

Charleston Land Reuse Agency

January 12, 2021 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 Councilmember Laird and Mayor Goodwin who each arrived shortly thereafter, Chairman Baker recognized the presence of a quorum and called the meeting to order. Also, in attendance was City Planner John Butterworth and Chief of Staff to the Mayor, Matt Sutton.

2. Adoption of Minutes from December 8, meeting

Vice Chair McKeown moved the adoption of the minutes from the December 8, 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 the only activity in the fund was an expenditure of \$675 for an insurance premium, leaving a total balance in the CLRA fund of \$243,156.26. Chairman Baker informed the board of his receipt of a check from a property redemption in the amount of \$427.28 that would be deposited into the fund. Jonathan Storage further indicated the expectation of the receipt of interest revenues in the coming days.

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 it is the expectation of the CLRA that redemptions are likely prior to the final deadline.

2020 County Tax Sale properties

Chairman Baker discussed the drafting of a letter to property owners whose tax liens the CLRA had purchased. The purpose of the letter is to inform of the purchase, educate about the CLRA, and indicate the CLRA's willingness to work with said owner to achieve a desirable outcome for both parties. John Butterworth indicated that a draft of the letter was forthcoming.

Bids on Property at WV State Auditor's Office

Chairman Baker addressed efforts taken regarding 3 properties with outstanding bids and efforts to provide proper notice. Chairman Baker further indicated that the CLRA had not received any updates from the State Auditor's Office.

30th Street and 2nd Avenue

Chairman Baker addressed the draft EOI developed for the property. A discussion was held regarding the EOI scoring based on community interest with priority given to an owner-occupied-single-family home. Chris Campbell indicated support for the EOI as drafted. Councilmember Adams expressed similar support. Dan Vriendt asked about reaching out to individuals who had indicated interest. John Butterworth affirmed the availability of contact information for those individuals and that they could be contacted directly with the EOI. Further discussion was held regarding community outreach efforts.

Chris Campbell moved that the CLRA proceed with the release of the EOI in a manner similar to that of the EOI for 739.

1726 Kemp Avenue

Chairman Baker indicated that his office had drafted a contract as previously discussed. John Butterworth indicated that efforts to contact Mr. Dean had been unsuccessful but were ongoing. Chairman Baker indicated that the property was secure and that the language in the contract as drafted includes an end date of April 30th. Tony Harmon indicated that the police returned confiscated items to the property owner.

739 Central Avenue EOI

Chairman Baker indicated that the EOI was available to the public, but that no proposals had yet been received. Chairman Baker further suggested that the city would put out additional notice on Facebook. Mayor Goodwin suggested also sharing the EOI with the Charleston Area Alliance.

8. New Business

Developer Roundtable Meeting – January 13th at 7:00 PM

Chairman Baker reviewed the agenda for the meeting including: an introduction of the CLRA; an overview of the goals and ways that developers and individuals could work with the CLRA; the CLRA's mission, vision, and goals; the statutory authority granted to the CLRA; and an overview of the EOI process. Following the overview, the meeting would be opened for discussion. Chairman Baker reminded the CLRA that because the EOI had been made public, the board could not answer specific questions regarding the EOI, rather individuals should be encouraged to submit their questions in writing.

A discussion was held regarding additional future roundtable meetings with developers and community members.

Property Acquisition Policy

Chairman Baker offered a summary of the proposed policy as presented to the CLRA. Dan Vreindt suggested amending the policy to add a section to address instances where the private sector has failed to act.

Councilmember Adams moved to amend the policy to add a factor "j" to read: "properties that the private sector has failed to act upon" as suggested by Dan Vriendt. The motion was adopted upon a voice vote.

Chris Campbell moved to add language to include property restrictions as part of the evaluation process. The motion was adopted upon a voice vote.

Jonathan Storage moved to add language to include bequests as a source of property inventory. The motion was adopted upon a voice vote.

Chris Campbell moved that policy 1 regarding acquisition of property be approved with further direction that the final version include the referenced exhibit 1A that is a form that the CLRA would use, and that the form be circulated with the final policy. The motion was adopted upon a voice vote.

Property Inspection Policy

Chairman Baker explained the proposed policy that would authorize the Building Commission to use a process similar to their standard procedure to inspect properties owned by the CLRA, both when acquired, and on a quarterly basis thereafter, to ensure that the property is in suitable shape and not creating a danger to the community; and, that following an inspection if the determination is made that the CLRA needs to take emergency action, that it be authorized to spend up to \$2,500 to address any issues with the property, but that any non-emergency issues would need to come before the full CLRA for consideration.

Jonathan Storage suggested increasing the emergency authorized amount.

Vice Chair McKeown asked if emergency provisions included maintenance such as lawn care or trash removal.

Councilmember Adams asked Tony Harmon for examples of eminent safety concerns that would qualify as emergency situations. Tony Harmon indicated structural concerns, and hazards to the community including sanitation issues.

Jonathan Storage moved to approve the policy with an increase in the emergency authorization amount from \$2,500 to \$10,000. The motion was adopted upon a voice vote.

Public Comment

Chairman Baker noted that members of the public had joined the meeting and so the CLRA returned to the public comment portion of the agenda. No members of the public indicated the desire to speak.

9. Adjournment

Councilmember Adams moved to adjourn until February 9th at 2:00 pm. The motion was adopted upon a voice vote.