Town of Windsor
CALIFORNIA

Town of Windsor
Community Development Department
9291 Old Redwood Hwy
P.O. Box 100
Windsor, CA 95492

Zoning Code Neighborhood Meeting
Section 17.52.080

When a neighborhood meeting is required, it shall comply with the requirements of this section. While neighborhood consensus or agreement is the goal, it is not a required outcome of the neighborhood meeting.

A. Timing. The timing of neighborhood meetings shall comply with the following:

   1. Meeting Timing. When required by this section, a neighborhood meeting shall be held before submittal of the formal application for the development proposal, except as established in Subparagraph 3 (Director's Right to Require), above.

   2. Failure to Hold Meeting. If the neighborhood meeting is not held before submittal of the formal application for development, the application shall be deemed incomplete until the neighborhood meeting has been held.

   3. Follow-up Meeting Encouraged. When a neighborhood meeting has been held before submittal of the formal application, applicants are encouraged to hold a follow-up neighborhood meeting to explain project changes to the neighborhood before the public review by the Commission or Council.

B. Notification Required. A neighborhood meeting shall be notified as required in this Subsection.

   1. Mailed Notices. A neighborhood meeting shall be noticed by mail to real property owners and occupants located in whole or in part within a radius of 300 feet from the exterior boundaries of the Assessor's parcels that are the subject of the development proposal.

   2. On-Site Posting. The applicant shall install a sign on the subject property in a place conspicuous to the public, at least ten (10) days before the scheduled neighborhood meeting, as indicated in Chapter 17.78 (Public Notices and Hearings).

   3. Official Posting. The Town shall post notices in at least one (1) public place within the Town boundary as specified by the Director.

   4. Town Webpage Posting. Notice shall also be given by posting on the Department's Town webpage. Alternative online postings, including, but not limited to, social media are at the discretion of the Director.

   5. Electronic Notice. Notice shall be emailed to the Department's electronic distribution list for Town public notices.

   6. Other Notices. Additional notice may be required at the discretion of the Director, including alternate methods and/or the use of a greater radius for notice for projects of particular interest, scale, or size.

C. Town Staff Responsibilities at Neighborhood Meeting. Town staff is required to attend neighborhood meetings. The role of Town staff is to identify and explain Town policies, including provisions of the General Plan and this Zoning Code, as they relate to the development proposal under consideration.

Town staff may provide objective comments on the proposal but is not expected to present a position or recommendation on the proposal at the neighborhood meeting. Town staff shall also serve as moderator/facilitator and take meeting notes. A summary of the neighborhood meeting will be provided to the applicable Review Authority as part of the report provided by Town Staff for a conceptual or formal application.

D. Applicant Responsibilities at Neighborhood Meeting. The applicant or project representative is required to attend the neighborhood meeting and provide basic information including the following:

   1. Site analysis, graphically depicting existing conditions and the neighborhood context;

   2. Conceptual site plan showing locations of all proposed structures, roads, parking areas, landscaping, and conceptual parcel lines with approximate dimensions;

   3. Conceptual structure design information and the proposed density of the project; and

   4. Purpose of the project and its target market.

E. Independent Professional Staff Recommendation Required. Neighborhood or applicant comments and recommendations are not binding on Town staff. Town staff will consider the neighborhood comments, as well as those of all referral agencies/organizations, but will formulate its own professional independent recommendation to the applicable review authorities.