



Neighborhood and Community Development **Standing Committee Meeting Agenda**

Monday, June 3, 2024

**Immediately upon adjournment of earlier committee, or
5:00 p.m.**

Location: Hybrid

We invite you to view the meeting in person in the 5th Floor Conference Room, Suite 515, Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas, or virtually via a Zoom webinar.

Please click this URL to join. <https://us02web.zoom.us/j/84539079158>

Or One tap mobile:

+16699009128,84539079158# US (San Jose)

+17193594580,84539079158# US

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or 877 853 5257 (Toll-Free) or 888 475 4499 (Toll-Free)

Webinar ID: 845 3907 9158

International numbers available: <https://us02web.zoom.us/j/84539079158>

Name

Absent

Commissioner Andrew Davis, Chair

☐

Commissioner Melissa Bynum

☐

Commissioner Gayle Townsend

☐

Commissioner Christian Ramirez

☐

Commissioner Dr. Evelyn Hill

☐

- I. Call to Order/Roll Call**
- II. Revisions to June 3, 2024 Agenda**
- III. Approval of standing committee minutes from April 3, 2023.**

IV. Committee Agenda

Item No. 1 - RESOLUTION: WAIVING INFILL HOUSING FEES

Synopsis: Approval of a resolution waiving certain fees related to new construction of infill residential housing East of 78th Street for a period of either 2, 5 or 10 years, submitted by Wendy Green, Deputy Chief Counsel., submitted by Wendy Green, Assistant Counsel, Legal

Tracking #: 21135

Item No. 2 - LAND BANK OPTIONS

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

Please visit the site to review the applications below.

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

179 Single Family Homes

6 Multi Family Units

1 Commercial

Tracking #: 21115

Item No. 3 - LAND BANK PROPERTY TRANSFERS

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

Please visit the site to review the applications below.

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

1 Transfer from UG to Land Bank

Tracking #: 21116

Item No. 4 - RESOLUTION: APPROVING LAND BANK POLICY UPDATE

Synopsis: Approval of a resolution approving the following Land Bank policy updates.

Tracking #: 21117

V. Public Agenda

VI. Adjourn

**NEIGHBORHOOD AND COMMUNITY DEVELOPMENT
STANDING COMMITTEE MINUTES
Monday, April 3, 2023**

The meeting of the Neighborhood and Community Development Standing Committee was held on Monday, April 3, 2023, at 7:30 p.m., remotely via Zoom and on-site. The following members were present: Chairman McKiernan; Commissioners Burroughs, Townsend, Stites, Davis, Ramirez appearing on behalf of Commissioner Bynum. Commissioner Bynum was absent. The following officials were also in attendance: Jud Knapp, Land Bank Manager; Kallie McLaughlin, Planning Department; and Monica L. Sparks, Deputy UG Clerk.

Chairman McKiernan said I'd like to announce that due to continuing COVID-19, some committee members, staff, and the public are attending remotely via Zoom as well as those of us who are on-site. All participants who are joining by phone or by Zoom should mute their devices when not speaking to avoid background noise.

During the meeting, please make sure you announce yourself by name and title when you speak so that the public that is observing knows who is speaking. This is critical given the number of remote participants and is still the current guidance from the Kansas Attorney General.

The public is allowed to participate by Zoom. They're also allowed to submit comments by email prior to the meeting. Those comments will be included in the record of the meeting. The public also has an opportunity to provide comments via Zoom and from here in the 5th-floor conference room at the Municipal Office Building.

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

Chairman McKiernan asked if there were any revisions to tonight's agenda. **Monica Sparks, Deputy UG Clerk**, said yes, this evening there was a clerical, typographical error made on the original agenda. It said approval of standing committee minutes from July 11th, 2023. That should be July 11th, 2022. **Ms. Sparks** said we were anticipating. **Chairman McKiernan** said that's right, we're working ahead of time here. So, that is just a clerical correction for Roman Numeral Number Three, the third item on our agenda. But I would also like to point out that even though it

was not blue-sheeted, Jud does have two deletions from our agenda, and Jud if you could just for the benefit for the Committee, tell which items we are not going to be considering this evening.

Jud Knapp, Land Bank Manager, said items A3 got removed because there was no community contact, and then PT2 was for a donation and they decided to sell it themselves. **Chairman McKiernan** said so once again, A3 and PT2 are no longer on the agenda for tonight's meeting. With those revisions then we are up for approval of standing committee minutes.

Approval of standing minutes from July 11, 2022. **On motion of Commissioner Townsend, seconded by Commissioner Stites, the minutes were approved as corrected.** Roll call was taken and there were six "Ayes," Ramirez, Stites, Davis, Townsend, Burroughs, McKiernan.

Chairman McKiernan said that takes us to our committee agenda. All of our items on the committee agenda tonight are Land Bank items, so I'll turn the floor over to Jud Knapp, who is Director of our Land Bank.

Committee Agenda

Item No. 1 - 212337...LAND BANK OPTION APPLICATIONS

Synopsis: Request consideration of the following Land Bank option applications, submitted by Jud Knapp, Land Bank Manager. Please visit the new site to review the applications below.

<https://experience.arcgis.com/experience/b63e9cb3cca44be59f458765dbeddc8/>

Mr. Knapp said thank you, Commissioner. I do also have to add that we do have a planning staff member online for any planning. **Chairman McKiernan** said is Kallie with us? **Mr. Knapp** said yes. **Chairman McKiernan** said alright, I had seen that she had joined us. Thank you very much, Kallie, we will call you if we need, otherwise just hang out with us for a while.

Mr. Knapp said alright, so for the order today, I think we can go through A1 through A7. We could try to vote on those all at once. There might be a little speed bump at A2, it might be a little more explanation and then go to C1, the commercial one, and then do the yard extension one.

A. Single Family Homes – 19 Homes

1. Jon Coverdale – 1 home
2917 S 27th St – 149692

A1 is at 2917 South 27th Street. This is to build a single-family home. Their plan is to sell this home. The staff comments were only design-related, so this is like a storm shelter is needed and the parking requirements. I do share that information with the applicant so they can alter their plans to meet our codes before they actually pay to get them designed. So that's A1.

2. Maria Hill – 2 homes
5409 Douglas Ave. – 218112
5417 Douglas Ave. - 218113

A2 is for two lots at 5409 and 5417 Douglas Avenue. When they first came to us, this was just for one house on two lots. As we looked at it as staff, we're like they can build a house on each one of those lots. But after further review, it comes out that 5409, the second lot here, is actually, there's like a storm sewer that comes across the street that dumps out in this lot and it would be very difficult to build on it. So, it's probably an unbuildable lot. So, with that, the applicant still wants both lots, but they just want to build one home on that lot. They're going to build a home for a family member to live in. The staff comments, there wasn't any. The Land Bank Advisory Board had a comment on this one. It was that they are requesting that the neighbors be notified of this application. In the Land Bank process usually if there's a neighborhood group involved, the neighborhood group gets the notification from me. I do not send out notifications to like the neighbors currently.

I have had contact with 5423 over here, they did apply for a yard extension, but they don't meet the rules for yard extension because this is a buildable lot. That's my presentation on A2. Do you want me to move to A3? A3 we removed it.

4. Dulce Dominguez & Fernando Sepulveda – 1 home
3111 S 33rd St – 150317

A4 is for an application for a single-family home to live in this home. This request does meet the zoning requirements and the staff comments were all design-related again, and the address is 3111 South 33rd Street.

5. James Michael – 1 home
 643 N 54th St – 051619
 5310 Muncie Dr - 051618

A5 is for a single-family home. Again, this is for two lots. This is in an area without a sewer. The first lot here, right here is big enough for a septic system but this lot right here is not, so it's kind of like you're going to build here. Let's include that one where this is technically an unbuildable lot right there. Staff said that the driveway will need to come off 54th Street, so you would enter over here. I think that is it for that one. I need to review my notes to make sure I get everything.

6. Premier Developments LLC – 5 homes
 3047 N 31st St – 099260
 3051 N 31st St – 099261
 3059 N 31st St – 099262
 3063 N 31st St – 099263
 3065 N 31st St – 099264

The next one is for five homes, it's 3047 through 3065 North 31st Street. They're requesting five lots to build five homes on. The applicant wants to build homes in the area that they grew up in. They said their ultimate goal is to build luxury housing in the urban community, but make it affordable. Staff's comments was they need to follow the narrow lot design guidelines.

7. Jose Cortez – 1 home
 3233 N 44th Ter. – 172212
 3237 N 44th Ter. – 172211
 3241 N 44th Ter – 172210
 3245 N 44th Ter – 172209
 3301 N 44th Ter – 172208

A7 is at 3233 through 3301 North 44th Terrace. It's to build a single-family home and they're requesting five Land Bank lots because there is no sewer in the area, and that gets them over to the one-acre requirement. I even came down here and I'm like can we fit two homes in here because the acreage is 1.36 and you cannot. So, you can only build one house in this little area, even if we did own these two lots down here. So, Commissioner, that concludes the A section.

Chairman McKiernan said thank you, Mr. Knapp, I do appreciate that. Does any member of the committee have any comments or questions regarding any of these applications? Recognizing that as always, these are applications for options on the land and there would still need to be boxes checked and hurdles overcome on the way to a final development on any of these.

I don't see anyone on the committee with comments or questions, so Clerk I'll ask you did we receive any written correspondence on any of the items that are in the A section? **Ms. Sparks** said no comments were received. **Chairman McKiernan** said do we have anyone online with us tonight who'd like to make public comment on any of the items in the A section of this agenda? I don't see any hands being raised and so then I'll ask if anyone here in the room with us would like to make any comments on any of the items in the A section. **Chairman McKiernan** said I'll just ask the committee, is there a motion on these items?

Action: **Commissioner Davis made a motion, seconded by Commissioner Ramirez, to approve A1, A2, A4, A5, A6, and A7 as submitted.** Roll call was taken and there were six "Ayes," Ramirez, Stites, Davis, Townsend, Burroughs, McKiernan.

Chairman McKiernan said, Mr. Knapp, if you would move on to C1 please.

C. Commercial – 1

1. Jessica Christman – Mixed-use development

1902 N. 7th St – 095211

1904 N 7th St – 095212

1906 N 7th St – 095213

1908 N 7th St – 095214

1912 N 7th St - 095215

1914 N 7th St – 095216

1916 N 7th St – 095217

Mr. Knapp said this request is for seven lots to be a mixed-use development. Commercial will be on the ground floor. That might include a restaurant, recording studio, retail store, or event space. The upper floors will be eight residential units. These units will be one to two bedrooms apiece and this project will be built out of shipping containers. Staff comments on this one are shipping containers are allowed, but this project will have to have several additional Planning public

meetings because there's a change of zone that would be required, a master plan amendment, and a variance for the metal exterior. So, what I'm saying is this is not going to be the last public meeting if it's approved.

The Land Bank Advisory Board, they had a question about where are other projects that the developer has been involved in. I did share those. They built two projects in Phoenix and one in Wichita. I did put their little addresses over here in the comments section. The addresses of the other projects they've built are there, but I've also got Groundworks had a comment for this one.

It was they're requesting a pause on all Land Bank lots that are not within the neighborhood group because we don't give notice to the surrounding neighbors. What they're saying is if it's a property that's not in a neighborhood group, that neighborhood group doesn't get that email and so they feel like these people that are surrounding this don't get notified of these projects. When I got here I was told that was kind of the job of the Land Bank Advisory Board to fill in the gaps where the neighborhood groups were not, and that was kind of their job is what I was told when I walked in here.

Action: **Commissioner Townsend made a motion, seconded by Commissioner Davis, to hold these properties over to next month's meeting to give me time to meet with the neighborhood group and the developers.**

Commissioner Townsend said one, these properties would be right across the street on the northwest corner to the Tremont Project we heard earlier today. I'm unfamiliar with this. I would like the opportunity to talk to the developer and get some more detail about it. I'm particularly concerned about, based on Mr. Jud's comments, about what they want to do, blending and how cohesive that might look with what Tremont is planning. Also, it would give me an opportunity to check the boundaries. There is a neighborhood group that operates on the other side. I'm just not sure of their boundaries. So, there may be a neighborhood group that this would entail, but that would be my motion to hold this over to next month's meeting and give me time to meet with the neighborhood group, but more importantly the developers.

Chairman McKiernan said there's a motion and a second to hold. Does any other member of the committee have any comments or questions regarding this item? Before we take the vote, I'm

going to ask the Clerk if we received any written communication regarding this item, C1. **Ms. Sparks** said no comments were received.

Chairman McKiernan said I'll ask if there's anyone who is joining us online who would like a comment on this item C1. I saw a hand go up and it then it came back down. It appears that we have Creighton Venture Capital online, and we now have enabled that connection to talk. So whoever's online, if you would let us know your name, your city of residence, and then you'll have up to three minutes to make a comment regarding this application.

Lonnie Creighton said my current residence is Panama City Beach, Florida as well as Overland Park, Kansas. I am a partner in the development overall. The project in which we are interested in pushing forward on is pretty interesting. We do have a partner from Kansas City, Kansas, Argentine in fact, who is assisting. She's not able to be on the call at this present time. We are certainly excited to meet with Ms. Townsend and whoever may be necessary in terms of conveying our project and we're more than available for that.

Chairman McKiernan said thank you so very much for introducing yourself. I can guarantee you that we will be following up with you to see what we can do to move all of our projects forward.

Commissioner Townsend said thank you to the caller, what was your last name again sir? **Mr. Creighton** said Creighton. **Commissioner Townsend** said thank you and does Mr. Knapp have your contact information and the name of your other partners? **Mr. Creighton** said yes ma'am. **Commissioner Townsend** said okay, look forward to reaching out to you tomorrow. Thank you. **Mr. Creighton** said no problem, thank you.

Chairman McKiernan said thank you, Commissioner, so then I'll ask if there's anyone else who's joining us online who'd like to comment on this item C1. I don't see any other hands being raised, so I'll ask if there's anyone with us here in the 5th-floor conference room who'd like to comment on this application. I see no one coming forward, so the motion is to hold this application until our next meeting for reconsideration.

Roll call was taken and there were six "Ayes," Ramirez, Stites, Davis, Townsend, Burroughs, McKiernan.

Item No. 2 – 212338...LAND BANK PROPERTY TRANSFERS

Synopsis: Request consideration of the following Land Bank transfers, submitted by Jud Knapp, Land Bank Manager.

Please visit the new site to review the application below:

<https://experience.arcgis.com/experience/b63e9cb3cca44be59f458765dbeddc8/>

PT – Property Transfers

1. Cintli Soto

812 Lafayette Ave – 111593

Mr. Knapp said PT1 is for a yard extension for 812 Lafayette. I'll start with 814 is right here on this house. Here it says this basement is flooding because of the run-off that's coming off of this lot and running into his basement and he would love to be able to regrade it so the water doesn't come into his basement.

810 on this side, this is a shared driveway with the house that used to stand there. So they want this driveway as part of their property also. So there's two neighbors, they both want the property. So, the plan, if approved, 814, this house over here would pay for the survey to split a lot and then the last split would give around two-thirds to 814. So, two-thirds of a lot, and then it'll give one-third of the lot for the driveway to 810.

Chairman McKiernan said Mr. Knapp, Commissioner Townsend and I have both spent more than a couple of minutes looking at this proposal. Speaking only for myself, this does seem as if it meets everyone's needs in terms of taking care of splitting that property. If the applicant is here and if you do want to say anything, you are welcome to as the applicant. But, Commissioner Townsend, do you have any comments. This certainly does seem like it would solve the problem and move this forward to a good resolution.

Commissioner Townsend said as you said, I appreciate your intervention. Mr. Tabatio approached you, and I appreciate the intervention of Mr. Knapp's office, Counselor Green, Mr. Tabatio, and the other neighbors. So, if that's acceptable to them, that's the optimum solution.

Action: **Commissioner Townsend made a motion, seconded by Commissioner Davis, to approve as submitted.**

Chairman McKiernan said so there is a motion and a second to execute effectively the agreement that Legal and Land Bank have come up with and, Ms. Green, you can direct me on how we should phrase that.

Wendy Green, Legal Department, said what is in front of you right now is just the application for Mr. Soto's side of the parcel. I do believe that the other neighbor did finally apply for her portion of it, so that would be on the next month's Standing Committee. We don't have that in front of us, so what you would be approving would be the request as submitted or just the portion that is closer to his home. After it is surveyed, be transferred to him.

Chairman McKiernan said if we approve this tonight, then the survey happens, and the 814 gets extended to the east two-thirds of the width of the intervening lot. That other third roughly of the existing lot would still be Land Bank property until such time as we would execute a yard extension from the other side to take in. **Ms. Green** said correct. **Chairman McKiernan** said and with that clarification, then I'd ask Commissioner Townsend, does your motion still stand? **Commissioner Townsend** said with that clarification, yes, thank you.

Chairman McKiernan said Commissioner Davis? **Commissioner Davis** said yes sir. **Chairman McKiernan** said alright, we have a motion and a second to execute the survey and then transfer roughly the west two-thirds of the Land Bank property to the neighbor at 814.

I would ask if we received any written correspondence regarding this item. **Ms. Sparks** said no comments were received. **Chairman McKiernan** said I'll ask if there's anyone online who would like to make a comment on this particular application. I see no hands going up online. I'd ask if there's anyone here joining us who'd like to comment on this application. And with that, there is a motion and a second. Roll call please.

Roll call was taken and there were six "Ayes," Ramirez, Stites, Davis, Townsend, Burroughs, McKiernan.

Chairman McKiernan said thank you, we will commence with the survey and with the yard extension from the west.

Chairman McKiernan said Mr. Knapp, correct me if I'm wrong, but there are no further items on our agenda for this evening. **Mr. Knapp** said that is correct Commissioner.

PUBLIC AGENDA

No items for discussion.

ADJOURN

Action: **Chairman McKiernan made a motion, seconded by Commissioner Davis, to adjourn.** Roll call was taken and there were six "Ayes," Ramirez, Stites, Davis, Townsend, Burroughs, McKiernan.

Chairman McKiernan adjourned the meeting at 7:45 p.m.

JG



Report to
Neighborhood & Community Development

Tracking ID: 21135

MEETING DATE	PRESENTER	DEPARTMENT
JUN 03 2024	Wendy Green, Assistant Counsel wmgreen@wycokck.org x5679	Legal
AGENDA ITEM #IV.3.		
RESOLUTION: WAIVING INFILL HOUSING FEES		
BACKGROUND		
Approval of a resolution waiving certain fees related to new construction of infill residential housing East of 78 th Street for a period of either 2, 5 or 10 years, submitted by Wendy Green, Deputy Chief Counsel.		
RECOMMENDATION		
Approve		
To adopt the Resolution.		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
IT/POLICY CONSIDERATIONS		
n/a		
PROCUREMENT CONSIDERATIONS		
n/a		
LEGAL CONSIDERATIONS		
To adopt the resolution.		
ATTACHMENTS		
Resolution Approving Waiving of Infill Housing Fees		

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

Wendy Green 5/24/2024
Approved - Mayor Lynne Adler

RESOLUTION NO. R-_____

**A RESOLUTION APPROVING THE WAIVING OF CERTAIN FEES RELATED TO
INFILL HOUSING EAST OF 78TH STREET IN KANSAS CITY, KANSAS**

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas (“Unified Government”) believes that it is essential to stimulate the development of residential housing for the benefit of the community and to raise the tax base; and

WHEREAS, the Unified Government believes that it is especially important to stimulate the development of new infill residential housing on vacant lots in the urban areas of Kansas City, Kansas; and

WHEREAS, in order to promote the construction of new infill housing on vacant lots east of 78th Street, the Unified Government believes that it is necessary and desirable to waive certain fees related to new construction; and

WHEREAS, the Unified Government previously provided for a waiver of said fees through the passing of Resolution No. R-76-21, which allowed certain fees related to new construction to be waived for a period of two years; however, said waiver has since lapsed.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS:**

Section 1. That the following fees (as they may be amended from time to time) are waived for a period of _____ years from the date of this Resolution for any new residential (single-family and duplexes) infill housing east of 78th Street in Kansas City, Kansas where existing sewer systems are already in place:

- a. Building Permit Fee - \$400 for homes 3,000 sf or less and \$450 for homes over 3,000 sf
- b. Electrical Permit Fee - \$70 (average)
- c. Mechanical Permit Fee - \$70 (average)
- d. Plumbing Permit fee - \$70 (average)
- e. Driveway Permit fee - \$55
- f. Sewer Connection Fee - \$960
- g. Lateral Sewer Connection Fee - \$500

Section 2. That the provisions of this Resolution shall not apply to new subdivisions and other areas of the City where existing sewer connections have not already been built.

Section 3. That Unified Government staff is directed to track key performance indicators to measure the success of the fee waivers, including: (1) the number of homes built; (2) population count; (3) the number of new commercial developments in the area, and (4) crime rate statistics.

Section 4. That the County Administrator, Director of Planning and Urban Design, Director of the Neighborhood Resource Center, the Director of Public Works and all other employees and agents of the Unified Government are authorized to take all actions and to approve all instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 5. This Resolution will take effect and be in full force from and after its passage by the Board of Commissioners.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS, THIS _____ DAY OF JUNE 2024.**

Attest:

Unified Government Clerk

Fee Waivers for Infill Housing

N/CD Standing
Committee

6/3/24



PRIOR
RESOLUTION
76-21

- Adopted 10/28/21.
- Waived certain fees for any new residential (single-family and duplexes) infill housing where existing sewer systems were already in place.
- Lasted for a period of 2 years from date of adoption.
- Permit fees: building, electrical, mechanical, plumbing, driveway, sewer connection, and lateral sewer connection.

- **UG staff was directed to track the following key performance indicators to measure the success of the fee waivers:**

1. The number of homes built;
2. Population count;
3. The number of new commercial developments in the area; and
4. Crime rate statistics.



PERFORMANCE
INDICATORS

- Single Family Permits Issued
 - 2021 = 4
 - 2022 = 36
 - 2023 = 43
- Estimated Building Permit Fees Waived
 - 2021 ≈ \$1,420
 - 2022 ≈ \$16,111
 - 2023 ≈ \$21,486



MEASURING
THE
SUCCESS

- Public Works/Sewer Connection Estimated Fees Waived
 - 2021 (unavailable)
 - 2022 ≈ \$12,232
 - 2023 ≈ \$25,576
- Number of New Commercial Developments
 - 49 (Based off number of new builds or substantial capital improvements)

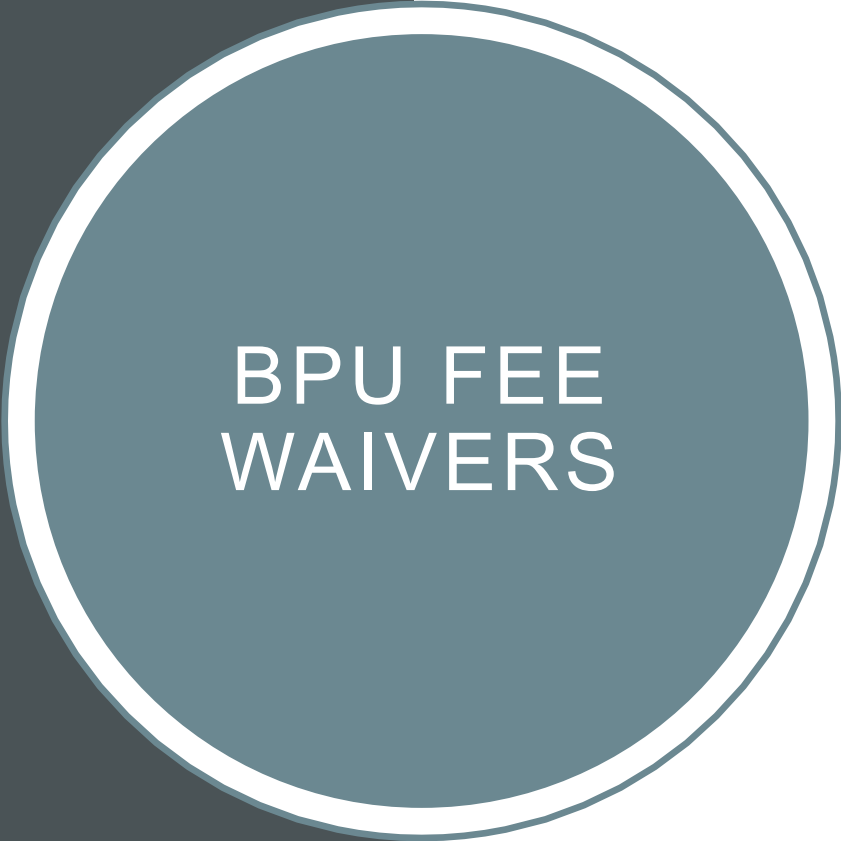


MEASURING
THE
SUCCESS

- **Population**
 - Will provide data at meeting
- **Crime Rate**
 - Currently Unavailable

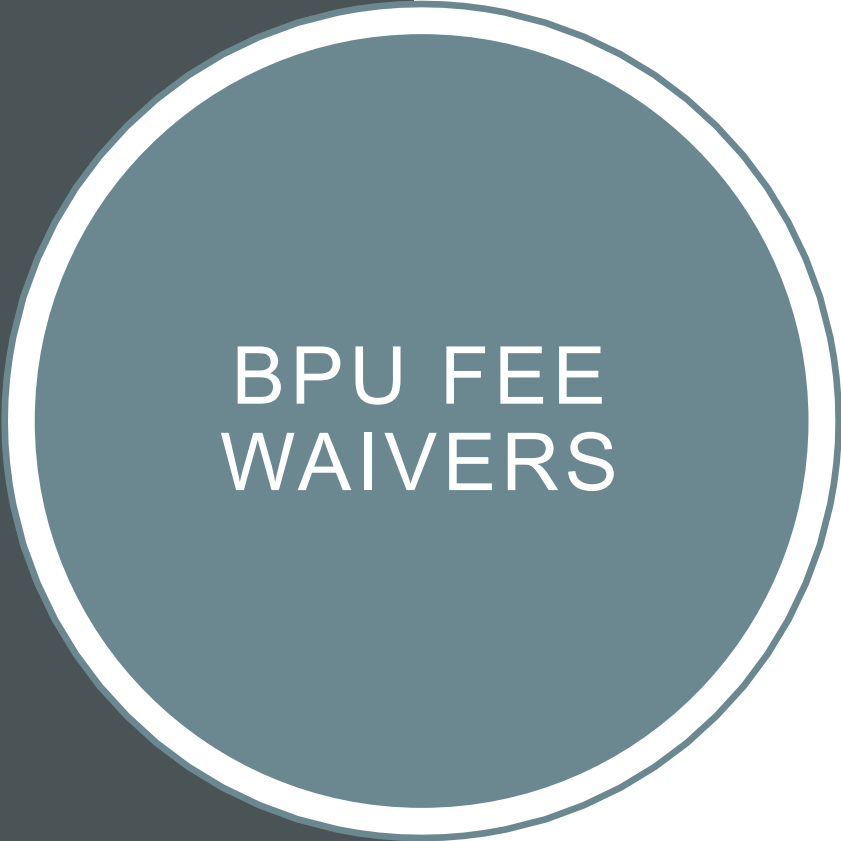


MEASURING
THE
SUCCESS



BPU FEE WAIVERS

- **Resolution No. 5297 – 4/17/24**
 - Authorizes the General Manager to waive certain electric and water fees for infill housing.
 - Targeted for East of I-635 but also available for some areas between 78th Street and I-635.
 - Also allows waiver of permit and connection fees for certain Land Bank lots East of 78th Street used for residential construction of single-family homes or duplexes.
 - Example of fees: temporary electric service fee, overhead electric service drop allowance, residential water tap fee, water system development.
 - Considered and granted on an individual basis.
 - **Effective until December 31, 2025.**



BPU FEE WAIVERS

- **Resolution No. 5298 – 4/17/24**
 - Authorizes the General Manager to waive system development and tap fees for new single-family residential construction East of I-635.
 - Property must have previously had a BPU water service line in place.
 - Must require a new 5/8” meter and be owned by an individual.
 - Existing water line must be of adequate size to provide domestic service and fire protection and front the property.
- **Effective until December 31, 2025.**

PROPOSED RESOLUTION

- Same waiver of fees for residential infill housing (single-family and duplexes) East of 78th Street.
- Permit fees: building, electrical, mechanical, plumbing, driveway, sewer connection, and lateral sewer connection.
- Fees waived for the following periods:
 - A. 2 years
 - B. 5 years
 - C. 10 years

QUESTIONS?





Report to

MEETING DATE	PRESENTER	DEPARTMENT
JUN 03 2024	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals
AGENDA ITEM #		
LAND BANK OPTIONS		
BACKGROUND		
The Land Bank Manager respectfully requests that the Neighborhood and Community Development Committee review the proposed items and forward it to the Land Bank Board of Trustees for final consideration, submitted by Jud Knapp, Land Bank Manager. Please visit the site to review the applications below. https://gisapp.wycokck.org/Landbank.html 179 Single Family Homes 6 Multi Family Units 1 Commercial		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
NCD Memo Land Bank Options 06.03.24 ver 1, Burcham Residential Land Bank Development		

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

Handwritten signatures and dates:
 [Signature] 5/17/2024
 A. [Signature] 5-20-24



Wyandotte County Land Bank
Economic Development Department
Jud Knapp, Manager

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

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

M E M O R A N D U M

TO: Neighborhood & Community Development Standing Committee

FROM: Jud Knapp, Land Bank Manager

DATE: May 17, 2024

SUBJECT: Option applications for consideration

The following **option application(s)** are being presented at the 06/03/2024 meeting:

Please visit the new site to review the applications below

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

A. Single Family Homes – 179 Homes

1. CHWC – 1 home
 - i. 3037 N 18th St – 293031
2. Chris Solutions LLC – 1 home
 - i. 3000 N 40th St – 105425
3. Chris Solutions LLC – 2 Homes
 - i. 4845 Yecker Ave – 178629
 - ii. 4937 Rowland Ave – 177732
4. Pillar KC LLC – 1 home
 - i. 3012 N 63rd St – 924004
5. Pillar KC LLC – 1 home
 - i. 1023 Ann Ave – 080479
6. T&M Construction – 1 home
 - i. 3006 Hutchings St – 158548
7. JM Framing LLC – 1 home
 - i. 1022 Barnett Ave – 080506
8. Alejandro Torres – 1 home
 - i. 240 S Bethany St – 070106
9. Israel – 1 home
 - i. 102 N Early St – 120119
 - ii. Narrow lot
10. Jayme Simmons – 1 home
 - i. 3004 S 28th St – 149904
11. Noe Maderos – 2 homes
 - i. 2452 S 12th St Ter – 129370
 - ii. 2511 S 12th Ter – 129320

12. Burcham Residential – 166 homes

Sorted by Neighborhood group.

i. St. Joseph Watchdogs – 14 homes

1. 29 S MILL ST - 121118
2. 37 S MILL ST - 121116
3. 711 PACIFIC AVE - 121721
4. 39 S MILL ST - 121115
5. 44 S MILL ST - 70305
6. 370 S MILL ST - 71373
7. 307 S BOEKE ST - 71252
8. 305 S BOEKE ST - 71253
9. 27 S MILL ST - 121119
10. 46 S COY ST - 121145
11. 361 S 10TH ST - 71295
12. 359 S 10TH ST - 71384
13. 31 S MILL ST – 121117

ii. Prescott – 27 homes

1. 1512 LOWELL AVE - 66343
2. 1211 PACIFIC AVE - 67304
3. 1241 RIDGE AVE - 67000
4. 8 S 10TH ST - 69503
5. 322 S 14TH ST - 67815
6. 116 S 16TH ST - 66328
7. 1212 HOMER AVE - 67305
8. 1225 GILMORE AVE - 67342
9. 318 S 14TH ST - 67814
10. 1023 LOWELL AVE - 69516
11. 1023 LOWELL AVE - 69516
12. 1509 PACIFIC AVE - 66749
13. 209 S 12TH ST - 70114
14. 312 S VALLEY ST - 67525
15. 1218 BUNKER AVE - 67116
16. 112 S 17TH ST - 66310
17. 1257 BUNKER AVE - 67068
18. 1210 PACIFIC AVE - 67097
19. 1220 PACIFIC AVE - 67093
20. 249 S VALLEY ST - 67328
21. 1251 LOWELL AVE – 67046

iii. WCAC – 1 home

1. 3048 Ford Ave – 56717

iv. Kensington Community – 12 homes

1. 1128 N 32ND ST - 63649
2. 1709 N 26TH ST - 68552
3. 1407 N 32ND ST - 63578
4. 1717 N 31ST ST - 75815
5. 1708 N 31ST ST - 75827
6. 1708 N 30TH ST - 75807
7. 3232 EVERETT AVE – 63566

v. Historic Westheight – 6 homes

1. 1724 N 24TH ST - 68524
2. 1731 N 24TH ST - 68518
3. 1735 N 24TH ST - 68519
4. 1720 N 24TH ST - 68525

vi. Cathedral – 45 homes

1. 1023 SANDUSKY AVE - 90215
2. 208 N THORPE ST - 67218
3. 220 N THORPE ST - 67220
4. 219 N THORPE ST - 103059
5. 412 N 10TH ST - 90206
6. 1131 SANDUSKY AVE - 90154
7. 1027 ORVILLE AVE - 90192
8. 1011 SANDUSKY AVE - 90210
9. 254 N 10TH ST - 93602
10. 1026 ELLA AVE - 92609
11. 1011 OHIO AVE - 93612
12. 258 N 10TH ST - 93611
13. 1020 SANDUSKY AVE - 90183
14. 1052 ARMSTRONG AVE - 80427
15. 1009 SPLITLOG AVE - 92662
16. 713 N 12TH ST - 80831
17. 1149 ANN AVE - 80829
18. 1055 GRANDVIEW BLVD - 80575
19. 1024 GRANDVIEW BLVD - 80559
20. 1145 ANN AVE - 80827
21. 1147 ANN AVE - 80828
22. 1214 ARMSTRONG AVE - 80894
23. 1009 ANN AVE - 80475
24. 1221 SANDUSKY AVE - 102630
25. 1213 ANN AVE - 80938
26. 308 N 10TH ST - 92658
27. 1221 ANN AVE - 80942
28. 1026 GRANDVIEW BLVD - 80558
29. 1120 SANDUSKY AVE - 90230
30. 1030 GRANDVIEW BLVD - 80557
31. 1045 ANN AVE - 80486
32. 1016 GRANDVIEW BLVD - 80560
33. 1015 SANDUSKY AVE - 90212
34. 1013 SANDUSKY AVE - 90211
35. 1146 ORVILLE AVE - 92407
36. 1018 SPLITLOG AVE - 92652
37. 327 N THORPE ST - 102544
38. 1052 ELLA AVE - 92618
39. 1241 ANN AVE – 80948

vii. Riverview – 59 homes

1. 949 RIVERVIEW AVE - 223214
2. 947 RIVERVIEW AVE - 223213

3. 942 RIVERVIEW AVE - 223207
4. 951 OHIO AVE - 93298
5. 917 OHIO AVE - 93212
6. 14 N BOEKE ST - 69148
7. 275 N 9TH ST - 93102
8. 274 N 9TH ST - 93175
9. 941 OHIO AVE - 93219
10. 129 N FERREE ST - 93504
11. 841 TENNY AVE - 119946
12. 843 ORVILLE AVE - 90499
13. 953 REYNOLDS AVE - 93403
14. 744 SIMPSON AVE - 121018
15. 953 OHIO AVE - 93297
16. 226 N 8TH ST - 119919
17. 808 RIDGE AVE - 120309
18. 223 N EARLY ST - 119814
19. 230 N EARLY ST - 119818
20. 251 N EARLY ST - 119803
21. 846 OHIO AVE - 92839
22. 929 SPLITLOG AVE - 92870
23. 844 OHIO AVE - 92926
24. 807 SPLITLOG AVE - 119034
25. 800 SPLITLOG AVE - 119038
26. 808 SPLITLOG AVE - 119041
27. 235 N MILL ST - 93001
28. 736 SPLITLOG AVE - 119004
29. 915 ELLA AVE - 92922
30. 716 ORVILLE AVE - 118827
31. 325 N 10TH ST - 92901
32. 737 TAUROMEE AVE - 81463
33. 926 SPLITLOG AVE - 92889
34. 919 ELLA AVE - 92915
35. 911 ELLA AVE - 92916
36. 273 N 9TH ST - 93220
37. 931 REYNOLDS AVE - 93411
38. 11 N FERREE ST - 69287
39. 12 N BOEKE ST - 69149
40. 229 N EARLY ST - 119811
41. 847 ELLA AVE - 92805
42. 745 SANDUSKY AVE - 118814
43. 854 OHIO AVE - 92836
44. 842 OHIO AVE - 92840
45. 933 ORVILLE AVE - 90382
46. 970 REYNOLDS AVE - 223217
47. 909 OHIO AVE - 93215
48. 318 N 7TH ST TRFY - 119137
49. 911 ORVILLE AVE - 90375
50. 714 ORVILLE AVE - 118828

- 51. 805 SANDUSKY AVE – 90453
- viii. Strawberry Hill – 1 home
 - 1. 647 N Tenny Ave – 119432
- ix. Caring Neighborhood Assoc. – 1 home
 - 1. 436 Walker Ave – 082217
- x. No neighborhood group – 1 home
 - 1. 3812 N Washington Ave - 063102

B. Multi Family – 6 units

- 1. Don White – 2 Units
 - i. 2930 N Getty St – 293003
- 2. JM Framing LLC – 2 Units
 - i. 1711 Greeley Ave – 115977
- 3. Ryan Barr – 2 Units
 - i. 2219 S Ferree St – 126608

C. Commercial – 1

- 1. JM Framing
 - i. 1139 Minnesota Ave – 080784



BURCHAM
— RESIDENTIAL —

Building Attainable Housing in Kansas City, KS

1
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9

Introduction

Factory Built Housing Primer

Project Description

Location

Rents

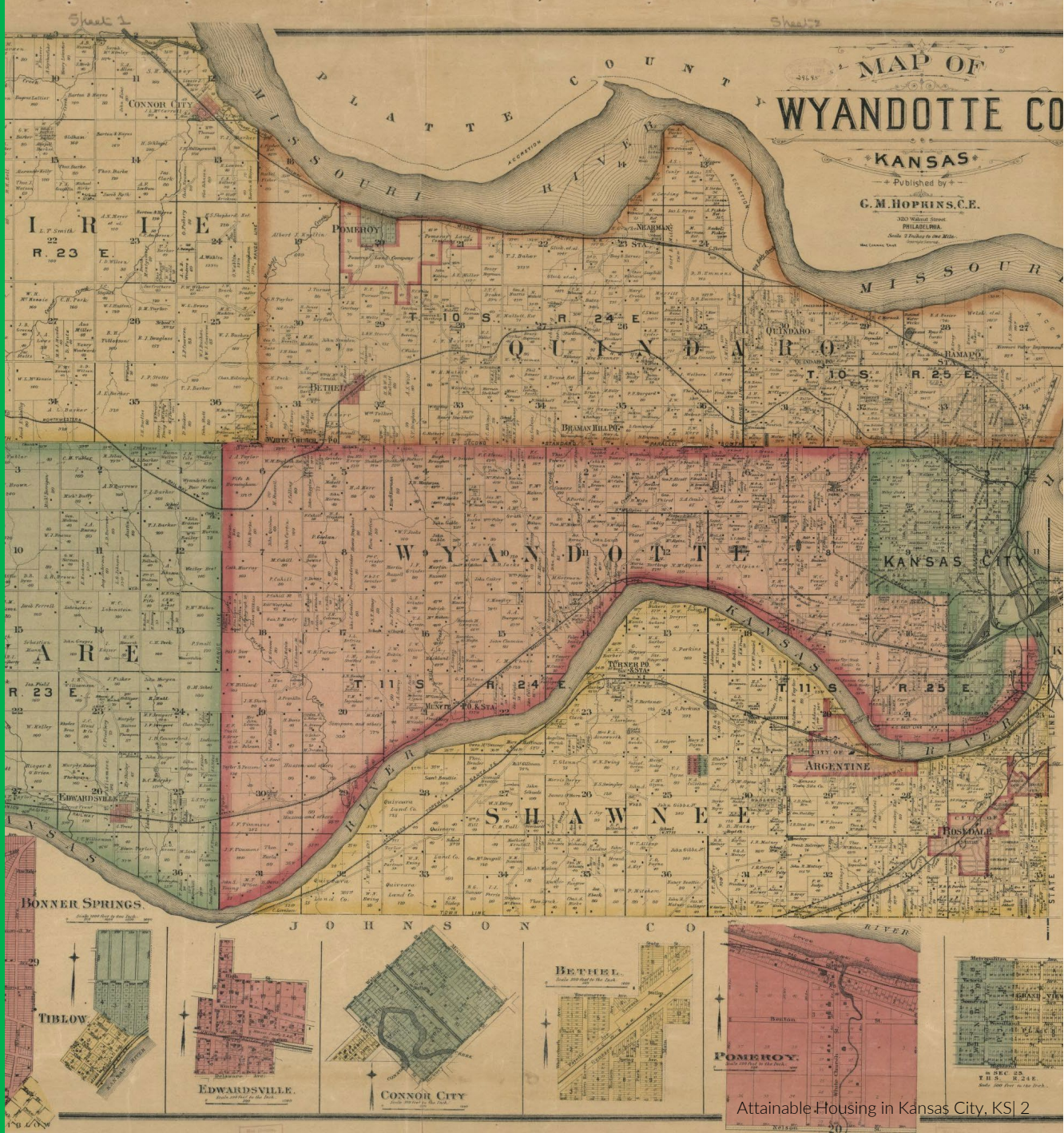
Project Budget

Development Partners

Construction Timeline

Team Experience

SUMMARY



Attainable Housing in Kansas City, KS 2

INTRODUCTION

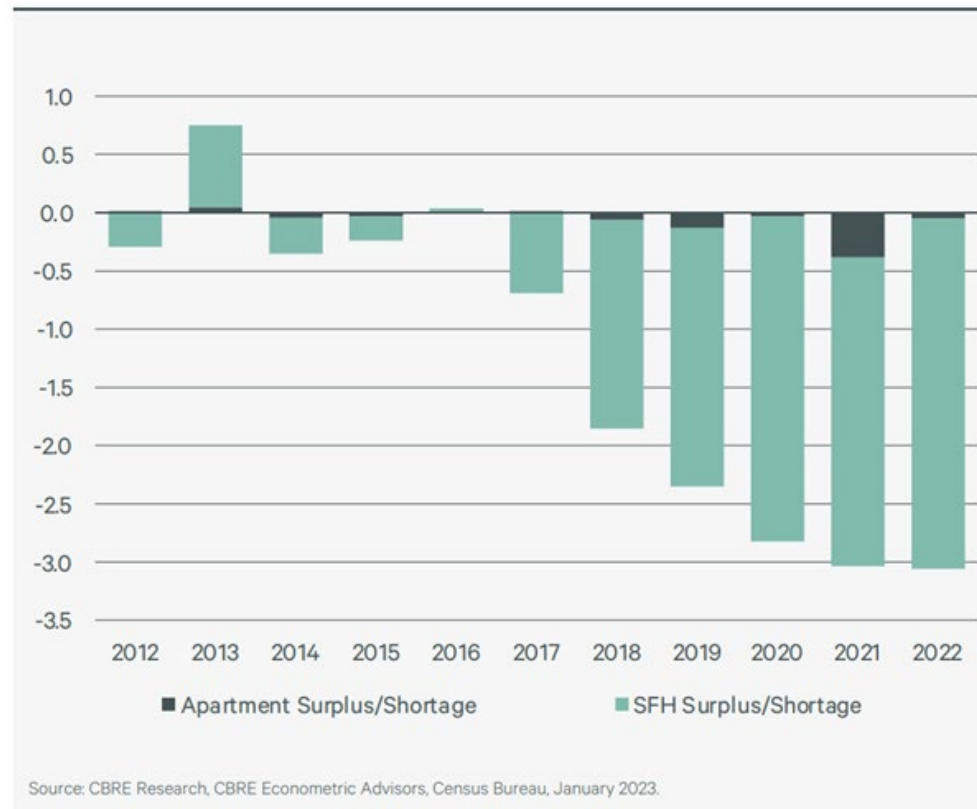
Building Attainable Housing in Kansas City, KS

The Housing Problem

Multiple Factors Combine to Put Affordability Out of Reach

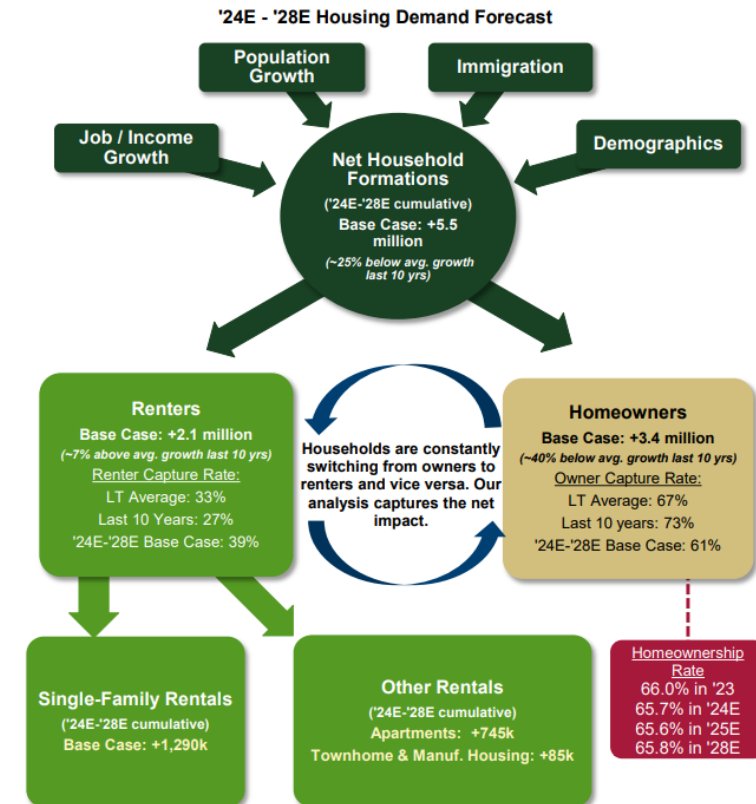
There is a shortage of 3 and 4-Bedroom homes...

The US currently has a shortage of approximately 3 million homes¹, almost all of which are 3 and 4-bedroom single family homes.



... and the shortage is getting worse

The US is going to need an additional 4.7 million new single family homes for purchase and rent over the next 5 years, compared to only 745,000 new apartment units, per Green Street.²



A Housing Solution

ADDRESSING DEMAND, WITH AN ATTAINABLE SOLUTION

Burcham Develops Communities of Factory Built 3- and 4-Bedroom Single Family Homes



Developing Communities

CrossMod Single Family For Rent

- **Target** – Families with household incomes between 60% - 80% of AMI.

Modular Single Family For Sale

- **Target** – Families with household incomes between 80% - 120% of AMI.



Lowest Cost Solution Through Factory Built Home Methods

Quality

- Built in climate-controlled factories
- Proven designs and production techniques that have been used for 50+ years
- Built to Dept. of Energy Zero Energy Ready standard

Cost Arbitrage

- Vertical construction costs are 15 to 30% cheaper than site-built construction



Intentionally Focused on 3- and 4-Bedroom Single Family Detached Homes

Low Vacancy

- Owner-occupied single family homes are at an all-time low vacancy (0.7%) across the US since data began in 1968¹.
- 3+ bedroom rental units have the lowest vacancy of any unit type of as of Q4 2023¹.
- Single family detached homes have the best fundamentals for tapping into demand for 3+ bedroom units:
 - 3+ bedroom units make up only 11.4% of apartment units and 4.5% of large apartment property units¹.

¹ US Census (Q4 2023)

Factory Built Housing

Building Attainable Housing in Kansas City, KS

WHAT IS FACTORY BUILT HOUSING

Factory-Built Housing Methods

Panelized / Pre-Cut

Modular

CrossMod

Manufactured

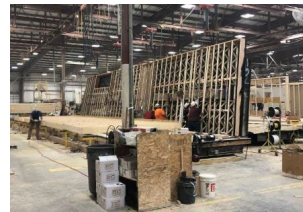
Tiny Homes

RVs

Burcham Focuses on Two Specific Methods...

Modular Homes – Type of prefabricated home that is built in sections, or modules, in a factory setting and then transported to the home site where they are assembled and installed on a permanent foundation. These modules are typically constructed using the same materials and the same building codes as traditional stick-built homes, but the construction process is more controlled and efficient.

CrossMod Homes – CrossMod homes combine the building efficiency of off-site construction with the foundational durability associated with on-site construction. Additionally, CrossMod homes include additional features built on-site, which are common with traditional on site-built homes. Specifically, CrossMod homes have a permanent foundation, an on-site built porch and attached garage, and a more traditionally pitched roof. Both Fannie Mae and Freddie Mac have developed special financing programs more similar to conventional mortgages for CrossMod homes.



BENEFITS OF FACTORY-BUILT HOUSING

A DIVERSE ECOSYSTEM OF DISRUPTION



Reduced Construction Defect Risk – Every unit is an individually built structure, which significantly reduces the risk of major construction defects compared to site built homes.



Energy Efficient & Reduced Waste– The construction and set-up of factory-built homes create 50% to 70% less waste than traditional home-building. Residents and Homeowners living in the homes experience long-term savings due to reduced energy consumption



Better Capital Utilization – The ability to speed up or slow down home installations mid-project, allows for just in time construction and less idle capital.

Construction Start to Completion Time [Months]

Manufactured Home	CrossMod Home	Site-Built Home ¹	Apartment Building ²
1.5	2.0	6.1	16.6

¹ US Census, 1-Unit structures Built for Sale, average 2015-2022

² US Census, 20-Unit structures, average 2015-2022

Less On-Site Trades = Lowers Costs / Risk

Subcontractor Trade	FACTORY	HYBRID	ON-SITE
Framing	✓		
Roofing		✓	
Foundations			✓
Exterior Siding		✓	
Exterior Doors & Siding	✓		
Masonry Work			✓
Drywall	✓		
Painting & Wall Coverings	✓		
Interior Doors	✓		
Finish Carpentry	✓		
HVAC	✓		
Electrical Wiring	✓		
Plumbing	✓		
Kitchen Cabinets	✓		
Kitchen Countertops	✓		
Carpeting	✓		
Ceramic Tiles	✓		
Hardwood Flooring	✓		
Concrete Flatwork			✓
Landscaping			✓

Factory-built methods allow for on-site trades to be significantly reduced. This allows for more efficient project management, less weather delays and more predictable timelines. Importantly, it also provides a cost advantage which allows for the homes to sold and rented for affordable price points.

QUALITY OF FACTORY-BUILT HOUSING



Controlled Environment – Every home is built in an environment that eliminates weather conditions and other external factors. Consistency of the assembly line results in high precision of construction.



Quality Control– Each home is inspected 20 times prior to it leaving the factory floor. Extensive oversight by Quality Control supervisors creates a high quality and durable home.



Voted America's Most Trusted Home Manufacturer for the last 4 Years

Quality Control Inspections

# of Stations in Factory	# of Quality Control Supervisors	# of 3 rd Party Inspections	# of Internal QA Inspections	Total # of Inspections
16	16	2	2	20

Project Description

Building Attainable Housing in Kansas City, KS

Project Introduction

Burcham, alongside its nonprofit partner, **Jubilee Housing**, intends to develop Factory Built single family homes on vacant land bank lots. The goal is to establish a scalable model for affordable and environmentally conscious housing solutions.

The project will consist of 138 vacant lots. There will be ~166, three-bedroom two bath, 1,056 SF units.

The homes will be available for rent between \$1,160 - \$1,680 through the Low Income Housing Tax Credit program and offered for sale at end of the 15-year compliance period. The average rental rate will be \$1,575.

The total construction costs of the project will be ~\$41,402,000.



~\$41.5MM
Project Cost

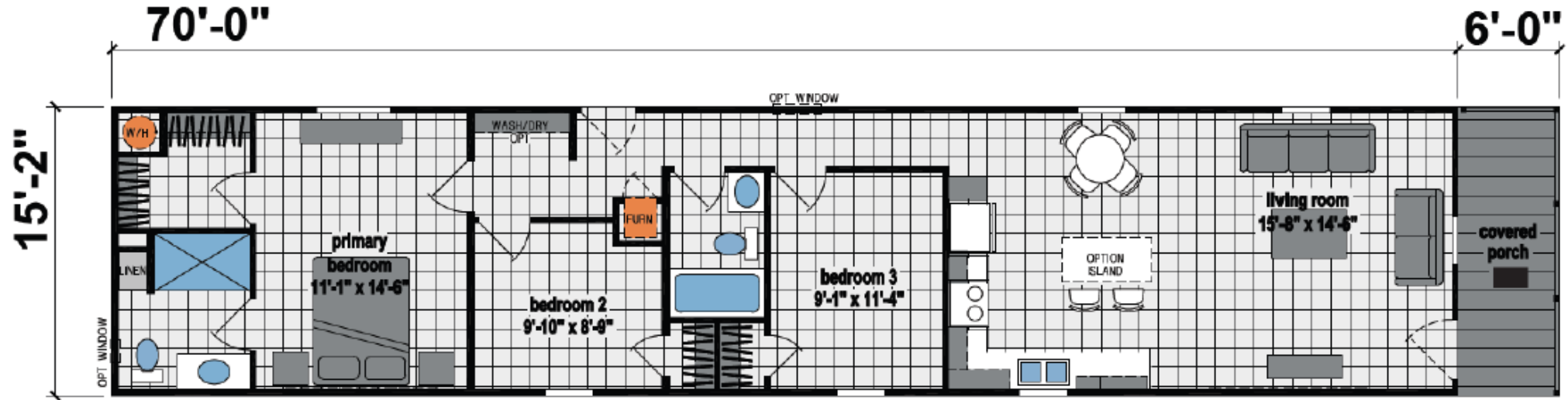
166 Units

3 Bedrooms
2 Bathrooms
1,056 SF

Affordability:
between 30% -
60% of AMI

Floor Plan

Spacious Three Bedroom units



Unit Type

Bedrooms: 3
Bathrooms: 2
Square Footage: 1,056

Renderings



Unit Amenities:

- Energy Star 3.0 Rated
- Permanent Foundations
- 4' x 12' Roof Pitch
- Upgraded Fixtures
- Energy Efficient
- Stainless Steel Appliances

Variation in Design:

These two home designs including variations in porches and color finishes will be used throughout the project.



Interior Finishes



Comparison of Current Housing



The Narrow Lots lead to limited home dimensions. The design focus will be placed on the front of the homes and replicating the existing neighborhood aesthetic.

Comparison of Current Housing

The project will replicate the neighborhood character of the existing housing stock.



Location

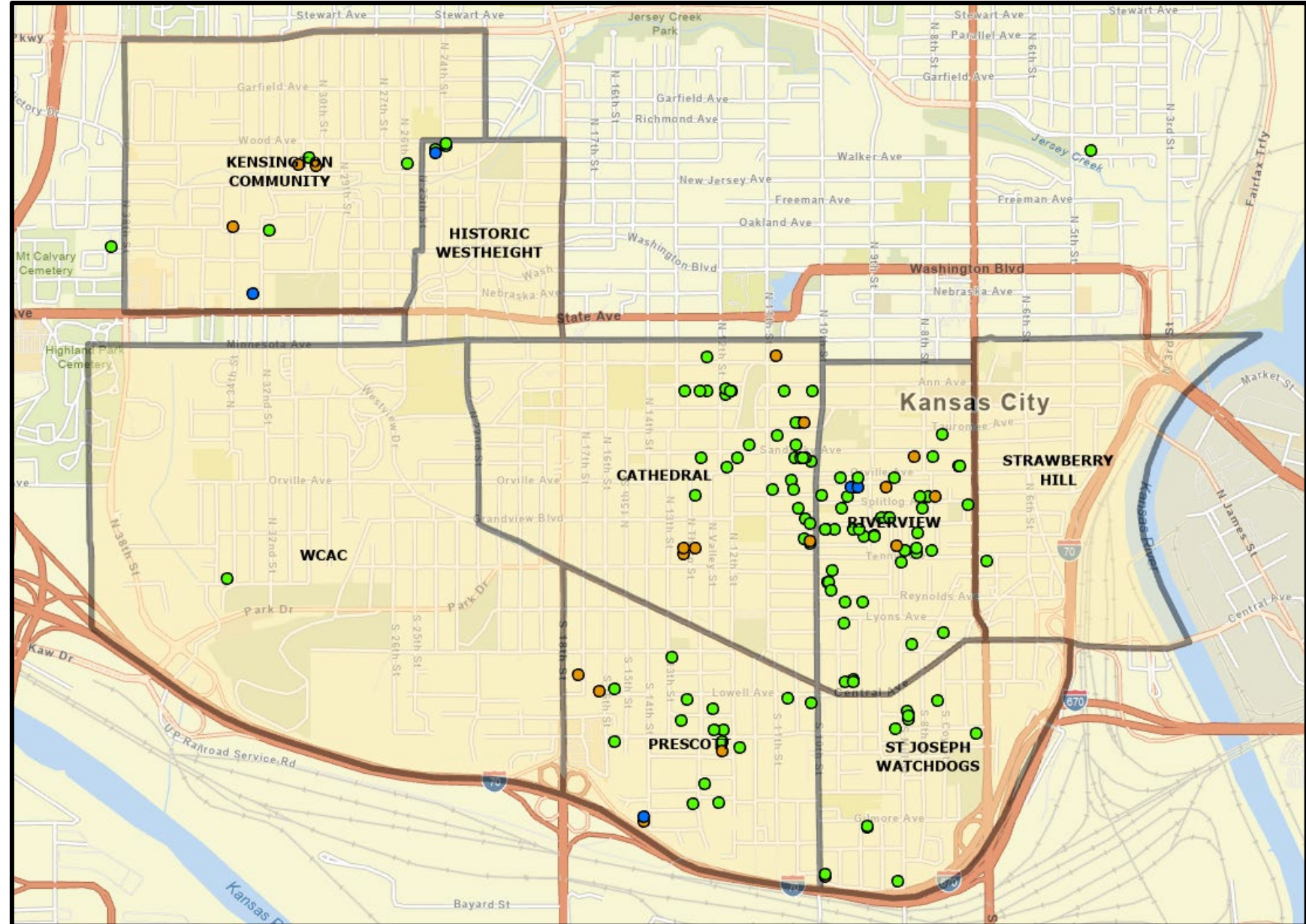
Building Attainable Housing in Kansas City, KS

Location

Neighborhood Group	# of Parcels	# of Homes
Prescott/South of Central Neighborhood Association	21	27
Riverview	51	59
Cathedral Neighborhood Association	39	45
St Joseph Watchdogs	13	14
Strawberry Hill Neighborhood Association	1	1
Historic Westheight Neighborhood Association	4	6
Kensington Community Area Watch	7	12
Caring Neighborhood Association	1	1
No Neighborhood Group	1	1
Total	138	166

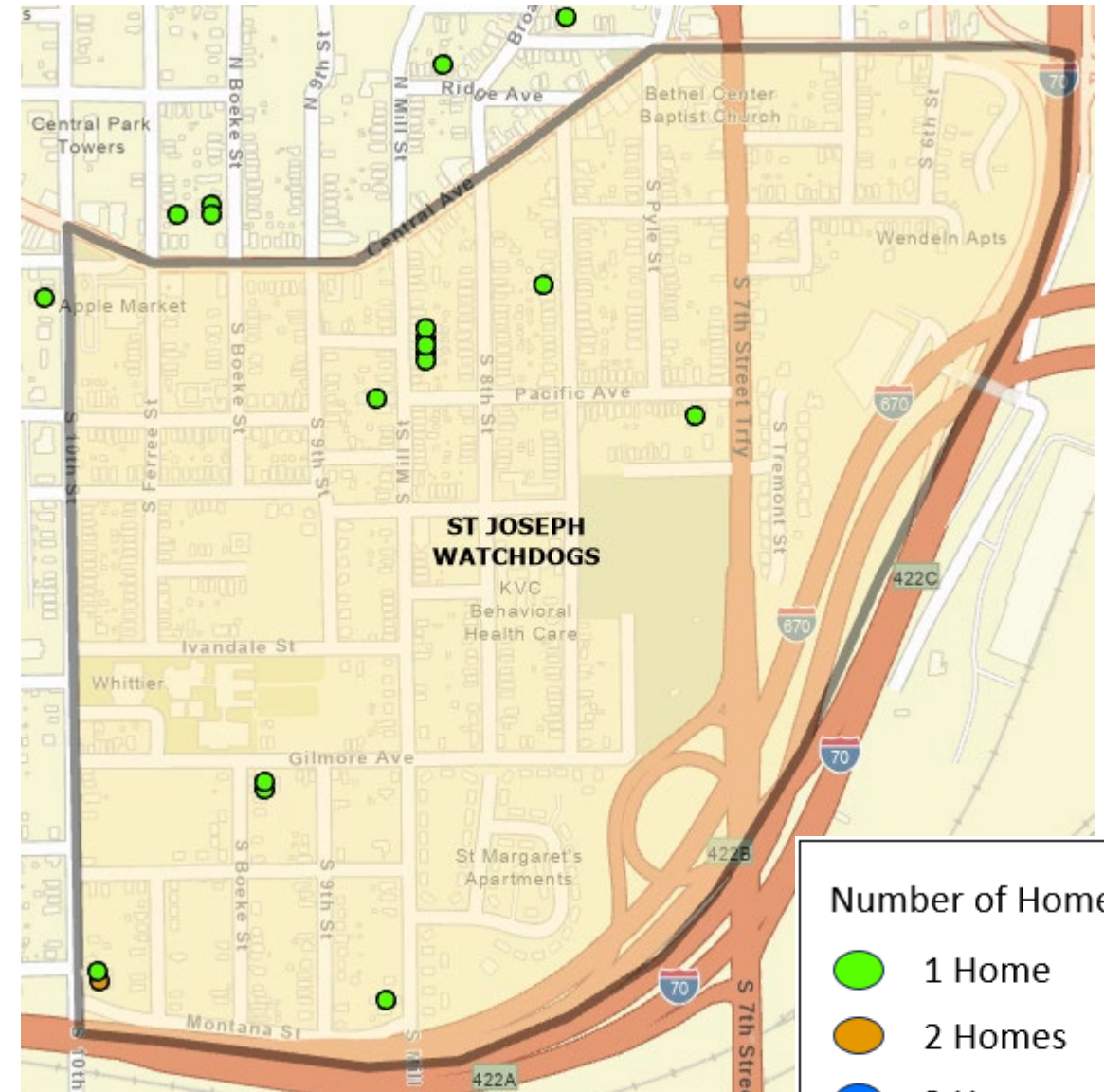
Number of Homes

- 1 Home
- 2 Homes
- 3 Homes



Location- St. Joseph Watchdogs

Address	Zoning	Frontage	# of Homes
29 S MILL ST - 121118	R-1(B)	31	1
37 S MILL ST - 121116	R-1(B)	30	1
711 PACIFIC AVE - 121721	R-1(B)	25	1
39 S MILL ST - 121115	R-1(B)	30	1
44 S MILL ST - 70305	R-1	43	1
370 S MILL ST - 71373	R-1(B)	25	1
307 S BOEKE ST - 71252	R-1(B)	30	1
305 S BOEKE ST - 71253	R-1(B)	30	1
27 S MILL ST - 121119	R-1(B)	34	1
46 S COY ST - 121145	R-1(B)	37	1
361 S 10TH ST - 71295	R-1(B)	50	2
359 S 10TH ST - 71384	R-1(B)	25	1
31 S MILL ST - 121117	R-1(B)	35	1
		Total	14

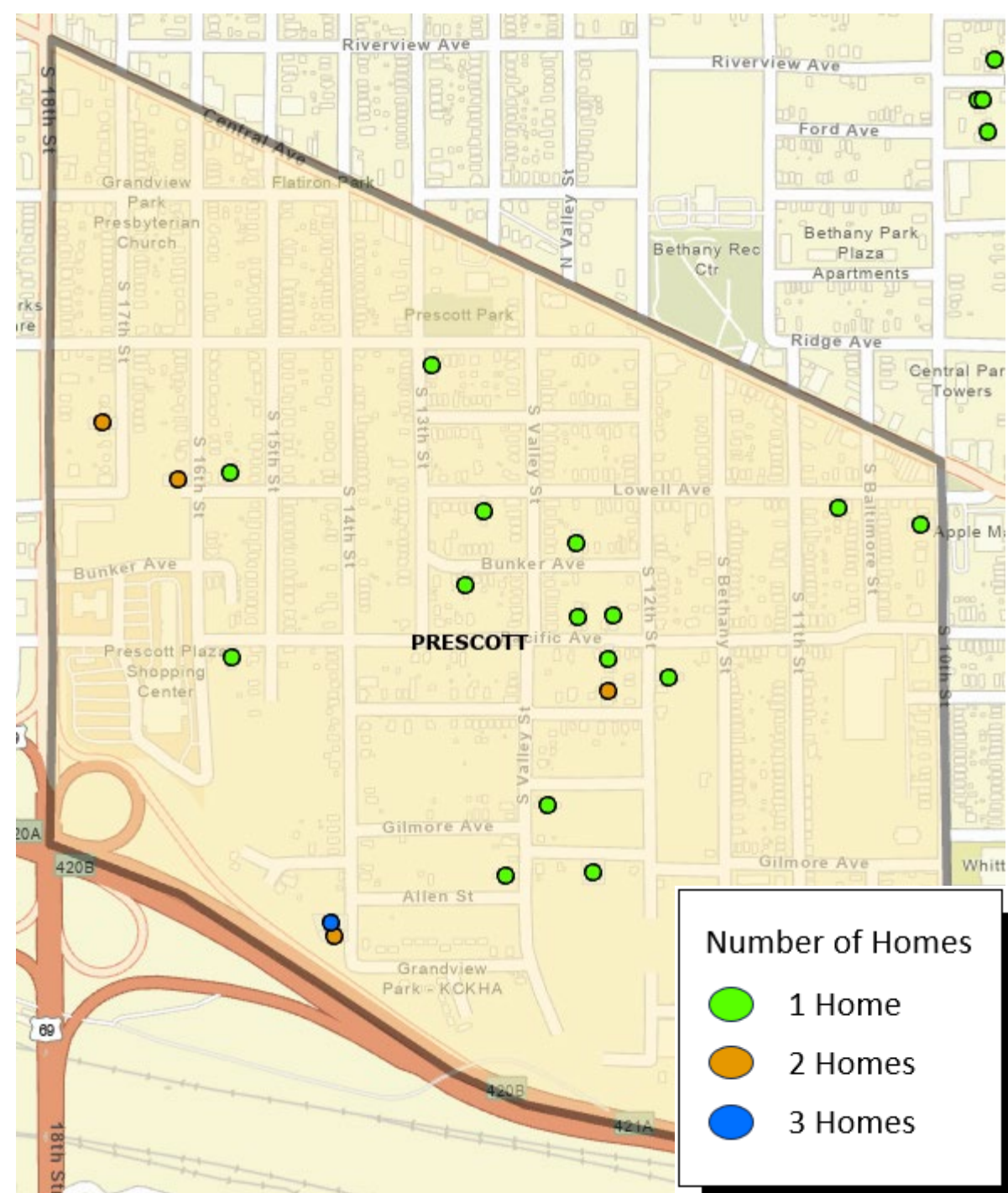


Neighborhood Comments

Location - Prescott

Address	Zoning	Frontage	# of Homes
1512 LOWELL AVE - 66343	R-1(B)	37.5	1
1211 PACIFIC AVE - 67304	R-1(B)	37.5	1
1241 RIDGE AVE - 67000	R-1(B)	45	1
8 S 10TH ST - 69503	R-1(B)	50	1
322 S 14TH ST - 67815	R-1(B)	50	2
116 S 16TH ST - 66328	R-1(B)	50	2
1212 HOMER AVE - 67305	R-1(B)	50	2
1225 GILMORE AVE - 67342	R-1(B)	100	1
318 S 14TH ST - 67814	R-1(B)	75	3
1023 LOWELL AVE - 69516	R-1(B)	31	1
1023 LOWELL AVE - 69516	R-1(B)	31	1
1509 PACIFIC AVE - 66749	R-1(B)	40	1
209 S 12TH ST - 70114	R-1(B)	38	1
312 S VALLEY ST - 67525	R-1(B)	25	1
1218 BUNKER AVE - 67116	R-1(B)	40	1
112 S 17TH ST - 66310	R-1(B)	50	2
1257 BUNKER AVE - 67068	R-1(B)	25	1
1210 PACIFIC AVE - 67097	R-1(B)	38	1
1220 PACIFIC AVE - 67093	R-1(B)	32	1
249 S VALLEY ST - 67328	R-1(B)	25	1
1251 LOWELL AVE - 67046	R-1(B)	30	1
		Total	27

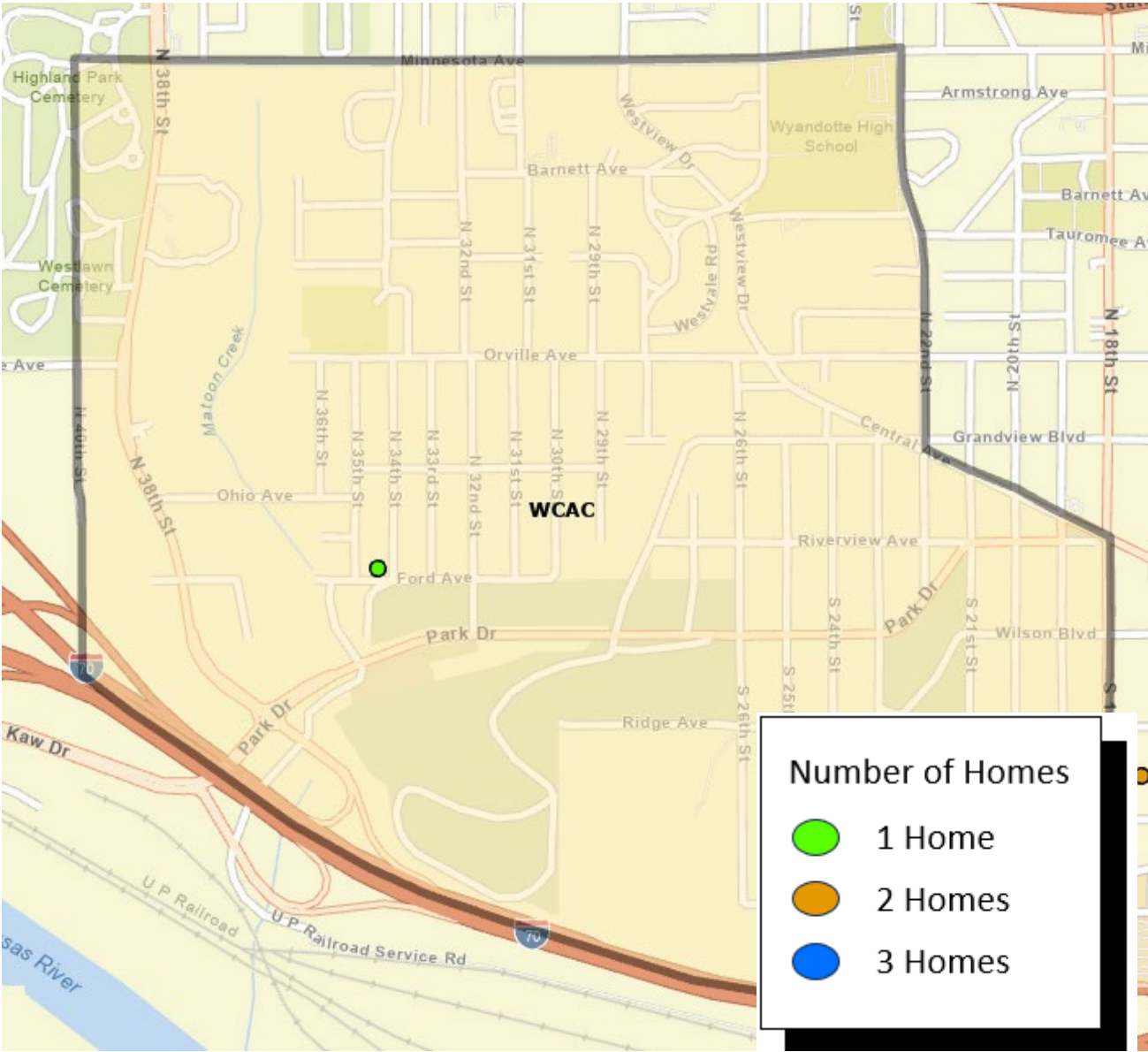
Neighborhood Comments



Location- WCAC

Address	Zoning	Frontage	# of Homes
3408 N Ford Ave - 056717	R-1(B)	46	1
		Total	1

Neighborhood Comments



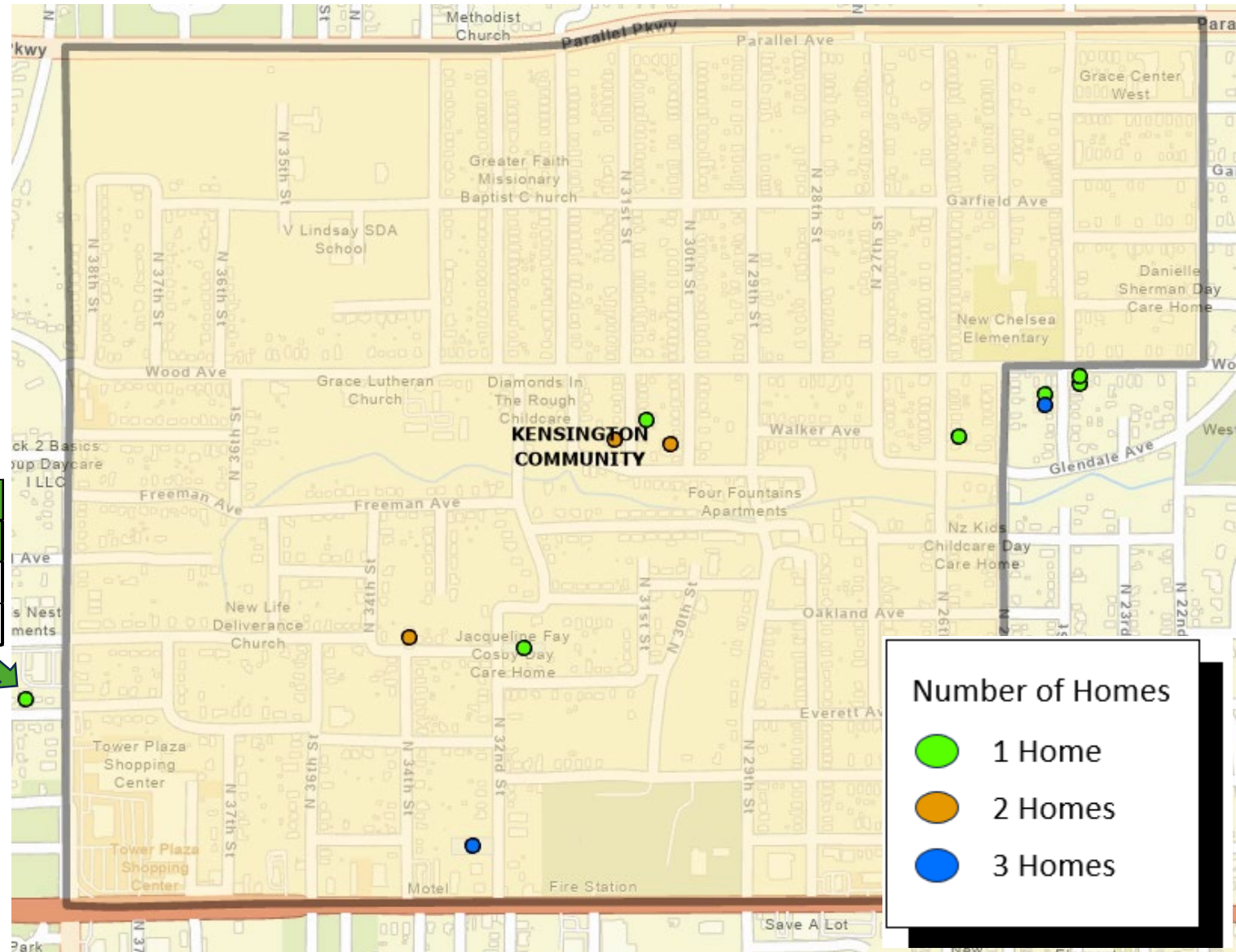
Location-Kensington Community

Address	Zoning	Frontage	# of Homes
1128 N 32ND ST - 63649	R-1(B)	85	3
1709 N 26TH ST - 68552	R-1(B)	42	1
1407 N 32ND ST - 63578	R-1(B)	45	1
1717 N 31ST ST - 75815	R-1(B)	33	1
1708 N 31ST ST - 75827	R-1(B)	50	2
1708 N 30TH ST - 75807	R-1(B)	50	2
3232 EVERETT AVE - 63566	R-1(B)	50	2
		Total	12

No Neighborhood Group

Address	Zoning	Frontage	# of Homes
3812 N Washington Ave - 063102	R-1(B)	65	1
		Total	1

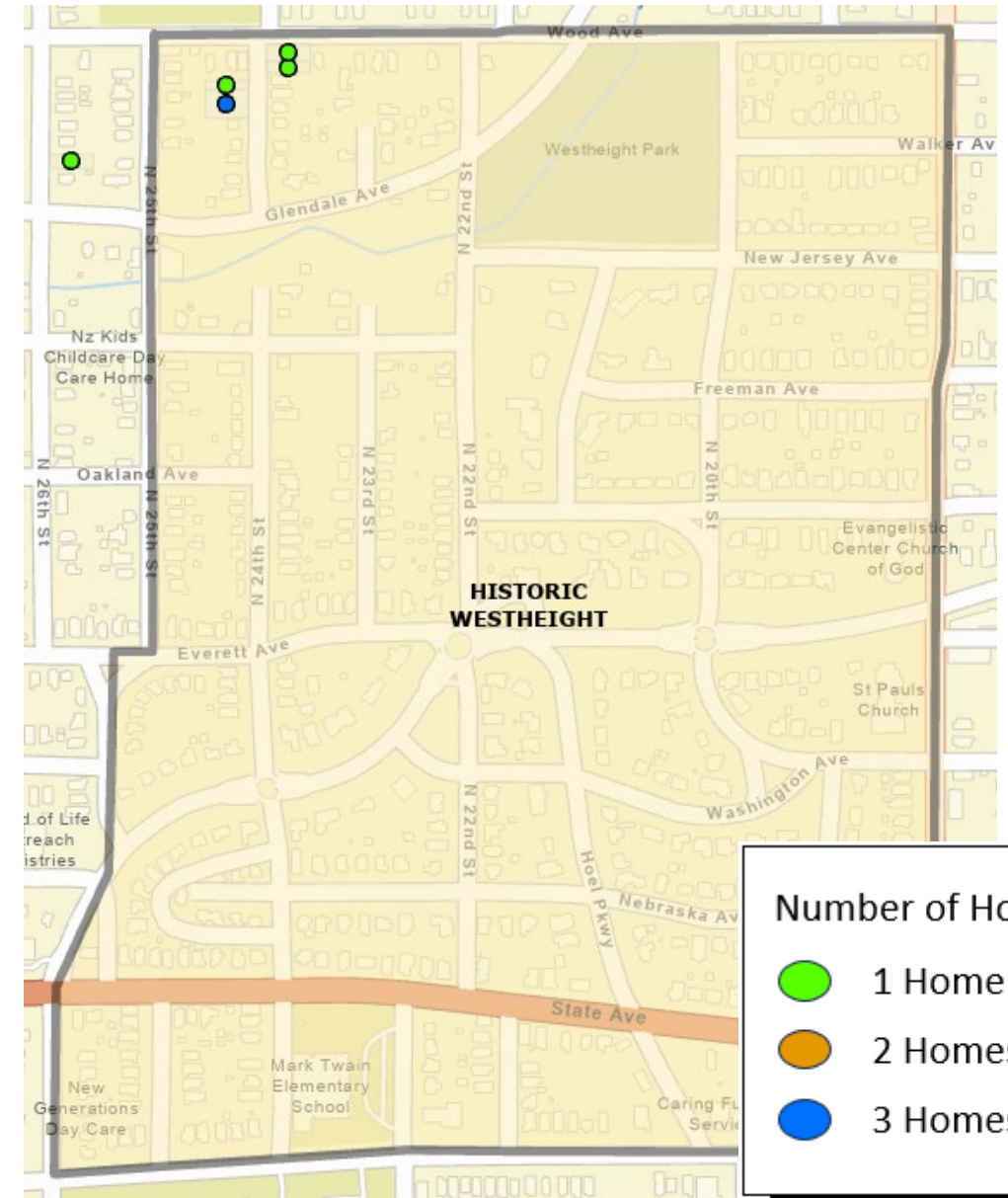
Neighborhood Comments



Location- Historic Westheight

Address	Zoning	Frontage	# of Homes
1724 N 24TH ST - 68524	R-1(B)	25	1
1731 N 24TH ST - 68518	R-1(B)	30	1
1735 N 24TH ST - 68519	R-1(B)	50	1
1720 N 24TH ST - 68525	R-1(B)	75	3
		Total	6

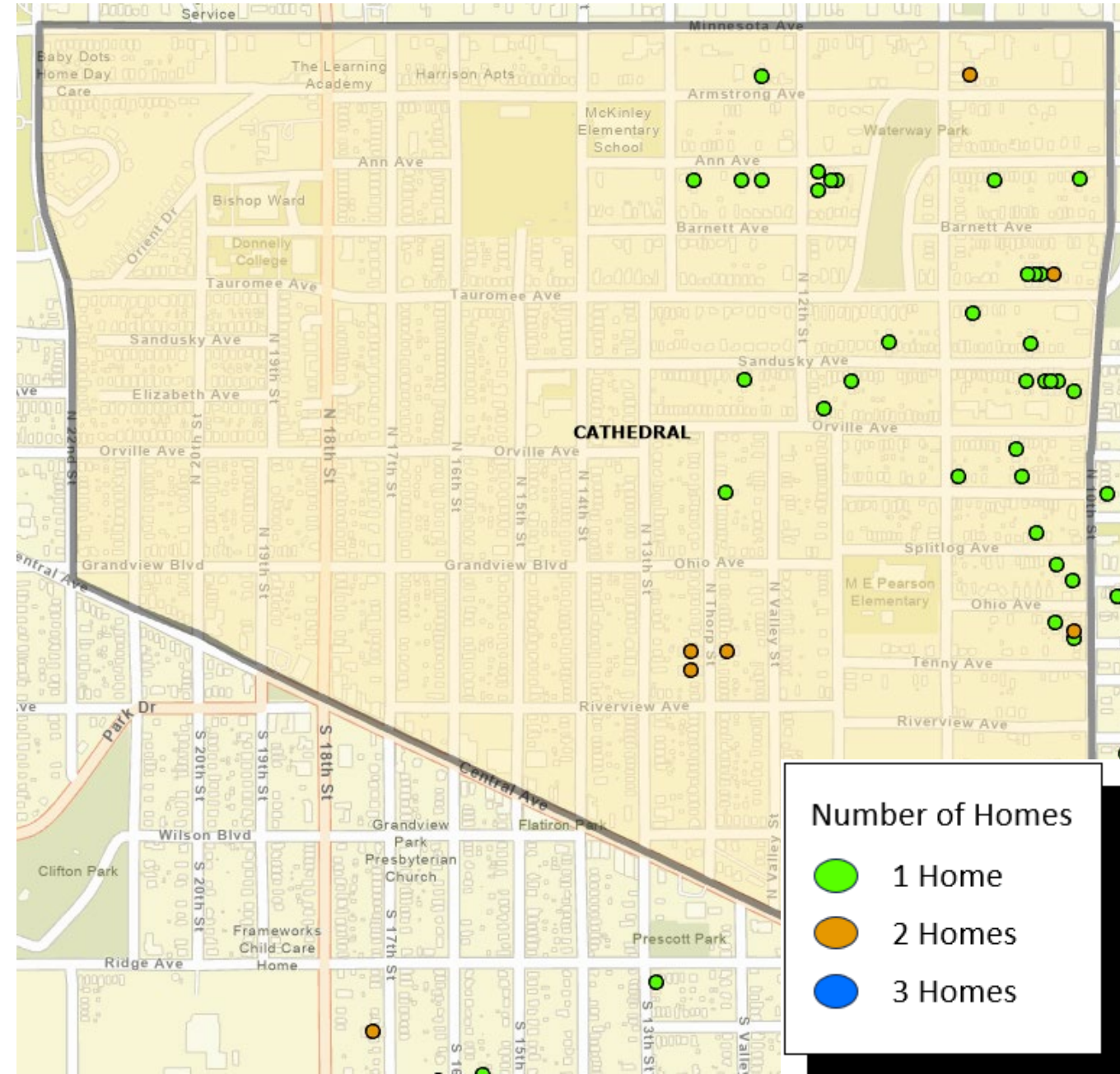
Neighborhood Comments



Location- Cathedral

- 45 Homes
- 39 Land Bank lots

Neighborhood Comments



Location - Cathedral

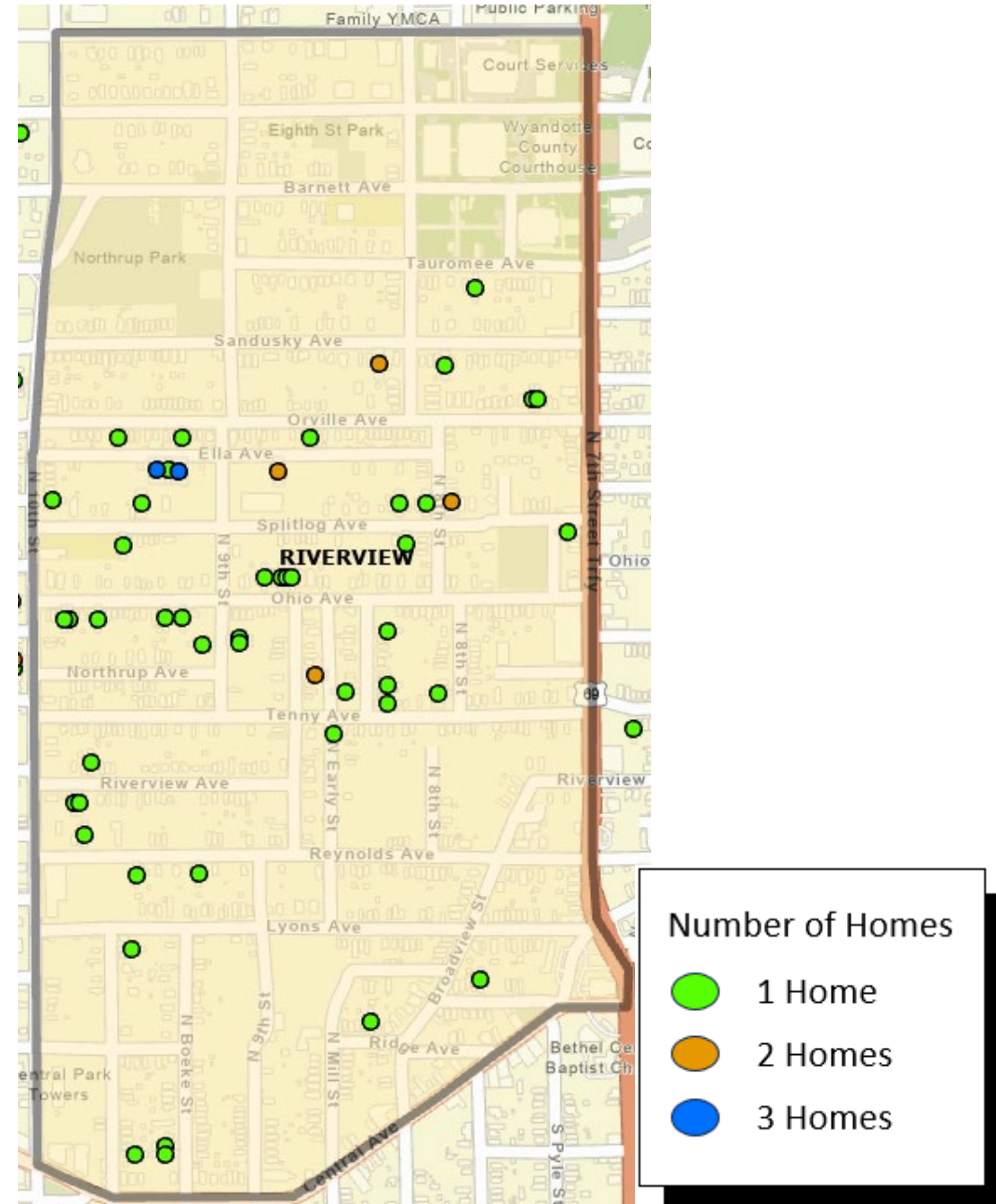
Address	Zoning	Frontage	# of Homes
1023 SANDUSKY AVE - 90215	R-1(B)	30	1
208 N THORPE ST - 67218	R-1(B)	50	2
220 N THORPE ST - 67220	R-1(B)	50	2
219 N THORPE ST - 103059	R-1(B)	50	2
412 N 10TH ST - 90206	R-1(B)	25	1
1131 SANDUSKY AVE - 90154	R-1(B)	31	1
1027 ORVILLE AVE - 90192	R-1(B)	37.5	1
1011 SANDUSKY AVE - 90210	R-1(B)	39	1
254 N 10TH ST - 93602	R-1(B)	25	1
1026 ELLA AVE - 92609	R-1(B)	24	1
1011 OHIO AVE - 93612	R-1(B)	40.7	1
258 N 10TH ST - 93611	R-1(B)	50	2
1020 SANDUSKY AVE - 90183	R-1(B)	30	1
1052 ARMSTRONG AVE - 80427	R-1(B)	50	2
1009 SPLITLOG AVE - 92662	R-1(B)	25	1
713 N 12TH ST - 80831	R-1(B)	31	1
1149 ANN AVE - 80829	R-1(B)	30	1
1055 GRANDVIEW BLVD - 80575	R-1(B)	21	1
1024 GRANDVIEW BLVD - 80559	R-1(B)	25	1

Address	Zoning	Frontage	# of Homes
1145 ANN AVE - 80827	R-1(B)	25	1
1147 ANN AVE - 80828	R-1(B)	25	1
1214 ARMSTRONG AVE - 80894	R-1(B)	27	1
1009 ANN AVE - 80475	R-1(B)	25	1
1221 SANDUSKY AVE - 102630	R-1(B)	25	1
1213 ANN AVE - 80938	R-1(B)	25	1
308 N 10TH ST - 92658	R-1(B)	41.67	1
1221 ANN AVE - 80942	R-1(B)	25	1
1026 GRANDVIEW BLVD - 80558	R-1(B)	35	1
1120 SANDUSKY AVE - 90230	R-1(B)	29	1
1030 GRANDVIEW BLVD - 80557	R-1(B)	40	1
1045 ANN AVE - 80486	R-1(B)	50	1
1016 GRANDVIEW BLVD - 80560	R-1(B)	50	2
1015 SANDUSKY AVE - 90212	R-1(B)	33	1
1013 SANDUSKY AVE - 90211	R-1(B)	30	1
1146 ORVILLE AVE - 92407	R-1(B)	30	1
1018 SPLITLOG AVE - 92652	R-1(B)	25	1
327 N THORPE ST - 102544	R-1(B)	25	1
1052 ELLA AVE - 92618	R-1(B)	25	1
1241 ANN AVE - 80948	R-1(B)	25	1
		Total	45

Location- Riverview

- 59 Homes
- 51 Land Bank lots

Neighborhood Comments



Location - Riverview

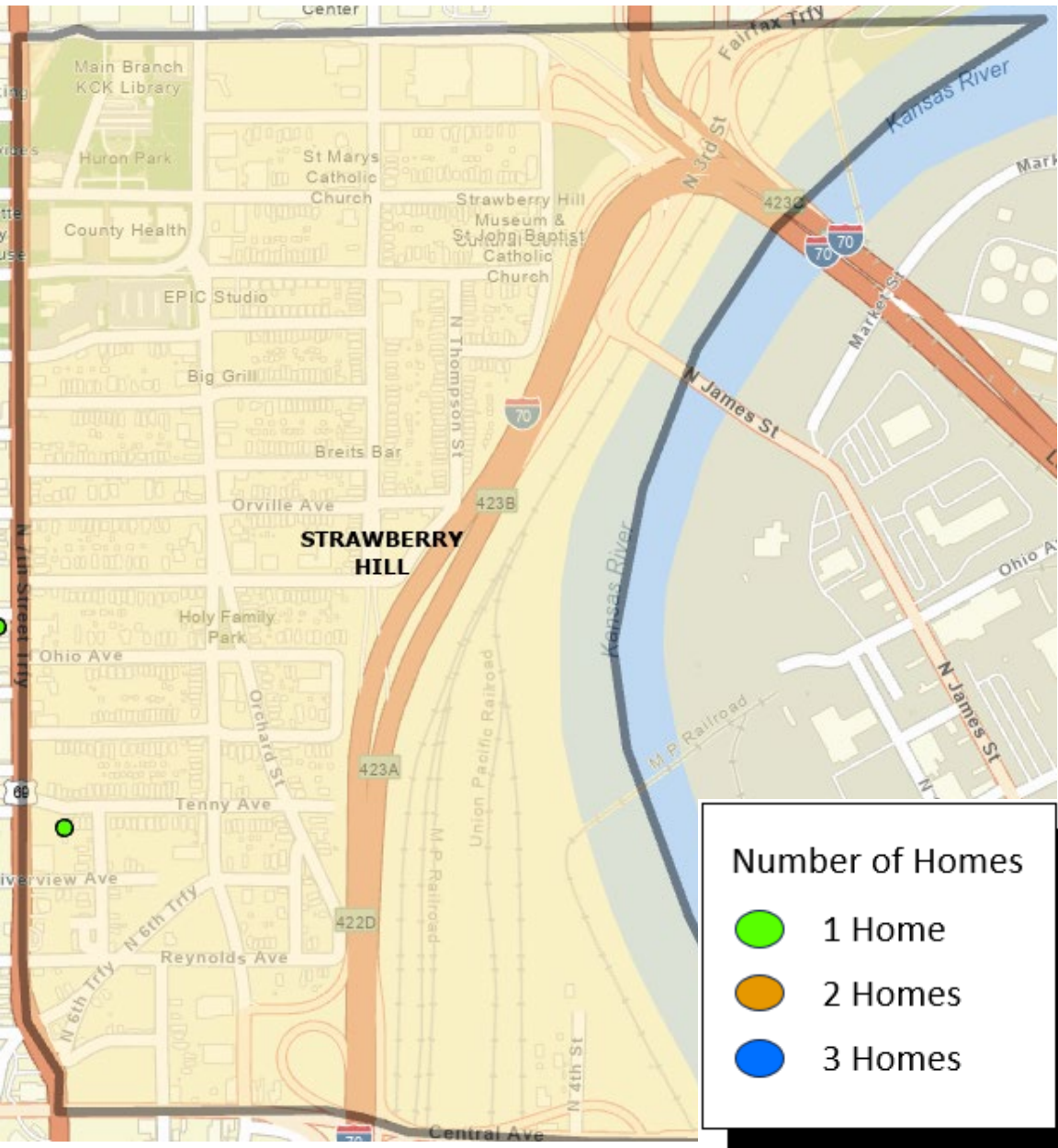
Address	Zoning	Frontage	# of Homes
949 RIVERVIEW AVE - 223214	R-1(B)	25	1
947 RIVERVIEW AVE - 223213	R-1(B)	25	1
942 RIVERVIEW AVE - 223207	R-1(B)	25	1
951 OHIO AVE - 93298	R-1(B)	25	1
917 OHIO AVE - 93212	R-1(B)	25	1
14 N BOEKE ST - 69148	R-1(B)	34	1
275 N 9TH ST - 93102	R-1(B)	25	1
274 N 9TH ST - 93175	R-1(B)	25	1
941 OHIO AVE - 93219	R-1(B)	25	1
129 N FERREE ST - 93504	R-1(B)	25	1
841 TENNY AVE - 119946	R-1(B)	25	1
843 ORVILLE AVE - 90499	R-1(B)	30	1
953 REYNOLDS AVE - 93403	R-1(B)	25	1
744 SIMPSON AVE - 121018	R-1(B)	25	1
953 OHIO AVE - 93297	R-1(B)	25	1
226 N 8TH ST - 119919	R-1(B)	25	1
808 RIDGE AVE - 120309	R-1(B)	28	1
223 N EARLY ST - 119814	R-1(B)	25	1
230 N EARLY ST - 119818	R-1(B)	25	1
251 N EARLY ST - 119803	R-1(B)	25	1
846 OHIO AVE - 92839	R-1(B)	25	1
929 SPLITLOG AVE - 92870	R-1(B)	30	1
844 OHIO AVE - 92926	R-1(B)	25	1
807 SPLITLOG AVE - 119034	R-1(B)	30	1
800 SPLITLOG AVE - 119038	R-1(B)	40	1

Address	Zoning	Frontage	# of Homes
808 SPLITLOG AVE - 119041	R-1(B)	40	1
235 N MILL ST - 93001	R-1(B)	50	2
736 SPLITLOG AVE - 119004	R-1(B)	60	2
915 ELLA AVE - 92922	R-1(B)	25	1
716 ORVILLE AVE - 118827	R-1(B)	25	1
325 N 10TH ST - 92901	R-1(B)	30	1
737 TAUROMEE AVE - 81463	R-1(B)	25	1
926 SPLITLOG AVE - 92889	R-1(B)	50	1
919 ELLA AVE - 92915	R-1(B)	75	3
911 ELLA AVE - 92916	R-1(B)	75	3
273 N 9TH ST - 93220	R-1(B)	25	1
931 REYNOLDS AVE - 93411	R-1(B)	25	1
11 N FERREE ST - 69287	R-1(B)	27	1
12 N BOEKE ST - 69149	R-1(B)	34	1
229 N EARLY ST - 119811	R-1(B)	25	1
847 ELLA AVE - 92805	R-1(B)	50	2
745 SANDUSKY AVE - 118814	R-1(B)	37	1
854 OHIO AVE - 92836	R-1(B)	25	1
842 OHIO AVE - 92840	R-1(B)	25	1
933 ORVILLE AVE - 90382	R-1(B)	33	1
970 REYNOLDS AVE - 223217	R-1(B)	25	1
909 OHIO AVE - 93215	R-1(B)	25	1
318 N 7TH ST TRFY - 119137	R-1(B)	26	1
911 ORVILLE AVE - 90375	R-1(B)	28	1
714 ORVILLE AVE - 118828	R-1(B)	25	1
805 SANDUSKY AVE - 90453	R-1(B)	50	2
		Total	59

Location- Strawberry Hill

Address	Zoning	Frontage	# of Homes
647 N Tenny Ave - 119432	R-1(B)	25	1
		Total	1

Neighborhood Comments



Rents & Affordability

Building Attainable Housing in Kansas City, KS

Projected Rental Rates & Affordability

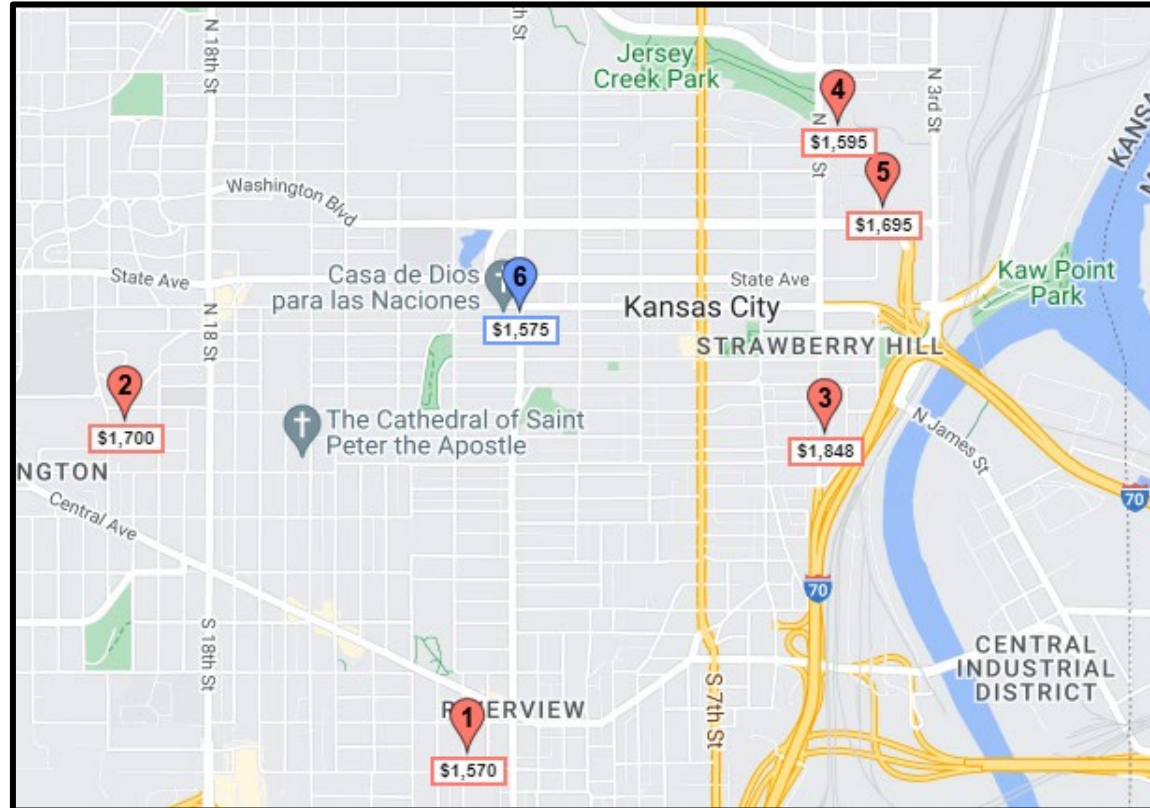
Rent [3BD]	
FMR [KC Metro]	\$1,645
Subject Property	\$1,599

Rents are below HUD Fair Market Rents for the KC MSA. These rents are deemed affordable for families making 54% of Area Median Income.

This project will be significantly reducing the average age of the housing stock in the city.

Age of Housing Stock within a 1-mile Radius		
Age	# of	
	Housing Units	% of Total
2010 or newer	69	2%
2000 - 2009	461	10%
1990 - 1999	118	3%
1980 - 1989	125	3%
1970 - 1979	500	11%
1960 - 1969	258	6%
1950 - 1959	506	11%
1940 - 1949	1033	23%
1939 or later	1482	33%
	4552	100%

Rental Rate Comparables



Rent Comparables							
No.	Name	Proximity to Subject	Year	Bd/Ba	Rent	SF	Rent / SF
1	61 S 11th St	0.7 miles	1925	2/1	\$1,570	940	\$1.67
2	2030 Sandusky Ave	1.8 miles	1927	4/2	\$1,700	1,562	\$1.09
3	423 N 5th St	1.0 miles	1900	3/1	\$1,848	968	\$1.91
4	424 Freeman Ave	1.8 miles	1999	3/2	\$1,595	1,305	\$1.22
5	1307 N 4th St	1.7 miles	1999	4/2	\$1,695	1,600	\$1.06
		1.4 miles	1950	n.a.	\$1,682	1,275	\$1.32
6	Subject	n.a.	2025	3/2	\$1,575	1,056	\$1.49

Income Limits & Example Jobs

Residency of the homes will be restricted to households making below the following incomes:

Household Size	Income Limit
1	\$43,080
2	\$49,200
3	\$55,380
4	\$61,500
5	\$66,420
6	\$71,340

Type of Jobs that fit within the income ranges:

Job	Average Salary
Teacher	\$56,799
Firefighter	\$52,723
Police Officer	\$59,601
Construction Work	\$45,734
UG Employee	\$62,360
Registered Nurse	\$61,093

Rental Rate Comparables [Photos]

Subject Property - \$1,599 / month



425 N 5th - \$1,848 / month



61 S 11th - \$1,570 / month



2030 Sandusky - \$1,700 / month

Project Budget

Building Attainable Housing in Kansas City, KS

Project Budget

<u>Home Costs</u>	
Subtotal:	\$13,917,257
<u>Land Costs</u>	
Land	\$69,000
<u>Site Costs</u>	
Subtotal:	\$21,600,000
<u>Soft Costs</u>	
Subtotal:	\$4,140,000
<u>Contingency</u>	
Contingency	\$1,676,619
Subtotal	\$1,676,619
Total Construction Costs:	\$41,402,876

Development Partners

Building Attainable Housing in Kansas City, KS

Development Partners

Home Manufacturer



Nonprofit Partner



General Contractor



CoBuild

Property Manager



Construction Timeline

Building Attainable Housing in Kansas City, KS

Estimated Construction Timeline

<u>Item</u>	<u>Estimated Date</u>
Land Bank Application	5/6/2024
Full Commission Meeting	6/27/2024
Option Granted	7/1/2024
Application for 4% LIHTC	7/26/2024
LIHTC Awarded	10/18/2024
Loan & Funding Closing	1/1/2025
Construction Start Date	2/1/2025
First Home Delivered	5/1/2025
Final Home Delivered	8/1/2026

If LIHTC 2024 application deadline is missed

<u>Item</u>	<u>Estimated Date</u>
Application for 4% LIHTC	2/9/2025
LIHTC Awarded	5/3/2025
Loan & Funding Closing	7/1/2025
Construction Start Date	8/1/2025
First Home Delivered	11/1/2025
Final Home Delivered	2/1/2027

The construction timeline is subject to change due to unforeseen circumstances. Developer will do their best to maintain the estimated schedule.

Team Experience

Building Attainable Housing in Kansas City, KS

Project Example in Johnson County

CrossMod Single Family Home Subdivision



Address: 13600 W 177th Street, **Overland Park**, KS 66062

- 209 home, traditional subdivision, built using Claytons' CrossMod home
- Homes on individually platted, single family home lots
- \$72MM project cost



Project Example in Petersburg, VA

Factory Built homes infill on 47 vacant land bank lots

Address: 1000 Diamond Street, Petersburg, VA

- 47 vacant lots owned by the local land bank are being redeveloped
- Factory built homes will provide housing to families earning 60% or less of AMI
- Project was financed using Low Income Housing Tax Credits



Impact by the Numbers

Building Attainable Housing in Kansas City, KS



Financial Impact of the Development

By the Numbers

New Single-Family Homes

166



Population Increase

452



Annual Taxes Collected

\$450,000



Total Investment in the Community

\$41,402,000

Contact Information

Name: Eric Domino

Address: 6639 Floyd Street, Overland Park, KS

Phone Number: 734-649-7052

Email: eric@burchamresidential.com



Report to

MEETING DATE	PRESENTER	DEPARTMENT
JUN 03 2024	Jud Knapp, Acting Land Bank Manager jknapp@wyckokck.org x5472	Land Bank Approvals
AGENDA ITEM #		
LAND BANK PROPERTY TRANSFERS		
BACKGROUND		
The Land Bank Manager respectfully requests that the Neighborhood and Community Development Committee review the proposed items and forward it to the Land Bank Board of Trustees for final consideration, submitted by Jud Knapp, Land Bank Manager. Please visit the site to review the applications below. https://gisapp.wyckokck.org/Landbank.html		
1 Transfer from UG to Land Bank		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
NCD Memo Land Bank Property Transfers 06.03.24		

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

[Signature] 5/17/2024

[Signature] 5-20-24



Wyandotte County Land Bank
Economic Development Department
Jud Knapp, Manager

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

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

M E M O R A N D U M

TO: Full Commission
FROM: Jud Knapp, Land Bank Manager
DATE: May 17, 2024
SUBJECT: Property Transfers applications for consideration

The following **property transfers application(s)** will be presented at the 06/03/24 standing committee meeting:

Please visit the new site to review the applications below
<https://gisapp.wycokck.org/Landbank.html>

PT – Property Transfers

1. UG to Land Bank - 1
 - i. 529 Garnett Ave – 154812

Tracking ID: 21117



Report to

MEETING DATE	PRESENTER	DEPARTMENT
JUN 03 2024	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals
AGENDA ITEM #		
LAND BANK POLICY UPDATE		
BACKGROUND		
Request consideration of the following Land Bank policy updates, submitted by Jud Knapp, Land Bank Manager		
RECOMMENDATION		
For information only		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
June 3rd Land Bank Policy		

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

Approved - [Signature] 5/17/2024
Approved - [Signature] 5-20-24

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE REVISED LAND BANK POLICY

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

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

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

WHEREAS, Unified Government of Wyandotte County/Kansas City, Kansas Ordinance 2-173 states that the Land Bank staff shall be furnished by the Unified Government; and

WHEREAS, the Board of Trustees may appoint such officers, agents and employees as required to perform its duties per K.S.A. 19-26,106; and

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

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

1. The proposed revisions to the Wyandotte County Land Bank Policy are hereby adopted.

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

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

ADOPTED BY THE WYANDOTTE COUNTY LAND BANK BOARD OF TRUSTEES, THIS _____ DAY OF _____ 2024.

Tyrone Garner
Mayor/CEO

Approved as to form:

/s/ Wendy M. Green

Wendy M. Green

Deputy Chief Counsel

WYANDOTTE COUNTY LAND BANK (WCLB)

ADMINISTRATIVE POLICY

UPDATED TBD 2024

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- 9.2 Requirements for Community Gardens
- ~~9.3 Personal Gardens~~
- ~~9.4~~9.3 Urban Farm

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

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

Section 1. Purpose

1.1 Neighborhood and Land Use Planning Conformance.

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

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

1.2 Guiding Principles.

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

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

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

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

- c. Utilize strategic planning as well as long term planning in the disposition of property.
- d. Maintain flexibility and transparency in all transactions.
- e. Comply with and support the implementation of the Citywide Comprehensive Master Plan, Area Plans, Corridor Plans, and other Community Plans.
- f. Eliminate blight and revitalize neighborhoods.
- g. Prevent speculation.
- h. Ultimately dispose of all WCLB parcels.

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

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

Section 2. Authority and Role

2.1 Establishment.

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

2.2 Governance.

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

2.3 Review of Proposed Land Bank Transactions.

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

The Staff Advisory Team is composed of the Director/Manager and/or designee from the following UG Departments: *Administration, Community Development, General Services, Economic Development, GeoSpatial Services, Neighborhood Resource Center, Public Works,*

Treasury, and Planning and Urban Design. The Staff Advisory Team shall evaluate applications based on UG policies and priorities, and future infrastructure and development plans. The Staff Advisory Team shall serve solely in an advisory capacity.

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

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

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

2.4 Governing Authority.

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

2.5 WCLB Board of Trustees Approval.

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

2.6 WCLB Right to Accept or Reject.

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

2.7 Role of Land Bank Manager.

The Land Bank Manager shall have the following responsibilities:

- a. Help applicants with where and what they want to build;
- b. Administer the Land Bank process including public notification-~~of neighborhood groups~~;
- c. Identify which properties are available for disposition;
- d. Determine when an application is ready to be submitted to the WCLB Board of Trustees;
- e. Engage and educate the community on Land Bank opportunities;
- f. Be a resource for the community;
- g. Set protocols for Land Bank procedures; ~~and~~
- h. Work with the WCLB Board of Trustees on a strategy for disposition of Land Bank properties; ~~and~~;
- i. At a meeting of the BoC's Neighborhood and Community Development Standing Committee in the Spring of every year, provide an update on the progress of approved option agreements and hold areas showing how many option agreements were successful, how many failed and the status of any hold areas beginning the development process.

2.8 Staffing.

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

Section 3. Priorities for Transfer of Land Bank Properties.

3.1 Priority Transfers.

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

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

3.2 Transferee Qualifications.

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

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

~~In addition, all applicants must be current on their property taxes and have no outstanding code violations on any property within the County.~~

Section 4. Conveyances to the WCLB

4.1 Sources of Property Inventory.

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

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

4.2 Policies Governing the Acquisition of Properties.

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

- a. Proposals and requests by individuals or entities in which specific properties are identified for ultimate acquisition and redevelopment;
- b. Residential properties that are available for immediate occupancy without need for substantial rehabilitation;
- c. Improved properties that are the subject of an existing order for demolition of the improvements and/or meet the criteria for demolition of improvements to determine if the property can be put into the rehab program described in Section 9;
- d. Vacant properties that are appropriate for the yard extension disposition program;
- e. Properties for which reutilization would be in support of adopted plans;

- f. Properties that would form a part of a land assemblage development plan; and
- g. Properties that would allow for the creation or expansion of community; gardens, urban farming, environmental remediation, stormwater management, and/or open space preservation.

4.3 Donations to WCLB.

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

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

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

- a. WCLB requires that donated property(ies) be conveyed with clear and marketable title;
- b. Property(ies) that are occupied may not be accepted as donations;
- c. WCLB shall not determine donation value for the purpose of tax benefits; and
- d. Any exceptions to the provisions of the above must come before the Board of Trustees.

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

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

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

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

4.4 Transaction Agreements.

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

4.5 Environmental Concerns.

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

4.6 State of Kansas Set Off Program.

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

4.7 Timing.

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

The Land Bank Manager is authorized to accept property conveyed from the UG that is a result of property being obtained from a recent County Tax Sale. The Land Bank Manager will then report the conveyance(s) at the next ~~Board of County Commissioners~~BoC Neighborhood and Community Development Standing Committee meeting.

Section 5. Conveyances from the WCLB

5.1 Covenants, Conditions and Restrictions.

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

5.2 Deed Without Warranty.

All conveyances by the WCLB to third parties shall be by quitclaim deed.

5.3 Conveyances requiring Board of Trustees Approval.

All transfers of WCLB property shall require the approval of the Board of Trustees.

5.4 Conveyances pursuant to WCLB Rehab Program.

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

5.5 Conveyance Time Allowance.

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

5.6 Appropriate and Timely Development of Properties.

The WCLB expects that properties will be developed in a timely manner according to a written agreement or as specified in the deed of conveyance. Generally, construction should commence within three (3) months from the date of conveyance and should be completed as defined by the agreement or contained in the deed. To ensure that these expectations are met, the WCLB will place conditions or restrictions on property it conveys to achieve the agreed upon outcome and will monitor these agreements until construction is complete. Proposed uses must be consistent with the UG's Master Plans, Zoning, City Code, and other approved and accepted plans-policy or be able to obtain the necessary land entitlements within the option term, and all All new owners are required to comply with all State, City and Federal codes, regulations, and statutes.

5.7 Holds.

Holds for large economic development projects are allowed pending the approval of the Wyandotte County Land Bank Board of Trustees. Each year that land bank parcels are in a hold, an update must be provided by the awardee ~~must be made~~ regarding the status of the economic development project to the Neighborhood and Community Development Standing Committee.

5.8 Pricing.

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

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

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

Section 6. Yard Extension and Commercial Lot Extension Program

6.1 Application.

Yard Extensions shall only be applied for by abutting homeowners.

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

6.2 Qualifications.

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

6.3 Limitations.

Applicants can only acquire one (1) property for a yard extension from the WCLB for each home they own as their primary residence and only one primary lot can seek a yard extension, except if there are

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

6.4 Pricing.

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

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

Section 7. Land Bank Rehab Program

7.1 Purpose.

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

7.2 Goals.

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

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

7.3 Qualified Rehabber.

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

- a. Own any real property that is subject to any violations of State and/or local laws, codes or ordinances;
- b. Own any real property that is tax delinquent;
- c. Be barred from transactions with local government entities;

- d. Have demonstrated lack of capacity to perform in accordance with the requirements of the WCLB;
- e. Have defaulted in prior agreements with the WCLB; and
- f. Currently be banned from bidding at the tax sale.

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

7.4 Qualified Offer.

A Qualified Offer is an application that:

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

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

7.5 Housing Stock.

All residential property with improvements that are transferred to the WCLB will be boarded, secured, and inspected to identify its place in the program. There are three-two (32) recommendations that these properties will fall under:

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

7.6 Commercial Property.

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

7.7 Rehabber Qualifications.

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

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

7.8 Availability for Rehabbers.

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

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

7.9 Rehab Agreements.

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

7.10 Filings.

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

7.11 Inspections and Permits.

The WCLB will require copies of all inspections conducted by the UG Building Inspection Department, which will perform progress inspections throughout the rehab.

Any Tier I rehab will consist of four (4) inspections:

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

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

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

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

7.12 Extensions and Penalties.

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

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

7.13 Tier I Rehabber Threshold.

Any Tier I rehabber may make no more than three (3) offers on any newly acquired rehab houses. The maximum number of houses a Tier

I may be rehabbing at any given time is six (6). If a Tier I rehabber has 6 open rehabs and submits an offer for new houses, their offer will not be accepted. A Tier 1 rehabber may make the proper number of offers that could reach this threshold.

Section 8. Option Agreements

8.1 Site Control: Options and Property Reservations.

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

Agreements for this purpose must meet the following conditions:

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

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

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

8.2 Disposition.

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

Section 9. WCLB Garden Program

9.1 Community Gardens and Community-Managed Open Spaces.

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

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

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

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

Upon approval by the WCLB Board of Trustees, the property shall be conveyed to the applicant by deed with restrictions requiring the adherence of the criteria contained in Section 9.2. An applicant shall be given an option agreement as needed for any requisite permits or land entitlements to be obtained. If an option agreement is required, at the

end of one year, either the agreement will be extended, or the property will be conveyed by deed with restrictions as set forth above if all guidelines have been met. If an extension of the option agreement is required, the procedure for an extension set out in Section 8.1 (c) above shall be followed.

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

9.2 Requirements for Community Gardens.

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

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

~~9.3 Personal Garden.~~

~~An application for a personal garden shall be treated in the same manner as an application for a yard extension.~~

9.4.3 Urban Farm.

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

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

WYANDOTTE COUNTY LAND BANK (WCLB)

ADMINISTRATIVE POLICY

UPDATED TBD 2024

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

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

Section 1. Purpose

1.1 Neighborhood and Land Use Planning Conformance.

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

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

1.2 Guiding Principles.

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

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

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

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

- c. Utilize strategic planning as well as long term planning in the disposition of property.
- d. Maintain flexibility and transparency in all transactions.
- e. Comply with and support the implementation of the Citywide Comprehensive Master Plan, Area Plans, Corridor Plans, and other Community Plans.
- f. Eliminate blight and revitalize neighborhoods.
- g. Prevent speculation.
- h. Ultimately dispose of all WCLB parcels.

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

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

Section 2. Authority and Role

2.1 Establishment.

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

2.2 Governance.

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

2.3 Review of Proposed Land Bank Transactions.

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

The Staff Advisory Team is composed of the Director/Manager and/or designee from the following UG Departments: *Administration, Community Development, General Services, Economic Development, GeoSpatial Services, Neighborhood Resource Center, Public Works, Treasury, and Planning and Urban Design*. The Staff Advisory Team shall

evaluate applications based on UG policies and priorities, and future infrastructure and development plans. The Staff Advisory Team shall serve solely in an advisory capacity.

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

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

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

2.4 Governing Authority.

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

2.5 WCLB Board of Trustees Approval.

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

2.6 WCLB Right to Accept or Reject.

The WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In case of multiple applications

for the same properties, the WCLB will give precedence to the application submitted first and, should this application not be accepted, the next application submitted will be brought before the WCLB Board of Trustees

2.7 Role of Land Bank Manager.

The Land Bank Manager shall have the following responsibilities:

- a. Help applicants with where and what they want to build;
- b. Administer the Land Bank process including public notification;
- c. Identify which properties are available for disposition;
- d. Determine when an application is ready to be submitted to the WCLB Board of Trustees;
- e. Engage and educate the community on Land Bank opportunities;
- f. Be a resource for the community;
- g. Set protocols for Land Bank procedures;
- h. Work with the WCLB Board of Trustees on a strategy for disposition of Land Bank properties; and
- i. At a meeting of the BoC's Neighborhood and Community Development Standing Committee in the Spring of every year, provide an update on the progress of approved option agreements and hold areas showing how many option agreements were successful, how many failed and the status of any hold areas beginning the development process.

2.8 Staffing.

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

Section 3. Priorities for Transfer of Land Bank Properties.

3.1 Priority Transfers.

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

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

3.2 Transferee Qualifications.

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

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

Section 4. Conveyances to the WCLB

4.1 Sources of Property Inventory.

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

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

4.2 Policies Governing the Acquisition of Properties.

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

- a. Proposals and requests by individuals or entities in which specific properties are identified for ultimate acquisition and redevelopment;
- b. Residential properties that are available for immediate occupancy without need for substantial rehabilitation;
- c. Improved properties that are the subject of an existing order for demolition of the improvements and/or meet the criteria for demolition of improvements to determine if the property can be put into the rehab program described in Section 9;
- d. Vacant properties that are appropriate for the yard extension disposition program;
- e. Properties for which reutilization would be in support of adopted plans;
- f. Properties that would form a part of a land assemblage development plan; and
- g. Properties that would allow for the creation or expansion of community gardens, urban farming, environmental remediation, stormwater management, and/or open space preservation.

4.3 Donations to WCLB.

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

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

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

- a. WCLB requires that donated property(ies) be conveyed with clear and marketable title;
- b. Property(ies) that are occupied may not be accepted as donations;
- c. WCLB shall not determine donation value for the purpose of tax benefits; and
- d. Any exceptions to the provisions of the above must come before the Board of Trustees.

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

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

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

4.4 Transaction Agreements.

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

4.5 Environmental Concerns.

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

4.6 State of Kansas Set Off Program.

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

4.7 Timing.

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

The Land Bank Manager is authorized to accept property conveyed from the UG that is a result of property being obtained from a recent County Tax Sale. The Land Bank Manager will then report the conveyance(s) at the next BoC Neighborhood and Community Development Standing Committee meeting.

Section 5. Conveyances from the WCLB

5.1 Covenants, Conditions and Restrictions.

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

5.2 Deed Without Warranty.

All conveyances by the WCLB to third parties shall be by quitclaim deed.

5.3 Conveyances requiring Board of Trustees Approval.

All transfers of WCLB property shall require the approval of the Board of Trustees.

5.4 Conveyances pursuant to WCLB Rehab Program.

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

5.5 Conveyance Time Allowance.

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

5.6 Appropriate and Timely Development of Properties.

The WCLB expects that properties will be developed in a timely manner according to a written agreement or as specified in the deed of conveyance. Generally, construction should commence within three (3) months from the date of conveyance and should be completed as defined by the agreement or contained in the deed. To ensure that these expectations are met, the WCLB will place conditions or restrictions on property it conveys to achieve the agreed upon outcome and will monitor these agreements until construction is complete. Proposed uses must be consistent with the UG's Master Plans, Zoning, Code, and other approved and accepted policy or be able to obtain the necessary land entitlements within the option term. All new owners are required to comply with all State, City and Federal codes, regulations, and statutes.

5.7 Holds.

Holds for large economic development projects are allowed pending the approval of the Wyandotte County Land Bank Board of Trustees. Each year that land bank parcels are in a hold, an update must be provided by the awardee regarding the status of the economic development project to the Neighborhood and Community Development Standing Committee.

5.8 Pricing.

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

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

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

Section 6. Yard Extension and Commercial Lot Extension Program

6.1 Application.

Yard Extensions shall only be applied for by abutting homeowners.

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

6.2 Qualifications.

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

6.3 Limitations.

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

6.4 Pricing.

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

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

Section 7. Land Bank Rehab Program

7.1 Purpose.

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

7.2 Goals.

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

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

7.3 Qualified Rehabber.

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

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

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

7.4 Qualified Offer.

A Qualified Offer is an application that:

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

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

7.5 Housing Stock.

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

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

7.6 Commercial Property.

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

7.7 Rehabber Qualifications.

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

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

and must show proof of funding for the rehab to qualify for a house to rehab.

7.8 Availability for Rehabbers.

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

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

7.9 Rehab Agreements.

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

7.10 Filings.

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

7.11 Inspections and Permits.

The WCLB will require copies of all inspections conducted by the UG Building Inspection Department, which will perform progress inspections throughout the rehab.

Any Tier I rehab will consist of four (4) inspections:

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

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

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

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

7.12 Extensions and Penalties.

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

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

7.13 Tier I Rehabber Threshold.

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

Section 8. Option Agreements

8.1 Site Control: Options and Property Reservations.

The WCLB recognizes that developers often require legally recognizable site control as part of the development process. The

WCLB may execute property option agreements to allow developers to pursue financing and other approvals necessary for development.

Agreements for this purpose must meet the following conditions:

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

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

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

8.2 Disposition.

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

Section 9. WCLB Garden Program

9.1 Community Gardens and Community-Managed Open Spaces.

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

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

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

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

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

The WCLB makes no representation or warranty as to the status of the property regarding the physical and environmental condition of the lot

or its fitness for any use. Users are encouraged to reference federal and state requirements for contaminants in the soil before growing or consuming produce grown on site.

9.2 Requirements for Community Gardens.

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

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

9.3 Urban Farm.

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

An applicant for a parcel(s) to be used as an urban farm must provide proof of relevant education, certification or comparable relevant experience that proves they have the ability to operate and maintain a successful urban farm. Applicants must meet all the requirements of a Community Garden listed in Section 9.2 above. Upon approval by the Land Bank Board of Trustees, the property shall be conveyed to the applicant by deed with restrictions requiring the adherence of the criteria contained in Section 9.2. An applicant shall be

given an option agreement as needed for any requisite permits or land entitlements to be obtained. If an option agreement is required, at the end of one year, either the agreement will be extended, or the property will be conveyed if all guidelines have been met. If an extension of the option agreement is required, the procedure for an extension set out in Section 8.1 (c) above shall be followed.