

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** August 20, 2025

**To:** Mayor and Town Council  
**From:** Kim Voge, Planner III  
**Subject:** Second Amendment to the Hembree Lane Oaks Development Agreement

### **Recommendation to Council:**

Hold a second reading, by title only, and adopt an ordinance approving the Second Amendment to the Hembree Lane Oaks Development Agreement.

### **Strategic Plan Element:**

The recommended action supports the goals of Fiscal Health, Infrastructure and Livability. Goal Statement: Ensure the economic health and long-term financial viability of the Town. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

### **Background:**

On August 6, 2025, the Town Council introduced Ordinance No. 2025-398, by title only, approving the Second Amendment to the Hembree Lane Oaks Development Agreement, including the following revisions:

1. Require the community benefit payment by December 31, 2026 (instead of with the first Certificate of Occupancy).
2. Assess Town of Windsor development impact fees based upon the FY23-24 Master Fee Schedule for all units for which a Certificate of Issuance is issued prior to December 31, 2026.

On July 22, 2025, the Planning Commission reviewed the request for the Second Amendment the Hembree Lane Oaks Development Agreement. The Planning Commission supported the request and made recommendations to the Town Council for approval. The Planning Commission's recommendations were provided to the Town Council in writing via Resolution No. 780-25.

After receiving an agenda report and public testimony and deliberating on the draft ordinance, the Town Council took action to introduce the ordinance by title only, as recommended by the Planning Commission. The motion to introduce the ordinance was carried by a 5-0-0 vote in favor.

### **Discussion:**

The second reading of an ordinance allows for further consideration and/or deliberation, transparency in the decision-making process, additional opportunity for public input, and avoidance of hasty decision-making. The State of California Government Code does not allow an ordinance to be passed within five days of its introduction (reference Government Code Section 36934).

### **Fiscal Impact:**

The proposed rollback of the master fee schedule would waive approximately \$38,000 in development impact fees. The waived fees would need to be offset by the General Fund or other sources; otherwise, the infrastructure to accommodate new development would be diminished.

**Environmental Review:**

The Town Council adopted a Mitigated Negative Declaration for the Hembree Lane Oaks development project, pursuant to the California Environmental Quality Act (“CEQA”). No physical changes are proposed, and therefore no additional environmental review is required.

**Attachment(s):**

[1. Ordinance](#)

[Exhibit A - 2nd DA Amendment](#)

**Prepared by:**

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**Reviewed by:**

Patrick Streeter  
Community Development Director

**Approved by:**

Jon Davis  
Town Manager