



OFFICE OF
**VACANT &
PUBLIC PROPERTY
ADMINISTRATION**

A Division of Develop Louisville

LANDBANK MEETING MINUTES

June 25, 2015

Call to Order:

Chairman William Schreck called the June 25, 2015 meeting to order @ 3:00 p.m.

Present:

- **Board Members:**
Chairman William Schreck, Vice-Chairman Ishmon Burks, and JCPS appointee Franklin Jones were present establishing a quorum.
- **Staff:**
Jeana Dunlap
Dena First
Joshua Watkins
Linette Huelsman
Latondra Yates
- **Jefferson County Attorney's Office:**
Jo Ann Burke, Assistant County Attorney
- **Guests:**
Nathan Smith-Port Studio LLC
Esther Lyon- The Haven Ministries
William Ford- Citizen
Jake Brown- Marian Development Group
Kimberly Stephenson- Marian Development Group
Thomas Woodcock- Preservation Louisville
Marianne Zickuhr- Preservation Louisville

The June 25th meeting began with Bill Schreck noting that the board members have received a copy of the April 23, 2015 minutes and asked if there were any revisions. Hearing no comments or revisions, Bill Schreck requested a motion to approve the April 23, 2015 meeting minutes. The minutes were unanimously approved as submitted.



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NEW BUSINESS

RESOLUTION 11, SERIES 2015

- 231 South Jane Street 070G-0121
PVA Value: \$6,200.00 Sale Price: \$500.00

Nathan smith proposes to purchase 231 S. Jane Street in order to construct a single family residence. The subject site was acquired by the Landbank through the Commissioner's Sale and has been in the inventory for 20 years. The lot's frontage, S. Jane St., functions as an alley with the majority of the adjoining houses fronting in the other direction. The subject lot is zoned R5A and is located in the Traditional Neighborhood Form District (TNFD). A staff inspection determined a significant need for site prep as there are fallen tree trunks throughout the site.

Mr. Smith proposes to construct a two – story 896 sq. ft. single family residence on the property with an 18- month timeline to completion. The estimated cost of the project is \$99,650 which Mr. Smith has shown proof of funding for. Mr. Smith has two (2) properties under his ownership: 1811 Brownsboro Rd (SF Residence) & 1203 Rogers Street (SF Residence) which are both rented. There were no delinquent taxes, open maintenance cases or outstanding fines owed to Metro found.

The site is the Clifton Historic Preservation District. The applicant should work with Planning and Design Services to adhere to all guidelines as well as work through any other requirements necessary to build out the site.

Staff recommends the conveyance of the property for \$500, which is in accordance with the current pricing policy. The following conditions are also recommended:

1. The applicant shall obtain a building permit within 12 months, and a certificate of occupancy within 18 months of Landbank approval.
2. The applicant agrees to return the subject property back to the Land Bank Authority if a single- family residence is not constructed within 18 months.
3. The applicant is entitled to waivers of application fees for reviews that may be required by Planning and Design Services for a period of 12 months from the date of Landbank approval.

DISCUSSION OF RESOLUTION 11

Franklin Jones asked Mr. Smith how he became interested in the property. Mr. Smith replied he has been looking at Landbank property for many years. He plans to sell the home once the construction is complete. Mr. Schreck asked if the access alley go through to Bicknell Road.



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Joshua Watkins replied that it does. Franklin Jones asked Mr. Smith what he thinks his biggest challenge will be. Mr. Smith stated site prep; one of the back corners has a sink hole and also working around the trees. Mr. Schreck asked if there were drainage or surface water problems coming off of the hill? Mr. Smith replied that is a concern and will have to work around that. Bill Schreck questioned the condition that stated Mr. Smith would have to obtain a building permit within 12 months and a certificate of occupancy within 18 months of Landbank approval. He wanted to know if that would offer the applicant sufficient time. Jeana Dunlap commented that ideally they would like Mr. Smith to obtain permits before the 12 months, but 12 months is the absolute time to do so. The condition was not intended to create a six month construction period.

Franklin Jones made a motion to approve Resolution 11, Series 2015 Ishmon Burks seconded, and the motion was approved unanimously.

RESOLUTION 12, SERIES 2015

- 2136 Lytle Street 004D-0109
PVA Value: \$18,290.00 Sale Price: \$1.00

Shotgun Partners, LLC is requesting to purchase 2136 Lytle ST to rehabilitate the property and preserve its original historic character. The project will be part of Preservation Louisville's Save Our Shotgun (SOS) Initiative. The property was acquired through donation from a private individual and has been in the Landbank for five months.

This single family 1 bedroom, 1 bath home built in 1900 (per PVA) will be renovated with the intent of preserving its original historic character while modernizing it for maximum energy efficiency. The home will be marketed for sale to a qualified, low-income homebuyer at or below 80% AMI. Marian Development Group, LLC will act as the project developer in partnership with Shotgun Partners LLC as part of Preservation Louisville, Inc.'s SOS initiative. The SOS initiative is a program that is meant to educate the community about Louisville's large inventory of historic shot-gun homes, and promote the restoration of these homes. The total project cost is estimated at \$107,890.24, with rehab construction costs estimated at \$80,640.24. Metro Louisville's Vacant & Public Property Administration anticipates a \$30,000 grant and Memorandum of Agreement between the State Historic Preservation Office, Louisville Metro, and Preservation Louisville, Inc. for the project to support the SOS initiative.

The property is located on Lytle St. west of N. 22nd St. and east of N. 24th St. It is surrounded by single-family residential with commercial buildings on the corners. The property is zoned R-6 in the Traditional Neighborhood Form District (TNFD).

The applicant will be required to work with Metro Louisville's Historic Preservation Officer to ensure the property is renovated to state preservation standards. The property is not located in a historic preservation district, but has been identified as having historic significance.



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Staff recommends approval of the sale to The Shotgun Partners, LLC for \$1.00 in accordance with the current pricing policy as Metro-sponsored funds will be used for the project. The following conditions of approval are also recommended:

1. The applicant shall obtain all necessary permits required by Metro for the renovation, including working with the Metro Historic Preservation Officer to ensure that state historic preservation standards are met.
2. The applicant will complete the project within 90 days from an approved scope of work.
3. The applicant is entitled to waivers of application fees for reviews that may be required by Planning and Design Services for a period of 12 months from the date of Landbank approval.

DISCUSSION OF RESOLUTION 12

Jeana Dunlap informed the board that Marianne Zickuhr from Preservation Louisville was in attendance today. She added that the Preservation Louisville have been working on the Save our Shotguns concept for some time, primarily working with homeowners maintain the shotguns they are in. This acquisition is another side of that concept; redeveloping more shotguns homes. Kimberly Stephenson from Marian Development Group and also the board chair for Preservation Louisville and Thomas Woodcock from Preservation Louisville introduced themselves. Kimberly Stephenson stated that the hope for Preservation Louisville is to assist individuals that would like to invest in the neighborhood with making renovations to vacant shotguns homes and also individuals that currently live in shotguns homes. Jeana Dunlap added that one of the reasons Metro would like contribute to the cost of this renovation is because the Vacant & Public Property Administration manage the demolition program. They have exceeded their goals in demolition and the impact of demolition in particular neighborhoods is growing. The California neighborhood has experienced many demolitions. To that point the State Historic Preservation Office (SHPO) requires Metro to do a mitigation project to balance out the demolitions that are being done. SHPO requires the renovations to be historically appropriate. Marianne Zickuhr commented that Preservation Louisville has always desired to get involved in the vacant and abandoned homes with Metro Louisville and with Jeana's help they are now able to do that. Preservation Louisville and The Vacant & Public Property Administration worked together on the Heart Bomb. Heart Bomb is a nationwide movement where young preservationists pick projects or places they are passionate about and leave love notes or heart bombs on the structure. Marianne also added that they are working on shotguns because Louisville has the largest amount of them and she would like to be a leader in shotgun preservation. New Orleans has done a great job with their shotguns so they are looking at their best practices. Franklin Jones asked what their ideal outcome would be. Kimberly Stephenson replied that someone with an 80%



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AMI (area median income) that resides in the community will be able to purchase a brand new, refurbished historic property.

Ishmon Burks made a motion to approve Resolution 12, Series 2015 Franklin Jones seconded, and the motion was approved unanimously.

RESOLUTION 13, SERIES 2015

- 2503 Bank Street 004c-0045
PVA Value: \$2,690.00 Sale Price: \$125.00

The Haven Ministries is requesting to purchase 2503 Bank St. for use as a side yard. This lot would be consolidated with their adjoining property. New Haven Ministries has provided the deed showing they are the owner of the adjacent property. The lot has been in the Landbank for 21 years. The property will be consolidated to be on the same lot as the existing building at 2505-2507 Bank St. and will be used as a parking area. The Haven Ministries recently purchased the building at 2505-2507 Bank St. (the former Bank Street Bar) and they are currently renovating it into a community service facility with a small café which will be called “Cup of Joy”.

The lot is located on Bank St. west of N. 24th St. and east of La Porte Park. It is surrounded by single-family residential with commercial buildings across the street and next door. The lot is zoned R-6 in the Traditional Neighborhood Form District (TNFD). Staff completed a site inspection and found the lot had been graveled and was used by the previous occupants of 2505-2507 Bank St. as a parking area.

The applicant obtained nonconforming rights for their adjacent building to be used as a community service facility from the Board of Zoning Adjustment (BOZA) on June 1, 2015. The applicant will apply to BOZA for a Conditional Use Permit for parking, and will request the lot remain gravel. The applicant will have the lot re-graveled within 60 days of acquisition with the approval from BOZA on whether the parking lot should be paved. The estimated cost to re-gravel the lot is \$200 for material, with labor & equipment being donated at no cost.

A preliminary review from Transportation Planning indicated that access to the lot would be from the rear of the adjacent building, off Lytle St. and that BOZA has the authority to decide on the surface for the parking area as part of the Conditional Use Permit.

Staff recommends approval of sale to The Haven Ministries for \$125 in accordance with the current pricing policy.

The following conditions of approval are also recommended:



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1. The applicant shall obtain BOZA approval to use the side yard as a parking lot, including working with both BOZA and the Transportation Planning Review Team to determine whether a parking lot, of approved, would need to be paved.
2. This parcel shall not be consolidated until the appropriate approval referenced above is obtained.
3. The closing shall not take place until the appropriate approvals from Planning and Design Services are obtained.
4. The applicant is entitled to waivers of application fees for reviews that may be required by Planning and Design Services for a period of 12 months from the date of Landbank approval.

DISCUSSION OF RESOLUTION 13

Esther Lion introduced herself as the president of the New Haven Ministries. Franklin Jones asked New Haven Ministries is about in the larger context. Ms. Lion stated that she has personal experience with struggling with additions, but now celebrating 4 years of sobriety. She stated that she has a heart for those who are still struggling with drugs and alcohol. She stated that the proposed property is one street over from where she resides; making it the ideal location. It is designed for the people of Portland, but will be open to the city as well. Many volunteers have stepped forward so it can be very cost effective; a pastry chef from that works with the Galt will provide baked goods, Derby Diner that will also be contributing. Ms. Lion stated that her desire is to provide a place where people have a clean and safe place they can go to during the day, much like a coffee shop and in the evening have group meetings, bible study etc.

Ishmon Burks made a motion to approve Resolution 13, Series 2015 Franklin Jones seconded, and the motion was approved unanimously.

Jeana Dunlap noted that JoAnn Burke (County Attorney's Office) suggested that the resolution be amended to reflect that the properties must be consolidated. Latondra Yates pointed out that one of the conditions in staff report is that the properties are consolidated. Jeana Dunlap asked if it would be a good idea to request the board to adopt the conditions outlined in the staff report into the resolution. All parties agreed. The amendment to the resolution will state:

1. The applicant shall obtain BOZA approval to use the side yard as a parking lot, including working with both BOZA and the Transportation Planning Review Team to determine whether a parking lot, of approved, would need to be paved.
2. This parcel shall not be consolidated until the appropriate approval referenced above is obtained.
3. The closing shall not take place until the appropriate approvals from Planning and Design Services are obtained.
4. The applicant is entitled to waivers of application fees for reviews that may be required by Planning and Design Services for a period of 12 months from the date of Landbank approval.



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Franklin Jones made a motion to amend Resolution 13, Series 2015 to include the four conditions outlined in the staff report. Ishmon Burks seconded, and the motion was approved unanimously.

GENERAL DISCUSSION ITEMS

Discussion of By-laws and Joint Business Meetings

Bill Schreck opened discussion stated that the board wanted to amend the by-laws to allow each member to have a substitute since all board members have to be present to have a quorum. Additionally they wanted to amend the by-laws to allow the Landbank Authority, Vacant Property Review Commission and Urban Renewal to have a joint business meeting once a month, instead of three separate meetings. Jeana Dunlap noted that the new by-law would change the meeting date to every second Monday at 3:00pm. The joint meeting will accomplish four things:

1. Give each member updates on vacant abandoned properties in the neighborhood
2. Conduct business meetings for the Landbank
3. Urban Renewal and
4. Vacant Property Review Commission

Franklin Jones commented that he did send the copy of the by-laws to the law department with the Jefferson County Public Schools and they did not have any objections. JoAnn Burke noted a great deal of the changes have to deal with merger. JoAnn stated they cannot state anything in the by-laws that is not in the statute. The by-laws must state that a quorum shall be in accordance with KRS 65.360(2). Ishmon Burks asked how long their terms lasted. Jeana Dunlap noted that she went to the Mayor's office website and noticed that there were not expirations on their terms. Ishmon Burks asked how voting for the alternates would play out. Jeana replied that the Vacant & Public Staff send out the pre-work regarding next meetings so that each member can be prepared. If the board member knows they are going to miss a scheduled meeting they could send their alternative in with instructions on how to vote in their absence.

Bill Schreck questioned if the board should act on the amending the by-laws without having letters from the people that appointed them. JoAnn Burke stated it was a good idea to do that. Bill Schreck asked if they could go ahead and adopt the proposed changes to the by-laws subject to approval from their appointing authorities. The board agreed to have a special meeting on July 13, 2015, to be able to have the joint business meeting with Vacant Property Review Commission and Urban Renewal.



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RFP Scoring Process

Joshua Watkins presented the revised scoring system to the board. The board had previously requested it be on a 100 point scale instead on 20 point scale.

Vacant & Public Property Administration-RFP Scoring System

- VPA Staff developed a 100 point scoring system based on the following evaluation criteria:

- 1. Type of Transaction (maximum 15 points)**
 Purchase.....15
 Lease5
 Option.....5
- 2. Offer Price (maximum 15 points)**
 Above.....15
 Asking.....5
 Below.....5
- 3. Financing (maximum 15 points)**
 Cash.....15
 Loan.....5
- 4. End Use (maximum 25 points)**
 Owner Occupy.....25
 Sell.....15
 Rent.....5
- 5. Completion Time-Frame (maximum 15 points)**
 0-6 months.....15
 7-12 months.....10
 13+ months.....5
- 6. Construction Budget (maximum 15 points)**
 \$81+ sq. ft.15
 \$50-\$80 sq. ft.10
 \$0-\$49 sq. ft.5



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- 50 point minimum score required on any proposal in order to proceed to the Landbank Authority.

Revised on 7/9/2015

Sold Properties Report

Linette Huelsman presented a PowerPoint board, detailing properties that have been sold through the Vacant & Public Property Administration in 2014. That PowerPoint can be found here:
<https://louisvilleky.gov/government/vacant-public-property-administration/landbank-authority-1>

Franklin Jones made a motion to adjourn the meeting, Ishmon Burks seconded the motion. The meeting adjourned at 4:28 pm



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Wm J. Schrock

Chairman

James R. DeJeter

Staff

8/10/15

Date