Unified Government of Wyandotte County and Kansas City, Kansas

Neighborhood & Community Development Standing Committee

Fifth Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Chairman Andrew Davis,
Commissioner Melissa Bynum, Commissioner Gayle Townsend, Commissioner Christian Ramirez, Commissioner Dr. Evelyn Hill

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AGENDA

Monday, April 28, 2025

Immediately upon adjournment of earlier committee or 5:00 PM

1. Call to Order

2. Roll Call

3. Approval of Minutes (No minutes available)

4. Committee Agenda

   4.1. PRESENTATION: PARKS AND RECREATION UPDATE
   Synopsis: An update on department projects, programs, and initiatives from Parks and Recreation Department.

   For information only
   Tracking #: 21279

4.2. LAND BANK OPTIONS

Synopsis:
The Land Bank Manager respectfully requests that the Neighborhood and Community Development Committee review the proposed items and forward it to the Land Bank Board of Trustees for final consideration.

Please visit the site to review the applications below.

https://gisapp.wycokck.org/Landbank.html

248 Single Family Homes

19 Multi family

2 Commercial

Tracking #: 21294

4.3. RESOLUTION: ADOPTING REVISION TO THE LAND BANK POLICY

Synopsis: Revisions to Section 8 of the Wyandotte County Land Bank Policy regarding options.
Tracking #: 21293

4.4. RESOLUTION: LAND BANK HOLD UNIFIED GOVERNMENT

Synopsis: A resolution authorizing the Wyandotte County Land Bank to hold specified properties for the acquisition by USD 500.

This item was originally scheduled before this committee on March 3, 2025, and was set over to this meeting.
Tracking #: 21140

4.5. PRESENTATION: DOUGLAS SUMNER NEIGHBORHOOD GROUP LAND BANK STRATEGY

Synopsis: Presentation from the Douglas Sumner Neighborhood Group regarding Land Bank strategies.

For information only
Tracking #: 21261

5. Public Agenda

5.1. APPEARANCE: ELNORA TELLIS JEFFERSON
Synopsis: Appearance of Elnora Tellis Jefferson regarding land bank policy update next phase.
Tracking #: 21302

6. Adjourn

The Unified Government of Wyandotte County and Kansas City, Kansas will provide necessary, reasonable auxiliary aids and services, such as ASL translators, machine-readable copies of meeting materials, or on-site language interpretation. Individuals requiring any auxiliary aids or services should contact the Unified Government Office of the Clerk by emailing or calling UGclerkrequest@wycokck.org or 913-573-5260 at least 48 hours in advance of the meeting.

Persons may address the Commission during the time set aside for Public Comment on each item scheduled or at any time by suspension of the rules. All persons must address the commission and state their name and address for the record. Comments shall be limited to three (3) minutes for each participant. Per the Commission Rules of Procedure, comments should not include any rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

Some commissioners, staff, and the public may attend remotely via Zoom or by phone. All participants joining by phone should mute their phones when not speaking to avoid background noise. During the meeting, all speakers are asked to please announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

El Gobierno Unificado del Condado de Wyandotte y Kansas City, Kansas, proporcionará ayudas y servicios auxiliares necesarios y razonables, como traductores de ASL, copias legibles por máquina de los materiales de la reunión o interpretación de idiomas en el lugar. Las personas que requieran ayuda o servicios auxiliares deben comunicarse con la Oficina del Secretario del Gobierno Unificado enviando un correo electrónico o llamando al UGclerkrequest@wycokck.org o al 913-573-5260 al menos 48 horas antes de la reunión.

Join from PC, Mac, iPad, or Android:
https://wycokck.zoom.us/j/86353506634?pwd=vApKgqD9wpWw8CNg8paJ1rFPqmIkmD.1
Webinar ID: 863 5350 6634

Phone one-tap:
+13462487799,85339542904# US (Houston)
+16694449171,85339542904# US
Join via audio:
+1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 444 9171 US, +1 669 900 9128 US (San Jose), +1 507 473 4847 US, +1 564 217 2000 US, +1 646 558 8656 US (New York), +1 646 931 3860 US, +1 689 278 1000 US, +1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 US, +1 386 347 5053 US
888 475 4499 US (Toll Free) 877 853 5257 US (Toll Free)
International numbers available: https://wycokck.zoom.us/u/kcqPGqRdRk

Cell phones may mute and unmute by dialing *6.
Raise and lower your hand to be acknowledged by dialing *9.
To raise your digital hand from your PC or Mac, click the button labeled “Raise Hand” at the bottom of the window on the right side of the screen. View the meeting live on our website at: UGTV Live Stream or via YouTube.

Tracking ID: 21279

Report to
Board of Commission

MEETING DATE	PRESENTER	DEPARTMENT
	Angel Ferrara, Director aferrara@wycokck.org x8354	Parks & Recreation

AGENDA ITEM #4.1.

PRESENTATION: PARKS AND RECREATION UPDATE

BACKGROUND

The Unified Government Parks and Recreation Department will provide an update on department projects, programs, and initiatives.

RECOMMENDATION

For information only

N/A

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

N/A

LEGAL CONSIDERATIONS

N/A

ATTACHMENTS

UGPRD update presentation 4.28.25

Approved by Administrator to add to agenda.

Parks & Recreation Department Update

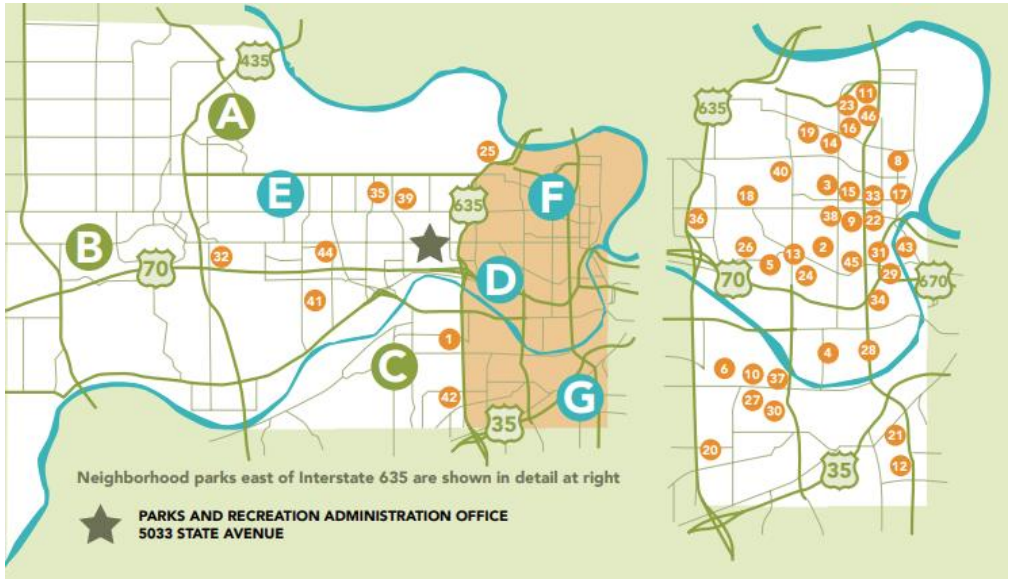
Monday, April 28th, 2025

NCD Standing Committee Presentation

Parks Division

Parks Division: Overview

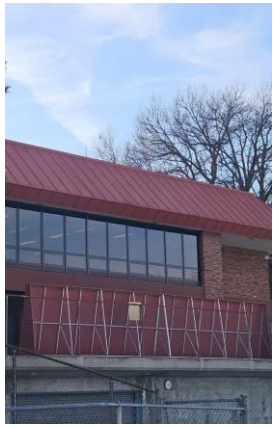
- 54 Parks
  - 51 city/neighborhood and 3 county parks
  - 2,600+ total acres
  - 15 cemeteries
- Maintenance:
  - 1 pool, 4 splashpads
  - 42 rentable shelters
  - 80+ playgrounds
  - 6 community centers
  - 3 reservation halls
- Horticulture:
  - 50 medians
  - 47 landscaped beds
  - 9 rain gardens
  - 4 lakes



ARPA Projects

- Community Center Improvements:
  - Armourdale: $117K
    - Completed spring 2025
  - Beatrice L. Lee: $248K
    - Completed spring 2025
  - Kensington Gym: $192K
    - Completed spring 2025
  - Eisenhower: $250K
    - Anticipated completion summer 2025
  - Parkwood Pool: $322K
    - Anticipated completion summer 2025

Total Investment: $1.13 million



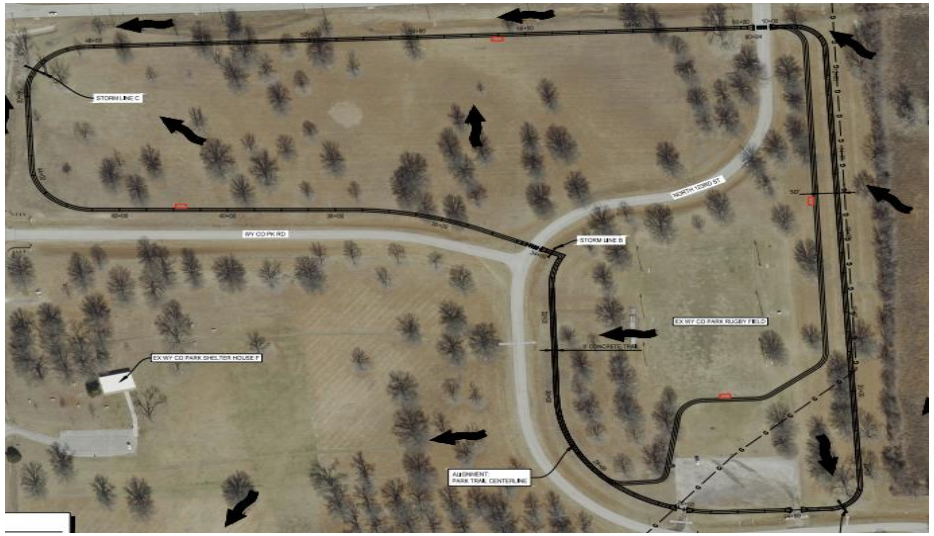
ARPA Projects

- Wyandotte County Park Walking Trail:
  - Construction slated to begin May 2025
  - 0.9 mile-long, 8ft wide, concrete trail with rubber surfacing

    Total Investment: $653K

- Pierson Park Improvements:
  - Anticipated completion June 2025
  - New ¼ mile-long, 8ft wide, concrete trail with rubber surfacing, parking lot improvements, spray park upgrades, and a new 1-acre dog park

    Total Investment: $695K



ARPA Projects

- Boston Daniels Park: Summer 2025
  - New shelter, playground, solar lighting, concrete and beautification upgrades

    Total Investment: $711K
- Heathwood Spray Park: Summer 2025
  - Replacement spray park with 27 water features

    Total Investment: $498K
- Quindaro Park Basketball Courts: Spring 2024
  - Two post-tensioned concrete courts

    Total Investment: $80K
- Cleaning Machines: Completed 2022

  Total Investment: $71K
- Fire Code Footprint Consulting: Completed 2023

  Total Investment: $44K

Congressionally Directed Spending

- Klamm Park Trail: (awarded 2022)
  - 3/4 mile-long, concrete walking trail

    Total investment $400K

- Kensington Park Improvements: (awarded 2023)
  - Two 12U soccer fields, 1/4-mile concrete trail, practice field, and lighting
    - RTP grant for trail construction

      Total investment $1.15M

Sport Courts

- Klamm Park
  - 8 pickleball, 3 tennis, & 2 basketball
- Wyandotte County Lake Park
  - 2 pickleball
- Quindaro Park
  - 2 basketball
- Jersey Creek Park
  - 1 basketball

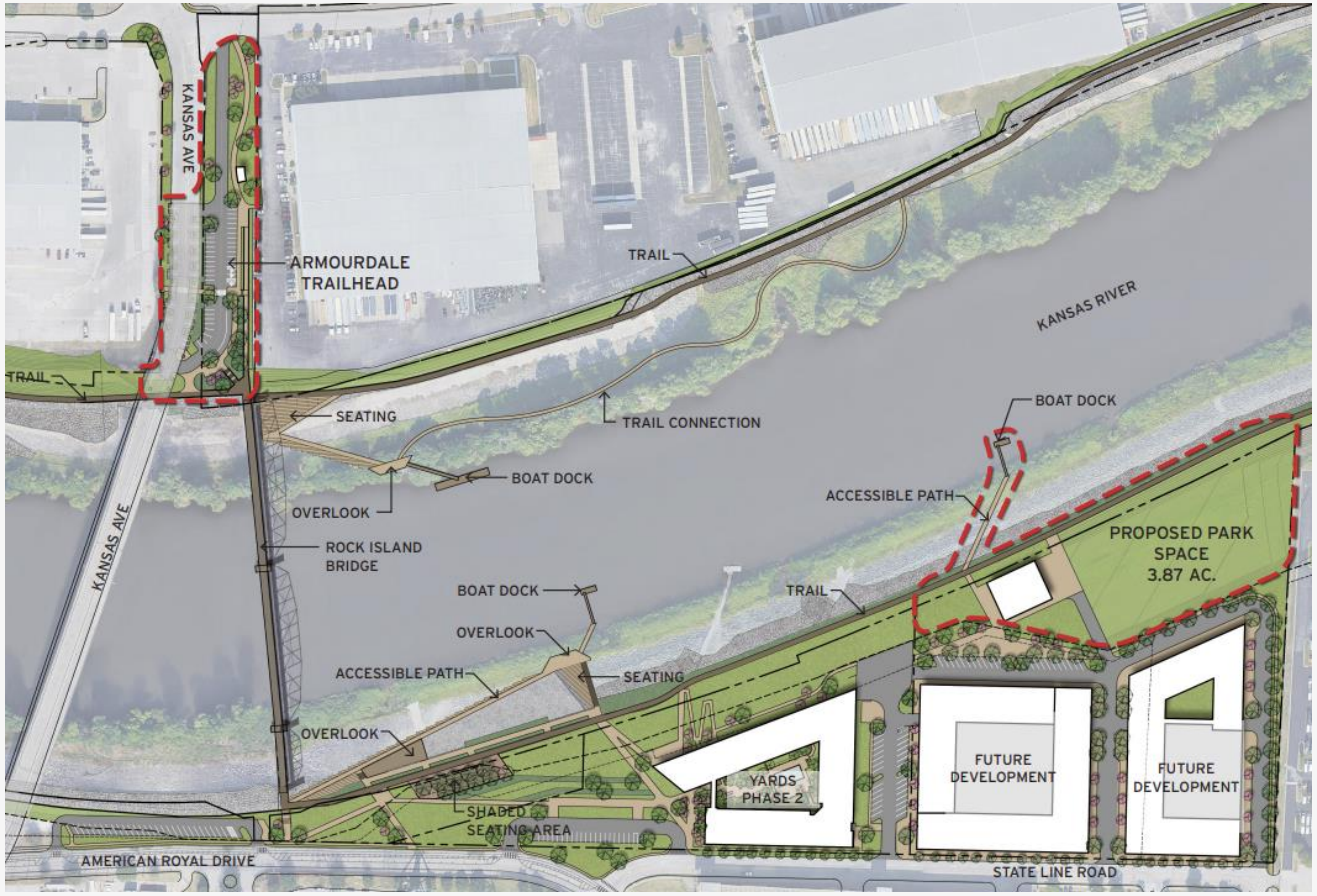
Parks Division Updates Continued

- Wyandotte County Lake Park Updates
  - Rock wall repair
  - Korean/Vietnam Memorial
- SHGC Clubhouse
- Abatement team & Land Bank transition

Parks Division Updates Continued

- Deferred maintenance
  - Road & parking lot maintenance
    - WYCO Lake Park road maintenance
  - Marshall Creek bridge update
  - Masonry work
  - Park lighting
  - Underground infrastructure (waterlines)

- Asset management software



New Park Development Initiatives

- Park in western WYCO/KCK
  - Developing a committee
  - Land acquisition
  - Funding requests

- Riverfront Park
  - Roughly 4 acres of parkland acquired
  - ORLP grant application

Recreation Division

Recreation Division: Overview

- Key Divisions
  - Administration
  - Marketing
  - Aquatics
  - Sports
  - Activities

- Facilities
  - 6 Community Centers
  - 3 Reservation Halls
  - 1 Pool
  - 1 Marina

Programs

- Department Programs
  - Organized and ran by UGPRD staff
  - Examples:
    - Adult/Youth Sports Leagues
    - Community Events (Donuts w/ Santa)
    - Classes (Creative Writing, Senior Computer Class)
- Instructor Contracts
  - Classes utilizing community center space but taught by independent contractors
  - Examples:
    - Fitness Class, Dance class, etc.
- Special Events
  - Events open that charge a fee and/or is open to the public for participation

Summer Camp

- Summer camp is a core service of Parks and Recreation agencies
  - Per NRPA, 83% of agencies offer summer camp
  - UGPRD has two licensed summer camp sites
  - Capacity for 45 youth per site

- Opportunity but resources are needed
  - Facility improvements needed
  - Additional staff to meet staff-to-camper ratio
  - Opportunities for partnership

Aquatics

- Spray Parks (4)
  - Clifton, Eisenhower, Heathwood, & Pierson
  - Open May 24 - September 1
- Parkwood Pool
  - Management Agreement
  - Open May 24 – August 10
  - Joe Delaney Learn to Swim Program
    - GEHA/YMCA/Hunt Family Foundation partnership
  - May 29th Parkwood Pool presentation
    - LWCF grant application

Outdoor Recreation

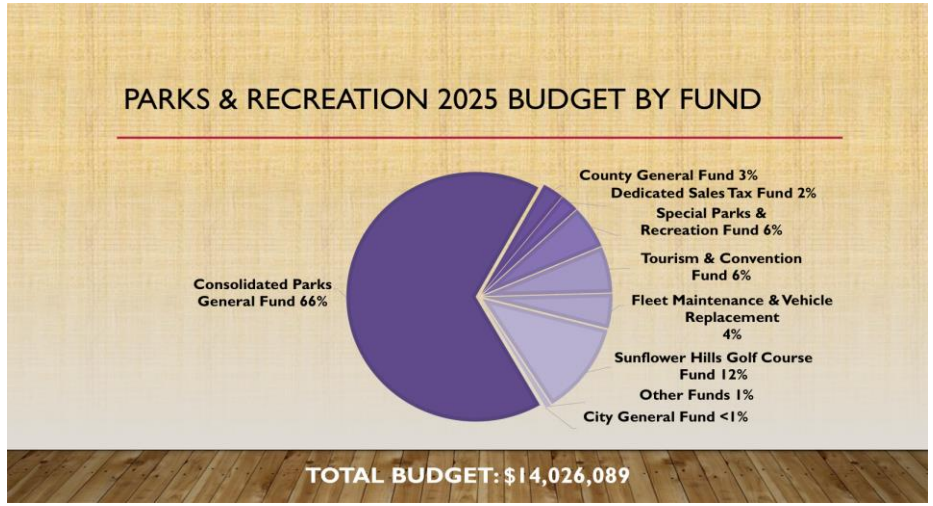
- Marina Operation
  - Operating in-house since 2023
    - Open Thursday – Monday, 8:00 a.m. – 5:00 p.m.
- Sports Fields
  - Maintain baseball, softball, and soccer fields for department, school, and league rentals
- Events
  - Department hosts multiple community events to highlight outdoor park amenities
    - Kids to Park Day - May 17th, 10:00 a.m. - noon at Emerson Park

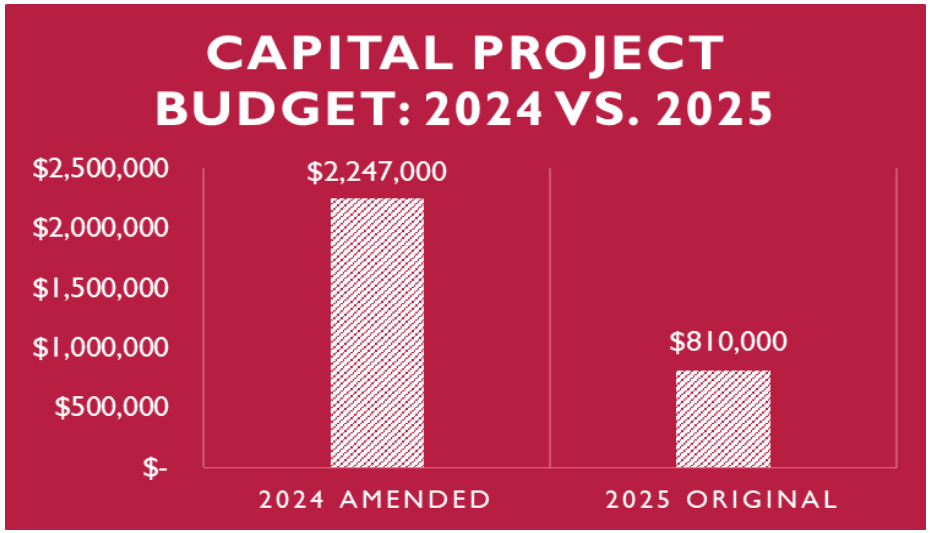
Partnerships

- Wyandotte County Parks Foundation
- Kansas City Kansas Public School District
- Piper School District
- Turner Recreation Commission
- NBRs and other Neighborhood Groups

Funding

- The Department is supported largely by the Consolidated Parks Fund, i.e., Fund 113
- Fund 113 is a product of the following fund sources:
  - 34% ($3,161,085) is levied from County tax revenue
  - 54% ($4,900,000) is supported from the City General Fund
  - 10% ($897,100) is sourced from Department fees
  - 2% ($116,350) is made up miscellaneous revenue sources, including the Renaissance Festival payment
- Other funds that support the Department include Fund 212, Fund 221, and Fund 223
- Cost recovery benchmarking
  - NRPA 2024 cost recovery for comparable agencies – 22%
  - UGPRD 2024 Cost Recovery – 9%





Does not account for grant-funded CIP projects

Challenges

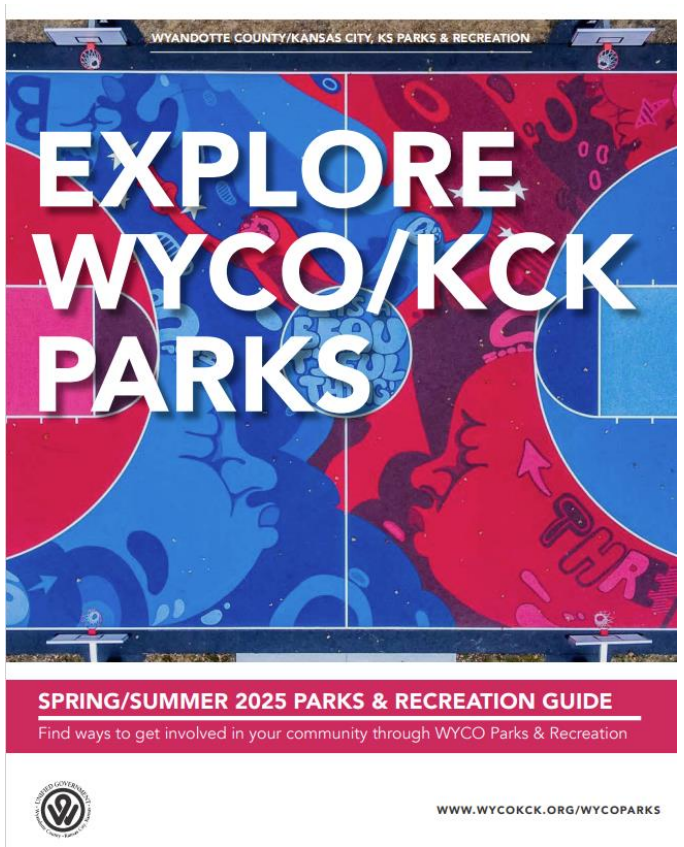
- Staffing/vacancies
- Deferred maintenance
- Vandalism
- Limited resources

Opportunities

- Partnerships
- Existing park spaces
- Creative placemaking
- Grants/Development

PARKS & RECREATION

QUESTIONS?



UNIFIED GOVERNMENT Wyandotte County • Kansas City, Kansas
PARKS & RECREATION

Tracking ID: 21294

Report to
Board of Commission

MEETING DATE	PRESENTER	DEPARTMENT
	Michael Sutton, Redevelopment Coordinator mjsutton@wycokck.org X5749	Land Bank Approvals

AGENDA ITEM #4.2.

LAND BANK OPTIONS

BACKGROUND

RECOMMENDATION

Approve

The Land Bank Manager respectfully requests that the Neighborhood and Community Development Committee review the proposed items and forward it to the Land Bank Board of Trustees for final consideration, submitted by Jud Knapp, Land Bank Manager.

Please visit the site to review the applications below.

https://gisapp.wycokck.org/Landbank.html

248 Single Family Homes

19 Multi family

2 Commercial

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

LEGAL CONSIDERATIONS

ATTACHMENTS

NCD Memo Land Bank Options 04.28.25_ver 1, Quindaro Crossing_Final

Approved by Administrator to add to agenda.

Wyandotte County Land Bank

Economic Development Department

Jud Knapp, Manager

701 North 7th St., 4th Floor
Kansas City, Kansas 66101

Phone: (913) 573-5472
Fax: (913) 573-5745
Email: jknapp@wycokck.org

M E M O R A N D U M

TO: Neighborhood & Community Development Standing Committee

FROM: Jud Knapp, Land Bank Manager

DATE: April 17, 2025

SUBJECT: Option applications for consideration

The following **option application(s)** will be presented at the 04/28/2025 meeting:

Please visit the new site to review the applications below

https://gisapp.wycokck.org/Landbank.html

A. Single Family Homes – 268 Single Family Homes

1. Arturo Ayala Luna – 1 home
   i. 2014 N 38th St – 108110
2. RA Engineering Corp – 3 homes
   i. 1237 Armstrong Ave – 080917
   ii. 1235 Armstrong Ave – 080916
   iii. 1231 Armstrong Ave – 080915
   iv. 1243 Armstrong Ave – 080918
3. Pillar KC LLC – 2 homes
   i. 2840 S 9th St – 136561
   ii. 2842 S 9th St – 136548
4. T&M General Construction – 1 home
   i. 1131 S 49th Dr – 051895
5. Ryan Barr – 1 home
   i. 1203 Ann Ave – 080936
8. Luis A Matos – 3 homes
   i. 27 S Mill St – 121119
   ii. 29 S Mill St – 121118
   iii. 31 S Mill St – 121117
   iv. 37 S Mill St – 121116
   v. 39 S Mill St – 121115
9. Erik Murray – 1 home
   i. 900 N 47th Ter – 916408
10. Aurion Taylor-Burks – 1 home
   i. 1512 N 22nd St – 065738
12. Camealia Murray – 5 homes
   ii. 3002 Hutchins St – 158549
   iii. 3014 Hutchins St - 158546

iv. 3020 Hutchins St – 158543
v. 3036 Hutchins St – 158540
vi. 3040 Hutchins St – 158538

14. CJR Construction Project – 250 homes

vii. 12th St to Hiawatha St, North of Quindaro Blvd to KS Hwy
viii. Sherman St to Allis St from Quindaro Blvd north to Manorcrest Dr
ix. 210 Single Family Homes
x. 30 Duplexes

B. Multi-family – 19 units

1. RA Engineering Corp – 2 Units
i. 410 Cambridge St – 220110

2. RA Engineering Corp – 2 Units
i. 5237 Nebraska Ave – 918030

3. Rajan Bhatia – 2 Units
i. 700 N 75th St – 928942

4. Latoya Wilson – 13 Units
i. 2116 N 22nd St - 159822
ii. 2112 N 22nd St - 159823
iii. 2108 N 22nd St - 159824
iv. 2104 N 22nd St - 159825
v. 2100 N 22nd St - 159826

C. Commercial – 4 Units

1. LS Commercial Real Estate Services, Inc – 3 Units
i. 1915 Sloan Ave – 124413
ii. 1918 Parkview Ave – 124425
iii. 1916 Parkview Ave – 124424 – UG owned

2. RA Engineering Corp – 1 Unit
i. 1302 N 13th St - 090678

CJR CONSTRUCTION

Quindaro Crossing

“Building Communities, One Home at a Time”

Visit us: www.cjrcg.com

Introduction

CJR's History

Our History

- 2018 – Present MBE/DBE Firm in MO and KS
- 2018 CJR Construction Group, LLC (CJR) was formalized;
- 2019 Minority Construction Firm of the Year, State of KS;
- 2020 Proclamation by the State of Missouri;
- 2020 Largest MBE firm to receive prime contract on KCI Airport
- 2021 Purchased a 4-story 18,395SF Building in Raytown, MO.
- 2021 300% growth; both in revenue and professionals;
- 2022 National Minority Business Enterprise (50 States);
- 2022 Opened offices in Omaha, NE and Dallas, TX
- 2023-Present Developer/Builder in Urban Core Area & Beyond

Our Mission

- Our mission is to bring a positive impact to the communities we serve through collaboration and construction. We believe the work we do has a broader and deeper impact than simply the buildings we build.

Diversity: Building Communities

CJR Construction Group is a 100% Minority Owned MBE Firm that has certifications as MBE, DBE, SBE, and Section 3 in the follow areas:

“Diversity, Equity and Inclusion is part of CJR’s DNA”

Our Approach

- Community Engagement
- Education
- Training and Mentorship

CJR Construction Group is a 100% Minority Owned MBE Firm

Diversity and Inclusion (MBE/DBE)

PROJECT NAME	MBE GOAL	MBE ACTUAL	WBE GOAL	WBE ACTUAL	TOTAL
KCI Airport (Tenant Finish)	20%	62%	15%	5%	67%
2600 Independence Mixed Use	15%	48%	10%	10%	58%
McDonald's Inc, (Renovation)	5%	75%	2%	5%	80%
IMR Office Tenant Finish	10%	80%	2%	5%	85%
Three Light Tower	15%	75%	8%	1%	76%
KCI Airport (Millwork)	20%	39%	5%	5%	43%
Jazz Hill Apartment Renovation	13%	65%	7%	8%	73%
Grooming Project (New Const)	15%	66%	7%	8%	74%
USPS Distribution (GC)	15%	57%	10%	13%	70%
KCI Airport - Concession Tenant Im	22%	45%	8%	9%	54%
Ross Dress for Less - Tenant Impr.	15%	57%	7%	9%	63%

CJR Construction Experience

“Building Communities is more than just bricks and mortar, it’s about making a difference”

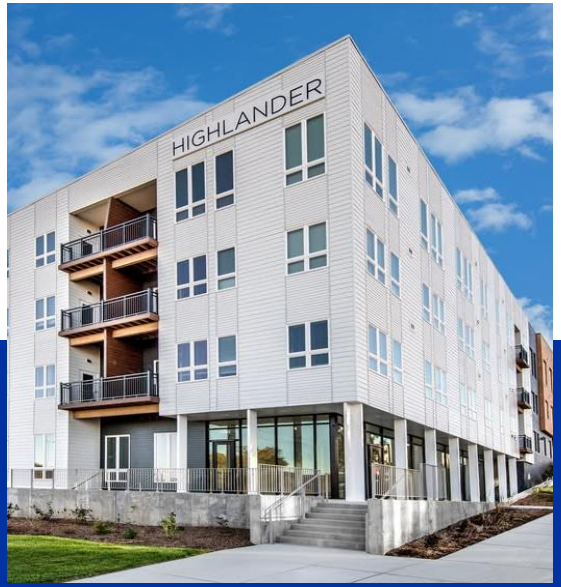
By the Numbers

Total Number of Housing Units Constructed	Total Number of Commercial Project Completed	Total Employees	Total Revenue in 6 yrs
1,480	**38**	**48**	**$87.8MM**

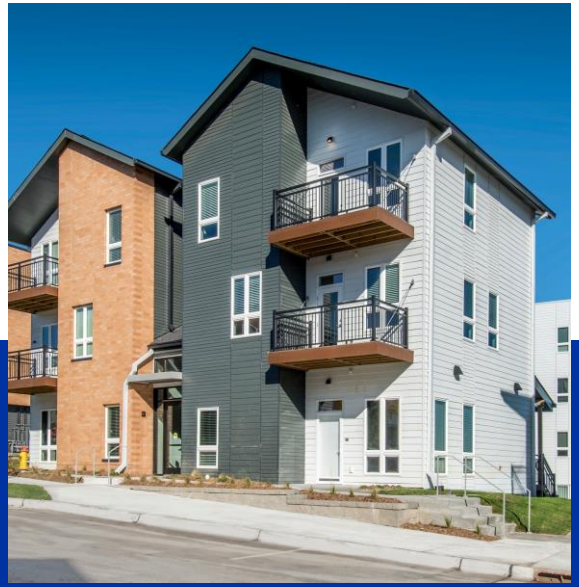
Commercial Types: Hotels; Airports; Hospitals, Retail, Mixed-Use, Apartments, Offices, Banks, Restaurants, etc.:

Past Projects Completed

Related Projects



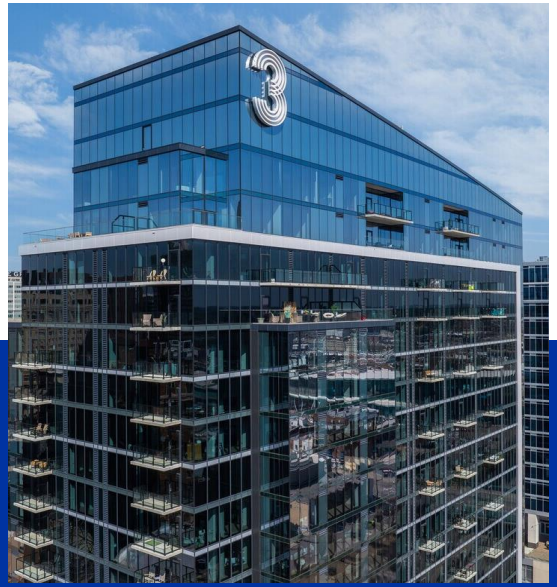
Highlander Apts.
Omaha, NE



Spencer Homes
Omaha, NE

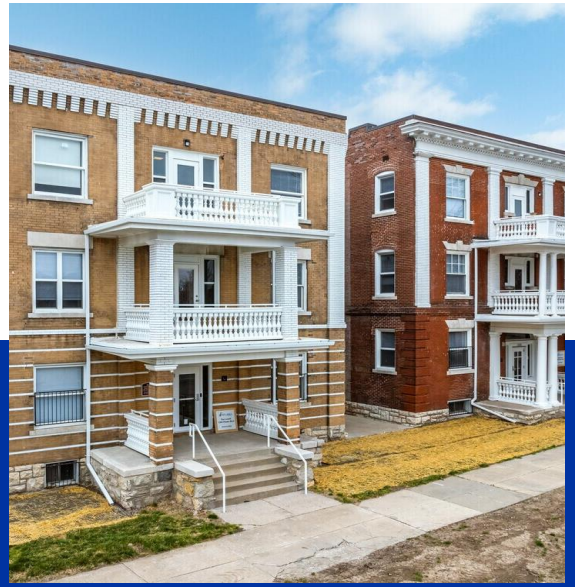
Affordable Housing
Lenexa, KS

Related Projects



Three Light Luxury Apts.
Kansas City, MO

One Nine Vine Apts
Kansas City, MO



Jazz Hill Apartments
Kansas City, MO

Related Projects

Broadway Apt.
Kansas City, MO

2600 Independence Ave
Kansas City, MO

Parker Square Apts.
Kansas City, MO

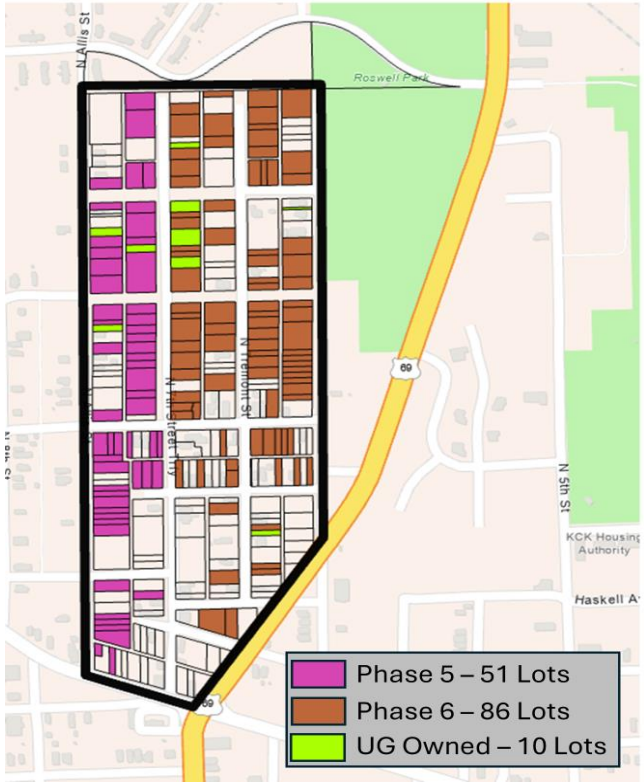
Development Plan

Project Description

- CJR Builders, LLC, developer/builder of **94 acres** in Quindaro Corridor between 12th St to Hutchinson St, from Quindaro to Brown Ave.
- Total available Land Bank + UG Lots = **329 Lots**
- Combination between Total houses constructed = **350 Homes**
  - Combination of Duplex and single-family housing
- Price range between **$215,000 to $305,000**
- Lease to Own Options Available

Project Description

- CJR Builders, LLC, developer/builder of **10 acres** in Quindaro Corridor between N. Allis St. to Sherman St, from Quindaro to N.7th St. to Brown Ave.
- Total available Land Bank + UG Lots = **147 Lots**
- Combination between Total houses constructed = **160 Homes**
  - Combination of Duplex and single-family housing
- Price range between **$215,000 to $305,000**
- Lease to Own Option Available



Construction Timeline

- **Pre-Construction (April 2025 – Aug 2025)**
- **START Application (May 2025 – Aug 2025)**
- **Sale & Marketing (June 2025 – Dec 2032)**
- **Construction (Aug 2025 - Dec 2032)**

Phase 1 – 65 Lots

Phase 2 – 66 Lots

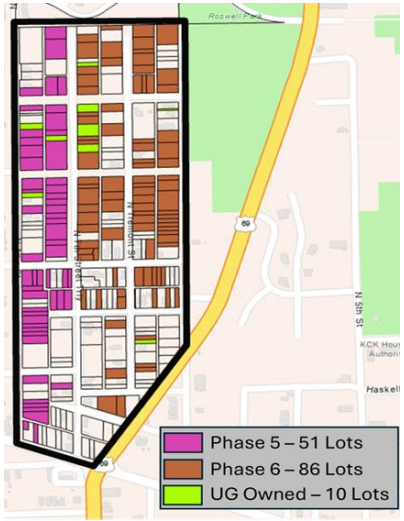
Phase 3 – 75 Lots

Phase 4 – 96 Lots

Phase 5 – 51 Lots

Phase 6 – 86 Lots

UG Owned – 37 Lots



Community Involvement

- Partnering with local Neighborhood Associations
  - OCP Neighborhood
  - Oak Grove Neighborhood
- Partnership with ***YouthBuild Kansas City*** in creating a enrichment program to empower local youths with hands on training and paid jobs throughout the construction phase of the project.
- Create over 500 new jobs during development and construction phase of the project
  - Prioritize employment of residents who live, work, and engage in surrounding neighborhood of KCK.
- Promote Minority and Local Business Participation, create sustainable growth
- Create community development investment and strategic partnership for sustainable growth
  - ***US Bank***
- Foster Partnerships with Civic and Educational Institutions
  - Kansas City Community College Technical School

Development Goals

- Deliver Affordable Housing Opportunities
- Revitalize and Reinvest Northeast District
- Stimulate Local Economic Growth and Job Creation
- Develop Sustainable, Scalable Housing
  - 500+ Residential Houses
- Promote Minority and Local Business Participation
- Strengthen Infrastructure and Public Safety
- Foster Commercial Growth along Quindaro Blvd
- Build Communities for Sustainable Growth

Preliminary House Plans

House Plan: 1

Plan 9950-fb: 2-story (2,135 SF, 4BD, 2.5BTH)
Craftsman House Plan: 40’ x 40’
Foundation: Crawl Space
1 Car Garage Stall

House Plan: 2

Plan 10179: 2-story (1,500 SF, 4BD, 2.5BTH)
Corner Lot Placement: 30’ x 41’
Foundation: Crawl Space or Basement
2 Car Garage

House Plan: 3

Plan 10174: 1-story (1,540 SF, 3BD, 2BTH)
Corner Lot Placement: 32’ x 58’6”
Foundation: Crawl Space
Option 1: 1 or 2 Rear Car Garage

House Plan: 4

Plan 10201 (Larger Lot): 1-story (1,247 SF, 3BD, 2BTH)
Corner Lot Placement: 46’ x 50’
Foundation: Slab
Front: 2 Car Garage

House Plan: 5

Plan D-496: 2-story (1,338 SF, 4BD, 2.5BTH)
2-Story Duplex Lot Placement: 40’ x 42’
Foundation: Slab, Crawlspace
1 Car Garage

House Plan: 6

Plan D-688: 1-story (1,384 SF, 3BD, 2BTH)
1-Story Duplex Lot Placement: 60’ x 60’
Foundation: Slab, Crawlspace
1 Car Garage

3-Plex House Plan: 7

Plan T-426: 2-story (1,318 SF, 3BD, 2.5BTH)
75’ Lot Placement Option: 66’ x 40’
Foundation: Slab
1 Car Garage Stall

4-Plex House Plan: 8

Plan F-563 (Large Lot): 2-story (1,414 SF, 4BD, 2.5BTH)
100’ Lot Placement Option: 80’ x 43’-6”
Foundation: Slab
1 Car Garage

Note: 3&4 Plex: Between 13th – 16th Street (New Infrastructure Improvements – Phase 4)

Incentives & Financial Impact

Potential City Incentives

- KCATA START Program
  - Infrastructure Improvements
  - Public Works Improvements
- Sales Tax Exemption
  - Sales Tax Exemption Waiver
- Neighborhood Revitalization Act (NRA)
- Economic Development Exemption (EDX)

Closing Incentives For Home Buyers

- First Time Home Buyers
  - Down payment assistance
  - Closing cost assistance
- Section 8 Home Buyers
  - Downpayment assistance
  - Closing cost assistance
- First Responders Program
  - Closing and downpayment assistance
  - Tax Abatement – 10 years
- Finance Assistance
  - 2:1 Interest Rate buy down, for 2-years
    - i.e. 6.75%, buy-down to 4.75%

ReeceNichols REAL ESTATE

Prosperity HOME MORTGAGE®

usbank®

Financial Impact of the Development

“Building Communities is more than just bricks and mortar, it’s about making a difference”

By the Numbers

Project New Homes	Estimated Population Increase	Estimated Annual Taxes Collected
510	**1020-1600**	**$2,250,000**

Total Investment in the Community

$94,874,134

Development Partners

Non-Profit Partner

BUILDING COMMUNITY TOGETHER

General Contractor

CJR BUILDERS

OCP Neighborhood

Don't Move, Improve! Don't Move, Improve!

Community Partner

YB YOUTHBUILD
BUILDING BRIGHTER FUTURES TOGETHER

Real Estate Partner

ReeceNichols REAL ESTATE

Mortgage Lender

Prosperity HOME MORTGAGE

us bank

Architect

bnq ARCHITECTURE

Civil Engineer

BHC

Tracking ID: 21293

Report to
Board of Commission

MEETING DATE	PRESENTER	DEPARTMENT
	Jud Knapp, Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals

AGENDA ITEM #4.3.

RESOLUTION: ADOPTING REVISION TO THE LAND BANK POLICY

BACKGROUND

Revisions to Section 8 of the Wyandotte County Land Bank Policy regarding options.

RECOMMENDATION

Approve

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

n/a

LEGAL CONSIDERATIONS

ATTACHMENTS

Resolution_Approve Revision to Sec 8 of Policy, WCLB Policy Rewrite_v12_redlined, WCLB Policy Rewrite_v12_clean

Approved by Administrator to add to agenda.

RESOLUTION NO. _____

A RESOLUTION ADOPTING A REVISION TO THE LAND BANK POLICY REGARDING THE OPTION PROGRAM

WHEREAS, the State of Kansas has provided that a county may establish a Land Bank in K.S.A. 19-26,104; and

WHEREAS, K.S.A. 19-26,104 further mandates that the county land bank is to be governed by a Board of Trustees; and

WHEREAS, Unified Government of Wyandotte County/Kansas City, Kansas Ordinance 2-173 established the Wyandotte County Land Bank as well as the Land Bank Board of Trustees which consists of the Mayor/CEO and the Commissioners of the Unified Government; and

WHEREAS, the Board of Trustees requires a policy to provide guidance to the Land Bank Manager as well as the Land Bank staff and employees appointed by the Board of Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE WYANDOTTE COUNTY LAND BANK BOARD OF TRUSTEES:

1. The proposed revisions to Section 8 of the Wyandotte County Land Bank Policy regarding Options are hereby adopted.

2. The Mayor, the County Administrator, and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments, as may be necessary or desirable to carry out and comply with the intent of this Resolution.

3. This Resolution shall become effective upon passage by the Wyandotte County Land Bank Board of Trustees.

ADOPTED BY THE WYANDOTTE COUNTY LAND BANK BOARD OF TRUSTEES, THIS _____ DAY OF _____ 2025.

_____
Tyrone Garner
Mayor/CEO

Approved as to form:

/s/ Wendy M. Green
Wendy M. Green
Deputy Chief Counsel

WYANDOTTE COUNTY LAND BANK (WCLB)

ADMINISTRATIVE POLICY

UPDATED TBD 2024

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Wyandotte County Land Bank
Administrative Policy and Procedure Guidelines
As approved and adopted by the Board of Trustees
on xxxx xx, 202x.

These policy and procedure guidelines are a consolidation and codification of all prior policies and procedures of the Wyandotte County Land Bank (WCLB) and supersede all such prior policies and procedures.

Section 1. Purpose

1.1 Neighborhood and Land Use Planning Conformance.

The WCLB's purpose is to return tax delinquent, distressed and unwanted property to productive use that benefits the community. In doing so, the WCLB will prioritize the following:

a. Encourage the development and reuse of vacant properties consistent with the WCLB goals, and any City adopted Master Plan.
b. Strengthen the County's tax base by returning property to a productive tax paying status.
c. Support and preserve open space, stormwater management, environmental remediation, community gardens, urban farming, and other agricultural production.
d. Convey land through a predictable, timely and transparent process.
e. Encourage timely development and discourage real estate speculation.
f. Assemble land for economic development.

1.2 Guiding Principles.

This policy is intended to create a unified and consistent approach to the disposition of real property owned by the WCLB.

In the interest of providing predictability and transparency to the sale and reuse of property, this policy will provide guidance to the WCLB in all transactions involving property as well as information to individuals and organizations considering the acquisition of property owned by the WCLB.

The goals of this policy and the disposition of WCLB owned property are to:

a. Preserve existing stable and viable neighborhoods.
b. Engage with neighborhoods that have historically and/or are currently experiencing rapid decline or deterioration to support community development and revitalization efforts.

c. Utilize strategic planning as well as long term planning in the disposition of property.
d. Maintain flexibility and transparency in all transactions.
e. Comply with and support the implementation of the Citywide Comprehensive Master Plan, Area Plans, Corridor Plans, and other Community Plans; specifically, recognizing that the majority of the WCLB parcels are located in the Northeast area of the county, the WCLB will make every effort to abide by the Northeast Area Master Plan
f. Eliminate blight and revitalize neighborhoods.
g. Prevent speculation.
h. Ultimately dispose of all WCLB parcels.

The WCLB will aspire to meet these goals when making decisions regarding the disposition of its property.

The WCLB will remain responsible for its own decision-making and adherence to this policy during the disposition process. The WCLB will make available to the public all property in its inventory; however, properties which are being used by the Unified Government for public purposes or being reserved for City-desired programs or projects, will be identified as unavailable for disposition by the Land Bank Manager in coordination with staff from the Unified Government.

Section 2. Authority and Role

2.1 Establishment.
The Wyandotte County Land Bank (WCLB) was established by the Unified Government of Wyandotte County/Kansas City, Kansas (UG) by the power vested in it by K.S.A. 19-26,103 et. seq.

2.2 Governance.
The WCLB is governed by a Board of Trustees comprised of the Mayor/Chief Executive and the UG's Board of Commissioners (BoC). The Wyandotte County Land Bank Manager is charged with its administration.

2.3 Review of Proposed Land Bank Transactions.
All proposed WCLB transactions shall be submitted by the Land Bank Manager to the Staff Advisory Team, the Land Bank Advisory Board and WCLB Board of Trustees for review, consideration, and recommendation.

The Staff Advisory Team is composed of the Director/Manager and/or designee from the following UG Departments: *Administration, Community Development, General Services, Economic Development, GeoSpatial Services, Neighborhood Resource Center, Public Works, Treasury, Planning and Urban Design, and a representative from the Kansas City, Kansas Police Department.* The Staff Advisory Team shall evaluate applications based on UG policies and priorities, and future infrastructure and development plans. The Staff Advisory Team shall serve solely in an advisory capacity.

The membership of the Land Bank Advisory Board shall consist of representatives from each Neighborhood Business Revitalization organizations (NBR), two (2) representatives from the Executive Board of the Livable Neighborhoods Task Force, who shall be chosen by the representatives from the Executive Board of the Livable Neighborhoods Task Force, and an additional member which shall be a registered Neighborhood Association President or a development corporation within the NBR area containing the most WCLB parcels, who shall also be chosen by the registered neighborhood groups within the area containing of the most WCLB parcels. This additional member is subject to change with the disposition of WCLB property and shall be recalculated on a biannual basis. The Land Bank Advisory Board shall serve solely in an advisory capacity.

The Staff Advisory Team and Land Bank Advisory Board shall review all application(s) presented by the Land Bank Manager for consideration. Any application(s) that needs further investigation will be referred to the Land Bank Manager until all necessary information has been provided, at which time it will be brought to the Staff Advisory Team and Land Bank Advisory Board for further review.

The recommendations of the Staff Advisory Team and the Land Bank Advisory Board will be presented at the BoC's Neighborhood and Community Development Standing Committee where the Committee will make a recommendation to approve the applications that will advance to the WCLB Board of Trustees for final approval.

2.4 Governing Authority.

The core governing documents of the WCLB are the applicable state statutes and the Unified Government Code of Ordinances. The policies and procedures set out in this document constitute guidelines only and the Board of Trustees reserves discretion to deviate therefrom when it deems appropriate.

2.5 WCLB Board of Trustees Approval.

Under the applicable State law, the conveyance of property by the WCLB, must be approved by the WCLB Board of Trustees before the property can be conveyed.

2.6 WCLB Right to Accept or Reject.

The WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In case of multiple applications for the same properties, the WCLB will give precedence to the application submitted first and, should this application not be accepted, the next application submitted will be brought before the WCLB Board of Trustees

2.7 Role of Land Bank Manager.

The Land Bank Manager shall have the following responsibilities:

a. Help applicants with where and what they want to build;

b. Help applicants communicate with neighborhood associations and neighborhood groups by sharing contact information;

b. Administer the Land Bank process including public notification by contacting all neighborhood groups in affected areas and Livable Neighborhoods;

c. Identify which properties are available for disposition;

d. Determine when an application is ready to be submitted to the WCLB Board of Trustees;

e. Engage and educate the community on Land Bank opportunities;

f. Be a resource for the community;

g. Set protocols for Land Bank procedures;

h. Work with the WCLB Board of Trustees on a strategy for disposition of Land Bank properties; and

i. At a meeting of the BoC's Neighborhood and Community Development Standing Committee in the Spring of every year, provide an update on the progress of approved option agreements, extensions, and hold areas showing how many option agreements were successful, how many failed and the status of any hold areas beginning the development process.

2.8 Staffing.

In addition to the Land Bank Manager, it is recommended that there is at least one staff member for every 1,000 parcels in the Land Bank inventory.

Section 3. Priorities for Transfer of Land Bank Properties.

3.1 Priority Transfers.

Except where limited by the terms of the acquisition of a property, the WCLB may, at its discretion, give priority to:

a. Government entities;
b. Individuals, entities, and non-profits seeking to obtain the property for housing or commercial development;
c. Entities that are a partnership, limited liability corporation or joint venture compromised of a private non-profit corporation and a private for-profit entity;
d. Individuals who own residential property that qualify for the Yard Extension Disposition Program; and
e. Non-profit institutions such as academic and religious institutions.

3.2 Transferee Qualifications.

All applicants seeking to acquire property from the WCLB, or to enter into transaction agreements with the WCLB, are required to provide as part of their application information regarding, but not limited to:

a. The legal status of the applicant, its organizational and financial structure;
b. Its prior experience in developing and managing housing;
c. The financial health and resources of the applicant;
d. Sufficient plans for development; and/or
e. Proof that the applicant is current on their property taxes and has no outstanding code violations on any property within the County.

Section 4. Conveyances to the WCLB

4.1 Sources of Property Inventory.

Sources of real property inventory of the WCLB include, but are not limited to, the following:

a. Transfers from local governments;
b. Acquisitions at tax foreclosure sales;
c. Donations; and
d. Market purchases.

4.2 Policies Governing the Acquisition of Properties.

In determining which, if any, properties might be acquired, the WCLB may consider the following circumstances and factors:

a. Proposals and requests by individuals or entities in which specific properties are identified for ultimate acquisition and redevelopment;
b. Residential properties that are available for immediate occupancy without need for substantial rehabilitation;

c. Improved properties that are the subject of an existing order for demolition of the improvements and/or meet the criteria for demolition of improvements to determine if the property can be put into the rehab program described in Section 7;
d. Vacant properties that are appropriate for the yard extension disposition program;
e. Properties for which reutilization would be in support of adopted plans;
f. Properties that would form a part of a land assemblage development plan; and
g. Properties that would allow for the creation or expansion of community gardens, urban farming, environmental remediation, stormwater management, and/or open space preservation.

4.3 Donations to WCLB.

WCLB reserves the absolute right to accept or reject any and all donation requests. The WCLB will only accept donated property(ies) that will advance the goals of the WCLB. The WCLB will only present requests to the Board of Trustees, for approval, when at least one or more of the following conditions are met:

a. The property owner does not have the resources to properly care for the property or to comply with orders to correct code violations that are present, and evidence of the hardship has been presented;
b. The property is located in an area targeted for redevelopment efforts or in a neighborhood with a large number of existing WCLB property;
c. The property is a candidate for the WCLB Rehab Program without any conditions that would prohibit a donation;
d. The property could be utilized for the WCLB garden program; and
e. The property could be used for UG purposes.

Property(ies) with adverse environmental conditions or maintenance requirements will not be accepted without a satisfactory plan and funding in place for remediation, as determined by the UG. Regarding additional requirements for donations of property to the WCLB:

a. WCLB requires that donated property(ies) be conveyed with clear and marketable title;
b. Property(ies) that are occupied may not be accepted as donations;

c. WCLB shall not determine donation value for the purpose of tax benefits; and
d. Any exceptions to the provisions of the above must come before the Board of Trustees.

Any property that is conveyed by donation to the WCLB will not be available for sale/transfer until the meeting following the approval of the donation by Board of Trustees.

Any property that is rejected for donation but is tax sale eligible, will be referred for an upcoming tax sale by the WCLB. The WCLB will send a letter to the requestor with that information.

Nothing in this section precludes acceptance of a donation of a tax sale eligible property.

4.4 Transaction Agreements.

In most cases, a transaction agreement must be approved in advance by the Board of Trustees and executed by the WCLB and the grantor of the property. These transaction agreements shall be in form and content as deemed by the WCLB Manager to be in the best interest of the WCLB and shall include to the extent feasible specification of all documents and instruments contemplated by the transaction as well as the rights, duties and obligations of the parties.

4.5 Environmental Concerns.

The WCLB reserves full and complete discretion to require that satisfactory evidence or assurances be provided that the property is not affected by or subject to environmental contamination. The WCLB makes no representation or warranty as to the status of the property regarding the physical and environmental condition of the lot or its fitness for any use.

4.6 State of Kansas Set Off Program.

Property that has been placed in the State of Kansas Set Off Program may be deemed ineligible for conveyance to the WCLB.

4.7 Timing.

Any property that is conveyed in or out of the WCLB will not be available for sale/transfer until approved by the Board of Trustees.

The Land Bank Manager is authorized to accept property conveyed from the UG that is a result of property being obtained from a recent

County Tax Sale. The Land Bank Manager will then report the conveyance(s) at the next BoC Neighborhood and Community Development Standing Committee meeting.

Section 5. Conveyances from the WCLB

5.1 Covenants, Conditions and Restrictions.
All conveyances by the WCLB to third parties shall include such covenants, conditions and restrictions as the WCLB deems, in its sole discretion, necessary and appropriate to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the public purposes of the WCLB.

5.2 Deed Without Warranty.
All conveyances by the WCLB to third parties shall be by quitclaim deed.

5.3 Conveyances requiring Board of Trustees Approval.
All transfers of WCLB property shall require the approval of the Board of Trustees.

5.4 Conveyances pursuant to WCLB Rehab Program.
The Land Bank Manager shall seek prior approval from the WCLB Board of Trustees for all properties entering and exiting the WCLB Rehab Program.

5.5 Conveyance Time Allowance.
All undeveloped Land Bank property shall be conveyed, and deed recorded within 180 days of Award and approval of the Land Bank Board of Trustees. Any property not conveyed within the above time period, and without a written extension from the Land Bank Manager, will have Award voided and property returned to the Land Bank Inventory. For any property awarded pursuant to a development/rehab agreement, the terms of said agreement shall control when such property will be conveyed.

5.6 Appropriate and Timely Development of Properties.
The WCLB expects that properties will be developed in a timely manner according to a written agreement or as specified in the deed of conveyance. Generally, construction should commence within three (3) months from the date of conveyance and should be completed as defined by the agreement or contained in the deed. To ensure that these expectations are met, the WCLB will place conditions or restrictions on property it conveys to achieve the agreed upon outcome and will monitor these agreements until construction is complete. Proposed uses must be consistent with the UG's Master Plans, Zoning,

Code, and other approved and accepted policy or be able to obtain the necessary land entitlements within the option term. All new owners are required to comply with all State, City and Federal codes, regulations, and statutes.

5.7 Holds.

Holds for economic development projects are allowed pending the approval of the Wyandotte County Land Bank Board of Trustees. Each year that land bank parcels are in a hold, an update must be provided by the awardee regarding the status of the economic development project to the Neighborhood and Community Development Standing Committee. The WCLB will require the awardee to keep the property clear of any trash/debris, the grass mowed/maintained in compliance with the appropriate City code provisions, and the sidewalk space must be maintained including snow removal.

5.8 Pricing.

The WCLB will generally price vacant land by the greater of:

a. The Appraised Value of property set by County Appraiser as of January 1st of current year or
b. The value of the property's frontage times $10.00.

The WCLB has the right to determine the asking price for each property and further has the right to decline any counteroffer.

Section 6. Yard Extension and Commercial Lot Extension Program

6.1 Application.

Yard Extensions shall only be applied for by abutting homeowners.

Commercial Lot Extensions shall only be applied for by abutting commercial property owners.

6.2 Qualifications.

An applicant for a yard extension must be the owner of the abutting property and must be using that property as their primary residence at the time of application. An applicant for a commercial lot extension must be the owner of abutting commercial property and must be using that property as a legally operating business. Further, the applicants for both types of extensions must be current on all property taxes and not have any active code violations. The property to be acquired must share a common boundary at either side of the applicant's property and share the same street name and/or be a contiguous land locked parcel. The property sought to be acquired for a yard or commercial lot

extension must be a vacant lot; properties with permanent structures are not eligible for this program.

6.3 Limitations.

Applicants can only acquire one (1) property for a yard extension from the WCLB for each home they own as their primary residence and only one primary lot can seek a yard extension, except if there are contiguous undevelopable parcels that can be obtained. Applicants can only acquire one (1) property for a commercial lot extension from the WCLB, except if there are contiguous undevelopable parcels that can be obtained. The WCLB property must be consolidated with the applicant's property after acquisition into a single parcel. The Land Bank Manager will track such extension acquisitions to ensure these limitations are adhered to in perpetuity.

6.4 Pricing.

The price of any yard extension shall be $0.10 per square foot.

The price of any commercial lot extension shall be $0.25 per square foot.

Section 7. Land Bank Rehab Program

7.1 Purpose.

The WCLB Rehab Program provides Qualified Rehabbers access to a pipeline of distressed properties in the Wyandotte County area. The WCLB may facilitate the sale of property at a reduced price to selected qualified rehabbers. This program allows the purchase of vacant, blighted homes once they are available in the WCLB inventory.

7.2 Goals.

The WCLB Rehab Program supports efforts to stabilize and strengthen neighborhoods through collaboration between public, private and nonprofit development partners. Through the program and working with development partners to rehabilitate blighted property, the WCLB will:

a. Save existing housing stock from demolition and return the property to the tax roles;
b. Create affordable ownership opportunities to stabilize neighborhoods; and
c. Improve the health, safety, durability, and energy - efficiency of rehabilitated properties.

7.3 Qualified Rehabber.

A Qualified Rehabber is defined as an individual or organization who must not:

a. Own any real property that is subject to any violations of State and/or local laws, codes or ordinances;
b. Own any real property that is tax delinquent;
c. Be barred from transactions with local government entities;
d. Have demonstrated lack of capacity to perform in accordance with the requirements of the WCLB;
e. Have defaulted in prior agreements with the WCLB; and
f. Currently be banned from bidding at the tax sale.

All Qualified Rehabbers must submit their intended use for the property(ies) as required by the WCLB. Failure to submit intended usage or to provide accurate information in the form requested may result in the denial of the application.

7.4 Qualified Offer.

A Qualified Offer is an application that:

a. Adequately describes the purchaser's plans for the property (i.e. intended use) and is aligned with the purpose of the WCLB;
b. The intended use must be consistent with applicable WCLB goals and all Master Plans, Zoning Ordinances, and/or other policy, or be able to obtain the appropriate land entitlements; and
c. The applicant must demonstrate financial and operational capacity to carry out the plans.

Plans that require various land entitlements may be processed as a Qualified Offer, only if the underlying project proposal is supported by the city it is in. The detail required of the applicant will be different depending on the proposed use, as defined later in this document under various usages.

7.5 Housing Stock.

All residential property with improvements that are transferred to the WCLB will be boarded, secured, and inspected to identify its place in the program. There are two (2) recommendations that these properties will fall under:

a. Rehabilitation – properties that show rehab potential will be made available to qualified rehabbers in the program; or
b. Demolition – properties that are a danger to the public will be recommended to the UG Demo Department to be razed.

7.6 Commercial Property.

Any commercial property received by WCLB will be evaluated in the same manner as in Section 7.5.

7.7 Rehabber Qualifications.

All interested rehabbers must go through a qualification process that includes submission of WCLB Rehab Program Application. The program will have two (2) Tiers of qualified rehabbers:

a. Tier I – rehabber must be a formed company/corporation or identify as an investor. In order to qualify as a Tier 1 rehabber, the following must be provided:
    1. Copy of their current year Occupational Tax Receipt from the Unified Government of Wyandotte County / Kansas City, Kansas Business License Department
    2. Must carry the appropriate amount of Insurance coverage, as outlined in the application, from a licensed Insurance provider and have the Wyandotte County Land Bank named as a Certificate Holder.
b. Tier II – if a rehabber cannot provide the requirements for a Tier I rehabber, then they must sign a Hold Harmless Waiver and must show proof of funding for the rehab to qualify for a house to rehab.

7.8 Availability for Rehabbers.

Any house that is identified as a rehab will be made available for all Tier I rehabbers. The WCLB will schedule open houses for the rehabbers to attend to assess each property identified. All rehabbers will be sent offer packets with house information and a deadline to submit their offer. Any house that does not have an offer submitted by the deadline by a Tier I rehabber will then be offered to the Tier II group.

Any house that does not have an offer submitted by either group will be available for a later offer or any new Tier I or Tier II qualified rehabber.

7.9 Rehab Agreements.

The WCLB will review all offers received based on criteria maintained by the Land Bank Manager to determine the highest and best offer. The WCLB will negotiate with the offeror and put an agreement together. If approved, the awarded offeror will be sent an award letter and any non-offerors will be sent a non-award letter.

7.10 Filings.

A Sale Contract with Land Use Restrictions detailing the terms of the rehab agreement will be recorded with the Wyandotte County Register of Deeds office. The house will stay in the name of the WCLB until the passing of the final inspection from the Land Bank Manager.

7.11 Inspections and Permits.

The WCLB will require copies of all inspections conducted by the UG Building Inspection Department, which will perform progress inspections throughout the rehab.
Any Tier I rehab will consist of four (4) inspections:

a. Initial Inspection – house is cleared of debris and any demo is complete prior to any repairs or rehab starts;
b. Rough-In – staff has received an approved Building Inspection rough-in slip and any other pulled permits (Mechanical/Electrical/Plumbing);
c. Progress – drywall is hung, and all other repairs are completed; and
d. Final - house has passed all final inspections and copies have been received by the WCLB, the Land Bank Manager will do the final walk thru.

Any Tier II rehab will consist of monthly inspections done by Land Bank Manager (or designee) and will incorporate the Tier I inspections but also allow the WCLB to closely monitor the progress.

When the Land Bank Manager has verified the house has passed WCLB final inspection, a Quit Claim Deed (QCD) will be filed with the Register of Deeds office.

All applicants who have successfully purchased WCLB-owned property must fulfill their commitments to the WCLB and to their neighbors, which includes paying property taxes and maintaining properties in accordance with all municipal codes and ordinances.

7.12 Extensions and Penalties.

If the rehab completion date stipulated in the agreement cannot be met, the rehabber may request an extension of the completion date. Extensions of time to complete the rehab are at the Land Bank Manager's discretion and, if granted, will be under the following guidelines:

a. The request for extension must be made to the Land Bank Manager in writing. The request must include the cause of the delay and plan to complete the rehab within the time requested.
b. The request for extension must be received by the Land Bank Manager no later than five (5) calendar days prior to the expiration date of the WCLB Rehab Program Extension Request Form given at the beginning of the project.
c. The extension will be granted for a maximum of 90 calendar days.
d. The granting of an initial extension period does not obligate the WCLB to grant additional extensions.

7.13 Tier I Rehabber Threshold.

Any Tier I rehabber may make no more than three (3) offers on any newly acquired rehab houses. The maximum number of houses a Tier I may be rehabbing at any given time is six (6). If a Tier I rehabber has 6 open rehabs and submits an offer for new houses, their offer will not be accepted. A Tier 1 rehabber may make the proper number of offers that could reach this threshold.

Section 8. Option Agreements

8.1 Site Control: Options and Property Reservations.

The WCLB recognizes that developers often require legally recognizable site control as part of the development process. The WCLB may execute property option agreements to allow developers to pursue financing and other approvals necessary for development.

Agreements for this purpose must meet the following conditions:

a. The applicant must be a Qualified Applicant, which has the same requirements as in Section 7.3.
b. The Option Agreement must be executed by the applicant within forty-five (45) days of approval by the WCLB Board of Trustees.
c. For each proposed project, the WCLB will allow one (1) year for that agreement, which begins on the date of approval by the WCLB Board of Trustees and may renew the agreement for up to two (2) years at the Land Bank Manager's discretion. Any further extensions must be approved by the WCLB Board of Trustees.
d. The applicant may not occupy or use the property unless approved in writing by the WCLB.
e. A fee will be due upon execution and an additional fee will be imposed for extension of the agreement or contract. This fee is non-refundable.
f. A first-time applicant will be charged an additional fee which will be held in escrow during the term of the Option Agreement and will be refunded upon disposition of the property.
g. The WCLB will require the requestor to keep the property clear of any trash/debris, the grass mowed/maintained in compliance with the appropriate City code and the sidewalk space must be maintained including snow removal.
h. The WCLB shall provide written notice of its intent to terminate the agreement to the applicant within thirty (30) days of said termination.
i. Applicants seeking to acquire property from the WCLB shall make every effort to consult with the neighborhood

association(s) and neighborhood group(s) operating in the geographical area of the property.

j. Applicants must do their due diligence to become aware of whether or not there are existing homeowners associations with declarations and restrictions that are applicable to the property for which they have applied.

Option Agreements will be issued only for those projects which the WCLB deems feasible and which the WCLB can recommend for approval by WCLB Board of Trustees after the developer secures the necessary entitlements, financing, tenants and/or approvals.

All WCLB Option Agreements must be approved by the WCLB Board of Trustees.

All applicants are encouraged to utilize local, minority and women owned businesses as contractors.

8.2 Disposition.

Upon the applicant providing proof of funding for their proposed development and acquisition of all required land entitlements and permits, the WCLB shall convey the property.

8.3 Updates.

In the Spring of every year, the Land Bank Manager shall submit a Land Option Extension memo to the WCLB Board of Trustees. The memo shall include the following:

a. The number of Land Bank Options that received extensions;
b. How long each Option was extended; and
c. A general summary on the progress of the extended Land Bank Options.

All incomplete Land Bank Options that receive an extension and have no expenses beyond applying for the Land Bank lot can be revoked by an action taken by the WCLB Board of Trustees during the extension period granted by the Land Bank Manager.

Section 9. WCLB Garden Program

9.1 Community Gardens and Community-Managed Open Spaces.

The WCLB recognizes that community gardens encourage the productive use of vacant land, provide spaces for community building, socialization, educational, recreation and food production activities. The WCLB will support existing and established gardens that have the capacity to sustain and maintain the land to ensure its viability.

A community garden is defined as one or more properties managed and maintained by a group of individuals to grow and harvest food or non-food items (such as flowers) for personal or group consumption, for donation, or for sale that is incidental in nature (i.e. not an Urban Farm). A community garden area may be divided into separate garden plots or orchard areas for cultivation by one or more individuals or may be farmed collectively by members of the group. A community garden may include common areas (such as hand tool storage sheds) maintained and used by the group. Community gardens may be used for recreational purposes, and improvements to facilitate such purposes may be allowed on a case-by-case basis upon review by the Land Bank Manager and with community support. Community-managed open spaces are spaces available to the public and may be used for recreational purposes or passive activities. All necessary entitlements must still be obtained in accordance with the Unified Government Code of Ordinances as well as the ordinances for the Cities of Bonner Springs and Edwardsville.

Gardens and Open Space requests must demonstrate how their project supports the public priorities of:

a. Eliminating blight; and/or
b. Fostering neighborhood cohesion and a sense of community.

Upon approval by the WCLB Board of Trustees, the property shall be conveyed to the applicant by deed with restrictions requiring the adherence of the criteria contained in Section 9.2. An applicant shall be given an option agreement as needed for any requisite permits or land entitlements to be obtained. If an option agreement is required, at the end of one year, either the agreement will be extended, or the property will be conveyed by deed with restrictions as set forth above if all guidelines have been met. If an extension of the option agreement is required, the procedure for an extension set out in Section 8.1 (c) above shall be followed.

The WCLB makes no representation or warranty as to the status of the property regarding the physical and environmental condition of the lot or its fitness for any use. Users are encouraged to reference federal and state requirements for contaminants in the soil before growing or consuming produce grown on site.

9.2 Requirements for Community Gardens.

All WCLB property approved for a community garden must adhere to the following criteria:

a. Entity must work with the WCLB and Staff Advisory Team to determine where the garden will be located within the boundaries of a neighborhood;
b. Entity must provide a site plan;
c. Entity must provide a maintenance and use plan which demonstrates its obligation to maintain the lot in a clean, safe, secure and sanitary condition, free of weeds, trash, debris, garbage, and vermin;
d. Entity must comply with all existing codes and rules regarding vacant lots;
e. Entity must obtain and pay for any and all permits and approvals required by all relevant agencies to construct or operate the site;
f. Lot cannot be used to park, keep or store any motor vehicle, trailer, or boat at any time;
g. Entity must comply with all State and/or local laws, codes or ordinances;
h. Entity must maintain the area within the public right-of-way, including both snow removal and removal of trash and debris to allow for passable sidewalks;
i. Entity must agree not to grow any plants regulated or prohibited by federal laws on the lot;
j. Entities must agree to use the property at their own risk and accept the property "as-is"; and
k. Report on the performance of the community garden, including any code violations, how close they are to other gardens and overall contribution to the wellbeing of the neighborhood.

9.3 Urban Farm.

An urban farm is the cultivation of land for the purpose of income creation related to urban agriculture.

An applicant for a parcel(s) to be used as an urban farm must provide proof of relevant education, certification or comparable relevant experience that proves they have the ability to operate and maintain a successful urban farm. Applicants must meet all the requirements of a Community Garden listed in Section 9.2 above. Upon approval by the Land Bank Board of Trustees, the property shall be conveyed to the applicant by deed with restrictions requiring the adherence of the criteria contained in Section 9.2. An applicant shall be given an option agreement as needed for any requisite permits or land entitlements to be obtained. If an option agreement is required, at the end of one year, either the agreement will be extended, or the property will be conveyed if all guidelines have been met. If an extension of the option agreement is required, the procedure for an extension set out in Section 8.1 (c) above shall be followed.

WYANDOTTE COUNTY LAND BANK (WCLB)

ADMINISTRATIVE POLICY

UPDATED TBD 2024

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Wyandotte County Land Bank
Administrative Policy and Procedure Guidelines
As approved and adopted by the Board of Trustees
on xxxx xx, 202x.

These policy and procedure guidelines are a consolidation and codification of all prior policies and procedures of the Wyandotte County Land Bank (WCLB) and supersede all such prior policies and procedures.

Section 1. Purpose

1.1 Neighborhood and Land Use Planning Conformance.

The WCLB's purpose is to return tax delinquent, distressed and unwanted property to productive use that benefits the community. In doing so, the WCLB will prioritize the following:

a. Encourage the development and reuse of vacant properties consistent with the WCLB goals, and any City adopted Master Plan.
b. Strengthen the County's tax base by returning property to a productive tax paying status.
c. Support and preserve open space, stormwater management, environmental remediation, community gardens, urban farming, and other agricultural production.
d. Convey land through a predictable, timely and transparent process.
e. Encourage timely development and discourage real estate speculation.
f. Assemble land for economic development.

1.2 Guiding Principles.

This policy is intended to create a unified and consistent approach to the disposition of real property owned by the WCLB.

In the interest of providing predictability and transparency to the sale and reuse of property, this policy will provide guidance to the WCLB in all transactions involving property as well as information to individuals and organizations considering the acquisition of property owned by the WCLB.

The goals of this policy and the disposition of WCLB owned property are to:

a. Preserve existing stable and viable neighborhoods.
b. Engage with neighborhoods that have historically and/or are currently experiencing rapid decline or deterioration to support community development and revitalization efforts.

c. Utilize strategic planning as well as long term planning in the disposition of property.
d. Maintain flexibility and transparency in all transactions.
e. Comply with and support the implementation of the Citywide Comprehensive Master Plan, Area Plans, Corridor Plans, and other Community Plans; specifically, recognizing that the majority of the WCLB parcels are located in the Northeast area of the county, the WCLB will make every effort to abide by the Northeast Area Master Plan
f. Eliminate blight and revitalize neighborhoods.
g. Prevent speculation.
h. Ultimately dispose of all WCLB parcels.

The WCLB will aspire to meet these goals when making decisions regarding the disposition of its property.

The WCLB will remain responsible for its own decision-making and adherence to this policy during the disposition process. The WCLB will make available to the public all property in its inventory; however, properties which are being used by the Unified Government for public purposes or being reserved for City-desired programs or projects, will be identified as unavailable for disposition by the Land Bank Manager in coordination with staff from the Unified Government.

Section 2. Authority and Role

2.1 Establishment.
The Wyandotte County Land Bank (WCLB) was established by the Unified Government of Wyandotte County/Kansas City, Kansas (UG) by the power vested in it by K.S.A. 19-26,103 et. seq.

2.2 Governance.
The WCLB is governed by a Board of Trustees comprised of the Mayor/Chief Executive and the UG's Board of Commissioners (BoC). The Wyandotte County Land Bank Manager is charged with its administration.

2.3 Review of Proposed Land Bank Transactions.
All proposed WCLB transactions shall be submitted by the Land Bank Manager to the Staff Advisory Team, the Land Bank Advisory Board and WCLB Board of Trustees for review, consideration, and recommendation.

The Staff Advisory Team is composed of the Director/Manager and/or designee from the following UG Departments: *Administration, Community Development, General Services, Economic Development, GeoSpatial Services, Neighborhood Resource Center, Public Works, Treasury, Planning and Urban Design, and a representative from the Kansas City, Kansas Police Department.* The Staff Advisory Team shall evaluate applications based on UG policies and priorities, and future infrastructure and development plans. The Staff Advisory Team shall serve solely in an advisory capacity.

The membership of the Land Bank Advisory Board shall consist of representatives from each Neighborhood Business Revitalization organizations (NBR), two (2) representatives from the Executive Board of the Livable Neighborhoods Task Force, who shall be chosen by the representatives from the Executive Board of the Livable Neighborhoods Task Force, and an additional member which shall be a registered Neighborhood Association President or a development corporation within the NBR area containing the most WCLB parcels, who shall also be chosen by the registered neighborhood groups within the area containing of the most WCLB parcels. This additional member is subject to change with the disposition of WCLB property and shall be recalculated on a biannual basis. The Land Bank Advisory Board shall serve solely in an advisory capacity.

The Staff Advisory Team and Land Bank Advisory Board shall review all application(s) presented by the Land Bank Manager for consideration. Any application(s) that needs further investigation will be referred to the Land Bank Manager until all necessary information has been provided, at which time it will be brought to the Staff Advisory Team and Land Bank Advisory Board for further review.

The recommendations of the Staff Advisory Team and the Land Bank Advisory Board will be presented at the BoC's Neighborhood and Community Development Standing Committee where the Committee will make a recommendation to approve the applications that will advance to the WCLB Board of Trustees for final approval.

2.4 Governing Authority.

The core governing documents of the WCLB are the applicable state statutes and the Unified Government Code of Ordinances. The policies and procedures set out in this document constitute guidelines only and the Board of Trustees reserves discretion to deviate therefrom when it deems appropriate.

2.5 WCLB Board of Trustees Approval.

Under the applicable State law, the conveyance of property by the WCLB, must be approved by the WCLB Board of Trustees before the property can be conveyed.

2.6 WCLB Right to Accept or Reject.

The WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In case of multiple applications for the same properties, the WCLB will give precedence to the application submitted first and, should this application not be accepted, the next application submitted will be brought before the WCLB Board of Trustees

2.7 Role of Land Bank Manager.

The Land Bank Manager shall have the following responsibilities:

a. Help applicants with where and what they want to build;

b. Help applicants communicate with neighborhood associations and neighborhood groups by sharing contact information;

b. Administer the Land Bank process including public notification by contacting all neighborhood groups in affected areas and Livable Neighborhoods;

c. Identify which properties are available for disposition;

d. Determine when an application is ready to be submitted to the WCLB Board of Trustees;

e. Engage and educate the community on Land Bank opportunities;

f. Be a resource for the community;

g. Set protocols for Land Bank procedures;

h. Work with the WCLB Board of Trustees on a strategy for disposition of Land Bank properties; and

i. At a meeting of the BoC's Neighborhood and Community Development Standing Committee in the Spring of every year, provide an update on the progress of approved option agreements, extensions, and hold areas showing how many option agreements were successful, how many failed and the status of any hold areas beginning the development process.

2.8 Staffing.

In addition to the Land Bank Manager, it is recommended that there is at least one staff member for every 1,000 parcels in the Land Bank inventory.

Section 3. Priorities for Transfer of Land Bank Properties.

3.1 Priority Transfers.

Except where limited by the terms of the acquisition of a property, the WCLB may, at its discretion, give priority to:

a. Government entities;
b. Individuals, entities, and non-profits seeking to obtain the property for housing or commercial development;
c. Entities that are a partnership, limited liability corporation or joint venture compromised of a private non-profit corporation and a private for-profit entity;
d. Individuals who own residential property that qualify for the Yard Extension Disposition Program; and
e. Non-profit institutions such as academic and religious institutions.

3.2 Transferee Qualifications.

All applicants seeking to acquire property from the WCLB, or to enter into transaction agreements with the WCLB, are required to provide as part of their application information regarding, but not limited to:

a. The legal status of the applicant, its organizational and financial structure;
b. Its prior experience in developing and managing housing;
c. The financial health and resources of the applicant;
d. Sufficient plans for development; and/or
e. Proof that the applicant is current on their property taxes and has no outstanding code violations on any property within the County.

Section 4. Conveyances to the WCLB

4.1 Sources of Property Inventory.

Sources of real property inventory of the WCLB include, but are not limited to, the following:

a. Transfers from local governments;
b. Acquisitions at tax foreclosure sales;
c. Donations; and
d. Market purchases.

4.2 Policies Governing the Acquisition of Properties.

In determining which, if any, properties might be acquired, the WCLB may consider the following circumstances and factors:

a. Proposals and requests by individuals or entities in which specific properties are identified for ultimate acquisition and redevelopment;
b. Residential properties that are available for immediate occupancy without need for substantial rehabilitation;

c. Improved properties that are the subject of an existing order for demolition of the improvements and/or meet the criteria for demolition of improvements to determine if the property can be put into the rehab program described in Section 7;
d. Vacant properties that are appropriate for the yard extension disposition program;
e. Properties for which reutilization would be in support of adopted plans;
f. Properties that would form a part of a land assemblage development plan; and
g. Properties that would allow for the creation or expansion of community gardens, urban farming, environmental remediation, stormwater management, and/or open space preservation.

4.3 Donations to WCLB.

WCLB reserves the absolute right to accept or reject any and all donation requests. The WCLB will only accept donated property(ies) that will advance the goals of the WCLB. The WCLB will only present requests to the Board of Trustees, for approval, when at least one or more of the following conditions are met:

a. The property owner does not have the resources to properly care for the property or to comply with orders to correct code violations that are present, and evidence of the hardship has been presented;
b. The property is located in an area targeted for redevelopment efforts or in a neighborhood with a large number of existing WCLB property;
c. The property is a candidate for the WCLB Rehab Program without any conditions that would prohibit a donation;
d. The property could be utilized for the WCLB garden program; and
e. The property could be used for UG purposes.

Property(ies) with adverse environmental conditions or maintenance requirements will not be accepted without a satisfactory plan and funding in place for remediation, as determined by the UG. Regarding additional requirements for donations of property to the WCLB:

a. WCLB requires that donated property(ies) be conveyed with clear and marketable title;
b. Property(ies) that are occupied may not be accepted as donations;

c. WCLB shall not determine donation value for the purpose of tax benefits; and
d. Any exceptions to the provisions of the above must come before the Board of Trustees.

Any property that is conveyed by donation to the WCLB will not be available for sale/transfer until the meeting following the approval of the donation by Board of Trustees.

Any property that is rejected for donation but is tax sale eligible, will be referred for an upcoming tax sale by the WCLB. The WCLB will send a letter to the requestor with that information.

Nothing in this section precludes acceptance of a donation of a tax sale eligible property.

4.4 Transaction Agreements.

In most cases, a transaction agreement must be approved in advance by the Board of Trustees and executed by the WCLB and the grantor of the property. These transaction agreements shall be in form and content as deemed by the WCLB Manager to be in the best interest of the WCLB and shall include to the extent feasible specification of all documents and instruments contemplated by the transaction as well as the rights, duties and obligations of the parties.

4.5 Environmental Concerns.

The WCLB reserves full and complete discretion to require that satisfactory evidence or assurances be provided that the property is not affected by or subject to environmental contamination. The WCLB makes no representation or warranty as to the status of the property regarding the physical and environmental condition of the lot or its fitness for any use.

4.6 State of Kansas Set Off Program.

Property that has been placed in the State of Kansas Set Off Program may be deemed ineligible for conveyance to the WCLB.

4.7 Timing.

Any property that is conveyed in or out of the WCLB will not be available for sale/transfer until approved by the Board of Trustees.

The Land Bank Manager is authorized to accept property conveyed from the UG that is a result of property being obtained from a recent

County Tax Sale. The Land Bank Manager will then report the conveyance(s) at the next BoC Neighborhood and Community Development Standing Committee meeting.

Section 5. Conveyances from the WCLB

5.1 Covenants, Conditions and Restrictions.
All conveyances by the WCLB to third parties shall include such covenants, conditions and restrictions as the WCLB deems, in its sole discretion, necessary and appropriate to ensure the use, rehabilitation and redevelopment of the property in a manner consistent with the public purposes of the WCLB.

5.2 Deed Without Warranty.
All conveyances by the WCLB to third parties shall be by quitclaim deed.

5.3 Conveyances requiring Board of Trustees Approval.
All transfers of WCLB property shall require the approval of the Board of Trustees.

5.4 Conveyances pursuant to WCLB Rehab Program.
The Land Bank Manager shall seek prior approval from the WCLB Board of Trustees for all properties entering and exiting the WCLB Rehab Program.

5.5 Conveyance Time Allowance.
All undeveloped Land Bank property shall be conveyed, and deed recorded within 180 days of Award and approval of the Land Bank Board of Trustees. Any property not conveyed within the above time period, and without a written extension from the Land Bank Manager, will have Award voided and property returned to the Land Bank Inventory. For any property awarded pursuant to a development/rehab agreement, the terms of said agreement shall control when such property will be conveyed.

5.6 Appropriate and Timely Development of Properties.
The WCLB expects that properties will be developed in a timely manner according to a written agreement or as specified in the deed of conveyance. Generally, construction should commence within three (3) months from the date of conveyance and should be completed as defined by the agreement or contained in the deed. To ensure that these expectations are met, the WCLB will place conditions or restrictions on property it conveys to achieve the agreed upon outcome and will monitor these agreements until construction is complete. Proposed uses must be consistent with the UG's Master Plans, Zoning,

Code, and other approved and accepted policy or be able to obtain the necessary land entitlements within the option term. All new owners are required to comply with all State, City and Federal codes, regulations, and statutes.

5.7 Holds.

Holds for economic development projects are allowed pending the approval of the Wyandotte County Land Bank Board of Trustees. Each year that land bank parcels are in a hold, an update must be provided by the awardee regarding the status of the economic development project to the Neighborhood and Community Development Standing Committee. The WCLB will require the awardee to keep the property clear of any trash/debris, the grass mowed/maintained in compliance with the appropriate City code provisions, and the sidewalk space must be maintained including snow removal.

5.8 Pricing.

The WCLB will generally price vacant land by the greater of:

a. The Appraised Value of property set by County Appraiser as of January 1st of current year or
b. The value of the property's frontage times $10.00.

The WCLB has the right to determine the asking price for each property and further has the right to decline any counteroffer.

Section 6. Yard Extension and Commercial Lot Extension Program

6.1 Application.

Yard Extensions shall only be applied for by abutting homeowners.

Commercial Lot Extensions shall only be applied for by abutting commercial property owners.

6.2 Qualifications.

An applicant for a yard extension must be the owner of the abutting property and must be using that property as their primary residence at the time of application. An applicant for a commercial lot extension must be the owner of abutting commercial property and must be using that property as a legally operating business. Further, the applicants for both types of extensions must be current on all property taxes and not have any active code violations. The property to be acquired must share a common boundary at either side of the applicant's property and share the same street name and/or be a contiguous land locked parcel. The property sought to be acquired for a yard or commercial lot

extension must be a vacant lot; properties with permanent structures are not eligible for this program.

6.3 Limitations.

Applicants can only acquire one (1) property for a yard extension from the WCLB for each home they own as their primary residence and only one primary lot can seek a yard extension, except if there are contiguous undevelopable parcels that can be obtained. Applicants can only acquire one (1) property for a commercial lot extension from the WCLB, except if there are contiguous undevelopable parcels that can be obtained. The WCLB property must be consolidated with the applicant's property after acquisition into a single parcel. The Land Bank Manager will track such extension acquisitions to ensure these limitations are adhered to in perpetuity.

6.4 Pricing.

The price of any yard extension shall be $0.10 per square foot.

The price of any commercial lot extension shall be $0.25 per square foot.

Section 7. Land Bank Rehab Program

7.1 Purpose.

The WCLB Rehab Program provides Qualified Rehabbers access to a pipeline of distressed properties in the Wyandotte County area. The WCLB may facilitate the sale of property at a reduced price to selected qualified rehabbers. This program allows the purchase of vacant, blighted homes once they are available in the WCLB inventory.

7.2 Goals.

The WCLB Rehab Program supports efforts to stabilize and strengthen neighborhoods through collaboration between public, private and nonprofit development partners. Through the program and working with development partners to rehabilitate blighted property, the WCLB will:

a. Save existing housing stock from demolition and return the property to the tax roles;
b. Create affordable ownership opportunities to stabilize neighborhoods; and
c. Improve the health, safety, durability, and energy - efficiency of rehabilitated properties.

7.3 Qualified Rehabber.

A Qualified Rehabber is defined as an individual or organization who must not:

a. Own any real property that is subject to any violations of State and/or local laws, codes or ordinances;
b. Own any real property that is tax delinquent;
c. Be barred from transactions with local government entities;
d. Have demonstrated lack of capacity to perform in accordance with the requirements of the WCLB;
e. Have defaulted in prior agreements with the WCLB; and
f. Currently be banned from bidding at the tax sale.

All Qualified Rehabbers must submit their intended use for the property(ies) as required by the WCLB. Failure to submit intended usage or to provide accurate information in the form requested may result in the denial of the application.

7.4 Qualified Offer.

A Qualified Offer is an application that:

a. Adequately describes the purchaser's plans for the property (i.e. intended use) and is aligned with the purpose of the WCLB;
b. The intended use must be consistent with applicable WCLB goals and all Master Plans, Zoning Ordinances, and/or other policy, or be able to obtain the appropriate land entitlements; and
c. The applicant must demonstrate financial and operational capacity to carry out the plans.

Plans that require various land entitlements may be processed as a Qualified Offer, only if the underlying project proposal is supported by the city it is in. The detail required of the applicant will be different depending on the proposed use, as defined later in this document under various usages.

7.5 Housing Stock.

All residential property with improvements that are transferred to the WCLB will be boarded, secured, and inspected to identify its place in the program. There are two (2) recommendations that these properties will fall under:

a. Rehabilitation – properties that show rehab potential will be made available to qualified rehabbers in the program; or
b. Demolition – properties that are a danger to the public will be recommended to the UG Demo Department to be razed.

7.6 Commercial Property.

Any commercial property received by WCLB will be evaluated in the same manner as in Section 7.5.

7.7 Rehabber Qualifications.

All interested rehabbers must go through a qualification process that includes submission of WCLB Rehab Program Application. The program will have two (2) Tiers of qualified rehabbers:

a. Tier I – rehabber must be a formed company/corporation or identify as an investor. In order to qualify as a Tier 1 rehabber, the following must be provided:
    1. Copy of their current year Occupational Tax Receipt from the Unified Government of Wyandotte County / Kansas City, Kansas Business License Department
    2. Must carry the appropriate amount of Insurance coverage, as outlined in the application, from a licensed Insurance provider and have the Wyandotte County Land Bank named as a Certificate Holder.
b. Tier II – if a rehabber cannot provide the requirements for a Tier I rehabber, then they must sign a Hold Harmless Waiver and must show proof of funding for the rehab to qualify for a house to rehab.

7.8 Availability for Rehabbers.

Any house that is identified as a rehab will be made available for all Tier I rehabbers. The WCLB will schedule open houses for the rehabbers to attend to assess each property identified. All rehabbers will be sent offer packets with house information and a deadline to submit their offer. Any house that does not have an offer submitted by the deadline by a Tier I rehabber will then be offered to the Tier II group.

Any house that does not have an offer submitted by either group will be available for a later offer or any new Tier I or Tier II qualified rehabber.

7.9 Rehab Agreements.

The WCLB will review all offers received based on criteria maintained by the Land Bank Manager to determine the highest and best offer. The WCLB will negotiate with the offeror and put an agreement together. If approved, the awarded offeror will be sent an award letter and any non-offerors will be sent a non-award letter.

7.10 Filings.

A Sale Contract with Land Use Restrictions detailing the terms of the rehab agreement will be recorded with the Wyandotte County Register of Deeds office. The house will stay in the name of the WCLB until the passing of the final inspection from the Land Bank Manager.

7.11 Inspections and Permits.

The WCLB will require copies of all inspections conducted by the UG Building Inspection Department, which will perform progress inspections throughout the rehab.
Any Tier I rehab will consist of four (4) inspections:

a. Initial Inspection – house is cleared of debris and any demo is complete prior to any repairs or rehab starts;
b. Rough-In – staff has received an approved Building Inspection rough-in slip and any other pulled permits (Mechanical/Electrical/Plumbing);
c. Progress – drywall is hung, and all other repairs are completed; and
d. Final - house has passed all final inspections and copies have been received by the WCLB, the Land Bank Manager will do the final walk thru.

Any Tier II rehab will consist of monthly inspections done by Land Bank Manager (or designee) and will incorporate the Tier I inspections but also allow the WCLB to closely monitor the progress.

When the Land Bank Manager has verified the house has passed WCLB final inspection, a Quit Claim Deed (QCD) will be filed with the Register of Deeds office.

All applicants who have successfully purchased WCLB-owned property must fulfill their commitments to the WCLB and to their neighbors, which includes paying property taxes and maintaining properties in accordance with all municipal codes and ordinances.

7.12 Extensions and Penalties.

If the rehab completion date stipulated in the agreement cannot be met, the rehabber may request an extension of the completion date. Extensions of time to complete the rehab are at the Land Bank Manager's discretion and, if granted, will be under the following guidelines:

a. The request for extension must be made to the Land Bank Manager in writing. The request must include the cause of the delay and plan to complete the rehab within the time requested.
b. The request for extension must be received by the Land Bank Manager no later than five (5) calendar days prior to the expiration date of the WCLB Rehab Program Extension Request Form given at the beginning of the project.
c. The extension will be granted for a maximum of 90 calendar days.
d. The granting of an initial extension period does not obligate the WCLB to grant additional extensions.

7.13 Tier I Rehabber Threshold.

Any Tier I rehabber may make no more than three (3) offers on any newly acquired rehab houses. The maximum number of houses a Tier I may be rehabbing at any given time is six (6). If a Tier I rehabber has 6 open rehabs and submits an offer for new houses, their offer will not be accepted. A Tier 1 rehabber may make the proper number of offers that could reach this threshold.

Section 8. Option Agreements

8.1 Site Control: Options and Property Reservations.

The WCLB recognizes that developers often require legally recognizable site control as part of the development process. The WCLB may execute property option agreements to allow developers to pursue financing and other approvals necessary for development.

Agreements for this purpose must meet the following conditions:

a. The applicant must be a Qualified Applicant, which has the same requirements as in Section 7.3.
b. The Option Agreement must be executed by the applicant within forty-five (45) days of approval by the WCLB Board of Trustees.
c. For each proposed project, the WCLB will allow one (1) year for that agreement, which begins on the date of approval by the WCLB Board of Trustees and may renew the agreement for up to two (2) years at the Land Bank Manager's discretion. Any further extensions must be approved by the WCLB Board of Trustees.
d. The applicant may not occupy or use the property unless approved in writing by the WCLB.
e. A fee will be due upon execution and an additional fee will be imposed for extension of the agreement or contract. This fee is non-refundable.
f. A first-time applicant will be charged an additional fee which will be held in escrow during the term of the Option Agreement and will be refunded upon disposition of the property.
g. The WCLB will require the requestor to keep the property clear of any trash/debris, the grass mowed/maintained in compliance with the appropriate City code and the sidewalk space must be maintained including snow removal.
h. The WCLB shall provide written notice of its intent to terminate the agreement to the applicant within thirty (30) days of said termination.
i. Applicants seeking to acquire property from the WCLB shall make every effort to consult with the neighborhood

association(s) and neighborhood group(s) operating in the geographical area of the property.

j. Applicants must do their due diligence to become aware of whether or not there are existing homeowners associations with declarations and restrictions that are applicable to the property for which they have applied.

Option Agreements will be issued only for those projects which the WCLB deems feasible and which the WCLB can recommend for approval by WCLB Board of Trustees after the developer secures the necessary entitlements, financing, tenants and/or approvals.

All WCLB Option Agreements must be approved by the WCLB Board of Trustees.

All applicants are encouraged to utilize local, minority and women owned businesses as contractors.

8.2 Disposition.

Upon the applicant providing proof of funding for their proposed development and acquisition of all required land entitlements and permits, the WCLB shall convey the property.

8.3 Updates.

In the Spring of every year, the Land Bank Manager shall submit a Land Option Extension memo to the WCLB Board of Trustees. The memo shall include the following:

a. The number of Land Bank Options that received extensions;
b. How long each Option was extended; and
c. A general summary on the progress of the extended Land Bank Options.

All incomplete Land Bank Options that receive an extension and have no expenses beyond applying for the Land Bank lot can be revoked by an action taken by the WCLB Board of Trustees during the extension period granted by the Land Bank Manager.

Section 9. WCLB Garden Program

9.1 Community Gardens and Community-Managed Open Spaces.

The WCLB recognizes that community gardens encourage the productive use of vacant land, provide spaces for community building, socialization, educational, recreation and food production activities. The WCLB will support existing and established gardens that have the capacity to sustain and maintain the land to ensure its viability.

A community garden is defined as one or more properties managed and maintained by a group of individuals to grow and harvest food or non-food items (such as flowers) for personal or group consumption, for donation, or for sale that is incidental in nature (i.e. not an Urban Farm). A community garden area may be divided into separate garden plots or orchard areas for cultivation by one or more individuals or may be farmed collectively by members of the group. A community garden may include common areas (such as hand tool storage sheds) maintained and used by the group. Community gardens may be used for recreational purposes, and improvements to facilitate such purposes may be allowed on a case-by-case basis upon review by the Land Bank Manager and with community support. Community-managed open spaces are spaces available to the public and may be used for recreational purposes or passive activities. All necessary entitlements must still be obtained in accordance with the Unified Government Code of Ordinances as well as the ordinances for the Cities of Bonner Springs and Edwardsville.

Gardens and Open Space requests must demonstrate how their project supports the public priorities of:

a. Eliminating blight; and/or
b. Fostering neighborhood cohesion and a sense of community.

Upon approval by the WCLB Board of Trustees, the property shall be conveyed to the applicant by deed with restrictions requiring the adherence of the criteria contained in Section 9.2. An applicant shall be given an option agreement as needed for any requisite permits or land entitlements to be obtained. If an option agreement is required, at the end of one year, either the agreement will be extended, or the property will be conveyed by deed with restrictions as set forth above if all guidelines have been met. If an extension of the option agreement is required, the procedure for an extension set out in Section 8.1 (c) above shall be followed.

The WCLB makes no representation or warranty as to the status of the property regarding the physical and environmental condition of the lot or its fitness for any use. Users are encouraged to reference federal and state requirements for contaminants in the soil before growing or consuming produce grown on site.

9.2 Requirements for Community Gardens.

All WCLB property approved for a community garden must adhere to the following criteria:

a. Entity must work with the WCLB and Staff Advisory Team to determine where the garden will be located within the boundaries of a neighborhood;
b. Entity must provide a site plan;
c. Entity must provide a maintenance and use plan which demonstrates its obligation to maintain the lot in a clean, safe, secure and sanitary condition, free of weeds, trash, debris, garbage, and vermin;
d. Entity must comply with all existing codes and rules regarding vacant lots;
e. Entity must obtain and pay for any and all permits and approvals required by all relevant agencies to construct or operate the site;
f. Lot cannot be used to park, keep or store any motor vehicle, trailer, or boat at any time;
g. Entity must comply with all State and/or local laws, codes or ordinances;
h. Entity must maintain the area within the public right-of-way, including both snow removal and removal of trash and debris to allow for passable sidewalks;
i. Entity must agree not to grow any plants regulated or prohibited by federal laws on the lot;
j. Entities must agree to use the property at their own risk and accept the property "as-is"; and
k. Report on the performance of the community garden, including any code violations, how close they are to other gardens and overall contribution to the wellbeing of the neighborhood.

9.3 Urban Farm.

An urban farm is the cultivation of land for the purpose of income creation related to urban agriculture.

An applicant for a parcel(s) to be used as an urban farm must provide proof of relevant education, certification or comparable relevant experience that proves they have the ability to operate and maintain a successful urban farm. Applicants must meet all the requirements of a Community Garden listed in Section 9.2 above. Upon approval by the Land Bank Board of Trustees, the property shall be conveyed to the applicant by deed with restrictions requiring the adherence of the criteria contained in Section 9.2. An applicant shall be given an option agreement as needed for any requisite permits or land entitlements to be obtained. If an option agreement is required, at the end of one year, either the agreement will be extended, or the property will be conveyed if all guidelines have been met. If an extension of the option agreement is required, the procedure for an extension set out in Section 8.1 (c) above shall be followed.

Tracking ID: 21140

Report to

MEETING DATE	PRESENTER	DEPARTMENT
MAR 03 2025	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals

AGENDA ITEM #

RESOLUTION: LAND BANK Hold USD 500

BACKGROUND

RECOMMENDATION

Approve

Request consideration of the following Land Bank hold for USD 500 :

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

IT/POLICY CONSIDERATIONS

PROCUREMENT CONSIDERATIONS

LEGAL CONSIDERATIONS

ATTACHMENTS

Resolution for Hold for USD 500 for Sumner Academy

Approved by Mayor and/or Chair and Administrator to add to agenda.

2/28/2025

Approved: Tyler A. Ann

RESOLUTION NO. R-____-25

A RESOLUTION
AUTHORIZING THE WYANDOTTE COUNTY LAND BANK TO HOLD SPECIFIED PROPERTIES FOR THE ACQUISITION BY U.S.D. 500

WHEREAS, the Unified Board of Commissioners of Wyandotte County/Kansas City, Kansas, by way of Resolution No. R-21-99, established the Wyandotte County Land Bank and provided that it would be guided in its affairs by a Board of Trustees consisting of the Mayor/Chief Executive and the Commissioners of the Unified Government of Wyandotte County/Kansas City, Kansas; and

WHEREAS, the Wyandotte County Land Bank Board of Trustees is solely authorized, pursuant to K.S.A. 19-26,110 and Sec. 2-173 of the Unified Government Ordinances, to sell or dispose of any property acquired by the Wyandotte County Land Bank; and

WHEREAS, a purpose of the Wyandotte County Land Bank is to return blighted and vacant properties to a productive use; and

WHEREAS, U.S.D. 500 has plans for the expansion of its current holdings that would require the acquisition of certain parcels currently part of the Wyandotte County Land Bank.

NOW, THEREFORE, be it resolved by the Wyandotte County Land Bank Board of Trustees that:

1. The Wyandotte County Land Bank shall hold all properties held by it within the boundaries of New Jersey Avenue to the North, the parcel owned by U.S.D. 500 for Sumner Academy to the East, Oakland Avenue to the South and 9th Street to the West (as depicted on the map attached hereto as Exhibit A) for the future acquisition by U.S.D. 500 subject to Section 5.7 of the Wyandotte County Land Bank Policy.

2. This Resolution shall become effective upon passage by the Wyandotte County Land Bank Board of Trustees.

ADOPTED BY THE WYANDOTTE COUNTY LAND BANK BOARD OF TRUSTEES THIS _____ DAY OF _____ 2025.

_____
Tyrone Garner
Mayor/Chief Executive Officer

ATTEST:

_____
UNIFIED GOVERNMENT CLERK

APPROVED AS TO FORM:

_____
Wendy M. Green, Deputy Chief Counsel

EXHIBIT A

New Jersey Ave
New Jersey Ave
1615
1613
1611
839
833
823
Sumner
Academy of Arts
and Sciences
1605
844
840
838
834
832
830
826
824
820
852
850
Freeman Ave
Sumner
Academy of Arts
and Sciences
Sumner
Academy of Arts
and Sciences
High School
851
849
847
845
843
841
837
838
832
830
828
Oakland Ave
Oakland Ave
N 9th St

Tracking ID: 21261

Report to
Board of Commission

MEETING DATE	PRESENTER	DEPARTMENT
	Jud Knapp, Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals

AGENDA ITEM #4.5.

PRESENTATION: DOUGLAS SUMNER NEIGHBORHOOD GROUP LAND BANK STRATEGY

BACKGROUND

Presentation from the Douglas Sumner Neighborhood Group regarding Land Bank strategies.

RECOMMENDATION

For information only

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

LEGAL CONSIDERATIONS

ATTACHMENTS

ExcerptDSPlan_April2025, Presentation_Landbank_April

Approved by Administrator to add to agenda.

Recommendations for Land Bank Development and Long-Term Growth

Implementation Tasks

- Work with USD 500 and Public Works to allow for a strategic hold on specific parcels for forthcoming civic projects. This includes expansion of Sumner Academy and storm water improvements
- Amend NE Area Master Plan land use map with land uses defined in this plan
- Re-engage with proven developers who have shown interest in the development of single family and town homes.
- Encourage proven developers to concentrate and coordinate development on blocks with adequate infrastructure.
- UG or Local Community Driven Housing Development Organization begins acquisition of private land to package with Land Bank lots
- **CHDO or local high quality renovators begin strategic acquisition of blighted housing.**
- Establish a Reinvestment Housing Incentive District with the KS Department of Commerce to pay for infrastructure on blocks with inadequate infrastructure. This should be done prior to RFP processes so that developers are not disincentivized because of the process required to establish an RHID area.
- Create a Request for Qualifications and Request for Proposal process to assign developers to blocks outlined in the phased plan. Have backup developers should a developer fail to deliver. Neighborhood residents will take part in RFP selection process.
- Create a Development Team from selected Developers to help problem solve and share resources/overcome challenges that arise that includes CHDO, UG Econ Development and Planning Staff, and Neighborhood Representative.
- Explore the use of NMTC for single family construction in order to fill cost vs. value gaps or reduce home prices to percentage of new home buyers

Best Practices for Triple Bottom Line Development

- Partner with Sumner Academy to establish student acceptance boundary
- Work with USD 500 to develop housing specifically for their staff
- Align storm water improvements with new housing development
- Connect existing home owners to home renovation programs and resources
- Coordinate with City and Non-Profit programs to target neighborhood with existing home repair and lead abatement programs
- Ensure all applicable renovation permits receive NRA information if applicable
- Create policy that protects existing residents of moderate to low income from displacement due to property tax increases
- Ensure long-term affordability through tools such as a Community Land Trust
- Work with a Community Development Financial Institution (CDFI) to create investment opportunities for low income residents to gain wealth from developments in their area
- Create phases of different sizes that could be accessible to smaller local developers who can't finance projects large

Best Practices to Streamline Development

- Develop pre-approved "Off the Shelf" house plans for small developers and individual home builders
- Rezone neighborhood to align with land use map. Rezoning will reduce a developer's pre-development risk, costs and timeline
- Align public infrastructure dollars to fix infrastructure gaps in neighborhood
- Public Works has stated that they may be able to obtain better pricing on infrastructure improvements if packaged with larger projects in the county
- Explore options for high quality modular/ manufactured housing on full or stem wall foundations- homes must meet community aesthetic standards and be eligible for standard mortgage products
- Hold a Housing Summit to draw developers, contractors and investors that highlights upcoming RFP process within the neighborhood.
- UG Econ Development or CHDO provides pre-development services to fill gaps in small developer capacities prior to digging.

Douglass/ Sumner

Neighborhood
Kansas City, Kansas

Land Bank Strategy

Who engaged in this process?

DS Neighborhood Association
Land Owners
Developer/Builders
Community Housing of Wyandotte County
UG Staff in Various Departments

About Community Housing of Wyandotte County

Douglass/Sumner Neighborhood Redevelopment Plan

What is the Neighborhood Looking For?

1. Homes that will hold their value for decades & improve surrounding home values
2. Cohesiveness between developments that compliments existing homes and creates blocks with intentional style
3. Experienced and local developers/builders
4. Coordinated, whole block development
5. Benefits for both existing and future residents

What are Developer/Builders Looking For?

1. Shovel-ready lots
2. Low pre-development costs and clear cut process
3. Low risk, decent profit
4. No bureaucracy, just building

Desired Design Examples

We have examples of designs from traditional to modern. The most important thing is that each building has a clear style and good details—so it looks well-designed and lasting, not awkward or low-quality.

Undesired Design Examples

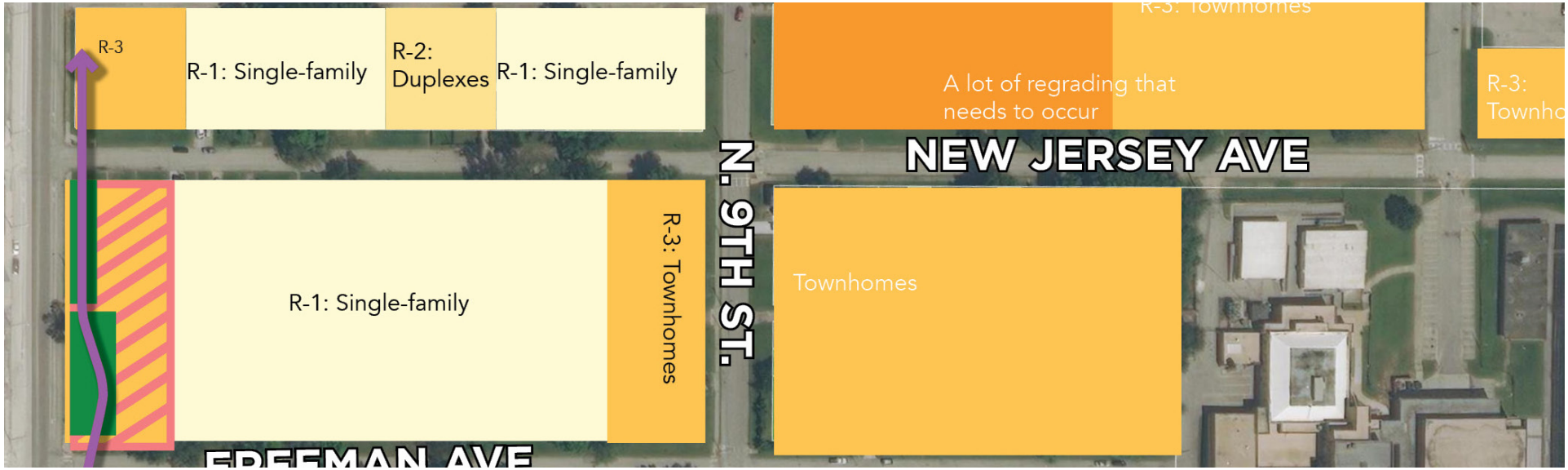
We've identified characteristics of poor design that hurts neighborhood quality and won't hold or grow its value over time. Avoiding these mistakes is key to creating a lasting, desirable, and strong community.

Maps of Vacant Land Ownership

Most vacant land is in the land bank, but many lots are privately owned. Redevelopment works best when we can combine or "package" these properties, allowing entire blocks to be rebuilt efficiently. Without this, progress is slow, costly, and sometimes impossible.

Douglass/Sumner Neighborhood Redevelopment Plan

Desired Land Use



Clearly showing where single family, town homes, duplexes and mixed-use development should go with the goal to build a mixed-density neighborhood where several housing options are available to serve various life stages.

Quick Numbers:

Total Units Proposed: 155 +/-

General Goals:
70% Owner-Occupied - 30% Rental

Estimated Hard Construction Costs Total: $38,470,000 minimum
Other Costs/Soft Costs: $5,250,000
Contractor Fees, Developer Fees, Interest/Financing Fees, Insurance, Legal Fees, Acquisition Costs, Architectural Design, Engineering, Survey, Title & Realtor Fees, Tree Clearing, Environmental Costs, etc.

Infrastructure costs per home vary from $1,400 to $19,693

Douglass/Sumner Neighborhood Redevelopment Plan

Development Challenges

Infrastructure gaps, tough terrain, flood zones & large infrastructure projects, scattered land ownership, and low appraisal values, and ever increasing construction costs.

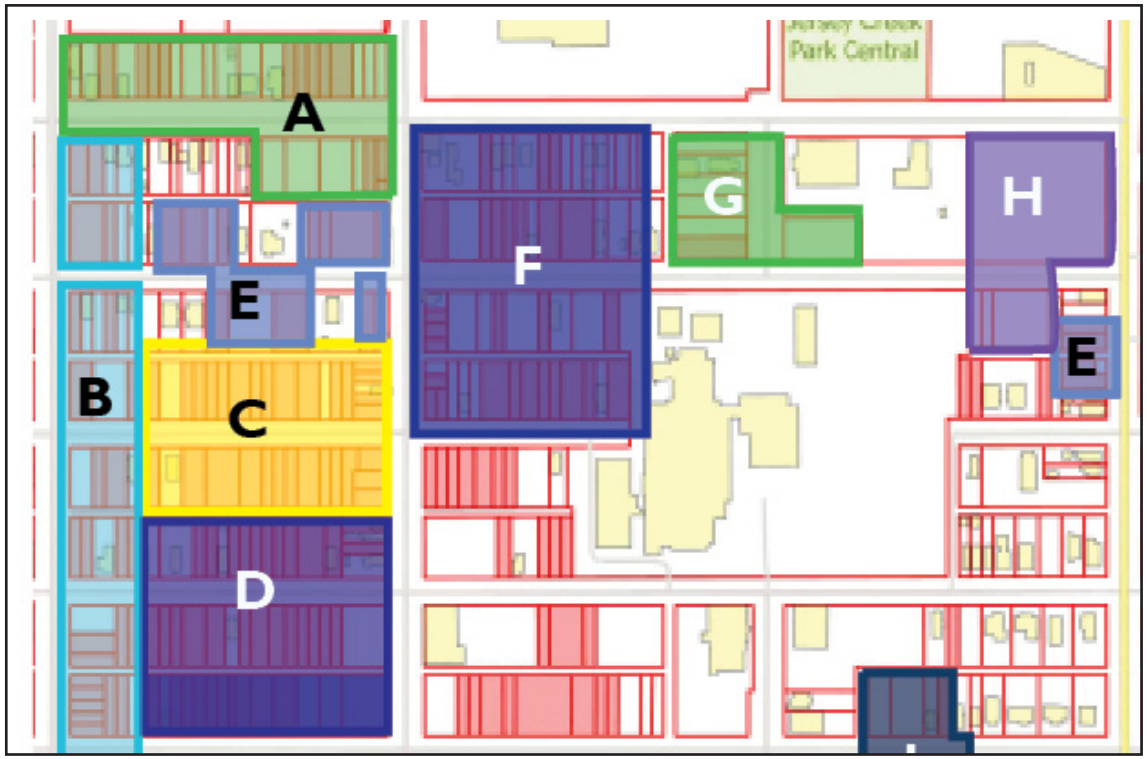
Douglass/Sumner Neighborhood Redevelopment Plan

Quick Numbers for a 1550 SF Home

Total Development Costs	
Construction Costs	$270,000
Soft Costs	$15,000
Selling Costs	$8,000
Builder's Fee	$24,000
Developer's Fee	$15,000
Total:	$332,000
Appraisal Value of Home	$315,000
Note: No Infrastructure Costs included	

Douglass/Sumner Neighborhood Redevelopment Plan

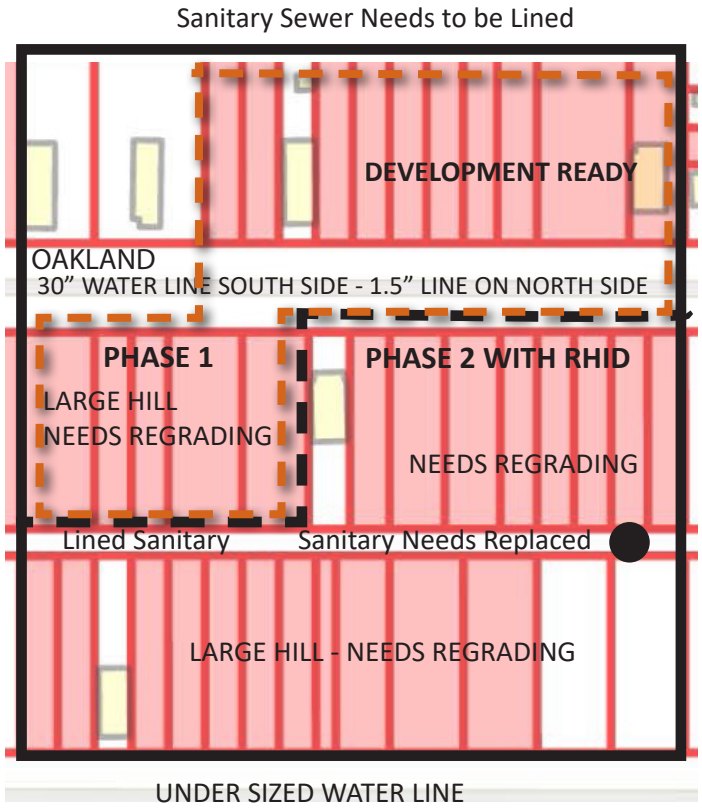
Development Areas



Areas that make the most sense to be developed by a single developer. Each area outlines specific information that a developer considers when assessing the feasibility of a project.

Douglass/Sumner Neighborhood Redevelopment Plan

Development Areas

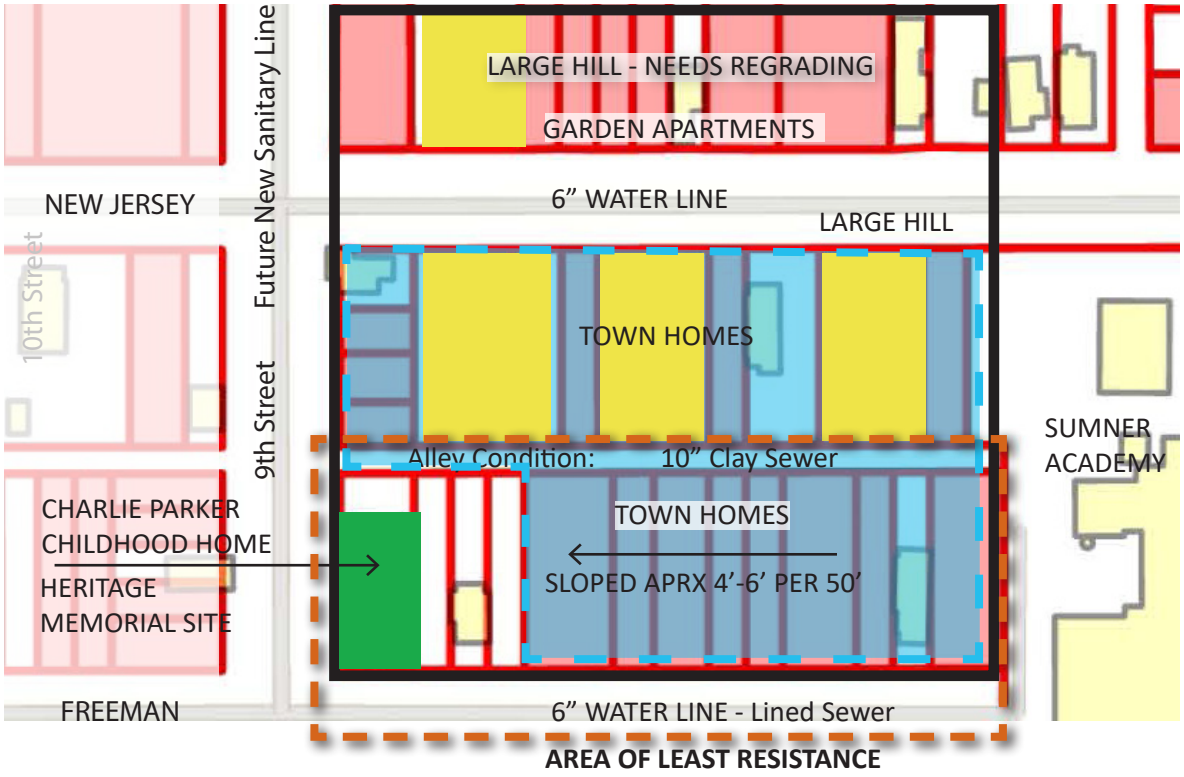


Unit Mix:
21-23 Single Family (ADU's allowed)
Estimated Construction Cost: $6,440,000
Developer Equity Required: $1,288,000

Water Line: $106,500
Sanitary Sewer: $102,000
Alley Paving: $28,000
Sidewalk: $30,000 + 100k retaining walls
Estimated Infrastructure Costs: $366,500
Aprx: $17k per unit

Douglass/Sumner Neighborhood Redevelopment Plan

Making it Easy For Developers



We've identified "areas of least resistance" where transformative development can happen now.

Douglass/Sumner Neighborhood Redevelopment Plan

Implementation

NEW MARKETS TAX CREDIT PROGRAM

- Specific tasks to move development forward
- Practices & tools to streamline & fund development
- Best practices to multiply & spread benefits to the most people

Where are we going with this?

- Adoption of Plan

- UG Economic Development & Planning & CHWC partner to undertake implementation tasks, streamlining, and gap funds

- Create an RFP/ Request for Proposal Process that allows a transparent, coordinated, and community-driven process

- Phase 1: Develop Areas of Least Resistance in 2 years
- Phase 2: Develop areas with greater challenges within year 2-4

Tracking ID: 21302

Report to
Board of Commission

MEETING DATE	PRESENTER	DEPARTMENT
		UG Clerk

AGENDA ITEM #5.1.
APPEARANCE: ELNORA TELLIS JEFFERSON
BACKGROUND
Appearance of Elnora Tellis Jefferson regarding land bank policy update next phase.
RECOMMENDATION
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS
LEGAL CONSIDERATIONS
ATTACHMENTS

Approved by Administrator to add to agenda.