Neighborhood and Community Development Committee

Standing Committee Meeting Agenda

Monday, March 5, 2018
5:00 PM

Location:
Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name	Absent
Commissioner Brian McKiernan, Chair	☐
Commissioner Tom Burroughs	☐
Commissioner Gayle E. Townsend	☐
Commissioner Ann Brandau-Murguia	☐
Commissioner James Walters	☐

I. **Call to Order/Roll Call**

II. **Revisions to March 5, 2018 Agenda**

III. **Approval of standing committee minutes from January 16, 2018.**

IV. **Committee Agenda**

Item No. 1 - LAND BANK BUSINESS

Synopsis: Communication requesting consideration of the following Land Bank applications, submitted by Chris Slaughter, Land Bank Manager.

Transfer to Land Bank
3850 Bell Crossing Dr. from City of Kansas City, KS
(The Land Bank has received an application from an adjacent property owner for this property. The applicant would like the property to be combined with her property [3860 Bell Crossing Dr.] for the following: provide livestock additional grazing space, increase youth interactive learning, restore noxious weeds to native grass & flowers, and preserve existing wildlife.)

Applications
3043 S. 37th St. - Wilma Manthe, yard extension

3300 Farrow Ave. - Tiffany Miller, property acquisition
3850 Bell Crossing Dr. - Olivia Moore, property acquisition
Tracking #: 18103

Item No. 2 - RECOMMENDATION: LAND BANK POLICY UPDATES
Synopsis: Recommend approval of the proposed Land Bank policy updates, submitted by Chris Slaughter, Land Bank Manager.
Tracking #: 18104

Item No. 3 - PRESENTATION: LAND BANK REHAB PROGRAM - BOARDING
Synopsis: Presentation on the boarding of property in the Land Bank Rehab Program, submitted by Chris Slaughter, Land Bank Manager.

For information only.
Tracking #: 18105

V. **Public Agenda**

VI. **Adjourn**

NEIGHBORHOOD AND COMMUNITY DEVELOPMENT
STANDING COMMITTEE MINUTES
Tuesday, January 16, 2018

The meeting of the Neighborhood and Community Development Standing Committee was held on Tuesday, January 16, 2018, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner McKiernan, Chairman; Commissioners Walters, Murguia, and Burroughs. Commissioner Townsend was absent. The following officials were also in attendance: Joe Connor, Gordon Criswell and Melissa Sieben, Assistant County Administrators; Kathleen VonAchen, Chief Financial Officer; Wilba Miller, Community Development Director; Patrick Waters, Senior Attorney; Wendy Green, Assistant Counsel; Chris Slaughter, Land Bank Manager; and Jay Doleshal, Sergeant-At-Arms.

Chairman McKiernan called the meeting to order. Roll call was taken and members were present as shown above.

Approval of standing committee minutes from October 30, 2017 meeting. **On motion of Commissioner Walters, seconded by Commissioner Murguia, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 1720…LAND BANK BUSINESS

Synopsis: Request approval of the following applications, submitted by Chris Slaughter, Land Bank Manager.

Applications
2312 N. 34th St. - Nancy Chavez-Cordona, yard extension
2923 Lafayette Ave. - Lorenza Jaranillo, yard extension
2313 N. 12th St. - Hazel Byers, yard extension
900 Lafayette Ave. - Preston Brown, yard extension
2756 N. 22nd St. - Henson Memorial Church, property acquisition
455 Bluegrass Dr. - Ryan Casey, single family construction

(The Land Bank Advisory Board recommended approval)

Transfer to Land Bank
2700 N. 18th St. - Unified Government of Wyandotte County/KCK
(Property was transferred to the UG with over $6,500 in back taxes. After abatement, the property will be transferred back to the UG.)

Transfer from Land Bank
2700 N. 18th St. - Unified Government of Wyandotte County/KCK
(Property was transferred to the UG with over $6,500 in back taxes. After abatement, the property will be transferred back to the UG.)

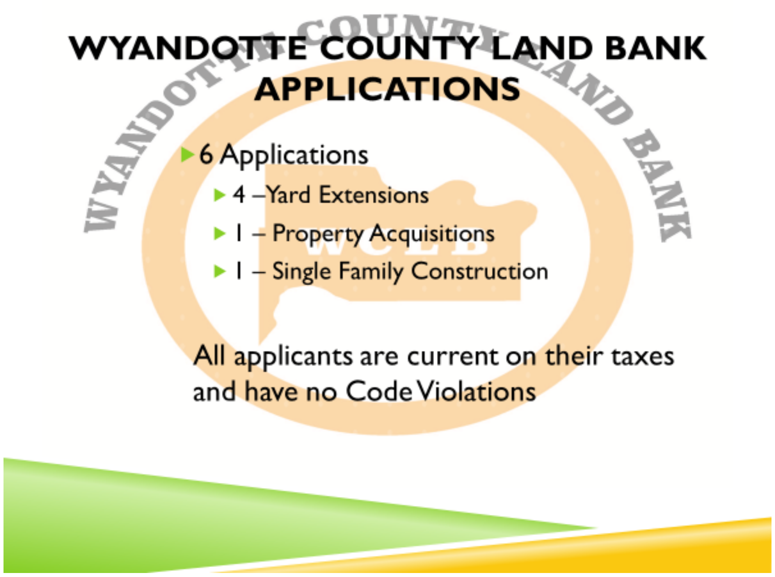
Donations to Land Bank
1329 Webster Ave. - Jontell Jones
6007 Kansas Ave. - Lowkap, LLC
954 Ivandale St. - Linda (Ronchetto) Johnson

Tax Sale #339 (12/14/17) Transfers
(See list for the 126 properties)

2017 Conveyance Report – For Information Only

Chris Slaughter, Land Bank Manager, said looking forward to another strong year with the Land Bank.

We'll get started right away. Quite a few items tonight, but a lot of business as usual.



We're going to start off with some application requests. We have six for you tonight, four yard extensions, one property acquisition, one single-family construction. All applicants are current on their taxes. All applicants have no code violations.

The first one is a yard extension for 2312 N. 34th Street. All Land Bank properties are highlighted in red. The applicant is outlined in black.

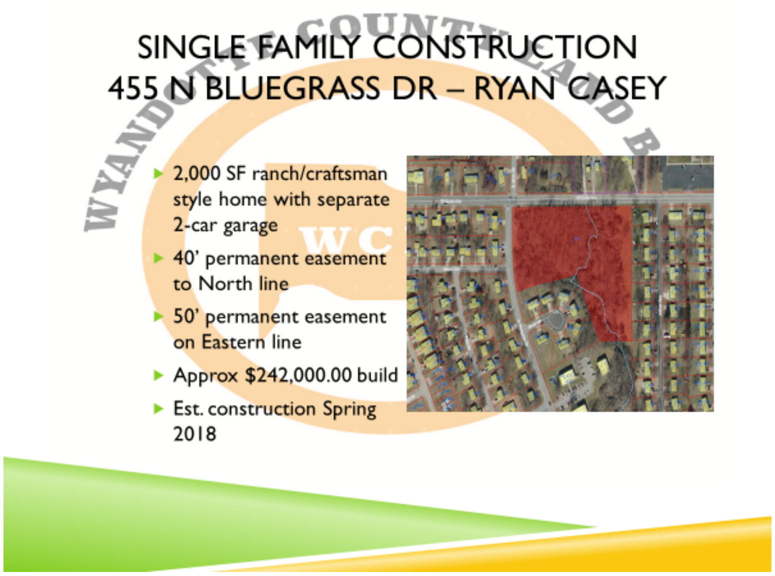
2923 Lafayette Avenue, another yard extension.

The third yard extension is 2313 N. 12th Street. It's kind of a small property there next to it.

The final yard extension is 2756 N. 22nd Street.

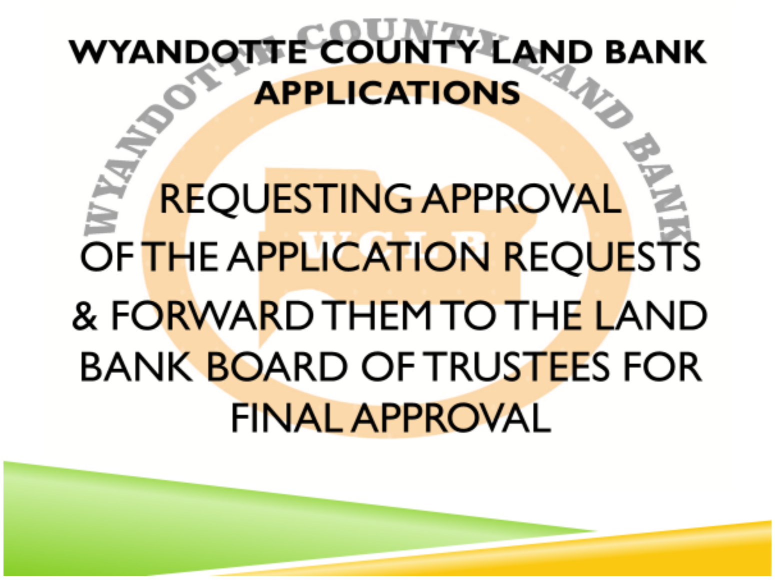
We have one property acquisition. That's for 900 Lafayette which is located right here. The applicant's properties are up here to the north.

We have a single-family construction at 455 N. Bluegrass Drive. This is the property in question.



Some information on that: the proposed is a 2,000 square foot ranch or craftsman style home. It'll have a separate two-car garage. They are proposing a 40' permanent easement here on the north, with a 50' going down the easterly line. It's an approximately over $240,000 build. They hope to get started here this spring.

They are working, also, in conjunction with the Bonner Planning Department. I have spoken with them recently and they are all very enthusiastic about this project to this point.

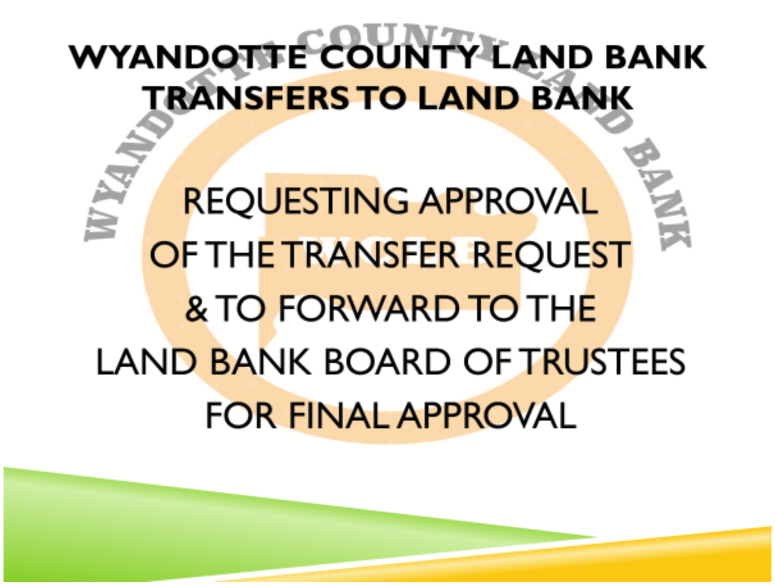


The request is for approval of these applications, so we can forward them to the Board of Trustees for final approval.

Action: **Commissioner Walters made a motion, seconded by Commissioner Murguia, to approve.** Roll call was taken and there were four "Ayes," Walters, Murguia, McKiernan, Burroughs.

Next, we have a transfer to the Land Bank. It's 2700 N. 18th Street. The current owner is the Unified Government.

This property was brought to the UG through a mortgage foreclosure. There's currently over $6,500 in back taxes. Really, the ask is let's transfer to the Land Bank, abate those taxes, and then if approved, we'll present the ask to transfer it back to the Unified Government once that process has been completed.



Again, the request is to approve the transfer to the Land Bank and then we can forward it to the Board of Trustees for final approval.

Chairman McKiernan asked, I'm just curious, what's the ultimate disposition of this property, the ideal disposition of this. **Mr. Slaughter** said once it goes back to the Unified Government, what they've explained to me is it will probably be then moved over to Habitat, so they can get it finished up for one of their families to take possession of.

Chairman McKiernan asked was this house previously occupied and now not because of the foreclosure. **Mr. Slaughter** said I'm going to refer that to staff.

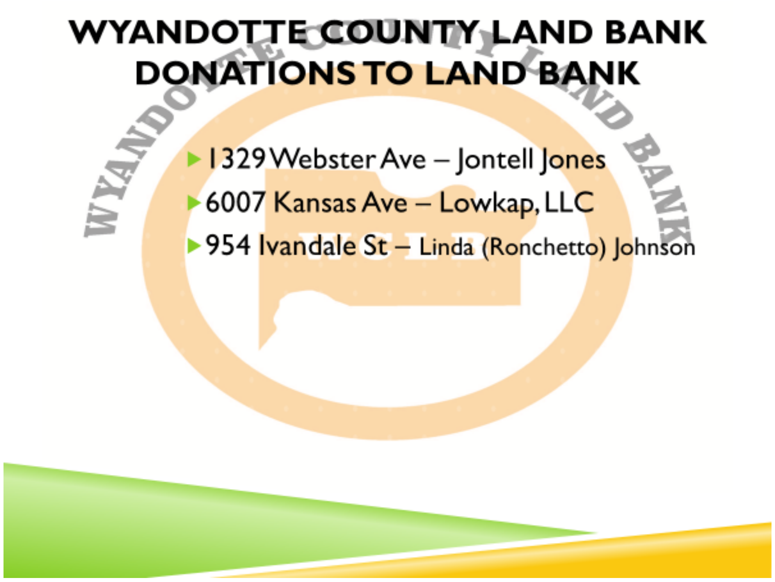
Wilba Miller, Community Development Director, said this property was originally a home, new build. The resident decided she needed to go into a nursing home. **Chairman McKiernan** said I see. **Ms. Miller** said she got back behind on her taxes. She turned around and just signed it back to us because she hadn't been able to fulfill her commitment.

Chairman McKiernan said then the ultimate resolution here is that we're going to look for someone else to occupy and pay for this home. **Ms. Miller** said Habitat will go in, clean it out, do the freshening up and resell it to one of their homeowners.

Action: **Commissioner Walters made a motion, seconded by Commissioner Murguia, to approve.** Roll call was taken and there were four "Ayes," Walters, Murguia, McKiernan, Burroughs.

Mr. Slaughter said we also are going to have the ask that once we do abate the taxes, that we then will transfer it back to the UG for the dealing with the Habitat group. **Chairman McKiernan** said so same property, second step of the process. I'll entertain a motion.

Action: **Commissioner Walters made a motion, seconded by Commissioner Murguia, to approve.** Roll call was taken and there were four "Ayes," Walters, Murguia, McKiernan, Burroughs.

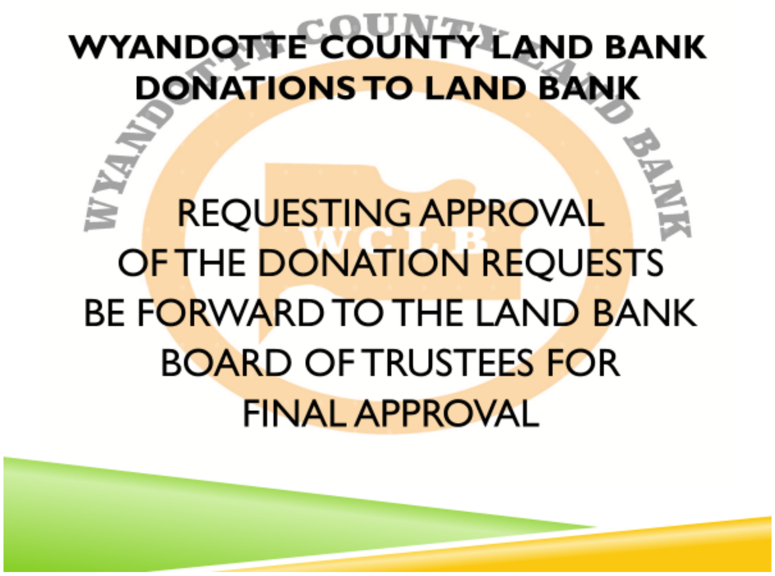


Next, we have three donations to the Land Bank: 1329 Webster Avenue, 6007 Kansas Avenue and 954 Ivandale Street.

1329 Webster Avenue, the current appraised value is $500, but there's currently almost $10,000 in back taxes.

The 6007 Kansas Avenue you can see there shaded in yellow. It's currently appraised at over $58,000. It is current other than the first half taxes for 2017 haven't been paid.

954 Ivandale Street is currently appraised at $760. There are no current back taxes on it.



Again, the request would be to, if approved, to forward those for final approval of the Board of Trustees.

Commissioner Walters said I have a question. On that first one, did you say that the current value of the property is $500? **Mr. Slaughter** said correct. **Commissioner Walters** said and there's $10,000 in back taxes on it. **Mr. Slaughter** said yes. **Commissioner Walters asked** it's a vacant lot. **Mr. Slaughter** said yes, it's shaded in yellow.

Chairman McKiernan asked does that $10,000 also include like demo of a previous building that was there. **Mr. Slaughter** said I don't have that in there, but I'm going to go ahead and assume based on the value of the property, it's not generating a lot of tax, there's probably a good chance of a $7,500 - $8,000 demo on it. **Chairman McKiernan** asked there was a structure there at one point and we tore it down. **Mr. Slaughter** said probably, yes.

Commissioner Murguia asked how big is the lot. **Mr. Slaughter** said from the looks of it, I would say it can't be no more than probably 35 to 50 feet wide and probably about 100 to 120 feet deep. **Commissioner Murguia** said and that $500 is the County's appraised value. **Mr. Slaughter** said correct.

Commissioner Murguia asked do we have a lot of vacant lots worth $500. **Mr. Slaughter** said in certain areas of the county, yes. **Commissioner Murguia** asked can you tell me where this is. I'm not sure I know. **Mr. Slaughter** said 13th and Webster. I'm a little fuzzy on my geography, but let's just say pretty close to 13th & Quindaro. I just don't know if it's to the north or the south.

Chairman McKiernan asked this is a property that wasn't generating any taxes anyway, assuming if my scenario plays out that they abandoned the house and we tore the house down because it was in need of demo. **Mr. Slaughter** said you know, another way to look at this is, with the back taxes and the eligibility to be put into a tax sale, we would have to then forward it over to the Delinquent Real Estate Department, have them work it up, get it into a tax sale. More than likely it's going to come to the Land Bank anyway.

Chairman McKiernan asked the person that's donating it, is that the person who owes the back taxes. **Mr. Slaughter** said correct.

Commissioner Burroughs said this is a question for Legal, Mr. Chairman. Do we have a floor that we identify as an amount that we can deny accepting anything into the Land Bank? **Patrick Waters, Senior Attorney,** said I'm not aware of any, Commissioner. I'll ask Chris from practice, is there any? **Mr. Slaughter** said no. This is pretty low. I'm sure if we went back and did some research, there's probably others that have had a less value than this that we've accepted.

Generally, the practice is per the request, we present it as long as there's no mortgage or any kind of notes that we wouldn't be able to extinguish once it came into the Land Bank.

Commissioner Burroughs said we deed this property to the Land Bank. The Land Bank then does what to the property. If the value's only $500, do you put it out to bid to a private contractor, private entity, which the value would then be more than $500 I would assume. **Mr. Slaughter** said that's a possibility.

It would join our inventory. As you can see there's a pretty good saturation of Land Bank property in the shaded red properties in that area. There's a good chance that the demand to develop may be pretty low right now. **Commissioner Burroughs** asked is that just one structure next to the vacated property. **Mr. Slaughter** said correct, just to the west of that.

Chairman McKiernan asked any other questions for Mr. Slaughter; otherwise, we have three potential donations to the Land Bank.

Action: **Commissioner Walters made a motion, seconded by Commissioner Murguia, to approve.** Roll call was taken and there were four "Ayes," Walters, Murguia, McKiernan, Burroughs.

Commissioner Walters said before we move on Chris. That parcel where we own, in your map we own maybe one-third of the property in that particular little area, is that an area that the Land Bank is trying to accumulate property or is it just working out that way? **Mr. Slaughter** said I would say it's more towards working out that way.

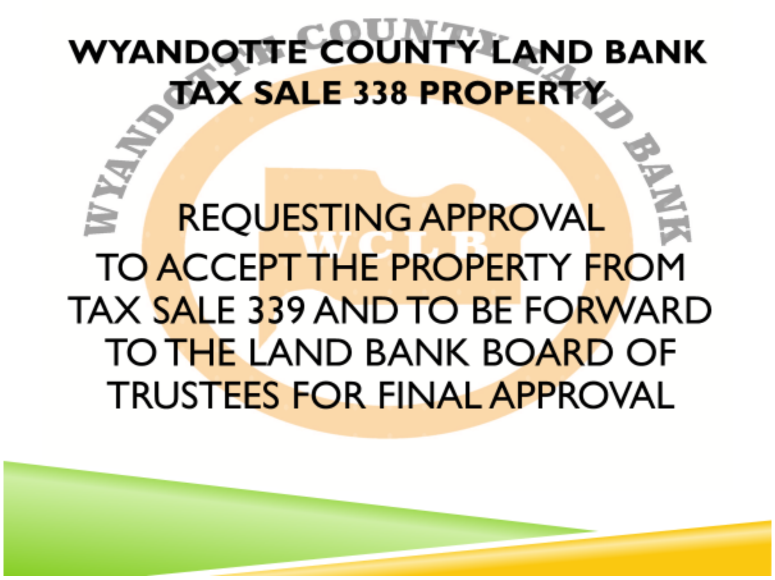
In the past, the cycle has generally been a private request for a tax sale. Amounts this high that no one would ever think of paying close to $10,000 for that property. From a strategic standpoint, having it come to the Land Bank so we can abate those taxes and then, hopefully, be able to sell it, maybe, for a couple hundred dollars is probably the only plan of action, other than it going into a tax sale and then still coming to the Land Bank. We're right back kind of at that starting place again.

Next, we’re going to talk about the tax sale from last December, Tax Sale 339.

We have property that was either not bid on so it’s coming to us, there was property that was bid on; however, they did not redeem it by the deadline. Again, as we did last month, and we did back in August, we’re presenting these properties for your approval.

The ones that did not sell at the actual sale, we have 102 of those. Twelve of those are houses and there is a parking lot in that amount too. We have 90 vacant lots. We have 24 that were bid on and did not get redeemed. Twenty-three of those are houses and a parking lot is in there too and one vacant lot.

We do have over 30 houses that will be coming and being part of the Rehab Program once we go in and inspect, evaluate. Hopefully, all 30 of those plus will be rehabable. We’ll have those presented to our Rehab group.



Basically, that is the ask that those properties be approved to come into our possession.

Chairman McKiernan said at this point we've just acquired these properties. Have we had a chance to inspect them to determine their worthiness for rehabilitation or is that next? **Mr. Slaughter** said that is next. I don't believe any of them have actually been deeded to us yet. Once we do get possession of them, then yes, myself and Mr. Brockman will start that process.

Chairman McKiernan said at that time we can determine whether or not those actually do go to the Rehab Program, or if they just end up being on the Demo list. **Mr. Slaughter** said correct. Then we'll have open houses and, hopefully, we'll receive offers on them. We'll just keep moving forward with the Rehab Program.

Commissioner Walters asked, just as a point of curiosity, when someone bids and is awarded the bid but then does not redeem, is there a penalty involved. **Mr. Slaughter** said, Wendy, you can back me up on this. I believe they're banned from tax sales for one year. **Commissioner Walters** said I'm surprised that there are that many that are not redeemed.

Wendy Green, Assistant Counsel, said we ban them for two years, actually. Some of these people came in and bid on multiple properties, but then didn't come back and pay for all of them. I think some of them their eyes are literally bigger than their stomach and they think they can get all these good properties. Then they realize how much they've spent. So, they only pay for one or two, but not all of them. In that situation, we still do ban them for two years.

Commissioner Walters said interesting, but there's no penalty on the ones that they did not, there's no cost to them. **Ms. Green** said no, there's no cost.

Chairman McKiernan said effectively, they generate properties that aren't redeemed, and we end up having to deal with that after they aren't able to fulfill their commitment. **Commissioner Walters** said it's unfortunate because perhaps some of those would have been successfully bid on by someone else. **Chairman McKiernan** said by someone else, yeah. **Commissioner Walters** said but they're kind of tied up now. Any thought of putting them back in the next sale versus taking them into the Land Bank?

Ms. Green said that's what we used to do. Some of them would get sold again, but some of them would not get sold again. It would just sit there in that cycle of purgatory, I think, (inaudible) before where it just keeps going in and out of sales and nobody does anything with them.

Melissa Sieben, Assistant County Administrator, said from a SOAR perspective, the way we've been looking at it and presenting this to Commission is that once it's in the Land Bank, we can assure that that product comes out on the backend, if it's not demoed, completely rehabbed up to all Code. We can't guarantee that through the traditional tax sale process, but we can through the Land Bank. From a benefit to our neighborhood, as long as Chris can move it, we're better off.

Mr. Slaughter said I'll just add that we are boarding and securing them. So, if we did put it back in a sale, and maybe it was another six to nine months, a year, of it just being possibly wide open, not really on our radar or attention, at least this way we're securing it, keeping people out. Then, working the program.

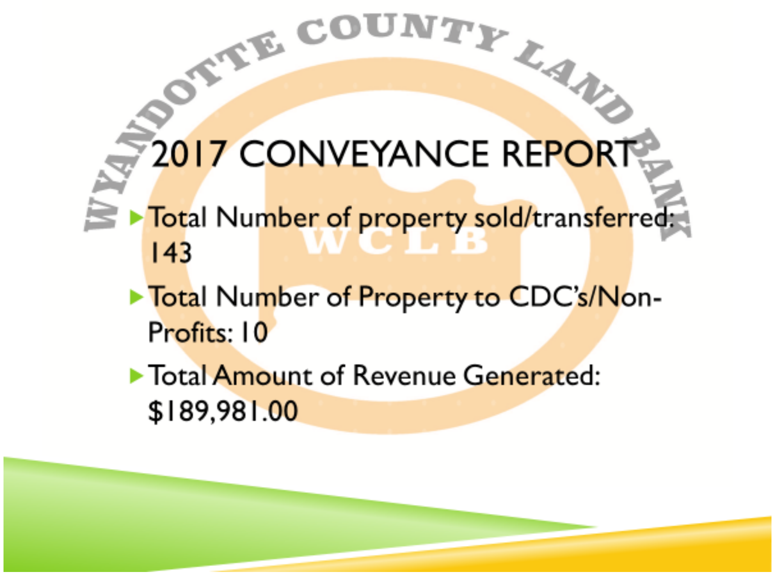
Commissioner Burroughs asked is there an opportunity for those that may not have gotten the original bid to be revisited to see if they'd be willing to take the bid if someone backs out on the bid. If you have two bidders and the lower bid, is there a criterion keeping us from dropping down to the lower bidder and asking them if they are still interested in the property? **Ms. Green** said other than the fact that we'd have to put it out to public sale again if we did that, I don't know that we traditionally would ever go to the backup bidder. We haven't that I have seen. Looking at past tax sale documents, I would think just from a legal standpoint if we don't automatically take it like we do now, the better part would be to put it in another tax sale so that it would be available to the entire public.

Some of these properties multiple people were bidding on them. This person who won the bid, but didn't come back and pay, just happened to be the sole survivor. Some of these were bid up quite a bit. From a legal standpoint, I don't know that I would feel comfortable going back to the other top bidder when we wouldn't even know, necessarily, who that might have been. We don't keep track of who's bidding on them. We only keep track of who won the bid. It would be hard to even figure out who those people were.

It's pretty fast-paced. If you've never seen one before, I would suggest come on and watch how we do it. It's very interesting. There's no way to keep track of how many different people are bidding on a property all at once.

Action: **Commissioner Walters made a motion, seconded by Commissioner Murguia, to approve.** Roll call was taken and there were four "Ayes," Walters, Murguia, McKiernan, Burroughs.

Mr. Slaughter said this next item is just for information only. It's the 2017 Conveyance Report.



We conveyed, sold, transferred a total of 143 properties last year. Ten of those did go to our CDC nonprofit partners. The total amount of revenue generated was almost $190,000.

Just to put into perspective, the amount of what we ended up spending on the boarding just in the Rehab alone was about $60,000 less than this. We feel that we contributed to kind of offset part of what huge expenditure for the Rehab Program is by generating that. I will say it's not the highest we've ever had in the Land Bank, but we're pretty proud of what we did. A lot of that does reflect the Rehab sales in there, but we still sold our fair share of vacant lots for yard extension and property acquisition too.

Commissioner Walters asked, Chris, do you know how many of these 143 were houses. **Mr. Slaughter** said I think I have that on the next slide. We do have an update on the Rehab Program if I can go ahead and go, unless there's any other more questions on this.

Chairman McKiernan said I have one question on the revenue generated, that $190,000, is that cost of sale, not the estimated cost of taxes that will be paid on these correct? **Mr. Slaughter** said correct. That is just the amount of dollars that we agreed to per property to be paid. **Chairman McKiernan** said these properties will now all generate additional tax revenue above and beyond what they had been generating when they sat in the Land Bank. **Mr. Slaughter** said correct. Some of those ten to our nonprofits may end up being in the tax-exempt status, but yes, the majority of these should start generating some tax revenue going forward. I believe there are mechanisms in place to start tracking that. I believe that'll be reported in upcoming SOAR meetings or reports.

Ms. Sieben said we're currently working with Judd on a series of dashboards to show the impact of Land Bank and SOAR initiatives together. That'll be really exciting to be able to see that live as we move forward every day.

Mr. Slaughter said with that I'll just give you a quick update of the Rehab Program. We are up to 42 contractors from the last time we met. We have increased that. 78 houses currently in the inventory, 20 of those are in the Demo Program. Now that we've reached the first of the year we do expect those to be down here shortly.

Fifty-eight are in the Rehab. Of those 58, 20 of them are in the process of rehabbing. Nine of them we've either had approval from the County Administrator's Office or at least got to the point where we're finalizing negotiations of an offer. We have 13 houses that have had no offers, meaning they've gone completely through the inspection, the open house, and just for some reason we haven't received an offer. We are still working those with existing contractors.

We have 14 open houses scheduled for tomorrow. Let's hope it does continue to get warmer.

We have one house that is at 8th and Freeman. If you've driven by there, it's just a little bit west of Sumner Academy. There's a bunch of property that we own, but the majority of the property is owned by one individual who's trying to sell. We're waiting on a reply from the school district to see if there's any plans for that. If there's upcoming plans, I'd hate to have someone go in and put some money and rehab this property, only to turnaround and possibly, maybe be part of some larger program with the district. We're going to kind of just hold that and see what goes on.

One of them we did notice that there is someone still occupying it. I believe that the Sheriff's Department's working to evict that person.

We are up to five houses that the rehab has been complete.

Number five is 2806 S 23rd Street. We'll just give you a little update. Pictures on the left are the before. Pictures on the right are the after.

Here's a shot of the rear of the property.

Here’s the kitchen, little galley kitchen.

Trust me, the bathroom picture on the left was pretty trashed. That’s the only picture we had, but they did a great job of rehabbing that.

Just some information on that, it took them a month and a half to rehab. This was also done by J-Bloc who've done three of the other rehabs that you guys have been presented with so far.

Beginning of last year, it was appraised at a little bit over $68,000. They did receive a full asking price offer within one week. That was about $124,000. Again, another property that we're happy to have taken possession, put it through the program, and again come up with some awesome results.

Another ripple effect, the neighbor next door had completely poured a new driveway, had a new roof put on it. As the months go on and we present, we'll hopefully have more and more success stories for you guys in this program.

That's all I have to present unless there's any other questions.

Commissioner Walters said five completed projects represents 2017 calendar year essentially. **Mr. Slaughter** said correct. **Commissioner Walters** said now we have 78, and we just got another 27. **Mr. Slaughter** said the 27, those are reflected in that 78 number. We have 14, about 16 that we're about halfway through our process before we make them available for offers to receive.

Commissioner Walters said the open houses, we only sell them to one of the 42 approved contractors. **Mr. Slaughter** said correct. **Commissioner Walters** said okay, well I hope that the pace will really pick up in 2018. **Mr. Slaughter** said as we mentioned, we have 20 that are in the process. Some of these guys have other jobs so they're going to be a little bit slower than a month and one-half, two months. Yes, we definitely feel in 2018 we'll shatter that five mark. The question will be how much. We're really starting to see some good traction with this.

Commissioner Murguia asked, Chris, can you go back a couple of slides. On the 13 houses with no offers, how long have those 13 been on the market? What's the longest? What's the shortest? **Mr. Slaughter** said the longest has probably been since summer, so maybe six months. Some of them have probably been maybe just a couple of months.

We have another rehabber that has expressed interest in putting offers in on at least half of those. I sent them some offer packets last week via email. Those would be due, if they're interested, on next Monday. We have a couple of contractors that are really wanting to ramp up the number of houses that they have just based on the scale they think they're able to produce. That's why I think one of the reasons we're very confident of having a pretty banner year with the Rehab Program. Personally, the goal would be is to come and say we have zero houses that have no offers on them. There are a couple that are going to just be downright challenging to do, but they're just not in a demo state. Maybe we have to re-evaluate if it's been out there for so long then maybe we have to look at other options and stuff.

The other exciting thing is bringing on people like CHWC, Habitat, Avenue of Life is one of the new contractors. Some of the nonprofits who we feel that can turnaround and do some good and put some good people in these finished products, too, is what we're excited about.

Commissioner Murguia asked how many years have we done this, a year, just one year? **Mr. Slaughter** said we started in the spring, so we're maybe about nine months into it. **Commissioner Murguia** said as we make more progress, it's not anything urgent, it would be kind of nice to see a map, some type of visual aid, that indicates where the houses have been acquired and how marketable they've been. I think the SOAR Program is great, and what we're doing with Land Bank is fantastic, but if there are some areas that are struggling more than other areas, we might be able to drill down then and look at other kinds of incentives to enhance those more challenged areas that don't seem to have as big of a market as others.

Mr. Slaughter said I think that's a great idea. We'll definitely start working on presenting that. I just want to add that we're at the mercy of the tax sale. We're not putting any houses, any requests to be put in tax sale. We're based on what's being put in and basically what's left over.

I think that will also probably still dictate the same message of where our struggling areas are. **Commissioner Murguia** said right. I mean I think that's a good point. That's going to send us a message if there's only, I'll use Brian and I because we're both in the urban core.

If you've only acquired five out of my district and 50 out of Brian's, then that, in itself, is an issue that what challenges is Brian having that I may not be having if they're not even getting to tax sale. Do you know what I'm saying? **Mr. Slaughter** said sure.

Commissioner Murguia said then, how fast are they turning once you acquire them. If my five are turning very fast and Brian's are not turning fast, we may want to look at the residential incentives in that area. **Mr. Slaughter** said sure. I think that plays to Commissioner Walters your question earlier about demand and keeping with our vacant lots because a lot of these houses are going to be located in the same neighborhoods or same areas, too. Overall strategies for that is something I think we're working on. I think SOAR's paying close attention to it too. As the year goes on, hopefully we can present some ideas for that, or at least maybe relay on some of the existing strategies that are presented.

Ms. Sieben said, Commissioner, we do have a lot of mapping that we are doing right now, again with our new Performance Management and Data Analyst individual that's in our CKO office, Judd Knapp. We will be able to show you a lot of this visually. The latter part where you were talking about sales prices and things of that nature, definitely a great idea that we will keep looking into as we move forward and try to get that information back to you guys.

Thus far, this is a great way for us to acquire these, get them off the streets being open and unmaintained, and making them safe while we are trying to find a future rehabber.

Commissioner Murguia said I think SOAR has done a great job over the last year. I don't have any actual documented data, but I would tell you that my district is made up of Argentine and Rosedale. They're very different as you know. Sort of the economic boom around the medical center and the hospital, Rosedale values have seemed to increase, as well as the demand to live there has gone up.

I attribute what you're doing with the SOAR Program and the Land Bank that in Argentine where it's more challenging, I have yet to see a "For Sale" sign in my neighborhood. I've seen lots of independent rehabs above and beyond the Land Bank program and the SOAR Program and stuff. I think that just has to do with keeping things neater and cleaner. It's a much more attractive neighborhood. All that's working very well in my district.

Chairman McKiernan asked anything else for Mr. Slaughter. If not, thank you so much. We really appreciate it. **Mr. Slaughter** said you're welcome. **Chairman McKiernan** said it's exciting to know that those 20 where the rehab has already started could be, in fact, completed by the end of this year, if not sooner. That's fantastic.

For anyone in the public who was here regarding a Land Bank item, all of those requests were approved as submitted. You can talk further with Mr. Slaughter. We have no other business for this Committee.

Action: Information only

Adjourn

Chairman McKiernan adjourned the meeting at 5:37 p.m.

mls

Staff Request for Commission Action

Tracking No. 18103

Full Commission Meeting Date: 3/22/18

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 3/5/18 (If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
02/21/2018	Chris Slaughter	x8977	cslaughter@wycokck.org	Land Bank

Item Description:

The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee review the proposed packets and forward them to the Land Bank Board of Trustees for final consideration.

Item (1) - Transfers to Land Bank (1)
Item (2) - Applications (3)

Action Requested:

The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee approve the above requests and forward them to the Land Bank Board of Trustees for final approval.

Budget Impact: (if applicable)
Amount:
Source:
Included In Budget:
Other (explain):

Attachments List:
Transfer to, Applications

TRANSFERS TO LAND BANK

Owner	Property Address	Parcel	Comments	Standing Committee Recommendation
City of Kansas City, KS	3850 Bell Crossing Dr	913501	The Land Bank has received an application from an adjacent property owner for this property. The applicant would like the property to be combined with her property (3860 Bell Crossing Dr) for the following: provide livestock additional grazing space, increase youth interactive learning, restore noxious weeds to native grass & flowers and preserve existing wildlife.	

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WYANDOTTE COUNTY LAND BANK - APPLICATIONS

APPLICANT	APPLICANT ADDRESS	LAND BANK ADDRESS	PROPOSED USE	STANDING COMMITTEE RECOMMENDATION
Wilma Manthe	3040 S 36th St	3043 S 37th St	Yard Extension	
Tiffany Miller	3223 Farrow Ave	3300 Farrow Ave	Property Acquistion	
Olivia Moore	3860 Bell Crossing Dr	3850 Bell Crossing Dr	Property Acquistion	

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BM

Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

- You are the Owner of Record of an adjacent occupied structure that shares a property line with an undeveloped Land Bank lot and wish to acquire the lot to expand your property.

Separate applications are available to purchase property for new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for the Yard Extension program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale—if a property is on the "Hold" listing, it may not currently be for sale.
- An application is required for all purchases of property. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected or other completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners.
- Splitting a Land Bank lot for two adjacent owners – In a case where two property owners of record apply for a lot, the WCLB may split the parcel between the two owners.
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the restrictions placed on the property.
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature *(Required)*
I have read and understand the information provided above and contained in this application.

Wilma J. Manthe   Date 29 JAN 2018
Sign here

WILMA Jean MANTHE
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 3043 S. 37TH St. K.C, KS 66106

Parcel ID Number: 079648

Applicant Information *(Please Print)*

Name: ~~Stephen L.~~ & ~~Wendy J.~~ WILMA J. MANTHE

Company/Organization: N/A

Mailing Address: 3038 S. 35th St. KC, Ks. 66106

Phone Number(s):

E-mail(s):

Address of the adjacent structure you own: 3040 S. 36th St. K.C, Ks. 66106

Do you live in the adjacent structure above? Yes ___ No X rental property

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County? Please explain a "yes" answer on a separate attachment.
   Yes ________ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
   Yes ________ No X

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature *(Required)*

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Wilma J Manthe Date 29 JAN 2018

Sign here

WILMA JEAN MANTHE

Print Name

RECEIVED
FEB 14 2018

#15

Application for Land Bank Property Acquisition

BM

Use this application if:

- You are purchasing an undeveloped Land Bank property that is not adjacent to any property that you own.

Separate applications are available to purchase property for yard extension, new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for this program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale—if a property is on the "Hold" listing, it may not currently be for sale.
- An application is required for all purchases of property. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected or other completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the following restrictions placed on the property.
  - Property owner must not obtain any code violations
  - Property owner must pay property taxes within the allotted time frame
  - Property owner must not sell the property for a period of 36 months
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The WCLB will discuss the asking price for each property upon the receipt of a completed application.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature *(Required)*
I have read and understand the information provided above and contained in this application.

[signature] Date 2/13/18
Sign Here

Tiffany Miller
Print Name

Application for Land Bank Property Acquisition

Land Bank Property You Wish to Purchase: 3300 Farrow Ave Kansas City, Ks 66104

Parcel ID Number: 1164614

Intended Usage of Property: Possible garden, Vacant lot is an eyesore that is the First thing I see when I walk out of my house. My plans are to keep it well maintained, People dump items & I have to clean up throughout the year.

Applicant Information *(Please Print)*

Name: Tiffany Miller

Company/Organization: N/A

Mailing Address: 3223 Farrow Ave Kansas City Ks 66104

Phone Number(s): _

E-mail(s): _

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County? Please explain a "yes" answer on a separate attachment.
   Yes ________ No ✓
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
   Yes ________ No ✓

Note: As a part of the review of this application, WCLB *staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.*

Signature *(Required)*

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

[signature] Date 2/13/2018

Sign Here

Tiffany Miller

Print Name

RECEIVED FEB 14 2018 #16

Application for Land Bank Property Acquisition

Use this application if:

- You are purchasing an undeveloped Land Bank property that is not adjacent to any property that you own.

Separate applications are available to purchase property for yard extension, new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for this program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale—if a property is on the "Hold" listing, it may not currently be for sale.
- An application is required for all purchases of property. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected or other completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the following restrictions placed on the property.
    - Property owner must not obtain any code violations
    - Property owner must pay property taxes within the allotted time frame
    - Property owner must not sell the property for a period of 36 months
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank.**
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The WCLB will discuss the asking price for each property upon the receipt of a completed application.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature *(Required)*

I have read and understand the information provided above and contained in this application.

[signature] Date 02/14/2018

Sign here

Olivia D. Moore

Print Name

Application for Land Bank Property Acquisition

Land Bank Property You Wish to Purchase: 3850 Bell Crossing Drive Kansas City, KS 66104

Parcel ID Number: 913501

Intended Usage of Property: Provide additional grazing space, increase interactive learning opportunities for youth, restore acreage from invasive non-native species to native trees, shrubs, flowers, and preserve habitat for wildlife.

Applicant Information *(Please Print)*

Name: Olivia D. Moore

Company/Organization: Bell Crossing Farm

Mailing Address: 5029 Haskell Ave. Kansas City, KS 66104

Phone Number(s): ______

E-mail(s): ______

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County? Please explain a "yes" answer on a separate attachment.
   Yes ______ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
   Yes ______ No X

Note: As a part of the review of this application, WCLB *staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.*

Signature *(Required)*

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Olivia Moore ______ Date 02/14/2018
Sign here

Olivia D. Moore
Print Name

Staff Request for Commission Action

Tracking No. 18104

Full Commission Meeting Date: 3/22/18

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 3/5/18
(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
02/21/2018	Chris Slaughter	x8977	cslaughter@wycokck.org	Land Bank

Item Description:
The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee review the proposed policy updates and forward them to the Land Bank Board of Trustees for final consideration.

Action Requested:
The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee approve the above requests and forward them to the Land Bank Board of Trustees for final approval.

Budget Impact: (if applicable)
Amount:
Source:
Included In Budget:
Other (explain):

Attachments List:
Memo to WCLB BOT - Donation Policy, WCLB Donated Policy - 030518

Wyandotte County Land Bank

Economic Development Department

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

Phone: (913) 573-5730
Fax: (913) 573-5745
Email: cslaughter@wycokck.org

M E M O R A N D U M

TO: Wyandotte County Land Bank Board of Trustees

FROM: Chris Slaughter, Land Bank Manager

DATE: February 21, 2018

SUBJECT: Propose Policy Update – Donation to Land Bank

The purpose of the Wyandotte County Land Bank is to return tax delinquent and distressed property to productive use that benefits the community.

The Land Bank will be presenting new policy for Donation Requests to the Land Bank; the purpose of this policy is to give the Land Bank direction for upcoming requests, this will also include requests of existing structures, and to make further recommendations to the Board.

Highlights of the proposed policy are:

The WCLB will only present requests to the Board of Trustees, for approval, when the following conditions are met:

- The property owner does not have the resources to properly care for the property or to comply with orders to correct code violations
- The property is located in an area targeted
- There is a written agreement with an owner of an adjoining property to purchase the property
- The property is a candidate for the WCLB Rehab Program
- Any Wyandotte County entity has agreed to fund the demolition of an improved property within its City limits
- Properties with adverse environmental conditions or maintenance requirements will not be accepted without a satisfactory plan and funding in place for remediation

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- WCLB may require a clear and marketable title
- Properties that are occupied may not be accepted as donations
- WCLB shall not determine donation value for the purpose of tax benefits

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WYANDOTTE COUNTY LAND BANK (WCLB)

ADMINISTRATIVE POLICY AND PROCEDURE GUIDELINES

APPROVED 03/26/15
UPDATED 08/17/17

Wyandotte County Land Bank
Administrative Policy and Procedure Guidelines
As approved and adopted by the Board of Trustees
on March 26, 2015

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

Section 1. Authority and Role

1.1 **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.

1.2 **Governance.** The WCLB is governed by a Board of Trustees (BOT) comprised of the Mayor/Chief Executive and the UG Commissioners. The WCLB manager is charged with its administration.

1.3 **Land Bank Advisory Board.** A Land Bank Advisory Board (LBAB) shall be available to advise the BOT and WCLB manager on matters relating to the business and affairs of the WCLB, and to suggest or be available for consultation with regard to projects, proposals and/or activities which the WCLB may undertake. The membership of the LBAB shall consist of eight representatives designated by the Executive Board of the Liveable Neighborhoods Task Force and, subject to the modification and approval of the County Administrator, representatives from the following UG Departments: Administration, Community Development, Delinquent Real Estate, Economic Development, GeoSpatial Services, Neighborhood Resource Center, Treasury, and Urban Planning and Land Use. The LBAB shall serve solely in an advisory capacity.

1.4 **Governing Authority.** The core governing documents of the WCLB are the applicable state statutes and the UG 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.

1.5 **Purpose.** The purpose of the WCLB is to return tax delinquent and distressed property to productive use that benefits the community.

Section 2. Priorities for Property Use

2.1 **Government Use.** The first priority for use of real property of the WCLB is to make available its properties to local governments for public use and ownership.

2.2 **Housing.** The first priority for use of real property of the WCLB for nongovernmental purposes is the production or rehabilitation of property for housing.

2.3 **Other Purposes.** When there is no governmental purpose or use for a property, nor a feasible use for housing, the WCLB may consider permitting the property to be used for other community improvement purposes. These uses should be consistent with the following priorities:

a. Neighborhood revitalization;
b. The return of property to productive tax-paying status;
c. Land assemblage for economic development;
d. Long-term “banking” of properties for future strategic uses; and/or
e. The provision of financial resources for operating functions of the WCLB.

2.4 **Neighborhood Consultation.** The WCLB encourages every applicant seeking to acquire property from the WCLB to demonstrate prior consultation with neighborhood associations and non-profit entities operating in the geographical area of the property.

2.5 **City-Wide Master Plan.** The WCLB shall encourage the development and use of properties in a manner consistent with the UG City-Wide Master Plans and other government-approved plans.

Section 3. Priorities for Identity of Transferees.

3.1 **Priority Transferees.** 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. Non-profits that will hold title to the property on a long-term basis or hold title to the property for the purposes of subsequent reconveyance to private third parties for housing or other public purposes;
c. Other individuals and entities seeking to obtain the property for housing;
d. Non-profit institutions such as academic and religious institutions;

e. Entities that are a partnership, limited liability corporation or joint venture comprised of a private non-profit corporation and a private for-profit entity; and
f. Individuals who own and occupy residential property for purposes of a yard extension disposition program.

3.2 Transferee Qualifications. All applicants seeking to acquire property from the WCLB, or to enter into transaction agreements with the WCLB, may be 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; and/or
d. Adequate plans for development.

3.3 Reserved Discretion. The WCLB reserves full and complete discretion to decline applications and proposed transaction agreements from individuals and entities that meet, among others, any of the following criteria:

a. Failure to perform in prior transactions with the WCLB;
b. Ownership of properties that became delinquent in ad valorem tax payments and remain delinquent in ad valorem tax payments during their ownership;
c. Parties that are barred from transactions with local government entities;
d. Inability to demonstrate sufficient experience and/or capacity to perform in accordance with the requirements of the WCLB;
e. Ownership of properties that have a history of violations of state and/or local laws, codes or ordinances; and/or
f. Properties that have been used by the transferee or a family member of the transferee as his or her personal residence at any time during the twelve (12) months immediately preceding the submission of application (except in rental cases).

Section 4. Priorities Concerning Neighborhood and Community Development.

4.1 Neighborhood and Community Development. The WCLB reserves the right to consider the impact of a property transfer on short and long-term neighborhood and community development plans. In doing so, the WCLB may prioritize the following in any order it deems appropriate:

a. The preservation of existing stable and viable neighborhoods;
b. Neighborhoods in which a proposed disposition will assist in halting a slowly occurring decline or deterioration;

c. Neighborhoods that have recently experienced or are continuing to experience a rapid decline or deterioration;
d. Geographic areas that are predominately non-viable for purposes of residential or commercial development; and/or
e. Potential impact on areas targeted by a strategic development plan.

Section 5. Conveyances to the WCLB

5.1 **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 from private entities;
d. Market purchases;
e. Conduit transfers contemplating the simultaneous acquisition and disposition of property;
f. Other transactions such as land banking agreements.

5.2 **Policies Governing the Acquisition of Properties.** In determining which, if any, properties might be acquired, the WCLB may give consideration to 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 occupied or 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.
d. Vacant properties that are appropriate for the yard extension disposition program.
e. Properties for which reutilization would be in support of strategic neighborhood stabilization and revitalization plans.
f. Properties that would form a part of a land assemblage development plan.
g. Properties that will generate operating resources for the functions of the WCLB.
h. Properties that would allow for the creation or expansion of community, garden, green, and/or recreational space.

5.3 **Transaction Agreements.** In most cases involving conduit transfers and land banking agreements, a transaction agreement must be approved in advance by the BOT and executed by the WCLB and the grantor of the property. In the case of conduit transfers, such a transaction will generally be in the form of an acquisition and disposition agreement prepared in accordance with these policies. In the case of a land banking relationship, such a transaction agreement will generally be in the form of a land banking agreement prepared in accordance with these policies. These transaction agreements shall be in form and content as deemed by the WCLB 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.

5.4 **Transactions Requiring Board of Trustees Approval.** WCLB BOT approval shall be required prior to any conduit transfer, land banking agreement, or any acquisition of property with improvements.

5.5 **Title Assurance.** Generally, the WCLB requires all property acquired to have marketable title. In some instances, the WCLB may require a policy of title insurance or other assurances prior to acquiring a property.

5.6 **Environmental Concerns.** The WCLB reserves full and complete discretion to require in all transactions that satisfactory evidence or assurances be provided that the property is not affected by or subject to environmental contamination.

5.7 **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.

Section 6. Establishing Hold Areas

6.1 **Hold Areas.** The WCLB shall work with the UG Economic Development Department and the WCLB BOT to identify geographical areas that are contemplated for development. After approval by the BOT, any Land Bank parcels in such areas shall be held for designated partnering developers and may not be available for other interested parties.

Section 7. Conveyances from the WCLB

7.1 **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.

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

7.3 **Conveyances requiring Board of Trustees Approval.** With the exception of conveyances of property within a hold area to previously-approved, WCLB BOT-designated partnering developers, and properties subject to WCLB Rehab Program, all transfers of WCLB property shall require the approval of the BOT.

7.4 **Conveyances pursuant to WCLB Rehab Program.** The WCLB Manager shall seek prior approval from the WCLB BOT for all properties entering the WCLB Rehab Program. Once the WCLB receives an offer from a contractor that meets the qualifications of the WCLB Rehab Program; the WCLB Manager will seek the approval of the County Administrator to commence the rehab and subsequent conveyance of the property.

7.5 **Conveyance Reports to the Board of Trustees.** All transfers unilaterally authorized and completed by the WCLB manager shall be reported in writing to the Board of Trustees at the immediately following Neighborhood and Community Development Standing Committee meeting.

7.6 **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 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.

Section 8. Collaboration with Not-For-Profit Entities

8.1 **Transactions with Not-For-Profit Entities.** The WCLB is willing to enter into conduit transfers with not-for-profit corporate entities as outlined in this section. After executing an agreement with the WCLB, these not-for-profit corporate entities would secure donations of or purchase tax delinquent properties from owners, transfer these properties to the WCLB for waiver of taxes, and "buy back" these properties for development and/or rehabilitation.

8.2 **Documentation of Lot Purchase.** The collaboration applicant must document the purchase process extensively. This documentation should include, at minimum, the following information per parcel:

a. The total purchase price for the property, including the net proceeds paid or payable to the seller
b. The total amount spent to acquire the property (e.g. legal counsel, administrative costs).
c. The development or rehabilitation costs impacting the anticipated final sale price.
d. The total amount of delinquent ad valorem taxes, special assessments, and other liens and encumbrances against the property and the length of delinquency for each.

8.3 **Maximum Costs.** The total of these costs should exceed the maximum allowable lot cost (i.e., the cost that will permit rehabilitation or development) before the WCLB may consider the waiver of back taxes in part or in total.

8.4 **WCLB Discretion.** Some properties may present unusual or extenuating circumstances to the developer due to lack of funding for housing production or related costs. The WCLB reserves the right to evaluate and consider these properties case-by-case.

Section 9. Collaboration with For-Profit Entities

9.1 **Transactions with For-Profit Entities.** The WCLB is willing to enter into conduit transfers with for-profit entities as outlined in this section. The corporate entities would secure donations of or purchase tax delinquent properties from owners, transfer these properties to the WCLB for waiver of taxes, and "buy back" these properties for use for development and/or rehabilitation.

9.2 **Eligibility.** Eligibility for this option will be based on numerous criteria. Among others, these shall include geographical location of the property. The corporate entity must first identify and consult with any active non-profit entities that may have an interest in developing the property. If such interest exists, it may be required that the for-profit and non-profit forge an agreement for joint development.

9.3 **Documentation of Lot Purchase.** The applicant must document the purchase process extensively. This documentation should include, at a minimum, the following information per parcel:

a. The total purchase price for the property, including the net proceeds paid or payable to the seller.
b. The total amount spent to acquire the property (e.g. legal counsel, administrative costs, etc.).
c. The development costs impacting the final sale price.

d. The total amount of delinquent ad valorem taxes, special assessments, and other liens and encumbrances against the property and the length of delinquency for each.

9.4 Maximum Costs. The total of these costs should exceed the maximum allowable lot cost (i.e., the cost that will permit rehabilitation or development before the WCLB may consider the waiver of back taxes in total or in part.

9.5 WCLB Discretion. Some properties may present unusual or extenuating circumstances to the developer due to lack of funding for housing production or related costs. The WCLB reserves the right to evaluate and consider these properties case-by-case.

Section 10. Property for Community Improvements

10.1 Community Improvement Property. The WCLB is willing to accept donations of property to be transferred to a non-revenue generating, non tax-producing use that is for community improvement or other public purposes. Additionally, the WCLB is permitted to assemble tracts or parcels of property for community improvement or other public purposes.

10.2 Eligibility. Properties can be conveyed to the WCLB for waiver of delinquent taxes and then reconveyed by the WCLB to be utilized for community improvement purposes including, but not limited to, community gardens, parking for non-profit functions such as a school or cultural center, or playground for after-school or day care. The application must demonstrate that no alternative tax-generating use is available for the property, and that the proposed community improvements are consistent with the area redevelopment plans and community revitalization.

10.3 Transferee. The application must identify and be signed by the ultimate transferee from the WCLB. The transferee should be a governmental entity, a not-for-profit property entity, or, in rare cases, a for-profit entity that is capable of holding and maintaining the property in the anticipated conditions and for the anticipated purposes.

10.4 Covenants, Conditions and Restrictions. The WCLB, in the conveyance of the property to the transferee, may require covenants, conditions and restrictions as necessary to ensure that the property is used for the contemplated community improvement or other public purposes.

Section 11. Conduit Transfers – Reasonable Equity Policy

11.1 Purpose. In order to prevent benefits accruing to owners of property that is tax delinquent by virtue of the exercise of the tax waiver power of the WCLB, the WCLB establishes this reasonable equity policy guideline.

11.2 Definitions. The reasonable equity policy is based on the value of the property and the equity of its owner. While any valuation is subjective, it can be reasonably estimated.

a. "Fair Market Value" shall be determined by staff according to the County Appraiser's valuation, in conjunction with the average sale price in a given community. The WCLB staff or WCLB BOT shall have full authority to require a professional appraisal for proposals that have significant variances in valuation and entail transactions in which the owner received consideration in excess of nominal compensation.
b. "Net Equity" shall mean the current fair market value, as determined by WCLB staff or the WCLB BOT, less the total amount of all liens and encumbrances (tax liens, associated interest and penalties, special assessments, mortgages, judgments, etc.).

11.3 Less than $2,000 Net Equity. To ensure that an owner does not receive unwarranted benefit, the WCLB will not consider transactions in which the owner's net equity is less than $2,000 and the owner receives more than nominal compensation for the sale of his property. Nominal compensation is hereby defined as $2,000.

11.4 Equity in Excess of $2,000. To ensure that the owner does not receive an unwarranted benefit, the WCLB will not consider transactions in which the owner receives an amount greater than 75% of net equity.

11.5 Speculation. To ensure that speculators do not seek to take advantage of the WCLB, staff shall closely review instances in which the owner is receiving money far in excess of his investment while consistently ignoring his tax responsibility. Particular attention shall be given to properties purchased in the past three years.

11.6 Excessive Sale Price. In communities that are experiencing internal and surrounding redevelopment, it is unacceptable for an owner to seek a profit in excess of 75% of his net equity. Such an owner may believe that the market will bear more than is offered and would therefore be unwilling to sell the property for a reasonable amount. In such an instance, it would likely fall to the Delinquent Real Estate Department to sell the property at a tax sale.

11.7 Non-Conforming Situations. To ensure flexibility and protect the interests of the WCLB and the public, the WCLB BOT reserves the right to modify, change, or deviate from this policy, if a situation clearly warrants such action.

11.8 Strategic Importance. To preserve the integrity of the WCLB's mission, all properties petitioned to the WCLB Board must pass the test of strategic importance. The WCLB may receive proposals that may pass other criteria but which may not be crucial to the redevelopment of a neighborhood. Staff must be able to assure ~~the WCLB~~the WCLB BOT that the transaction is not simply allowable but a crucial component of the comprehensive redevelopment of a neighborhood. Such a transaction must be evaluated in terms of neighborhood redevelopment and ensure a long-term tax benefit to the Unified Government.

Section 12. Agreements For Temporary Use of Land

12.1 Adopt-a-lot. The WCLB may enter agreements for residents and organizations to participate in an adopt-a-lot program designed to encourage and support recreation including community-based greening and gardening of available vacant lots.

a. Agreements shall expire on December 31 of the agreement year and be renewable on March 1 of the next year provided the lot has not been sold.
b. The lot will be available to be sold during the term of the agreement with the purchaser obtaining possession at the expiration of the adopt-a-lot agreement.
c. There will be no fee.
d. The agreements shall specify that the lot must be kept clean, the grass mowed, or otherwise maintained in compliance with applicable ordinances of the UG and other requirements made specific.
e. Participants must sign liability release waivers or add the UG to their insurance policies.
f. The agreements will not permit building on the lots (including fences).

Section 13. Yard Extension Disposition Program

13.1 Yard Extension Transfers. Individual parcels of property may be acquired by the WCLB and transferred to individuals in accordance with the following policies. The transfer of any given parcel of property in the yard extension Disposition Program is subject to override by higher priorities as established by the WCLB.

13.2 Qualified Properties. Parcels of property eligible for inclusion in the yard extension Disposition Program shall meet the following minimum criteria:

a. The property shall be vacant unimproved real property;
b. The property shall be physically contiguous to adjacent owner-occupied residential property, with not less than a 75% common boundary line at the side;
c. The property shall consist of no more than one lot capable of development. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development; and
d. No more than one lot may be transferred per contiguous lot.

13.3 Yard Extension Transferees.

a. All transferees must own the contiguous property, and priority is given to transferees who personally occupy the contiguous property.
b. The transferee must not own any real property (including both the contiguous lot and all other property in the County) that is subject to any unremediated violations of state and/or local laws, codes or ordinances.
c. The transferee must not own any real property (including both the contiguous lot and all other property in the County) that is tax delinquent.
d. The transferee must not have been the prior owner of any real property in the County that was offered for sale as a result of tax foreclosure proceedings unless the WCLB approved the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

13.4 Lot Consolidation. As a condition of transfer of a lot, the transferee must enter into an agreement that the lot transferred will be consolidated with the legal description of the contiguous lot, and not subject subdivision or partition within an agreed period of time following the date of transfer.

Section 14. Land Banking Program

14.1 Scope. As set forth in these policies and procedures, the land banking program consists of transactions in which a grantor transfers real property to the WCLB and the property is held by the WCLB pending a transfer back to the original grantor, to a grantee identified in a banking agreement, or to a third party selected by the WCLB.

14.2 Goals. The goals of this land banking program include but are not limited to the acquisition of real property for or on behalf of a governmental entity or not-for-profit corporation in order to:

a. Permit advance acquisition of potential development sites in anticipation of rapidly rising land prices;
b. Facilitate pre-development planning, financing, and structuring;
c. Minimize or eliminate violations of housing and building codes and public nuisances on properties to be developed; and/or
d. Hold parcels of land for future strategic governmental purposes such as housing development, opens spaces and green spaces.

14.2 Land Banking Optional. The WCLB is not required to enter into a banking agreement with any person or entity, and at all times retains full discretion and authority to decline to enter into a banking agreement. These policies are applicable only to real property of the WCLB which is acquired in accordance with an executed banking agreement and are not otherwise applicable to real property acquired by the WCLB pursuant to any other agreements or procedures.

14.3 Definitions. As used in these policies, the following terms shall have the definitions set forth:

a. **"Banking Agreement"** shall mean a written agreement between a grantor and the WCLB which identifies the property, the length of the banking term, the potential grantee or grantees, the range of permissible uses of the property following transfer by the WCLB, the permitted encumbrances on the property, the rights and duties of the parties, the responsibility of the grantor for the holding costs, the possible advance funding of holding costs, the forms of the instruments of conveyance and such other matters as may be appropriate.
b. **"Grantor"** shall mean the party that transfers or causes to be transferred to the WCLB a tract of property pursuant to a banking agreement.
c. **"Grantee"** shall mean the party or parties identified in a banking agreement as the party or parties to whom the property is to be transferred from the WCLB.
d. **"Holding Costs"** shall mean any and all costs, expenses, and expenditures incurred by the WCLB, whether as direct disbursements, as pro rata costs, or as administrative costs, that are attributable to the ownership and maintenance of a tract of property. The WCLB shall maintain records of the monthly holding costs for each property.

e. **“Property”** shall mean the real property and improvements (if any) located thereon identified in a banking agreement and transferred to the WCLB pursuant to a banking agreement, together with all right, title and interest in appurtenances, benefits and easements related thereto.

14.4 Eligible Property. Property which is eligible for a banking agreement must either be (a) unimproved real property or (b) real property with unoccupied single-family residences.

a. In the event that a tract of property contains improvements which are to be demolished or removed, such property may qualify as eligible property for a banking agreement so long as adequate and sufficient funds are placed in escrow at the time of the banking agreement closing so as to assure that all improvements will be demolished and removed within sixty (60) day of closing.
b. Property that is ineligible for a banking agreement includes all other forms of improved real property, all real property which is occupied, and all real property that has been identified as containing hazardous substances and materials.

14.5 Eligible Grantors and Grantees. Parties eligible to be a grantor or a grantee are governmental entities and not-for-profit corporations defined as tax-exempt entities by the Internal Revenue Code. A limited partnership entity is eligible to be a grantor or grantee so long as a governmental entity or not-for-profit corporation has a controlling interest in such entity.

14.6 Title.

Unless and except to the extent expressly authorized in a banking agreement, property transferred to the WCLB pursuant to a banking agreement shall be fee simple title free and clear of all liens and encumbrances. The issuance of a policy of marketable title in favor of the UG may be required at the closing pursuant to the banking agreement containing such exceptions as are approved by the WCLB.

a. Governmental liens may exist at the time of closing only if such liens are expressly acceptable to the WCLB.
b. A mortgage or other security instrument may encumber property at the time of transfer to the WCLB provided that that the obligations secured by such instruments do not require monthly or periodic payments by the WCLB to the mortgagee. Under no circumstances will the WCLB have direct liability to a mortgage pursuant to a security instrument. It is anticipated that each banking agreement that contemplates the transfer of property to the WCLB encumbered by a security instrument will require a separate written agreement between the

mortgagee and the WCLB which provides, among other things, that:
   1. The mortgagee expressly consents to the transfer to the WCLB;
   2. The mortgagee expressly subordinates its interests to covenants, conditions and restrictions as may be required by the WCLB; and
   3. Prior to the exercise of mortgagee rights under the security instrument, the mortgagee will request, on behalf of the grantor, the conveyance of the property to the grantor and pay to the WCLB the holding costs attributable to the property.

c. At the time of closing pursuant to a banking agreement, all ad valorem taxes which are due and payable on the property must be paid in full. An exception to this requirement of no outstanding ad valorem tax liens may be granted:
   1. When the grantor is acquiring the property from a third party and immediately conveying the property to the WCLB pursuant to a banking agreement, and
   2. The acquisition of the property by the grantor from the third party otherwise complies with the reasonable equity policy of the WCLB.

14.7 Length of Banking Term. A banking agreement may permit a maximum banking term of thirty-six (36) months for transactions in which the grantor is a not-for-profit entity, and sixty (60) months for transactions in which the grantor is a governmental entity.

14.8 Transfers at Request of Grantor. A banking agreement shall authorize a grantor to request a transfer of the property by the WCLB to a grantee at any time within the banking term.

a. A conveyance by the WCLB to the grantee identified pursuant to a banking agreement shall occur within thirty (30) days of receipt of a written request for a transfer.
b. As a condition precedent to the transfer by the WCLB, the full amount of holding costs incurred by the WCLB attributable to the property shall be paid to the WCLB. The WCLB shall provide to the grantor in accordance with section 13.13 a statement of the holding costs attributable to the property.
c. At the time of the transfer by the WCLB to the grantee, the WCLB shall impose such restrictions and conditions on the use and development of the property in accordance with section 13.12 hereof and the applicable banking agreement.
d. Conveyance by the WCLB to a grantee shall be by quitclaim deed.

14.9 Transfer at Request of WCLB. At any time and at all times during the term of a banking agreement, the WCLB shall have the right, in its sole discretion, to request in writing that the grantor or its designee accept a transfer of the property from the WCLB.

a. A transfer by the WCLB pursuant to this section shall be subject to the same terms and conditions as set forth in section 13.8.
b. In the event that the grantor (or its designee) is unwilling or unable to accept a transfer of the property from the WCLB, and reimburse the WCLB in full for the holding costs, then the WCLB shall have the right to terminate in writing the banking agreement. The property shall then become an asset of the WCLB and subject to use, control and disposition by the WCLB in its sole discretion subject only to the provisions of applicable statutes and ordinances.

14.10 Banking Agreement Closing. Within a time period specified in a fully executed banking agreement, a closing of the transfer of the property to the WCLB shall occur. At such closing, the fully executed instrument of conveyance and other closing documents shall be delivered by the appropriate party to the appropriate parties. The appropriate documents shall be immediately recorded, and a title insurance policy shall be issued. All costs of closing shall be borne by the grantor.

14.11 Holding Costs. Holding costs shall be paid as a condition precedent to a transfer of property from the WCLB. Either the grantor or the grantee can request in writing at any time a statement of the holding costs, which statement will be provided by the WCLB within fifteen (15) business days of receipt of the request. The WCLB shall also have the right to request in writing that the grantor or grantee reimburse on written demand the WCLB for holding costs. In the event that the WCLB is not timely reimbursed for its holding costs in response to its written request for reimbursement, the WCLB may request a transfer pursuant to section 13.9.

14.12 Public Purpose Restrictions. All property held by the WCLB and transferred by the WCLB pursuant to a banking agreement shall be subject to covenants and conditions providing that the property is to be used for the following goals:

a. The production or rehabilitation of housing for persons with low incomes;
b. The production or rehabilitation of housing for persons with low or moderate incomes;
c. Community improvements; and/or
d. Other public purposes.

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Each banking agreement will specify the range of permissible uses and the manner in which such use restrictions is secured. Such restrictions and conditions may be imposed either in the form of contractual obligations, deed covenants, rights of reacquisition, or any combination thereof.

Section 15. Land Banking Donation Program

15.1 Donation to WCLB. The WCLB may 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 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. There is a written agreement with an owner of an adjoining property to purchase the property from the WCLB; this is only in reference to unimproved vacant lots in a non-targeted area.
d. The property is a candidate for the WCLB Rehab Program without any conditions that would prohibit a donation.
e. The Unified Government of Wyandotte County/Kansas City (UG), Kansas, City of Bonner Springs or City of Edwardsville has agreed to fund the demolition of an improved property within its City limits.
f. 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.
g. WCLB may require that donated property(s) be conveyed with clear and marketable title.
h. Property(s) that are occupied may not be accepted as donations.
i. WCLB shall not determine donation value for the purpose of tax benefits.
j. Any exceptions to the provisions of the above must come before the Board of Trustees.

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WCLB reserves the absolute right to accept or reject any and all donation requests.

Any property that is determined not to be an immediate need or could not be accepted by the WCLB and is determined to be 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.

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Staff Request for Commission Action

Tracking No. 18105

Full Commission Meeting Date: NA
Committee: Neighborhood & Community Development

Date of Standing Committee Action: 3/5/18 (If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
02/21/2018	Chris Slaughter	x8977	cslaughter@wycokck.org	Land Bank

Item Description: The Wyandotte County Land Bank will be making a presentation on the boarding of property in its Rehab Program.
Action Requested: This presentation is for information only
Budget Impact: (if applicable) Amount: Source: Included In Budget: Other (explain):
Attachments List: Contractor Packet

WCLB REHAB PROGRAM

BOARDING CONTRACTOR PACKET

FEBRUARY 8, 2018

Wyandotte County Land Bank (WCLB) Boarding Procedures, Specifications, and Invoicing

Boarding Procedures: **Revised January 1, 2018**

- WCLB Construction Manager (CM) will email a list of properties with a start date and time to complete a boarding plan. Once the first boarding plan is completed, the CM and the contractors will continue boarding plans for each property listed
- Boarding proposals must be submitted no later than the date and time stated on the property list
- All proposals must be in a sealed envelope and hand delivered; please have the proposal number clearly written on the outside of the envelope and addressed to the CM
- All proposals will be date and time stamped by WCLB, a copy will be given to the contractor
- Any proposals that are late, unsealed, missing the proposal number, or not addressed to the CM will not be accepted
- The CM will notify the winning contractor by email within one week
- CM will schedule a time to open the awarded structures; at this time, boarding and an inspection of the property shall begin
    - **Contractor or contractor's workers will not go on premises until CM is present**
    - **Contractor will sign a boarding waiver at that time for boarding**
- CM will notify the contractor to inspect the boarding. **If the property boarding is not completed to the boarding plan and specifications, the CM will require that the necessary changes be made immediately, at no cost to the WCLB. Failure to comply with the noted changes will prohibit that contractor from participating in future proposals**
- **If a contractor fails to complete boarding within the allotted time, the WCLB has the sole discretion to withdraw such properties and award them to another contractor**
- **New boarding contractors will only be awarded up to two (2) properties during their first bid round**
- **If a sole contractor is the lowest bidder on more than 50% of the total number of houses up for bid, the CM has the right to reduce the amount awarded to ensure a quick turnaround**
- **All contractors must provide the CM with a separate key for each property secured with the address clearly marked on the key ring**

WCLB Boarding Specifications:

- ½" and ¾" OSB, ¾" plywood, 2"x 4" studs for stiff backs, 3/8" carriage bolts, washers and **lock nuts** (in some cases like hasp, the carriage bolts maybe a different diameter), heavy duty 3.5" door hinges, **heavy duty barrel bolt lock with the ability to put a lock on it, heavy duty T-Hinge**, heavy duty door handle, round master lock, **STAR Head screws only** will be used; **NO Philips Head screws**, and Navaho white paint
    - Install the OSB and Plywood with the **correct side to the weather**
    - **All stiff back will be level and of equal length and be positioned 6" from top and bottom and 12" over the frame per specs. For larger windows over 50" three (3) stiff backs will be used**
    - **Double hung window must be opened for the stiff backs, all other windows take precaution to try and save the glass and windows**
    - **Heavy duty barrel bolt lock has 8 carriage bolts with stiff backs** (In some cases the heavy duty hasp has to be used and carriage bolts will be used)**. However, The CM must be notified prior to installation**

        - Heavy duty handle with 4 carriage bolts and stiff back
        - 3.5" door hinges must be secured into 2" x 4" **door frame and jamb** with 4" screws (**do not split door frame or jamb**)
        - **3.5" heavy duty door hinges; three (3) each are to be used for brick, stone, metal and vinyl siding**
        - **Heavy duty T-Hinges; three (3) each are to be used for wood with carriage bolts and stiff backs**
        - **The door hinges are the type where the hinge pin cannot be removed**
        - **Exit doors must open all the way and not so tight it warps shut**
        - All boarding is to be **set into the trim of the windows, doors, and large openings.** At no time will they be flush to the trim unless the CM's discretion calls for a change how it is boarded depending on the type of window and door framing
        - **All stiff backs are installed horizontally**
        - **Painting is professional and not splattered on any part of the structure, roof, or porch**
    - Large openings and garage doors are set-in framed around perimeter so the OSB is flush with trim and secured with 4" screws **doubled** into the jamb every 8" and at the ends of every stud, **vertical 2" x 4" studs 24" O.C will be screwed at each edge and face end, The bottom plate will be HILTI shot into concrete** (*if applicable*), ¾" OSB, 3 horizontal stiff backs with 6 carriage bolts, washers, and nuts, and at the OSB edge install edge blocking. Screw plywood to studs with 3" screws **doubled** every 8" everywhere and at the ends of the framing
    - **For garage doors if there is no way out, it is framed as above and double screwed every 8" to all studs, edge blocking, and two screws at the end of every 2" x 4" stud**
    - Windows have two stiff backs, ½" OSB with 4 carriage bolts, washers, and nuts
        - If there are two or three windows together it will boarded at the CM discretion as one window or multiple windows at the time of boarding plan
    - Exit door is 2" x 4" frame and one 2" x 4" in the middle, ¾" plywood and **1" x 6" trim all sides and middle**, three heavy duty hinges (**T-hinges go over 1" x 6" and use 2" x 4" frame as stiff back**), 3" screws from plywood into exit door plywood frame **doubled every 8"** and 2ea at each intersecting 2" x 4" stud frame and 1" x 6" exterior trim which has 2 screws at each end and 2 screws every 8" for the length of the 1"x 6" (**no cracking of trim or piecing; solid 1 x 6 lengths**), carriage bolts washers and nuts (**door carriage bolts will be bent over or sawed off at nut and 3/8" carriage bolts thru the jamb will be sawed off at the nut**)
    - **All missed screws that go into the 2" x 4" door frame or 1" x 6" trim will be removed**
    - **Exit doors will have a full 2" x 4" stud and double screws every 8" and two screws at the top and bottom of stud for a door stop on handle side**
    - Static doors are ¾" OSB, three stiff backs , and 6 carriage bolts, washers, and nuts
    - Basement, crawl space, and smaller windows have one horizontal stiff back, ½" OSB, 2 carriage bolts, washers, and nuts. **CM has the discretion for large openings to add stiff backs**

      - Depending on the framing and condition of window CM has the discretion to board from either the inside or outside with 3" screws every 8"around the perimeter of board with a minimum of 1" from edge of plywood
    - Street side windows and exit door will be painted Navaho White. **However, CM may at times require other sides to be painted**
    - 2nd floor window will be boarded as above if over a porch, accessible, or open and painted on street side
    - If second floor windows are a safety issue to get to, openings will be boarded from the inside with ½" OSB and two stiff backs and carriage bolts, washers, nuts and screwed down with 4" screws doubled into the jamb (if it is a street side window, the OSB will be painted before installation)
    - If needed, contractor will **brown tarp** sections or the entire roof. Button (plastic head) roofing felt nails will be used every 12" at top, bottom, and sides of the tarp perimeter and off-setting in between approximately **every 3'** in all directions (**the tarp must be tight**). **In some cases 1" x 2" batting will be used to secure the tarp**. CM has the discretion at the time of boarding plan if the tarp is to be wrapped under soffit to keep debris from falling (**tarp will be nailed every 12" at fascia and under soffit and tight**)
    - **All boarding extra material is put in the house neatly in a corner and free of the Exit Door so entry can be achieved**
- CM reserves the right to ask the contractor for **additional tasks other than boarding**. For example, cut weeds and shrubs, remove fallen trees, cleanup debris, remove gutter, or soffit, etc.

Boarding Invoicing:

- All Invoices will be made to the attention of the CM
- Contractor will set up the preferred method of payment up with the WCLB Professional Program Assistant
- Sample invoice is attached

All contractor invoices must contain the following:

- Submitted on business letterhead
- Property address
- Invoice number
- Invoice date
- Boarding date
- Window and door count
- Material costs broken down with a description (doors, windows, extra task)
- Labor costs broken down with a description (cost per man hour, number of man hours, number of installers
- Total boarding cost

Note:
Failure to submit all of the above information, on each invoice, will require the contractor to resubmit the invoice, which will result in the delay of payment

Wyandotte County Land Bank (WCLB) Boarding Procedures, Specifications, and Invoicing

By signing below, the Boarding Contractor agrees to comply with all of the revised procedures, specifications, and invoicing, as described above, dated January 1, 2018.

____
Company Name

____
Owner Name (Printed)

____________________________	February 8, 2018
Owner Name (Signed)	Date

Sample Invoice

Business Name

Business Address

Business Phone #

Invoice Date	To	Ship To
September 4, 2018	Wyandotte County Land Bank	701 N 7th St, Suite 421 Kansas City, KS. 66101

PROPERTY ADDRESS:

XXXX Avenue.
Kansas City, KS. .66XXX

INVOICE #XXXX

BALANCE DUE: $ XXXX   BOARDING DATE: X/X/2018

Window and Door Count

NORTH 6 windows on the 1st floor and 2 windows on the 2nd floor
SOUTH 1 exit door, 1 window on 1st floor and 2 windows on 2nd floor to spec and painted
EAST 2 windows on 1st floor and 1 window on the 1st floor
WEST 3 windows on the 1st floor and 1 static door

Additional Task/Special Conditions: N/A

Boarding/Securing Material Cost

Quantity	Description	Material Cost
17	32" x 64" Windows, (68) carriage bolts, washers, nuts, 17 stiff backs and 15 sheets OSB, paint	$XXX
1 each	Exit Door, 1 static door, hasp, lock, 3 exterior strap hinges, (14) carriage bolts, washers, nuts, (1) ¾" plywood, (1) ¾" OSB, (10) 2 x 4, and (3) 1 x 6	$XXX
	TOTAL	$X,XXX

Boarding/Securing/Material Pickup Labor Fee

Description	Cost per man hour, number of man hours number of installers	Labor Cost
Board 17 windows	$XXper/hr. 8 man hrs. 4 installers, 32 hours total	$XXX
	TOTAL	$XXX
	GRAND TOTAL	$XXXX

Boarding & Securing Land Bank Structures – Proposals

The Wyandotte County Land Bank (WCLB) needs proposals for the boarding and securing of the properties listed below. Boarding and securing plans will begin on Tuesday, February 13, 2018, starting at 8:30 am at 2943 N 47th Street. Contractors must be present in order to submit proposals. There will be an opportunity to view/assess the property before submitting proposals.

Proposals must include any additional tasks required by the WCLB Construction Manager (CM) at the time of the assessment.

Proposals must be on the company's letter head, sealed, and hand delivered. On the outside of the sealed envelope please note "to the attention of CM" and indicate the proposal # 21317.

Proposals are due and must be delivered to the WCLB office no later than 12:00 p.m. (noon) on February 19, 2018. Late or unsealed proposals will not be accepted.

Proposals are needed for the following:

1. 2943 N 47th St
2. 3068 N 31st St
3. 3120 Mellier Ave
4. 3112 Waverly Ave
5. 2939 Stewart Ave
6. 2721 N 21st St
7. 1728 Yecker Ave
8. 2953 N 17th St
9. 2940 N 16th St
10. 1140 Richmond Ave
11. 106 N Early St

Thank You, Wyandotte County Land Bank

CONTRACTOR BOARDING COUNT MATRIX

Address: ______________________________

	North	South	East	West
1st floor windows				
2nd floor windows				
3rd floor windows				
Basement/Crawl space windows				
Porch windows				
Garage windows				
Exit door				
1st floor static door				
2nd floor static door				
Basement door				
Garage door				
Garage opening				
Roof repair/tarp				

Boarding Plan Additional Tasks: ____

Wyandotte County Land Bank
Economic Development Department

February 5, 2018

Joe Contractor
1111 N 1st Street
Kansas City, KS 11111

Dear Joe Contractor,

I am pleased to inform you that you have been awarded the following properties to board and secure:

- 1111 S 11th Street
- 2222 N 22nd Street

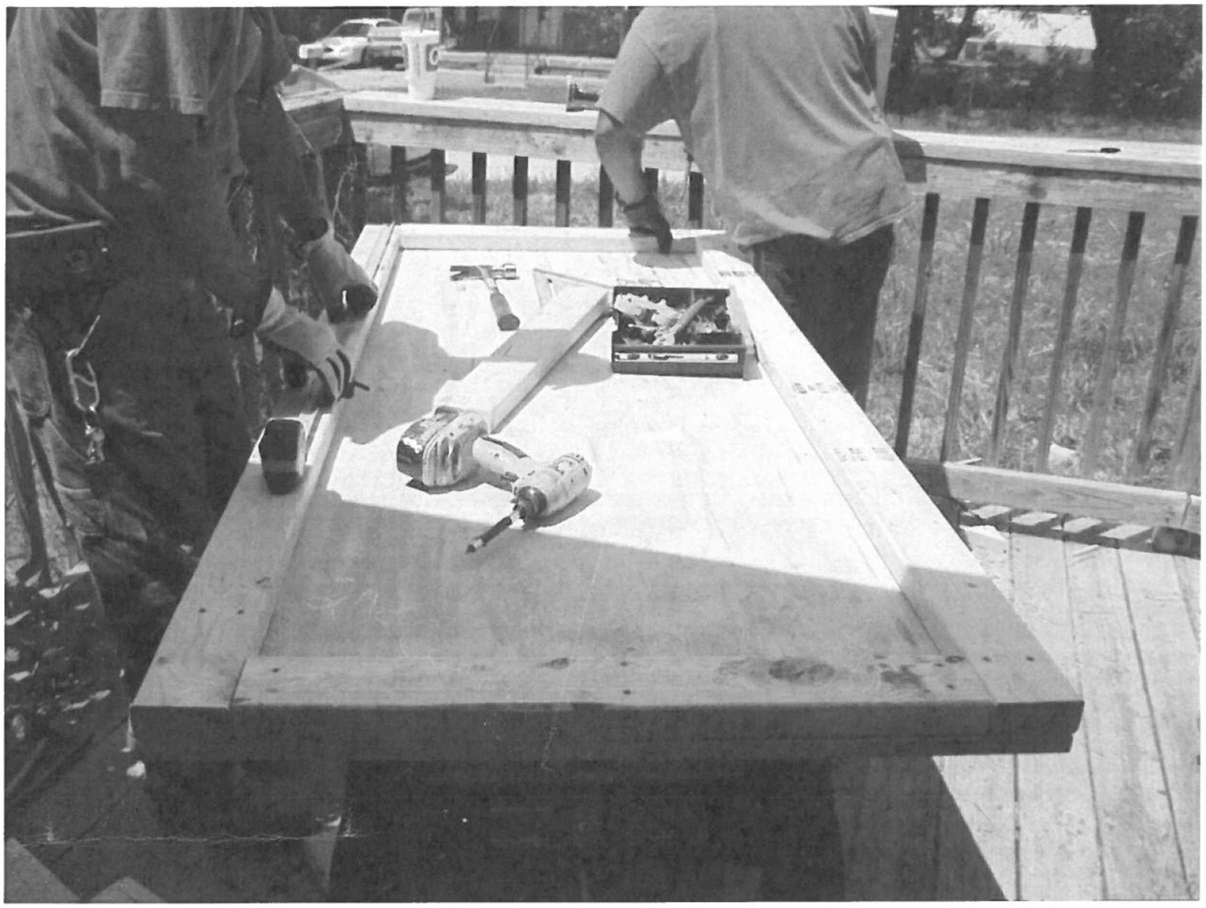
All boarding and securing of the WCLB properties listed above <u>must be completed by February 20, 2018, which includes calling the Construction Manager (CM) to do a final boarding and securing inspection at (913) 544-6895.</u>

The CM will contact you to schedule a date and time to open the first property. At this time, a full inspection will be completed; boarding and securing shall begin. While the boarding is being performed, the CM and the contractor will move on to the next property for an inspection. Please be sure to have the ability to secure the properties at each location.

Prior to opening the first property, the contractor must go by the property to see what materials are needed.

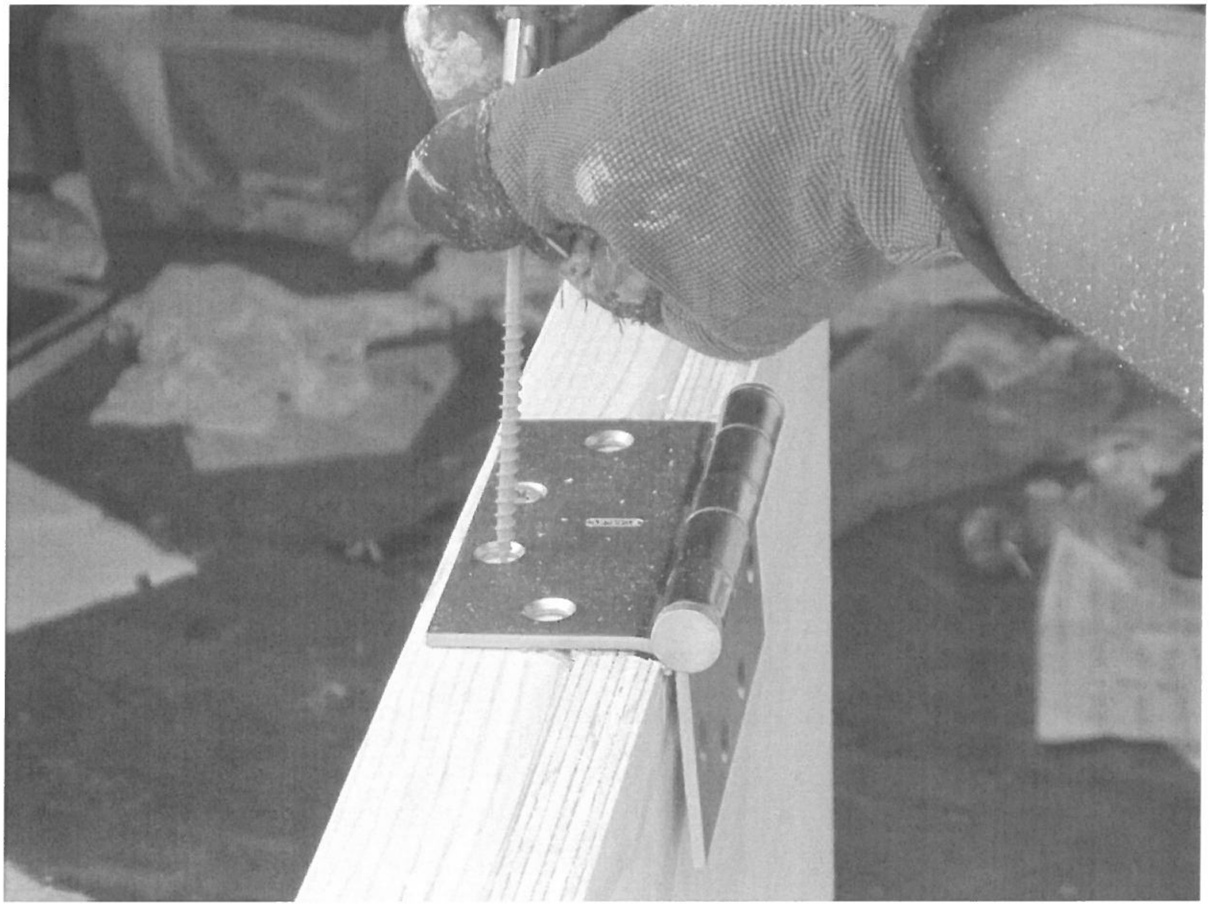
Sincerely,

Chuck Brockman,
WCLB Construction Manager



Framed door 2 x 4 and ¾ plywood

Framed 2 x 4 and three quarter plywood with middle brace

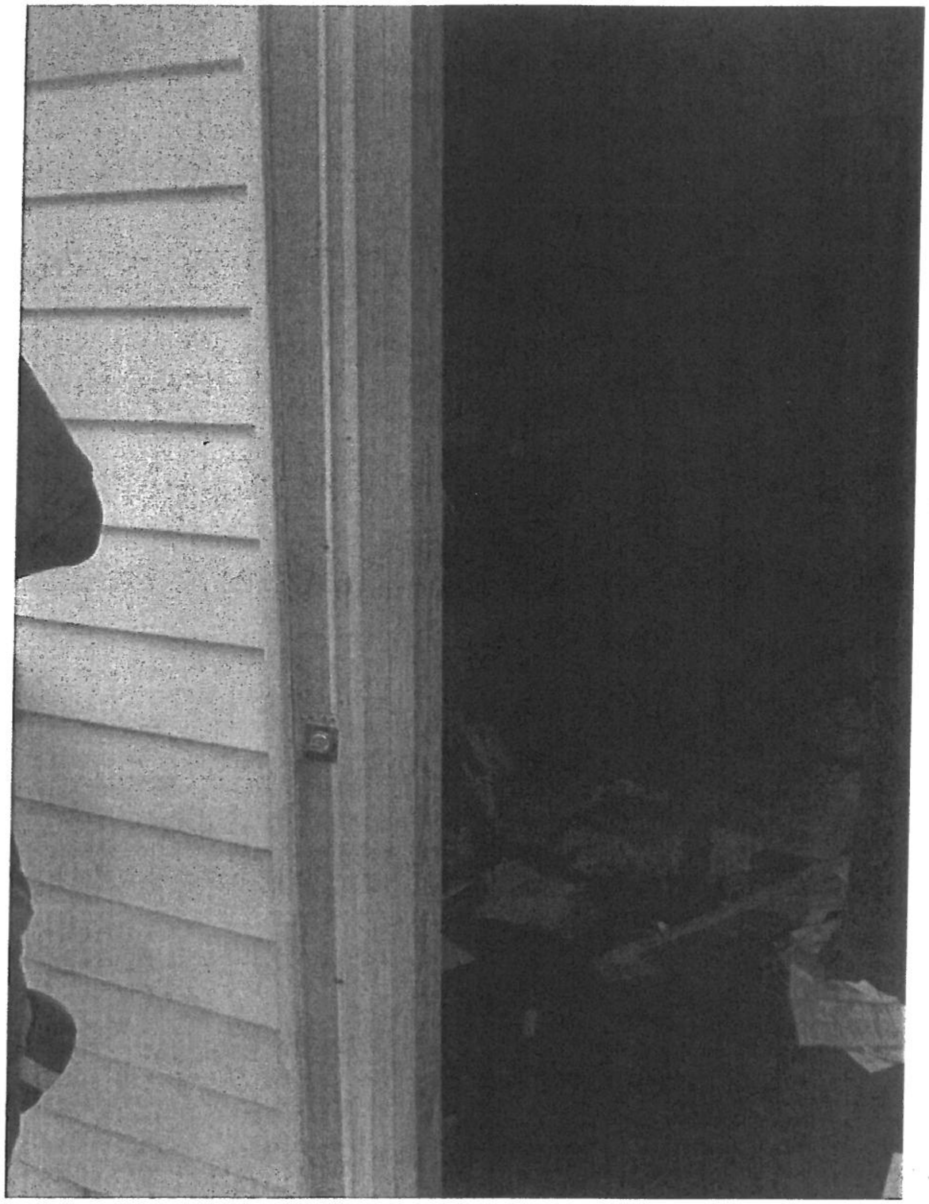


Notched plywood for hinge pin with one eighth to one quarter off set on 2 x 4

Hinge has 4" screws on stop and 2 x 4

1 x 6 is revealed roughly three quarters past the 2 x 4 plywood frame

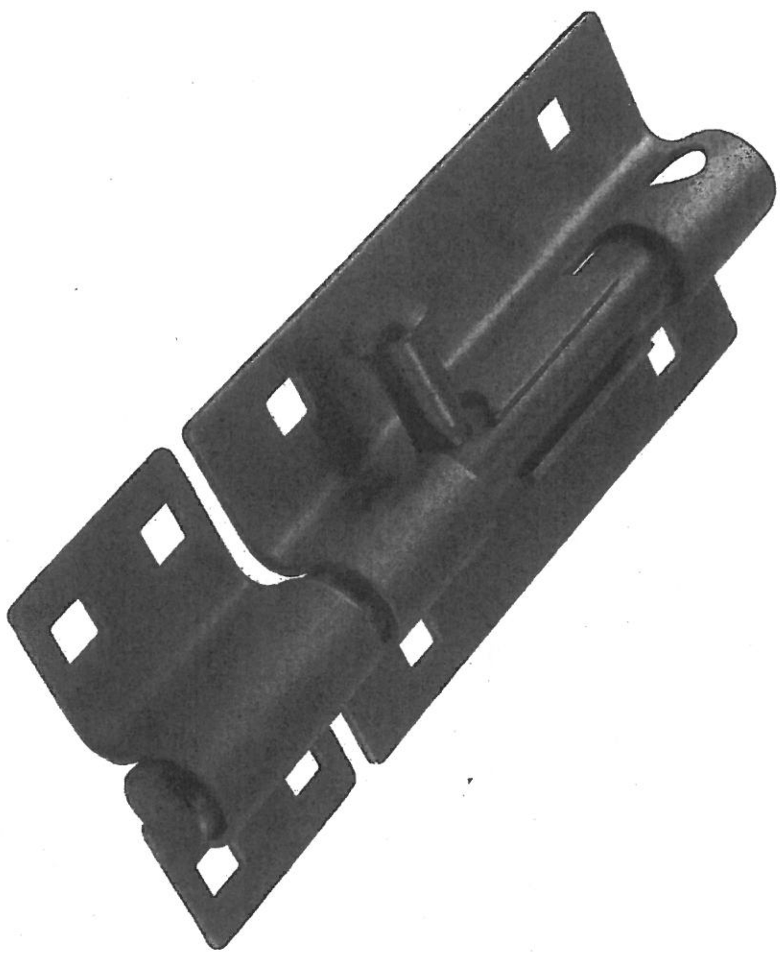
FULL LENGTH 2 x 4 DOOR STOP



HEAVY DUTY BARREL BOLT LOCK

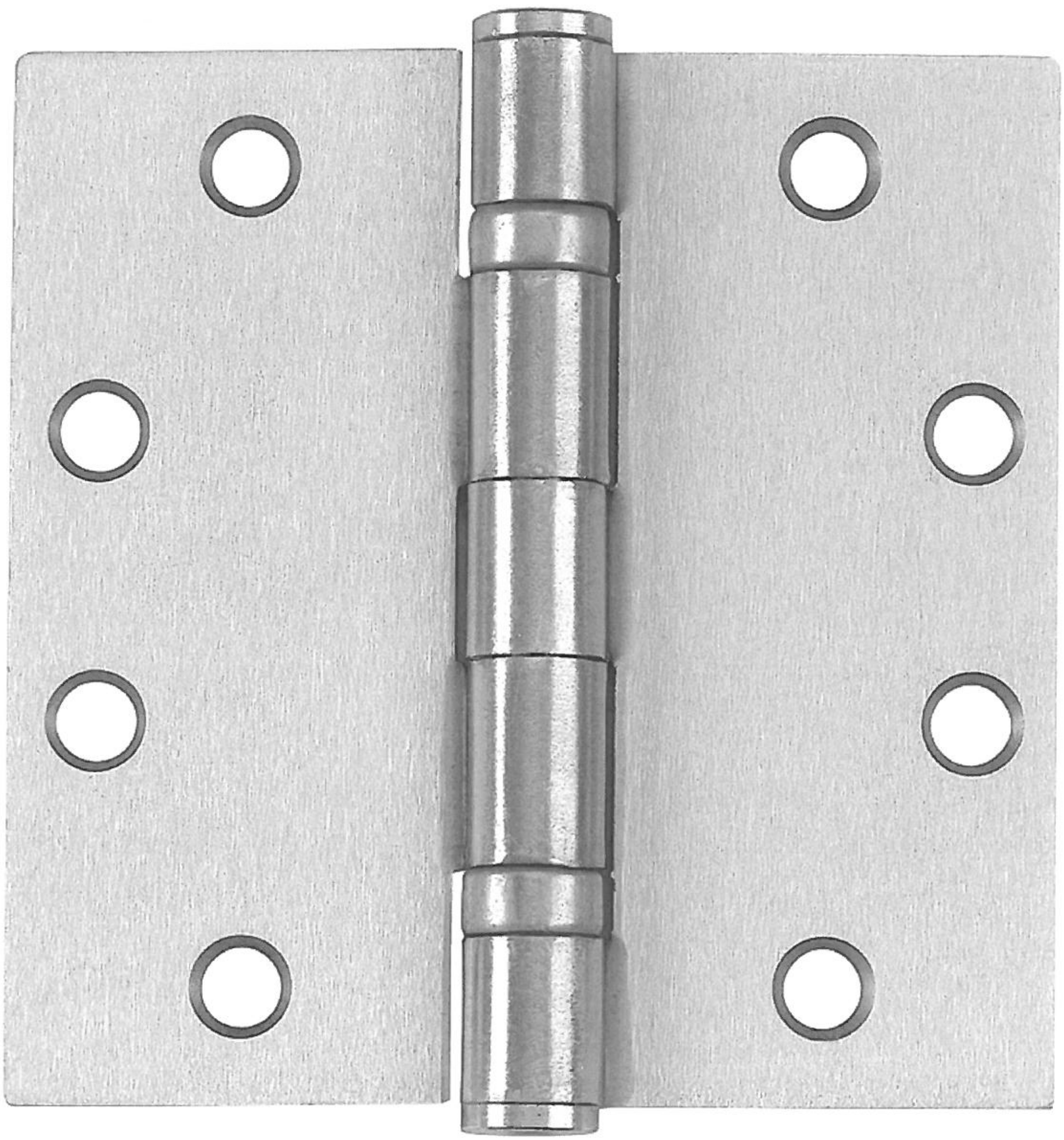
*8 CARRIAGE BOLTS

WITH STIFF BACKS

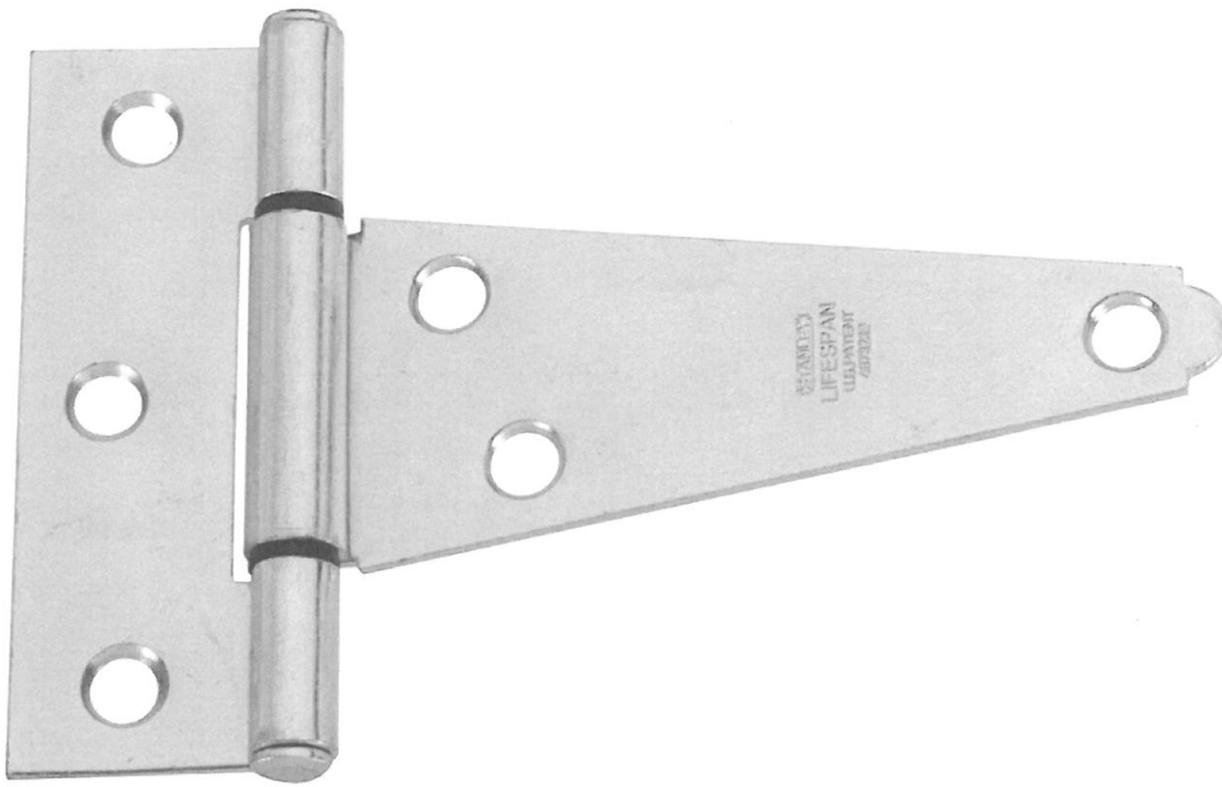


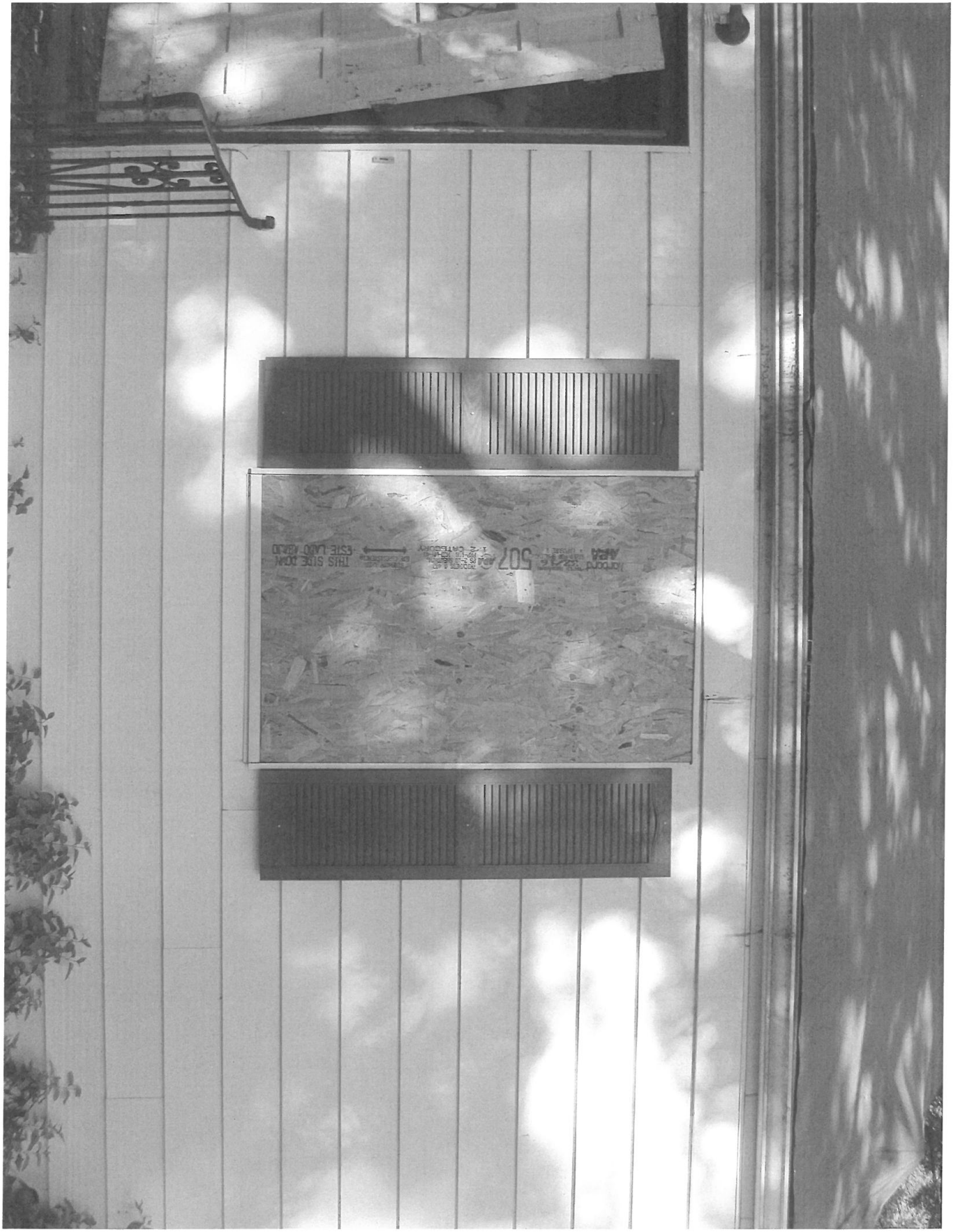
HEAVY DUTY PULL HANDLE WITH 4 CARRIAGE BOLTS & STIFF BACK

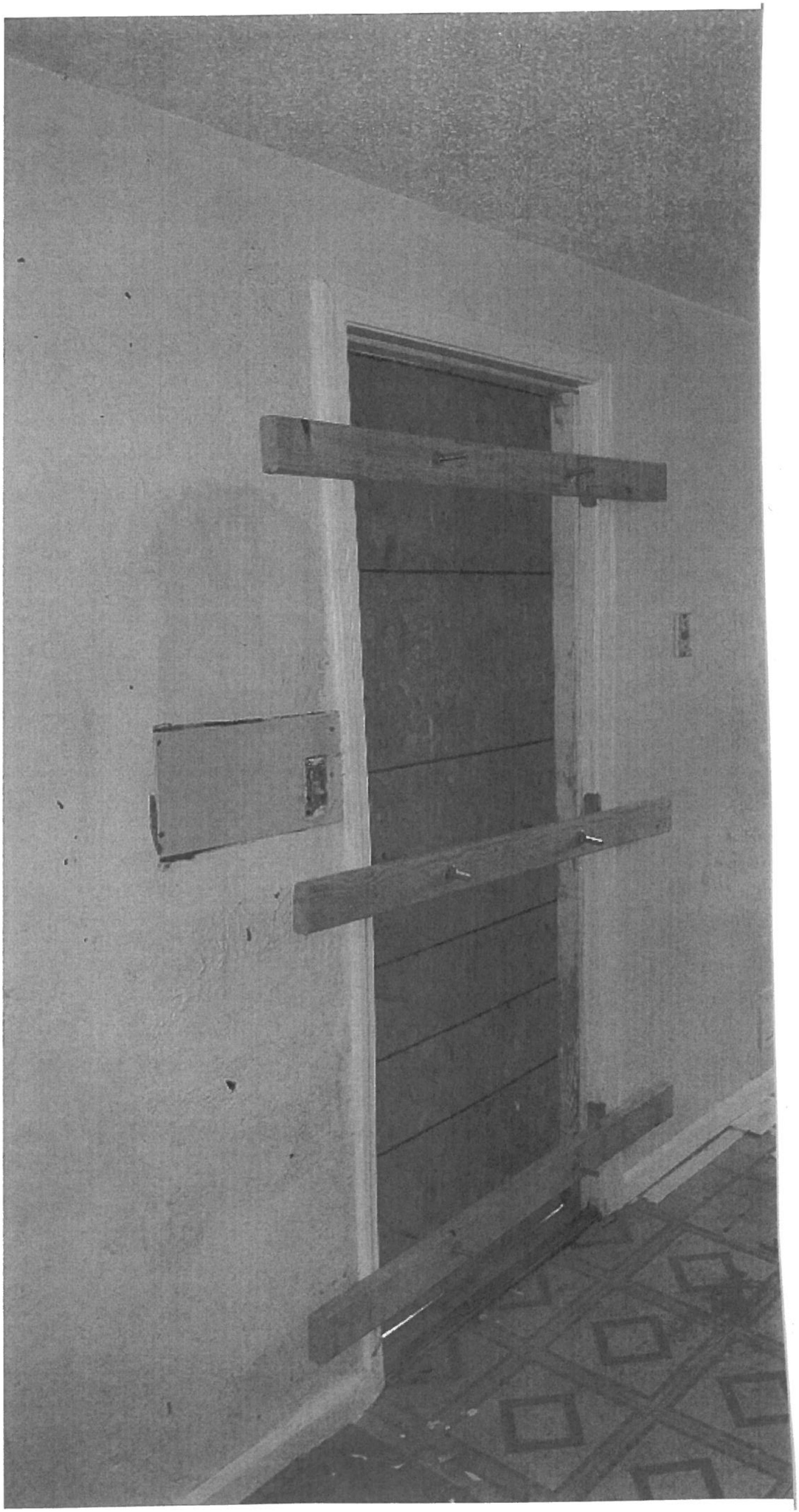
HEAVY DUTY DOOR HINGE - NON REMOVABLE PIN

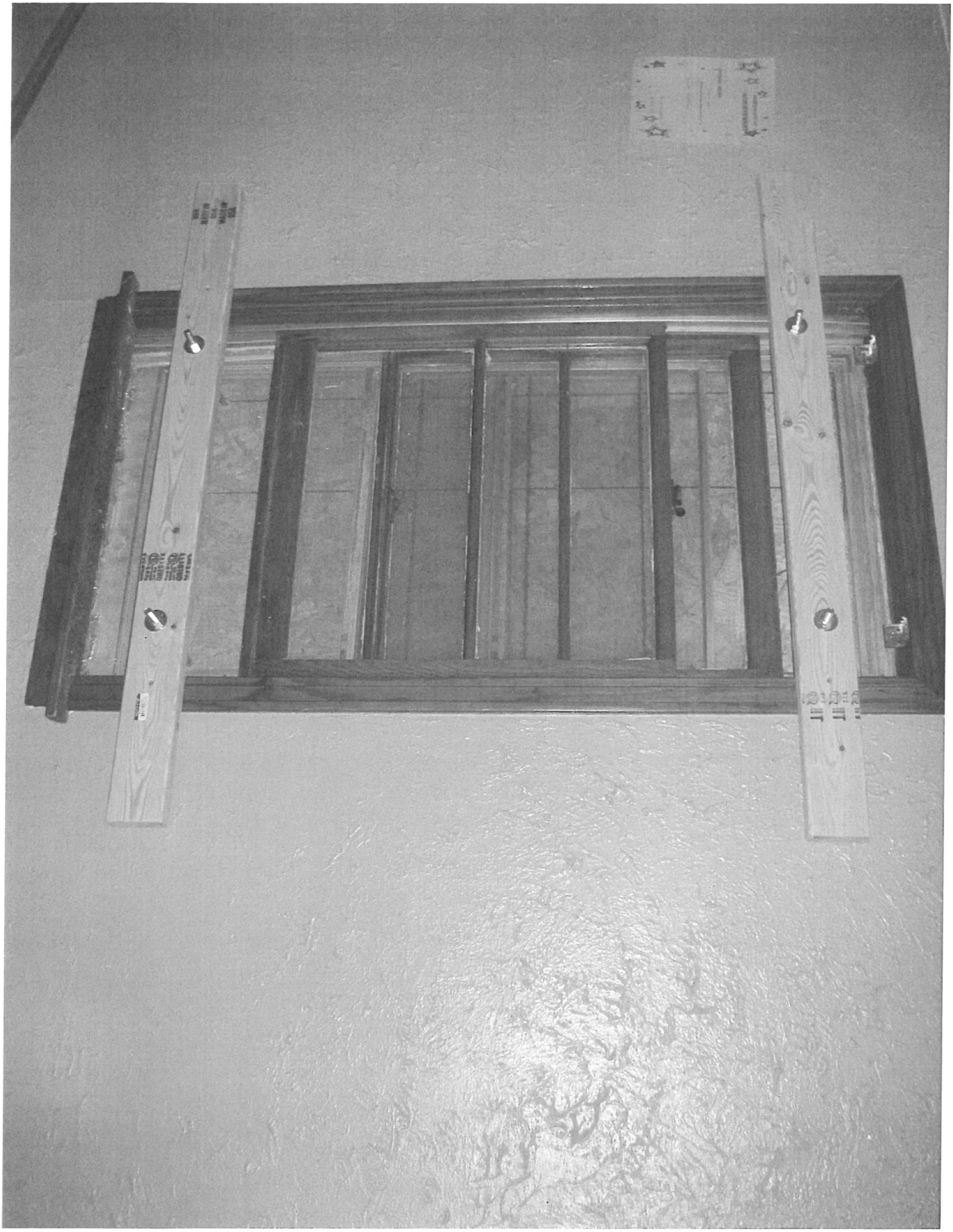


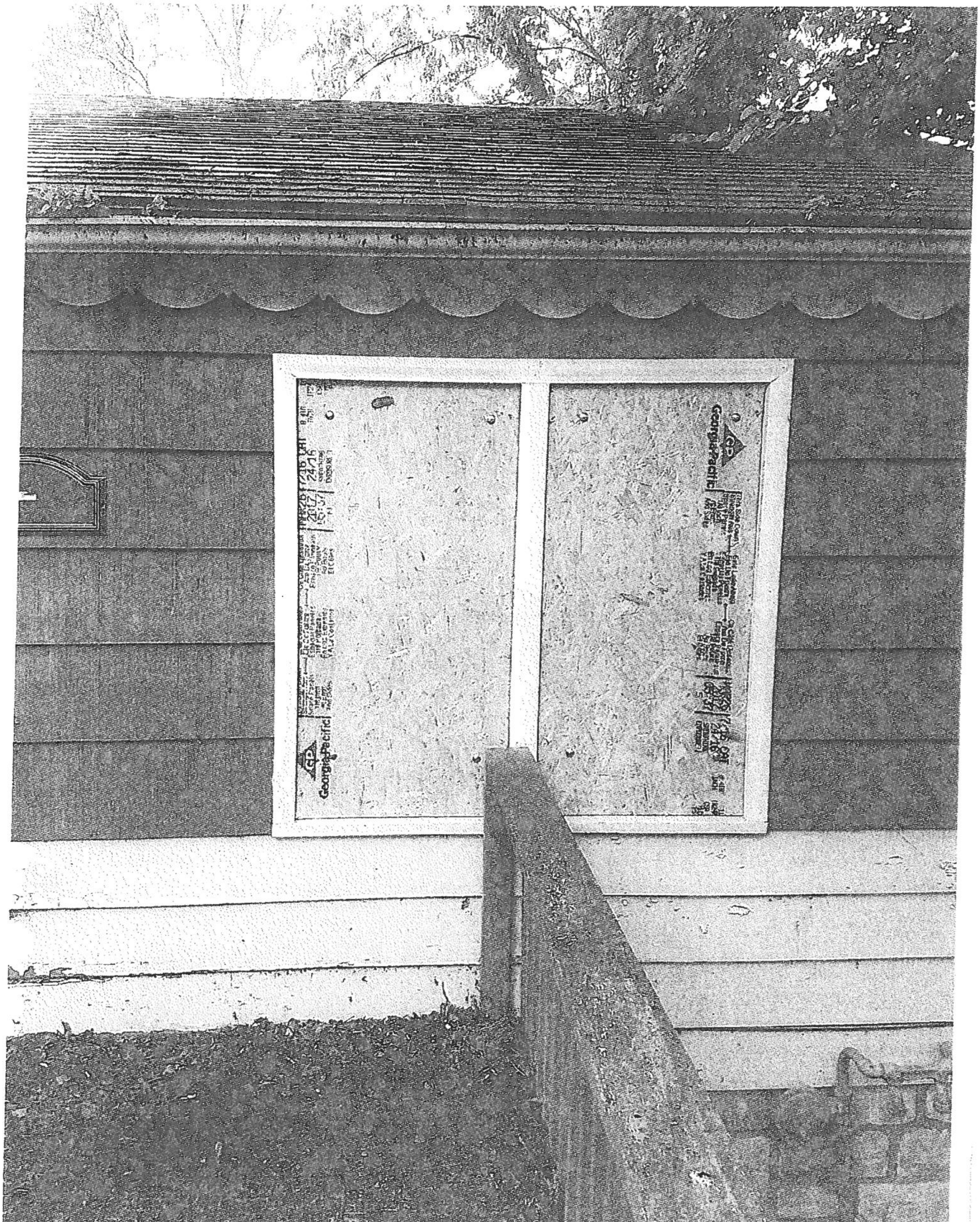
T-HINGE WITH 6 CARRIAGE BOLTS & STIFF BACKS




THIS SIDE DOWN
ESTE LADO ABAJO






Georgia-Pacific
Georgia-Pacific

GARAGE AND LARGE OPENINGS


1515