

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** September 17, 2025

**To:** Mayor and Town Council  
**From:** Tim Ricard, Economic Development Manager  
Greg Piccinini, Chief of Police  
**Subject:** Downtown Parking

### **Recommendation to Council:**

1. Adopt a resolution establishing three-hour and twenty-four-hour parking restrictions in the Emily Rose Circle Intermodal Parking Lot.
2. Adopt a resolution approving an updated parking fine schedule pursuant to Title IV, Chapter 5, Article 3 of the Windsor Municipal Code to establish fines for fifteen-minute, three-hour, and twenty-four-hour timed parking violations.

### **Strategic Plan Element:**

The recommended action supports the goal of Fiscal Health. Goal Statement: Ensure the economic health and long-term financial viability of the Town.

### **Background:**

The launch of SMART passenger train service in June 2025 has altered downtown parking dynamics. While the addition of a regional rail connection presents opportunities for economic growth and mobility, it has also created hardships for downtown businesses, as Windsor transitions to hosting a major transportation hub in the heart of its town center. This report provides background on the ownership and management of downtown parking assets and outlines potential policy changes for Council consideration.

The Emily Rose Circle parking lot—also known as the Windsor Intermodal Transit Facility (Attachment #3)—was completed and opened in 2006 as part of a broader strategy to support multimodal transportation in Windsor. The facility was developed in partnership with Sonoma County Transit and with the assistance of federal transportation grants, which dedicated the site to support transit ridership. The lot includes 97 public parking spaces and is governed by an Intermodal Cooperative Agreement between the Town of Windsor and Sonoma County Transit. Under this agreement, the Town is responsible for parking enforcement and day-to-day management.

The Emily Rose Circle lot is currently using a joint Town of Windsor and Sonoma County Transit sign (Attachment #4) which attempts to reserve the spaces for commuters. However, without adding language regulating these parking spaces to the Windsor Municipal Code, enforcement is not possible.

The signs currently read as follows:

**Parking Spaces Reserved for Park and Rider Commuters**  
**Monday thru Friday**  
**6:00 AM to 8:30 AM**

Adjacent to the Intermodal facility and the Emily Rose Circle lot are an additional 64 private parking spaces—20 residential and 44 commercial—owned and operated by the Town Green Village Association (TGVA) for exclusive use by nearby residential and commercial units. These private spaces are not subject to Town management or public parking policies. Attachment #6 shows the location of these public and private parking areas.

In June 2025, SMART completed and opened a new 125-space surface parking lot located just south of the Windsor River Road and Windsor Road roundabout. The lot is owned and operated by SMART and intended to provide all-day parking for rail commuters and Downtown visitors. While the new lot was designed to alleviate pressure on nearby on-street and shared-use parking, many SMART riders continue to use the Emily Rose Circle lot, as it is significantly closer further straining parking availability in the downtown core.

### Timed Parking

In 2008, the Town Council adopted Ordinance No. 2008-239, which amended the Municipal Code to authorize the creation of time-limited parking zones by Council resolution. This ordinance continues to guide the Town's parking policy and enforcement framework.

Guided by the Downtown Parking Management Study (Attachment #6) and informed by extensive community feedback, the Town Council adopted a Resolution 3876-23 (Attachment#7) in 2023 using the authority granted by Ordinance No. 2008-239 to implement time-limited parking throughout Downtown Windsor. This included the designation of free three-hour and 15-minute parking zones in high-demand areas to improve turnover and better support local businesses.

Key elements of the proposed parking management program include:

- Free three-hour and 15-minute time-limited parking in designated areas to encourage turnover and short-term availability for customers;
- Free all-day parking in peripheral lots, including the SMART lot, to accommodate Downtown employees, SMART riders, and visitors with longer stays.

To improve public awareness and wayfinding, staff developed a Downtown Parking Guide (Attachment #8), which was updated in May 2025 to reflect the addition of the SMART lot. The guide was shared widely through an outreach campaign targeting residents, businesses, and visitors, helping to educate the public on parking options available throughout Downtown Windsor.

Enforcement of timed restrictions has historically been inconsistent due to staffing limitations at the Windsor Police Department. However, recent staff reorganization has increased the Town's capacity to support parking enforcement throughout Downtown. This added capacity will help ensure that parking rules are followed and that time-limited spaces remain available for their intended uses.

On August 6, 2025, staff presented an update on parking and received direction to move forward with creating 3-hour and 24-hour restrictions in the Emily Rose lot.

### **Discussion:**

Staff proposes establishing time restrictions on the 97 public parking spaces in the Emily Rose Circle lot. Ninety-three (93) spaces would be designated as 24-hour parking to support transit riders and long-term Downtown visits. Four (4) spaces, immediately adjacent to the Visitor Center, would be designated as three-hour parking, signed for Visitor Center patrons only. This approach supports SMART and Sonoma County Transit ridership, promotes turnover for Visitor Center guests and Downtown businesses, frees up spaces from long-term storage, and enhances Downtown economic

vitality. The proposed changes will be clearly signed and marked, enabling the Windsor Police Department to enforce the restrictions once signage is installed.

To ensure consistency and enforceability, staff also recommends updating the Town's Parking Fine Schedule to reflect the new time-limited categories. The Windsor Parking Fine Schedule (Exhibit A) adopted pursuant to Windsor Municipal Code section 4-5-315, references only one-hour parking, staff proposed revising the schedule to include 15-minute, three-hour, and 24-hour timed parking fine amounts. This update will provide the legal basis for citations and align enforcement practices with the proposed time restrictions.

The proposed changes are supported by Sonoma County Transit, a co-owner of the facility. These modifications align with the shared intent of the Intermodal Cooperative Agreement to operate the facility in a way that supports transit access, mobility, and Downtown vitality. Staff will continue to monitor usage of the lot and coordinate with Sonoma County Transit on any future adjustments based on changing demand or operational needs.

**Fiscal Impact:**

The fiscal impact associated with the proposed time restrictions in the Emily Rose Circle parking lot is minimal and can be absorbed within the existing FY 2025–27 operating budget. Costs include the fabrication and installation of new signage and pavement markings to designate the 24-hour and three-hour parking spaces. These costs are estimated at less than \$2,500.

No additional staffing is required for enforcement. The Windsor Police Department's Community Services Officer will incorporate enforcement of the new regulations into existing patrols. Parking violations will be processed through the Town's existing agreement with the Phoenix Group for citation management and collection.

**Environmental Review:**

This action does not constitute a "project" within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and required no environmental review.

**Attachment(s):**

1. Resolution Establishing 3-hour and 24-hour Parking Restriction
2. Resolution Updating the Town of Windsor Parking Fine Schedule
- Exhibit A-Revised Windsor Parking Fee Schedule
3. Windsor Intermodal Transp Facility Sonoma Co. SMART 9-1-04.
4. Signage Picture
5. Parking Ownership Map Downtown Windsor
6. Downtown Windsor Parking Study
7. Resolution 3876-23 Establishing Free 3-Hour and 15-Minute Designated Parking
8. Windsor Downtown Parking Guide
- 14.3 PowerPoint - Downtown Parking (Distributed 2025-09-17)

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**Reviewed by:**

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