



Town of Windsor
9291 Old Redwood Highway
P.O. Box 100
Windsor, CA 95492-0100
Phone: (707) 838-1000
Fax: (707) 838-7349
www.townofwindsor.com

Mayor
Dominic Foppoli

Vice Mayor
Esther Lemus

Councilmembers
Debora Fudge
Bruce Okrepkie
Sam Salmon

Town Manager
Ken MacNab

A G E N D A

TOWN OF WINDSOR AND WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA AD HOC COMMITTEE MEETING

Wednesday, January 22, 2020
4:30 p.m.

Wild Oak Conference Room
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

(For further information please call Town Hall: 838-1000)

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1. **ROLL CALL**
Bill Adams, George Valenzuela, Esther Lemus, Bruce Okrepkie
2. **CHANGES TO THE AGENDA**
3. **PUBLIC COMMENT**
Members of the public wishing to speak to the Committee on any item *not listed* on the agenda may do so at this time. Pursuant to the Brown Act, the Committee is not allowed to consider issues or take action on any item not listed on the agenda during this period. Each Public Comment is normally restricted to three (3) minutes in length and must be spoken into the microphone from the podium.
4. **Approval of Minutes**
By motion, approve the Town of Windsor and Windsor Unified School District Joint North of Arata Ad Hoc Committee meeting minutes of February 28, 2018, April 25, 2018, June 27, 2018, August 22, 2018, October 24, 2018, May 22, 2019, and September 25, 2019.
5. **General Update from the Town Regarding the Status of the North of Arata Project**
6. **Update on Windsor Unified School District Progress Regarding North of Arata Lane**
7. **Update from Property Owners Regarding the Status of the North of Arata Project**
8. **ADJOURNMENT**

WINDSOR UNIFIED SCHOOL DISTRICT
9291 Old Redwood Highway, Windsor, California 95492

**TOWN OF WINDSOR/WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA
AD HOC COMMITTEE MEETING MINUTES FOR FEBRUARY 28, 2018**

3:30*PM Open Session –Building 500-District Conference Room

1. Roll Call: Bill Adams, Sandra Dobbins, Bruce Okrepkie, Debora Fudge

In Attendance: John Jansons-Town Manager -Town of Windsor-Advisory-Chair

Brandon Krueger-WUSD Superintendent-Advisory-Chair

Rue Furch, Natalie Balfour, Ben Hunter- Property Representatives/Owners

Lois Standing- WUSD Chief Business Officer

Erin Stagg, School & College Legal Services

Ken MacNab, Community Development Director-Town of Windsor

2. Changes to the agenda: None

3. Public Comment

Public Comment: None

4. Presentation and Discussion of School Siting Requirements under the Education Code, Title 5 of the California Code of Regulations and Local Board Policy: Erin Stagg, School & College Legal Services provided information surrounding school site requirements pursuant to Education Code and Title 5. In addition, Board policies and California Department of Education School Site Certification requirements/information were provide to the group. Board Polices and Education Code will dictate what the District steps are and what the District is obligated to do. Also, the California Department of Education School Facilities Planning (School Site Certification form) was provided as to the steps that need to be complied with to determine if there is compliance with Education Code and Board policy. There was a discussion surrounding the potential steps of a program EIR and it may be possible to do project EIR underneath the program EIR.

Ken MacNab, Community Development Director, also provided additional information regarding annexation, EIR or an environmental review requirements process. Annexation requirements will depend on what the property owners come forward with. If they just come forward with annexation and no development they will be able to tier off that EIR and not do a subsequent EIR document but if they come forward with annexation and development then there will be a project level environmental review.

Erin Stagg indicated that the District has to complete CEQA before we complete Title 5.

Erin Stagg indicated that the District is responsible to do a Phase I ESA-Department of Toxic Substance Control signoff. There has been a challenge to ask for these assessments to be done due to the issue of not being able to identifying the location of the site. The District needs a meets and bounds description before they can move forward.

Rue Furch indicated that she will supply a meets and bounds description.

* Convening and adjournment times are estimated. In accordance with Board Bylaw 9320 and Government Code 54953.2, 54954.1: A complete copy of this Board packet is available at the Windsor Unified School District office: 9291 Old Redwood Highway, Building 500, Windsor, California. The District shall provide appropriate translation services, and disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. Please call 837-7701 for assistance.

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Ken MacNab, indicated that the thinking behind the Town's environment review was that the EIR was not going to cover the school project completely for CEQA but the goal was to provide enough information to be able to tier off to help avoid doing another EIR.

Erin Stagg would like to know the zoning of the site to move forward with an appraisal. The District needs to know fair market value and to accomplish that will need a time frame of the purchase and when building on the property would take place.

Ken MacNab, indicated that there is some county zoning on the property now and that the Town of Windsor will be able to identify the zoning which needs to be consistent with the Town's General Plan and should be able to tell the District within a couple of months.

Erin Stagg indicated that the school site needs to be consistent with the General Plan and CDE requires that.

Rue Furch indicated that she has shown the District a number of version to the school parcel but the location could move based on what the Town approves. There is a map of a 12.1 acre parcel that the District was interest in.

Trustee Dobbins indicated that the District has a strong preference to not having the school back up to housing and the more access the District has to accommodate busing and other needs the better. In addition, it is the goal of the District to decrease our impact on the community.

Rue Furch indicated that they could provide a meets and bounds that would describe the parcel.

Trustee Adams indicated that the District wants to purchase a build/utility site ready property.

Rue Furch requested that we put together a list of things we need to do (meets and bounds, zoning, etc.)

Trustee Adams indicated that the District has offered to assist in any way that we can do to help in the annexation.

Ken MacNab indicated that annexation would probably not take place until the end of the year.

- 5. Update from Town regarding Prezoning, General Plan and LAFCO Presentation:** Ken MacNab, Community Development Director, provided a handout of "Chronology for North of Arata Prezoning" (**will be incorporated in the minutes**) Provides the steps and timeline for the prezoning process. Prezoning is an action that the Town has to take before annexation can be considered by LAFCO. Zoning that gets applied under prezoning needs to be consistent with the Town's General Plan. The Town can't act, until the Town's General Plan is adopted and it is estimated that it will take place within a few months. Prezoning action shortly thereafter. The Town Council took the step to initiate the prezoning and believes that this area is ready for annexation. (Map was provided) The EIR contemplates a 500 student school site.

Rue Furch indicated she would talk with Mark regarding annexation (to talk with his board). The group agreed that reaching out to Mark was a good idea.

Ken MacNab indicated that private property owners will be submitting the annexation application and will provide Erin Stagg with a cross walk table which can assist with the appraisal. The District is interested in the Town prezoning the area where the school site is identified as public institutional unless that creates an impediment.

6. Update from North of Arata Property Interest Regarding Annexation and Development Planning:

Ken MacNab, Community Development Director and land owners and representatives of land owners in reference to north of Arata Property-Property APN # 161-020-049-000,053,056,058,060.

Property representative Rue Furch requested the check list and a letter of interest in the property. In addition, she would like to see a common chronological timeline between the Town and the District. Rue Furch shared a site map of a 12 acre parcel that the school was interested in.

Rue Furch asked for the chronology of the District in the same way that the Town provided. The Town to provide the chronology document “Chronology for North of Arata Rezoning” for the District to add to.

Ken MacNab indicated that once the site is annexed it’s a development application to the Town.

7. Discussion of Possible Future Agenda Items and Setting a Meeting Schedule

The following were request/assumptions:

1). Preparation of a metes and bounds description (assist with appraisal)

Appraiser will assume that the site is approximately 12 acres zoned public, development ready, specifically with street infrastructure and utilities, will be bordered by streets with no back-on residential parcels

2). With Board authorization, attorney will prepare a task list of the district’s site acquisitions requirements to be circulated to the property owners and the Town

Items for the next agenda: Erin Stagg, School and Legal Services would like to add CEQA to the next agenda, Superintendent Krueger suggested general updates and a next meeting sometime in mid to late April. Rue Furch requested that the Town and the School District combine their timelines. It is estimated that it would be a two year time line.

4:45 PM Adjournment

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MINUTES

TOWN OF WINDSOR AND WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA AD HOC COMMITTEE MEETING

Wednesday, April 25, 2018
4:30 p.m.

Wild Oak Conference Room
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

1. ROLL CALL

Mayor Okrepkie called to order a meeting of the Town Council and Windsor Unified School District Joint North of Arata Ad Hoc Committee at 4:35 p.m.

Present at roll call were Trustee Adams, Councilmember Fudge and Mayor Okrepkie.

Trustee Dobbins was absent.

2. CHANGES TO THE AGENDA

None.

3. PUBLIC COMMENT

None.

4. Discussion of Setting a Meeting Schedule

By consensus, the member of the Ad Hoc Committee present, voted to continue the meetings on the fourth Wednesday of every other month through October 24, 2018. The dates set were June 27, 2018, August 22, 2018 and October 24, 2018.

6. Update Regarding the Rezoning for the North of Arata Lane

Community Development Director MacNab provided an update on the adoption and certification of the General Plan.

7. Update on Windsor Unified School District Progress Regarding North of Arata Lane

None.

8. Updates from Property Representatives/Owners

None, however, Trustee Adams requested this item be kept as a re-occurring as needed.

9. Update on the North-Bound Highway 101 On-Ramp

None, however, Trustee Adams requested this item be kept as a re-occurring as needed.

10. ADJOURNMENT

The meeting adjourned at 5:01 p.m.

The next meeting of the Town of Windsor and Windsor Unified School District Joint North of Arata Ad Hoc Committee is scheduled for June 27, 2018, at 4:30 p.m., in the Windsor Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

Sommer Hageman
Deputy Town Clerk

MINUTES

TOWN OF WINDSOR AND WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA AD HOC COMMITTEE MEETING

Wednesday, June 27, 2018
4:30 p.m.

Wild Oak Conference Room
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

1. ROLL CALL

Mayor Okrepkie called to order a meeting of the Town Council and Windsor Unified School District Joint North of Arata Ad Hoc Committee at 4:31 p.m.

Present at roll call were Trustee Heitz (representing Trustee Adams), Trustee Dobbins, and Mayor Okrepkie.

Trustee Adams and Councilmember Fudge were absent.

2. CHANGES TO THE AGENDA

None.

3. PUBLIC COMMENT

Sam Salmon, Windsor resident, spoke on the North of Arata pre-zoning and annexation project and voiced his concerns and expectations for the project.

4. Updates on Status, Progress and Next Steps in North of Arata Pre-zoning and Annexation Project

Town of Windsor Community Development Director MacNab reported on the item.

WUSD Board Trustees and Mayor Okrepkie discussed the status and progress of the North of Arata pre-zoning and annexation project.

Mayor Okrepkie opened the public comment period.

Sam Salmon, Windsor resident, inquired about the appraisal and offer process of the proposed properties.

Mayor Okrepkie closed the public comment period.

Superintendent Krueger and Trustees responded to Mr. Salmon's question.

Discussion ensued regarding next steps of the project.

Mayor Okrepkie re-opened the public comment period to allow additional public testimony.

Sam Salmon, Windsor resident, asked the Committee to consider a tentative agreement regarding the timeline of purchasing the properties and annexation.

There being no further public testimony, Mayor Okrepkie closed the public comment period.

5. ADJOURNMENT

The meeting adjourned at 4:48 p.m.

The next meeting of the Town of Windsor and Windsor Unified School District Joint North of Arata Ad Hoc Committee is scheduled for August 22, 2018, at 4:30 p.m., in the Windsor Unified School District's Conference Room located at 9291 Old Redwood Highway, Building 500 in Windsor.

Sommer Hageman
Deputy Town Clerk

MINUTES

TOWN OF WINDSOR AND WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA AD HOC COMMITTEE MEETING

Wednesday, August 22, 2018
4:30 p.m.

Windsor Unified School District
District Conference Room
9291 Old Redwood Highway, Building 500
Windsor, CA 95492

1. ROLL CALL

Bill Adams, Sandra Dobbins, Bruce Okrepkie, Debora Fudge

2. CHANGES TO THE AGENDA

3. PUBLIC COMMENT

Members of the public wishing to speak to the Committee on any item *not listed* on the agenda may do so at this time. Pursuant to the Brown Act, the Committee is not allowed to consider issues or take action on any item not listed on the agenda during this period. Each Public Comment is normally restricted to three (3) minutes in length and must be spoken into the microphone from the podium.

4. General Update from the Town Regarding Pre-zoning and Annexation for the North of Arata Project

5. Update on Windsor Unified School District Progress Regarding North of Arata Lane

6. Update from Major Property Owners (Coombs and Hunter) on Project Progress

7. ADJOURNMENT

The next meeting of the Town of Windsor and Windsor Unified School District Joint North of Arata Ad Hoc Committee is scheduled for October 24, 2018, at 4:30 p.m., in the Windsor Unified School District's Conference Room located at 9291 Old Redwood Highway, Building 500 in Windsor.

Sommer Hageman
Deputy Town Clerk

Clerk's Note: No detailed minutes were taken by the Windsor Unified School District.

MINUTES

TOWN OF WINDSOR AND WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA AD HOC COMMITTEE MEETING

Wednesday, October 24, 2018
4:30 p.m.

Windsor Unified School District
District Conference Room
9291 Old Redwood Highway, Building 500
Windsor, CA 95492

1. ROLL CALL

Bill Adams, Sandra Dobbins, Bruce Okrepkie, Debora Fudge

2. CHANGES TO THE AGENDA

3. PUBLIC COMMENT

Members of the public wishing to speak to the Committee on any item *not listed* on the agenda may do so at this time. Pursuant to the Brown Act, the Committee is not allowed to consider issues or take action on any item not listed on the agenda during this period. Each Public Comment is normally restricted to three (3) minutes in length and must be spoken into the microphone from the podium.

4. General Update from the Town Regarding Pre-zoning and Annexation for the North of Arata Project

5. Update on Windsor Unified School District Progress Regarding North of Arata Lane

6. Update on Economic Development Agency (EDA) Grant Application for Los Amigos Realignment Project

7. Discussion of 2019 Schedule

8. ADJOURNMENT

The next meeting of the Town of Windsor and Windsor Unified School District Joint North of Arata Ad Hoc Committee is scheduled for May 22, 2019, at 4:30 p.m., in the Civic Center Wild Oak Conference Room located at 9291 Old Redwood Highway, Building 400 in Windsor.

Sommer Hageman
Deputy Town Clerk

Clerk's Note: No detailed minutes were taken by the Windsor Unified School District.

MINUTES

TOWN OF WINDSOR AND WINDSOR UNIFIED SCHOOL DISTRICT JOINT NORTH OF ARATA AD HOC COMMITTEE MEETING

Wednesday, May 22, 2019
4:30 p.m.

Wild Oak Conference Room
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

1. ROLL CALL

Councilmember Okrepkie called to order a meeting of the Town Council and Windsor Unified School District Joint North of Arata Ad Hoc Committee at 4:31 p.m.

Present at roll call were Trustee Adams, President Valenzuela, Councilmember Lemus and Councilmember Okrepkie.

2. CHANGES TO THE AGENDA

Town Manager MacNab requested a discussion of creating a schedule for future meetings.

3. PUBLIC COMMENT

None.

4. General Update from the Town Regarding the Annexation Process for the North of Arata Project

Town of Windsor Town Manager MacNab reported on the item and noted that the annexation of the North of Arata was formally incorporated.

Councilmember Okrepkie opened the public comment period.

Richard Coombs spoke regarding LAFCO's process.

Councilmember Okrepkie closed the public comment period.

Discussion ensued regarding next steps of the project.

5. Update on Economic Development Agency (EDA) Grant Application for Los Amigos Realignment Project

Town of Windsor Deputy Director of Engineering Jaeger reported on the item.

The WUSD Board of Trustees, Councilmembers and the North of Arata property owners discussed the grant application, and the design of the roads, bike lanes, sewers and parking of the project location.

No public comments were made.

6. Update on Windsor Unified School District Progress Regarding North of Arata Lane
Superintendent Krueger reported on the item.

Discussion followed regarding the preliminary stages, the environmental impact report, and the pre-application.

Preliminary maps were reviewed which showed where the school may be located.

No public comments were made.

7. Update from Property Owners

Councilmember Okrepkie sought public input from the property owners, which included Richard Coombs and Natalie Balfour. Rue Furch was unable to attend.

The following items were discussed:

- Timeline concerns
- CEQA requirements

Clerk's note: At this time, a discussion ensued regarding the schedule for future meetings.

7.a SCHEDULE OF FUTURE MEETINGS

Town Manager MacNab opened the discussion to decide a regular schedule of meetings.

By consensus, the members of the Ad Hoc Committee present, voted to continue the meetings quarterly, on the fourth Wednesday of the month at 4:30 p.m. The dates set were September 25, 2019, and January 22, 2020. At the January 22, 2020 meeting, the Committee will revisit the schedule.

Clerk's Note: At this time, Councilmember Lemus requested a status of the US 101 on-ramp. Town Manager MacNab noted that it was a long-term process that required funding, which the Town was pursuing.

8. ADJOURNMENT

The meeting adjourned at 5:16 p.m.

The next meeting of the Town of Windsor and Windsor Unified School District Joint North of Arata Ad Hoc Committee is scheduled for September 25, 2019, at 4:30 p.m., in the Windsor Unified School District's Conference Room located at 9291 Old Redwood Highway, Building 500 in Windsor.

Sommer Hageman
Deputy Town Clerk

WINDSOR UNIFIED SCHOOL DISTRICT
9291 Old Redwood Highway, Windsor, California 95492

MINUTES FOR THE WINDSOR UNIFIED SCHOOL DISTRICT AND TOWN OF WINDSOR, NORTH OF ARATA AD HOC COMMITTEE MEETING, SEPTEMBER 25TH, 2019

4:30PM Open Session – WUSD Conference Room, 9291 Old Redwood Highway, Building 500, Windsor. CA 95492

1. **Roll Call:** Bill Adams, George R. Valenzuela (absent), Esther Lemus, Bruce Okrepkie
2. **Changes to the Agenda:** None

3. Public Comment: None

4. **General Update from the Town Regarding the Status of the North of Arata Project.** Ken McNab, Town Manager, gave the update for the Town of Windsor. The North of Arata property is now annexed and part of the town limits. The Town are still in conversation with both the Hunter and Coombs Groups. There is a Conceptual Review Application pending from the Hunter Group.
5. **Update on Windsor Unified School District Progress Regarding North of Arata Lane.** Superintendent Krueger, gave the update for the Windsor Unified School District. WUSD is also still in conversation with the Hunter Group and are looking forward to positively moving forward when school enrollment allows.
6. **Update from Property Owners Regarding the Status of the North of Arata Project.** Rue Furch, representing the property owner gave this update. Ms. Furch agreed with both the Town of Windsor and the Windsor Unified School District that all parties are still in conversation and looking to move forward with the next phase. She understood that the WUSD is constrained by low enrollment forecasts. The property owner is working on a solution for drainage on the property. The School District is reviewing options for the placement of a future school (building and field).
7. **The meeting adjourned at 5:30pm on motion of WUSD Trustee Bill Adams.**

The next Ad Hoc meeting is January 22, 2020, at 4:30pm in the Wild Oak Conference Room, Building 400.

The next Joint Meeting between WUSD and TOW is still to be scheduled.

Approved by _____
1/22/2020

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