

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: August 16, 2023

To: Mayor and Town Council
From: Tim Ricard, Economic Development Manager
Subject: Resolution Establishing Free Three-Hour and 15-Minute Parking Downtown and Rescind Resolution No. 3873-23

Recommendation to Council:

Adopt a resolution establishing free three-hour and 15-minute parking spaces in designated areas of downtown Windsor and rescinding Resolution No. 3873-23.

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:

In 2008 the Town Council adopted Ordinance No. 2008-239 (Attachment # 2), which amended the Municipal Code and established the ability for the Town to create Time Limited Parking through the adoption of a Council resolution.

On January 15, 2020, the Town Council approved the Downtown Parking Management Study to assess existing and future parking conditions within the downtown area and establish strategies for meeting future parking demands.

On February 1, 2023, the Town Council received a report on parking and directed staff to move forward with the creation of a three-hour parking restriction within downtown Windsor.

On July 11, 2023, staff held a community meeting to discuss the proposed parking changes in downtown Windsor. The majority of the attendees expressed support for the proposed changes and made suggestions on additional ways to improve parking downtown and accommodate employees and customers.

On July 19, 2023, the Town Council adopted Resolution No. 3873-23 creating free three-hour parking in specific areas of downtown Windsor.

Discussion:

While the adoption of Resolution No. 3873-23 and Council discussion on July 19, 2023, created free three-hour parking in specific areas of downtown it failed to also create the desired free 15-minute parking spaces in Downtown. These 15-minute spaces would accommodate quick visits to restaurants and pharmacies.

The most efficient way to create these 15-minute spaces is to rescind Resolution No. 2373-23 and adopt a new resolution (Attachment #1). The proposed resolution would create both the free three-hour

parking and four 15-minute spaces encouraging parking turnover. The recommendation for conversion to timed parking include McClelland Drive between Market Street and Windsor Road, DuVander Lane, and Windsor Road between Emily Rose Circle and Windsor River Road. These blocks represent 119 parking spaces that would be converted to three-hour parking and four 15-minute parking spaces to accommodate quick visits to restaurants and pharmacies.

The attached Downtown Parking and Wayfinding Signage Plan shows the location of the four proposed 15-minute spaces as well as the three-hour time-restricted parking spaces (Resolution Exhibit A).

Implementation Plan:

Signage and Wayfinding: The Town has collaborated with W-Trans to develop a signage and Wayfinding plan. Wayfinding signage will be created to direct visitors to nearby parking lots, such as those near Town Hall and clear signage will indicate where the 3-hour parking, and the 15-minute will be enforced. The estimated cost for creating and installing the signs is approximately \$10,000.

Enforcement: The Windsor Police Department has agreed to incorporate the enforcement of the new parking regulations into the work schedule of the Community Services Officer (CSO). The CSO will conduct enforcement activities from Monday to Friday, 8:00 am to 5:00 pm, in addition to their current duties and responsibilities. No additional charge to the Town is anticipated for this enforcement during regular business hours. However, supplemental parking enforcement services may be required for after-business hours and weekends due to current staffing levels at the police department.

Ticket Processing: Parking citation services, including processing tickets, mailing notices, and handling appeals, will be handled through the ongoing contract between the County of Sonoma and the Phoenix Group. The Town of Windsor is covered under this contract through a 1998 Letter of Understanding. Any tickets issued for violating the three-hour or 15-minute timed parking regulations will be processed in accordance with the existing contract, without incurring any additional charges to the Town. The necessary adjustments will be made to the Windsor Ticket Book when new editions are reprinted.

Public Outreach and Leniency Period: Prior to issuing parking tickets, a comprehensive public outreach campaign will be developed and implemented. This campaign will ensure that downtown residents, businesses, and the wider community are aware of the new parking regulations. Additionally, a 30-60 day leniency period will be enforced, during which warnings will be issued instead of tickets.

Fiscal Impact:

The recommended action has been budgeted for in the FY 23-25 budget.

Environmental Review:

The recommended action is not subject to review under the California Environmental Quality Act (CEQA).

Attachment(s):

1. [Resolution Exhibit A - Downtown Signage and Wayfinding Plans](#)
2. [Ordinance No. 2008-239](#)
3. [Downtown Parking Management Study](#)

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Recommended by:

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