

AGENDA FOR AN URBAN RENEWAL AUTHORITY MEETING  
FOR FRIDAY, JULY 31, 2015  
IMMEDIATLEY FOLLOWING CITY COUNCIL (which  
begins at 6:30 PM COUNCIL CHAMBERS  
2<sup>ND</sup> FLOOR, MUNICIPAL BUILDING

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL
- III. NEW BUSINESS
  1. Discussion/action on proposed procedural guidelines/application process for disposing of property owned by the Urban Renewal Authority of the City of Parkersburg.
- V. ADJOURNMENT

# **Parkersburg Urban Renewal Authority**

## **Property Disposal Policy and Procedure Manual**

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### **Mission Statement**

The mission of the Urban Renewal Authority of the City of Parkersburg is to mitigate slum and blighted conditions in the community, using different financial and land development tools, to leverage private capital investment and stimulate public improvement and sustainable development projects.

### **Section 1: Purpose**

The purpose of this document is to provide guidance for the Urban Renewal Authority of the City of Parkersburg (PURA) Board, staff and any other recommending bodies in considering, reviewing and processing applications that seek to redevelop, rehab or maintain properties owned by PURA. These policies are in accordance with the West Virginia State Code §16-18-5, but have been adapted to further the PURA's vision and goals. The Board may, at its discretion, amend or waive sections of this document when determined necessary or appropriate.

### **Objectives of PURA:**

- Remove slum and blighted conditions
- Remove impediments to desired development (e.g., environmental contamination, land assembly)
- Retain, expand or attract businesses for the purpose of improving the local economy
- Diversify the City's housing stock for the purpose of retaining and attracting residents (at all income levels) to live in the community
- Create opportunities for mixed-use development projects and affordable housing
- Encourage development that is consistent with the City's Comprehensive Plan and Urban Renewal plans
- Preserve natural habitats and features
- Promote historic preservation efforts

### **Section 2: PURA Meeting Schedule**

The Board shall meet on the second Tuesday of each month, before or after Parkersburg City Council meetings at the discretion of the President of PURA. However, a meeting can be called at any time by the Chairman of the Board, so long as proper notice is given. At their regularly scheduled meeting, the Board shall review any applications and ask questions of the staff and the applicant. A public forum shall be permitted at the beginning of each meeting and the meeting shall be run in accordance with Roberts Rules of Order.

## **Section 2: PURA Property Database**

With assistance from staff, PURA shall maintain a list of properties it owns. At its discretion, the Board shall deem which properties are available for purchase. Properties available for purchase shall be updated by the Board on a quarterly basis and shall be posted on the City of Parkersburg's website. PURA shall also publish a legal advertisement in the local newspaper, as a Class II legal advertisement, as updates are made to the list of properties for sale. This shall also be done on a quarterly basis. Information requests may also be submitted to Development Department staff at the City of Parkersburg.

## **Section 3: Application to Purchase or Redevelop Property:**

The primary purpose for submitting an application to PURA is to facilitate desirable development/redevelopment projects in the corporation limits of the City of Parkersburg, that may not otherwise occur, but for, the assistance provided through PURA. The Board intends to provide the minimum amount of assistance needed to facilitate private capital investment in the community. The provision of assistance is at the sole discretions of the Board which shall, in its discretion, reject or approve application on a case-by-case basis.

Persons interested in purchasing property owned by PURA, shall complete an application and submit to the Parkersburg Development Department for review. An application will not be processed until completed in its entirety. City staff shall have thirty (30) days to review a completed application and shall schedule a public hearing with PURA.

When considering an application the Board shall take into account established policies, specific application criteria, the City's Comprehensive Plan and Future Land Use Map and demand for City services in conjunction with the potential public benefits received from the project. PURA shall also consider the financial and legal ability of the applicant to carry out their proposal. Meeting application criteria, policy guidelines and other criteria does not guarantee an application's approval. Furthermore, approval or denial of one project is not intended to set a precedent for approval or denial of any other project.

In its discretion, PURA may, without regard to the foregoing provisions, dispose of property to private developers for redevelopment under such reasonable competitive bidding procedures as it shall prescribe, subject to the provisions of West Virginia State Code 16-18-7, subsection (a).

Applications will be reviewed as they are submitted, subject to the 30 day review by staff and legal notice requirements. PURA shall approve and maintain a calendar for application deadlines, public notices, etc. This information shall be made available on the City of Parkersburg's website.

The fee for submitting an application to PURA is \$50. This fee is assessed to cover the costs associated with publication of a legal notice in the newspaper.

#### **Section 4: Public Notice of Application**

In accordance to West Virginia State Code §16-18-7 (Disposal of property in redevelopment project), PURA shall schedule a meeting and publish a Class II legal advertisement, in compliance with WV State Code §59-3-1, about the application. In addition to providing the date, time and meeting place, the notice shall outline the meeting agenda. The notice shall also direct inquiries to the City of Parkersburg's Development Department.

#### **Section 5: Staff Report**

Staff from the Development Department shall provide a brief staff report on relevant applications or recommendations from the Building Enforcement Agency. The staff report shall identify the property, intended use and determine if the proposed use is in keeping with the City's Comprehensive Master Plan and Future Land Use Map. In doing so, staff, at their discretion, may make a recommendation to the Board.

#### **Section 6: Determination of Slum and Blighted Property**

The Building Enforcement Agency (BEA) is the mechanism by which the City of Parkersburg determines whether or not a property is slum and blighted. In accordance with West Virginia State Code §8-12-16 and City Ordinance O-1036, BEA shall have the authority to take action on any dwelling or building that is deemed to be unsafe, unsanitary, dangerous or detrimental to the public welfare. Furthermore, the BEA shall have the authority to recommend action to the Urban Renewal Authority of the City of Parkersburg. The process established by the BEA to determine if a property is slum and blighted, is a pre-requisite for the Urban Renewal Authority to take action on such properties and in accordance with the Master Plan for the City of Parkersburg.

**Parkersburg Urban Renewal Authority (PURA)**  
**Application to Purchase Property**

**Applicant Information**

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Name of applicant: \_\_\_\_\_

Name of business or non-profit organization (if applicable):  
\_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing address (if different from physical address):  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Do you own any other property in the City of Parkersburg?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please list address(s) here and type of use for each property (residential, commercial, industry, etc.) here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you own property adjacent to the parcel(s) you want to purchase from PURA?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what is the physical address, tax map and parcel number of the adjoining property?

\_\_\_\_\_  
\_\_\_\_\_

If yes, how long have you owned the property and what is the current use (residential, commercial, industrial, vacant lot, etc.)

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**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:

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Are you currently using the PURA parcel for any reason?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what improvements have been made to the property (i.e. general maintenance, etc.)?

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What do you believe is the fair market value for this property:

What method did you use to estimate fair market value (i.e. property appraisal)?

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Proposed purchase price: \_\_\_\_\_

**Planned use of Property**

Please check all that apply:

\_\_\_\_\_ Yard Extension

\_\_\_\_\_ Rehabilitation Project

\_\_\_\_\_ New Construction (Redevelopment)

**Type of use:**

**Ownership:**

\_\_\_\_\_ Residential

\_\_\_\_\_ Occupy

\_\_\_\_\_ Commercial

\_\_\_\_\_ Sell

\_\_\_\_\_ Industrial

\_\_\_\_\_ Rent/Lease

\_\_\_\_\_ Other (green space, pocket park, urban agriculture)

If you selected other, please explain proposed use here or on a separate sheet of paper and attach with application:

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If you selected New Construction, will the parcel(s) owned by PURA be consolidated with any adjoining property?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please list the permanent parcel numbers here:

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**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.

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***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: \_\_\_\_\_

Proposed number of units/office space, approximate height and type of building materials (block, brick, wood, vinyl, glass, metal, etc.):

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Approximate number of (off-street) parking spaces: \_\_\_\_\_

**Applicant Background and Experience**

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Has the applicant developed other projects in the City of Parkersburg?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please describe the project. If extra space is needed, please attach a separate sheet of paper.

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Is the Applicant in default of any City-funded project(s)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has the applicant purchased property from PURA in the past?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide address and what improvements were made.

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Does the applicant have any judgments or claims against him/her that could impede the proposed improvement describe above?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered yes to the last two question, please explain here:

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## Project Financing

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Please name all source of funding for proposed project and/or improvements to PURA

Source Type:	Name of Source:	Estimated Amount (\$)	Are Funds Committed? (Yes/No)
1. Applicant's equity			
2. Bank financing			
3. (Other)			
4. (Other)			
5. (Other)			

Total sources of financing (\$): \_\_\_\_\_

If applicable, provide approximate cost for items below:

Uses	Estimated Amount (\$)	Estimate Source
1. Property Acquisition		
2. Site Preparation		
3. Hard Construction Costs		
4. Design Costs		
5. Financing/Carrying Costs		
6. (Other)		

Total approximate costs for proposed improvement or project (\$): \_\_\_\_\_

## Parkersburg Urban Renewal Authority

### Site Plan Attachment

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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 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.

Applicant Name:

Site Address:

Phone Number:

**Draw your plan in the box below or attach a separate sheet of paper**  
(An example of an acceptable site plan is on the back of this paper)



