

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: July 15, 2026

To: Mayor and Council
From: Charlie Johnson, Parks and Facilities Superintendent and
Denise Alcala, Management Analyst
Subject: Adoption of an Ordinance Amending Title V, Chapter 3, “Skating Park Regulations”

Recommendation to Council:

Hold second reading, by title only, and adopt an ordinance amending Title V, Chapter 3, “Skating Park Regulations” of the Windsor Municipal Code.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

The Parks and Facilities Maintenance Division is responsible for the maintenance and preservation of the Town’s 153 acres of park and streetscape areas and 91,000 square feet of facilities amenities. Maintenance and preservation include updating and expanding facilities in order to provide affordable, accessible facilities for the recreational needs of the public.

Hiram Lewis Park is a 16-acre community park which also serves as a detention basin and was constructed in 2002. Amenities include picnic area, barbecues, restrooms and concession stand, softball and soccer fields, basketball courts, open grass area, playground, lighted tennis courts, pickleball courts, bocce courts, trails, and is also home to the Pat Elsbree Skate Park (Skate Park).

The Skate Park is a 12,000 square foot facility consisting of a professionally constructed concrete skate course that includes a combination of ramps, rails, ledges, transitions, and open flat skate areas intended to accommodate a broad range of user abilities, from beginner to advanced. The park’s layout promotes safe circulation patterns and provides opportunities for skill development and unstructured recreational use. The construction of the Skate Park was not included as part of the original Hiram Lewis Park project. It was built as a separate project and was funded in part by the Town, community fundraising and donations. The Skate Park was completed in 2002. The Skating Park Regulations Ordinance was adopted May 1, 2002, and was then amended August 20, 2003.

It has been more than 22 years since the Skate Park Regulations Ordinance has been amended. The interest and needs of the community have changed throughout the years. On August 13, 2025, the Parks and Recreation Commission received written public comment (Attachment 1) requesting the Town to consider changing the closing hours of the Skate Park to later in the evening during daylight saving time. This would allow for use when temperatures are cooler during the summer evenings and would allow busy families and working adults who enjoy skating more opportunities to use the Park. The operating hours for the Skate Park are currently governed by Chapter 3, Section 5-3-120 of the Windsor

Municipal Code which states the “The hours of the skate park use shall be from 8:30 am to 7:00 pm during the months of daylight savings time, and 8:30 am to 5:00 pm during the months of standard time. Use of the park at any other time is prohibited.”

Given these hours are set per Town Ordinance, the Commission is unable to take action on the public comment request. Furthermore, there is no administrative function within the regulation to allow for the Town Manager or designee to review and amend this regulation or others to ensure consistency with the Skate Park and other Town amenities such as the Pump Track in Keiser Park. All other Parks and Park Amenities regulations can be amended administratively to ensure they stay aligned with current Town and Community priorities.

This ordinance was introduced at the regular Town Council meeting on June 17, 2026.

Discussion:

To ensure consistency within the park system, Staff propose Town Council approve amending the existing section 5-3-120 Regulation of Use and Rules of Conduct with a standalone statement which allows the Town Manager or their designee to update the Rules and Regulations as needed. This change will provide flexibility to make timely adjustments that better respond to community needs.

The proposed statement would read:

- The Regulations of Use and Rules of Conduct applicable to skate parks within the Town (“Rules and Regulations”) shall be established by the Town Manager and reviewed at least every five (5) years to incorporate new considerations and ensure consistency with other park amenities. Updates to these Rules and Regulations are subject to approval by the Town Manager or their designee. The Parks and Recreation Department will maintain a master version of these Rules and Regulations and make them available to the public.

Minor amendments to the following sections are also proposed to ensure consistency with the proposed changes to the rules and regulations within the Ordinance:

- Section 5-3-100 governs the purpose of the chapter and adds reference to the rules and regulations.
- Section 5-3-115 governs the signage required for the Skate Park Rules of Use and posting requirements.

At its May 13, 2026, meeting, the Parks and Recreation Commission reviewed the changes proposed to amend the Pat Elsbree Skate Park Municipal Code Title V. Parks and Recreation Chapter 3 – Skating Park Regulations Sections 5-3-115 through 5-3-120 and unanimously recommended this action to Council.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Environmental Review:

The proposed Ordinance amendments are exempt from the California Environmental Quality Act (CEQA) defined in Section 15378 of the CEQA Guidelines, because it has no potential for resulting in a physical change to the environment, directly or indirectly.

Attachment(s):

1. Amended Ordinance

Prepared by:

Charlie Johnson
Parks and Facilities Superintendent

Reviewed by:

Olivia Lemen
Parks and Recreation Director

Prepared by:

Denise Alcala
Management Analyst

Reviewed by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager