

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: Irene Camacho-Werby, Town Clerk / Public Information Officer
Subject: Reasonable Accommodations Policy for Town of Windsor Meetings Subject to the Brown Act

Recommendation to Council:

Adopt a resolution adopting the Reasonable Accommodations Policy for Town of Windsor meetings subject to the Brown Act.

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:

Effective January 1, 2023, Government Code Section 54953(g) required that all public agencies have and implement a procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and resolving any doubt in favor of accessibility. Assembly Bill (AB) 2449 adds subdivision (g) to Government Code section 54953, which states: "The legislative body shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility.

In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the procedure for receiving and resolving requests for accommodations. Requests may be made by any individual that participates or conducts the meeting, such as members of the public, staff, and members of the legislative body.

Discussion:

The Town complies with the Americans with Disabilities Act (ADA) and provides reasonable accommodations upon request. Consistent with this commitment, every Brown Act meeting agenda includes the following notice:

In compliance with the Americans with Disabilities Act: If you need special assistance to attend or participate in a Town Council meeting, please contact the Town Clerk's Office at townclerk@townofwindsor.ca.gov. Providing at least 48 hours' notice prior to the meeting will assist Town staff in ensuring that reasonable accommodations are made to support accessibility.

The resolution before the Town Council would adopt a policy that expands upon the Town's existing accommodation practices when receiving requests for reasonable accommodations for Brown Act

Meetings. The policy would include a written procedure for timely submittal of requests to allow the Town to reasonably resolve accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and resolving any doubt in favor of accessibility.

Requests may be made by any individual that participates or conducts the meeting, such as members of the public, and members of the legislative body, and describe the procedure for a member of the public or member of the legislative body to request an accommodation, which should include the method of submission of a request, when the request must be received, how long it will be before the designated point person within the public agency responds to the request, and how long the public agency will have to comply with the request after it is made.

With the minimum notification provided in the policy, any of the following accommodations can be provided for a publicly noticed Brown Act meeting:

- Agendas and staff reports: Upon request, any agendas or staff reports can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information.
- For individuals with hearing loss: Qualified sign language interpreters can be utilized.
- For individuals with visual impairments: Audio recordings of Town Council, Planning Commission, Parks and Recreation Commission, Public Art Advisory Commission, and Senior Citizens Advisory Commission, when they meet for public session at Town Hall, are streamed on the Internet (Either by Live Stream on the Town's Website or Zoom, depending on meeting).
- For individuals with mobility impairments: ADA accessible facilities, including ramps to access council chambers, and viewing access.
- Additional Accommodations (Upon Request): Requests that identify the type of accommodation sought, and/or how the accommodation will allow access and participate in the meeting, along with their contact information, and for which specific meeting (date/time) will be reviewed in a timely manner for Town response.

Brown Act requirements applicable to members of the legislative body still apply for any member of the Town Council or a Commission who requires a reasonable accommodation under the ADA.

Fiscal Impact:

There is no fiscal impact associated with the proposed action.

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](#)
- [2. Policy \(Exhibit A\)](#)
- [13.2 PowerPoint - Reasonable Accommodations Policy \(Distributed 2026.02.03\)](#)

Prepared by:

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Approved by:
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