

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: October 4, 2023

To: Mayor and Town Council
From: Irene Camacho-Werby, Town Clerk/Public Information Officer
Subject: Amending the Town of Windsor Municipal Code Related to Planning Commission

Recommendation to Council:

Discussion regarding amending the Town of Windsor Municipal Code related to Planning Commission.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

Following the Town of Windsor's incorporation in July 1992, the Council adopted Ordinance No. 92-07, establishing a Planning Agency consisting of a Planning Commission, pursuant to Government Code Sections 65000 et seq. (the Planning and Zoning law). This ordinance identifies member appointment, removal from office, expenses, chairperson, rules, records, meetings, and functions.

On July 26, 1992, the Council adopted Ordinance No. 92-21 adding clarifying language to Section 2 Planning Commission Appointment. On April 5, 1995, the Council adopted Ordinance No. 95-61 adding clarifying language to Section 2 Planning Commission Appointment, Section 3 Members: Removal from Office, and Section 6 Functions. On May 21, 2003, the Council adopted Ordinance No. 2003-169 adding clarifying language related to Planning Commission: Appointments and Members: Removal from Office.

Discussion:

Following the Municipal Election held on November 8, 2022, the Town of Windsor fully transitioned into Electoral Districts. Council-elected seats are now comprised of four (4) Councilmember district seats and one (1) at-large Mayor seat. With the transition to an at-large, elected Mayor, it is recommended to update the language for committee/commission appointments to reflect Government Code Section 40605, for mayoral appointments, under which a city or town has an elected Mayor position.

In January of this year, staff brought forward resolutions, adopted by Council, updating Town appointments to the Town's standing commissions. The adopted resolutions included Government Code Section 40605 and identified that all mayoral appointments would be made at the recommendation of the individual councilmembers, with Council majority voting in favor. The planning commission was established by ordinance, and it is staff's intention to update the ordinance to include this same Government Code Section 40605 language into the ordinance. Staff is seeking direction on additional sections of the ordinance including further clarifying the appointment of a member and their term, updated language on the appointment of secretary, and commissioner stipend. Following Council

direction, staff will return with an ordinance for introduction at a future meeting.

Fiscal Impact:

There is no fiscal impact as a result of this item. If a proposed stipend for the Planning Commission is recommended, this will result in a fiscal impact to be determined by the Town Council direction on the amount.

Environmental Review:

The recommended action is not subject to review under the California Environmental Quality Act (CEQA).

Attachment(s):

- 1. [Town Ordinances Adopted Pertaining to Planning Commission 13.2 PowerPoint](#)

Prepared by:

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Reviewed by:

Jose Sanchez
Town Attorney

Recommended by:

Jon Davis
Town Manager