

## TOWN OF WINDSOR AGENDA REPORT

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** May 20, 2026

**To:** Mayor and Town Council  
**From:** Jennifer Sedna, Planner I  
**Subject:** Second Extension of the Urgency Ordinance – Moratorium on Personal Storage Facilities

### **Recommendation to Council:**

Adopt an urgency ordinance, making findings and extending the temporary moratorium on the establishment of new and expansion or relocation of existing personal storage facilities within the Town of Windsor for a period of twelve (12) months, to become effective immediately.

### **Strategic Plan Element:**

The recommended action supports the goals of Fiscal Health and Livability. Goal Statement: Ensure the economic health and long-term financial viability of the Town. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

### **Background:**

In the past few years, staff have responded to preapplications and several inquiries about expanding existing facilities or for the establishment of new personal storage facilities. There are no pending formal or conceptual applications for new, or expansion of existing, storage facilities. In 2023 the Town received the initial application for a speculative personal storage facility on Mitchell Lane which was approved by the Planning Commission in 2025. The extension of the moratorium does not affect this facility, provided the entitlement remains active.

In Windsor, there are a total of six personal storage businesses that total around 2,273 units in Town; this equates to one facility for every 4,270 residents and 11 residents for every individual unit. In other jurisdictions in Sonoma County where these facilities have not been zoned out (prohibited), the rate of construction of new personal storage facilities has noticeably increased. There are over 50 personal storage facilities in Sonoma County. Staff performed an analysis of the undeveloped commercial and industrial parcels in Windsor that could host personal storage facilities, and found one parcel in the Service Commercial District and approximately 17 parcels in the Industrial Districts, a total of 72 acres, not all of which could be easily developed.

There are numerous health, safety, aesthetic, community, and economic concerns for the establishment of additional personal storage facilities in Windsor. In response to these concerns, the Town has taken the following actions:

- On June 18, 2025, the Town Council adopted an urgency moratorium prohibiting the issuance of permits and entitlements for the establishment, expansion, or relocation of personal storage facilities, on a 4-1-0 vote (Ordinance 2025-396, Attachment 2).
- On July 17, 2025, the Town Council adopted an extension to the urgency moratorium, which

- extended the moratorium to May 31, 2026, on a 4-0-1 vote (Ordinance 2025-397, Attachment 3).
- On April 14, 2026, the Planning Commission held a duly noticed public hearing, and adopted Resolution No. 788-26 recommending that the Town Council adopt an ordinance amending the Town of Windsor Zoning Code to prohibit the establishment of new personal storage facilities and allow the on-site expansion of approved, existing personal storage facilities (Attachment 4).
  - On May 6, 2026, the Town Council introduced an ordinance, by title only, to amend the Town of Windsor Zoning Code to prohibit the establishment of new personal storage facilities and allow the on-site expansion of approved, existing personal storage facilities (Attachment 5). The ordinance was introduced on a vote of 4-0-1.
  - On May 20, 2026, the Town Council will hold the second reading of the ordinance introduced at the Town Council Meeting on May 6, 2026.

### **Discussion:**

Town staff has been working diligently to address the issues raised by the June 18th, 2025, urgency moratorium prohibiting the issuance of permits and entitlements for the establishment, expansion, or relocation of personal storage facilities (Ordinance 2025-396, Attachment 2), with the following actions:

- On July 17, 2025, the Town Council adopted an extension to the urgency moratorium, which extended the moratorium by ten months and fifteen days, to May 31, 2026. The reasons for the moratorium and its first extension were set forth in Ordinance 2025-397 (Attachment 3) and associated staff report.
- Planning staff held two industry and interested party community meetings, including outreach to existing personal storage facility property owners, all interested parties, and the general public.
- On April 14, 2026, the Planning Commission held a duly noticed public hearing, and adopted Resolution No. 788-26 (Attachment 4) recommending that the Town Council adopt an ordinance amending the Town of Windsor Zoning Code to prohibit the establishment of new personal storage facilities and allow the on-site expansion of approved, existing personal storage facilities.
- Planning staff performed in depth analysis and research to address the recommended amendments, as presented in the [May 6, 2026, staff report](#) for the Draft Zoning Code Amendments for Personal Storage Facilities.
- On May 6, 2026, the Town Council introduced an ordinance, by title only, to amend the Town of Windsor Zoning Code to prohibit the establishment of new personal storage facilities and allow the on-site expansion of approved, existing personal storage facilities (Attachment 5). The ordinance was introduced on a vote of 4-0-1.
- On May 20, 2026, the Town Council will be holding the second reading of the ordinance that was introduced at the Town Council Meeting on May 6, 2026.

### **Moratorium Extension**

Government Code section 65858 allows for the extension of a temporary zoning ordinance by one year after a public hearing after the ordinance has already been extended for ten months and fifteen days. The second extension requires a four-fifths vote.

A second reading of the ordinance introduced on May 6, 2026 (Attachment 5), and possible adoption is scheduled for May 20, 2026. If adopted, the new regulations would take effect 30 days later, on June 19, 2026. The current moratorium will expire on May 31, 2026, so a second extension is needed before any new regulations will take effect. The extension will last for an additional year, unless the new regulations are adopted, in which case the moratorium will expire on the date the new regulations go into effect.

**Fiscal Impact:**

While difficult to quantify, staff expects that this action will be fiscally beneficial for the Town in the long term. Storage facilities generate no sales tax and generally lower property tax revenues than active commercial and industrial uses.

**Environmental Review:**

The adoption of this urgency ordinance extension is exempt from the California Environmental Quality Act pursuant to Section 15308 because it is a regulatory action taken by the Town, in accordance with Government Code section 65858, to assure maintenance and protection of the environment pending consideration of amendments to the Town’s municipal codes, including its zoning code. Additionally, the ordinance is not a “project” within the meaning of Section 15378 of the State CEQA Guidelines, because adoption of a temporary moratorium has no potential for resulting in either a direct or indirect physical change in the environment. It temporarily prevents certain physical changes in the environment pending study and potential adoption of zoning amendments or policies regulating personal storage facilities.

**Attachment(s):**

- 1. Personal Storage Moratorium Urgency Ord. Extension
- 2. 2025-396 Urgency Ordinance Establishing Town-wide Moratorium on Personal Storage Facilities
- 3. 2025-397 Urgency Ordinance Extending the Moratorium of Personal Storage Facilities
- 4. Res. 788-26 Personal Storage Facilities Zoning Code Amendments PLN26-02
- 5. 2026-XXX Zoning Text Amendments PSF
- 13.1 PowerPoint (Distributed 2026.05.20)

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