

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: May 7, 2025

To: Mayor and Town Council
From: Olivia Lemen, Parks and Recreation Director
Subject: Nuestra Comunidad Lease Agreement for 25 Bluebird Drive

Recommendation to Council:

1. Adopt a resolution ratifying and approving a Community Facilities Lease with Nuestra Comunidad for property in the Bluebird Center.
2. Authorize the Town Manager to execute the Community Facilities Lease with Nuestra Comunidad and amendments on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goals of Fiscal Health and Infrastructure. Goal Statement: Ensure the economic health and long-term financial viability of the Town. 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:

On December 5, 2018, the Town Council authorized the purchase of Bluebird Properties located at 15, 21, 23 and 25 Bluebird Drive (Property) based on a determination that acquisition of the subject Property would be a critical location for residential and mixed-use commercial development. This acquisition also advanced General Plan goals and policies related to improvement of the Old Redwood Highway corridor and provision of adequate affordable housing.

Since its acquisition, the Parks and Recreation Department has offered programs and meeting space at the Bluebird Center to the community to keep the Property in active use. Current use of the facilities includes Town of Windsor Montessori Preschool in Building A (15 Bluebird Drive), and the Nuestra Comunidad main office in Building D (21 Bluebird Drive). The CRV redemption kiosk was removed in November of 2024. Building B (25 Bluebird Drive) was determined to be unusable shortly after the initial inspection during the property acquisition and has not been utilized by the Town. Building C (23 Bluebird Drive) is being used for storage and is not ADA compliant.

In March of 2024, the Town Council ratified the lease agreement for Building D with Nuestra Comunidad (NC), a local non-profit who focuses on disaster preparedness, 911 emergency services education, and health and wellness for the entire community with an emphasis on under-served populations including the elderly, LatinX community and veterans. At the time, Building D was not ADA compliant and needed several costly upgrades. NC completed a major renovation of the building and has been operating their Northern Sonoma County operation out of that facility since September of 2024.

Discussion:

In the fall of 2024, NC approached the Town about leasing the front house (Building B) as NC staff

housing. The concept of having a staff member living on-site to be able to activate disaster response quickly, makes NC stand out as a strong partner for a resilient community. This model also provides affordable housing for one of their employees. The house needs major renovations, and NC is prepared to complete all of the upgrades to current health, safety and building codes. All expenses for the renovations to the property will be covered by NC.

Staff is recommending Council ratify and approve the Community Facilities Lease Agreement with Nuestra Comunidad (Exhibit A) and Resolution (Attachment 1) for the lease/rental of Bluebird Building B – 25 Bluebird Drive to enhance emergency response services to the community. The lease agreement will expire on February 14, 2029 and has a rental rate of \$1.00 per year.

Fiscal Impact:

There is no fiscal impact related to the proposed Council action.

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 because it consists of replacement or reconstruction of existing structures and facilities. Therefore, no environmental review is required.

Attachment(s):

[1. Resolution Approving Nuestra Comunidad Community Facilities Lease
Exhibit A - Nuestra Comunidad Housing Lease](#)

Prepared by:

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Parks and Recreation Director

Approved by:

Jon Davis
Town Manager