

AGENDA FOR AN URBAN RENEWAL AUTHORITY MEETING
FOR TUESDAY, SEPTEMBER 8, 2015
IMMEDIATELY FOLLOWING CITY COUNCIL
IN COUNCIL CHAMBERS
2ND FLOOR, MUNICIPAL BUILDING

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL CALL
- III. MINUTES – meetings held July 28, 2015; and July 31, 2015
- IV. NEW BUSINESS
 1. An application to purchase 1120 and 1122 Avery Street, Tax Map 76, Parcels 192 and 193.
Applicant: Clyde Way
PUBLIC HEARING
 2. An application to purchase 525 33rd Street, Tax Map 29, Parcel 57.
Applicant: Henry Oldaker
PUBLIC HEARING
- V. 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, July 28, 2015, immediately following City Council in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilman Mike Reynolds, who presided over the meeting. The clerk noted the attendance and those present included members Nancy Wilcox, Sharon Lynch, Kim Coram, John Rockhold, Jim Reed, JR Carpenter, and Mike Reynolds. Councilmen Aaron Read's seat was declared vacant during Council July 28th, and Councilman Roger Brown was absent.

MINUTES – Ms. Wilcox moved, seconded by Mr. Rockhold, to approve the minutes from the meeting held July 14, 2015, and the motion was adopted by unanimous vote.

Development Director, Rickie Yeager, distributed a property disposal policy and procedure manual to the Authority, which included an application to purchase property. The application is eight pages long.

PARKERSBURG URBAN RENEWAL AUTHORITY PROPERTY DISPOSAL POLICY AND PROCEDURE MANUAL

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 Illegal 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.

CASTO & HARRIS, INC., SPENCER, WV. REC-ORDER NO. 12275-13

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 with 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 0-1036, 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.

Mr. Yeager stated that the Building Enforcement Agency would meet on August 4th, 2015, and we will start due diligence, which is about 60 days, and then they can make recommendations to URA. Then, we will have to talk about how we will fund the demolition program.

Requesting more time to study the policy and procedure manual, the URA decided to meet again Friday, July 31, 2015 after the special council meeting scheduled for 6:30 PM that date.

The meeting adjourned at 8:20 PM.

Cristina Shapiro
City Clerk

Chairman, URA

The Council of the City of Parkersburg, acting in their legal capacity as the Urban Renewal Authority of the City of Parkersburg, met Friday, July 31, 2015, immediately following a 6:30 PM special City Council meeting in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilman Mike Reynolds, who presided over the meeting. The clerk noted the attendance and those present included members Nancy Wilcox, Sharon Lynch, Kim Coram, Warren Bigley, John Rockhold, Jim Reed, JR Carpenter, and Mike Reynolds.

The Authority met to discuss and/or take action on proposed procedural guidelines/application process for disposing of property owned by the Urban Renewal Authority, submitted on July 28, 2015.

PARKERSBURG URBAN RENEWAL AUTHORITY
PROPERTY DISPOSAL POLICY AND PROCEDURE MANUAL

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CASTRO & HAWES, INC., SPENCER, WV, RECORDER NO. 12275-13

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In Section 2: PURA property database, Ms. Coram asked about "at its discretion, the Board shall deem which properties are available for purchase." Mr. Yeager stated that the Authority will talk about whether to put properties on the market or not, and they could work with others. Ms. Coram stated that we did not want to take property off in case someone else wants it. Mr. Yeager said we would notify property owners, but it would not have to be an application process.

Ms. Coram said she did not want us to go back to a lack of process. A developer or another developer may have another idea for the property.

In Section 4: Public Notice of Application, Ms. Lynch asked if all the properties would be in the newspaper and submitted along with the application fee of \$50.00, and Mr. Yeager said this allows URA to work with an entity. The application and review process will tell us why the applicant wants the property and its' use.

Ms. Coram asked if there was a place on the application to tell us if they owe other city fees, and Mr. Yeager said they ask about other claims, but they could change the language.

MOTION – Mr. Rockhold moved, seconded by Mr. Reed, that the URA accepts the guidelines and application process, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:00 PM.

Coram, Stephanie

 City Clerk

 Chairman, URA



Parkersburg Urban Renewal Authority Staff Report

Municipal Building | Council Chambers | September 8, 2015

Parkersburg Urban Renewal Authority

Chair
Mike Reynolds

Vice- Chair
Roger Brown

Members
Nancy Wilcox
Sharon Lynch
Kim Coram
J.R. Carpenter
Warren Bigley
John Rockhold
James Reed

APPLICATION: Purchase 1120 and 1122 Avery Street

Application to purchase Tax Map 76, Parcel 192, commonly known as 1120 Avery Street, and Tax Map 76, Parcel 193, commonly known as 1122 Avery Street.

Applicant: Clyde Way

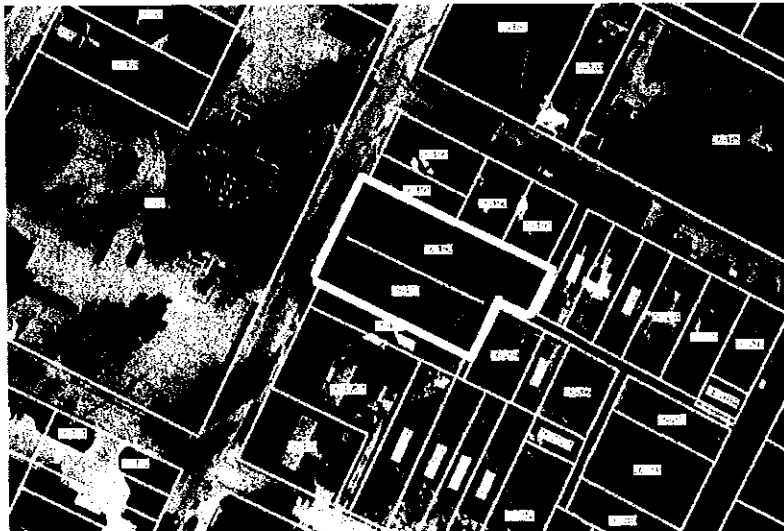
PROJECT DESCRIPTION

The applicant has solicited the purchase of 1120 and 1122 Avery Street. The section of the application detailing proposed use and improvements of the property is blank, but the applicant noted in the *type of use of the property* section, that the applicant "will maintain property per city code – green space within the city." A proposed site plan was not included with application, but the applicant noted on Page 6 of the application that "no building at this time on site, will maintain property by mowing and keeping up per city code."

BACKGROUND

Application to purchase 1120 and 1122 Avery Street was received by the Development Department on August 7, 2015.

ANALYSIS





The *Parkersburg Urban Renewal Authority Application to Purchase Property* details urban renewal development projects and developer feasibility for properties held by the Parkersburg Urban Renewal Authority (PURA). The applicant provides information related to their experience with property development, PURA property experience, project vision, project financing, and information related to the city's exposure to the applicant with regards to existing accounts, both finance and code related.

FINANCING

The applicant is seeking the purchase of 1120 and 1122 Avery Street for the purchase price of \$5,250.00 total. The applicant has proposed to purchase the property in cash, without the use of financing. Per the Wood County Tax Assessor's office, the property at 1120 Avery Street has a current property assessment of \$3,400.00. The property at 1122 Avery Street has a current property assessment of \$4,600.00. The combined property appraisal of the properties is \$8,000.00. Both properties cost value was updated on January 30, 2015. Per the Wood County Tax Assessor's office, property assessments are established every 3 years, and are based on 60% of real market value.

APPLICANT'S HISTORICAL DATA

The applicant has purchased PURA property in the past to provide "extension to existing property at 1006 Avery Street." But stated that they have not developed other projects in the City of Parkersburg.

The applicant stated that he has not been named a defendant or party of any litigation such as bankruptcy, foreclosure, arbitration proceedings or have miscellaneous lawsuits pending. The applicant stated that he does not have any judgements or claims against them that would impede the improvements to the property. The applicant stated that they do not have any outstanding taxes or fees with the government.

PUBLIC WORKS RECCOMENDATION

No comments received, per issuing memorandum this department recommends approval of sale.

PARKERSBURG UTILITY BOARD RECCOMENDATION

Recommends approval of sale.

CODE ENFORCEMENT DIVISION RECCOMENDATION

No comments received, per issuing memorandum this division recommends approval of sale.

FINANCE DEPARTMENT RECCOMENDATION

The applicant does not have outstanding fees with the City of Parkersburg, recommends approval of sale.

PLANNING DIVISION RECCOMENDATION

The Future Land Use Map of the City of Parkersburg 2020 Comprehensive Master Plan Update identifies 1120 Avery Street and 1122 Avery Street as a Neighborhood Center future land use. The Neighborhood Center future land use designation has the purpose of accommodating and encouraging infill of small to medium scale commercial, institutional, residential, and recreation uses in a medium density mixed-use pattern. The primary uses of this future land use designation are: commercial office, retail, education, health care and government services, arts/culture, medium and high density housing, secondary uses are neighborhood parks. Neighborhood Center designs are to encourage zero, or as little setback as necessary, to enable streetscapes, plazas, and landscaped buffers.

Greenspace, as defined by the City of Parkersburg 2020 Comprehensive Master Plan Update is for the use of open space, public parks, and community gardens, and is identified on the Future Land Use Map.

The City of Parkersburg Zoning Ordinance and Zoning Map identify the properties as currently zoned R-4 Multi-Family Apartment District. The purpose of this zoning district is to “provide for a high quality multi-family residence district by limiting conversions and to encourage new construction.” Uses permitted by right in this district include: New multi-family dwellings, New row houses, garden-type apartments, residential care communities, two-family dwellings, one-family dwellings, disabled persons housing, the growing of vegetables, fruits, flowers, shrubs and trees when not primarily for gain, and extensions of existing cemeteries. Conditional uses include, civic, institutional, group housing, and recreational opportunities.

As the Future Land-Use Map of the 2020 Comprehensive Master Plan Update identifies these properties as Neighborhood Center and the Zoning Ordinance identifies these properties as R-4 a high density residential housing district, the proposed use of private greenspace is not in keeping with the Comprehensive Plan or land development ordinances of the City of Parkersburg.

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: <i>1120 AND 1122 Avery Street</i>	
Tax Map: <i>76</i>	Parcel #: <i>192 AND 193</i>
Are you currently using the PURA parcel for any reason? YES <input type="radio"/> NO <input checked="" type="radio"/>	
(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.)?	
Estimated Fair Market Value and Proposed Purchase Price: <i>\$ 5250.00</i>	

PLANNED USE OF THE PROPERTY (place an x on the all answers that apply)		
Yard extension _____	Rehabilitation project _____	New construction _____
If you selected New Construction, will the parcel(s) owned by PURA be consolidated with any adjoining property? (circle answer) YES NO		
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 _____	Industrial _____	Other <input checked="" type="checkbox"/>
For Other, please explain use in an attached sheet. <i>Will MAINTAIN Property, per city code - green space within city</i>			
OWNERSHIP OF THE PROPERTY (place an x on the all answers that apply)			
Occupy _____	Sell _____	Rent/Lease _____	

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.
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.):
Approximate number of (off-street) parking spaces:

APPLICANT BACKGROUND AND EXPERIENCE
Has the applicant developed other projects in the City of Parkersburg? YES <input checked="" type="radio"/> NO <input type="radio"/> (circle answer) If yes, describe the project below, attach extra sheets as necessary.
Has the applicant purchased property from PURA in the past? YES <input checked="" type="radio"/> NO <input type="radio"/> (circle answer) If yes, describe the project below and on following page, attach extra sheets as necessary.
extension to existing property at
1006 Avery Street

PURA Application to Purchase Property

<p>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)</p> <p>YES <u>NO</u></p> <p>If yes, describe below, attach extra sheets as necessary.</p>
<p>Does the applicant have any judgments or claims against him/her that could impede the proposed improvement described above? (circle answer)</p> <p>YES <u>NO</u></p> <p>If yes, describe below, attach extra sheets as necessary.</p>
<p>Does the applicant have any outstanding Business and Occupation Taxes, City Fees, or any outstanding governmental fees similar (circle answer)</p> <p>YES <u>NO</u></p> <p>If yes, describe below and on next page, attach extra sheets as necessary.</p>

PURA Application to Purchase Property

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PROJECT FINANCING

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. <i>CASH purchase (NO FINANCING REQUIRED)</i>			
4.			

TOTAL SOURCES OF FUNDING:

Please provide approximate costs of items below, attach extra sheets as necessary.

Uses	Estimated Amount (\$)	Estimated Source
1. Property Acquisition		<i>NA</i>
2. Site Preperation		<i>NA</i>
3. Hard Construction Costs		<i>NA</i>
4. Design Costs		<i>NA</i>
5. Financing Costs		<i>NA</i>

TOTAL APPROXIMATE COSTS FOR IMPROVEMENT OR PROJECT: *0*

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: *Clay A. Wray* Date: *8-7-15*

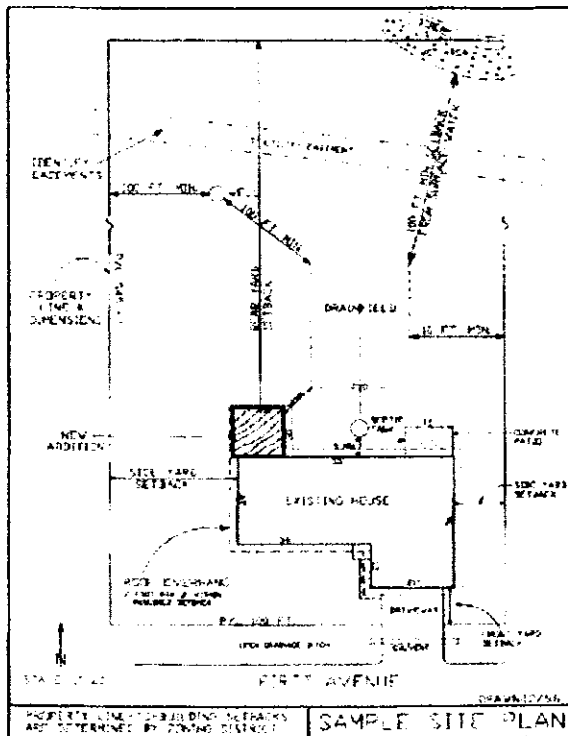
PURA Application to Purchase Property

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:	<i>Clips & Way</i>
Site address:	<i>1120 AND 1122 Avery Street</i>
Phone number:	<i>304. 210 - 4786</i>

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.

*No building At this time on site.
will MAINTAIN property by mowing AND
keeping up per city code.*



Parkersburg Urban Renewal Authority Staff Report

Municipal Building | Council Chambers | September 8, 2015

Parkersburg Urban Renewal Authority

Chair
Mike Reynolds

Vice- Chair
Roger Brown

Members
Nancy Wilcox
Sharon Lynch
Kim Coram
J.R. Carpenter
Warren Bigley
John Rockhold
James Reed

APPLICATION: Purchase 527 33rd Street

Application to purchase Tax Map 29, Parcel 57, commonly known as 527 33rd Street.

Applicant: Henry Oldaker

PROJECT DESCRIPTION

The applicant has solicited the purchase of 527 33rd Street. The section of the application detailing proposed use and improvements of the property is as follows, "I presently own property beside 527 33rd Street am in need for additional parking, at this time I only have parking on the street, which is only 50'. New entrance will be from side." The application further states that the use of the property will be commercial parking that will be rented. A proposed site plan was not included with application, but the applicant noted on Page 1 a general layout of the property.

BACKGROUND

Application to purchase 527 33rd Street was received by the Development Department on August 6, 2015.

ANALYSIS



The *Parkersburg Urban Renewal Authority Application to Purchase Property* details urban renewal development projects and developer feasibility for properties held by the Parkersburg Urban Renewal Authority (PURA). The applicant provides information related to their experience with property development, PURA property experience, project vision, project financing, and information related to the city's exposure to the applicant with regards to existing accounts, both finance and code related.

FINANCING

The applicant is seeking the purchase of 527 33rd Street for the purchase price of \$1,200.00 total. The applicant has proposed to purchase the property in cash, without the use of financing. Per the Wood County Tax Assessor's office, the property at 527 33rd Street has a current property assessment of \$8,600.00. The property's cost value was updated on January 30, 2015. Per the Wood County Tax Assessor's office, property assessments are established every 3 years, and are based on 60% of real market value.

APPLICANT'S HISTORICAL DATA

The applicant notes that he has several projects in the city, but none involving PURA. The applicant stated that he has not been named a defendant or party of any litigation such as bankruptcy, foreclosure, arbitration proceedings or have miscellaneous lawsuits pending. The applicant stated that he does not have any judgements or claims against them that would impede the improvements to the property. The applicant stated that they do not have any outstanding taxes or fees with the government.

PUBLIC WORKS RECCOMENDATION

No comments received, per issuing memorandum this department recommends approval of sale.

PARKERSBURG UTILITY BOARD RECCOMENDATION

Recommends approval of sale.

CODE ENFORCEMENT DIVISION RECCOMENDATION

No comments received, per issuing memorandum this division recommends approval of sale.

FINANCE DEPARTMENT RECCOMENDATION

The applicant does not have outstanding fees with the City of Parkersburg, recommends approval of sale.

PLANNING DIVISION RECCOMENDATION

The Future Land Use Map of the City of Parkersburg 2020 Comprehensive Master Plan Update identifies 527 33rd Street as a Commercial Office future land use. The Commercial Office future land use designation has the purpose of accommodating and encouraging infill of concentrated commercial office/service in a medium to high density mixed-use pattern. The primary uses of this future land use designation are: commercial retail, commercial office, light industrial, arts/culture, education, health care and government services, secondary uses are medium and high density residential and parks. Neighborhood Center designs are to encourage streetscapes, fencing, and landscaped buffers.

The property is also located in an infill redevelopment area. The Comprehensive Plan recommends that this specific area, the Garfield and Murdoch Avenue corridor, as

“ideal for new office space and smaller scale commercial. Improved pedestrian access along the corridor should provide connections to surrounding neighborhoods so that residents can safely walk to new and existing businesses.”

The City of Parkersburg Zoning Ordinance and Zoning Map identify the properties as currently zoned M-1 Light Manufacturing District. The purpose of this zoning district is to “accommodate those manufacturing establishments which are either: ones whose operations are relatively free of objectionable influences; or ones whose objectionable features are capable of being readily obviated or controlled by means of appropriate devices.” Uses permitted by right in this district include: all uses allowed by right or by condition in a B-2 Business zone (retail commercial), and additional uses when located 200 feet or more from a residential zone boundary including: concrete mixing, truck terminals, carpet cleaning plants, bulk storage tanks, cold storage plants, railroad train yards, and similar uses. Residential, institutional, and heavy manufacturing uses.

The Future Land-Use Map of the 2020 Comprehensive Master Plan Update identifies these properties as Commercial Office and within an infill/re-development area and the Zoning Ordinance identifies this property as M-1. 33rd Street is approximately twenty-five feet more or less (25' +/-) of paved roadway with no sidewalks. The proposed use of off-street parking is in keeping with the Comprehensive Plan and land development ordinances of the City of Parkersburg, and would assist in the redevelopment of the area.

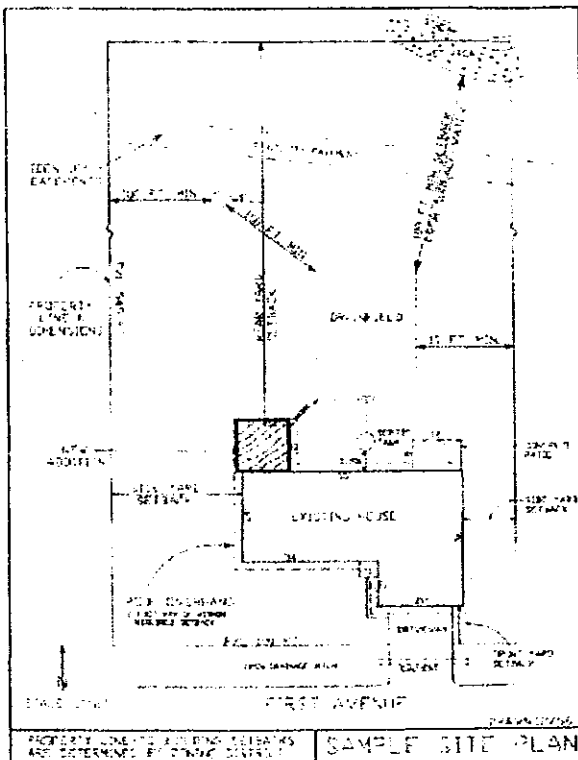
PURA Application to Purchase Property

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.

PURA Application to Purchase Property

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PROJECT FINANCING NO			
Please name all sources of funding for the proposed project and/or improvements to PURA property, attach extra sheets as necessary. NO FUNDS NECESSARY			
Source Type	Name of Source	Estimated Amount (\$)	Are Funds Committed? (Yes or No)
1. Applicant's Equity			
2. Bank Financing			
3.			
4.			
TOTAL SOURCES OF FUNDING: NONE			

Please provide approximate costs of items below, attach extra sheets as necessary.		
Uses	Estimated Amount (\$)	Estimated Source
1. Property Acquisition		
2. Site Preparation	2,000 ⁰⁰	
3. Hard Construction Costs	NONE	
4. Design Costs	NONE	
5. Financing Costs	NONE	
TOTAL APPROXIMATE COSTS FOR IMPROVEMENT OR PROJECT:		

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: Henry Q. Adams Date: 8/6/2015

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 <input checked="" type="radio"/> 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 <input checked="" type="radio"/> 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 <input checked="" type="radio"/> NO
If yes , describe below and on next page, attach extra sheets as necessary.

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.

I PRESENTLY OWN PROPERTY BESIDE 527-33RD STREET AND I AM IN NEED FOR ADDITIONAL PARKING, AT THIS TIME I ONLY HAVE PARKING ON THE STREET, WHICH IS ONLY 50" - (NEW ENTRANCE WILL BE FROM SIDE)

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.):

Approximate number of (off-street) parking spaces: UNKNOWN

APPLICANT BACKGROUND AND EXPERIENCE

Has the applicant developed other projects in the City of Parkersburg? YES NO (circle answer) If yes, describe the project below, attach extra sheets as necessary.

SEVERAL

Has the applicant purchased property from PURA in the past? YES NO (circle answer) If yes, describe the project below and on following page, attach extra sheets as necessary.

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>527 - 33RD STREET</u>	
Tax Map: <u>29</u>	Parcel #: <u>57</u>
Are you currently using the PURA parcel for any reason? YES NO (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.)?	
Estimated Fair Market Value and Proposed Purchase Price: <u>1,200⁰⁰</u>	

PLANNED USE OF THE PROPERTY (place an x on the all answers that apply)		
Yard extension _____	Rehabilitation project _____	New construction <u>X</u> <u>PARK AREA</u>
If you selected New Construction, will the parcel(s) owned by PURA be consolidated with any adjoining property? (circle answer) YES NO		
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 _____	Commercial <u>X</u>	Industrial _____	Other _____
For Other, please explain use in an attached sheet.			

OWNERSHIP OF THE PROPERTY (place an x on the all answers that apply)		
Occupy _____	Sell _____	Rent/Lease <u>X</u>

PURA Application to Purchase Property

APPLICANT INFORMATION		
Name of applicant: <u>HENRY OLDAKIEN</u>		
Name of business or non-profit organization: (if applicable)		
Physical address: <u>170 EMPIRE LAKE DRIVE</u>		
City: <u>PARKERSBURG</u>	State: <u>WV</u>	Zip Code: <u>26101</u>
Mailing address if different:		
City:	State:	Zip Code:
Daytime phone #: <u>(304) 482-7875</u>	Alternate phone #: <u>(304) 482-7872</u> KRISTY	
Email address: <u>WV PATCHES @ YAHOO.COM</u>		
Do you own any other property in the City of Parkesburg? <input checked="" type="radio"/> YES <input type="radio"/> 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>SEVERAL</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>525-33RD STREET</u>		
Tax Map: <u>29 ?</u>		
Parcel: <u>57 ?</u>		
How long have you owned the property: <u>4 MONTHS</u>		
What is the current use: <u>COMMERCIAL - LABORATORY</u>		