oversight, local/state/federal agency permit processing, and homebuyer disclosures. Prepared and deliver internal project presentations and public presentations. Coordinated with public and private professionals for the development of housing.

**1997 –1998 City Planner, Town of Vail, Vail, CO**

Performed technical report writing, various permit processing and public presentation duties for the planning department, including: development applications, design review, subdivision map approvals, and Planning Commission presentations.

**1997–1998 Planner III, Environmental Science Associate, San Francisco, CA**

**1996–1997 Planner II**

**1994–1995 Planner I**

Performed project management for a professional environmental consulting firm including policy and technical analyses, and report writing. Client examples include public agencies ranging from, Cities, Counties, water districts, sewer districts, and airports, including the Port of San Francisco. Performed project management, technical analyses and report writing duties for a variety of commercial, industrial, institutional, and residential subdivision development projects involving CEQA & NEPA related reporting and implementation. Projects examples include: San Francisco Waterfront Land Use Plan, Chabot Observatory and Science Center EIR and NEPA EA, Boulders Residential Subdivision, San Pablo Baseline Analysis and General Plan EIR; Graham Hill Subdivision EIR.

**1993 – 1994 Planning and Building Technician. City of Morro Bay, CA**

Conducted the permit review and writing and presentation of staff reports to the Planning Commission. Interfaced with the Port Authority of Morro Bay on planning issues. Provided technical analysis and writing for planning documents including the Housing Element, Waterfront Specific Plan, and Parking Management Plan.

**PROFFESIONAL AFFILIATIONS (Past & Present)**

American Planning Association; Building Industry Association



---

**Profile**

Jessica

First Name

Penman

Last Name

Email AddressStreet AddressSuite or Apt

Napa

City

CA

State

94558

Postal Code

**Mailing Address (if different than Resident Address above)**

---

Primary Phone

Home:

Alternate Phone

**Length of Residence in the City of Napa:**

---

31

**Length of Residence in the County of Napa:**

---

31

**Registered to vote in the City of Napa?**

---

☒ Yes ☐ NoYountville Chamber of  
Commerce

Employer

Operations & Membership  
Manager

Job Title

**Ethnicity**

---

☒ Caucasian/Non-Hispanic

---

**Interests & Experiences****Which Boards would you like to apply for?**

---

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☐ Yes ☒ No

Upload a Resume

### Community Service Experience:

I currently service on the Yountville Community Foundation Board, Napa County Arts and Culture Commission, I am on the newly formed Fundraising Committee for Leadership Napa Valley and volunteer at Lucky Penny. I also served on the Yountville Arts Commission and am a graduate of Leadership Napa Valley.

### Education:

BA, Anthropology & Classical Civilizations, University of Arizona MA, Egyptian Archaeology, University College London

### Other relevant experience or expertise:

## Additional Questions

### What is your understanding of the role and responsibility of this board?

The Planning Commission has two roles. They are the decision makers for certain land use, conditional use permits, as well as, design review permits. They are also an advisory committee to the Napa City Council when it comes to the General Plan policies and Zoning Ordinance. They are responsible for making sure that all new development, upgrades, and/or improvements fit with in the Zoning Ordinance, General Plan and are the right decision for the city of Napa. The Planning Commission is the decision-making body for specified land use actions, including conditional use permits and design review permits.

### Have you ever attended a meeting of this board? If so, how many?

I have not but I do follow what they are doing

### What duties of this board are most interesting to you?

The city of Napa is currently in a state of growth and expansion. A lot of exciting projects are in the works and being brought to the planning commission. I love the idea of being a part of the future landscape of Napa. I think it is important to have people on the commission that are looking to the future but also working to preserve what Napa truly is. I also love the idea of being "part of the solution" to some of Napa's bigger problems.

**What activities of this board are least interesting to you?**

---

None

**What programs or projects would you like to see improved or implemented?**

---

I know that there are a lot of Workforce Housing projects that are being talked about and I am excited to see what can be done to better serve our current workforce. As a Chamber of Commerce employee I am very involved in the conversation of making Napa an easier place for the workforce to call home and I would like to be an even bigger part of that solution.

**How would you approach improving these project(s) or program(s)?**

---

With the workforce (or affordable) housing projects that will be coming forward I would be very honest and open about working with the projects to make sure they are meeting the needs of our community and are abiding by the parameters. I think one of the most important things is for the planning commission to be honest and transparent. When there are difficult or controversial projects that are brought to the commission I would like to see them be clear about their thought process and lay out any conflicts out for residents to see.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

---

No

**Please list two local references and their phone numbers:**

---

Whitney Diver McEvoy - [REDACTED] Samantha Holland - [REDACTED]

**How did you learn of this vacancy?**

---

- ☒ Newspaper
- ☒ Internet

Jessica Lee Penman

Napa, CA 94558

**Summary of Qualifications**

Teamwork, management skills, ability to think laterally to solve a wide range of problem, ability to work creatively in diverse situations with limited resources, ability to work with a wide range of people and cultures, ability to adapt skills and knowledge base to new situations, disaster preparedness, attention to detail and ability to record relevant details, quantitative data handling, literacy, ability to compile a structured report, presentation skills, budgeting, timekeeping and forward planning, event planning and management, Weblink, Canva, Raisers Edge and PastPerfect proficient, ability to work in a fast paced environment, ability to work under stress and intense physical and mental conditions while maintaining a positive attitude

**Current Positions**

**Yountville Chamber of Commerce**

April 2017-Present

Operations and Membership Manager

- Run Yountville Welcome Center
- Run YCC volunteer program
- Work with Director of Membership and Sales on membership development and retention
- Run Associate Member program
- Run major chamber events
- Creating Napa Valley Young Professionals Program
- Point of contact for YCC Workforce Development projects
- Manage YCC TripAdvisor Page and Instagram Stories
- Manage Community Events

**Napa Valley College**

June 2014-Present

Adjunct Instructor of Anthropology

- Content development
- Teach 1-2 classes a semester both online and in person

**Silver Oak**

On call event server

July 2015-Present

- Set up/break down event
- Serve at high end events
- Pour high end wine at events

**Volunteer Work**

**Leadership Napa Valley Class 32**

September 2018-Present

**Lucky Penny Theater**

September 2018-Present

**Napa County Arts and Culture Committee**

October 2018-Present

**Yountville Community Foundation Board of Directors**

March 2018-Present

Vice Chair

- Promote and raise funds to support community based programming that benefits the residents of Yountville
- Approve grant request when they are submitted to Yountville Community Foundation
- Provide administrative and financial support to various areas in Yountville

**Yountville Arts Commission**

July 2015-June 2017

Arts Commissioner

- Run four gallery shows a year
- Help plan major fundraiser Art Sip and Stroll
- Run marketing committee
- Choose art for Yountville public art walk

**Arts Council Napa Valley Leadership Network**

March 2016-April 2017

Committee Member

- Raise awareness for the Arts in Napa County
- Research ways to serve underserved populations in Napa County
- Work collaboratively with arts professionals in Napa County
- Be an active leader in the arts community

**Other Work Experience**

**Napa Valley Museum**

July 2015-April 2017

Development Manager

- Membership Program coordination
- Foundation grants
- Government grants
- Annual Fundraiser coordinator
- Event coordinator
- Volunteer coordination
- Intern coordination
- Community outreach coordination
- Online postings and marketing
- Patron Member program coordination

**Napa Valley Museum**

May 2014-July 2015

Collections Manager and Volunteer Manager

- Volunteer program coordination
- Museum volunteer outreach
- Care for the NVM's 15,000 object collection
- Accessioning new items
- Inventory
- Research collections items
- Research items in need of deaccessioning
- Condition reports for incoming items

## **Napa Valley Museum**

July 2012-May 2014

Collections Manager

- Care for the NVM's 15,000 object collection
- Accessioning new items
- Inventory
- Research collections items
- Research items in need of deaccessioning
- Condition reports for incoming items

## **Salon D'Art**

May 2013-May 2014

District Representative for Northern California

- Manage 4-8 member sales team
- Responsible for home sale visits in Northern California
- Manage Northern California hotel properties
- Control over entire company inventory

## **Napa Valley Museum**

April 2012-July 2012

Collections and Exhibitions Intern

- Learn the basics of collections management
- Inventory of NVM's art collection
- Helped to instal and de-instal several exhibitions

## **Mumm Napa**

July 2012-August 2013

Hospitality representative

- Serve and explain Mumm wines to guests
- Give tours of the sparkling wine making process
- Ring customers up for wine and merchandise

## **Boys and Girls Club of the Napa Valley**

October 2011-June 2012

Teen Center Project Assistant

- Create a safe place for Napa teens to spend hours after school
- Head cooking and workout classes
- Help to raise money for teen programs

**Education:****University College London 2011**

MA Egyptian Archaeology (with Merit)

London, United Kingdom

**University of Arizona**

B.A. Anthropology and Classics (Cum Laude) 2009

Tucson, Arizona USA

**Centro Studi Città di Orvieto**

University of Arizona Study Abroad Program 2007-2008

Areas of Study: Art History, Classics, Archaeology

Orvieto, Italy

**Additional Skills and Certificates**

- Emerging Leaders Program Certificate-CVNL Fall 2016
- WordPress
- Office Suite
- Weblink
- Canva
- Canvas
- Blackboard
- Raisers Edge
- Constant contact
- AASLH: The Basics of Archives online workshop
- PastPerfect
- Instagram Stories

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**Profile**

Bernardo

First Name

A

Middle Initial

Narvaez

Last Name

  
Email Address  
Street Address  
Suite or Apt

Napa

City

CA

State

94558

Postal Code

**Mailing Address (if different than Resident Address above)**  

---

  
Primary Phone  
Alternate Phone**Length of Residence in the City of Napa:**  

---

11

**Length of Residence in the County of Napa:**  

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12

**Registered to vote in the City of Napa?**  

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☒ Yes ☐ No

Narvaez Insurance Services

Employer

President

Job Title

**Ethnicity**  

---

☒ Hispanic

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**Interests & Experiences****Which Boards would you like to apply for?**  

---

Planning Commission: Submitted



Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☐ Yes ☒ No

[Upload a Resume](#)

### Community Service Experience:

Served as Parks and Recreation Commissioner Leadership Napa Valley Graduate class 30 Napa Citizens Academy class 3 Sunrise Rotary Board Member - 2018 to 2019 Commander of Napa Marine Corps League 2014- 2018 Board Member of Napa County Hispanic Chamber of Commerce

### Education:

Sonoma High School class of 2003 Honorably Discharged USMC - Served 2004 to 2010 Currently owner of Narvaez Insurance Services

### Other relevant experience or expertise:

My experience in service as a member of the Napa GPAC has broaden my understanding of land use issues. I have attended many city council and planning commissions. In my profession, I insure commercial/ residential building and construction projects. My profession has helped me in understanding certain elements of construction, materials used, and safety considerations in related to development.

## Additional Questions

### What is your understanding of the role and responsibility of this board?

To advise city council in issues corresponding to land use, zoning and planning. This board contributes to guiding private development by building consensus with fellow commissioners, working with staff and providing feedback to City Council. Also, have an understanding of the General Plan in order to be thoughtful and considerate when making a decision.

### Have you ever attended a meeting of this board? If so, how many?

yes, too many to count. When I cannot attend I view the meetings online.

### What duties of this board are most interesting to you?

Contributing to the improvement of our community by being proactive with agenda items. Collaborate with staff and assist with carrying out the vision of the General Plan and city council priorities.

**What activities of this board are least interesting to you?**

---

I don't have any in mind at this time.

**What programs or projects would you like to see improved or implemented?**

---

I would like to compliment City Council, planning commission and staff on the great work done improving our ADU and JrADU program. May of our housing stock sit on lots over 5,000 sq ft.. Ample space for both an ADU and an JrADU, Finding ways to encourage and make it easier to build more on these units add more housing stock and provide relief to a slim rental market. How can we improve this even more. Help make the permit process less intimidating for property owners by expedited/guided service at the counter.

**How would you approach improving these project(s) or program(s)?**

---

Ask staff to create current conditions of ADU's and JrADUs. Add it as a future agenda item. Review existing conditions and make recommendations to city council on improvement to the current program. Be pro active with community professionals on feedback and input to consider.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

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There is no conflict of interest.

**Please list two local references and their phone numbers:**

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Gordon Heuther - [REDACTED] Chuck Shinnamon - [REDACTED]

**How did you learn of this vacancy?**

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☒ Internet

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**Profile**

Debra

First Name

A

Middle Initial

Kircher

Last Name

Email AddressStreet AddressSuite or Apt

Napa

City

CA

State

94559

Postal Code

**Mailing Address (if different than Resident Address above)**

---

Primary PhoneAlternate Phone**Length of Residence in the City of Napa:**

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6 years

**Length of Residence in the County of Napa:**

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**Registered to vote in the City of Napa?**

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☒ Yes ☐ No

North Bay Regional Center

Employer

Board Certified Behavior Analyst

Job Title

**Ethnicity**

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☒ Other

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**Interests & Experiences****Which Boards would you like to apply for?**

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Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

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☐ Yes ☒ No

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Upload a Resume

**Community Service Experience:**

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**Education:**

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**Other relevant experience or expertise:**

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## **Additional Questions**

**What is your understanding of the role and responsibility of this board?**

---

**Have you ever attended a meeting of this board? If so, how many?**

---

**What duties of this board are most interesting to you?**

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**What activities of this board are least interesting to you?**

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**What programs or projects would you like to see improved or implemented?**

---

**How would you approach improving these project(s) or program(s)?**

---

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

---

**Please list two local references and their phone numbers:**

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**How did you learn of this vacancy?**

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None Selected

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**Profile**

Kara

First Name

Brunzell

Middle Initial

Last Name

Email AddressStreet Address

Suite or Apt

Napa

City

CA

State

94559

Postal Code

**Mailing Address (if different than Resident Address above)**

---

Primary Phone

Home:

Alternate Phone

**Length of Residence in the City of Napa:**

---

16 years

**Length of Residence in the County of Napa:**

---

23 years

**Registered to vote in the City of Napa?**

---

☒ Yes ☐ No

Brunzell Historical (self)

Employer

Principal/Architectural Historian

Job Title

**Ethnicity**

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☒ Caucasian/Non-Hispanic

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**Interests & Experiences****Which Boards would you like to apply for?**

---

Planning Commission: Submitted

Question applies to Cultural Heritage Commission, Planning Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

☐ Yes ☒ No

Upload a Resume

### Community Service Experience:

Napa County Landmarks Board of Directors, 2019; Rock the Congress Napa Valley, 2018, web/social media director; Women's March Napa Valley, 2017-18, steering committee member; Napa County Library Adult Literacy program, 2017-present, Tutor; Porchfest Organizing Committee, 2011; NVLA Food for Thought Student Nutrition Task Force Member, 2009-2010; NVLA After School Program, 2008-2010, Cooking Teacher; NVLA Student Reading Support Tutor, 2005-2010; St. Helena Preschool Fundraiser, 1999, Chairperson

### Education:

Cal State Sacramento, MA Public History, 2010 UCLA, BA History, 1988

### Other relevant experience or expertise:

As an architectural historian I work with CEQA documents on a daily basis and have gained a strong knowledge of how the urban planning process. I have had the opportunity to present technical results at many public meetings and have been able to observe first hand how large and small municipal governments operate. I understand that land use planning requires balancing the interests of all stakeholders including members of the public, property owners, and developers.

### Additional Questions

#### What is your understanding of the role and responsibility of this board?

To provide input that assists City staff and elected officials in making land use decisions including zoning, development, and general plan amendments when necessary.

#### Have you ever attended a meeting of this board? If so, how many?

Yes, 2

**What duties of this board are most interesting to you?**

There are so many fascinating challenges before us as a community. Foremost at the moment for me is working toward a solution of our housing crisis. The situation presents an exciting opportunity to think about how to create the housing of the future while preserving the unique character of our community which blends unparalleled natural setting and charming historic neighborhoods. Being able to help shape those solutions as a member of this board is incredibly interesting to me. I am also deeply concerned about related issues including sustainability, walkability/bikeability, and traffic reduction.

**What activities of this board are least interesting to you?**

Working on controversial or politically divisive issues.

**What programs or projects would you like to see improved or implemented?**

I would like to see more low- and moderate-income housing constructed within the City of Napa, an expanded network of bike lanes and protected bike paths, improved pedestrian safety, mixed-use development with housing near jobs/retail that allows residents to avoid driving, creative adaptive reuse of existing buildings to meet current needs, an improved tree-planting/retention program, and encouragement of historic preservation in order to maintain value/character in our neighborhoods.

**How would you approach improving these project(s) or program(s)?**

As a planning commissioner I will approach proposed projects with an open mind, engaging in the details of plans presented in order to weigh benefits for stakeholders. The goals I discuss above will always be at the back of my mind (although I realize not all projects that come before the commission will be directly relevant to my personal vision for improving the community.)

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

As a professional architectural historian, my work entails evaluating buildings for historical significance pursuant to CEQA or federal regulations. I have occasionally evaluated properties located within Napa city limits over the past decade. Although I have no ongoing financial relationship with any property owner or project proponent, I will recuse myself if appropriate from any discussions related to the small handful of properties I have previously worked on. If appointed, I will not seek nor will I accept additional projects within the City of Napa during my term of service.

**Please list two local references and their phone numbers:**

Liz Alessio [REDACTED] Stefanie Lamarca [REDACTED]

**How did you learn of this vacancy?**

☒ Other





**BRUNZELL**  
HISTORICAL

## KARA BRUNZELL

**Owner/Principal Historian (2009 – Present)**

**Brunzell Historical**

California, 94559

### EXPERTISE

Kara Brunzell has practiced in the fields of history/architectural history, cultural resource management, and historic preservation since 2007. She has served as a consulting historian on historical research investigations for federal, state, and local governments. She is proficient in the recordation, inventory, and evaluation of historic resources using the National Register of Historic Places (NRHP) and the California Register of Historic Resources (CRHR) guidelines. Her expertise includes preparing reports and making recommendations regarding Section 106 review and compliance. Kara is experienced in applying the California Environmental Quality Act (CEQA) to both large-scale survey projects and individual historic-period resources. She has also worked in municipal preservation planning and non-profit historic preservation. Her non-profit work has included coordination of technical services, content creation and implementation for preservation education, and management of a preservation advocacy program. Kara qualifies as a historian and architectural historian under the United States Secretary of the Interior's Professional Qualification Standards (as defined in 36 CFR, Part 61).

### EDUCATION

California State University, Sacramento, MA, Public History

UCLA, BA, History

### CONTINUING EDUCATION

HUD's Office of Environment and Energy: Historic Preservation and HUD, May 2014

California Preservation Foundation Workshops:

The Environmental Benefits of Reuse, August 2011

Preservation Ordinances, April 2011

The Use and Application of the California Historical Building Code, July 2009

### SELECT PROJECT EXPERIENCE

**Historic Resource Evaluation of Five Buildings at Oakland International Airport; Port of Oakland, CA (2018).** Kara evaluated a mid-twentieth century maintenance hangar and four World War II-era buildings at the Oakland Airport for NRHP and CRHR eligibility. None were recommended eligible for historic listing.

**State Printing Plant and Textbook Warehouse Relocation and Building Demolition Project; California Department of General Services; Sacramento, CA (2017-Present).** Kara prepared a California Public Resources Code 5024 evaluation of the mid-twentieth century printing plant as well as greenhouse and maintenance buildings located on the property. This included an evaluation for NRHP and CRHR eligibility, and eligibility as a California Historical Landmark (CHL), along with an accompanying report.

**Interlake Tunnel Project: Monterey County Water Resources Agency; Monterey and San Luis Obispo Counties, CA (2017-Present).** Kara evaluated the San Antonio Dam in Monterey and San Luis Obispo Counties for NRHP and CRHR eligibility. She produced a historic context of the water resources agency and a chronology of the dam's development, which was recommended ineligible for historic listing.

**Department of Motor Vehicles Fell Street 5024 Evaluation; California Department of General Services; San Francisco, CA (2017).** Kara prepared a California Public Resources Code 5024 evaluation of the mid-twentieth century building. This included an evaluation for NRHP and CRHR eligibility, and eligibility as a California Historical Landmark, along with an accompanying report. The building was found to be ineligible and the State Historic Preservation Office concurred with the determination.

**NRHP Nomination of Sperry Flour Company, Vallejo, Solano County, CA (2017).** Kara prepared the NRHP nomination packet including historic context, the 10-900 form, historic figures, and photo-documentation of the historic flour mill. Located on the eastern shore of Mare Island Strait, flour was milled on the site with few interruptions from 1869 through 2004. The district's most important resources are its World War I-era mill buildings, which were designed by engineer Maurice Couchot represent an important early use of reinforced concrete in large industrial buildings. It was added to the NRHP in late 2017.

**Landfall Renovation Project, Review of Proposed Design; Belvedere, Marin County, CA (2016 – 2017).** Kara reviewed a proposed renovation project on a historic landmark residence in Belvedere for conformance with the Secretary of Interior's Standards for the Treatment of Historic Properties. Originally constructed in 1891, the house is associated with noted architects Albert Farr and Carr Jones. Kara worked with the architect to shape design solutions that allowed for the property's continued use while avoiding the destruction of character-defining features. She authored a report outlining important elements of its design and recommending a treatment plan.

**Los Gatos Creek Watershed Maintenance Program; San Jose Water Company, Santa Clara County, CA (2016).** Kara evaluated elements of the San Jose Water Company for NRHP and CRHR eligibility as a non-contiguous historic district. She produced a detailed historic context of the private water company, which has been active from 1866-present, and recorded nine water conveyance structures, several of which were recommended eligible for listing because of their association with the historically significant utility.

**Redwood Agricultural Inspection Station Repairs; California Department of General Services, Del Norte County, CA (2016).** Kara evaluated the Redwood Agricultural Inspection Station in rural Del Norte County for NRHP, CRHR, and California Historic Landmark (CHL) eligibility. The unique building was designed by California State Architect Alfred Eichler at the start of his career and constructed in 1931, and was recommended eligible for NRHP and CRHR listing based on its significant architecture.

**Jesse Unruh Building Roof Replacement Project; Department of General Services, Sacramento, CA (2016).** Kara acted as architectural historian for this project, which involved project review for a proposed roof repair project on the NRHP-listed Jesse Unruh State Office Building on the Capitol Mall in Sacramento. She performed a field visit to and prepared a letter to SHPO detailing condition of roof skylights.

**Historic Resource Survey and Evaluation of Soares Ranch; Union City, Alameda County, CA (2016).** Kara evaluated a historic-period ranch complex comprising four dwellings and a number of associated agricultural buildings for NRHP and CRHR eligibility. The property was historically significant but lacked the integrity required for historic listing at any level (Brunzell Historical).

**Architectural/Historical Evaluation of the Brown Ranch; Sonoma, CA (2016).** Kara conducted an Architectural/Historical evaluation of a historic-period ranch complex in Sonoma for NRHP and CRHR eligibility. Although the property was the site of the original Mission vineyard in Sonoma, its current buildings and vineyards are not associated with the Mission era, and the property was recommended ineligible for historic listing.

**Architectural/Historical Evaluation and Cultural Resources (Archeological and Paleontological) Assessment of a Motel at 11615 - 11645 San Pablo Avenue, El Cerrito, Contra Costa County, CA (2016).** Kara acted as Project Manager and Architectural Historian on an Architectural/Historical evaluation and Cultural Resources Assessment of a historic-period motel property in El Cerrito.

**Section 106 and CEQA Compliance Tasks for the GRID Roads Bookends Project, American Canyon, Napa County, CA (2016).** Kara acted as Architectural Historian on Section 106 and CEQA Compliance Tasks for the GRID Roads Bookends Project in American Canyon, California.

**Architectural/Historical Evaluation and Review of Proposed Project for Beltane Ranch; Sonoma County, CA (2015-2016).** Kara conducted an Architectural/Historical evaluation and review of proposed project for Beltane Ranch near Glen Ellen in rural Sonoma County. The ranch complex is significant under several contexts including the development of winemaking in Sonoma County. Its most important context is its association with African-American San Francisco pioneer Mary Ellen Pleasant (known as the mother of civil rights in California) who owned the property in the 1880s and built its architecturally significant ranch house. Kara reviewed a proposed alteration to the barn for conformance with the Secretary of Interior's Standards for the Treatment of Historic Properties and produced a recommended treatment plan.

**Architectural/Historical Evaluation and Archaeological Survey of Santa's Village in Skyforest, San Bernardino County, CA (2015).** Kara acted as Architectural Historian on an Architectural/Historical evaluation of a historic-period theme park in near Lake Arrowhead in the San Bernardino Mountains. The project also required archaeological investigation of the site.

**Historic Context Survey of Davis; Yolo County, CA (2014-2015).** Kara managed a Historic Context Update Survey for the City of Davis. The project, which was funded by SHPO's Certified Local Government grant program, included a detailed historic context of the years between 1940 and 1975, field survey of previously un-surveyed neighborhoods developed before 1975, DPR 523 update, and new DPR 523 District forms for roughly 150 subdivisions. Kara collaborated with the Davis Historic Resource Management Commission in order to leverage the impact of the limited grant budget, leading a team of community volunteers in a field survey effort that covered most parcels in a seven square-mile area. The final product incorporated the results of new research and field survey with the City's three existing Historic Context Statements and updated DPR 523 forms for over 300 resources on its Historic Resource Inventory.

**Historic Architectural Evaluation of the Delta Research Station; Rio Vista, Solano County, CA (2014-2015).** Kara authored a historical architectural evaluation of a former USACE base located in Rio Vista, California. The site, which was originally called the U.S. Engineers Storehouse, was established in 1911 by USACE as a repair and storage facility associated with the Sacramento River Flood Control Project. Kara evaluated the 20 extant buildings and structures on the site and recommended them eligible to the CRHR as a historic district.

**Historic Context Survey and Historic District Nomination for the Newton Booth Neighborhood; Sacramento, CA (2013-2014).** Kara prepared a historic context statement and historic district nomination for the Newton Booth neighborhood in Sacramento. The project included extensive recordation of the primarily residential neighborhood, a detailed neighborhood history, determination of contributing status for each property within the district, DPR 523 forms for individually eligible landmarks, and preparation of a Sacramento Register nomination form for the historic district. Kara worked with interested parties including the City of Sacramento's Preservation Director, the Sacramento Old City Association, and the Newton Booth Neighborhood Association in order to incorporate community input into the project.

**Section 106 Compliance Tasks for the Pavement Reconstruction Project, Belmont, San Mateo County, CA (2014).** Kara acted as Architectural Historian on Section 106 Compliance Tasks for a California Department of Transportation paving project.

**Historic Buildings and Structures Inventory for Fort Hunter Liggett, Jolon, Monterey County, CA (2012-2013).** Kara participated in the preparation of an update to the existing Fort Hunter Liggett inventory of historic buildings. The project included the recordation and evaluation of twenty historic-period buildings located within the boundaries of Fort Hunter Liggett. None of the buildings were recommended eligible for the NRHP of the CRHR.

**Schulte Road Bridge Replacement Project Cultural Mitigation Measures; Monterey County, CA (2012).** Kara acted as Project Manager and Principal Historian for Cultural Mitigations of the Schulte Road Bridge Replacement Project in rural Monterey County. The project EIR recommended detailed recordation of the bridge, which dated from the immediate postwar era, as a partial mitigation for the destruction of a historic resource. Kara authored a HAER-type report on the bridge and coordinated the preparation of permanent archival photographic documentation of the bridge.

**Postal Historic Structure Report; Nineteen California Locations, (2012).** Kara contributed to the preparation of a Postal Historic Structure Report for nineteen California post offices. All nineteen historic-period post offices, seven of which had previously been NRHP-listed, were slated for closure by the United States Postal Service. Project deliverables included current condition assessments and documentation of character-defining features. In addition, post offices which had not previously been listed on local, state, or national historic registers were evaluated for historic significance according to National Register of Historic Places and California Register of Historical Resources criteria.

**Local Historic Register Nomination of Main Street Bridge, Napa, Napa County, CA, (2010).** Ms. Brunzell performed research and authored a report in order to list Napa's Main Street Bridge as a local landmark. The bridge was adopted as a City of Napa Landmark by the City Council.

**Environmental Impact Report, California High-Speed Train Project, Fresno to Bakersfield Section, CA, (2010).** Kara performed research on a large number of properties adjacent to the High Speed Train corridor as a member of the team that produced the EIR.