

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: February 4, 2026

To: Mayor and Town Council
From: Lauren Berges, Senior Management Analyst
Subject: Adoption of Administrative Penalty Schedule for Disturbing the Peace Violations and Update to the Town of Windsor Master Fee Schedule

Recommendation to Council:

Adopt a resolution amending the Town of Windsor Master Fee Schedule to establish administrative penalties for violations of Title 3, Chapter 5, Disturbing the Peace, consistent with the enforcement framework to be adopted by ordinance on February 4, 2026.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

On January 21, 2026, the Town Council introduced an updated Disturbing the Peace ordinance (Title 3, Chapter 5) to modernize the Town's approach to noise related disturbances and provide a clearer, more enforceable structure for addressing disruptive behavior. The ordinance replaces the outdated "service fee" model with a progressive administrative citation process, beginning with a warning and escalating penalties for repeat violations. The ordinance updating Title 3, Chapter 5 is being adopted concurrently with this resolution.

Consistent with the Town's Municipal Code, administrative citation amounts are not set in the ordinance itself. Instead, they must be adopted by resolution and incorporated into the Town's Master Fee Schedule. The purpose of this report is to present the proposed penalty schedule for Council consideration.

Discussion:

The proposed administrative penalties are designed to:

- Support the progressive enforcement structure adopted in the ordinance
- Promote voluntary compliance
- Provide meaningful consequences for repeat disturbances
- Ensure fairness and proportionality
- Align with penalty structures used in comparable jurisdictions

The schedule maintains flexibility for staff while ensuring that penalties are predictable, transparent, and legally defensible.

Proposed Administrative Penalty Schedule:

Violation Type	Penalty Amount
First Verified Violation	Warning (no fine)
Second Violation (within 12 months)	\$150
Third Violation (within 12 months)	\$300
Fourth and Subsequent Violations (within 12 months)	\$500
Nuisance Site Surcharge (applies once a property is designated a nuisance site)	Additional \$250 per citation

The proposed penalty amounts align with the administrative citation structures commonly used by California municipalities and are designed to reinforce the progressive enforcement model adopted in the updated ordinance. By escalating consequences for repeat violations, the schedule encourages early voluntary compliance and reduces the need for repeated enforcement responses. The nuisance site surcharge provides a focused tool for addressing chronic problem properties without placing additional burden on the broader community. Overall, the penalty levels are calibrated to be meaningful enough to deter ongoing disturbances while remaining reasonable, proportional, and legally defensible.

If adopted, the penalty schedule will be incorporated into the Master Fee Schedule and applied to all disturbing the peace violations occurring after the effective date. Staff will update public facing materials, including the Town website and noise permit information, to reflect the new penalties.

Fiscal Impact:

This action does not require additional appropriations. Inclusion of the fees into the Master Fee Schedule will allow the Town to issue and collect administrative penalties for future violations. Potential revenue impacts may occur in future fiscal years, but the magnitude and timing of such revenues cannot be reasonably estimated at this time.

Environmental Review:

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

Attachment(s):

1. [Resolution](#)
2. [Exhibit A - Proposed Amendment of Master Fee Schedule Changes FY2025-26](#)

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Reviewed by:

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