

MINUTES

TOWN OF WINDSOR JOINT TOWN COUNCIL AND PLANNING COMMISSION MEETING

Civic Center Council Chambers
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

November 13, 2007

Regular Session - 6:00 p.m.

1. **Call to Order:** The meeting was called to order at 6:00 p.m. by Mayor Parker.
2. **Town Council Roll Call:** Councilmembers Allen, Fudge, Goble, Salmon and Mayor Parker.
3. **Commission Roll Call:** Commissioners Albini, Conner, Neece, Rios and Chair Ling.
Staff Present: Town Manager Mullan, Town Attorney Rudnansky, Planning Director Chamberlin, Public Works Director Burt, Senior Planner Jones, Senior Planner Thompson, Associate Planner Cangson, Building Inspector III Lundborg and Administrative Specialist Wolski.
4. **Pledge of Allegiance:** Commissioner Neece led the pledge of allegiance.
5. **Conflict of Interest Declaration:** None.
6. **Citizen Public Appearances:** None.
7. **Discussion Items:**
 - 7.1 **Referral of Merit Presentation Projects to the Planning Commission Following Reservation of Allocations**

Council and Commission discussed how the Planning Commission should handle merit projects significantly different from what was previously presented to the Town Council. Council and Commission discussed what qualifies as a “significant” change to a project. Town Attorney Rudnansky stated that recently adopted Town Council Resolution No. 2173-07 addresses this question and includes the following:

 - a) A 25% reduction in the overall residential units of a project;
 - b) A 20% reduction in the affordable residential units of a project;
 - c) The loss or substantial alteration of a key merit component of the project.

In addition, Councilmembers listed the following items as representing “significant” changes to the originally proposed project, which would require the applicant to return to the Town Council:

- a) Changes to “deal points” or “highlights,” as identified by the Town Council in the Merit Presentation review;

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- b) Major changes to circulation elements;
- c) Changes to the affordability component;
- d) Changes to energy conservation features;
- e) Changes to the form of development;
- f) Changes to sustainability features represented, including Greenhouse Gas reduction features.

It was also noted that resolutions authorizing allocations can specify deal points/important features, as well as areas for improvement, as was done for the 2007 Merit Presentation review.

Staff was directed to create a revised merit project criteria critique form. Planning Director Chamberlin stated this would be accomplished, based on input by the Town Council and Planning Commission.

7.2 Green Building Design

Town Council and Planning Commission discussed the concern that Green Building design compromises design standards.

A majority of Councilmembers and Commissioners expressed an interest to learn more about the products and processes involved in Green Building and sustainability. Staff was directed to move forward with an application to the AIA to take part in the SDAT program.

7.3 Land Use and Circulation on Property Located on the South Side of Old Redwood Highway from the Central Windsor Exit to Courtyard East Street

Planning Director Chamberlin noted that four property owners in this area were notified of the meeting by mail. Due to hotel and affordable housing development interest near the properties, a discussion on land use and circulation was important.

Mayor Parker called for public comments at this time.

Veronica Tedeschi, mother of a property owner, stated she and her son were opposed to any easement or right-of-way on their property because it would constrain their ability to develop. She stated she was opposed to affordable housing being constructed in the area.

Jeffery Smith, property owner, wanted to know what was being proposed or considered for this area.

Jonathan Hebel, representative of Holiday Inn, a proposed project at 8755 Old Redwood Highway, stated that the prohibition of right-hand turns out of the business was acceptable to the Holiday Inn.

There were no further comments from the audience.

Concerns were raised regarding the following: construction of low-income housing, ability and desire of motorists to make U-turns, current traffic congestion and location of bus stops.

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Consensus was to attempt a holistic, coherent approach to coordinate all aspects of development, including access and circulation, for the benefit of individual properties, as well as the neighborhood as a whole.

7.4 Architectural Diversity Design Solutions for the Town

Planning Director Chamberlin introduced the discussion item and provided the history of design in the Town, beginning with the Design Standards and Downtown Plan Final Plan, both dated 1997. He noted that both documents are rather vague in describing the Town's "look."

Topics of discussion included how to define Windsor's style, use of natural materials, promoting diversity, using strategically placed lighting as a design element and preserving the Town's character.

Consensus was to encourage design innovation and creativity.

7.5 Presentation of Street Design Standards and General Plan Circulation Element

The Draft Street Design Standards and Draft General Plan Circulation Element were presented by Public Works Director Richard Burt, who explained that both documents are meant to provide better information and direction.

The following areas of concern were identified: Old Redwood Highway corridor, Central Windsor exit, and freeway crossings at Arata Lane and Shiloh Road.

Staff was directed to provide Planning Commissioners with the Annual Growth Control Report.

7.6 Discussion of Connectivity of Streets and Circulation Policies

Council and Commission discussed the General Plan Policies for inter-connection of streets as a design element.

Consensus was that connections of all types (vehicle, bicycle and pedestrian) remain a priority. Councilmember Allen disagreed, stating connectivity was important for bicycles and pedestrians, but motorists did not seem to suffer by not having connectivity.

7.7 Downtown Development Policy Discussion

- a) Discussion and direction on policy to ban drive-through businesses in Downtown Windsor.
- b) Discussion and direction on mixed-use and multi-story projects for Downtown Windsor.

- a) Consensus was to modify the current Drive-Through Policy, which would prohibit drive-through businesses in the Downtown. Staff was directed to place this matter on a future Town Council agenda.

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- b) Council and Commission discussed various elements of mixed-use and multi-story projects in the Downtown, such as incorporating an iconic store, considering different combinations of office/retail and housing, viewing the Civic Center as an important part of the Downtown, and parking concerns.

Consensus was to remain flexible with regard to future applications for the Downtown area.

8. Adjournment

The meeting adjourned at 9:33 p.m. to the next regular Town Council meeting scheduled for Wednesday, December 5, 2007 at 6:00 p.m. and to the next regular Planning Commission meeting scheduled for Tuesday, November 27, 2007 at 5:30 p.m. in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

Approved and adopted this 5th day of December 2007.

Maria De La O, CMC
Town Clerk