



Neighborhood and Community
Development Committee
Standing Committee Meeting Agenda
Monday, June 3, 2019
5:00 PM

Center.

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 June 3, 2019 Agenda.

III. Approval of standing committee minutes from April 1, 2019.

IV. Committee Agenda

Item No. 1 - LAND BANK BUSINESS: TRANSFERS TO LAND BANK

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

Transfers to Land Bank

1269 & 1273 Kansas Ave. - Unified Government

(Owner of 1267 Kansas Ave. has applied for these properties and would like both properties to increase space for family.)

1527 S. 34th St. - City of Kansas City, KS

(Owner of 1528 Woodland has applied for this property to be a yard extension.)

Tracking #: 19753

Item No. 2 - LAND BANK BUSINESS: APPLICATIONS

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

Applications

1040 Splitlog Ave. - Jose Coreas-Arevalo, yard extension

1273 Kansas Ave. - Sandra Aguirre, property acquisition

1269 Kansas Ave. - Sandra Aguirre, yard extension

1506 N. 55th Dr. A - Jase Properties, LLC, yard extension

1527 S. 34th St. - Samantha Lopez, yard extension

Tracking #: 19754

Item No. 3 - UPDATE: LAND BANK REHAB PROGRAM

Synopsis: Update on the Wyandotte County Land Bank Rehab Program, submitted by Chris Slaughter, Land Bank Manager.

For information only.

Tracking #: 19761

Item No. 4 - ORDINANCE: AMEND BOARDING PROCEDURES AND REQUIREMENTS FOR VACANT AND UNFIT PROPERTIES

Synopsis: An ordinance amending the boarding procedures and requirements for vacant and unfit properties, amending Chapter 8, submitted by submitted by Wayne Wilson, Neighborhood Resource Center.

Tracking #: 19758

V. Public Agenda

VI. Adjourn

**NEIGHBORHOOD AND COMMUNITY DEVELOPMENT
STANDING COMMITTEE MINUTES
Monday, April 1, 2019**

The meeting of the Neighborhood and Community Development Standing Committee was held on Monday, April 1, 2019, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Chairman McKiernan, Chairman; Commissioners Burroughs, Townsend, Murguia, Walters. The following officials were also in attendance: Gordon Criswell and Melissa Sieben, Assistant County Administrators; Kathleen VonAchen, Chief Financial Officer; Chris Slaughter, Land Bank Manager; Patrick Waters, Senior Attorney; Commissioner Bynum; and Jay Doleshal, Sergeant-At-Arms.

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

Chairman McKiernan said our next item is revisions to our agenda of today. In talking with Mr. Slaughter, I understand there is going to be one revision to the agenda as distributed. **Chris Slaughter, Land Bank Manager**, said correct. We are going to ask that the application from Mr. Rowland Vaca be brought back at a later time. Also, we will be bringing back at a later time the policy update. Everything else will stay the same.

Approval of standing committee minutes from February 4, 2019. **On motion of Commissioner Burroughs, seconded by Commissioner Murguia, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 19646...LAND BANK BUSINESS

Synopsis: Communication requesting consideration of the following Land Bank applications, submitted by Chris Slaughter, Land Bank Manager. The Land Bank Advisory Board recommended approval.

Application

617 S. 11th St. - Roland Vaca, yard extension

Action: Under agenda revisions, Mr. Slaughter requested to defer Rowland Vaca's application to a later time.

Donation to Land Bank (vacant lot)

3431 Barnett Ave. - Doriel Garcia

(The applicant indicates that they owned a house on this property and were not notified of the demolition of the property. They are out-of-state owners and with it being a vacant lot, they have no desire to own and maintain.)

DONATION REQUEST
DORIEL GARCIA – 3431 BARNETT AVE



Chris Slaughter, Land Bank Manager, said first we have a donation request of 3431 Barnett and that is—as you can see here outlined in black, that is the property request.

April 1, 2019

DONATION REQUEST DORIEL GARCIA – 3431 BARNETT AVE

- ▶ Owners of property live in Anaheim, CA
- ▶ Property has demo lien of \$18,025.00 & 2018 taxes owed
- ▶ Owners claim property was demoed without being notified
- ▶ Staff indicates proper notice was given



Some information on the request, the owners currently live out of state. The property currently has a demo lien of over \$18,000 and the 2018 taxes are still owed.

Owners claim property was demoed without being notified. I did reach out to the demo department and they've indicated that there was proper notification sent to them. There were some return address envelopes, or the card that comes with that, that were returned back to the department. They felt that proper notification was submitted. That was the point I was about to make. That's the request for that property.

Chairman McKiernan said when I looked at this item, I did have a concern because as I looked back at the payment history on this, it appears that the annual taxes and even a special from 2016—I assume that's for an abatement for weeds and grass—at least when I look at the picture we have attached to this property and in Lands Web, which does show a structure, shows the structure with 4 ft. tall weeds all around it at the time of the photo. It appears that all these taxes and all these fees were paid in full, on time, every year. Yet, they say they didn't receive notice of a pending demolition. **Mr. Slaughter** said correct.

Chairman McKiernan said this is not in my district, but I'm going to get the opinion of my fellow commissioners on this because my first inclination is that they're trying to donate this

to us to absolve themselves of a lien for demolition. I don't know. My first inclination is to say, I'm not going to allow that donation to the Land Bank, just in the name of absolving that lien.

Commissioner Burroughs said we might ask Legal what ramifications would come about should we accept it and they go ahead and decide to take action against the Unified Government for their claim that they weren't properly notified. **Patrick Waters, Senior Attorney**, said I think it would be unusual to deed it over and then make that claim, but I suppose they could take that track. I guess those are two separate claims. I don't really have the underlying information about that. Theoretically, we could be liable for the cost of the structure, but without knowing any information about that, I don't want to say that there's any validity to that claim. That's just his—apparently, his allegation.

Chairman McKiernan asked if we were to accept the property but still pursue compensation for the cost of the demo, is that something we could do—take the property into the Land Bank but still ask the owner to pay the demolition lien. **Mr. Waters** asked, Chris, does that get wiped out. **Mr. Slaughter** said we would have to make that request, but that's generally standard practice that we would request that to be abated.

Commission McKiernan said I think where I'm coming from right now is, I would like for this to be investigated. I have no problem taking this property into the Land Bank, but I do have a problem discharging an \$18,000 lien for something that we say the owner was aware of and could have taken steps to mitigate, or prevent in that year, or all of the years prior to it. Based on what I can see here, it did not do that.

Action: **Chairman McKiernan made a motion to hold this over until next month with a request for more information in terms of splitting apart, taking the property from discharging the lien.**

Commissioner Townsend said just for clarification, I'd like to know if we send these back; so it's clear, if we took this property in, the lien would not automatically be absolved, unless you moved to—you came to us and asked us to do that. Is that correct? **Mr. Slaughter** said there's procedural guidelines that we follow. We would send a request to the Treasury to have that abated. The only issue of not abating it, and if they decide they don't want to pay and we do accept the property, I

don't know if I'll ever get anybody to pay me \$18,000 for that property if they wanted to say build on it or something like that. **Commissioner Townsend** said right. **Mr. Slaughter** said we would run that risk of holding that property for a long time.

Commissioner Townsend said this is a question for Legal. I know we've talked about and actually enacted several administrative procedures; so the question that I have is, would this situation concerning the lien fall under one of the administrative procedures that we've just enacted? If we held the property, is there an administrative procedure through which the parties could go through and get a ruling, so to speak? One says, they didn't receive notice; the other says we gave proper notice.

Mr. Waters said I just find it unusual that they would say they didn't have notice but, they're going to give up the property. I think until we investigate the facts, I'd hesitate to give any final answer. I think we just need to investigate and figure out what happened here. **Commissioner Townsend** said oh, yes. I didn't mean to put you on the spot for an answer now. I'm saying as part of that investigative process, that's what I'd like. **Mr. Waters** said yes.

Commissioner Murguia seconded Chairman McKiernan's previous motion.

Mr. Slaughter said, Commissioner, just for clarification. One of the questions when I reach out to them would be is, if we accepted it, would they still pay the lien. That's something that you would like to see answered? **Chairman McKiernan** said what I would like to see is, if we accept it you will still be responsible and that's what I'd like us to do, is to split apart accepting this land from discharging that lien. By their record, they appeared to have paid in full and on time every year. They evidently got the bill every year and paid it. All of a sudden, they didn't get a notice of a pending demolition. They apparently and, again, I'm inferring all of this from the record; apparently took no action to forestall that.

Mr. Slaughter said I will add that when I did talk with demo, they said that the demo took place in April of last year. This could have been the first tax bill they got with that lien on it. That may have spurred why they turned around and put their request in. I'll ask them those questions. **Chairman McKiernan** said I'm going to just throw a wild guess out there, yes.

Chairman McKiernan said we have a motion and a second to send this back for further investigation of the circumstances of the demolition and the lien; and the possibility of splitting

apart the accepting of the land, but not discharging that lien, but instead pursuing collection of it. **Commissioner Townsend** asked what other administrative procedures might apply in this circumstance. **Chairman McKiernan** said excellent. **Commissioner Townsend** to resolve those very questions that you're talking about.

Roll call was taken on the motion and there were five "Ayes," Walters, Murguia, Townsend, Burroughs, McKiernan.

Northeast Hold Area

LAND BANK HOLD AREA REQUEST – NORTHEAST MASTER PLAN AREA



Chris Slaughter, Land Bank Manager, said last November we put a hold on the Northeast Land Bank properties. We asked for 180 days, and we're pretty much at that point now. I want to give you an update on where we're at with this.

LAND BANK HOLD AREA REQUEST – NORTHEAST MASTER PLAN AREA

- ▶ Requested a hold for all Land Bank vacant lots in Master Plan area for 180 days
- ▶ All applications for Yard Extensions & Property Acquisitions will be sent letter
- ▶ All applications for Single-Family or Multiple property development will be worked and processed as usual
- ▶ By end of 180 day period, Land Bank will come back with recommendations for future land usage



April 1, 2019

Again, the request was 180 days. This is just kind of some recap. Those were for the yard extension and property acquisitions. We did send, and we still are sending anybody that has applied for property in that area, a letter stating that it is currently on hold. We also did state that if we did receive any applications for any kind of development or infill housing, we would work those up and present those, as we usually do, then we would come back and that's where we are today.

LAND BANK HOLD AREA REQUEST – NORTHEAST MASTER PLAN AREA

- ▶ Land Bank Staff Advisory Team (SAT) formed
- ▶ Land Asset Management Team formed
- ▶ Progress being made
- ▶ Requesting 90-Day extension
- ▶ All current application for Northeast will be sent follow-up letter



A couple of teams we want to mention that have been formed since we started this. The first one is the Land Bank Staff Advisory Team and the Land Asset Management Team. I think we've presented those, at least mentioned those, in other meetings up to this point. These are two teams that primarily the focus is what do we do in certain situations when it comes to land; whether it's accepting or dispositioning them.

The Staff Advisory Team was formed to kind of help me with some guidance, some advising roles, on some of the policy changes that we're working on. It's been very productive that we've met. We've met probably three or four times, or maybe I should say four or five times in that time. We still have the Advisory Board. Their role is still the same.

Progress is being made. Some of the things we are working on is taking more of a strategic approach in certain neighborhoods. We've done some reports on the concentration of where Land Bank property is in relation to other vacant lots on the block; other tax sale eligible. Then what do we do if we control large chunks of areas, whole blocks, that type of stuff. Those are the strategies we're still working on, but we're not done. We're still working. We're close, but we feel that we need an extension.

April 1, 2019

Tonight, I think the action we're just going to ask for would be a 90-day extension. Hopefully, we'll come back with those strategies, with an updated Land Bank Policy that will reflect those strategies. We will send any application that we've sent a letter for, that we've received, we will send a follow-up letter. During this 90-day thing, we will still—any new applications, they will get a notification that this is still ongoing for at least the time being, the 90-day thing. Again, our ask would be for a 90-day extension.

Commissioner Burroughs said what about a 120-day extension versus a 90-day. We'll be getting right into the peak of summer when a lot of construction and rehab and people will be wanting to move forward. About 120-days. I don't want to go the whole 180. Maybe split the difference with 190. Is this 90-day starting the first of this month? **Mr. Slaughter** said correct.

Action: **Commissioner Burroughs made a motion, seconded by Commissioner Walters, to approve a 120-day extension.**

Commissioner Townsend said I was going to do the same thing. Mr. Slaughter has been keeping me apprised of the progress being made. For all the reasons that we had talked about when we first approved this hold, and with the establishment of the Advisory Team; I would certainly want to see this continue if it's felt that it's still necessary. I would support that.

Roll call was taken on the motion and there were five "Ayes," Walters, Murguia, Townsend, Burroughs, McKiernan.

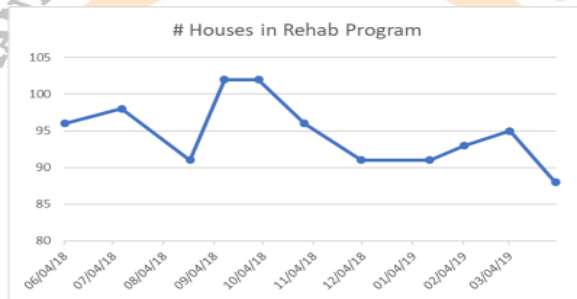
Policy Update

Action: **Under agenda revisions, Mr. Slaughter requested to defer the Policy Update to a later time.**

Item No. 2 – 19647...UPDATE: LAND BANK REHAB PROGRAM

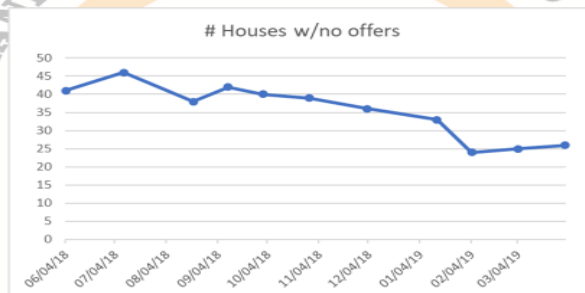
Synopsis: Update on the Land Bank Rehab Program, submitted by Chris Slaughter, Land Bank Manager.

REHAB PROGRAM – # HOUSES IN REHAB PROGRAM



Chris Slaughter, Land Bank Manager, said we continue to add contractors. We're at 118. Number of houses in the program has gone down. That's a good thing, but it's also an indication of the lower numbers in the tax sales that we're getting.

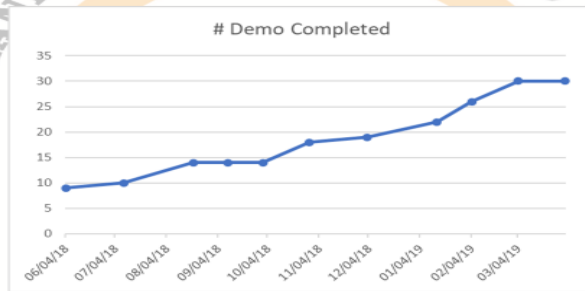
REHAB PROGRAM – # HOUSES WITH NO OFFERS



Houses with no offers. We're sitting right around the mid-20s, 26. With all the new contractors that are coming on board, I think I have eight of these houses that I'll be opening up for potential offers. We, hopefully, will have that number keep dropping.

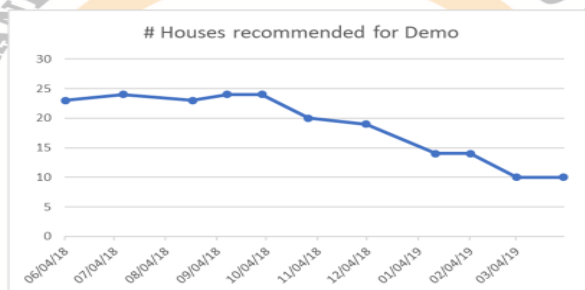
April 1, 2019

REHAB PROGRAM – # DEMOS COMPLETED



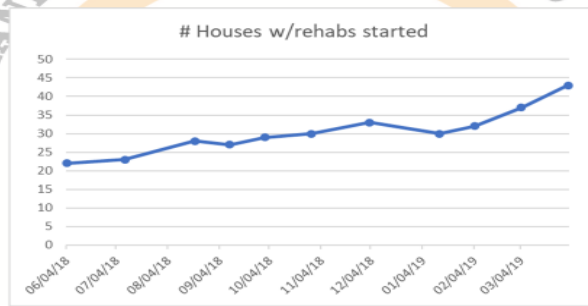
Demos completed, we're up to 30. No new changes from last month.

REHAB PROGRAM – # HOUSES RECOMMENDED FOR DEMO



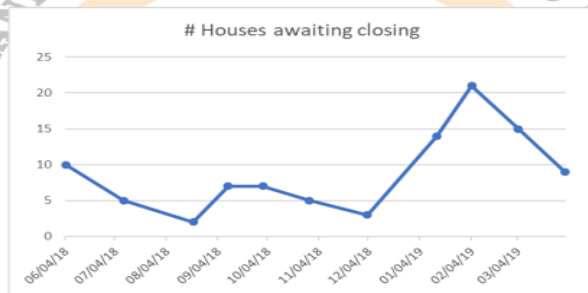
We are sitting at 10 that are still in the demo process.

REHAB PROGRAM – # HOUSES WITH REHABS STARTED



Rehab started; we are now up to 43.

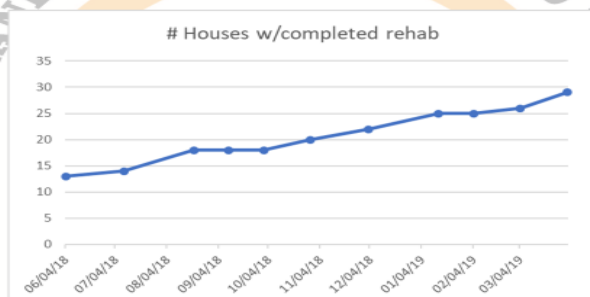
REHAB PROGRAM – # HOUSES AWAITING CLOSING



The amount of closings has dropped significantly, down to nine.

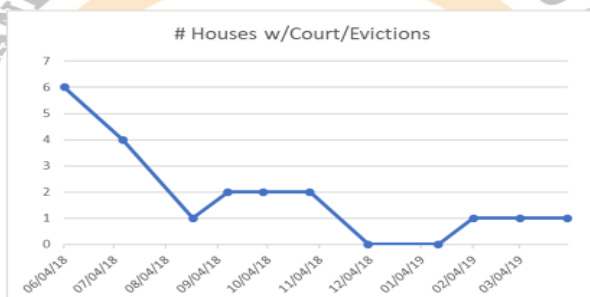
April 1, 2019

REHAB PROGRAM – # COMPLETED REHABS



Our completed rehabs are now up to 29, so that's 3 from last month.

REHAB PROGRAM – # HOUSES WITH COURT/EVICTIONS



We've had the one eviction. I believe there's another filing, so we're just working through the details on that. We did have an open house on it. I think if we do finally get this resolved, we will have a strong offer. We should have multiple strong offers on it.

April 1, 2019

3028 CISSNA ST



Now, let's talk about the three new houses that have been completed. The first one is 3028 Cissna.

3028 CISSNA ST



Obviously, it's in better shape than some of the ones we've gotten in the past.

3028 CISSNA ST



April 1, 2019

3028 CISSNA ST



Just some pictures of the before.

3028 CISSNA ST



3028 CISSNA ST



This is the picture of the front, the recently completed.

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3028 CISSNA ST



A little bit of the back area. It's very high off the street. They did some concrete work, and they have a little bit left to do there in the back. There'll probably be some alley parking in there.

A shot of the living room there.

3028 CISSNA ST



Just a couple of other bedrooms...

3028 CISSNA ST



...kitchen with a stackable washer and dryer that's in the room that leads down to the basement.

April 1, 2019

3028 CISSNA ST



It's a 2-bedroom, 1-bath.

3028 CISSNA ST



Some updates on the basement as well.

3028 CISSNA ST

- ▶ Property in Tax Sale 339
- \$899.86
- ▶ Rehab time – 11 months
- ▶ Appraised Value (Jan 1)
\$10,290.00
- ▶ Property is being rented
for \$800.00/month



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We acquired this from Tax Sale 339. The bid at the time was just a little bit under \$900. It took the rehabber 11 months. January 1 it was appraised a little bit over \$10,000 and is currently being rented for \$800 a month.



The next house is 2119 N. 7th St., just up the street. This is a duplex.



Again, it wasn't in bad condition.

2119 N 7TH ST



2119 N 7TH ST



2119 N 7TH ST



Some wear and tear a little bit.

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2119 N 7TH ST



This is the kitchen from the second unit.

2119 N 7TH ST



2119 N 7TH ST



This is what the rehab has got it to now.

April 1, 2019

2119 N 7TH ST



You can see this is the first floor.

2119 N 7TH ST



There's a bathroom...

2119 N 7TH ST

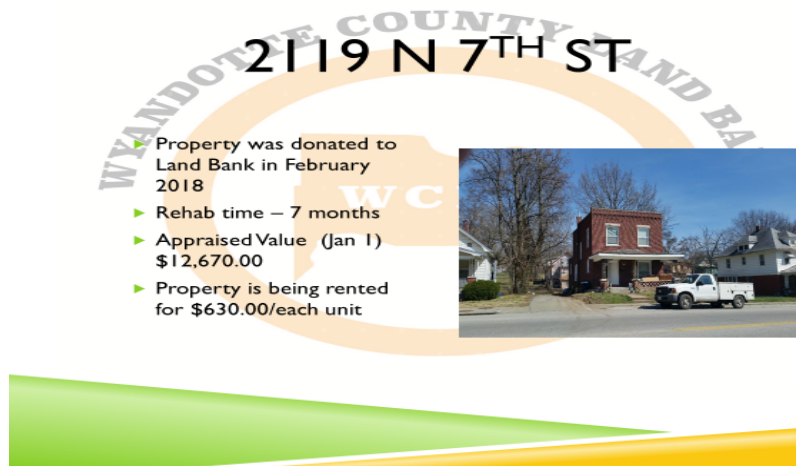


...kitchen, one of the bedrooms. There is the second kitchen; some of the upstairs rooms.

April 1, 2019



...and then some modifications down in the basement.



This was a donated property. We didn't get this from the tax sale. That took the rehabbers 7 months. January this year it was appraised at \$12,670, and each unit is currently being rented for \$630.

Commissioner Walters said, Chris, on these appraisals, this is while the property was under construction, I take it. **Mr. Slaughter** said correct. We'll wait until the 2020s come out to see what kind of impact that they have.

2050 S 10TH ST



The last one tonight is 2050 S. 10th St.

2050 S 10TH ST



2050 S 10TH ST



Here's some inside pictures.

April 1, 2019

2050 S 10TH ST



The finished front.

2050 S 10TH ST



There's part of the kitchen.

2050 S 10TH ST



...the bath...

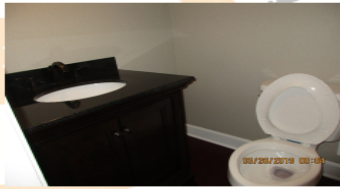
April 1, 2019

2050 S 10TH ST



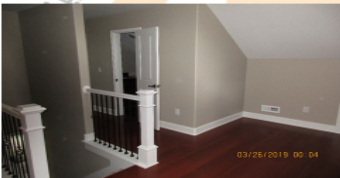
...stairs to go upstairs. That bathroom there, is a half bath that was added on during the rehab.

2050 S 10TH ST



...upstairs bathroom...

2050 S 10TH ST



and then some more of the upstairs and another bedroom.

April 1, 2019

2050 S 10TH ST



Updates down to the mechanical area.

2050 S 10TH ST

- ▶ Property in Tax Sale 338 - \$16,116.76
- ▶ Rehab time — 12 months
- ▶ Appraised Value (Jan 1) \$25,000.00
- ▶ Property is listed at \$140,000.00



We got this in Tax Sale 338. The bid at the time was over \$16,000. It took the rehabber 12 months. January 1, it was appraised at \$25,000. It's currently listed for sale for \$140,000.

Sometimes we mention the ripple effect of these rehabs.

2050 S 10TH ST



This is the house to the south that had some rehab work done because of the rehab at our house.

April 1, 2019

2050 S 10TH ST



This is the house to the north that has a brand-new roof put on it. They're actually doing some interior rehabs going on by another contractor.

2050 S 10TH ST



This is the house across the street that's had some work done. Again, another positive affect of the Rehab Program is nobody wants to be that ugly house on the block.

1201 METROPOLITAN AVE



April 1, 2019

Finally, just wanted to mention that, it was brought to our attention that a property that is currently in the Land Bank needed some TLC. This is at 1201 Metropolitan Ave.

1201 METROPOLITAN AVE



A lot of the damage was right there. We believe a car kind of, for whatever reason, was going a little bit fast across the little driveway there; hit that. You can see they kind of bounced off the edge of the building here.

1201 METROPOLITAN AVE



We had a contractor go out and look at it. We were kind of like, you know, it's probably had better days and stuff so let's see what we can do. We asked them to do some painting and some repair work. The bars over the windows were all rusted. We asked them to kind of put some fresh coat of paint on them.

April 1, 2019

1201 METROPOLITAN AVE



Here's a picture of the updated remodel.

1201 METROPOLITAN AVE



I shouldn't say remodel; just the repairs. As you can see, they did repair the area that was damaged by the car.

1201 METROPOLITAN AVE



Just some exterior shots of the paint and the repairs that they did.

April 1, 2019

1201 METROPOLITAN AVE



We were happy to help out. The contractors that did this for us, they did an excellent job. They're kind of one of our best contractors we had. When we talked, they were really excited to do it. I think some of the weather we had there in late February kind of threw them back a little bit. I just wanted to give an update on that.

Commissioner Townsend said great, great, great. The house on 7th St., is that up for rent or is it rented already? **Mr. Slaughter** said it's currently rented; both units are rented. **Commissioner Townsend** said thank you.

Commissioner Murguia said, Chris, I just want to say thanks a lot for the little gas station repair. I really appreciated it. The neighborhood in that area uses that as a tool shed sharing facility since it's just a little box. It is also sort of a landmark when you come into East Argentine there. **Mr. Slaughter** said we're glad to help. I will say when we went out and looked at it, you can kind of see just a little bit in the window and we thought, is there somebody in there. We kind of jumped up and it was like a manikin with a wig on and stuff. It kind of freaked us out a little bit. **Commissioner Murguia** said that's from our Halloween thing. Stay out of our shed, Chris. **Mr. Slaughter** said I think all of that stuff is still intact on the inside.

Chairman McKiernan said I think you bring up a really interesting and important point here. I mean this little bit of investment makes a huge difference in a neighborhood, and it really does lift up the neighborhood. That's a very busy corner. Even though I don't necessarily live anywhere near it, I am by that corner very frequently as I'm back and forth to various places. Just having that and seeing it after it was fixed up a little bit, it makes an enormous difference in terms of just

community pride and feeling good about the neighborhood. I look forward to more renovations of more houses like that.

Action: For information only.

Adjourn

Chairman McKiernan adjourned the meeting at 5:24 p.m.

mb



Staff Request for Commission Action

Tracking No. 19753

Full Commission Meeting Date: 6/13/19

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 6/3/19

(If none, please explain):

Publication Required: No

<u>Date:</u> 5/22/2019	<u>Contact Name:</u> Chris Slaughter	<u>Contact Phone:</u> x8977	<u>Contact Email:</u> CSlaughter@wycokck.org	<u>Department/Division:</u> Land Bank
<u>Item Description:</u> 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 (3)				
<u>Action Requested:</u> 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.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> 19753				

TRANSFERS TO LAND BANK

Owner	Property Address	Parcel	Comments	Standing Committee Recommendation
Unified Government	1269 Kansas Ave	072222	Owner of 1267 Kansas Ave has applied for these properties and would like both properties to increase space for family.	
Unified Government	1273 Kansas Ave	072221		
City of Kansas City, KS	1527 S 34th St	165343	Owner of 1528 Woodland has applied for this property to be a Yard Extension.	



Staff Request for Commission Action

Tracking No. 19754

Full Commission Meeting Date: June 13, 2019

Committee: Neighborhood & Community Development

Date of Standing Committee Action: June 3, 2019

(If none, please explain):

Publication Required: No

<u>Date:</u> 5/22/2019	<u>Contact Name:</u> Chris Slaughter	<u>Contact Phone:</u> x8977	<u>Contact Email:</u> CSlaughter@wycokck.org	<u>Department/Division:</u> Land Bank
<u>Item Description:</u> 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) - Applications (5)				
<u>Action Requested:</u> 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.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Applications				

WYANDOTTE COUNTY LAND BANK - APPLICATIONS

APPLICANT	APPLICANT ADDRESS	LAND BANK ADDRESS	PROPOSED USE	STANDING COMMITTEE RECOMMENDATION
Jose Coreas-Arevalo	1042 Splitlog Ave	1040 Splitlog Ave	Yard Extension	
Sandra Aguirre	1267 Kansas Ave	1273 Kansas Ave	Property Acquisition	
Sandra Aguirre	1267 Kansas Ave	1269 Kansas Ave	Yard Extension	
Jase Properties, LLC	1502 N 55th Dr B	1506 N 55th Dr A	Yard Extension	
Samantha Lopez	1528 Woodland Blvd	1527 S 34th St	Yard Extension	

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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.

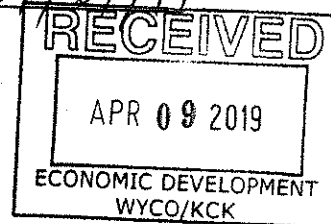
Signature (Required)

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

Jose G. Corea
Sign here

Date 04/09/19

Jose G. Corea
Print Name



49

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1042 Splitlog Ave

Parcel ID Number: 092646

Applicant Information (Please Print)

Name: JOSE Gregorio Correa Arevalo

Company/Organization: _____

Mailing Address: 260 S. mill street Kansas city KS 66101

Phone Number(s): _____

E-mail(s): _____

Address of the adjacent structure you own: ¹⁰⁴² ~~1042~~ Splitlog Ave Kansas city KS 66102

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

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.

Jose 6 Correa Date 09/09/19
Sign here

Jose 6 Correa
Print Name

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)

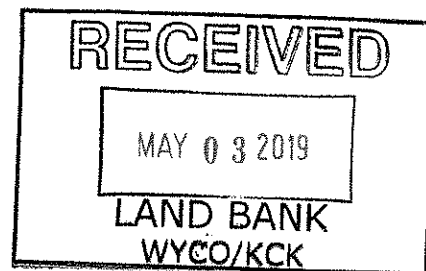
I have read and understand the information provided above and contained in this application.

Sandra S. Aguirre Date 05/03/2019

Sign here

Sandra S. Aguirre

Print Name



#71

Application for Land Bank Property Acquisition

Land Bank Property You Wish to Purchase: 1273 Kansas ave.

Parcel ID Number: 072221

Intended Usage of Property: Yard bigger for kid to play
and fenced.

Applicant Information (Please Print)

Name: Sandra S. Aguirre

Company/Organization: _____

Mailing Address: 1267 Kansas ave.

Phone Number(s): [REDACTED]

E-mail(s): [REDACTED]

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.

Sandra S. Aguirre Date 05-03-2019
Sign here

Sandra S. Aguirre
Print Name

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.

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- 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.

Sandra S. Aguirre Date 05/03/2019

Sign here

Sandra S. Aguirre

Print Name



#72

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1269 Kansas ave.

Parcel ID Number: 07222

Applicant Information (Please Print)

Name: Sandra S. Aguirre.

Company/Organization: _____

Mailing Address: 1267 Kansas ave.

Phone Number(s): [REDACTED]

E-mail(s): [REDACTED]

Address of the adjacent structure you own: 1267 Kansas ave.

Do you live in the adjacent structure above? Yes ☒ No ☐

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.

Sandra S. Aguirre Date 05/03/2019
Sign here

Sandra S. Aguirre
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

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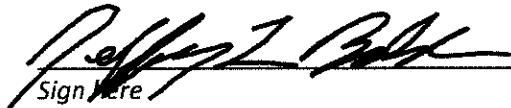
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- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys’ fees asserted against, incurred, or suffered 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.


Sign Here

Date 5/08/19

Jeffery Bolden/Jase Properties LLC

Print Name



#84

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1506 N. 55th Dr. Kansas City, KS 66102

Parcel ID Number: 003749

Applicant Information (Please Print)

Name: Jeffery L Bolden

Company/Organization: Jase Properties LLC

Mailing Address: 15621 W. 87th Ste. 404 Lenexa KS 66219

Phone Number(s): [REDACTED]

E-mail(s): [REDACTED]

Address of the adjacent structure you own: 1502 N. 55th Dr. ^BKansas City, KS 66102

Do you live in the adjacent structure above? Yes ☐ No ☒

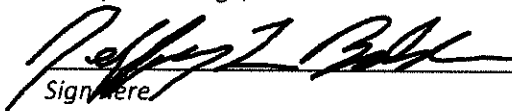
Please Respond to the Following Questions:

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 ☒

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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 5/08/19

Jeffery L Bolden

Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

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- 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.

PLO Samantha Lopez Date 5/9/2019

Sign here

PEDRO LOPEZ Samantha Lopez

Print Name



#88

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1527 S. 34th St.

Parcel ID Number: 165343

Applicant Information (Please Print)

Name: PEDRO LOPEZ, SAMANTHA LOPEZ

Company/Organization: _____

Mailing Address: 1528 WOODLAND BLVD

Phone Number(s): [REDACTED]

E-mail(s): [REDACTED]

Address of the adjacent structure you own: 1528 WOODLAND BLVD KCK, 66106

Do you live in the adjacent structure above? Yes ☒ No ☐

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.

PLB Samantha Lopez Date 5/9/2019
Sign here

PEDRO LOPEZ Samantha Lopez
Print Name



Staff Request for Commission Action

Tracking No. 19761

Full Commission Meeting Date: NA

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 6/3/19

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
5/22/2019	Chris Slaughter	x8977	CSlaughter@wycokck.org	Land Bank

Item Description:

The Land Bank Manager respectfully will present information regarding the Wyandotte County Land Bank Rehab Program.

Action Requested:

This item is for information only.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 19758

Full Commission Meeting Date: 6/13/19

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 6/3/19

(If none, please explain):

Publication Required: Yes 6/20/2019

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
5/22/2019	Wayne Wilson	x8646	wwilson@wycokck.org	Neighborhood Resource Center

Item Description:

An amendment updating the boarding procedures and requirements for vacant and unfit properties.

Action Requested:

To approve the ordinance.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Sec. 8-432. Same - Statement of purpose, definitions, amendments, etc., Parks 2018 Abatement Boarding Contract and Specs

(Published _____)

ORDINANCE NO. _____

AN ORDINANCE relating to Chapter 8, amending Section 432 regarding amendments to the 2012 International Property Maintenance Code.

BE IT ORDAINED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:

Section 1. That Section 8-432 is hereby amended to read as follows:

Sec. 8-432. - Same—Statement of purpose, definitions, amendments, etc.

- (a) *Statement of purpose.* It is the intent of the code adopted in section 8-431 to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the use and occupancy, location and maintenance of all real properties of all types, including buildings and structures within this jurisdiction.
- (b) *Code official changed to public officer.* All references responsibilities, duties, powers and obligations referred and conveyed upon the "code official" in the 2012 International Property Maintenance Code is hereby amended to and designated upon the "public officer."
- (c) *Amendments.* The 2012 International Property Maintenance Code is amended in the following respects:

Section 101.1 is amended to read as follows:

Section 101.1 Title. These regulations shall be known as the Property Maintenance Code of the Unified Government of Wyandotte County/Kansas City, Kansas, hereinafter referred to as "this code."

Section 102.3 is amended to read as follows:

Section 102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Energy Code, International Fire Code, International Mechanical Code, Uniform Plumbing Code, NFPA 70, International Residential Code and as referenced the International Existing Building Code. Nothing in this code shall be construed to cause, modify or set aside any provision in the Code of Ordinances for Kansas City, Kansas. Nothing in this code shall be construed to cancel, modify or set aside any provision in the Code of the Unified Government of Wyandotte County/Kansas City, Kansas.

Section 102.7 is amended to read as follows:

Section 102.7 Referenced codes and standards. The codes and standards referenced in this code shall be those that are listed in this chapter and considered part of the requirements of this code to the prescribed extent of each such reference. Where

differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

Section 102.7.1 and 102.7.2 is added to read as follows:

102.7.1 Electrical Code. The ICC Electrical Code referenced in chapter 6 has been deleted and replaced with NFPA 70 (National Electrical Code.) Wherever the term ICC Electrical Code has been used in this code, it shall be used synonymously with the term "NFPA 70" listed in chapter 6.

102.7.2 Plumbing Code. The ICC Plumbing Code referenced in chapters 5 and 6 has been deleted and replaced with the 2012 Uniform Plumbing Code. Wherever the term ICC Plumbing Code has been used in this code it shall be used synonymously with the term 2012 Uniform Plumbing Code listed in chapters 5 and 6.

Section 103.1 is amended to read as follows:

Section 103.1 General. The public officer and his/her designees are hereby authorized to enforce the provisions of this code.

Section 103.2 is amended to read as follows:

Section 103.2 Appointment. The public officer shall be appointed by the county administrator.

Section 103.3 is amended to read as follows:

Section 103.3 Deputies. In accordance with the prescribed procedures of the unified government and with the concurrence of the appointing authority, the public officer shall have the authority to appoint his or her designees. Such employees shall have the authority as delegated by the Public Officer. Such Employees shall have the authority as delegated by the Public Officer.

Section 103.5 is amended to read as follows:

Section 103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be set by the county administrator.

Section 104.3 is amended to read as follows:

Section 104.3 Right of entry. The public officer is authorized to enter the structure or premises at reasonable times to inspect subject to constitutional restrictions on unreasonable searches and seizures. If entry is refused or not obtained, the public officer is authorized to pursue recourse as provided by law. In cases of emergency where extreme hazards are known to exist which may involve the potential loss of life or severe property damage, the public officer shall take whatever acts are necessary to protect the public health and safety.

Section 106.2.1 is hereby added to read as follows:

Notice of violation. The public officer shall serve a notice of violation or order in accordance with Section 107. Exception. Notice and opportunity to remedy a violation shall be considered given if a previous notice has been sent according to the notice provisions of section 107.1 and 107.3 within the previous 24

months. Failure to provide such notice of violation shall not invalidate a citation or complaint.

Section 106.3 is amended to read as follows:

Section 106.3 Violations. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any real property, building or structure or cause or permit the same to be done in violation of this code.

Section 106.4 is amended to read as follows:

Section 106.4 Violation; penalties. The violation of any provision of this code or failure to comply therewith or with any of the requirements thereof, shall be a public offense, and any person convicted thereof shall be sentenced to a fine of not less than \$100.00 nor more than \$2,500.00, be imprisoned for a term not exceeding six months, or both. Each day that a violation of this chapter shall continue shall constitute a separate offense. The prosecution of any violation as a public offense pursuant to this section may be in addition to, or as an alternative to, any other remedy or course of action available to the unified government.

Section 106.5 is amended to read as follows:

Section 106.5 Abatement of violations. The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Section 107.1 is amended to read as follows:

Section 107.1 Notice. Whenever the public officer determines that there has been a violation of this code or has reasonable grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in sections 107.2 and 107.3 to the person responsible for the violations as specified in this code. Notices for unfit procedures shall also comply with section 8-451 of the Code of Ordinances for Kansas City, Kansas.

Exception. Notice and opportunity to remedy a violation shall be considered given if a previous notice has been sent according to the notice provisions of sections 107.1 and 107.3 within the previous 24 months. Failure to provide such notice of violation shall not invalidate a citation or complaint.

Section 107.2 is amended to read as follows:

Section 107.2 Form. Such notice prescribed in section 107.1 shall be in accordance with all of the following:

- (a) Be in writing.
- (b) Include a description of the real estate sufficient for identification.

- (c) Include a statement of the violation or violations and why the notice is being issued.
- (d) Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
- (e) Inform the property owner of the right to appeal abatement proceedings.
- (f) Include a statement of the right to file a lien in accordance with section 106.5 in abatement proceedings.

Section 107.3 is amended to read as follows:

Section 107.3 Method of service. Such notice shall be deemed to be properly served if a copy thereof is:

- (a) Delivered personally;
- (b) Sent by certified or first-class mail addressed to the last known address; or
- (c) In abatement proceedings, if the owner or agent of the owner of the property has failed to accept delivery or otherwise failed to effectuate receipt of a notice sent pursuant to this section during the preceding 24-month period, the public officer may provide notice of the issuance of any further orders to abate or remove a nuisance from such property in the manner provided in subsections (2) and (3). Except as specifically provided in this subsection, the public officer may provide notice of the order to abate a nuisance by such methods including, but not limited to, door hangers, conspicuously posting notice of such order on the property, personal notification, telephone communication or first-class mail. If the property is unoccupied and the owner is a nonresident, notice provided by this section shall be given by telephone communication or first-class mail.

Section 108.1 is amended to read as follows:

Section 108.1 General. When a structure or equipment is found by the public officer to be unsafe or when a structure is found unfit for human use, occupancy or habitation or is found unlawful, such structure shall be deemed unfit pursuant to the provisions of this code.

Section 108.1.4 is amended to read as follows:

Section 108.1.4 Unlawful structure. An unlawful structure is one that is found in whole or in part to be occupied by more persons than permitted under this code or that was erected, altered, occupied or is being maintained in violation of the Code of Ordinances for Kansas City, Kansas, or any other applicable laws, statutes, rules or regulations.

Section 108.2 is amended to read as follows:

Section 108.2 Closing of vacant structures - permit required. If the structure is vacant and unfit for human habitation and occupancy and is not in danger of structural collapse, the public officer is authorized to post the structure as unfit for human use, habitation and/or occupancy and order the structure closed up so as not to be an

attractive nuisance. Upon failure of the owner to close up the premises within the time specified in the order, the public officer may cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons, and the cost thereof shall be charge against the real estate upon which the structure is located, shall be a lien upon such real estate, and may be collected by any other legal recourse.

- (a) For purposes of this section, "board," "boarding," or "boarded," shall mean to limit, restrict, or otherwise interfere with the means of ingress or egress, natural light or ventilation of a structure, as required by applicable code, by the placement of wood, metal or other material.
- (b) It shall be unlawful to board any structure without first obtaining a permit from the public officer. The public officer may designate another to administer the provisions of this ordinance.
- (c) To obtain a permit, the applicant must have the authority of the property owner, complete an application, and pay the required fee as established by the county administrator. The application shall be in the form approved by the public officer and shall include the applicant's detailed proposal to return the structure to habitability during the term of the permit. The structure must be boarded within 14 calendar days of issuance of permit. A permit shall be valid for a period of six months from the date of issuance. Subsequent permits may be issued for the structure upon a showing of good cause, as determined by the public officer. If no detailed proposal for rehabilitation is included with the permit application, an inspection of the property is a prerequisite to issuing a permit.
- (d) Unless otherwise required or authorized by the public officer, a structure that is permitted to be boarded pursuant to this ordinance shall be as follows:
 - (1) ~~All windows, doors, or any other openings on the first floor, or other openings easily accessible from grade level shall be boarded with a minimum of seven sixteenths inch plywood or sheathing, rated for continuous exposure to moisture, which shall be cut to fit openings.~~
 - (2) ~~Salvaged materials are not permitted. All materials shall be a single piece and securely fastened.~~
 - (3) ~~All materials shall be a natural color or painted with a coat of exterior paint similar to that of the structure.~~

comply with the boarding procedures and specifications in effect at the time.
Such procedures and specifications will be available at the Neighborhood Resource Center.

- (e) The provisions of this ordinance shall not apply to structures that are boarded by order of the public officer in the exercise of the police powers to protect the health, welfare and safety of the public, or pursuant to any applicable ordinance or statute.

Section 108.3 is amended to read as follows:

Section 108.3 Notice. Whenever a complaint is filed with the public officer by a resident of the municipality charging that any structure is unfit for human use, habitation or occupancy, or whenever the public officer, on the officer's own motion, has deemed a structure unfit under the provisions of this section, the public officer shall, if the preliminary investigation discloses a basis for such charges, cause to be served upon the owner, every mortgagee of record and all parties in interest in such structure, including persons in possession, a notice and placard in a conspicuous place on the structure. If the notice pertains to equipment, it may also be placed on the condemned equipment. The notice shall be served in accordance with the provision in section 8-451 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas.

Section 108.4 is hereby deleted.

Section 108.4.1 is amended to read as follows:

Section 108.4.1 Placard removal. The public officer shall remove the unfit placard or shall authorize removal of the unfit placard by the owner of the property whenever the defect or defects upon which the placarding action was based have been eliminated. Any person who defaces or removes an unfit placard without the approval of the public officer shall be subject to the penalties provided by this code.

Section 108.5 is amended to read as follows:

Section 108.5 Prohibited occupancy. Any occupied structure deemed unfit for human use or habitation and placarded by the public officer shall be vacated as ordered by the public officer. Any person who shall occupy an unfit placarded premises or shall operate placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premises or operate placarded equipment, shall be liable for the penalties provided by this code.

Section 109.1 is amended to read as follows:

Section 109.1 Imminent danger. When, in the opinion of the public officer or chief building inspector, there is imminent danger of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the public officer is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The public officer shall cause to be posted at each entrance to such structure a notice reading as follows: "Dangerous Structure." It shall be unlawful for any person to enter such structure except for the purposes of securing the structure, making the required repairs, removing the hazardous condition or demolishing the same.

Section 109.2 is amended to read as follows:

Section 109.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the public officer, there is imminent danger due to an unsafe condition, the public officer shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe, whether or not the

legal procedure herein described has been instituted, and shall cause such other action to be taken as the public officer deems necessary to meet such emergency.

Section 110.1 is amended to read as follows:

110.1 General. The public officer shall order the owner of any premises upon which is located any structure, which in the public officer's judgment is so old, dilapidated or has become so out of repairs as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure, or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary or to demolish and remove at the owner's option, or where there has been a cessation of normal construction of any structure for a period of more than two years, to demolish and remove such structure.

Section 110.2 is amended to read as follows:

Section 110.2 Notices and orders. All notices and orders shall comply with section 107 of this code and section 8-451 of the Code of Ordinances for Kansas City, Kansas.

Section 111.1 is amended to read as follows:

Section 111.1 Application for appeal. Effective December 1, 2016, any prior board authorized by this section is abolished, and the term of any member is terminated. After December 1, 2016, any person directly affected by a decision of the public officer or order issued under this code shall have the right to appeal to The Board of Code Appeals, provided that written application for appeal is filed within 20 days after the day the decision, or order was served and an appeal fee is paid. The application for appeal shall be accompanied by a fee set by the county administrator. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Section 111.2 is amended to read as follows:

Section 111.2 Membership of board. Appointment to the Board of Code Appeals shall consist of three members with one member appointed by the mayor, one member appointed by the at large district 1 commissioner, and one member appointed by the at large district 2 commissioner. The board shall convene to hear any appeal properly before it. After the board has rendered its decision for any appeal properly before it, it shall be dissolved and re-constituted for any subsequent appeal.

Sections 111.2.1, 111.2.2, 111.2.3, 111.2.4, 111.2.5, 111.3, 111.4, 111.4.1, 111.5, 111.6, 111.6.1, 111.6.2 and 111.7 are hereby deleted.

Section 112.4 is amended to read as follows:

Section 112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as the person is directed to perform to remove a violation an unsafe condition, shall be liable to a fine of not less than \$100.00 or more than \$2,500.00.

Section 201.3 is amended to read as follows:

Section 201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the International Building Code, International Fire Code, Uniform Plumbing Code, International Mechanical Code, International Residential Code or the NFPA 70 National Electrical Code, such terms shall have the meanings ascribed to them as in those codes.

Section 201.5 is amended to read as follows:

Section 201.5 Parts. Whenever the words "dwelling unit," "dwelling," "premises," "building," or "story" are stated in this code, they shall be construed as though they were followed by the words "or any part thereof."

Section 202 is amended to read as follows:

Section 202 General definitions. The definitions for "condemn," "housekeeping unit," "person," "rooming house," and "rooming unit" are hereby deleted, and any references to these terms in this code are hereby deleted. The term "rubbish" shall also mean trash. A definition for tarpaulin/tarp has been added.

The term "nuisance" is added to read as follows:

"Nuisance" means any of the following:

1. Any public nuisance known at common law or in equity jurisprudence. Nuisance conditions are defined as any attractive nuisance which may prove detrimental to children or others, whether in a building, on the premises of a building, or on an unoccupied lot. This includes, but is not limited to, any abandoned wells, shafts, basements, or excavations; abandoned refrigerators or other appliances, and motor vehicles; or any unsound fences or structures or portions thereof, or any lumber, trash, debris, or vegetation which may prove a hazard for inquisitive minors.
2. Whatever is dangerous to human life or is detrimental to health, as determined by the health official.
3. Overcrowding a room with occupants.
4. Insufficient ventilation or illumination.
5. Inadequate or unsanitary sewage or plumbing facilities.
6. Uncleanliness, as determined by the health officer.
7. Whatever renders air, food or drink unwholesome or detrimental to the health of human beings, as determined by the health officer.

The term "person" is amended to read as follows:

"Person" means any individual, individuals, corporation, partnership, unincorporated association, other business organization, committee, board, trustee, receiver, agent or other representative who has charge, care, control or responsibility for maintenance of any premises, regardless of status as owner, renter, tenant or lessee, whether or not in possession.

"Tarpaulin"/"tarp" means the following:

1. A heavy hard-wearing waterproof material such as canvas, coated canvas or polyester coated with urethane or made of plastics, such as polyethylene, which is used as an outdoor protective covering to guard against moisture or sun damage.
2. Construction tarp is a tarp between 5-16 mils, 0.14-0.41 mm, thick. (1 mil is equal to one (1) one thousand (1,000) of an inch.)

Section 302.4 is hereby deleted.

Section 302.5 is amended to read as follows:

Rodent harborage. All structures and exterior property shall be kept free from rodent harborage and infestation. Rodent harborages shall include the placement and/or storage of any furniture outside that is intended for interior use, or any other nuisance conditions. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

Section 302.7.1 is added to read as follows:

Storage containers. The use of storage pods and similar metal shipping containers used for the storage of materials, possessions, products, or other items, may be permitted, subject to one container per business or residence for no more than two non-consecutive months in any twelve-month period. The one-month periods that the storage containers are positioned or located on a property must be separated by a minimum of one month before the second month in a twelve-month period may occur. Containers must be positioned or located on private property, not in the public right of way or easements, and must be positioned or located on a driveway or other improved surface. Storage containers shall not be positioned or located in the yard or in other landscaped surface areas.

Section 302.8 is amended to read as follows:

Motor vehicles. Except as provided for in other regulations, no inoperative motor vehicle(s) shall be parked, kept or stored on any premises, including any inoperative motor vehicle parked on a trailer of any type. The term "inoperative motor vehicle," shall mean any motor vehicle(s) not currently registered or tagged pursuant to the applicable state law, or which is incapable of moving under its own power or in a condition of being junked, wrecked, wholly or partially disabled and/or dismantled, except that said provision shall not include motor vehicle(s) stored inside a completely enclosed structure. Inoperative motor vehicles are hereby declared a public nuisance.

No motor vehicle(s) shall be parked, kept or stored on unimproved surfaces. Improvement shall be in compliance with the standards set forth in the zoning code, section 27-675 (Improvement and Maintenance) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas. Motor vehicles parked, kept or stored in violation of this section are hereby declared a public nuisance.

The following vehicles and equipment shall not be kept, parked or stored or allowed to be kept, parked or stored, in a residential area: tow trucks, dump trucks, semi-tractors, semi-trailers, backhoes, skid loaders, high loaders, other

types of heavy construction equipment, as well as trailers used to transport said equipment, and any truck which has a greater than 10,000 pounds gross vehicle weight registered, as shown by information indicating title registration. Vehicles and/or equipment kept, parked or stored in violation of this section are hereby declared a public nuisance.

Section 302.10 is added to read as follows:

Nuisance conditions. Nuisance conditions are defined as any attractive nuisance which may prove detrimental to children or others, whether in a building, on the premises of a building, or on an unoccupied lot. This includes, but is not limited to, any abandoned wells, shafts, basements, or excavations; abandoned refrigerators or other appliances, and motor vehicles; or any unsound fences or structures or portions thereof, or any lumber, trash, debris, or vegetation which may prove a hazard for inquisitive minors.

Section 302.11 is hereby added to read as follows:

Clotheslines. Clotheslines in front yards or those that are not in good working order are prohibited. The drying of laundry or routinely washed articles on front porch or stair railings or placing on fences, hedges or other supporting structures is prohibited because it substantially detracts from the overall appearance of adjacent properties and/or is detrimental to properties or property values.

Section 303.2 is amended to read as follows:

Section 303.2 Enclosures. Private swimming pools, hot tubs and spas, capable of containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 72 inches (1,828 mm) in height above the finished ground level measure on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1,372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of six inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Section 304.7 is amended to read as follows:

Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance. Additionally, roofing materials shall be of consistent type, style, and appearance. Variations in type, style, color or appearance of roofing materials shall be permitted only if part of a comprehensive and integrated design of the entire structure.

Section 304.14 is amended to read as follows:

Section 304.14 Insect screens. During the period from April 1 to November 1, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.

Section 304.19 is hereby added to read as follows:

Exterior surfaces. Exterior wall surfaces including windows, doors, trim and appurtenances normally associated with exterior wall spaces shall be free of holes, breaks, and loose or damaged construction materials and shall be maintained in a weather resistant and water tight condition. Screens, if installed, shall be intact and in frames which are not bent or are otherwise secure to the window unit. Cracks or holes in mortar between bricks or stone shall be sealed. All exterior wall surfaces shall be maintained and kept in repair using materials, texture and color the same or as compatible with undamaged wall surfaces or as may be acceptable to the designated public officer. All existing painted, exterior surfaces having areas of chipping, peeling, scaling or missing paint greater than 25 percent of the painted area shall be stripped and repainted or seal coated or re-sided or covered with compatible material acceptable to the designated public officer. Doors and windows shall be maintained in operable condition. Appurtenances such as awnings and shutters likewise shall be kept in workable condition if designed to roll, fold or otherwise be raised, lowered, opened or closed. Hinges shall be kept in operable condition in keeping with original tolerances set for such hardware.

Section 304.20 is hereby added to read as follows:

Appurtenances. Porches, landings, fire escapes, chimney runs, balconies, terraces, verandas, decks, patios, railings, exterior stairs and other such appurtenances normally associated with and attached to the exterior of a structure shall be maintained in a safe, functional condition and kept in good repair including paint maintenance equivalent to the exterior surface standard as set forth in section 304.19. Repair and replacement shall be accomplished with materials compatible to the undamaged portion of such exterior structure or they may be removed (if not integral to the basic structure) or covered with material acceptable to the designated public officer. Such exterior structures which may be exposed to public view shall be kept free of offensive materials including junk, debris, garbage, refuse, excessive accumulation of toys or toy parts, upholstered chairs or sofas not intended for outdoor use, and appliances not intended for outdoor use. Examples of materials which are permitted in such exposed areas include but are not limited to barbecue grills, patio furniture, porch swings and play materials designed for outdoor use such as swing sets and play houses.

Section 308.2 is amended to read as follows:

Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. Approved containers shall be stored in an enclosed structure or in the least conspicuous location to the side or rear of, adjacent to, and in close proximity to the residence.

Section 308.3 is amended to read as follows:

Disposal of garbage. Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage facility or approved garbage container. Approved containers shall be stored in an enclosed structure or in the least conspicuous location to the side or rear of, adjacent to, and in close proximity to the residence.

Section 308.3.1 is amended to read as follows:

Section 308.3.1 Garbage facilities. The owner or occupant of every dwelling shall be required to maintain on the premises one of the following: an approved mechanical food waste grinder in each dwelling unit, an approved incinerator unit in the structure available to the occupants in each dwelling unit, or an approved leakproof, covered, outside garbage container.

Section 310 is added as follows:

Tarpaulins. The use of tarpaulins, herein after referred to as tarp, may be used for the following purposes:

1. Tarps may be utilized to protect cars, trucks, RVs and boats provided that;
 - a. The tarp is specifically manufactured for the purpose of protecting the car, truck, RV, motorcycle or boat to be covered, when it is used as intended by the tarp manufacturer.
 - b. The car, truck, RV, motorcycle or boat being covered is a vehicle that is not inoperative (as defined in 302.8), has current registration and is stored/parked on an improved surface.
2. Construction tarps may be utilized, from October 01 through March 31, to protect seasonal items such as:
 - a. Patio/outdoor furniture, grills, swimming pools, lawnmowers and like items and to be stored in the least conspicuous location and as far from public view as feasible.
3. Construction tarps may be utilized, on roofs, to temporarily cover the structure, without a permit, for a period of not more than 90 days;
 - a. To protect against or conceal loose or missing shingles, cracks, holes or any openings that would expose any interior part of the structure, including contents therein, to rain, hail, wind or snow.
4. Construction tarps may be utilized to cover firewood, which has been cut and stacked, for the purpose protecting it from moisture.

Tarps may not be used in any of the following manners:

1. To cover trash, junk, debris, dead trees, parts of dead trees, discarded appliances, discarded carpeting, carpet padding, any construction materials, broken items, items stored for salvage/recycling or any accumulation of household goods.
2. To be used as a screen from view, either permanent or temporary.

3. To be hung from carports as walls, doors or roofing.
4. To be used as any shelter or tent, either permanent or temporary.

All tarps must be, and remain in, "good condition". Good condition shall mean; without holes, rips, tears, excessively worn, stained or defective in any way.

This ordinance shall pertain to residentially zoned properties.

Section 403.3 is hereby deleted.

Section 404.3 is amended to read as follows:

Section 404.3 Minimum ceiling heights.

Exception: Basement rooms in one- and two-family dwellings occupied as habitable space, having a ceiling height of not less than six feet, six inches, except as otherwise permitted in this section. Kitchens, halls, bathrooms, and toilet compartments may have a ceiling height of not less than six feet, measured to the lowest projection from the ceiling. Where exposed ceiling members are spaced at less than 48 inches or more on center, ceiling height shall be measured to the bottom of the deck supported by these members provided that the bottom of the members is not less than six feet above the floor. If any room has a furred ceiling, the prescribed ceiling height is required in two-thirds of the area thereof, but in no case shall the height of the furred ceiling be less than six feet, six inches.

Section 502.5 is amended to read as follows:

Section 502.5 Public toilet facilities. Public toilet facilities shall be maintained in a safe sanitary and working condition in accordance with the Uniform Plumbing Code. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during occupancy of the premises.

Section 505.1 is amended to read as follows:

Section 505.1 General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to a public water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the 2012 Uniform Plumbing Code.

Section 602.3 is amended to read as follows:

Section 602.3 Heat supply. Every owner and operator of any building who rents, leases, or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a temperature of not less than 68 degrees Fahrenheit (20 degrees Celsius) in all habitable rooms, bathrooms, and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be

required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in appendix D of the International Plumbing Code.

2. In areas where the average monthly temperature is above 30 degrees Fahrenheit (-1 degrees Celsius), a minimum temperature of 65 degrees Fahrenheit (18 degrees Celsius) shall be maintained.

Section 602.4 is amended to read as follows:

Section 602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat to maintain a temperature of not less than 65 degrees Fahrenheit (18 degrees Celsius) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

Section 605.2 is amended to read as follows:

Section 605.2 Receptacles. Every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location

(Code 1988, § 8-337; Ord. No. 65300, §§ 3—7, 4-7-1988; Ord. No. 66271, § 1, 9-4-1997; Ord. No. O-16-00, § 1, 2-17-2000; Ord. No. O-46-00, § 1, 5-18-2000; Ord. No. O-57-04, § 26, 9-16-2004; Ord. o. O-87-07, § 2, 11-1-2007; Ord. No. O-44-11, § 27, 10-20-2011; Ord. No. O-29-12, § 27, 5-3-2012; Ord. No. [O-46-16](#), § 1, 7-28-2016; Ord. No. [O-65-16](#), § 1, 11-17-2016)

Section 2. This ordinance shall take effect and be in full force from and after its passage, approval, and publication in the *Wyandotte Echo*.

**PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,
THIS _____ DAY OF _____, 2019.**

David Alvey, Mayor/CEO

Attest:

Unified Government Clerk

Abatement Boarding Procedures, Specifications, and Invoicing

Boarding Procedures:

Revised January 4, 2019

Boarding Procedures:

- Abatement Boarding Manager (BM) will email a list of Requests for Bid with a response due dates a minimum of 3 days out. All responses must be submitted no later than the date and time stated on the request.
- Any proposals that are late or missing information will not be accepted.
- The Boarding Manager will notify the winning contractor by email within one week.
- If the property boarding is not completed to the boarding plan and specifications, the Boarding Manager will require that the necessary changes be made immediately, at no cost to the Unified Government of Wyandotte / KCK. 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, Parks and Recreation has the sole discretion to withdraw such properties and award them to another contractor.
- If a sole contractor is the lowest bidder on more than 50% of the total number of properties up for bid, the Boarding Manager has the right to reduce the amount awarded to ensure a quick turnaround.
- All contractors must provide the Boarding Manager with a separate key for each property secured with the address clearly marked on the key ring.

If the property is currently on the demo list, the specifications for boarding are as follows:

- All windows shall be boarded with a minimum of 7/16 plywood or sheathing, rated for continuous exposure to moisture, and which shall be cut to fit shall be a single piece securely fastened with alternating 2-1/2" long exterior grade screws, and 2-1/2" long galvanized nails, every 12" on the edges of windows.
- Exterior doors shall be secured with minimum 3/4" plywood or sheathing, rated for continuous exposure to moisture, and which shall be cut to fit openings, with a minimum of 3/8" diameter by 3" long lag bolts securely fastened to door frame on each side of the door. Salvaged materials are not permitted.
- All materials shall be a natural color or painted with a coat of exterior paint similar to that of the structure.

If the property was once on the demo list, but has been removed, the specifications for boarding are as follows:

- The same specs as outlined above for a property currently on the demo list, but with an exit door
 - Exit door is 2" x 4" frame and one 2" x 4" in the middle, 3/4" 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, lock 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)

Abatement Boarding Procedures, Specifications, and Invoicing

WCLB Boarding Specifications:

- ½" and ¾" OSB, ¾" plywood, 2"x 4" studs for stiff backs, 3/8" carriage bolts, washer, lock washer, and nut (in some cases like the barrel bolt, the catch, and the T-Hinge, the carriage bolts will be 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 **Navajo 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.
 - 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, washer, lock washer, and nut (In some cases the heavy-duty hasp must be used and secured as above). If hasp is used, the BM must be notified prior to installation
 - Heavy duty handle with 4 carriage bolts and stiff back and secured as above
 - 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 and secured as above
 - 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 edge of trim unless the BM'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
 - If the structure is unsafe, going to be referred to demo or other conditions arise, the boarding will be secured with no stiff backs at BM's discretion. However, an exit door shall be installed.
 - 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, lock 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

Abatement Boarding Procedures, Specifications, and Invoicing

- 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, if the window is over 64" tall, then three stiff backs, ½" OSB with 4 carriage bolts, washer, lock washers, and nuts
 - If there are two or three windows together it will be boarded at the BM discretion as one window or multiple windows on the boarding request for bid
 - If the widow needs two sheets of OSB, a 2" x 4" will be on the back where the two sheets meet and will have a third stiff back and screwed every 8" on both edges
- 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, lock 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, lock washers, and nuts
- Basement, crawl space, and smaller windows have one horizontal stiff back, ½" OSB, 2 carriage bolts, washers, lock washers, and nuts. BM has the discretion for large openings to add stiff backs
 - Depending on the framing and condition of window BM 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 Navajo White. However, BM 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, lock 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 3" batting will be used to secure the tarp. BM has the discretion 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) Contact BM with questions about this before submitting bid.
- All boarding extra material is put in the house neatly in a corner and free of the Exit Door, so entry can be achieved

Abatement Boarding Procedures, Specifications, and Invoicing

Boarding Invoicing:

- All Invoices will be sent to the Abatement Boarding Manager via email

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

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

Company Name

Owner Name (Printed)

Owner Name (Signed)

Date