

# Charleston Land Reuse Agency

January 14, 2020 2:00 pm

## Meeting Minutes

### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage	City Manager (or designee)
Kevin Baker	City Attorney (or designee)
Ben Adams	City Council
Will Laird	City Council
Chris Campbell	Citizen Member
Marylin McKeown	Citizen Member

### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present, Kevin Baker called the meeting to order.

#### 2. Adoption of Minutes from December 10, 2019, meeting

Mayor Goodwin moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

#### 4. Reports of Treasurer, Vice Chair, Chair

Kevin Baker offered a report from the Chair. It was noted that the CLRA bylaws require that there be 2 public meetings annually. It was noted that CLRA meetings are open to the public. Mayor Goodwin suggested that the CLRA consider holding meetings in the spring and fall that are specifically aimed at soliciting public input and involvement.

Kevin Baker recognized John Butterworth who gave a briefing on the potential availability of brownfield grants.

Kevin Baker recognized Dan Vriendt who reviewed the zoning overlay district for the Far Westside Flats' "Neighborhood Reinvestment Overlay District." Dan Vriendt reviewed the administration's efforts to connect with members of the community by going door to door and sending out approximately 1,180 certified letters. Dan Vriendt further indicated that the plan would be before

the Municipal Planning Commission on February 5<sup>th</sup>, and pending approval, before the City Council Streets Traffic and Planning Committee on February 24<sup>th</sup>, and could potentially be before City Council on March 2, 2020.

Marylin Mckeown offered a report from the Vice Chair which included a report from a recent Opportunity Zones Conference in Bridgeport

Jonathan Storage offered a report from the Treasurer indicating a current CLRA fund balance of \$37,586.53.

Without objection the CLRA proceeded to agenda item 7, Unfinished Business, for an insurance policy update. Jonathan Storage recognized Janet Buckley for a presentation and recommendation. With leave of the Board, Janet Buckley explained the process whereby insurance quotes were sought. It was explained that, as indicated at a prior meeting, the CLRA would be automatically covered by the city's insurance policy, but that such coverage was undesirable and impracticable for the CLRA. Janet Buckley indicated that all three entities approached in the private market declined to offer coverage. A quote from the state's Board of Risk and Insurance Management (BRIM) was then explained which included a \$2,700 annual premium with a \$675 deposit. The BRIM policy would cover all liability, general liability, public officials, wrongful acts, and office contents with a deductible of \$2,500. It was further explained that premiums renew July 1 of each year, so if adopted the CLRA would pay the deposit and a pro-rated amount from April 1 to June 30 at which time the policy would be renewed at the \$2,700 annual amount effective July 1, 2020. Jonathan Storage recommended that the CLRA adopt the BRIM policy. Mayor Goodwin moved that the CLRA, City Attorney, and City Manager be authorized to take appropriate action to adopt and implement the BRIM proposal as described by Janet Buckley. The motion carried on a voice vote.

## **5. Report of Redevelopment Division**

### **Update on County Tax Sale lien title searches and discussion of next steps/adjacent owners**

Kevin Baker offered an update on title searches and communications with adjacent property owners to properties purchased at the County Tax Lien Sale. Specifically, Kevin Baker explained communications regarding properties on Camden Drive, Lewis St., and Grant St.

Kevin Baker further indicated that title searches have been completed and that many of the properties have substantial additional liens. Mr. Baker reviewed a list of owners of the properties. A discussion was had regarding recovery of costs for title searches if properties are redeemed.

Ben Adams moved to authorize the City Attorney's Office to begin reaching out to property owners to have initial conversations and return to the CLRA with any feedback received. The motion carried on a voice vote.

### **Discussion with County Sheriff's Office regarding November 2019 no bid properties**

John Butterworth offered an update on no bid properties and the Sheriff's indication that the CLRA would have the right of last refusal on such properties. It was suggested that a full report of said properties may be presented at the next meeting of the CLRA.

### **Record management update**

John Butterworth offered an update on “my government online” as a potential record management platform for the CLRA and the City of Charleston. It was indicated that an agreement would be presented to the City Manager’s Office for consideration in the near future.

## **6. Report of Conservation Division**

Kevin Baker provided an update on the donation of the South Hills property donation, and an email received from Tom Lane requesting that the LRA provide assistance in the development of trails on the property. Jonathan Storage suggested looking at a partnership with a charitable foundation similar to the arrangement with the Greater Kanawha Valley Foundation and the Carriage Trail. A discussion was had regarding similar consideration for the property adjacent to Cato Park.

## **7. Unfinished Business**

### **Legislative priorities update and motion to support LRA legislation**

Kevin Baker reviewed proposed legislation that would eliminate the sunset provision for LRA’s right of first refusal, as well as increase the right of first refusal cap from \$25,000 to \$100,000 of assessed value. Additionally, the right of first refusal would be triggered if the city has more liens on the property than the taxes owed, or if the property has been on a vacant structure registry for more than 2 years. Jonathan Storage moved that the CLRA support the legislation and that the City Attorney be authorized to speak in support of the legislation on behalf of the CLRA. The motion was adopted by voice vote.

### **Insurance policy update**

Discussed under the Treasurer’s Report, agenda item 4 (see above).

### **1514 2nd Avenue – update and motion to accept donation**

Kevin Baker gave a description of the property and the letter received notifying the city of its right to redeem and the owner’s offer to donate the property to the LRA. A discussion was had regarding a desire to obtain an elevation certificate since the property is in a flood plain.

Ben Adams moved that the CLRA accept the donation, request that the Mayor’s Office of Economic and Community Development (MOECD) release the lien and forgive MOECD loans, as well as authorize payment of \$26 to process the deed. A discussion was had regarding the redevelopment potential of the property. The motion carried on a voice vote.

Chris Campbell moved that the CLRA obtain an elevation certificate and, that if the elevation certificate and other factors indicate that the property is right for renovation, the CLRA be authorized to expend up to \$1,500 to clean items and debris from the property. The motion carried on a voice vote.

## **8. New Business**

**Vacant lots near 1514 2nd Avenue**

Kevin Baker raised the issue of reaching out to adjacent property owners. A discussion was had regarding said properties. It was determined that the issue would be included under unfinished business for the next CLRA meeting.

**1502 Washington Street West donation offer**

Kevin Baker offered a description of the property. A discussion was had regarding said property and surrounding properties. It was agreed to that the City Attorney would complete a title search and initiate a discussion with adjacent property owners.

**Overview of notices to redeem that the City received from November 2018 tax sales**

Kevin Baker informed the CLRA of the receipt of notices to redeem upon which the city would need to act by April 1, 2020. John Butterworth provided further information and indicated that initial recommendations would be presented at the next meeting.

Jonathan Storage offered that to the extent that the CLRA wanted to put anything out to bid or develop any RFPs, the Office of the City Manager is at the CLRA's disposal.

John Butterworth recognized Kim Reed from the City of Nitro's LRA. With leave of the Board, Kim Reed addressed the CLRA. A discussion was had regarding the tax lien processes and the proposed legislation to alleviate burdens and streamline processes.

**9. Adjournment until Tuesday, January 14, 2020, at 2:00 p.m.**

Will Laird moved that the LRA adjourn until Tuesday 2/11/2020. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

February 11, 2020 2:00 pm

## Meeting Minutes

### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Council
Will Laird, Secretary	City Council
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present with the exception of Larry Malone, Jonathan Storage, and Mayor Goodwin who were represented by City Finance Director Andy Wood, Kevin Baker called the meeting to order.

#### 2. Adoption of Minutes from December 10, 2019, meeting

Chris Campbell moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

#### 4. Reports of Treasurer, Vice Chair, Chair

Kevin Baker presented a report from the Treasurer as prepared by Jonathan Storage. The report indicated a CLRA fund balance of \$37,387.27.

The Chair and Vice Chair had nothing further to report.

#### 5. Report of Redevelopment Division

##### Update on County Tax Sale lien progress

Kevin Baker offered an update on properties for which liens were purchased at the County Tax sale at which time Mr. Baker informed the committee that many properties had been redeemed.

A discussion was had regarding remaining properties and any corresponding conversations with property owners.

## **6. Report of Conservation Division**

### **Charleston Land Trust/CLRA Conservation Division donations and authorization to expend**

A discussion was had regarding the authorization to expend funds received as donations.

Will Laird moved that for donations of up to \$1,000 the CLRA Conservation Division be authorized to expend such donations for their intended purpose upon receipt of the funds. The motion was adopted upon a voice vote.

Regarding a donation that was received before the adoption of the prior motion, Will Laird moved that the CLRA Conservation Division be authorized to expend \$50 to purchase birdseed for the Carriage Trail. The motion was adopted upon a voice vote.

## **7. Unfinished Business**

### **Legislative update on Senate Bill 510 (extending right of first refusal)**

Kevin Baker indicated that SB510 had passed the Senate and been referred to the House Committee on the Judiciary.

### **1514 2<sup>nd</sup> Avenue – update regarding property and reimbursement to General Fund**

A discussion was had regarding the redemption of the property tax lien.

Ben Adams moved that the CLRA reimburse the City's General Fund for costs associated with the redemption. The motion was adopted upon a voice vote.

John Butterworth reviewed the findings of the city engineer's elevation certificate and other findings which concluded that the property is uneconomical for renovation.

Tony Harmon discussed the value of the property and the potential to salvage various items.

A discussion was had regarding the potential demolition of the structure.

Ben Adams offered a motion requesting that the Building Commission demolish the structure. The motion was adopted upon a voice vote.

### **Vacant lots near 1514 2<sup>nd</sup> Avenue**

A discussion was had regarding various surrounding properties.

Chris Campbell moved that John Butterworth and Kevin Baker be authorized to contact adjacent property owners to discuss their intent for the properties. The motion was adopted upon a voice vote.

### **1502 Washington Street West donation offer update**

A discussion was had regarding the property and its potential donation.

Ben Adams offered a motion to accept the donation. The motion was adopted upon a voice vote.

Ben Adams offered a motion to authorize the expenditure of \$26 to process the deed to the property. The motion was adopted upon a voice vote.

Chris Campbell offered a motion that John Butterworth and Kevin Baker be authorized to reach out to adjacent property owners to discuss their intent for the properties.

**Bids on property at WV State Auditor's Office**

John Butterworth presented to the committee and a discussion was had regarding bids on 4 properties at the WV Auditor's Office.

**November 2018 tax sale notices to redeem**

John Butterworth provided the board with an overview of notices to redeem received by the city on approximately 53 properties. A discussion was held. Kevin Baker indicated that he would look into the properties to gauge the city's interest.

**November 2019 tax sale no-bid properties**

John Butterworth reviewed some data from the 2019 tax sale. A discussion was had regarding the shortcomings of the process. John Butterworth indicated that at the 2018 tax sale, 96% of properties were purchased by 10 buyers with the top 4 being out of state entities or individuals. Similarly, in 2019 93% of properties were purchased by the same 10 buyers.

**8. New Business**

**Schedule two public meetings for 2020 (spring and fall discussed previously)**

A discussion was had regarding the timing and scheduling of said meetings.

**Discuss potential mission statement**

A discussion was had regarding the development of a clear statement of mission for the CLRA and its availability on a website.

**Discuss vision and potential strategic planning session**

A discussion was had regarding the need for a strategic planning session for the development of a clear mission and vision to be clearly communicated to the public, including the need for availability of such information on a website.

**Other**

A discussion was had regarding a property behind the 6<sup>th</sup> Street Garden.

**9. Adjournment until Tuesday, March 10, 2020, at 2:00 p.m.**

Ben Adams moved that the CLRA adjourn until Tuesday 3/10/2020. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

March 10, 2020 2:00 pm

## Meeting Minutes

### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Council
Will Laird, Secretary	City Council
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present with the exception of Jonathan Storage, Mayor Goodwin and Councilman Laird, Kevin Baker called the meeting to order. Jonathan Storage joined the meeting soon after it was called to order.

#### 2. Adoption of Minutes from February 11, 2020, meeting

Ben Adams moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

#### 4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage presented a Treasurer's report indicating a CLRA fund balance of \$37,436.27.

The Chair and Vice Chair had nothing further to report.

#### 5. Report of Redevelopment Division

##### Update on County Tax Sale lien progress

Kevin Baker offered an update on properties for which liens were purchased at the County Tax sale at which time Mr. Baker informed the committee that one adjacent owner had exercised her right to obtain the CLRA's interest in the lien.



### **Vacant lots near 1514 2<sup>nd</sup> Avenue**

Mr. Baker gave an overview of efforts to contact owners of vacant lots near the CLRA property at 1514 2<sup>nd</sup> Avenue. Mr. Baker noted that the owner of 1512 2<sup>nd</sup> Avenue was potentially interested in conveying the property to the CLRA, but that she expressed an interest in selling due to paying \$2,314.37 in property taxes since inheriting the property. Upon a motion by Ben Adams, the CLRA authorized the Chair and staff to send a letter to the property owner requesting donation of the property, but further authorized the Chair and staff to negotiate the purchase of the property for up to \$3,000.

### **Bids on property at WV State Auditor's Office**

Mr. Baker also discussed the property the CLRA has sought to purchase tax liens from the State Auditor's Office and the CLRA directed the Chair and staff to continue to pursue obtaining title to the properties.

## **6. Report of Conservation Division**

Kevin Baker noted the expenditure of \$49.48 for bird seed at the Carriage Trail. There was no further report.

## **7. Unfinished Business**

### **Legislative update on Senate Bill 510 (extending right of first refusal)**

Kevin Baker indicated that SB150 had passed the full Legislature with only minor amendments to reduce the maximum assessed value for using the right of first refusal to \$50,000 (from \$100,000 as originally introduced, but an increase from the previous \$25,000) and to add a new sunset date and reporting requirement in 2025. The bill now awaits the Governor's signature.

### **Schedule public meeting and strategic planning session for May 2020**

The CLRA discussed the May 2020 meetings and decided to have the public meeting on Thursday, May 14, at 6pm with a location to be determined, but with Mary C. Snow Elementary discussed as a potential location. The CLRA strategic planning session was scheduled for Friday, May 15, from 10am until 3pm at a location to be determined. Kevin Baker will reach out to Becky Ceperley to see if she would moderate the planning session.

### **November 2018 tax sale notices to redeem**

Kevin Baker discussed the status of the four properties highlighted at the last CLRA meeting that the City received a notice to redeem. Three of the properties had unenforceable liens and the fourth property was not a property that the CLRA thought it should pursue. Accordingly, the CLRA chose not to take any action.

### **1502 Washington Street West donation offer update**

Kevin Baker noted that the City Attorney's Office prepared a deed and that the property is in the process of being donated. Once the executed deed is received, the CLRA will get it recorded.

**8. New Business**

**1317 Stuart Street listed for sale at \$25,000**

A discussion was had regarding the lot for sale at 1317 Stuart Street and its location compared to other CLRA interests, but the property appears to no longer be on the market.

**Former Park Place Bar, 739 Central Avenue**

A discussion was had regarding the former Park Place Bar that is now owned by the City of Charleston. Ben Adams moved that the CLRA request that the City donate the property to the CLRA and the motion was adopted by voice vote. ~~Marilyn~~ Marylin McKeown stated support for the project and expressed a desire to obtain public input.

**Idea to publicize the property offered for donation to the CLRA that is not accepted**

A discussion was had regarding how to handle property offered for donation that is not accepted and the CLRA expressed a clear interest in transparent actions. The idea of having a list of donations offered on the CLRA's website was discussed and supported by the members. Kevin Baker also noted a recent offer of a donation for a property that the staff determined was not desirable and CLRA members expressed an interest in having each property offered be discussed.

**Center for Community Progress presentation overview**

John Butterworth led the CLRA in a discussion regarding a presentation from the Center for Community Progress entitled Land Banks 101: The Fundamentals of Land Banking and Equitable Development. Mr. Butterworth suggested that all members review the full presentation before the May strategic planning session.

**9. Adjournment until Tuesday, April 14, 2020, at 2:00 p.m.**

Ben Adams moved that the CLRA adjourn until Tuesday 4/14/2020. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

April 14, 2020 2:00 pm

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Council
Will Laird, Secretary	City Council
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present, Kevin Baker called the meeting to order. Also, in attendance were John Butterworth, Mackenzie Spencer, and Jasper Ball.

#### 2. Adoption of Minutes from March 10, 2020, meeting

Mayor Goodwin moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

#### 4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage presented a report from the Treasurer in which he indicated a current CLRA fund balance of \$36,764.76. Jonathan Storage further indicated that due to declining revenues cause by COVID-19, the city would be delaying the transfer of \$250,000 to the CLRA fund. It was further explained that the delay in this transaction is for city cashflow purposes.

Offering a report from the Vice Chair, Marylynn McKeown brought to the CLRA's attention that ASP is looking for a lot on 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Avenue. John Butterworth indicated that he had spoken with ASP regarding this issue and a brief discussion was had.

Kevin Baker offered a report from the Chair in which he explained process delays resulting from the COVID-19 pandemic.

## **5. Report of Redevelopment Division**

### **May 14/15 Public Meeting/Strategic Planning Session**

Kevin Baker asked for input from the committee whether to proceed with plans to hold the public meetings and planning sessions as previously planned given the likelihood that both will need to be conducted remotely.

Mayor Goodwin, Marylynn McKeown, and Jonathan Storage offered support for proceeding with the public meeting as planned. A discussion was had regarding planning and logistics.

Further discussion was had regarding logistics for the strategic planning session. It was determined that Kevin Baker would contact Council Woman Ceperley regarding facilitating a strategic planning session via Zoom.

It was further determined that the public meeting on the 14<sup>th</sup> and the potential strategic planning session on the 15<sup>th</sup> would stand in lieu of a regularly scheduled meeting of the CLRA on the 12<sup>th</sup>.

### **Zoning Overlay update**

Kevin Baker advised the CLAR that the Westside Zoning Overlay District plan was adopted by Council and made effective April 11, 2020. Kevin Baker recognized Dan Vriendt who provide an overview of next steps for the district including the development of a 1-pager to help realtors, developers, and residents better understand the district.

### **1502 Washington Street West donation and update regarding surrounding properties**

Kevin Baker provided an update on the property and indicated that the deed had been received and would soon be recorded. Kevin Baker recognized John Butterworth who provided an overview of adjacent properties including 1500, 1504, and 1504 & ½. A discussion was had regarding these properties.

Kevin Baker briefed the CLRA about conversations he had with the legislature regarding allowing LRAs to recall properties that were not bid on at Sheriffs' tax sales, thereby expediting access to properties as they are transferred to the state's possession. The CLRA will consider

A discussion was had regarding the proper action of the CLRA upon the discovery of violations of state or local laws and ordinances.

A discussion was had regarding properties across the street from 1502.

## **6. Report of Conservation Division**

## **7. Unfinished Business**

### **County Tax Sale lien progress**

Kevin Baker provided an update. The LRA was notified that the Painter's Union redeemed the property adjacent to Starlings. Kevin Baker submitted on behalf of the City Attorney's Office a memo indicating that they spent time valued at \$150 and that they reserve the right to waive recovering those fees from the CLRA if the CLRA recovers said funds.

Kevin Baker provided an update of the property on Grant St. which the neighbor wishes to purchase. The intent is to work with the neighbor to make the property transfer happen.

### **Bids on Property at WV State Auditor's Office**

Kevin Baker indicated the completion of title searches and submitted paperwork for 4 properties, and provided an overview of the next steps for those properties.

### **Former Park Place Bar, 739 Central Avenue**

Kevin Baker reviewed the property and reminded the CLRA that the board voted to request that the city transfer the property to the CLRA. Kevin Baker further indicated that a letter was sent to the mayor requesting said transfer and it is expected that the process will move forward.

### **CLRA website**

Kevin Baker provided an update on the inclusion of CLRA information on the city's website. A discussion was had regarding the CLRA not being a city agency and the potential development of a standalone website to link to from the city's website similar to the arrangement with CURA. Further discussion was had regarding the importance of clearly establishing the CLRA's role in partnering with the city. Further discussion was had regarding additional information to include on the website.

## **8. New Business**

### **1514 2<sup>nd</sup> Avenue update and approval of payment for demolition related expenses**

Kevin Baker indicated that the CLRA has received the release from MOECD from their lien on the property and that the CLRA now has clear right to the title. Kevin Baker further discussed his exploration of the adjacent property and a letter he sent to the supposed property owner requesting donation of the property.

Kevin Baker presented for approval an invoice for asbestos abatement for \$5,500. Tony Harmon offered additional information regarding the asbestos abatement as well as the additional demolition costs estimated at an additional \$5,500 to \$6,000. Mayor Goodwin offered a motion to authorize the expenditure of \$5,500 for asbestos abatement and an amount up to \$8,000 for demolition of the property. Marilyn McKeown offered a suggestion that the CLRA explore partnering with other non-profit organizations that have deconstruction crews in operation to keep demolition costs low; as well as a suggestion to explore the possibility of capturing stimulus relief funds to keep small business employees working. A discussion was had regarding deconstruction and demolition, salvageable materials and associated risks. It was determined that all items discussed were worth exploring, but would not be practical for the timeline of the

demolition of this property. It was determined that we ask demolition crews to salvage any reusable items including the windows that were installed at MOECS expense. Following the discussion, the motion offered by Mayor Goodwin was adopted upon a voice vote.

**1444 Washington Street West offer of donation**

Kevin Baker provided an explanation of an offer by the owner to donate 1444 Washington St. West to the CLRA. A discussion was had regarding this and adjacent properties. It was determined that Tony Harmon and the Building Commission should take a closer look at the properties prior to the acceptance of any donation.

**Other**

The CLRA returned to agenda Item 3 to allow for public comment. Jasper Ball addressed the CLRA. Jasper Ball suggested that the committee consider several properties for redevelopment on the westside of Charleston. Suggestions included properties across Washington St. from Stonewall Jackson Middle School; buildings at the intersection of Park Ave. and Washington St.; industrial buildings where Park Ave. crosses the train tracks; buildings adjacent to the Save-A-Lot and Family Dollar; and buildings on Virginia St. across from the fire station.

Marylin McKeown and Mayor Goodwin indicated agreement with Jasper Ball that the area discussed has great potential and should be looked at more closely. Jasper Ball mentioned a project he is working on, and would be willing to share, that would show neighborhood trends since the 1980s. Mayor Goodwin indicated interest in the study.

**9. Adjournment until Tuesday, March 10, 2020, at 2:00 p.m.**

Will Laird moved that the CLRA adjourn generally pending the public notice of the next meeting. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

June 12, 2020 10:30 am

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Council
Will Laird, Secretary	City Council
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present with the exception of Ben Adams, Kevin Baker called the meeting to order. Also, in attendance was City Planner John Butterworth.

#### 2. Adoption of Minutes from April 14, 2020, meeting

Jonathan Storage moved the approval of the minutes from the prior meeting. The motion was seconded by Mayor Goodwin. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

#### 4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage presented a report from the Treasurer in which he indicated a current CLRA fund balance of \$26,152.24.

#### 5. Report of Redevelopment Division

#### 6. Report of Conservation Division

#### 7. Unfinished Business

### **2019 County Tax Sale properties**

Kevin Baker indicated that there were no updates on the 2019 Tax Sale.

### **Bids on Property at WV State Auditor's Office**

Kevin Baker indicated we have not heard back from the Auditor's Office regarding these properties.

### **739 Central Avenue, Former Park Place Bar**

A discussion was had regarding the solicitation of ideas to repurpose the property. Marilyn McKeown suggested erecting a chalk board for the community to share ideas for what they would like to see in the space, and convening a developer's roundtable to determine what might be feasible. Larry Malone indicated that he would circle back with a nonprofit co-op that had indicated interest in a space for use as a business incubator. Kevin Baker suggested the possibility of doing a mailing to residents in the area. Marilyn further suggested posting a virtual tour of the property online.

Marilyn recommended that the CLRA consider using this property as a trial run to develop a standardized process for addressing similar issues with future properties.

Regarding an order of operations it was agreed to that the CLRA should initiate the chalkboard idea, followed by the convening of developers, followed by a mailing to nearby residents.

### **1514 2<sup>nd</sup> Avenue**

This is now a lot that the CLRA owns. Kevin Baker indicated that he had sent letters to neighbors of the property but had not heard back anything definitive. Kevin Baker indicated that he would follow up with phone calls to owner of the property to the right as you are facing 1514 2<sup>nd</sup> Ave.

### **1502 Washington Street West**

#### **1444 Washington Street West offer of donation**

A discussion was had regarding 1444 Washington St. West. There was some confusion regarding whether the property at 1444 had been demolished. It was determined that no action would be taken at this time and the item would remain on unfinished business for the next meeting. (This agenda item was further discussed later in the meeting. See below.)

### **CLRA website**

Kevin Baker provided an update on efforts to add the CLRA to the city's website which is a work in progress.

## **8. New Business**

### **Ongoing approval of BRIM premiums**

Marilyn McKeown moved to authorize the payment of BRIM premiums as they are received with the understanding that if there are significant changes in the premiums Kevin Baker will bring it before the board. The motion was adopted upon a voice vote.

### **Kevin Baker opened the floor for additional discussion by the CLRA.**

Marilyn McKeown suggested the CLRA consider developing a standardized template for properties that would contain relevant information to expedite the CLRA's consideration of future property



donations.

John Butterworth informed the CLRA of developments relating to the Abandoned Properties Coalition convened by the Community Development Hub. John indicated the coalition's exploration of ideas to develop a consistent funding source for Land Reuse Agencies including conversations with the State Auditor regarding the possibility of attaching a fee to the sale of tax liens that could be dedicated to LRAs.

The CLRA returned to agenda item 7, Unfinished Business, to further discuss the property at 1444 Washington Street West. Tony Harmon indicated that the property has been demolished by the city. A discussion was had regarding demolition liens. It was indicated that the lien would be forgiven if the CLRA was to accept the donation. A discussion was had regarding the desirability of the acquisition of this particular property and of the precedent for accepting donations and forgiving liens. It was determined that this item would remain on the CLRA's agenda for further discussion at the next meeting.

**9. Adjournment until Tuesday, July 14, 2020, at 2:00 p.m.**

Will Laird moved that the CLRA adjourn. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

July 14, 2020 2:00 pm

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Council
Will Laird, Secretary	City Council
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present with the exception of Jonathan Storage who arrived shortly thereafter, Kevin Baker called the meeting to order. Also, in attendance were City Planner John Butterworth, and Communications Specialize Mackenzie Spencer

#### 2. Adoption of Minutes from April 14, 2020, meeting

Ben Adams moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

#### 4. Reports of Treasurer, Vice Chair, Chair

Kevin Baker presented a report from the Treasurer in which he indicated a current CLRA fund balance of \$275,000.78.

#### 5. Report of Redevelopment Division

##### 739 Central Avenue, Former Park Place Bar

Continued discussion was had regarding potential reuse of the property. John Butterworth provided an overview of the property. Mayor Goodwin moved that the CLRA be authorized to

spend up to \$350 to erect a chalkboard on the property to solicit ideas from the community. The motion was adopted upon a voice vote.

**6. Report of Conservation Division**

John Butterworth provided an overview of a property at 1607 McClung St where a structure was recently demolished. The CLRA was informed that a neighbor at 1605 McClung St. had asked if the property could be used for a community garden. A discussion was had regarding the potential acquisition of the property and or ways to assist the neighbor in acquiring the property.

**7. Unfinished Business**

**2019 County Tax Sale properties**

Kevin Baker indicated we are still waiting to see if any of the properties are redeemed.

**Bids on Property at WV State Auditor's Office**

Kevin Baker indicated we have not heard back from the Auditor's Office regarding these properties, and that someone would contact the Auditor's Office for a status update on the CLRA's behalf.

**Properties around 1514 2<sup>nd</sup> Avenue**

A discussion was had regarding a strategic look at surrounding properties and properties with a common owner.

**CLRA website**

Kevin Baker reviewed the current status of CLRA information on the City's website. The CLRA was informed that upon approval of the Mission, Vision, and Goals statements, each would be added to the website.

**8. New Business**

**Election of Officers for 2020-21 fiscal year**

Ben Adams moved that without objection all current officers of the CLRA be reelected to another term for the 2020-21 fiscal year. No objection being heard, all officers were reelected.

In recognition of the upcoming 1-year anniversary of the CLRA's first meeting, Mayor Goodwin suggested that the committee offer a report of their work to City Council in November.

**Proposed CLRA Action Plan**

Ben Adams moved the adoption of the action plan as developed by the CLRA in its strategic planning sessions. The motion was adopted upon a voice vote.

Mayor Goodwin moved that Kevin Baker be authorized to work with Information Services to get the CLRA action plan information added to the website. The motion carried without objection.

**Offers for potential donation of property**

**1444 Washington St. West**

Kevin Baker reviewed the analysis of the property performed by John Butterworth. A discussion

was had. Mayor Goodwin moved that Kevin Baker be authorized to reach out to the owner of the property to accept the donation. The motion was adopted upon a voice vote.

Jonathan Storage moved that Kevin Baker be authorized to explore costs and potential grass mowing agreements with private entities. The motion was adopted upon a voice vote.

Marilyn McKeown asked if there was a mow-to-own program currently under consideration with council. The CLRA was informed that there was not, but that it could be explored.

**30<sup>th</sup> St. W and 2<sup>nd</sup> Avenue corner lot**

Kevin Baker and John Butterworth provided a review of the property. Marilyn McKeown moved that the CLRA accept the donation. The motion was adopted upon a voice vote.

**9. Adjournment**

Chris Campbell moved that the CLRA adjourn until its next regularly scheduled meeting on August 11<sup>th</sup>, 2020 at 2:00 pm. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

August 11, 2020 2:00 pm

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Council
Will Laird, Secretary	City Council
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present, with the exception of Chris Campbell, Larry Malone, and Mayor Goodwin who was represented instead by Chief of Staff Matt Sutton, and Jonathan Storage who arrived shortly thereafter, it was determined that a quorum was present and Kevin Baker called the meeting to order. Also, in attendance were City Planner John Butterworth, Communications Specialist Mackenzie Spencer, and member of the public, Ronald Butlin.

#### 2. Adoption of Minutes from July 14, 2020, meeting

Ben Adams moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Kevin Baker offered the opportunity for public comment. Ronald Butlin expressed interest in exploring opportunities for partnership between the LRA and CURA.

#### 4. Reports of Treasurer, Vice Chair, Chair

Kevin Baker offered a report of the Chair.

Marylin McKeown offered a report of the Vice Chair. A discussion was had.

On behalf of Treasurer Jonathan Storage, Kevin Baker presented a report from the Treasurer in which he indicated a current CLRA fund balance of \$275,524.11.

Jonathan Storage informed the CLRA that the city is working with the Greater Kanawha Valley Foundation to create a general donation account for the CLRA to accept donated funds.

**5. Report of Redevelopment Division**

A discussion was had regarding the acquisition of specialized land bank software.

**6. Report of Conservation Division**

**7. Unfinished Business**

**2019 County Tax Sale properties**

The CLRA was informed that there were a total of 6 properties that had not yet been redeemed. A discussion was had regarding the need to provide notification to individuals that the CLRA has purchased the liens in these properties. Marilyn McKeown moved that the CLRA be authorized to spend up to \$1,500 to provide said notices. The motion was adopted upon a voice vote.

**Bids on Property at WV State Auditor's Office**

The CLRA discussed the status of bids on 4 properties with the State Auditor's Office. Kevin Baker informed the CLRA of a necessary expenditure to acquire the deed to 1726 Kemp Ave. Kevin further indicated that we have not yet fully served notice on the remaining 3 properties, but that we are seeking to personally serve notice. Related expenditures associated with the remaining properties include \$213.75 for 1728 Kemp Ave.; \$160.50 for a property on Amity Dr.; and \$85.50 for a property adjacent to Cato Park. Ben Adams moved that the CLRA be authorized to make related expenditures to the State Auditor's Office of up to \$600. The motion was adopted upon a voice vote.

**CLRA website**

Kevin Baker walked the CLRA through the most current iteration of the CLRA's presence on City's website.

**8. New Business**

**Taxes owed on properties prior to donation**

Kevin Baker informed the CLRA of taxes owed on properties that had not yet been paid prior to the CLRA accepting the properties as donations.

- With regard to 1502 Washington St. the prior owner paid \$150.54 with a remaining balance due of \$200.
- Regarding 1444 Washington St. W., there is an outstanding balance of \$450 representing 2 years of taxes.
- Regarding 1514 2<sup>nd</sup> Ave., there is amount due of \$494.34.
- And, regarding the property at the corner of 30<sup>th</sup> St. and 2<sup>nd</sup> Ave. taxes due July 1<sup>st</sup> in the amount of \$225

A discussion was had regarding taxes due on properties offered for donation. Ben Adams moved

that the CLRA be authorized to pay the amount of taxes due. The motion was adopted upon a voice vote.

**Property Maintenance**

Kevin Baker indicated that he had reached out to several entities regarding property maintenance, but that no quotes had yet been received. It was determined that Kevin Baker would furnish a list of properties to Tony Harmon and Tony would ensure that they were mowed. Tony indicated that private entities with whom the city currently contracts are charging approximately \$95 per cut, but that the rate may be higher depending on the height of the grass and the size of the job. Will Laird moved that the CLRA be authorized to spend up to \$740 to maintain properties. The motion was adopted upon a voice vote.

**Offers for potential donation of property**

**412 Thompson St.**

A discussion was had regarding the property. Tony Harmon indicated an approximate demolition cost of \$9,000. Will Laird moved that the CLRA accept the donation, but that it first be requested that the owner make a cash donation to the CLRA in the amount of the taxes due on the property. The motion was adopted upon a voice vote.

**9. Adjournment**

A discussion was had regarding the regularly scheduled CLRA meeting and Labor Day. Will Laird moved that the date of the next CLRA meeting be changed to September 1<sup>st</sup> at 2:00 and that the CLRA adjourn until that date and time. The motion was adopted upon a voice vote.

**Charleston Land Reuse Agency**  
**September 1, 2020 2:00 pm**  
**Meeting Held Via Zoom Meeting**  
**Meeting Minutes**

**Board Members**

Amy Shuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Councilmember
Will Laird, Secretary	City Councilmember
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

**Ex-Officio Members**

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

**1. Welcome and silent roll call**

All members being present, Chairman Baker recognized the presence of a quorum. Also, in attendance were City Planner John Butterworth, Communications Specialist Mackenzie Spencer, and Councilmember Deanna McKinney.

**2. Adoption of Minutes from August 11, 2020, meeting**

After a brief discussion it was agreed to that the minutes would be revised to include an attachment of the August 11 Report from Vice Chair McKeown. Chris Campbell moved the approval of the revised minutes from August 11, 2020. The motion was adopted upon a voice vote.

**3. Public Comment**

Chairman Baker offered the opportunity for public comment. No public comments were heard.

**4. Reports of Treasurer, Vice Chair, Chair**

Jonathan Storage offered a report from the Treasurer at which time it was indicated that since the last meeting on August 11<sup>th</sup>, activities in the fund included revenues of \$722.22 and expenditures of \$2,365.24 leaving a total CLRA account balance of \$273,881.09.



Chairman Baker offered a report of the Chair at which time the CLRA learned of a willingness of the donors of the 1502 Washington Street West property to pay any taxes owed prior to the receipt of the donation.

**5. Report of Redevelopment Division**

There was none.

**6. Report of Conservation Division**

There was none.

**7. Unfinished Business**

**2019 County Tax Sale properties**

The CLRA received a status update.

**Bids on Property at WV State Auditor's Office**

The CLRA was informed that paperwork had been completed and checks had been issued for previously agreed to properties. The CLRA is waiting on a reply from the State Auditor regarding next steps.

**CLRA website**

Chairman Baker informed the CLRA that meeting minutes have been added to the website. John Butterworth indicated that work to add maps to the website is underway.

**Property Maintenance Quotes**

Chairman Baker indicated that 3 quotes for property maintenance had been received, but that 2 of the entities submitting quotes were not registered with the City Collector's Office. Chairman Baker indicated that the city would work with these entities to help them get registered.

In the meantime, Tony Harmon indicated that the Building Commission would maintain the properties and bill the CLRA.

Will Laird moved to increase the amount previously authorized for property maintenance by \$500 bringing the total authorized amount to \$1,240.

**412 Thompson St.**

The CLRA was informed that Mr. Hardy, who had made the previous offer of donation, had since received interest in the property. Therefore, the CLRA will defer further consideration of the offer of donation pending Mr. Hardy's exploration of outside interest.

**739 Central Ave.**

The CLRA was informed that John Butterworth and Jeff Pierson had secured materials for the erection of a chalkboard on the property to solicit ideas from the community regarding potential uses for the property. It was further indicated that the chalkboard would be installed within the next 2 weeks.

A discussion was had regarding a plan to maintain the chalkboard and to capture any suggestions submitted. John Butterworth indicated that the intent was to capture photographs of the board as frequently as possible to document community input.

With leave of the board, Chairman Baker recognized Councilmember Deanna McKinney to comment on the property at 739 Central Avenue. Councilmember McKinney urged the CLRA to consider something that would be uplifting, resourceful, and effective for the community, further suggesting that it should target youth between the ages of 12 and 25. In addition to the chalkboard, Councilmember McKinney suggested creating an online survey, which the board agreed upon and John Butterworth had already begun preparing. Additionally, Councilmember McKinney volunteered to assist with any community outreach efforts including door-knocking and distributing fliers.

## **8. New Business**

### **Review of One-Year Goals and Next Steps**

Chairman Baker led the CLRA in a discussion regarding the Initial Action Plan and the current status of progress. The CLRA remained strongly interested in finding a funding mechanism to hire full-time dedicated staff. Chairman Baker noted that certain legislative options were being explored, but that nothing was promising thus far and perhaps a line-item in the City's next fiscal year budget was more realistic. Jonathan Storage noted that the Counties should be supportive of the CLRA and other LRAs, so having a small fee on the tax sale process or deed recording process should not be a major roadblock.

Regarding the policy initiatives, Chairman Baker noted that he could work on drafting some policies and both Jonathan Storage and Tony Harmon agreed to help in that effort. The CLRA noted that it continues to do a good job of seeking community input and the chalkboard idea is another step in the right direction, but creating a more formal stakeholder input policy would likely be a goal for the Spring. Regarding the website, Chairman Baker noted that there have been some improvements, but that there is still much to be improved. Ideas included improving the information on donations offered, including information on the tax sale process, and a FAW regarding distressed/abandoned properties. John Butterworth also noted that he would reach out to the City's tech team about a map to show the CLRA properties.

The CLRA discussed the concept of having a PR strategy to promote the CLRA and set expectations for public engagement. Mayor Goodwin and Marilyn McKeown expressed interest in working on this, and Chairman Baker stated that he could reach out to Mackenzie Spencer with the City for assistance. In the meantime, Chairman Baker would continue to assist in putting out press releases as often as possible on CLRA activities. The concept of hosting a developer's roundtable was discussed and Larry Malone noted that he would be willing to help coordinate ideas of developers with assistance from Tony Harmon, Dan Vriendt, and Marilyn McKeown. Marilyn McKeown expressed an interest to not only do property-specific engagement, but also a more regular engagement, perhaps quarterly, to find out what the CLRA can do to make it easier for the developers to do good for the City and the community.

The CLRA discussed the project pipeline, including the upcoming tax sale and ongoing tax sale matters. Once public input is obtained on properties, however, one question that remains is how does the CLRA move forward with an RFP or other proposal. Jonathan Storage stated that he and his office can help move forward with drafting RFPs or other similar documents. Chairman Baker noted that he needs to make additional time to reach out to property owners near the current CLRA properties to gather more properties and that a side lot policy needs to be prepared at some point, perhaps similar to “mow to own” or other ways to get property back into hands of people who will support it, but that is likely a policy after the stakeholder policy.

Finally, Marylin expressed an interest in helping to research national best practices to look for other ordinances that could be adopted on a City level. She noted that she would likely not have the time to work on this until the winter, but that she does have interest. Mayor Goodwin, Larry Malone, and Will Laird also noted an interest in looking into these types of policies to help find other ideas, as long as there is clear direction from the CLRA.

**9. Adjournment**

Mayor Goodwin moved that the CLRA adjourn until October 13, 2020 at 2:00 pm. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

October 13, 2020 2:00 pm

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Shuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Councilmember
Will Laird, Secretary	City Councilmember
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present, with the exception of Mayor Goodwin, Chairman Baker recognized the presence of a quorum and called the meeting to order. Also, in attendance were City Planner John Butterworth.

#### 2. Adoption of Minutes from September 1, 2020, meeting

After a brief discussion it was agreed to that action on the minutes would be deferred to the next meeting for revisions.

#### 3. Public Comment

Chairman Baker offered the opportunity for public comment. No public comments were heard.

#### 4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage offered a report from the Treasurer at which time it was indicated that since the last meeting on September 1<sup>st</sup>, activities in the fund included interest revenues of \$23.27 and expenditures of \$672.41 leaving a total CLRA account balance of \$273,231.95.

#### 5. Report of Redevelopment Division

### **739 Central Avenue**

John Butterworth reviewed a report and data collected via the chalkboard at 739 Central Ave which collected and compiled 66 responses over a 2 week period.

Chairman Baker indicated that he had spoken with David Abraham, a descendent of the former owners of Abraham's Grocery Store. David Abraham indicated that he has interesting memorabilia from the grocery store and may be interested in helping develop a historical presentation that could be included with the new iteration of the space.

Marylin McKeown shared conversations she had with folks who liked the idea of a sort of history museum to showcase the history of the westside. Additionally, Marylin raised concerns about not competing with existing businesses, but rather attempting to meet the wishes of the community and compliment existing businesses.

Chairman Baker further added that a community space other than a business would require partnership with a nonprofit or similar organization to manage and maintain the property. Marylin suggested Step by Step. Chairman Baker indicated that he would reach out to Michael Farmer.

Chairman Baker recognized Jonathan Storage to discuss next steps. Jonathan indicated that his office could help develop an RFP. Additionally, the City Manager's office could help develop an MOU between the CLRA and the city of Charleston. Mr. Storage indicated that there would be advantages to finding a partner beforehand, but that if a project were going to be put out to bid, certain information would have to remain confidential. Chris Campbell spoke in favor of identifying a partner to help steer the project in the right direction.

Chairman Baker again mentioned his intent to contact Step by Step, and further suggested that Legal Aid might be a good partner for the space to compliment their presence at Mary C Snow Elementary School. Marylin McKeown suggested the Kanawha County Library as a potential partner.

Marylin suggested that the CLRA needs to be mindful of the need to be as transparent as possible and remain open to a wide variety of organizations. It was suggested that a press release might be a good way to generate interest from other entities that the CLRA has not yet contemplated.

Dan Vriendt suggested that the YMCA was at one point looking for a space for a satellite office on the West Side.

Chris Campbell offered his thanks and appreciation to John Butterworth for his efforts in developing the chalkboard, suggesting that the effort yielded more and better results than anticipated. The CLRA echoed this sentiment.

### **6. Report of Conservation Division**

There was none.

## 7. Unfinished Business

### 2019 County Tax Sale properties

Chairman Baker discussed provided an outline and discussed the current status of properties from the 2019 County Tax Sale. The CLRA was informed that there were 4 properties that have not yet redeemed. The CLRA expects the property at 924 W 2<sup>nd</sup> St. to be redeemed. Many properties were redeemed in the last 2 months. The CLRA has not yet received payment for the redemptions, but it is anticipated that the amount received will exceed the amount the CLRA paid.

Properties not yet redeemed:

- Site 2 (922-924 West Second Street):
  - 924 is owned by Melody S. and David J. Douglas. Chairman Baker spoke with their property manager and the property manager confirmed that they plan to redeem.
  - The owner has not yet redeemed and the CLRA took the necessary steps to begin the formal notice process through the County.
- Site 8 (1402 Stuart Street):
  - Parcel is owned by Keanna Carter, who was just sentenced to five years in federal prison for gun and drug related crimes.
  - Chairman Baker spoke with Ms. Carter's mother, Belinda Cross, who confirmed that Ms. Carter plans to redeem the taxes and is interested in selling the property for \$30,000.
  - The owner has not yet redeemed and the CLRA took the necessary steps to begin the formal notice process through the County.
- Site 9 (602 Thompson and 1548 Lewis Street)
  - Parcels are owned by WTH Properties. Chairman Baker spoke with WTH Properties owner, Troy Hatfield, regarding the properties and Mr. Hatfield stated that he needs to talk with his business partner to determine their interest.
  - The owner has not yet redeemed and the CLRA took the necessary steps to begin the formal notice process through the County

### Bids on Property at WV State Auditor's Office

Chairman Baker provided an outline with updates on the status of the four properties that the CLRA attempted to purchase through the State Auditor's unpurchased properties or "no bid" property list. Most recently, on August 14, 2020, the CLRA sent checks totaling \$547.75 in order to pay for additional notice required by the State Auditor's Office regarding three properties and obtain a deed regarding one.

- The property adjacent to Cato Park, which is State Auditor certification number 2028247, is owned by Earl R. Wood. It was previously purchased at a tax sale by JaeRae Holdings LLC, but a deed was never obtained. The State Auditor will be attempting personal service on the owner of JaeRae Holdings, LLC.

- The Amity Drive property, which is State Auditor certification number 2023801 is owned by David Burdette. He obtained it by a tax deed and, therefore, notice has been made to previous owners. The State Auditor will be attempting personal service on two of those previous partial owners.
- 1726 Kemp Avenue, which is State Auditor's Office certification number 2027517, was owned by Robert E. and Janet Dean. We submitted payment necessary to obtain a deed and should receive evidence of a recorded deed soon.
- 1728 Kemp Avenue, which is State Auditor certification number 2028278 is owned by Clifford W. McCallister who is deceased. Mr. McCallister's estate conveyed the 1/3 of the property to William McCallister of Hamlin, 1/3 of the property to David McCallister of Charleston, and 1/3 of the property to the estate of Jamie Sue McCallister's estate, which consists of four heirs and includes two minors. Because of this, it may be very difficult to get a clean and full title to this property, but the State Auditor is attempting personal service on all heirs.

Chris Campbell moved to authorize the payment of fees for recordings up to \$100 for each property. The motion was adopted upon a voice vote.

#### **Property Maintenance Quotes**

Chairman Baker that he was unable to get a quote from any entities that were in good standing with the city that was a better rate than the Building Commission obtained. Therefore, we have been using the Building Commission's Contractor who charges a flat rate of \$95 per lot. Thus far only one invoice has been submitted. The current authorized amount of \$1,240 is sufficient to pay any invoices received through the remainder of the year. In the spring the CLRA will put out a more formal request for bids. Jonathan Storage indicated that the city recently signed an agreement with an entity to maintain Spring Hill Cemetery. The CLRA may explore a relationship with this entity that is now in good standing with the city.

#### **One-Year Goals**

A discussion was had regarding the groups desire to approach the legislature to pursue funding. Kevin Baker indicated skepticism that fees on tax liens would generate too small an amount of funds to make it worthwhile. Kevin Baker indicated that the CLRA and other interested allies are currently brainstorming additional ideas.

Additional discussion was had regarding CLRA policies. Kevin Baker is in the process of drafting several different policies.

### **8. New Business**

#### **1535 3<sup>rd</sup> Ave and 1533 3<sup>rd</sup> Avenue**

Kevin Baker informed the CLRA that buildings on both properties have been demolished and that the city has liens on each. With regard to 1535, the lien is against the HOPE Community Development Corporation. They have indicated that they may be interested in donating the property in exchange for the release of the lien. The demolition lien on the property is \$27,000. Additionally, the CLRA may have to pay back taxes if the donation is accepted.

A discussion was had regarding liens and property values and opportunities to explore deals beneficial to multiple parties. Further discussion was had regarding the legal soundness of organizations with whom we deal.

1533 3<sup>rd</sup> Ave was recently demolished. Tony Harmon indicated that there is a lien in process on the property.

A discussion was had regarding the developability of these and other adjacent properties. The CLRA expressed interest in the area and the properties. It was determined that there is some interest in the properties but that further exploration is needed before making a determination of whether to pursue it or not.

#### **401 Beuhring Avenue**

West Virginia Housing Development Fund foreclosed on this property and transferred the property to HUD. HUD later determined that they did not want the property and transferred it back to WVHDF. The CLRA expressed interest in the lot. Tony Harmon indicated that he would approach WVHDF about maintaining the lot. The CLRA decided to defer further action on the property.

#### **2020 County Tax Sale**

The 2020 County Tax Sale is scheduled for Monday November 16<sup>th</sup>. A discussion was had regarding potentially increasing the authorized amount for bidding on properties for the coming year. Jonathan Storage suggested that the CLRA seek to work more closely with developers so that we are not competing with any larger global development strategy. Further discussion was had regarding the CLRA's role in acquiring properties.

#### **Public Input, next steps**

A discussion was had regarding the success of the chalk board. Kevin Baker suggested that the chalkboard be installed at the property on the corner of 2<sup>nd</sup> Ave. and 30<sup>th</sup> St. Councilmember Adams recommended notifying the ward representative, Councilmember Jones. The CLRA agreed that this would be a good idea to pursue. Chairman Baker indicated that the CLRA would attempt to install the chalkboard in the coming weeks. Jonathan Storage moved to authorize the expenditure of up to \$150 to purchase supplies for the installation. The motion was adopted upon a voice vote.

#### **Public Comment**

Chairman Baker opened the floor for public comment. Alma Rodriguez addressed the board at which time interest was expressed in a dog park on the west side, noting that there is not one available between Delaware and Patrick St. It was also noted that there is no representation of the "West Side Flats" on the CLRA

### **9. Adjournment**

Prior to adjournment John Butterworth informed the CLRA of an upcoming tax sale workshop. Chris Campbell moved that the CLRA adjourn until November 10, 2020 at 2:00 pm. The motion was adopted upon a voice vote.



# Charleston Land Reuse Agency

November 10, 2020 2:00 pm

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Shuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Councilmember
Will Laird, Secretary	City Councilmember
Chris Campbell	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present, with the exception of Will Laird who arrived later in the meeting, Chairman Baker recognized the presence of a quorum and called the meeting to order. Also, in attendance was City Planner John Butterworth.

#### 2. Adoption of Minutes from September 1, and October 13, 2020, meetings

Mayor Goodwin moved the adoption of the minutes from the September 1 and October 13, 2020 meetings. The motion was adopted upon a voice vote.

#### 3. Public Comment

Chairman Baker offered the opportunity for public comment. No public comments were heard.

#### 4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage offered a report from the Treasurer at which time it was indicated that since the last meeting on October 13<sup>th</sup>, activities in the fund included interest revenues of \$22.44. There were no expenditures during this period leaving a current balance in the CLRA account of \$273,254.39.

Chairman Baker noted that on this day the City Attorney's Office had received checks from the County for properties that had been redeemed. The amount received was not known at this time, but would be deposited in the CLRA account and reported at the next meeting.

**5. Report of Redevelopment Division**

John Butterworth informed the CLRA that the chalkboard for soliciting public input had been installed at the property on 30<sup>th</sup> St. and 2<sup>nd</sup>. Ave. in North Charleston, but that not much feedback had yet been received. However, it was further indicated that several neighbors had expressed interest in the property.

**6. Report of Conservation Division**

There was none.

**7. Unfinished Business**

**2019 County Tax Sale properties**

Chairman Baker again indicated that the CLRA did receive checks from the county for properties that were redeemed. It was further indicated that there remain four properties on which service has been perfected, but that it is anticipated most will be redeemed by April 1<sup>st</sup>. If they are not redeemed by April 1<sup>st</sup> the CLRA will take the necessary steps to secure a tax deed of those properties.

**Bids on Property at WV State Auditor's Office**

Chairman Baker indicated that since the last meeting the CLRA did receive one tax deed for 1726 Kemp Ave. Chairman Baker had asked Tony Harmon and John Butterworth to review the structure on the property. John Butterworth indicated that the property was approximately 8 feet below the flood plain making improvement of the current structure unlikely. Tony Harmon indicated that there may be some materials in the structure that could be salvaged and taken to the Habitat for Humanity Restore and that the structure is currently boarded up. A discussion was had regarding salvaging certain materials prior to demolition including the possibility that demolition contractors could load the materials and transport them to the Restore. Tony Harmon indicated an estimated demolition cost of approximately \$6,000.

Councilmember Adams moved that an attempt be made to salvage any salvageable items on the property and the further authorization of the expenditure of up to \$10,000 for the demolition of the structure on the property. The motion was adopted upon a voice vote.

Chairman Baker offered an update on the three additional properties of interest, at which time it was indicated that the State Auditor's Office has not been able to make personal service on some of the remaining people that need to be served and that the Auditor is hesitant to give tax deeds without proper notice given because of a federal court decision. Chairman Baker indicated that to satisfy the concerns of the Auditor the CLRA could provide public notice, after which time the Auditor would be willing to transfer the deed. The cost of providing such notice would be approximately \$350 per property. Councilmember Adams clarified that this would be a class three notice. Chairman Baker further clarified that the properties in question included the property on Kemp Avenue, the property near Cato Park, and the property on Amity Dr.

A discussion was had regarding the process of acquiring properties through the state Auditor's Office and the likelihood that a class 3 notice would often be required at the CLRA's expense.

Councilmember Adams moved that the CLRA be authorized to expend up to \$2,000 total to perfect the service and get the tax deeds recorded. The motion was adopted upon a voice vote.

### **739 Central Avenue update**

Chairman Baker highlighted the success of the campaign to receive community input regarding the best use of the property. Chairman Baker then recognized Jonathan Storage to discuss the idea using an Expression of Interest (EOI) process whereby the CLRA could score suggestions to determine the best use of properties. Jonathan Storage then described the EOI process, and the considerations given to putting properties into productive use and receiving a return on investment while retaining the flexibility to give consideration to the characteristics and unique needs of a neighborhood.

Jonathan Storage then outlined, in detail, the EOI process and its four components: solicitation, evaluation, recommendation, and negotiation. Mr. Storage responded to questions from the board regarding the process and precedent for its use. Chris Campbell further differentiated between the RFP and the EOI processes and his opinion that the EOI process was more suited to the mission of the CLRA.

Marilyn McKeown expressed concern about the ability of local nonprofits to respond to EOIs, and situations where parties were not able to follow through on their proposals and the subsequent ability of the CLRA to pull the properties back under its control and start the process over again. Jonathan Storage offered a response highlighting the flexibility imbedded in the process to address the concern regarding nonprofits ability to respond. Mr. Storage further indicated that other concerns could be addressed in the contract negotiation process. Chairman Baker further elaborated on the process of negotiating terms into any potential contract.

Further discussion was had regarding additional tools available to the CLRA including lease purchase agreements. Chris Campbell expressed support for lease purchase agreements.

A discussion was had regarding EOI logistic and it was agreed to that the CLRA would begin the drafting of an EOI proposal for 739 Central Ave.

### **30<sup>th</sup> Street and 2<sup>nd</sup> Avenue**

Chairman Baker indicated that the CLRA received responses to the survey, and that calls had been received from individuals expressing interest in purchasing the property. Individuals were informed of the process and that their interest would be heavily considered. Chairman Baker proposed that an expedited EOI be drafted and transmitted to individuals having expressed interest in the property.

John Butterworth further addressed the receipt of interest in the property.

Mayor Goodwin asked about the involvement of neighborhood watch groups in the process.

It was agreed to that an EOI would be crafted for the property.

### **1535 3<sup>rd</sup> Avenue and 1533 3<sup>rd</sup> Avenue**

Kevin Baker indicated that one of the properties was up for sale at the county tax sale for 2020.

### **One-Year Goals**

Chairman Baker discussed the prospect of providing for CLRA staff in the upcoming city budget. Chairman Baker further discussed a draft of a policy regarding the acceptance and rejection of offers of donated properties. Chairman Baker indicated that he would share with the CLRA a draft of the policy.

Mayor Goodwin suggested the CLRA draft a statement outlining the need for CLRA staff for presentation to City Council.

A discussion was had regarding plans for a developer's roundtable and a proposed timeline.

Councilmember Adams suggested that the bylaws require 2 annual community meetings. Chairman Baker proposed a December community meeting the week of December 14<sup>th</sup>.

Marylin McKeown suggested a community meeting in December and a Developer's roundtable in January.

A discussion was had regarding invitations to the roundtable.

## **8. New Business**

### **2020 County Tax Sale**

Chairman Baker recognized John Butterworth who shared with the CLRA various maps including properties of interest up for auction at the 2020 County tax sale including properties on which the city would have the right of first refusal and 26 properties on which the city has demolition liens.

John Butterworth further shared with the CLRA analysis of the costs of bidding on said properties with certain factors considered.

A discussion was had regarding the purchase of properties on which the city has liens.

The CLRA further reviewed potential available properties upon which the right of first refusal could be exercised. John Butterworth presented properties that might be of interest to the CLRA. Various discussions were had regarding specific properties.

Extended discussion was had regarding a property adjacent to Danner Meadow, the vision for, and access to the park.

Mayor Goodwin highlighted the importance of consideration of the balance between safety concerns with concerns of the adjacent property owners. Further discussion was had regarding

access to the property given geographical challenges.

John Butterworth concluded the discussion by offering an estimate of just under \$30,000 for the CLRA to bid on desirable properties of which the right of first refusal could be exercised. Chairman Baker offered clarification that this estimate included only properties identified as being desirable acquisitions by the CLRA. Marylin McKeown raised the possibility of overlaying police call data with available properties. Chairman Baker recognized the hard work of John Butterworth.

After addressing the following agenda item, the CLRA returned to its discussion regarding the upcoming county tax sale and estimates of the amount of funds needed to purchase the liens in desired properties. John Butterworth reviewed properties on which the city has demolition liens that will be up for auction.

Ben Adams moved to authorize the CLRA to purchase tax liens at the 2020 tax sale in an amount up to \$50,000. The motion was adopted upon a voice vote.

#### **Authorization for unpaid CLRA intern**

A discussion was had regarding a potential internship for Jordan Quattrucci. Further discussion was had regarding reimbursement for mileage and other expenses. Mayor Goodwin moved the approval of the unpaid internship provided that the intern may submit reimbursement forms for mileage. The motion was adopted upon a voice vote.

A discussion was had regarding Chairman Baker's presentation to the full City Council regarding the work of the CLRA over that past year.

#### **9. Adjournment**

Marylin McKeown moved to adjourn until December 8<sup>th</sup> at 2:00 pm. The motion was adopted upon a voice vote.

# Charleston Land Reuse Agency

December 8, 2020 2:00 pm

## Meeting Held Via Zoom Meeting

### Meeting Minutes

#### Board Members

Amy Shuler Goodwin	Mayor (or designee)
Jonathan Storage, Treasurer	City Manager (or designee)
Kevin Baker, Chair	City Attorney (or designee)
Ben Adams	City Councilmember
Will Laird, Secretary	City Councilmember
Chris Campbell	Citizen Member
Vice Chair McKeown, Vice Chair	Citizen Member

#### Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

#### 1. Welcome and silent roll call

All members being present, with the exception of Ben Adams and Mayor Goodwin who was instead represented by Chief of Staff Matt Sutton, Chairman Baker recognized the presence of a quorum and called the meeting to order. Also, in attendance was City Planner John Butterworth.

#### 2. Adoption of Minutes from November 10, meeting

Jonathan Storage moved the adoption of the minutes from the November 10, 2020 meeting. The motion was adopted upon a voice vote.

#### 3. Public Comment

Chairman Baker offered the opportunity for public comment. No public comments were heard.

#### 4. Reports of Treasurer, Vice Chair, Chair

Jonathan Storage offered a report from the Treasurer at which time it was indicated that since the last meeting on November 10<sup>th</sup>, activities in the fund included the receipt of revenues totaling \$4,707.76 from redeemed property transactions; a total of \$34,178.59 in expenditures including \$813.75 for bids on properties at the West Virginia State Auditor's Office, and \$33,364.84 for bids on 38 properties at the Kanawha County Sheriff's tax sale leaving a current balance in the CLRA fund of \$243,809.71.

**5. Report of Redevelopment Division**

There was none.

**6. Report of Conservation Division**

There was none.

**7. Unfinished Business**

**2019 County Tax Sale properties**

Chairman Baker indicated that no additional properties had been redeemed since the last meeting, but that the CLRA had taken the steps necessary to serve notice to those with the right to redeem. That right to redeem expires on March 31, 2021. If properties are not redeemed by then, the CLRA will take the steps necessary to secure deeds to said properties.

**2020 County Tax Sale properties**

Chairman Baker indicated that the CLRA spent \$33,364.84 bidding on 38 properties. A report from John Butterworth was referenced that provides specific information on these properties. John Butterworth discussed the properties generally. Chairman Baker suggested that the CLRA would follow a similar process of contacting property owners. Chairman Baker further suggested his intention to contact the owners of properties that the CLRA had interest in, but that were ultimately redeemed to see if they might have interest in conveying the properties to the CLRA in any way. John Butterworth indicated that the CLRA intern is in the process of taking photographs and gathering additional information on the properties for the board's review.

**Bids on Property at WV State Auditor's Office**

Chairman Baker indicated that steps have been taken to provide for the necessary public posting on properties and that based on prior experience it would likely be a couple months before the CLRA could secure tax deeds on the properties. It was noted and discussed that the State Auditor's Office could not determine physical addresses for some of the properties based on the available tax information and that the CLRA had to provide this information.

**30th Street and 2<sup>nd</sup> Avenue**

Chairman Baker reminded the board of the intent to develop an EOI for this property. It was determined that the CLRA should first review the EOI and process for 739 Central Ave. to ensure the board agrees with the product and the process.

**1535 3<sup>rd</sup> Avenue and 1533 3<sup>rd</sup> Avenue**

Chairman Baker reminded the CLRA that 1535 3<sup>rd</sup> Avenue was offered as a potential donation and that 1533 was auctioned at the tax sale in 2019. There is the possibility that the purchaser of the tax ticket would be willing to donate the vacant lot after the right to redeem expires on March 31<sup>st</sup>, 2021.

**8. New Business**

### **December Community Meeting**

Chairman Baker recommended the scheduling of a community meeting on December 15<sup>th</sup> at 7:00. The CLRA agreed to this date and time.

### **739 Central Avenue proposed EOI**

A discussion was had regarding the development of an "Expression of Interest" (EOI) process for soliciting proposals for property development. Jonathan Storage was recognized to explain the proposed draft document.

Dan Vriendt discussed the possibility of awarding additional points for proposals that are found to be consistent with the City of Charleston Comprehensive Plan.

Vice Chair McKeown questioned the purpose of excluding proposal costs. Jonathan Storage responded by suggesting that the cost of a project should not be a deciding factor. Chris Campbell further suggested that not including a cost in an EOI allows for better consideration of the best proposals. Chris Campbell further discussed the difficulty of getting accurate price comparisons given the broad range of possible projects.

Vice Chair McKeown asked if proposals are required to submit a budget for proposed projects. Jonathan Storage replied by referencing section 2.1 under which they are required to include a prioritized list of repairs or replacements to be considered as well as a line-item list of said repairs and further clarified that this would be an indication of what the developer's cost would be to them in their proposal. Vice Chair McKeown further expressed a desire to strike a balance between not dissuading developers from submitting proposals but also getting the CLRA the information needed to determine the likelihood of a successful proposal. Jonathan Storage suggested the possibility of requiring entities to submit documentation indicating their plans to secure funding or their credit worthiness. Vice Chair McKeown suggested asking for their potential funding sources or contingencies on which the project may be based. Vice Chair McKeown also suggested requiring the inclusion of a proposed time frame with start and completion dates and to get input from a developer. John Butterworth suggested inserting language related to Vice Chair's suggestions in section 3 of the EOI.

Chris Campbell suggested altering the language in the document to change the word "bid" to "proposal". Chris Campbell then asked about the format for proposal submissions. Jonathan Storage indicated that the language would be changed to read "proposal" rather than "bid". Jonathan Storage further indicated that the preferred format would be a PDF file. Chris Campbell indicated his approval of the remaining process, timeline, and language.

Jonathan Storage brought the attention of the CLRA to the scoring process contained in the proposal including 2 separate independent scoring sections totaling 100 points and indicated the likely need to further explain the process in the final document. Jonathan Storage also mentioned including "bonus points" for projects that are in line with the comprehensive plan. A discussion was had regarding the scoring process.

Chris Campbell recommended a 2-tier scoring process where the overall proposal is 60%; with qualifications, experience, past performance accounting for 40% of the total score. Chairman Baker suggested that points for the outside renovation be halved for each item for a possible section total of 40 points; 40 points for qualifications, experience, and past performance; and 20



points for community input. Chris Campbell indicated support for that proposal. No objection was heard.

Vice Chair McKeown asked about assumed outcomes based on the open-endedness of the proposal. Chairman Baker suggested that the intent is to make the process as flexible as possible. Jonathan Storage offered further explanation of the intent of the EOI and the flexibility intentionally built into the process.

Will Laird asked further questions about the assignment of point values. Chris Campbell offered additional insights to how the system typically works best and the considerations given to objective and subjective items for scoring purposes.

Larry Malone asked about the formality of the scoring process and considerations given to the community input portion. Chairman Baker further elaborated on the component to weight proposals that were suggested in the community input portion of the process. Larry Malone further asked about the definition of developer. Chairman Baker further suggested that the term “developer” is meant to be interpreted broadly. Jonathan Storage elaborated by indicating that community organizations could partner with more experienced developers to score higher on the EOI.

Vice Chair McKeown asked if the process would preclude the CLRA from sharing proposals with different developers, as terms of agreements are negotiated. Chairman Baker suggested that proposals would not be confidential. Chris Campbell confirmed that proposals would be public information, but that the job of the CLRA job would be to score proposals, but that once a selection has been made, as final terms are negotiated additional ideas could be discussed and incorporated. Jonathan Storage further suggested that the EOI provides for consistency and transparency to preclude favoritism towards individual developers.

Chairman Baker indicated a desire to finalize the EOI before the next meeting. It was determined that a revised EOI would be shared with the CLRA for review and that all discussion and decisions would be done in strict compliance with all applicable open meetings laws.

A discussion was had regarding a date for the planned developers’ roundtable meeting. It was determined that board members would be polled to determine the best date and time, potentially during the second or third week in January. Vice Chair McKeown further suggested that the dates of the roundtable should be considered so that developers can offer feedback on the EOI.

### **1726 Kemp Avenue update**

Chairman Baker reminded the CLRA that it had received the tax deed from the State Auditor’s Office for 1726 Kemp Ave. The board was further reminded that based on the Building Commissioner’s and Planning Department’s analysis, the structure is not a good candidate for renovation. Chairman Baker informed the board that the former owner, Mr. Dean, had expressed interest in reacquiring the property. Tony Harmon explained a conversation with Mr. Dean at which point it was determined that he did not wish to pursue acquisition of the property, but was interested in the possibility of being permitted to salvage materials from the structure prior to demolition. The CLRA discussed the development of a contract that would allow Mr. Dean four months to remove salvageable materials from the structure. Tony Harmon

provided further information regarding the proposal and logistics. Tony Harmon further informed the CLRA that the Charleston Police Department had confiscated some items from the home including ammunition and tools. Will Laird asked questions about proposed terms of granting access to the home. Tony Harmon answered questions regarding access and liability issues to be included in the contract. Chairman Baker offered insights into the CLRA's potential liability. The board discussed good faith efforts to work with the community towards the best possible outcomes. Dan Vriendt inquired about the possibility of including a provision in the contract to say that if the house becomes a problem for the city before the four-month term expires that the city would be permitted to move forward with demolition. Chairman Baker indicated that such a provision could and would be written into the contract. Will Laird asked if a provision could also be included releasing the CLRA from liability if someone were to break in and steal items prior to the expiration of the four-month period. Chairman Baker indicated that that would also be written into the contract. Vice Chair McKeown moved to authorize the development of a contract to allow Mr. Dean 4 months to remove items for salvage. The motion was adopted upon a voice vote.

### **Return to Public Comment**

Chairman Baker recognized that a member of the public had joined the meeting. Alma Rodriguez was recognized to address the CLRA. Alma Rodriguez asked questions about the property on Central Avenue and if the CLRA had reached out to any jobs agency to gauge interest in a proposal submission. Chairman Baker indicated that nothing had yet been sent, but that once an EOI process is finalized there would be a push to solicit proposals and that a jobs agency proposal would be scored highly under the proposed EOI process. Chairman Baker further answered questions regarding the availability of the EOI document on the CLRA website.

Alma Rodriguez further informed the CLRA of her struggles to secure a property for the establishment of a free furniture outlet. A discussion was had regarding her efforts and the county tax sale process.

### **9. Adjournment**

Chris Campbell moved to adjourn until January 12<sup>th</sup> at 2:00 pm. The motion was adopted upon a voice vote.