

# **Urban Renewal Authority of the City of Parkersburg Agenda**

**Date:** July 11, 2017

**Time:** Immediately Following Parkersburg City Council Meeting at 7:30 p.m.

**Location:** City Council Chambers

1. Call to Order
2. Approval of Meeting Minutes from May 9, 2017
3. Public Hearing
4. New Business
  - A. Application to purchase property located at 1008 13<sup>th</sup> Street (City Tax Map 77, Parcel 249).  
  
Applicant: O.B. Epling
5. Old Business
6. Any other Business
7. Adjournment

The Council of the City of Parkersburg, acting in their legal capacity as the Urban Renewal Authority of the City of Parkersburg, met Tuesday, May 9, 2017 at 8:35 PM following City Council. The meeting was called to order by the Chairman, Councilman Mike Reynolds, who presided over the meeting.

The clerk noted the attendance and those present included Councilmen Dave McCrady, Bob Mercer, Eric Barber, John Reed, Zach Stanley, Jeff Fox, and Mike Reynolds. Sharon Kuhl was absent.

MINUTES – Mr. Carpenter moved, seconded by Mr. Mercer, to approve the minutes from the meeting held April 18, 2017, and the motion was adopted by unanimous vote.

The Authority met to consider an offer to donate 1626 Park Street to the URA by Mr. and Mrs. William Millard. According to the staff report "the total area of the property is roughly 3,598 sq. ft. and consists of a two-story/two unit residential structure. The property is located in an R-3 residential zoning district, which requires a 6,000 sq. ft. lot size. The property is currently on the vacant property registration. In August of 2014, the applicant had the proper permits for a remodel which included updating electric/rewire, drywall, plumbing, floors, and all windows and doors for a total value of roughly \$15,000.00. However, the permit was cancelled in January of 2015 by the Code Department due to the lack of work done in that time frame."

There are \$900.00 owed in vacant property registration fees, and \$33.31 for fire, police and sanitation.

Development Director, Rickie Yeager, told the Authority that the owners thought they could rehabilitate the house, and they can't, and have tried to sell it for two years. Eventually the outcome will be to tear the house down or sell it. Someone could build on the same footprint of the house, or go the Board of Zoning Appeals for a variance since the lot is not big enough to build on. The property could eventually go before the Building Enforcement Agency.

MOTION – Ms. Kuhl moved, seconded by Mr. Stanley, to accept this property at 1626 Park Street with the condition the homeowners pay the fees of \$933.31, and the title opinion is completed and free of liens or judgements.

VOTE – the motion was adopted by majority vote, as follows:

VOTING 'YES'

- Ms. Kuhl
- Mr. Barber
- Mr. Fox
- Mr. Carpenter
- Mr. Reynolds

VOTING 'NO'

- Mr. McCrady
- Mr. Mercer
- Mr. Reed
- Mr. Stanley

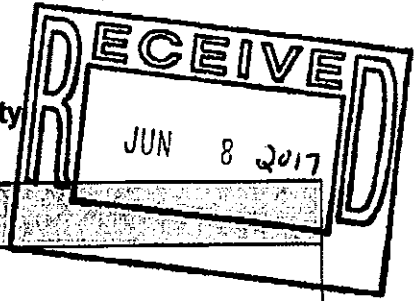
(an earlier motion by Mr. Reed, seconded by Mr. Stanley, was withdrawn since it was a negative motion to refuse the donation.)

The meeting adjourned at 8:50 PM.

Sharon Kuhl  
City Clerk

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Chairman, URA

PURA Application to Purchase Property



<b>APPLICANT INFORMATION</b>		
Name of applicant: <u>O. B. Epling</u>		
Name of business or non-profit organization: (if applicable)		
Physical address: <u>1019 7<sup>th</sup> ST</u>		
City: <u>Parkersburg</u>	State: <u>WV</u>	Zip Code: <u>26101</u>
Mailing address if different: <u>P.O. Box 71</u>		
City: <u>Parkersburg</u>	State: <u>WV</u>	Zip Code: <u>26101</u>
Daytime phone #: <u>304 481-0029</u>	Alternate phone #: <u>748 423 4406</u>	
Email address: <u>obepling100@yahoo.com</u>		
Do you own any other property in the City of Parkersburg? YES NO (circle answer) If yes, complete information below, attach extra sheets as necessary.		
Please list address(s) below:		Please list type of use for each property (residential, commercial, industry, etc.) below:
<u>1006 13<sup>th</sup> ST</u>		<u>LOT Residential</u>
<u>1106 13<sup>th</sup> "</u>		<u>LOT Residential</u>
<u>1245 Munrook</u>		<u>Commercial</u>
<u>Hugh ST</u>		<u>LOT 22 21</u>
Do you own property adjacent to the parcel(s) you want to purchase from PURA? (circle answer) If yes, complete information below. <input checked="" type="radio"/> YES <input type="radio"/> NO		
Physical address: <u>1006 13<sup>th</sup> ST</u>		
Tax Map: <u>05770248</u>		
Parcel: <u>77/248</u>		
How long have you owned the property: <u>3 years +</u>		
What is the current use: <u>LOT</u>		

## PURA Application to Purchase Property

PURA PARCEL INFORMATION	
Please provide the physical address, tax map and parcel number of the property you want to purchase. If more than one, please list here or on a separate sheet of paper and submit with application:	
Property address: <u>1008 13<sup>th</sup> ST</u>	
Tax Map: <u>55 770249</u>	Parcel #: <u>77/249</u>
Are you currently using the PURA parcel for any reason? YES <input type="checkbox"/> <u>NO</u> (circle answer) If yes, complete information below, attach extra sheets as necessary.	
What improvements have been made to the property (i.e. general maintenance, etc.)?	
<u>leveled out, mowed keep clean</u>	
Proposed purchase price: <u>\$ 1,000.00</u>	

PLANNED USE OF THE PROPERTY (place an x on the all answers that apply)		
Yard extension <input checked="" type="checkbox"/>	Rehabilitation project <input type="checkbox"/>	New construction <input type="checkbox"/>
If you selected New Construction, will the parcel(s) owned by PURA be consolidated with any adjoining property? (circle answer) YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, Please provide receiving parcel information: Tax Map: _____ Parcel: _____		

TYPE OF USE OF THE PROPERTY (place an x on the all answers that apply)			
Residential <input checked="" type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Other <input type="checkbox"/>
For Other, please explain use in an attached sheet.			

OWNERSHIP OF THE PROPERTY (place an x on the all answers that apply)		
Occupy <input type="checkbox"/>	Sell <input type="checkbox"/>	Rent/Lease <input checked="" type="checkbox"/>

## PURA Application to Purchase Property

DESCRIPTION OF PROPOSED USE AND IMPROVEMENTS	
Provide a general description of the type of use and improvements to be undertaken with the acquisition of the PURA parcel. If applicable, describe how it would be integrated into the layout of your existing property, attach extra sheets as necessary.	
Lot is next to already owned lot	
If a new structure or expansion of structure(s) is proposed, please answer the following questions (where applicable). Proceed to Applicant Background and Experience if yard extension request is requested.	
Approximate square feet:	n/a
Proposed number of units/office space:	
Approximate height and type of building materials (block, brick, wood, vinyl, glass, metal, etc.):	
Approximate number of (off-street) parking spaces:	

APPLICANT BACKGROUND AND EXPERIENCE	
Has the applicant developed other projects in the City of Parkersburg? <input checked="" type="radio"/> YES <input type="radio"/> NO (circle answer) If yes, describe the project below, attach extra sheets as necessary.	
1245 MURDOCK	commercial
GARIBO PLAZA	commercial
1019 7 <sup>th</sup> ST	commercial
complete block AT 24 <sup>th</sup> ST NEXT TO HIGH SCHOOL	
Has the applicant purchased property from PURA in the past? YES <input checked="" type="radio"/> NO (circle answer) If yes, describe the project below and on following page, attach extra sheets as necessary.	

**PURA Application to Purchase Property**


Is the applicant a named defendant or party of any litigation such as bankrupts, foreclosure, arbitration proceeding or have miscellaneous lawsuits pending or outstanding? (circle answer)

YES      NO

If yes, describe below, attach extra sheets as necessary.


Does the applicant have any judgments or claims against him/her that could impede the proposed improvement described above? (circle answer)

YES      NO

If yes, describe below, attach extra sheets as necessary.


Does the applicant have any outstanding Business and Occupation Taxes, City Fees, or any outstanding governmental fees similar (circle answer)

YES      NO

If yes, describe below and on next page, attach extra sheets as necessary.

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## PURA Application to Purchase Property

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<b>PROJECT FINANCING</b>			
Please name all sources of funding for the proposed project and/or improvements to PURA property, attach extra sheets as necessary.			
Source Type	Name of Source	Estimated Amount (\$)	Are Funds Committed? (Yes or No)
1. Applicant's Equity			
2. Bank Financing			
3.			
4.			
<b>TOTAL SOURCES OF FUNDING:</b>		<i>self funding</i>	

Please provide approximate costs of items below, attach extra sheets as necessary.		
Uses	Estimated Amount (\$)	Estimated Source
1. Property Acquisition	<i>1,000<sup>00</sup></i>	
2. Site Preparation		
3. Hard Construction Costs		
4. Design Costs		
5. Financing Costs		
<b>TOTAL APPROXIMATE COSTS FOR IMPROVEMENT OR PROJECT:</b>		<i>\$1,000<sup>00</sup></i>

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit PURA to any action.

Signature: *[Handwritten Signature]* Date: *7/7/13*

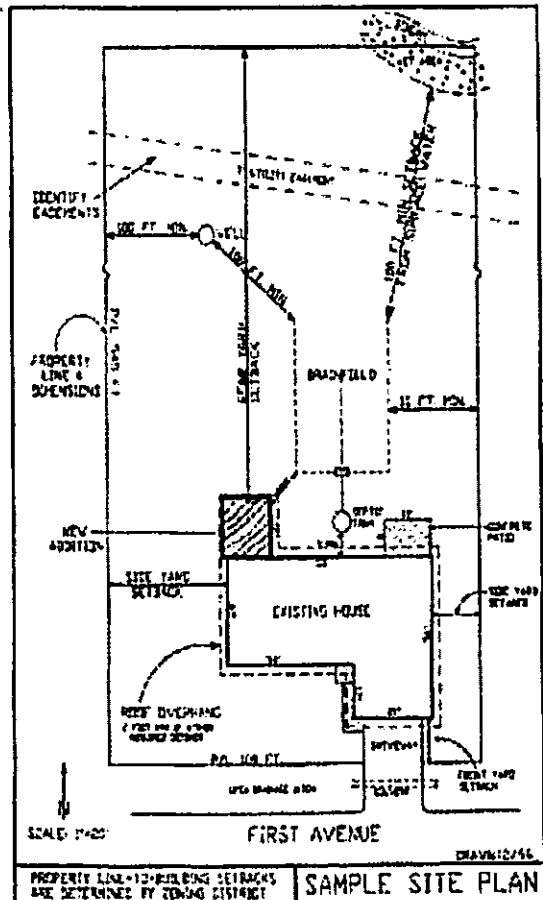
## PURA Application to Purchase Property

### Parkersburg Urban Renewal Authority Site Plan Attachment

Please complete the following form and provide a simple site plan showing the improvements you propose to make if you are approved to purchase a property from PURA. Make sure your site plan includes the following; lot lines, tax map, parcel numbers, north arrow, scale, and where applicable, any existing buildings, parking, driveways and landscaping. Please also be sure to show any proposed improvements and be descriptive with labels. Depending on the project, a professional site plan may be requested by PURA.

Name of applicant:
Site address:
Phone number:

Draw your plan on a separate sheet of paper and attach to this application. Initial Site Plans may be no larger than 11" x 17" to allow for copying requirements. An example of an acceptable site plan is located below:



If you have any questions about the application process or the site plan, please contact the Development Department at 304.424.8519.

Please return your completed application and site plan to:

Attention: PURA  
Development Department  
City of Parkersburg  
One Government Square  
Parkersburg, WV 26102

Note: There is a non-refundable application fee of \$50.