



514 W. Liberty Street  
Louisville, KY 40202

# Louisville Metro Government

## Minutes - Final

### Special VAPStat Joint Meeting

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Monday, September 16, 2019

3:00 p.m.

Old Jail Auditorium

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The agenda and agenda items for this special 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.

#### BOARD 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")

Laura Grabowski, Director  
Andrea Brown, Executive Administrator  
Diane Fields, Real Estate Program Coordinator  
Carrie Fry, Real Estate Program Coordinator  
Linette Huelsman, Real Estate Coordinator  
Scott Love, Community Engagement Coordinator  
Connie Sutton, Administrative Coordinator  
Latondra Yates, Property & Leasing Administrator

##### Jefferson County Attorney's Office

Travis Fiechter, Assistant Jefferson County Attorney (Substituting for Stephanie Malone)

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

Ms. Grabowski welcomed all the board members and guests and added that this is a special meeting of LBA.

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

Using a PowerPoint presentation, Ms. Grabowski presented the LouieStat KPI Report for September 16, 2019.

#### VAP Successes:

Ms. Grabowski presented a VAP Success relating to the July 25th Permanent Affordable Housing Event that took place at the Russell Vision Center. The well-attended event, presented by Grounded Solutions, allowed those in attendance to learn how community land trusts ensure permanent housing affordability. Ms. Grabowski added that there has been a strong interest in getting a community land trust started here in Metro Louisville which is why CDO co-sponsored the event.

#### Call to Order:

The meeting was called to order at approximately 3:08 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 August 12, 2019 regular meeting were unanimously approved.

#### New Business:

i. Resolution 41, Series 2019, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman informed the Board that eight (8) 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 319 North 25<sup>th</sup> Street, 1014 South 28<sup>th</sup> Street, 246 South 41<sup>st</sup> Street, 2326 West Muhammad Ali Boulevard, 215 North 19<sup>th</sup> Street, 1355 South 26<sup>th</sup> Street, 2717 Elliott Avenue, and 2604 West Kentucky Street.

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 Kevin Manring, our 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. If no applications are submitted for the Demo for Deed candidates, the CDO staff will demolish their structures once sixty (60) days has passed.

She also advised that each sale is monitored for compliance as to the restrictions listed in each deed, and if the applicant is found non-compliant, a right of re-entry action may be initiated by the Jefferson County Attorney's Office.

Mr. Schreck inquired as to how many structures have been saved since the Last Look Initiative started to which Ms. Huelsman replied she can present those numbers at next month's meeting.

**Motion:** On a motion by Mrs. Butcher, seconded by Mr. Muns, and unanimously passed, LBA Resolution 41, Series 2019, was approved. A copy of Resolution 41, Series 2019, is attached hereto and made a part hereof.

ii. Resolution 42, 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 four (4) applicants who have submitted the appropriate documentation to purchase vacant lots up to 7,000 square feet for \$500.00 without a plan for redevelopment. The vacant lots are situated at 519 and 521 North 31<sup>st</sup> Street, 702 M Street and 918 West Oak Street which is before you again today to correct the name of the applicant that was previously approved via Resolution 38, Series 2019. These lots have been made available through the Cut It Keep It disposition program.

Ms. Huelsman added 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 applicant from selling the property within three (3) years from the date of the Deed.

Mr. Schreck questioned the assessed value listed for the property at 519 North 31<sup>st</sup> Street to which Ms. Huelsman replied that is the parcel's current assessed value per the records of the Jefferson County Property Valuation Administrator (PVA). PVA is not re-assessing any government-owned properties at this time because of their tax exempt status.

The board also inquired as to how the applicant plans to use 519 and 521 North 31<sup>st</sup> Street to which Ms. Huelsman stated that she believes the properties will be maintained and possibly landscaped as the applicant just moved his business to some adjacent parcels.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 42, Series 2019, was approved. A copy of said Resolution 42, Series 2019, is attached hereto and made a part hereof.

iii. Resolution 43, Series 2019, of the Louisville and Jefferson County Landbank Authority, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed acquisition of five (5) parcels of real property located at 4501-4509 South 3<sup>rd</sup> Street. These parcels are currently owned by the Commonwealth of Kentucky's Transportation Cabinet as public right-of-way and are being pursued by the Beechmont Neighborhood Association for a community garden. The members for the neighborhood association asked CDO to get involved as the State believes it would be easier to surplus these properties if they were acquired by LBA, instead of the neighborhood association. If the surplus were to be approved, the parcels would then be sold to LBA for \$1.00 per parcel.

Therefore, the CDO staff is requesting that the Chairman be given authorization to sign the Application to Purchase State Right of Way and the consideration certificate on the deed transferring ownership of these parcels to LBA. Once the parcels are under LBA's ownership and specific terms are negotiated relating to the maintenance of the parcels and the management of the community orchard, a follow-up resolution will be brought to the board to approve a License Agreement with the Beechmont Neighborhood Association.

**Motion:** On a motion by Mr. Muns, seconded by Mrs. Butcher, and unanimously passed, Resolution 43, Series 2019, was approved. A copy of said Resolution 43, Series 2019, is attached hereto and made a part hereof.

Announcements:

There were no announcements to be discussed with the 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 3:27 p.m.

Closing Remarks:

Ms. Grabowski expressed her appreciation to everyone for their attendance and participation. She also reminded the board that the next meeting of the LBA will be a special meeting on October 21, 2019, at 3:00 p.m., in the 1<sup>st</sup> floor conference room of the Metro Development Center, 444 South 5<sup>th</sup> Street, Louisville, Kentucky 40202.

  
\_\_\_\_\_  
CHAIRPERSON

LOUISVILLE AND JEFFERSON COUNTY LANDBANK AUTHORITY, INC.

  
\_\_\_\_\_  
STAFF

  
\_\_\_\_\_  
DATE



514 W. Liberty Street  
Louisville, KY 40202

# Louisville Metro Government

## Minutes - Final

### Special VAPStat Meeting

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Monday, September 16, 2019

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  
Michael Hicks  
Paul Mastrolia  
R. Ray Schindler

#### LOUISVILLE METRO GOVERNMENT STAFF PRESENT:

##### Office of Community Development (hereinafter referred to as **CDO**)

Laura Grabowski, Director  
Andrea Brown, Executive Administrator  
Diane Fields, Real Estate Program Coordinator  
Carrie Fry, Real Estate Program Coordinator  
Linette Huelsman, Real Estate Coordinator  
Scott Love, Community Engagement Coordinator  
Connie Sutton, Administrative Coordinator  
Latondra Yates, Property & Leasing Supervisor

##### Jefferson County Attorney's Office

Travis Fiechter, Assistant Jefferson County Attorney (Substituting for Stephanie Malone)

#### GUESTS:

Mark Eubanks, Sr., Newburg Church of Christ, Inc.  
Michele Jackson, Metro Bank, Inc.

#### Welcome and Introductions:

Ms. Grabowski welcomed all the Commissioners and guests and added that this is a special meeting of URC.

#### Call to Order:

The meeting was called to order at approximately 3:27 p.m. by Chairman Frazier.

### Establish Quorum:

Roll call was taken and five (5) Commissioners were present establishing a quorum necessary to conduct business: Ms. Ogburn, Mr. Hicks, Mr. Mastrolia, Mr. Schindler, and Mr. Frazier.

### Approval of Minutes:

On motion by Mr. Hicks, seconded by Ms. Ogburn, the minutes of the February 19, 2019 special meeting were unanimously approved.

### New Business:

i. Resolution 1, Series 2019, Proposed Transfer of 2010 and 2012 West Chestnut Street to Ronrico Williams

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of 2010 and 2012 West Chestnut Street which have been individually appraised at \$2,500.00. Mr. Williams desires to acquire these parcels for \$1,000.00 per parcel to construct two (2) single-family residences at a cost of approximately \$86,000 each. Ms. Huelsman also presented Mr. Williams' design plans which consist of a two (2) story, wood frame/wood exterior home with three (3) bedrooms and one and a half baths with an estimated completion date of 18 months.

Ms. Huelsman added that Mr. Williams has experience in construction as he is currently a Housing Rehabilitation Specialist for the Office of Housing, a Develop Louisville division within Louisville/Jefferson County Metro Government (hereinafter referred to as **Metro Government**). She also supplied photos of a recent renovation that Mr. Williams took on involving his property located at 1531 Beech Street that he is currently renting.

Mr. Frazier inquired as to how the costs of the appraisals were paid and Mr. Williams' plans for the structures once they are built to which Ms. Huelsman replied that the costs of the appraisals come out of the Fiscal Year 2020 budget allocated to the CDO and the structures will be rented to a qualified renter.

Mr. Mastrolia expressed his displeasure with the applicant's offer price and the applicant's design plans as he felt that various elements of the Russell Neighborhood Design Guidelines are not present in the design submitted by Mr. Williams. Mr. Mastrolia also added that he believes the structures would be more marketable if two (2) full baths were made a part of the proposed design. However, he is willing to hear from Mr. Williams as to how the structures will be built and if the Russell Neighborhood Design Guidelines could be incorporated into the single-family residences.

Mr. Hicks also expressed that, due to the existing housing market in the Russell neighborhood, he would prefer to hear from Mr. Williams as to his plans once the single-family residences are constructed. Especially, since Ms. Huelsman is not aware of his plans as it relates to the occupancy of the structures (i.e., anticipated rental fees and if affordable housing rates will be used).

Mr. Mastrolia and Mr. Hicks also inquired as to how Mr. Williams' employment status with Metro Government affected the staff's review of his application. Ms. Grabowski advised that a Conflict of Interest Form has been implemented pursuant to Metro Government's Personnel Policy related to Conflicts of Interest (Section 1.6 Ethics). Mr. Fiechter then provided the Commissioners with a copy of the form executed by Mr. Williams and staff.

Mr. Frazier then called for a motion to approve Resolution 1, Series 2019 based upon the information presented, or the tabling of the resolution to allow Mr. Williams the chance to present his development plans and answer any questions the Commission may have at the next regular meeting set for October 14, 2019, or at a special meeting if needed.

**Motion:** On a motion by Mr. Hicks, seconded by Mr. Mastrolia, and unanimously passed, Resolution 1, Series 2019, was tabled to allow Mr. Williams the opportunity to present his development plans in more detail at the next scheduled meeting, as stipulated by Mr. Hicks.

A copy of said Resolution 1, Series 2019, is attached hereto and made a part hereof.

- ii. Resolution 2, Series 2019, Proposed Transfer of Ironwood Road (Parcel ID: 2030-0213-0000) to Newburg Church of Christ, Inc.

Using a PowerPoint presentation, Ms. Huelsman provided an overview of the proposed transfer of Ironwood Road (Parcel ID: 2030-0213-0000) to the Newburg Church of Christ, Inc. for a sale price of \$500.00. The Church desires to acquire this lot as a side yard to their adjoining property located at 4700 East Indian Trail with the stipulation that a Deed of Consolidation must be recorded for the two (2) lots within 30 days from the date of the recorded deed.

Mr. Eubank then explained the Church's purpose for the acquisition and stated that it understands any additional expansion of the Church could not be done on the lot due to the existing sewer lines.

**Motion:** On a motion by Mr. Hicks, seconded by Ms. Ogburn, and unanimously passed, Resolution 2, Series 2019, was approved. A copy of Resolution 2, Series 2019, is attached hereto and made a part hereof.

- iii. Resolution 3, Series 2019, Proposed Transfer of 3411 Niantic Court and 1518 Pawtuxet Court to Metro Government.

Using a PowerPoint presentation, Mrs. Yates provided an overview of the proposed transfer of 3411 Niantic Court and 1518 Pawtuxet Court to Metro Government for a sale price of \$1.00 per parcel. The plat for the Colonial Park Subdivision designated these lots as common open space and deed restricted them from further development. In addition, Metro Government owns and maintains the other open space lots within the subdivision along with these lots.

**Motion:** On a motion by Mr. Mastrolia, seconded by Ms. Ogburn, and unanimously passed, Resolution 3, Series 2019, was approved. A copy of Resolution 3, Series 2019, is attached hereto and made a part hereof.

- iv. Resolution 4, Series 2019, Proposed Transfer of 4525 Rear and 5001 Petersburg Road to Metro Government.

Using a PowerPoint presentation, Mrs. Yates provided an overview of the proposed transfer of 4525 Rear and 5001 Petersburg Road to Metro Government for a sale price of \$1.00 per parcel. The two (2) parcels are the only lots remaining in the inventory designated as public rights-of-ways by the Indian Trail Urban Renewal Plan that have not been previously approved for transfer to Metro Government and its Department of Public Works for public rights-of-way.

**Motion:** On a motion by Mr. Mastrolia, seconded by Ms. Ogburn, and unanimously passed, Resolution 4, Series 2019, was approved. A copy of Resolution 4, Series 2019, is attached hereto and made a part hereof.

- v. Resolution 5, Series 2019, Proposed Transfer of 914 South 12<sup>th</sup> Street to Metro Bank, Inc.

Using a PowerPoint presentation, Mrs. Yates provided an overview of the proposed transfer of 914 South 12<sup>th</sup> Street to Metro Bank, Inc. for a sale price of \$1.00. The proposed sale price was due to the bank's existing public purpose of stimulating economic growth within underserved communities. The Bank would consolidate this lot with their adjoining property, located at 900 South 12<sup>th</sup> Street.



**Motion:** On a motion by Mr. Hicks, seconded by Mr. Mastrolia, and unanimously passed, Resolution 5, Series 2019, was approved. A copy of Resolution 5, Series 2019, is attached hereto and made a part hereof.

Announcements:

Ms. Grabowski announced that the next regular scheduled meeting of the URC is set for October 14, 2019. If a quorum cannot be present, a special meeting may be set for October 21, 2019, at 3:00 p.m., to coincide with the Louisville and Jefferson County Landbank Authority, Inc.'s special meeting set for that date.

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 4:18 p.m.

Closing Remarks:

Ms. Grabowski expressed her appreciation to everyone for their attendance and participation.

  
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CHAIRPERSON  
URBAN RENEWAL AND COMMUNITY DEVELOPMENT AGENCY OF LOUISVILLE

  
\_\_\_\_\_  
STAFF

  
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DATE