



Neighborhood and Community Development
Standing Committee Meeting Agenda
Monday, July 29, 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 the link below to join the webinar:

<https://us02web.zoom.us/j/81377015193>

Or One tap mobile:

+16694449171,81377015193# US

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Or Telephone:

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

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

Webinar ID: 813 7701 5193

International numbers available: <https://us02web.zoom.us/j/81377015193>

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 July 29, 2024 Agenda**
- III.** **Approval of standing committee minutes from July 10, 2023.**

IV. Committee Agenda

Item No. 1 - LAND BANK OPTIONS

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

Please visit the site to review the applications below.

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

8 Single Family Homes

44 Multi-Family Units

1 Commercial

Tracking #: 21248

Item No. 2 - 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>

5 Transfers from UG to Land Bank

PT – Property Transfers

1. UG to Land Bank – 5
 - i. 1923 N 10th St – 095707
 - ii. 1921 N 10th St – 095701
 - iii. 943 Parallel Pkwy – 154088
 - iv. 932 Troup Ave – 154090
 - v. 930 Troup Ave – 154091

Tracking #: 21249

Item No. 3 - RESOLUTION: COMMUNITY DEVELOPMENT DRAFT 2024 ANNUAL ACTION PLAN

Synopsis: Resolution approving the draft 2024 Annual Action Plan. The Annual Action Plan is required to be submitted annually to the U.S. Department of Housing and Urban Development in order to receive three grants: Community Development Block Grant (CDBG), HOME Investment Partnership Grant (HOME) and Emergency Solutions Grant (ESG), for submission to HUD prior to August 16, 2024. See attached summary or view the entire plan at <https://www.wycokck.org/Departments/Community-Development/Plans-Reports>.

It is requested that this item be fast-tracked to the August 1, 2024, full commission meeting.

Tracking #: 21268

Item No. 4 - PRESENTATION: EQUITY SCORECARD

Synopsis: A presentation given by Elnora Jefferson, President of Oak Grove Neighborhood Association, for possible inclusion of an Equity Scorecard to be included in the Land Bank Policy update.

Tracking #: 21250

Item No. 5 - RESOLUTION: APPROVING LAND BANK POLICY UPDATE

Synopsis: A resolution approving the Land Bank policy updates.

Tracking #: 21225

V. Public Agenda

VI. Adjourn

**NEIGHBORHOOD AND COMMUNITY DEVELOPMENT
STANDING COMMITTEE MINUTES
Monday, July 10, 2023**

The meeting of the Neighborhood and Community Development Standing Committee was held on Monday, July 10, 2023, at 5:08 p.m., remotely via Zoom and on-site. The following members were present: Acting Chairman Burroughs; Stites, Davis, Townsend, Bynum, and Ramirez on behalf of McKiernan. Commissioner McKiernan was absent. The following officials were also in attendance: Jud Knapp, Land Bank Manager; Wendy Green, Assistant Counsel; and Monica Sparks, Deputy UG Clerk.

Acting Chairman Burroughs said before I call the meeting to order, I want to announce that some committee members, staff, and the public are attending remotely via Zoom as well as on-site. All participants who are joining by phone should mute their phones when not speaking to avoid background noise. When speaking, please speak directly into the microphone to ensure everyone listening is able to hear your comments and to ensure a clear record is made.

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 current guidance from the Kansas Attorney General.

The public is allowed to participate by Zoom or submit comments by email prior to the meeting. Those comments will be included in the record of the meeting. The public may also indicate their intent to provide remote public comment by contacting the Clerk's Office by 5:00 p.m. the Thursday before the meeting. The public will also have an opportunity to provide brief comments either by telephone or via Zoom from the 5th floor conference room of the Municipal Office Building.

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

Acting Chairman Burroughs asked if there were any revisions to tonight's agenda. Monica Sparks, Deputy County Clerk, said we have no revisions to the agenda.

Approval of standing committee minutes from November 7, 2022. **On motion of Commissioner Stites, seconded by Commissioner Townsend, the minutes were approved.** Roll call was taken and there were five “Ayes,” Bynum, Stites, Davis, Townsend, Burroughs. (Ramirez did not vote)

Committee Agenda

Item No. 1 - 212571...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://gisapp.wycokck.org/Landbank.html>

A. Single Family Homes – 2 Homes

1. Bi’Anca Smart – 1 home
2530 N Hallock St – 292428
2. Beth Dringenberg – 1 home
2745 S Holmes St – 137014

B. Multi Family – 2 Units

1. Marco Sanchez – Duplex
2825 N 68th St - 019311

Jud Knapp, Land Bank Manager, said tonight we have two homes, one duplex and two property transfers. The first home, A1, is at 2530 N. Hallock St. This is in the Peregrine Falcon neighborhood. We do have six other options in this area. Their plan is to build this house and live in it. They’re going to have a builder build it. That’s pretty much it on that one.

A2 is at 2745 S. Holmes St. I’ll zoom out a little bit for you because you can see Rosedale Park there. You can see where that home is. They plan to build a passive home that’s energy efficient. They are an architect. They’ve volunteered for Habitat so they have some building experience and their plan is to live in it.

This one has a little bit of back story to it. The neighbors to the north, this one also applied for a yard extension on this lot and they showed me this picture. They said there’s no way anyone could build a house on that lot because there’s a stream running through it or an underground stream. I did share this information with the applicant and they didn’t have any problem with it. They were going to try it and see if they can do it.

I can keep going through all of them. I don't see us stopping or if we want to vote on this block. I could go through B1 and the Yard Extensions. We can vote on all of them at once if there's no problems.

Acting Chairman Burroughs asked, is there a preference? **Someone** said keep going.

Mr. Knapp said the next one is B1. This is for a duplex at 2825 N. 68th St. It is currently zoned R1, so this would require a zoning change, which is another public meeting. A duplex is not out of line for this neighborhood because these homes that are just to the south of it are also zoned R2.

Action: **Commissioner Stites made a motion, seconded by Commissioner Davis, to approve all applications as submitted.** Roll call was taken and there were six "Ayes," Bynum, Stites, Davis, Townsend, Burroughs, Ramirez.

Item No. 2 – 212572...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://gisapp.wycokck.org/Landbank.html>

PT – Property Transfers

1. Highland Park Cemetery
4001 State Ave – 242703
2. Mary Ann Barnes
145 N 61st Ter – 891983

The yard extension one, first one is PT1 at 4001 State Ave. It is from the cemetery that is requesting it to the east here. We did have some discussion because this is technically a buildable lot by our rules, but some staff had the discussion is anyone ever going to build a house right there and it was a no, so that's why we're seeing this today.

PT2 is at 145 N. 61st Terr. This is an unbuildable lot because it is under an acre and there is no sewer in this area. There is a road running through it. I did talk to Public Works about it.

We did look at historical plats and not really sure why that road got built right there, so Public Works said all they would have to do is block off the road.

That concludes all the Land Bank items.

Acting Chairman Burroughs asked, any questions committee? Jud, I think we had two of these last month that we had to discuss. I think this was one of them about the road, so there's no sewer on that property and there's a road running through the property and you said all they would have to do is shut down the road. That's Public Works shutting down the road. Does that change the variance size of the property if the road is included in the plat? **Mr. Knapp** said if you could see the parcel, there is no right-of-way. **Acting Chairman Burroughs** said okay, no right-of-way and the one you said about the cemetery, that is a buildable lot. **Mr. Knapp** said yes it is. **Acting Chairman Burroughs** asked, any questions?

Commissioner Townsend said it went kind of quickly. So, we're also taking under consideration the property transfers. Tell me again what you were saying about the Highland Park plot and the likelihood of someone—**Mr. Knapp** said this one is a buildable lot by our definition that we have. **Commissioner Townsend** said that's the turquoise area up there. **Mr. Knapp** said yes. Staff had the discussion of will someone actually build there and staff said no one is ever going to build there. So, they were for combining this—giving that lot to the cemetery. **Commissioner Townsend** said can you show on there where the cemetery is with your cursor? **Mr. Knapp** said it's all of this here. **Commissioner Townsend** said okay, that makes sense.

Commissioner Stites said did they say what they want to do with it or just land grab? **Wendy Green, Assistant Counsel**, said I actually had a discussion with a gentleman that runs the cemetery and he said they just really don't want anybody to build anything right in front of their cemetery. They would rather use it if they need to put anything else there, but they really just don't think it would look good if there was something that was built right in front of their cemetery.

Commissioner Townsend said is this a plot that they could likely use to inurn others or they're just protecting their frontage or do they indicate that might be a possible use later? **Ms. Green** said from what I gathered, they were just trying to protect their frontage. He didn't indicate that

they were planning on actually using it to inurn there. **Commissioner Townsend** said well, that makes sense.

Commissioner Stites said it is a really oddly shaped lot that would create some challenges. So, if you're looking for a motion, I'm ready to make one.

Action: **Commissioner Stites made a motion, seconded by Commissioner Davis, to approve all applications as submitted.** Roll call was taken and there were six "Ayes," Bynum, Stites, Davis, Townsend, Burroughs, Ramirez.

Acting Chairman Burroughs said sorry committee, what I forgot to do was ask the public if there was anybody online or any comments prior to that. We may have to rescind this vote and go through the agenda. **Ms. Sparks** said no comments were received and there's no hands raised. **Acting Chairman Burroughs** said I got a little ahead of myself with the motion. Jud, do you have anything else? **Mr. Knapp** said that is it.

ADJOURN

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

Acting Chairman Burroughs adjourned the meeting at 5:19 p.m.

dt



Report to Neighborhood & Community Development

MEETING DATE	PRESENTER	DEPARTMENT
	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals
AGENDA ITEM #IV.1.		
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. Please visit the site to review the applications below. https://gisapp.wycokck.org/Landbank.html 8 Single Family Homes 44 Multi-Family Units 1 Commercial		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
NCD Memo Land Bank Options 07.29.24		

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



Wyandotte County Land Bank
Economic Development Department
Jud Knapp, Manager

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

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

M E M O R A N D U M

TO: Neighborhood & Community Development Standing Committee

FROM: Jud Knapp, Land Bank Manager

DATE: July 22, 2024

SUBJECT: Option applications for consideration

The following **option application(s)** are being presented at the 07/29/2024 meeting:

Please visit the new site to review the applications below

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

A. Single Family Homes – 8 Homes

1. Ryan Barr – 2 homes
 - i. 1211 Barnett Ave – 080967
 - ii. 1209 Barnett Ave - 080966
 - iii. 1205 Barnett Ave – 080965
2. Pillar KC LLC – 1 home
 - i. 6737 Speaker Rd – 018617
3. Jeremy Werden – 1 home
 - i. 722 N 62nd Pl – 014318
4. Chris Shaw – 1 home
 - i. 129 S 16th St – 066328
5. Phillip Scott – 1 home
 - i. 1225 N 62nd St – 921605
 - ii. 6141 Everett Ave - 004621
 - iii. 6151 Everett Ave – 004624
6. Terri Walker – 1 home
 - i. 2526 N Hallock St – 292426
7. Katherine Dodd – 1 home
 - i. 2528 N Hallock St - 292427

B. Multi Family – 44 units

1. Michaela Hysten - 2 Units
 - i. 349 Richmond Ave – 081571
 - ii. 347 Richmond Ave – 081570
2. Mosaic Construction – 24 units
 - i. 1915 N 10th St – 095702

- ii. 1909 N 10th St – 095703
- iii. 936 Troup Ave – 154089
- iv. 941 Parallel Pkwy – 154087
- v. 939 Parallel Pkwy – 154086
- vi. 937 Parallel Pkwy – 154085
- vii. 928 Troup Ave – 154094
- viii. 920 Troup Ave – 154092
- 3. LMK LLC -14 units**
 - i. 1741 Greeley Ave – 115983
 - ii. 1737 Greeley Ave - 115982
 - iii. 1729 Greeley Ave - 115980
 - iv. 1725 Greeley Ave - 115979
 - v. 1721 Greeley Ave - 115978
 - vi. 1742 Greeley Ave - 115995
 - vii. 1738 Greeley Ave – 115994
- 4. Zerryn Gines – 4 units**
 - i. 740 Parallel Ave – 111560
 - ii. 734 Parallel Ave - 111561

C. Commercial – 1

- 1. Mahmood Akbar – strip mall**
 - i. 2511 Metropolitan Ave – 207004



Report to Neighborhood & Community Development

MEETING DATE	PRESENTER	DEPARTMENT
	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals
AGENDA ITEM #IV.2.		
LAND BANK PROPERTY TRANSFERS		
BACKGROUND		
RECOMMENDATION		
Approve The Land Bank Manager respectfully requests that the Neighborhood and Community Development Committee review the proposed items and forward it to the Land Bank Board of Trustees for final consideration, submitted by Jud Knapp, Land Bank Manager. Please visit the site to review the applications below. https://gisapp.wycokck.org/Landbank.html 5 Transfers from UG to Land Bank PT – Property Transfers 1. UG to Land Bank – 5 i. 1923 N 10th St – 095707 ii. 1921 N 10th St – 095701 iii. 943 Parallel Pkwy – 154088 iv. 932 Troup Ave – 154090 v. 930 Troup Ave – 154091		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		

LEGAL CONSIDERATIONS
ATTACHMENTS
NCD Memo Land Bank Property Transfers 7.29.24

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



Wyandotte County Land Bank
Economic Development Department
Jud Knapp, Manager

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

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

M E M O R A N D U M

TO: Full Commission
FROM: Jud Knapp, Land Bank Manager
DATE: July 11, 2024
SUBJECT: Property Transfers applications for consideration

The following **property transfers application(s)** will be presented at the 07/29/24 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 – 5
 - i. 1923 N 10th St – 095707
 - ii. 1921 N 10th St – 095701
 - iii. 943 Parallel Pkwy – 154088
 - iv. 932 Troup Ave – 154090
 - v. 930 Troup Ave – 154091

Transferring UG property to the Land Bank for the Mosaic Construction multi family project at 10th and Parallel



Report to Neighborhood & Community Development

MEETING DATE	PRESENTER	DEPARTMENT
	Kay Sharp, Interim Director of Community Development ksharp@wycokck.org X5126	Community Development
AGENDA ITEM #IV.3.		
RESOLUTION: COMMUNITY DEVELOPMENT DRAFT 2024 ANNUAL ACTION PLAN		
BACKGROUND		
Resolution approving the draft 2024 Annual Action Plan. The Annual Action Plan is required to be submitted annually to the U.S. Department of Housing and Urban Development in order to receive three grants: Community Development Block Grant (CDBG), HOME Investment Partnership Grant (HOME) and Emergency Solutions Grant (ESG), for submission to HUD prior to August 16, 2024. See attached summary or view the entire plan at https://www.wycokck.org/Departments/Community-Development/Plans-Reports. <i>It is requested that this item be fast-tracked to the August 1, 2024, full commission meeting.</i>		
RECOMMENDATION		
Approve Fast Track		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
RESOLUTION FOR 2024 Annual Action Plan, Draft Notice Action Plan 2024		

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

RESOLUTION NO. _____

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:**

That the Mayor/Chief Executive Officer of the Unified Government of Wyandotte County/Kansas City, Kansas is hereby authorized and directed to execute in the name of the Unified Government, and the Unified Government Clerk is hereby authorized and directed to attest the signature of said Mayor/Chief Executive Officer and to attach the seal of the Unified Government thereto as the voluntary act of the Unified Government to the 2024 Annual Action Plan which includes the Community Development Block Grant Program, the HOME Investment Partnership Program, and the Emergency Solutions Grant Program and to implement the 2024 Annual Action Plan upon approval.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS THIS DAY OF

Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

Unified Government Counsel

PUBLIC NOTICE

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS DRAFT 2024 ANNUAL ACTION PLAN AND PUBLIC HEARING

The Unified Government of Wyandotte County/Kansas City, Kansas will accept public comments on its Draft 2024 Annual Action Plan (Plan) from July 8, 2024 through August 12, 2024. The Annual Action Plan consolidates three entitlement grant programs into a single application that is submitted to the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (\$2,208,226), HOME Investment Partnership Program (\$741,711.85), and the Emergency Solutions Grant Program (\$199,704) totaling \$3,149,641.85.

The Plan will be available at <https://www.wycokck.org/Departments/Community-Development/Plans-Reports>. Those needing assistance or accommodation in reviewing the plan or submitting comments may contact Community Development, 701 N. 7th Street Trafficway, Suite 823, Kansas City, KS 66101 or (913) 573-5123. Hard copies of documents can also be viewed at the address above. A summary of the proposed activities and funds are listed below.

DRAFT ANNUAL ACTION PLAN (subject to change)	2024 Award	Subtotal
CDBG Award	\$2,208,226	
Public Services		
Livable Neighborhoods		\$200,000
Willa Gill Multi-Service Center		\$148,000
CDBG Public Facilities and Improvements		
Beautification efforts including benches, signage, etc.		\$1,418,581
CDBG Program Administration		
Administration		\$441,645
Total CDBG spending		\$2,208,226
HOME Investment Partnership Program (HOME) Award	\$741,711.85	
CHDO Set Aside (Rehab/New Construction)		\$111,256.77
Rehabilitation		\$556,283.90
HOME Administration		\$74,171.18
Total HOME spending		\$741,711.85
Emergency Solutions Grant (ESG) Award	\$199,704	
ESG Program Activities		\$184,726.2
ESG Administration		\$14,977.8
Total ESG Spending		\$199,704
GRAND TOTAL AWARD	\$3,149,641.85	
GRAND TOTAL SPENDING		\$3,149,641.85

You're invited! Two public meetings will be held for the 2024 Annual Action Plan. The first will be from 9:00 a.m. to 12:00 p.m. on Thursday, July 11, 2024. The second will be held from 2:00 – 5:00 p.m. on Friday, July 12, 2024. Both meetings will take place at Livable Neighborhoods, 4953 State Ave., KCK 66102. Information regarding virtual participation will be posted on the Unified Government website (www.wycokck.org) and at Livable Neighborhoods. The Unified Government will provide reasonable accommodations to individuals with disabilities or those needing language access. To request accommodation, contact Human Relations 48 hours in advance by calling 913-573-5460.



Report to Neighborhood & Community Development

MEETING DATE	PRESENTER	DEPARTMENT
	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals
AGENDA ITEM #IV.4.		
PRESENTATION: EQUITY SCORECARD		
BACKGROUND		
A presentation given by Elnora Jefferson, President of Oak Grove Neighborhood Association for possible inclusion of an Equity Scorecard to be included in the Land Bank Policy update.		
RECOMMENDATION		
For information only		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		

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



Report to Neighborhood & Community Development

MEETING DATE	PRESENTER	DEPARTMENT
	Jud Knapp, Acting Land Bank Manager jknapp@wycokck.org x5472	Land Bank Approvals
AGENDA ITEM #IV.5.		
RESOLUTION: APPROVING LAND BANK POLICY UPDATE		
BACKGROUND		
A resolution approving the Land Bank policy updates.		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
IT/POLICY CONSIDERATIONS		
PROCUREMENT CONSIDERATIONS		
LEGAL CONSIDERATIONS		
ATTACHMENTS		
Resolution_Approve Revised Policy, WCLB Policy Rewrite_v10_clean, WCLB Policy Rewrite_v10_redlined, July 29th Land Bank Policy		

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

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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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 7;
- d. Vacant properties that are appropriate for the yard extension disposition program;
- e. Properties for which reutilization would be in support of adopted plans;
- f. Properties that would form a part of a land assemblage development plan; and

- g. Properties that would allow for the creation or expansion of community gardens, urban farming, environmental remediation, stormwater management, and/or open space preservation.

4.3 Donations to WCLB.

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

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

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

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

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

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

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

4.4 Transaction Agreements.

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

4.5 Environmental Concerns.

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

4.6 State of Kansas Set Off Program.

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

4.7 Timing.

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

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

Section 5. Conveyances from the WCLB

5.1 Covenants, Conditions and Restrictions.

All conveyances by the WCLB to third parties shall include such covenants, conditions and restrictions as the WCLB deems, in its sole discretion, necessary and appropriate to ensure the use, rehabilitation

and redevelopment of the property in a manner consistent with the public purposes of the WCLB.

5.2 Deed Without Warranty.

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

5.3 Conveyances requiring Board of Trustees Approval.

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

5.4 Conveyances pursuant to WCLB Rehab Program.

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

5.5 Conveyance Time Allowance.

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

5.6 Appropriate and Timely Development of Properties.

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

5.7 Holds.

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

Committee. The WCLB will require the awardee to keep the property clear of any trash/debris, the grass mowed/maintained in compliance with the appropriate City code provisions, and the sidewalk space must be maintained including snow removal.

5.8 Pricing.

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

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

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

Section 6. Yard Extension and Commercial Lot Extension Program

6.1 Application.

Yard Extensions shall only be applied for by abutting homeowners.

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

6.2 Qualifications.

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

6.3 Limitations.

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

Bank Manager will track such extension acquisitions to ensure these limitations are adhered to in perpetuity.

6.4 Pricing.

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

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

Section 7. Land Bank Rehab Program

7.1 Purpose.

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

7.2 Goals.

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

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

7.3 Qualified Rehabber.

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

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

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

7.4 Qualified Offer.

A Qualified Offer is an application that:

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

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

7.5 Housing Stock.

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

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

7.6 Commercial Property.

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

7.7 Rehabber Qualifications.

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

- a. Tier I – rehabber must be a formed company/corporation or identify as an investor. In order to qualify as a Tier 1 rehabber, the following must be provided:
 1. Copy of their current year Occupational Tax Receipt from the Unified Government of Wyandotte County / Kansas City, Kansas Business License Department

2. Must carry the appropriate amount of Insurance coverage, as outlined in the application, from a licensed Insurance provider and have the Wyandotte County Land Bank named as a Certificate Holder.
- b. Tier II – if a rehabber cannot provide the requirements for a Tier I rehabber, then they must sign a Hold Harmless Waiver and must show proof of funding for the rehab to qualify for a house to rehab.

7.8 Availability for Rehabbers.

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

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

7.9 Rehab Agreements.

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

7.10 Filings.

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

7.11 Inspections and Permits.

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

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

- a. Initial Inspection – house is cleared of debris and any demo is complete prior to any repairs or rehab starts;
- b. Rough-In – staff has received an approved Building Inspection rough-in slip and any other pulled permits (Mechanical/Electrical/Plumbing);
- c. Progress – drywall is hung, and all other repairs are completed; and

- d. Final - house has passed all final inspections and copies have been received by the WCLB, the Land Bank Manager will do the final walk thru.

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

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

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

7.12 Extensions and Penalties.

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

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

7.13 Tier I Rehabber Threshold.

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

Section 8. Option Agreements

8.1 Site Control: Options and Property Reservations.

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

Agreements for this purpose must meet the following conditions:

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

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.

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 ~~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 97;
- 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. The WCLB will require the awardee to keep the property clear of any trash/debris, the grass mowed/maintained in compliance with the appropriate City code provisions, and the sidewalk space must be maintained including snow removal.

5.8 Pricing.

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

- a. ~~the~~ 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 Government~~UG 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.



LET'S TALK

Land Bank

Monday July 29th

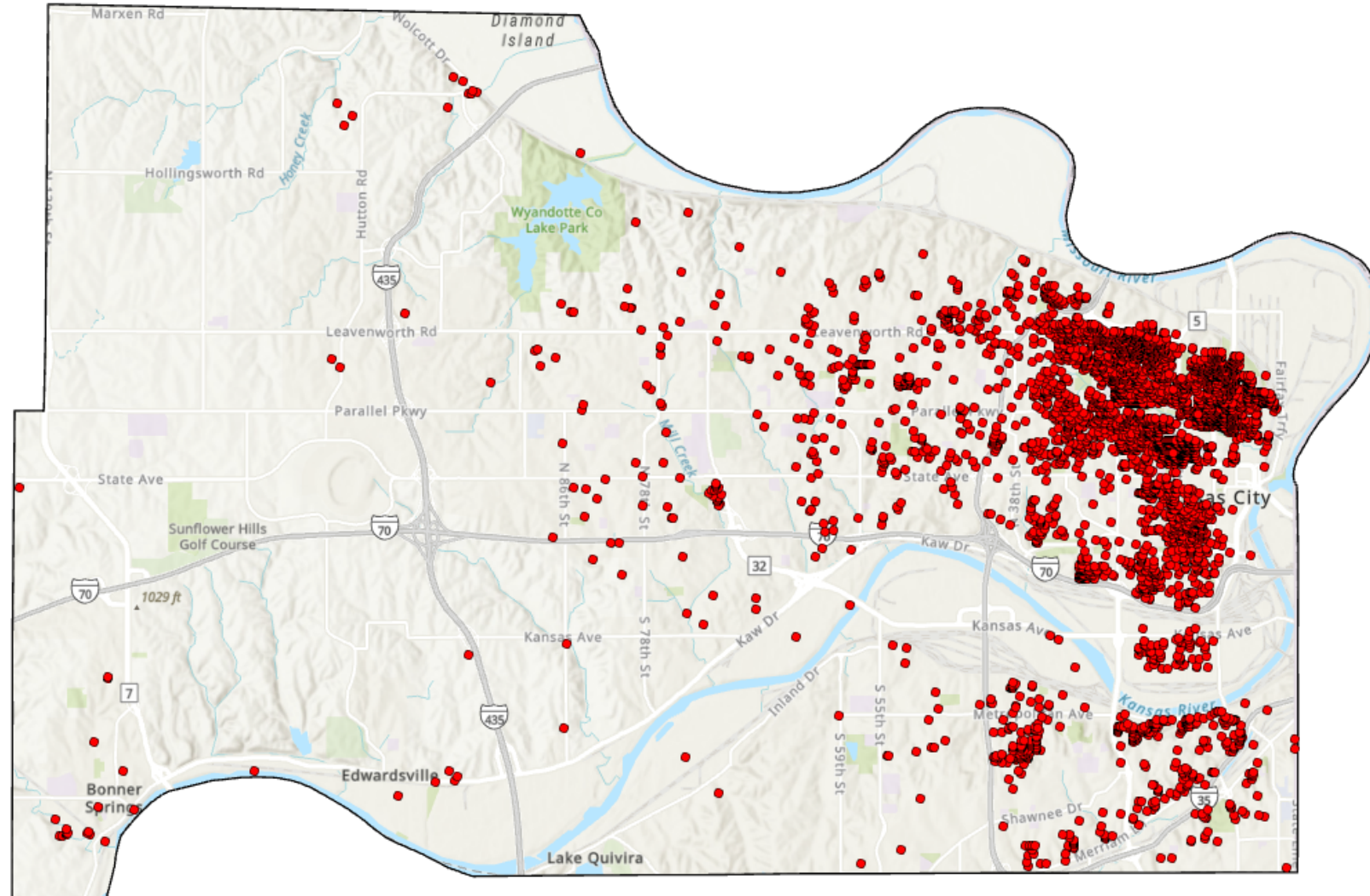
- Community Feedback and Timeline
- Policy Changes
- Remaining Policy Discussions



LAND BANK PARCELS



Land Bank Parcels
4,675





ENGAGEMENT SUMMARY TIMELINE



- 9/27 Land Bank Advisory Board
- 10/18 Eisenhower
- 10/19 Wyandotte Housing Summit
- 10/25 Beatrice Lee
- 11/1 Argentine
- 12/13 Chamber of Commerce

- 3/4 Standing Committee
- 4/29 Standing Committee
- 6/3 Standing Committee
- 6/27 Full Commission
- 7/29 Standing Committee

2022

2023

2024

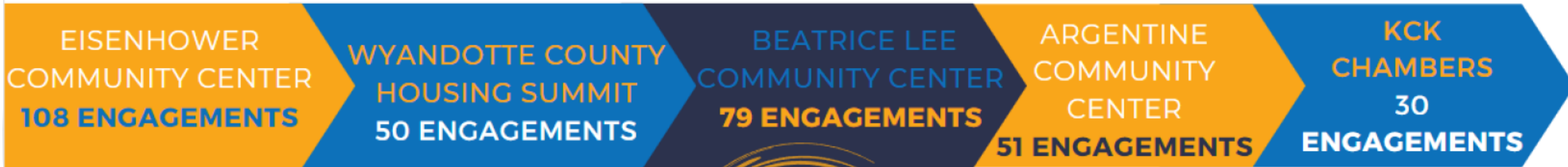
- 1/10 Beatrice Lee
- 2/23 Subcommittee Meeting
- 3/23 Subcommittee Meeting
- 4/25 Subcommittee Meeting
- 5/25 Subcommittee Meeting
- 9/18 Subcommittee Meeting



ENGAGEMENT SUMMARY

1. What should be the purpose of Land Bank?
2. What does the Land Bank do well?
3. What areas need to be improved?
4. What does success look like?

1. What would make it easier to build in Wyandotte County?
2. Should the Land Bank hold properties for new construction?
3. Is there a minimum buildable lot size for land bank lots?



*Includes those who participated in a public meeting or viewed the event flyer.



APRIL 1ST STANDING COMMITTEE RECAP POLICY CHANGES



Option

- Agreement Start Date
- 45 Days to Sign
- Extensions

Land Bank Advisory Board

- An additional member which shall be the registered Neighborhood Association President within the NBR area containing the most WCLB parcels, who shall be chosen by the representatives from the Executive Board of the Livable Neighborhoods Task Force.



APRIL 29TH STANDING COMMITTEE RECAP

POLICY CHANGES



Gardens

- Transfer once approved
- Deed restrictions
- Option agreement if buildings are to be built

Yard Extensions

- Must be combined with existing property
- Can include additional non-developable parcels



FINAL POLICY DISCUSSIONS



- 1.Holds
- 2.Equity scorecard