

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: May 6, 2026

To: Mayor and Town Council
From: Olivia Lemen, Parks and Recreation Director
Subject: Reach For Home Lease Agreement for 8547 Old Redwood Highway

Recommendation to Council:

1. Adopt a resolution approving a Community Facilities Lease with Reach For Home for the property located at 8547 Old Redwood Highway.
2. Approve the Lease Agreement for 8547 Old Redwood Highway with Reach For Home and authorize the Town Manager to execute said agreement and amendments on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goals of Fiscal Health and Livability. Goal Statement: Ensure the economic health and long-term financial viability of the Town. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

On November 5, 2025, the Town Council authorized the purchase of 8547 Old Redwood Highway (Property) based on a determination that acquisition of the subject Property would be a critical location for residential and mixed-use commercial development. The Property is surrounded by the Town-owned 25 Bluebird Drive property on two sides. By acquiring this corner lot, the Town maintains control of the highly desirable location and ensures that the development stays consistent with the 2040 General Plan and the Old Redwood Highway Community Place Area Plan.

Inclusionary Housing Funds were used to purchase this Property. The Inclusionary Housing Fund is generated by fees imposed on new market rate housing. The purpose of the fee is to assist in the production of affordable housing. Typical uses of the fund may include: land acquisition, land donation, site improvement, rehabilitation, subsidies to or for the benefit of low and moderate-income households, and administrative costs.

Discussion:

The Property is 11,326 square feet and includes a 1,606 square foot one-story single-family home. The home is sound and in good, livable condition. As there are no immediate development plans for this Property, Staff have sought a temporary use to address on-going maintenance needs and upkeep for the site.

Reach For Home (RFH) is a nonprofit corporation whose purpose is to provide opportunities and support for program participants to work toward self-sufficiency, independence and permanent housing. Participants team with a case manager to help access resources and services that will help them make necessary changes in their lives. Furthermore, the program offers participants the opportunity to gain self-confidence and to become self-sufficient.

RFH is expanding the interim supportive housing program for the unhoused in northern Sonoma County. The ability to lease this property will support these expansion efforts. With Council direction, Staff developed a lease rate which was less than current market rate for rentals of similar homes to support the ongoing programs of RFH. The monthly rental rate of \$1,800 will be deposited back into the Inclusionary Housing Fund to support low- and moderate-income households and future housing needs in Windsor. RFH will take over on-going maintenance of the property and structure. The Town will only be responsible for major repairs to HVAC, electrical and plumbing over \$5,000 and providing structural repairs if needed.

Staff is recommending Council adopt a Resolution (Attachment 1) for the lease of 8547 Old Redwood Highway to enhance interim supportive housing programs in northern Sonoma County and approve the Community Facilities Lease Agreement with Reach For Home (Attachment 2). The lease agreement will expire on May 15, 2031 and has a rental rate of \$1,800 per month with an \$1,800 security deposit.

Fiscal Impact:

The income received from this lease will be deposited back into the Inclusionary Housing Fund. The income will accumulate to fund a property maintenance reserve that will be used to fund improvements to the property as they arise.

Environmental Review:

This action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review. Furthermore, a Community Facilities Lease is not subject to environmental review under the California Environmental Quality Act (“CEQA”) because it consists of the leasing of existing facilities involving negligible or no expansion of existing use and because there is no possibility that the Community Facilities Lease will have a new significant effect on the environment.

Attachment(s):

- 1. Resolution
- 2. Exhibit A - Reach For Home Lease
- 12.4 Correspondence Received (Distributed 2026.05.05)

Prepared by:

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Reviewed by:

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Community Development Director

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager