

**Charleston Land Reuse Agency
July 16, 2025 - 2:00 pm
City Hall – AV Room
Meeting Minutes**

Board Members

Chris Campbell, Chair	Citizen Member
Marylin McKeown, Vice Chair	Citizen Member
Ben Mishoe, Treasurer	City Manager
Emmett Pepper, Secretary	Council Member
John Gianola	Council Member
Clifton Clark	Citizen Member

Ex-Officio Members

Kevin Baker	City Attorney
Andy Backus	MOECD Director

Staff Present

Khrista Messinger
Andy Wood

Others Present

1. Welcome and silent roll call

Chris Campbell called the meeting to order.

A quorum of members was present.

2. Adoption of the June meeting

Motion was made by Mr. Clark to adopt the June 10, 2025 minutes as presented. The motion was seconded by Mr. Gianola. Adoption of the minutes was approved.

3. Public Comment

None.

4. Reports of Treasurer, Vice Chair, Chair

Treasurer's Report

Mr. Mishoe shared a financial report.

Discussion occurred.

Vice Chair Report

No Report.

Chair Report

No Report.

Staff Report

Ms. Messinger reported on progress delinquent tax sale liens outstanding.

Discussion occurred.

Ms. McKeown reported on the Welcome Home West Side event sponsored by RCCR.

Discussion occurred.

Mr. Butterworth reported on progress made by Habitat for Humanity on 113 Judith Drive. The structure is reroofed and totally gutted. New siding will be installed next.

Discussion occurred.

Mr. Butterworth reported on progress made regarding the WV DEP DLAP funding. The awarded funding of \$500,000 has paid for demolition of 38 structures. All funds have been spent. A request for a further \$350,000 in funding has been made and is pending.

Discussion occurred.

Report of the Finance Committee

No report.

Report of the Stakeholder Input Committee

No report.

Report of the Property Evaluation Committee

Mr. Butterworth reported on progress on finding potential EOI respondents for 1453 4th Avenue.

Discussion occurred.

Vacant Structure Ordinance Report

No formal report was available.

Discussion on implementation methods of the ordinance occurred.

5. Unfinished Business

WVSAO No Bid Tax Sale Purchases

Mr. Butterworth explained changes to administration of the “No Bid” tax sale including a new online bidding process, changes to the minimum bid structure, and timeline. He further

presented a bid list for 41 properties for a total of \$61,853.52. With unspent funds from tax sale authorization from the April 2025 auction he requested a further \$34,000 in authorized funding to purchase the properties.

Discussion occurred.

Mr. Butterworth clarified that pending the redemptions from the April auction and the original authorization of \$75,000.

Motion was made by Mr. Gianola moved to authorize purchase of the liens presented with an additional \$34,000 in funds combined with unspent funds previously authorized. Mr. Mishoe seconded the motion. The motion was adopted.

6. New Business

New Construction Incentive Program Rules Amendment

Ms. Butterworth presented an amendment to the NCIP rules to extend the deadline for completion of qualifying projects to July 31 to November 30.

Discussion occurred.

Mr. Gianola moved to approve the amendment as proposed. Mr. Clark seconded the motion.

Further discussion occurred.

The motion was adopted.

Extension of Home-Ownership Property Renovation Fund Project, 923 Main Street

Mr. Butterworth requested extension of the HOPR loan agreement for the above property as permitted under the program rules.

Discussion occurred.

Mr. Clark moved to extend approval as presented. Mr. Gianola seconded the motion.

The motion was adopted.

Discussion occurred.

Mr. Pepper moved for the CLRA to apply for rezoning of the property to C-4 and reach out to the adjacent food pantry property owner to see if they would like to join the application. Mr. Mishoe seconded the motion. The motion was adopted.

Donation Request: 1424 Kanawha Boulevard East

Mr. Baker presented the donation request of the property.

Motion was made by Mr. Gianola to accept the donation. The motion was seconded by Ms. McKeown.

Discussion occurred.

Mr. Gianola withdrew his motion pending more information regarding structure demolition and potential lien that might exist on the property. The matter was held over.

The meeting adjourned.