



514 W. Liberty Street  
Louisville, KY 40202

# Louisville Metro Government

## Minutes - Final

### VAPStat Joint Meeting

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Monday, March 9, 2020

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 Community Development (hereinafter referred to as “**CDO**”)

Tia Bowman, Paralegal  
Carrie Fry, Real Estate Program Coordinator  
Laura Grabowski, Director  
Linette Huelsman, Real Estate Coordinator  
Scott Love, Community Engagement Coordinator  
Kevin Manring, Real Estate Coordinator  
Connie Sutton, Administrative Coordinator  
Latondra Yates, Property & Leasing Administrator

#### Jefferson County Attorney’s Office

Stephanie Malone, Assistant Jefferson County Attorney

#### GUESTS:

Daniel Parker, 2529 West Market Street, LLC  
Jeremy Semones and Brent Wesley, CT Investment Group, LLC  
Curtis Allen  
Fred Burchett  
Juan Hunter  
Wendy and Brad Hicks, Grapevine Properties, Inc.  
Lori Reese and Donnie Ogletree, Summerfield Properties, LLC  
Emily Vitale, Onewest Corporation

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

Ms. Grabowski welcomed all the board members and guests and advised that this is the regular monthly meeting of LBA.

#### Vacant and Abandoned Property Statistics:

Using a PowerPoint presentation, Ms. Grabowski presented the LouieStat KPI Report for March 9, 2020.

#### VAP Successes:

Ms. Grabowski presented a VAP Success detailing what CDO staff have been doing recently to promote the LBA through community engagement. She reintroduced Scott Love, the Community Engagement Coordinator, to the Board and gave examples of how he and other staff members have been engaging the public as to the LBA and various Metro Government programs relating to vacant properties.

#### Call to Order:

The meeting was called to order at approximately 3:16 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.

#### Approval of Minutes:

**Motion:** On motion by Mr. Muns, seconded by Mrs. Butcher, the minutes of the February 10, 2020 meeting were unanimously approved.

#### New Business:

i. Resolution 18, Series 2020, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that four (4) 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. Those structures are located at 1318 South 26<sup>th</sup> Street, 2114 Garland Avenue, 1329 Longfield Avenue, and 2817-2819 Portland Avenue.

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 eighteen (18) months from the date of sale – six (6) months for exterior and structural repairs and twelve (12) months for the interior repairs. The approval of this resolution will allow CDO to convey the available properties to a qualified applicant. Ms. Huelsman also stated that any amount of minimum funds required for the subject properties are calculated by Mr. Manning, a licensed Building Inspector, and should complete the external renovations of the structure. Any of the structures assigned to Demo for Deed can be saved if the applicant submits the proper stabilization plans from a structural engineer. Any property assigned to Demo for Deed will also be closely monitored over the next sixty (60) days to ascertain that the structures do not need to be referred for immediate demolition by the applicants or the CDO staff.

Ms. Huelsman also advised the board that if no applications are submitted for these Demo for Deed candidates, the CDO staff will demolish the structures once sixty (60) days has passed.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 18, Series 2020, was approved. A copy of said Resolution 18, Series 2020, is attached hereto and made a part hereof.

ii. Resolution 19, Series 2020, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that the resolution consists of five (5) applicants who have submitted the appropriate documentation to purchase 2702 Bank Street, 2122 Columbia Street, 2527 West Market Street, and the equal split of the parcel located at 2610 Hale Avenue, vacant lots up to 4,000 square feet, to be used solely as a side yard to the applicants' adjacent property through the Adjacent Side Yards disposition program.

Ms. Huelsman explained that these properties will be sold for \$1.00 and that the applicants 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.

Mr. Allen and Mr. Semones and Mr. Parker of CT Investment Group, LLC and 2529 West Market Street, LLC, respectively, advised the Board as to their intentions relating to the subject properties which are to expand their adjacent residential and commercial properties.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 19, Series 2020, was approved. A copy of said Resolution 19, Series 2020, is attached hereto and made a part hereof.

iii. Resolution 20, Series 2020, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of three (3) parcels of real property located at 2016, 2018 and 2020 Standard Avenue. Juan Hunter plans to build a commercial building to use as a restaurant on these lots that were acquired in 2005 through Metro foreclosure actions. Proof of funds has been provided that will cover the construction costs of \$150,000.00 and total sale price of \$2,000.00, as required under the disposition program, "Budget Rate Policy for New Construction Projects". The commercial building must be constructed within eighteen (18) months on the commercially zoned parcels.

Mr. Hunter then advised the board as to his experience in real estate and his plans to construct the commercial building to use as a restaurant. He also indicated that his intentions are to construct a drive-thru and carry-out restaurant that features a menu of healthy, soul food. But the proposed design plans may change as he proceeds to construct the building pursuant to the requirements of the Office of Planning and Design Services.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 20, Series 2020, was approved. A copy of said Resolution 20, Series 2020, is attached hereto and made a part hereof.

iv. Resolution 21, Series 2020, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of three (3) parcels of real property located at 300 North 17<sup>th</sup> Street, 1916 Portland Avenue, and 1918 Portland Avenue. Grapevine Properties, Inc. plans to build a single-family residence on each lot that was respectively acquired through a 2018 Metro surplus resolution and foreclosure actions in 1992. Proof of funds has been provided that will cover the construction costs of \$100,000.00 per structure and the sale price of \$500.00 per parcel, as required under the disposition program, "Budget Rate Policy for New Construction Projects". Each residence must be constructed within eighteen (18) months.

Mr. Hicks and Mrs. Hicks then advised the board as to their company's experience in real estate and plans to construct three (3) single-family residences that they plan to sell. They also indicated that their proposed design plans consist of masonry foundations and vinyl frames but may change to conform to the size of the lots and existing structures on those blocks.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 21, Series 2020, was approved. A copy of said Resolution 21, Series 2020, is attached hereto and made a part hereof.

v. Resolution 22, Series 2019, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of two (2) parcels of real property located at 2617 and 2619 West Chestnut Street. Summerfield Properties, LLC plans to build a single-family residence on each of the lots that were acquired through 2018 and 2019 foreclosure actions. Proof of funds has been provided that will cover the construction costs of \$120,418.00 per structure and the sale price of \$500.00 per parcel, as required under the disposition program, "Budget Rate Policy for New Construction Projects". Each residence must be constructed within eighteen (18) months.

Ms. Reese then advised the board as to her company's experience in real estate and her plans to construct two (2) single-family residences that she currently plans to sell.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 22, Series 2020, was approved. A copy of said Resolution 22, Series 2020, is attached hereto and made a part hereof.

vi. Resolution 23, Series 2019, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that the resolution consists of two (2) applicants, Kenneth Bailey and Yutani, LLC, who have submitted the appropriate documentation to purchase a vacant lot up to 7,000 square feet without a plan for redevelopment. The vacant lots, situated at 2606 West Kentucky Street and 1830 Lytle Street, have been made available through the Cut It Keep It disposition program.

Ms. Huelsman reiterated that these properties will be sold for \$500.00 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 either applicant builds on the lots 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.

Ms. Huelsman then advised the Board that she believes Yutani, LLC's intentions are to keep the block looking good as they own rental property at 1812 Lytle Street.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, LBA Resolution 23, Series 2020, was approved. A copy of Resolution 23, Series 2020, is attached hereto and made a part hereof.

vii. Resolution 24, Series 2019, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed changes to the Minimum Pricing Policy for Budget Rate and Flex Rate Agricultural Projects that was approved by the Board on September 11, 2017 and modified on February 12, 2018.

Those requested modifications are as follows:

1. Names of the Real Estate Disposition Programs to be changed:
  - a) Budget Rate Policy for “**Agricultural/New Construction Projects**” to “Budget Rate Policy for “**New Construction Projects**”
  - b) Flex Rate Policy for “**Agricultural/New Construction Projects**” to “Flex Rate Policy for “**New Construction Projects**”
2. A separate, real estate disposition program is being proposed for the licensing of agricultural projects involving community or market gardens, named the “**Basic Policy for Agricultural Projects Involving Community or Market Gardens**”.
3. The proposed requirements of the licensing program would be as follows:

**Basic Policy for Agricultural Projects Involving Community or Market Gardens**

Intended Audience: **Individuals and For-Profit or Non-Profit Organizations**

- Lot Size: **Up to 7,000 square feet**
- Minimum License Fee: **\$1.00 per year**

Applicant must provide to the Office of Community Development:

- a) The Authority’s Application to Purchase or Lease Vacant Land.
  - b) An itemized budget for the intended agricultural project that itemizes the costs for the following licensing requirements:
    - i. Operating costs covering the initial three (3) year term.
    - ii. A staked survey completed by a licensed surveyor as the garden’s boundaries must be marked with fencing or at least corner fencing.
    - iii. A Soil Test whose results are submitted to the Office of Community Development prior to the beginning of the license period.
    - iv. Water for purposes of maintaining the garden and for dust suppression shall be available on the site.
    - v. A \$1,000,000.00 general liability insurance policy that covers the three (3) year term and names the Louisville and Jefferson County Landbank Authority, Inc. as an additional insured party. A certificate of insurance must be submitted to the Office of Community Development prior to the beginning of the license period.
    - vi. A permanent sign, in compliance with the Land Development Code, to be installed on the site.
- The Application to Purchase or Lease Vacant Land must be approved by the Authority.
  - Once approved, a three (3) year License Agreement will be executed listing specific restrictions relating to Applicant’s proposed intended end-use. If the Authority and the Licensee agree, the License Agreement can be renewed annually up to a maximum of three (3) years.

Prior to executing a License Agreement for a Community or Market Garden, Applicant must submit an Application for a Community/Market Garden to the Office of Planning and Design Services that conforms to Section 4.3.17 (**Community Garden**), or Section 4.3.18 (**Market Garden**) of Louisville Metro Government’s Land Development Code.

**Note:** A copy of the permit issued by the Office of Planning and Design Services for the Community or Market Garden must be provided to the Office of Community Development before the License Agreement will be executed.

In response to Chairman Schreck's inquiry as to the public's interest in starting community or market gardens and the source of water, Ms. Huelsman replied that a handful of incomplete applications have been submitted for community gardens, except for the most recent one submitted by the Beechmont Neighborhood Association for five (5) lots, and that water supply should be easily accessible on each of our lots. Mr. Manring added that a water source should only be affected if recent construction occurred on or near our lots, or if a water line was never installed. Ms. Huelsman went on to state that the proposed policy is to inform the public that a "private" garden is not an option and that a use permit must be issued by the Office of Planning and Design Services before the license agreement will be executed.

In response to Ms. Butcher's inquiry as to why a license agreement is proposed instead of a "lease" agreement, Ms. Huelsman replied that a license agreement gives the LBA control over the parcels. Ms. Malone concurred and added that a Lease Agreement can grant the tenant the right to use the land, however they choose, where a License Agreement allows the LBA to restrict the use of the property to a community or market garden.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, LBA Resolution 24, Series 2020, was approved. A copy of Resolution 24, Series 2020, is attached hereto and made a part hereof.

#### Old Business:

There was no old business to come before this Board.

#### Announcements:

Ms. Grabowski announced that a presentation is planned to be given to the Board at its April 13, 2020 meeting relating to the CDO's monitoring of Applicants who acquired LBA parcels over the past year and their compliance to the deed restrictions stipulated in the approved dispositions.

#### 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 April 13, 2020, in the Auditorium of the Old Jail Building, 514 West Liberty Street.

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CHAIRPERSON  
LOUISVILLE AND JEFFERSON COUNTY LANDBANK AUTHORITY, INC.

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STAFF

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DATE