



**CITY COUNCIL AGENDA ITEM NO. G.4  
11/14/2023**

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**SUBJECT:** Lease Agreement with the Downtown Brentwood Coalition (DBC) for use of the Women's Club located at 648 2nd Street

**DEPARTMENT:** City Manager's Office

**STAFF:** Darin Gale, Assistant City Manager  
Ricardo Noguera, Economic Development Manager

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### **TITLE/RECOMMENDATION**

Staff recommends that the City Council adopt a resolution authorizing the City Manager to sign a fifty-four (54) month lease with the Downtown Brentwood Coalition (DBC) for the city-owned property commonly referred to as the Women's Club that is located at 648 Second Street. The DBC will complete and pay for all necessary building and site improvements to support its administrative functions at the site.

### **FISCAL IMPACT**

The fifty-four (54) month lease will be at a one time rate charge of \$5.00. The DBC will complete major interior and exterior improvements over the first 24 months of the lease execution. All renovation costs will be borne by the DBC, including any required City permits. In addition, the DBC will be required to pay all utility fees and maintain the proper level of insurance to support their operations.

### **BACKGROUND**

#### **HISTORY OF PROPERTY**

The Women's Club facility has served a public purpose since its construction in 1913. The building served as the City's first public library from 1922-1979. It also served as the Women's Club from 1931-2009 with the property under the ownership of Contra Costa County through 2001. The County sold the property to the City of Brentwood in 2021 for \$5,000. However, the terms of the agreement between the County and City called for the property to be utilized for civic or governmental purposes. If the City chose to sell the property to a private entity, the City would be required to pay the County \$80,000, which represented the market value of the property in 2001.



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**PROPERTY CHARACTERISTICS**

The lot size is 7,500 square feet and the building is 800 square feet. The site is located within the Downtown Specific Plan, within the 'Residential Neighborhood' district. However, the building has never served a residential purpose. It shares a northeast property line with the 'Downtown Core' district and is situated near the intersection of Second and Oak Street that is within the 'Retail Required Zone' district.

The rear of the property contains a total of thirteen (13) parking stalls. As part of the lease agreement, the DBC will be required to meet American with Disabilities Act (ADA) parking and access requirements.

On November 7, 2023, the Brentwood Planning Commission approved a Conditional Use Permit (CUP), allowing the building to be used for professional office and administrative purposes.

**USE OF BUILDING**

The DBC serves as a business liaison supporting local businesses and property owners in the downtown area. The agency's purpose is to provide supporting services to area businesses and maintain a vibrant downtown for locals and visitors to patronize the diverse mix of restaurants, cafes and shops. The building will be utilized by the staff of the DBC solely for administrative purposes. Hours of operation are projected to be from Monday through Friday between 8 am and 6 pm with staff occupancy ranging from 1 to 3 individuals at any given time. Anticipated guests include members of the DBC Board, DBC Member and other key stakeholders, with a guest volume eventually ranging from 5 to 10 individuals simultaneously. Initially, however, occupancy is limited to no more than 3 individuals on the premises for business purposes until all building and site improvements are completed and approved by the City. As noted in Section 3(b):

No meetings of [the DBC's] Board of Directors, employees, committees, or with members of the public will be permitted indoors on the Premises prior to all improvements being completed in accordance with Section 6; until said improvements are completed and approved by the City's Building Official, the Premises shall be used only for business purposes relating to the administration of the [DBC].



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**BUILDING AND PROPERTY IMPROVEMENTS**

The DBC is considering a series of enhancements to the building and its surrounding grounds. Under the lease, the DBC will be obligated to assume responsibility for bringing the Women's Club property into compliance with the ADA and all other applicable codes. Potential improvements encompass various scopes and may include, but are not limited to: upgrading the HVAC system, refurbishing the bathroom to meet ADA requirements, kitchen facilities, and executing minor modifications to the building's exterior, such as an ADA-compliant ramp and parking lot improvements. Compliance with local building regulations will be ensured through the acquisition of all necessary permits by the DBC.

**LEASE TERMS**

The City is offering the following lease terms as follows:

1. Fifty-four (54) month lease;
2. Downtown Brentwood Coalition (DBC) required to complete renovations to the building and grounds and obtain the appropriate City permits, including addressing Americans With Disabilities Act (ADA) improvements for access, parking and bathroom amenities. These improvements are to be completed within twenty-four (24) months of executing the lease agreement, unless prior extensions are approved by the City Manager or designee;
3. The DBC shall pay a total of \$5 dollars to the City of Brentwood for the entire 54 month lease and will complete all necessary building and site improvements at their sole expense. The DBC will also be responsible for securing all utilities and covering such costs at their sole expense.

**CITY COUNCIL STRATEGIC INITIATIVE**

FY 2022/2023 – FY 2023/2024 Strategic Initiative: Focus Area 3: Economic Development. Item 1. Encourage private re-investment through the sale of Successor Agency and City-owned real properties.

**PREVIOUS ACTION**

Previous Action by the City Council is included on attachment 1.

**ENVIRONMENTAL DETERMINATION**

Not Applicable.



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**ATTACHMENT(S)**

1. Previous Action
2. Resolution
3. Lease Agreement
4. Site Plan and Floor Plan