

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: October 15, 2025

To: Mayor and Town Council
From: Kim Jordan, Planner III
Subject: Short-Term Rentals

Recommendation to Council:

Hold second reading, by title only, and adopt an ordinance amending the Town of Windsor Zoning Code to change the definition of Short-Term Rental and Short-Term Rental-Hosted and amending the Municipal Code to change the definition of Short-Term Rental and the renewal frequency for Short-Term Rental licenses.

Strategic Plan Element:

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

At the October 1, 2025, Town Council meeting, the Town Council introduced an ordinance, by title only, to amend the Town of Windsor Zoning Code to change the definition of Short-Term Rental and Short-Term Rental-Hosted and to amend the Municipal Code to change the definition of Short-Term Rental and the renewal frequency of Short-Term Rental licenses. The introduced ordinance included one modification to the draft ordinance that was published with the agenda report. The modification retained the maximum amount of time (60) that a Hosted Short-Term Rental could be rented without the host present during the entire rental period rather than increasing it to 80 as was included in draft ordinance that was published with the agenda report.

The amended ordinance was introduced on a vote of 5-0.

Discussion:

If adopted, the ordinance would amend Zoning Code Section 17.110.200 ("S" Definitions) to change the definition of Short-Term Rental by changing "days" to "consecutive nights" and the definition of Short-Term Rental-Hosted to change "days" to "nights." Municipal Code Section 3-23-110 (Definitions) would be amended to change the definition of Short-term rental by changing "days" to "consecutive nights" and Municipal Code Section 3-23-120(d) would be amended to change the renewal frequency for Short-Term Rental licenses to 24 months from annually. The purpose of changing "days" to "nights" is to be consistent with term for which a short-term rental is rented, which is by the night, and to better distinguish short-term rentals from mid-term and long-term rentals, which are rentals of 30 nights or more.

Fiscal Impact:

The STR renewal fee reflects the cost of staff time to review and process the renewal application. Decreasing the renewal frequency from annually to every 24 months would not change the staff time required to review and process the application. However, staff resources could be used on tasks other

than the review and processing of STR license renewals rather than processing annual license renewals. Unlicensed STR operations continue to demand enforcement resources, and some community members have expressed concerns about fairness and consistency in licensing and enforcement. The STR Ordinance includes fines for violating the ordinance. However, the amount of the fines may not be adequate to cover the cost of enforcement.

Environmental Review:

The proposed Zoning Code and Municipal Code amendments are exempt from the provisions of the California Environmental Quality Act (CEQA) given that the proposed ordinance is not a “project” within the meaning of Section 15378 of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations) because it does not have the potential for causing a significant effect on the environment and, therefore, is not subject to review pursuant to CEQA Guidelines Sections 15060(c)(2) and 15061(b)(3).

Attachment(s):

[1. Short-Term Rental Ordinance](#)

Prepared by:

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Reviewed by:

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Community Development Director

Approved by:

Jon Davis
Town Manager