



514 W. Liberty Street  
Louisville, KY 40202

# Louisville Metro Government

## Minutes - Final

### VAPStat Joint Meeting

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Monday, December 10, 2018

3:00 p.m.

Old Jail Auditorium

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The agenda and agenda items for this monthly meeting of the **Louisville and Jefferson County Landbank Authority, Inc.** (hereinafter referred to as "**LBA**") were electronically provided to its Board Members prior to the meeting.

#### BOARDS OF DIRECTORS PRESENT:

William P. Schreck, Chairperson  
Lisa M. Butcher, Vice Chair  
Edward D. Muns, Treasurer

#### LOUISVILLE METRO GOVERNMENT STAFF PRESENT:

Office of Redevelopment and Vacant & Public Property Administration (hereinafter referred to as "**RVPPA**")

Laura Grabowski, Director  
Carrie Fry, Real Estate Program Coordinator  
Robin Hawkins, Project Manager  
Linette Huelsman, Real Estate Coordinator  
Kevin Manring, Real Estate Coordinator  
Mary McGuire, Legal Administrative Supervisor  
Connie Sutton, Administrative Coordinator  
Latondra Yates, Property & Leasing Supervisor

#### Jefferson County Attorney's Office

Stephanie Malone, Assistant Jefferson County Attorney  
Travis Fiechter, Assistant Jefferson County Attorney

#### GUESTS:

Keith L. Williams  
Nazanin A. Casebier  
Gina Stiltner  
Pamela Vittitow  
Jared Miller, Four Prophets, LLC  
Bernardo Caballero, Lifestone Dynamic, LLC  
Emily Vitale, OneWest Corporation

#### [Welcome, Introductions, and Announcements:](#)

Ms. Grabowski welcomed all the Board members and announced that the RVPPA has filled the open Real Estate Coordinator position with the hiring of Kevin Manring, a former building inspector with the Department of Codes and Regulations. Mr. Manring has previous experience with RVPPA as he conducted the inspections of our LBA structures. Ms. Grabowski also informed the Board that effective today VPPA

and Develop Louisville's Office of Redevelopment Strategies has merged to form the Office of Redevelopment and Vacant & Public Property Administration ("RVPPA"). The merger also led Robin Hawkins, a Project Manager with the former Office of Redevelopment Strategies, to join the RVPPA staff. Ms. Grabowski anticipates that one or two (2) more staff members could be added and that a future renaming of the division may take place in the next fiscal year-end.

#### Vacant and Abandoned Property Statistics:

Using a PowerPoint presentation, Ms. Grabowski presented the LouieStat KPI Report for December 10, 2018.

#### Call to Order:

The meeting was called to order at approximately 3:07 p.m. by Chairman Schreck.

#### Establish Quorum:

Roll call was taken and three (3) Board members were present establishing a quorum necessary to conduct business: Mrs. Butcher, Mr. Muns, and Mr. Schreck.

#### Bi-Annual Election of Officers:

Chairman Schreck passed the control of the meeting to Ms. Malone to conduct the election of officers. Ms. Malone stated that, pursuant to its By-Laws, LBA is required at this annual meeting to elect officers to serve two (2) year terms for the office of Chairman (i.e., "President"), Vice President, Treasurer, and Secretary.

Ms. Malone then opened the floor for nominations as to Chairman. Mr. Muns nominated William P. Schreck for Chairman. Being no other nominations, Ms. Malone closed the floor for nominations.

**Motion:** On motion of Mr. Muns, seconded by Mrs. Butcher, William P. Schreck was elected Chairman of the Board of Directors.

Ms. Malone then opened the floor for nominations as to Vice President. Mr. Muns nominated Lisa M. Butcher for Vice President. Being no other nominations, Ms. Malone closed the floor for nominations.

**Motion:** On motion of Mr. Muns, seconded by Chairman Schreck, Lisa M. Butcher was elected Vice President of the Board of Directors.

Ms. Malone then opened the floor for nominations as to Treasurer. Mrs. Butcher nominated Edward D. Muns for Treasurer. Being no other nominations, Ms. Malone closed the floor for nominations.

**Motion:** On motion of Mrs. Butcher, seconded by Chairman Schreck, Edward D. Muns was elected Treasurer of the Board of Directors.

Ms. Malone then returned control of the meeting to Chairman Schreck.

#### Approval of Minutes:

**Motion:** On motion by Mrs. Butcher, seconded by Mr. Muns, the minutes of the October 15, 2018 special meeting were unanimously approved.

#### Spot Condemnation Presentation:

Using a PowerPoint presentation, Ms. McGuire explained the procedures that RVPPA and LBA will take when determining if a property in a "predominantly built-up neighborhood" can be referred for spot blight condemnation and eventually report the findings to the Metro Council for authorization of condemnation.

Such a property is currently undergoing the initial stages of the outlined determination process and may be referred very soon to the Board for its written findings of “blighted or deteriorated”.

Ms. McGuire then answered questions from the Board advising that the law has recently changed; how spot blight condemnation is different than a foreclosure action (i.e. a foreclosure results in a public auction for the sale of the property, whereas a blight determination allows Louisville Metro Government to take direct ownership of the property and assign its rights to LBA via the condemnation action); and no occupied structures will be referred for spot blight condemnation.

Ms. Grabowski added that spot blight condemnation will be viewed as another legal tool to acquire property and there are no plans right now to frequently use this tool.

#### Annual Report Presentation:

Using a PowerPoint presentation, Ms. Grabowski provided an overview of the year in review as it relates to LBA’s accomplishments. Those highlights included its current inventory, the top three (3) Metro Council Districts where its parcels reside, a two (2) year comparison of its acquisitions and dispositions which led to a 37% increase in sales, “after” images of the year’s Last Look dispositions, and what actions RVPPA will be taking on next year.

Ms. Grabowski also provided the results of RVVPA’s review of 320 LBA properties sales that took place from 2010 through 2018 and the owners’ compliance of the deed restrictions imposed upon these sales. This in-depth review found that 249 sales (78%) were in compliance; 38 sales (12%) have projects in progress and staff communicating with the owners; and 33 sales (10%) are either being return to LBA for resale (3), being reviewed by staff as the owners have open code violations (19), or are being reviewed by staff as to LBA’s legal options as the project is not in compliance (11) according its deed restrictions.

Ms. Grabowski then explained that the Sales Monitoring Procedures have been slightly modified due to this review of past LBA sales and will continually be examined, along with the sales data.

Chairman Schreck then inquired if this review of LBA sales was a result of the story done by the Kentucky Center for Investigative Reporting and WFPL mentioned at the October 15th meeting to which Ms. Grabowski concurred. Chairman Schreck went on to add that he did not believe a failure to monitor the compliance of the imposed deed restrictions existed within the LBA and acknowledged that another 320 vacant and abandoned properties would be present without the staff following the sales monitoring procedures in effect.

#### New Business:

##### i. Resolution 57, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Grabowski provided an overview of the proposed transfer of four (4) parcels of real property situated at South 30<sup>th</sup> Street and West Muhammad Ali Boulevard for \$1.00. The applicant, Louisville/Jefferson County Metro Government (“LMG”) wishes to acquire these parcels to stimulate a possible disposition to an interested party. There has been interest expressed in these parcels since they are near Heritage West where the Louisville Urban League plans to build a track and field facility.

Ms. Grabowski then confirmed for the Board that there are plans to consolidate the four (4) parcels which were acquired over the last two (2) years via foreclosure and that the parcels will be sold “as is” due to the results of an initial environmental study conducted based on the parcels’ prior end-use of barrel manufacturing.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, Resolution 57, Series 2018, was approved. A copy of said Resolution 57, Series 2018, is attached hereto and made a part hereof.

ii. Resolution 58, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that the resolution consists of eight (8) applicants who have submitted the appropriate documentation to purchase a vacant lot up to 7,000 square feet for \$500.00 without a plan for redevelopment. These lots have been made available through the Cut It Keep It disposition program.

Ms. Huelsman added that these properties will be sold for \$500.00 each and that the applicants must comply with the requirements of the LBA's Pricing Policy for Cut It Keep It which were approved on February 12, 2018. Those requirements are to not sell the property for three (3) years from the date of the deed and to maintain the lot in a manner consistent with the codes and ordinances of the Louisville/Jefferson County Metro Government. If an applicant builds on the lot within three (3) years from the date of the Deed, the sale restriction will be released. The subsequent Deeds will list these requirements and will restrict the applicants from selling the property within three (3) years from the date of the Deed.

Mr. Miller, of Four Prophets, LLC, then explained the intent behind his company's purchase of one of the subject properties which is to use the lot located at 2709 Lytle Street as a mediation area for the church his company operates across the street from the parcel.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, Resolution 58, Series 2018, was approved. A copy of said Resolution 58, Series 2018, is attached hereto and made a part hereof.

iii. Resolution 59, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that the resolution consists of one applicant who has submitted the appropriate documentation to purchase 332 North 27<sup>th</sup> Street, a vacant lot up to 4,000 square feet, to be used solely as a side yard to the applicant's adjacent property through the Adjacent Side Yards disposition program.

Ms. Huelsman explained that this property will be sold for \$1.00 and that the applicant must comply with the requirements of the LBA's Pricing Policy for Adjacent Side Yards, which were approved on February 12, 2018. Those requirements are to use the property as a side yard, maintain the lot in a manner consistent with the codes and ordinances of the Louisville/Jefferson County Metro Government, and to pay the assessed property taxes.

Ms. Vittitow then explained her intent behind the purchase of the subject property is to expand her property's square footage as the lot's demolished structure stood right up next to her home. Eventually, she would like to fence off the property and turn it into a play area for her grandchild.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, Resolution 59, Series 2018, was approved. A copy of said Resolution 59, Series 2018, is attached hereto and made a part hereof.

iv. Resolution 60, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that three (3) additional structures have been selected to be made available to purchase through the disposition programs, Last Look - Save the Structure or Last Look - Demo for Deed.

Ms. Huelsman added that the properties will be sold for \$1.00 and that any applicants must comply with the requirements of the LBA's Pricing Policy for "Save the Structure (Phase 1)" or "Demo for Deed (Phase 2)" which were approved on February 12, 2018. Those requirements are that the applicants submitting for Save the Structure must complete the structure's required renovations within 18 months from the date of sale – six (6) months for exterior and structural repairs and twelve (12)

months for the remaining interior repairs. The approval of this resolution will allow the RVPPA to convey the available properties to a qualified applicant. Ms. Huelsman also stated that any amount of minimum funds required for the subject properties as calculated by Mr. Manning, a licensed Building Inspector, should complete the external renovations of the structures. Any properties assigned to Demo for Deed will be closely monitored over the next sixty (60) days to ascertain that their structures do not need to be referred for immediate demolition by the applicants or the RVPPA staff. Certainly, any of the structures assigned to Demo for Deed can be saved if the applicant submits the proper stabilization plans from a structural engineer.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, LBA Resolution 60, Series 2018, was approved. A copy of Resolution 60, Series 2018, is attached hereto and made a part hereof.

v. Resolution 61, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of a parcel of real property located at 821 Hazel Street to Knox Family Rentals, LLC. This single-family residence was recently acquired through an REO acquisition which the Board approved in April 2018 and placed in the October 2018 Request for Proposals. The sale price will be \$6,000.00 with its renovations in the estimated amount of \$43,331 to be completed within twelve (12) months [applicant estimates six (6) months or less to complete]. This is the third property that Knox Family Rentals, LLC has applied for, the first being 1300 South 23<sup>rd</sup> Street, and the second a four-plex at 1236 South 17<sup>th</sup> Street, both of which are in their rental inventory.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, LBA Resolution 61, Series 2018, was approved. A copy of Resolution 61, Series 2018, is attached hereto and made a part hereof.

vi. Resolution 62, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of a parcel of real property located at 2208 West Chestnut Street to Lifestone Dynamic, LLC. This property was recently reacquired through a corporate donation in 2018 and placed in the October 2018 Request for Proposals. The multi-family residence has a sale price of \$1,501.00 and its renovations in the estimated amount of \$78,700 are to be completed within twelve (12) months. Ms. Huelsman then advised the Board that the nearby 2200 West Chestnut Street was individually sold to Mr. Caballero, of Lifestone Dynamic, LLC, under Last Look – Save the Structure as he did submit the proper stabilization plans from a structural engineer.

Mr. Caballero then explained the intent behind his company's purchase of the subject property which is to renovate and eventually rent to qualified renters. Mr. Caballero also added that his family-owned company solely handles structures in need of heavy renovations. He also stated that his company will be handling the structure's mold issues by restoring the plaster through a trick his staff has learned and using drywall where needed.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, LBA Resolution 62, Series 2018, was approved. A copy of Resolution 62, Series 2018, is attached hereto and made a part hereof.

vii. Resolution 63, Series 2018, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of real property located at 816 South 7<sup>th</sup> Street. The applicant, 809 SOBRO, LLC, plans to expand its manufacturing complex known as "Flavorman". 809 SOBRO, LLC has provided proof of funds to cover their estimated expansion costs of \$3,360,000.00 and the sale price of \$500.00 as required under the disposition program, "Budget Rate Policy for New Construction Projects".

Ms. Huelsman then answered questions from the Board relating to the operations of Flavorman, a company that specializes in the technical side of beverage development, and confirming that the lot is zoned commercial.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, Resolution 63, Series 2018, was approved. A copy of said Resolution 63, Series 2018, is attached hereto and made a part hereof.

Old Business:

There was no old business to come before this Board.

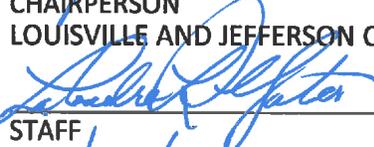
Adjourn:

As there were no more items of business to discuss, on a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, this meeting of the LBA was adjourned at 4:07 p.m.

Closing Remarks:

Ms. Grabowski expressed her appreciation to everyone for their attendance and participation. She also informed of the next VAPStat Joint Meeting, scheduled for 3:00 p.m., on January 14, 2019, at the Old Jail Building Auditorium.

  
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CHAIRPERSON  
LOUISVILLE AND JEFFERSON COUNTY LANDBANK AUTHORITY, INC.

  
\_\_\_\_\_  
STAFF

1/14/18  
\_\_\_\_\_  
DATE



514 W. Liberty Street  
Louisville, KY 40202

# Louisville Metro Government

## Minutes - Final

### VAPStat Joint Meeting

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Monday, December 10, 2018

3:00 p.m.

Old Jail Auditorium

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The agenda and agenda items for this special meeting of the **Urban Renewal and Community Development Agency of Louisville** (hereinafter referred to as “**URC**”) were electronically provided to the Commissioners prior to the meeting.

#### COMMISSIONERS PRESENT:

Bob Frazier, Chairman  
Lisa Ogburn, Vice Chairman  
Paul Mastrolia  
R. Ray Schindler

#### LOUISVILLE METRO GOVERNMENT STAFF PRESENT:

Office of Redevelopment and Vacant & Public Property Administration (hereinafter referred to as “**RVPPA**”)

Laura Grabowski, Director  
Linette Huelsman, Real Estate Coordinator  
Kevin Manring, Real Estate Coordinator  
Connie Sutton, Administrative Coordinator  
Latondra Yates, Property & Leasing Supervisor

#### Jefferson County Attorney’s Office

Stephanie Malone, Assistant Jefferson County Attorney (Substituting for Ed Carle)

#### [Welcome, Introductions, and Announcements:](#)

Ms. Grabowski welcomed all the Commissioners and announced that the RVPPA has filled the open Real Estate Coordinator position with the hiring of Kevin Manring, a former building inspector with the Department of Codes and Regulations. Ms. Grabowski also informed the Commission that effective today VPPA and Develop Louisville’s Office of Redevelopment Strategies has merged to form the Office of Redevelopment and Vacant & Public Property Administration (“**RVPPA**”). The merger also led Robin Hawkins, a Project Manager with the former Office of Redevelopment Strategies, to join the RVPPA staff.

#### [Vacant and Abandoned Property Statistics:](#)

Using a PowerPoint presentation, Ms. Grabowski presented the LouieStat KPI Report for December 10, 2018.

#### [Call to Order:](#)

The meeting was called to order at approximately 4:06 p.m. by Chairman Frazier.

### Establish Quorum:

Roll call was taken and four (4) Commissioners were present establishing a quorum necessary to conduct business: Ms. Ogburn, Mr. Mastrolia, Mr. Schindler, and Mr. Frazier.

### Annual Election of Officers:

Chairman Frazier passed the control of the meeting to Ms. Malone to conduct the election of officers. Ms. Malone stated that, pursuant to its By-Laws, URC is required at this annual meeting to elect officers to serve a one (1) year term for the office of Chairman and Vice Chairman.

Ms. Malone then opened the floor for nominations as to Chairperson. Mr. Mastrolia nominated James Robert Frazier for Chairman. Being no other nominations, Ms. Malone closed the floor for nominations.

**Motion:** On motion of Mr. Mastrolia, seconded by Ms. Ogburn, James Robert Frazier was elected Chairman of the Board of Commissioners.

Ms. Malone then opened the floor for nominations as to Vice Chairperson of the Board of Commissioners. Mr. Schindler nominated Lisa Ogburn for Vice Chairperson. Being no other nominations, Ms. Malone closed the floor for nominations.

**Motion:** On motion of Mr. Schindler, seconded by Chairman Frazier, Lisa Ogburn was elected Vice Chairperson of the Board of Commissioners.

Initially, Mr. Mastrolia nominated Mr. Schindler for Vice Chairperson, but he declined the nomination.

Ms. Malone then returned control of the meeting to Chairman Frazier.

### Approval of Minutes:

On motion by Mr. Mastrolia, seconded by Ms. Ogburn, the minutes of the October 15, 2018 special meeting were unanimously approved.

### Annual Report Presentation:

Using a PowerPoint presentation, Ms. Grabowski, along with Mrs. Yates, provided an overview of the year in review as it relates to URC's accomplishments. Those highlights included its current inventory of twenty-seven (27) lots, status of the approved dispositions, a progress report on Cedar Street Development, and what actions RVPPA will be taking on next year.

### New Business:

There was no new business to come before this Commission.

### Old Business:

#### i. Resolution 12, Series 2018, Proposed Transfer of 447 and 449 South 20<sup>th</sup> Street to HFH

Chairman Frazier advised the Commission that Resolution 12, Series 2018 is being tabled as RVPPA is awaiting final approval of the design plans for the two (2) houses proposed to be constructed by Habitat for Humanity of Metro Louisville, Inc.'s ("HFH") at 447 and 449 South 20<sup>th</sup> Street.

Staff then informed the Commission that HFH has submitted new design plans similar to the French Plan Alteration that the Commission approved at its July 9, 2018 meeting (Resolution 4, 2018). Mrs. Yates also added that HFH's designs have been passed onto Gretchen Milliken, of the Department of Advanced Planning, to confirm compliance with the existing Cedar Street Development designs as was

done previously when the alteration to the French Plan Design was approved. The Resolution is being tabled to allow Ms. Milliken enough time to fully review HFH's designs for compliance. Mrs. Yates also stated that these steps are being taken due to the concerns the Commission expressed during the Resolution's first reading at its October 15, 2018 meeting. In addition, Staff wants to give the Commissioners ample opportunity to hear HFH's proposed construction design plans and express any of further concerns at its next reading.

Adjourn:

As there were no more items of business to discuss, on a motion by Ms. Ogburn, seconded by Mr. Mastrolia, and unanimously passed, this meeting of the URC was adjourned at 4:26 p.m.

Closing Remarks:

Ms. Grabowski expressed her appreciation to everyone for their attendance and participation. She also informed of the next VAPStat Joint Meeting, scheduled for 3:00 p.m., on January 14, 2019, at the Old Jail Building Auditorium. Chairman Prazier also wished everyone a happy holiday.

  
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CHAIRPERSON

URBAN RENEWAL AND COMMUNITY DEVELOPMENT AGENCY OF LOUISVILLE

  
\_\_\_\_\_  
STAFF

\_\_\_\_\_  
DATE

2/11/19