



CHARLESTON LAND REUSE AGENCY

Tuesday, February 11, 2020

2:00 PM

AV Room #308

Agenda

- 1. Welcome and silent roll call**
- 2. Adoption of Minutes from January 14, 2020, meeting**
- 3. Public comment**
- 4. Reports of Treasurer, Vice Chair, Chair**
- 5. Report of Redevelopment Division**
 - Update on County Tax Sale lien progress
- 6. Report of Conservation Division**
 - Charleston Land Trust/CLRA Conservation Division donations and authorization to expend
- 7. Unfinished Business**
 - Legislative update on Senate Bill 510 (extending right of first refusal)
 - 1514 2nd Avenue – update regarding property and reimbursement to General Fund
 - Vacant lots near 1514 2nd Avenue
 - 1502 Washington Street West donation offer update
 - Bids on property at WV State Auditor's Office
 - November 2018 tax sale notices to redeem
 - November 2019 tax sale no-bid properties
- 8. New Business**
 - Schedule two public meetings for 2020 (spring and fall discussed previously)
 - Discuss potential mission statement
 - Discuss vision and potential strategic planning session
- 9. Adjournment until Tuesday, March 10, 2020, at 2:00 p.m.**

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

Charleston Land Reuse Agency

January 14, 2020 2:00 pm

Meeting Minutes

Board Members

Amy Schuler Goodwin	Mayor (or designee)
Jonathan Storage	City Manager (or designee)
Kevin Baker	City Attorney (or designee)
Ben Adams	City Council
Will Laird	City Council
Chris Campbell	Citizen Member
Marylin McKeown	Citizen Member

Ex-Officio Members

Dan Vriendt	Planning Department Director
Tony Harmon	Building Commission
Larry Malone	MOECD Director

1. Welcome and silent roll call

All members being present, Kevin Baker called the meeting to order.

2. Adoption of Minutes from December 10, 2019, meeting

Mayor Goodwin moved the approval of the minutes from the prior meeting. The motion was adopted upon a voice vote.

3. Public Comment

Kevin Baker offered the opportunity for public comment. There was none.

4. Reports of Treasurer, Vice Chair, Chair

Kevin Baker offered a report from the Chair. It was noted that the CLRA bylaws require that there be 2 public meetings annually. It was noted that CLRA meetings are open to the public. Mayor Goodwin suggested that the CLRA consider holding meetings in the spring and fall that are specifically aimed at soliciting public input and involvement.

Kevin Baker recognized John Butterworth who gave a briefing on the potential availability of brownfield grants.

Kevin Baker recognized Dan Vriendt who reviewed the zoning overlay district for the Far Westside Flats' "Neighborhood Reinvestment Overlay District." Dan Vriendt reviewed the administration's efforts to connect with members of the community by going door to door and sending out approximately 1,180 certified letters. Dan Vriendt further indicated that the plan would be before

the Municipal Planning Commission on February 5th, and pending approval, before the City Council Streets Traffic and Planning Committee on February 24th, and could potentially be before City Council on March 2, 2020.

Marylin Mckeown offered a report from the Vice Chair which included a report from a recent Opportunity Zones Conference in Bridgeport

Jonathan Storage offered a report from the Treasurer indicating a current CLRA fund balance of \$37,586.53.

Without objection the CLRA proceeded to agenda item 7, Unfinished Business, for an insurance policy update. Jonathan Storage recognized Janet Buckley for a presentation and recommendation. With leave of the Board, Janet Buckley explained the process whereby insurance quotes were sought. It was explained that, as indicated at a prior meeting, the CLRA would be automatically covered by the city's insurance policy, but that such coverage was undesirable and impracticable for the CLRA. Janet Buckley indicated that all three entities approached in the private market declined to offer coverage. A quote from the state's Board of Risk and Insurance Management (BRIM) was then explained which included a \$2,700 annual premium with a \$675 deposit. The BRIM policy would cover all liability, general liability, public officials, wrongful acts, and office contents with a deductible of \$2,500. It was further explained that premiums renew July 1 of each year, so if adopted the CLRA would pay the deposit and a pro-rated amount from April 1 to June 30 at which time the policy would be renewed at the \$2,700 annual amount effective July 1, 2020. Jonathan Storage recommended that the CLRA adopt the BRIM policy. Mayor Goodwin moved that the CLRA, City Attorney, and City Manager be authorized to take appropriate action to adopt and implement the BRIM proposal as described by Janet Buckley. The motion carried on a voice vote.

5. Report of Redevelopment Division

Update on County Tax Sale lien title searches and discussion of next steps/adjacent owners

Kevin Baker offered an update on title searches and communications with adjacent property owners to properties purchased at the County Tax Lien Sale. Specifically, Kevin Baker explained communications regarding properties on Camden Drive, Lewis St., and Grant St.

Kevin Baker further indicated that title searches have been completed and that many of the properties have substantial additional liens. Mr. Baker reviewed a list of owners of the properties. A discussion was had regarding recovery of costs for title searches if properties are redeemed.

Ben Adams moved to authorize the City Attorney's Office to begin reaching out to property owners to have initial conversations and return to the CLRA with any feedback received. The motion carried on a voice vote.

Discussion with County Sheriff's Office regarding November 2019 no bid properties

John Butterworth offered an update on no bid properties and the Sheriff's indication that the CLRA would have the right of last refusal on such properties. It was suggested that a full report of said properties may be presented at the next meeting of the CLRA.

Record management update

John Butterworth offered an update on “my government online” as a potential record management platform for the CLRA and the City of Charleston. It was indicated that an agreement would be presented to the City Manager’s Office for consideration in the near future.

6. Report of Conservation Division

Kevin Baker provided an update on the donation of the South Hills property donation, and an email received from Tom Lane requesting that the LRA provide assistance in the development of trails on the property. Jonathan Storage suggested looking at a partnership with a charitable foundation similar to the arrangement with the Greater Kanawha Valley Foundation and the Carriage Trail. A discussion was had regarding similar consideration for the property adjacent to Cato Park.

7. Unfinished Business**Legislative priorities update and motion to support LRA legislation**

Kevin Baker reviewed proposed legislation that would eliminate the sunset provision for LRA’s right of first refusal, as well as increase the right of first refusal cap from \$25,000 to \$100,000 of assessed value. Additionally, the right of first refusal would be triggered if the city has more liens on the property than the taxes owed, or if the property has been on a vacant structure registry for more than 2 years. Jonathan Storage moved that the CLRA support the legislation and that the City Attorney be authorized to speak in support of the legislation on behalf of the CLRA. The motion was adopted by voice vote.

Insurance policy update

Discussed under the Treasurer’s Report, agenda item 4 (see above).

1514 2nd Avenue – update and motion to accept donation

Kevin Baker gave a description of the property and the letter received notifying the city of its right to redeem and the owner’s offer to donate the property to the LRA. A discussion was had regarding a desire to obtain an elevation certificate since the property is in a flood plain.

Ben Adams moved that the CLRA accept the donation, request that the Mayor’s Office of Economic and Community Development (MOECD) release the lien and forgive MOECD loans, as well as authorize payment of \$26 to process the deed. A discussion was had regarding the redevelopment potential of the property. The motion carried on a voice vote.

Chris Campbell moved that the CLRA obtain an elevation certificate and, that if the elevation certificate and other factors indicate that the property is right for renovation, the CLRA be authorized to expend up to \$1,500 to clean items and debris from the property. The motion carried on a voice vote.

8. New Business

Vacant lots near 1514 2nd Avenue

Kevin Baker raised the issue of reaching out to adjacent property owners. A discussion was had regarding said properties. It was determined that the issue would be included under unfinished business for the next CLRA meeting.

1502 Washington Street West donation offer

Kevin Baker offered a description of the property. A discussion was had regarding said property and surrounding properties. It was agreed to that the City Attorney would complete a title search and initiate a discussion with adjacent property owners.

Overview of notices to redeem that the City received from November 2018 tax sales

Kevin Baker informed the CLRA of the receipt of notices to redeem upon which the city would need to act by April 1, 2020. John Butterworth provided further information and indicated that initial recommendations would be presented at the next meeting.

Jonathan Storage offered that to the extent that the CLRA wanted to put anything out to bid or develop any RFPs, the Office of the City Manager is at the CLRA's disposal.

John Butterworth recognized Kim Reed from the City of Nitro's LRA. With leave of the Board, Kim Reed addressed the CLRA. A discussion was had regarding the tax lien processes and the proposed legislation to alleviate burdens and streamline processes.

9. Adjournment until Tuesday, January 14, 2020, at 2:00 p.m.

Will Laird moved that the LRA adjourn until Tuesday 2/11/2020. The motion was adopted upon a voice vote.