

Resolution to Establish and Adopt Property Disposition Policies and Procedures (16-2)

WHEREAS, the Crawford County Land Reutilization Corporation (“CCLRC”) Board of Directors (“Board”) has determined the need to establish guidelines;

WHEREAS, the CCLRC wishes to set goals and standards;

BE IT THEREFORE RESOLVED by the CCLRC Board of Directors that the following mission statement will be used:

Article I. Mission

Section 1.01 Mission Statement

Mission

The CCLRC will use the available resources to maintain and improve the quality of commercial and residential structures to enhance the economic and societal well being of the residents of Crawford County. The CCLRC shall be organized exclusively for exempt charitable purposes set forth in section 501(c)(3) of the Internal Revenue Code.

Objectives

1. To reduce the number of vacant and abandoned homes in Crawford county
2. To allow and encourage eligible private citizens the opportunity to acquire and improve properties for the benefit of the local communities as well as individuals
3. To enhance the property values and community structure of cities, villages and local communities/neighborhoods.
4. To encourage and accomplish positive results from the interaction of all local government entities seeking to improve each local community

Vision

That all residents of Crawford County may enjoy a comfortable and safe home in a stable community, along with viable and meaningful employment in the County.

Values

Any changes and improvements in the physical commercial and residential structures in Crawford County will be accomplished in an environment of respect, trust and enthusiastic support for all citizens and organizations.

BE IT FURTHER THEREFORE RESOLVED by the CCLRC Board of Directors that the following policies and procedures will be used in the acquisition and disposition of properties:

Article II. Authority

Section 2.01 Delegated Authority

- A. Unless otherwise provided in these Policies & Procedures, the Board of Directors of the CCLRC delegates to the Crawford County Treasurer (CCLRC “Manager”) the authority:
1. To acquire and dispose of property on behalf of the CCLRC;
 2. To contract with third parties on behalf of the CCLRC;
 3. To determine the fair market value of a property owned by the Land Bank;
 4. To determine the potential for renovation of a structure; and
 5. To expend CCLRC funds consistent with its approved annual budget.
- B. The authority provided in this Article may only be exercised consistent with these Policies and Procedures. The action of the Manager inconsistent with these Policies and Procedures will have no effect unless ratified by the Board of Directors of the CCLRC.
- C. Exceptions to these Policies and Procedures may be approved by the Board of Directors after a complete presentation by the Manager.

Article III. Acquisition of Properties

Section 3.01 General Considerations

- A. The CCLRC may acquire vacant, abandoned, and tax-delinquent property to further its mission. In determining whether to acquire a property, the CCLRC will target those properties that meet one or more of the following criteria, provided (proper resources and expertise are available as determined by the CCLRC Board of Directors):
1. There is a qualified end user committed to purchasing and returning the property to productive use;
 2. There is a prospective end user, neighborhood resident, local governmental entity, community stakeholder, or other interested party who has requested that the CCLRC review the property for acquisition;
 3. The redevelopment of the property will support strategic development efforts, is likely to act as catalyst for further development, or is part of a comprehensive development plan;
 4. Acquisition will support public infrastructure and green space development;
 5. Acquisition will help stabilize or improve neighborhood conditions by reducing blight;
 6. Acquisition will help create or preserve homeownership opportunities;
 7. There is an existing market for the property, but title issues prevent the property from being developed to its highest and best use;
 8. Acquisition of the property will help fulfill an existing plan for historic preservation;
 9. Acquisition of the property will further the CCLRC's mission and the CCLRC has the resources to maintain and market the property.

Section 3.02 Pre-Acquisition Considerations

- A. The CCLRC will assess the condition, marketability, potential holding and maintenance costs, and possible end users of every property prior to acquisition. When possible, the CCLRC will conduct a complete condition assessment of all structures prior to acquisition.
- B. Prior to acquisition, the CCLRC will ensure that it has available funds to hold and maintain the property for an extended ownership period.
- C. The CCLRC may only acquire property that has clear and marketable title, except for delinquent property taxes which may be abated under the Ohio Revised Code.
- D. If a property is in a local historic district, the CCLRC will endeavor to communicate with the appropriate historic commission to determine potential disposition options prior to acquisition.
- E. Prospective end users, community stakeholders, or other interested parties may submit a request for Property Investigation to the CCLRC. The CCLRC will assess properties brought to its attention under a Request for Investigation for potential acquisition.

Section 3.03 Post-Acquisition Considerations

- A. Upon acquiring any property with a structure, the CCLRC will conduct a complete condition assessment (if not already conducted), secure the property, add the property to its maintenance schedule, and prepare a marketability assessment for the property.
- B. As soon as practical, the CCLRC will move forward with property disposition, demolition, (or marketing following acquisition).
- C. Upon acquiring a property, the CCLRC will make its ownership known to the public. If the CCLRC has been in contact with a prospective end user, neighbor, community based organization, or other interested party prior to acquisition, it will communicate its ownership of the property to the interested party or parties.

Section 3.04 Acquisition through Tax Foreclosure

- A. The CCLRC will meet regularly with the County Treasurer's and Prosecutor's offices to strategically coordinate acquisition of a property through tax foreclosure.
- B. When a property is eligible under Ohio law and targeted for an acquisition by the CCLRC, the CCLRC will coordinate with the County Treasurer's and Prosecutor's offices to investigate and file a judicial tax foreclosure through the Crawford County Common Pleas Court.
- C. For properties subject to tax foreclosure, the CCLRC may acquire title to properties through direct transfer following judgment if the 28 day alternative redemption period was invoked by the Crawford County Treasurer (ORC 323.78). The CCLRC will provide formal notice to the County Treasurer and Prosecutor when electing to acquire a property through direct transfer following judgment.
- D. If the CCLRC elects to acquire a property through direct transfer, it may subsequently amend or rescind its election and will promptly notify the County Prosecutor's and Treasurer's office of its decision prior to transfer.
- E. In lieu of a direct transfer and when property conditions are unknown or direct transfer if determined not to be the best means of acquisition, the CCLRC may elect to allow properties to be auctioned through the Crawford County Sheriff.
- F. Upon acquisition after tax foreclosure, the CCLRC will instruct the County Auditor's office to remove all existing delinquent taxes, assessments, charges, penalties, and interest, and exempt the property from future taxes and assessments for the entire period the CCLRC owns the property.

Section 3.05 Acquisition from the Forfeited Lands List

- A. The CCLRC may acquire a property on the Auditor's forfeited lands list when the property is determined by the CCLRC to be a targeted property for acquisition.
- B. When the CCLRC wishes to acquire a property on the forfeited lands list, it will provide notice of its intent to acquire the property to the Crawford County Auditor and will instruct the County Auditor's office to remove all existing delinquent taxes, assessments, charges, penalties, and interest, and exempt the property from future taxes and assessments for the entire period the CCLRC owns the property.
- C. The CCLRC will conduct a full condition assessment of a property with a structure on the forfeited lands list prior to acquisition.
- D. The CCLRC may assess, secure, and market a property on the forfeited lands list prior to taking title to the property.

Section 3.06 Acquisition through Donation or Deed-in-Lieu of Foreclosure

A. Private Donation

- 1. The CCLRC may only acquire a property by private donation if clean, marketable title has been verified. The CCLRC may require prospective donors to provide at the donor's expense a competent title examination prior to acquisition.
- 2. The CCLRC will conduct a complete condition assessment of any property with a structure before acquiring the property through private donation.
- 3. If requested by the donor, the CCLRC, as an eligible charitable organization, will acknowledge the donation. The donor will be solely responsible for reporting and determining the value of any property donated.
- 4. At its discretion, the CCLRC may require prospective donors to pay all delinquent taxes, assessments, charges, penalties, and interest prior to private donation.

B. Deed-in-Lieu of Foreclosure

1. If a property has been certified as tax delinquent but is otherwise free from liens and encumbrances affecting title, the CCLRC may opt to take title through deed-in-lieu of foreclosure under R.C. §5722.10. For tax delinquent properties that may be candidates for acquisition through deed in lieu of foreclosure, the CCLRC and Crawford County Treasurer's office may initiate a tax foreclosure investigation to determine the status of title. The CCLRC and Treasurer's office may elect to proceed with filing a tax foreclosure action against any delinquent property rather than accept a deed in lieu of foreclosure.
2. Prior to accepting a deed-in-lieu of foreclosure, the CCLRC will obtain conveyance consent from the Crawford County Auditor pursuant to R.C. §5722.10, including when applicable,
3. providing written certification to the Crawford County Auditor that the property is "abandoned land" as defined in R.C. §323.65.

Article IV. Disposition of Properties

Section 4.01 General Considerations and Prohibitions

A. The Disposition of Properties will occur under Three Categories:

1. Residential – Described in this article and other sections of this document
2. Commercial and/or Industrial – Described in article V and other sections of this document
3. Non-Profit/Public Use/Governmental – Property not transferred to these entities due to forfeiture action and acquired by the CCLRC may be transferred to these entities using the appropriate procedures listed in sections IV and V. Preferential consideration may be given to these entities.

B. An individual or business entity that was the owner of property at the time of the tax foreclosure action which transferred title to the CCLRC may not subsequently qualify as an end user for that property. For this section, ineligible parties include shareholder partners, members, and officers of the business entity owner and immediate family members of the individual owner.

C. A prospective end user may own no real property that:

1. Has any un-remediated citations or violations of the state and local codes and ordinances, or has a recent history of such violations;
2. Is tax delinquent, or was tax delinquent when the prospective end user transferred the property to another party and the property remains tax delinquent;
3. Was subject to a judgment in a tax foreclosure proceeding in the past five (5) years; or
4. Has a delinquent water account with the any local water utility, whether the water account is for a property the prospective end user occupies or a property occupied by a tenant, land contract vendee, or family member of the prospective end user.

D. The CCLRC will prioritize its disposition resources, including any dollars allocated for demolition, maintenance, and renovation, based on the following general criteria:

1. In neighborhoods with an active neighborhood plan or plans, developed with direct input from neighborhood residents, organizations, and institutions;
2. Where the targeted elimination of blight will make an impact on the overall stability of the neighborhood;
3. Where unrestricted dollars can bridge funding gaps to stabilize neighborhoods and preserve property values and;
4. Where an investment will leverage funds from existing federal, state, or local housing programs.

F. Transactions will be structured in a manner that permits the CCLRC to enforce conditions upon title pertaining to development and use of the property for a specified period, consistent with these Policies and Procedures.

G. The proposed end use must follow any local development plans. A letter of support or opposition for the proposed use submitted by neighborhood groups or any Crawford County Planning Commissions will be a factor in any final decision of the CCLRC.

H. The proposed end use must follow current zoning and special use requirements, or rezoning or variance must be obtained as a condition of the transfer.

- I. Options to purchase CCLRC property may be available under terms negotiated by the prospective end user and the CCLRC. Any option fee will be credited to the purchase price at closing. If closing does not occur, the fee is forfeited.
- J. The CCLRC reserves the right to convey or not to convey real property, or to convey real property in the way that constitutes the best long term end use for the property and for the neighborhood. Considerations under this section include preserving access to adjacent property and preserving or promoting good planning practices.
- K. All dispositions of property will be completed "AS IS". The Purchaser or End User will be given a full and complete opportunity to conduct his, her, or its own investigation as to any matter, fact or issue that might influence End User's decision to accept the Property from CCLRC. Accordingly, End User shall accept the Property from CCLRC without any representations or warranties whatsoever regarding the Property and on an "AS IS, WHERE IS" and "WITH ALL FAULTS" basis.
- K. When multiple applications are received for the same parcel(s), the Board will utilize 4.05 as a guideline.

Section 4.02 Financial Considerations

- A. In every transfer of real property the CCLRC will require good and valuable consideration in an amount determined by the CCLRC in its sole discretion and consistent with these Policies Procedures.
- B. CCLRC property will be sold for a value consistent with current market values, but also considering special neighborhood needs and conditions and any costs to the CCLRC. Recent appraisals and neighborhood sales may be considered and total cost to the end user shall be for not less than \$300, except regarding the Side Lot / Rear Lot Program. The value will be determined by the CCLRC consistent with these Policies and Procedures.
- C. Consideration will be in cash. The CCLRC may accept deferred financing, performance of contractual obligations, or other obligations and responsibilities of the transferee in lieu of cash in its sole discretion.
- D. The CCLRC may not accept cash consideration through installment payments.

Section 4.03 Residential Structure Transfer Program

- A. Every residential structure acquired by the CCLRC and determined to be marketable after a complete condition and marketability assessment will be marketed to the public and available for a prospective end user to purchase.
- B. The CCLRC will determine the initial listing price for a property by conducting an assessment of a property's after renovation market value and deducting projected renovation costs. The final purchase price for any property will be negotiated between the CCLRC and the most qualified end user as selected by the CCLRC in its discretion.
- C. Prospective end users will be required to complete a Residential Acquisition Application, available from the CCLRC by calling 419-562-7861 or visiting the County Treasurer's office, located at 112 East Mansfield Street in Bucyrus.
- D. Applications will only be accepted from prospective end users after the CCLRC has acquired and made the property available to the public.
- E. Priority for selecting between qualified purchasers will be determined in the following order:
 1. Owner occupants verified by the CCLRC; then
 2. Owner occupants immediately adjacent to the CCLRC property requested.
 3. Owners renting to immediate family members verified by the CCLRC.
 4. Rental, land contract, or resale opportunities.
- F. To determine a final purchaser among qualified end users with equal priority under these Policies and Procedures, the CCLRC will accept the highest and best purchase offer for the property.
- G. Deed-in-Escrow Disposition Procedure - (This procedure will be used only if the Board approves holding a property for an extended period of time).
 1. The CCLRC and purchaser will negotiate a purchase price and enter into a purchase agreement for the property. Closing will be held at a local title company acting as escrow and title agent for the transaction.
 2. The purchaser must complete the renovation work on the property and pass a safety and habitability inspection within a negotiated renovation time period.

3. Closing will be handled with either a “traditional” or “reverse” deed-in-escrow, at the CCLRC’s discretion, as follows:
 - a. Deed-in-Escrow: The CCLRC will retain title to the property at closing, and the deed transferring title to the purchaser will be held in escrow with the closing agent. The CCLRC will issue a notice to proceed allowing the purchaser to move forward with the renovation work. Title will transfer following completion of the renovation work and passage of the CCLRC’s safety and habitability inspection.
 - b. Reverse Deed-in-Escrow: Title will be transferred to the purchaser. The purchaser will simultaneously execute a deed transferring title back to the CCLRC held by the escrow and title agent during the renovation time period. The deed held in escrow will be voided and released following completion of the renovation work and passage of the CCLRC’s safety and habitability inspection.
4. When the renovation work is complete and the purchaser has passed the CCLRC safety and habitability inspection, the CCLRC will instruct the closing agent to either transfer title in the property to the purchaser or void and release the deed held in escrow, depending on the purchase agreement.
5. Properties cannot be rented, occupied, mortgaged or otherwise encumbered during the deed-in-escrow or reverse deed-in-escrow period.
6. If a purchaser intends to encumber the property with third-party purchase or renovation financing, the CCLRC may waive the deed-in-escrow or reverse deed-in-escrow requirement and instead secure a second mortgage against the property until the purchaser has completed the renovation work and has passed the safety and habitability inspection.

Section 4.04 Vacant Side Lot/Rear Lot Disposition Program

- A. Parcels of property transferred under the Side Lot/Real Lot Disposition Program must meet the following criteria:
 1. The property must be vacant unimproved real property;
 2. The property must be physically contiguous to an adjacent end user, with not less than a 50% common boundary line on one side. This percentage may be altered with CCLRC approval.
 3. The intended use for the side lot must be disclosed;
 4. The side lot property will be combined with the adjacent property into one parcel, unless special circumstances render combination at the time of transfer impractical or infeasible;
 5. The end user must hold title to the contiguous property;
 6. The end user property must be occupied, unless the CCLRC Board approves a variance;
 7. The end user cannot owe delinquent property taxes on any property owned by the end user, except that an end user will be deemed eligible if the end user has enrolled in a delinquent tax installment payment plan and has paid at least 50% of the total amount due at the time of closing or other payment history approved by the CCLRC Board; and
 8. The end user must meet all other general disposition considerations under this Article.
- B. Side Lot/Rear Lot Pricing
 1. The CCLRC will offer up to two contiguous parcels to qualified side lot/Rear lot end users for the total price of not greater than \$100, including the costs of any liens which may be recovered. Contiguous parcels are parcels contiguous to the end user’s adjacent property or contiguous to another eligible side lot/end lot. Additional parcels beyond two may be sold for the purchase price of a maximum of \$50.00 per parcel.
 2. If a parcel is offered under the Side Lot/Rear Lot Disposition Program, the size of the lot will not affect the purchase price. The CCLRC may consider lot size in determining whether to include a property in the Side Lot/Rear Lot Program.

C. Side Lot Transfer Procedure

1. Prospective side lot/real lot end users who meet the qualifying criteria must submit a Residential Acquisition Application to the CCLRC. The CCLRC will accept applications until it enters into an agreement with one or more qualified end users to acquire the side lot/rear lot.
2. The CCLRC will notify every eligible adjacent end user regarding an available side lot/rear lot prior to entering into an agreement that disposes of the entire parcel. Prospective end users will have 30 days from the CCLRC's notice to apply for side lot/rear lot. Adjacent owners who are ineligible to purchase a side lot during review will not be notified of a side lot/rear lot opportunity.
3. The CCLRC may enter into an agreement with a qualified side lot/rear lot end user prior to acquisition. If the CCLRC does not hold title when the purchase agreement is executed, the agreement will be conditional upon the CCLRC ultimately acquiring title to the property.
4. At the time of closing, the end user will authorize the CCLRC to transfer title the property into the end user's name upon the CCLRC's acquisition of title. Any side lot/rear lot purchase price will be paid at the time of closing or upon the CCLRC taking title, in the CCLRC's discretion.
5. If two or more qualified side lot end users have applied under the Side Lot Program the CCLRC will split the property among the end users in as equitable a manner as possible.
6. If an end user will not agree to a proposed split, the CCLRC will convey the property in the way that it deems best for the property and for the surrounding neighborhood or utilize the procedures in Section 4.05.

Section 4.05 Multiple Application Disposition Program

- A. If two or more apply for a CCLRC property, a special committee may be appointed and will review all applications considering whether the application is consistent with the stated purposed of the CCLRC and all information including but not limited to the following:
 1. Facilitating the reclamation, rehabilitation and reutilization of vacant, abandoned, tax-foreclosed or other real property that will be so benefited by transfer to the applicant;
 2. Whether the immediate transfer of the property is more efficient than being held and managed by the CCLRC;
 3. Whether there a benefit to coordinate the transfer of the property to assist a governmental entity or other non-profit organization;
 4. Whether the transfer promotes economic and housing development in the neighborhood and community;
 5. Whether the transfer reasonably avoid future tax forfeiture sales;
 6. Whether the applicant provides a reasonable comprehensive plan for the long-term use of the property;
 7. Whether the transfer complies with local ordinances and building codes; and
 8. Whether the property is more suitable to be attached to one applicant.
- B. Upon review, if the Special Committee determines that one applicant's plan fits better within the above mentioned guidelines, then the Special Committee may recommend to the Board of Directors to sell said property to said applicant and reject any other applications. If the Special Committee concludes that the applicants qualify equally, then the committee may recommend either:
 1. Applicants will be notified by mail and asked to submit their "Best and Highest" bid by a submission date stated in the notice.
 - a. All bids are to be delivered to either the County Treasurer's Office or the CCLRC Office on or before 4:00 pm on the submission deadline date.
 - b. All bids that are mailed regular US postal service must be post marked on or before the submission date and received no later than 7 days after mailing. Any bid received more than 7 days after mailing will be rejected.
 - c. The CCLRC reserves the right to reject any and all bids.
 2. The property be advertised and sold at public auction.

OR

- C. The CCLRC may transfer, sell, lease, or license vacant land to non-adjacent qualified end users at its discretion.

Article V. Commercial & Industrial Property (will be developed as needed)

Section 5.01 Definitions

- A. "Commercial or industrial property" means any non-residential property, including mixed use properties and residential properties with five or more units.
- B. "Major commercial or industrial property" means any commercial or industrial property with a gross building area of 10,000 square feet or more or occupying land 1 acre or more.
- C. "Development agreement" means an agreement entered into between the CCLRC and a qualified end user for the sale and redevelopment of a commercial or industrial property.
- D. "Qualified end user" means, for the purposes of this Article V, an end user who meets the CCLRC's general disposition requirements and can demonstrate the capacity to successfully redevelop vacant commercial or industrial property consistent with the proposed development agreement.

Section 5.02 Acquisition Considerations

- A. The CCLRC may acquire a commercial or industrial property after a qualified end user has entered into a development agreement with the CCLRC.
- B. The CCLRC may coordinate with the County Treasurer's office and County Prosecutor's office to carry out tax foreclosure proceedings on an eligible commercial or industrial property, whether or not the CCLRC ultimately takes title to the property. Before taking title to a commercial or industrial property, the CCLRC may assess, secure, and market a commercial or industrial property on the forfeited lands list.
- D. The CCLRC will not acquire title to a major commercial or industrial property without entering into a development agreement with a qualified end user first approved by the CCLRC Board of Directors.

Section 5.03 Disposition Considerations

- A. The CCLRC will prioritize commercial or industrial property end users with development plans that will accomplish some or all of the following goals:
 - 1. Preserve or increase property values;
 - 2. Increase the marketability of residential properties;
 - 3. Create new businesses or employment opportunities;
 - 4. Preserve historic structures;
 - 5. Create new housing opportunities;
 - 6. Increase walkability or access public transit; and
 - 7. Assist in the remediation of a brownfield site.
- B. Regarding major commercial and industrial properties, the CCLRC will consult with residents, neighborhood based organizations, political subdivisions, institutional end users, and other community stakeholders prior to entering into a development agreement with a qualified end user.
- C. The CCLRC will avoid acquiring or disposing of a commercial or industrial property in a manner that may negatively affect the stability of any adjacent neighborhoods or the community, notwithstanding any offers or development plans received.

Section 5.04 Development Agreements

- A. The CCLRC and the qualified end user will negotiate the terms of the development agreement on a property-by-property basis. Terms will include purchase price, renovation and end use plan, and development timeline.
- B. Development agreements will contain :
 - 1. A list of all development partners, including contractors, project manager, architects, legal counsel, realtors, and any other partners;

2. A narrative description of the development work to be completed, project time line, and final end use;
 3. The sources of financing or funding available to complete the project; and
 4. A description of previous commercial or industrial property experience, if any.
- C. If a special use permit, a variance, or rezoning is necessary in order to for a qualified end user to accomplish its development plans on a commercial or industrial property, the development agreement will be conditional upon the approval of any Planning Commission or Board of Zoning Appeals, and the political subdivision in which the commercial or industrial property is located.
- D. The CCLRC may retain an interest in commercial or industrial property through the “deed-in-escrow” described in Article IV. End users will be required to certify code compliance with the political subdivision in which the property is located or pass a safety and habitability inspection verifying:
1. The property is safe and secure;
 2. All major systems are properly installed and functional;
 3. The property is cleaned and appropriately maintained on both the interior and exterior; and
 4. Any other conditions in the development agreement.

Section 5.05 Environmental Considerations

- A. The CCLRC may not take title to or have any work performed on a commercial or industrial property that has or is likely to have environmental contamination without first obtaining a Phase I environmental assessment.
- B. The CCLRC may not acquire a commercial or industrial property with known or likely environmental contamination without:
1. Prior approval of the CCLRC Board of Directors; and
 2. Prior or funded environmental remediation rendering the site clean and free from contamination.
- C. Notwithstanding section 5.05(B), the CCLRC may acquire a commercial or industrial property with known or likely environmental contamination as a pass-through entity if:
1. The end user agrees to fully indemnify the CCLRC for all liability stemming from environmental contamination on the commercial or industrial property; and
 2. The end user agrees to remediate existing environmental contamination to acceptable standards as a condition of the development agreement.

Article VI. Blight Elimination

Section 6.01 Demolition Decision-making

- A. Upon acquiring a property that may be demolished, the CCLRC will conduct a complete condition assessment on the property and reasonably estimate the cost of returning the structure to safe, habitable, and code compliant condition.
- B. The CCLRC will review the property’s complete condition assessment, estimate renovation costs, fair market value, and the input of neighbors, preservationists, and community stakeholders before making a final demolition decision.
- C. The CCLRC may make demolition decisions prior to acquisition based on a complete exterior inspection if nuisance conditions necessitate expediency.

Section 6.02 Demolition Partners

- A. The CCLRC will partner with the public sector, and private partners and contractors to facilitate the demolition of a property swiftly after a demolition decision has been made.
- B. Whenever possible, the CCLRC will coordinate with residents and neighborhood-based organizations to identify a property for demolition through the CCLRC’s program.

Section 6.03 Quality of the Demolition

- A. Every CCLRC demolition will conform to the following specifications:
1. Demolition of the primary residential structure and all ancillary structures on the property, including garages and sheds, and all paved surfaces, including driveways, private walkways and patios;
 2. Removal of the foundation ;
 3. Removal of dead or dangerous trees, whenever possible;
 4. Hauling of debris from the demolition site to a landfill for disposal, and providing verified original receipts from an approved land fill or dump site evidencing that the debris has been disposed of in a proper manner;
 5. Retention and restoration (if damaged) of the sidewalk and public right of way, unless otherwise indicated;
 6. In-fill of the foundation with materials that meet or exceed the trade standard to allow a proper grade and grass growth on the finished lot;
 7. Finishing the site so that it is level and free from debris, including along lot lines, and is properly graded.
 8. Coverage of the site with at least 1 inch of top soil, grass seeding of the site at a rate of 6 pounds per 1000 square feet, and providing a cover of straw, so grass is growing on the site and the site can be safely mowed and maintained;
 9. Keeping the property and surrounding area clean and free from excess debris daily during demolition and following completion of demolition;
 10. Securing all necessary permits relating to the demolition and hauling of a residential structure, and providing proof of applicable demolition permits; and
 11. Performing the project in a professional, safe and workmanlike manner, providing all necessary protections, and taking all necessary precautions to protect workers, bystanders, and adjacent property from injury or damage during the entire demolition project.

Section 6.04 Salvage and Deconstruction

- A. Salvage on a property owned by the CCLRC and scheduled for demolition may be permitted to recover important historic materials or architectural details. An organization with experience in salvage may contact the CCLRC at least thirty (30) days prior to the scheduled demolition and request salvage rights. Entities engaged in salvage activities must document satisfactory commercial general liability insurance and have its individual representatives sign a salvage waiver prior to entering the property.
- B. Where health and safety concerns or timely coordination of the demolition make salvage impracticable, the CCLRC may deny a salvage rights request.
- C. The CCLRC may expend funds to undertake deconstruction demolition, when feasible and when funding is available.

Section 6.05 Demolition of Historic Properties

- A. The CCLRC will seek demolition of structures in local historic districts only after exhausting reasonable alternatives for the property including:
1. Marketing the property with a local realtor experienced in historic preservation;
 2. Securing the property to prevent ongoing deterioration; and
 3. Providing grant funds to a qualified end user to support renovation, if funding is available and approved by the Board of Directors.
- B. To the extent required by law, the CCLRC will obtain approval prior to demolishing a property in a federal or local historic district or listed on the National Register of Historic Places.

Section 6.06 Commercial or Industrial Property Demolition

- A. The CCLRC must receive approval from the CCLRC Board of Directors prior to allocating resources and demolishing a commercial or industrial property.
- B. Commercial or industrial demolition projects eligible for an expenditure of CCLRC resources must meet some or all of the following criteria:
 - 1. Projects in which the CCLRC can acquire title and for which there is a qualified end user for the property if the structure is demolished;
 - 2. Projects in which a substantial investment will be made in the property or the surrounding area by an end user or a third party following demolition;
 - 3. Projects in which matching funds are available to assist with demolition costs, including costs associated with environmental assessment and abatement;
 - 4. Projects in proximity to existing businesses that will benefit from the demolition through workforce expansion, workforce retention, or new capital investment;
 - 5. Projects in proximity to an existing business likely to relocate if the nuisance structure is not demolished, but would remain if the nuisance were abated;
 - 6. Projects that will increase the quality of life for residents of a surrounding residential neighborhood because of demolition;
 - 7. Projects in which the structure constitutes a serious health and safety risk to the surrounding area and that risk will be minimized or eliminated because of demolition;
 - 8. Projects in which the structure is functionally obsolete, cannot be returned to its original use, or cannot be converted to a different use; and
 - 9. Additional criteria that increase a project's merit on a case-by-case basis.

Article VII. Contractors

Section 7.01 General Considerations

- A. Every CCLRC contractor will be required to pre-qualify for work through the CCLRC and work will only be awarded to pre-qualified contractors. In lieu of pre-qualification, a contractor may be required to complete an independent contractor agreement with the CCLRC before work is awarded at the discretion of the Manager.
- B. In order to pre-qualify for work through the CCLRC, all prospective contractors must provide or comply with the following:
 - 1. Complete the Contractor Pre-Qualification Verification Form in its entirety and return it to the CCLRC;
 - 2. Agree to provide equal employment opportunities, as evidenced by contractor's signature on the Equal Opportunity Employment statement (part of the Contractor Pre-Qualification Verification Form) and agree to hire local employees who may have barriers to employment when feasible;
 - 3. Agree to warranty all work performed under any contract awarded by the CCLRC, as evidenced by contractor's signature on the Contractors Warranty (part of the Contractor Pre-Qualification Verification Form);
 - 4. Submit or the contractor's insurance agent submit a Certificate of Insurance, documenting the active insurance required by the CCLRC and naming the Crawford County Land Reutilization Corporation as an additional insured with certificate holder status;
 - 5. Submit a completed W-9 Tax Form; and
 - 6. Submit a copy of the contractor's active Worker's Compensation Certificate.
- C. If a contractor meets the CCLRC's qualification standards, the contractor will be eligible for work through the CCLRC according to the contractor's trade or specialty.
- D. The CCLRC reserves the right to require additional information, including a financial statement from contractors, before qualifying a contractor.

Article VIII. Maintenance (policies will be developed as needed)

Article IX. Insurance

Section 9.01 Insurance Requirements

- A. Each property that the CCLRC acquires will be covered by general liability insurance for the duration of the CCLRC's ownership.
- B. The CCLRC may purchase casualty insurance for a property on a case-by-case basis. Factors to consider regarding the purchase of casualty insurance include the proposed length of CCLRC ownership and the fair market value of the property.

Article X. Land Assembly (policies will be developed as needed)

Article XI. Appeals

Section 11.01 Appeals to the Manager

- A. An interested party unsatisfied with a CCLRC decision or conclusion on a matter may request that the CCLRC Manager review the matter. The CCLRC's Manager will review the matter with the interested party and will notify the interested party of the outcome within seven (7) days.

Section 11.02 Appeals to the Board of Directors

- A. When an interested party is directly affected by a decision of the CCLRC, the party may file an appeal with the CCLRC's Board of Directors. The appeal must be in writing and submitted to the CCLRC no later than ten (10) days after notice of the CCLRC's decision.
- B. The CCLRC's Board of Directors will consider each appeal on a case-by-case basis to determine whether the decision of the CCLRC followed these Policies and Procedures or the Board's resolutions.
- C. If the Board determines that the CCLRC action was inconsistent with these Policies and Procedures or the Board's resolutions, the Board may take action to correct the prior decision. When feasible, the Board may reconsider the CCLRC decision and change it in a manner consistent with these Policies and Procedures.
- D. Regardless of the outcome of the appeal, the Board will notify the party of the outcome of the appeal in writing.
- E. If the CCLRC has decided to acquire or dispose of a property or contract for services, and if at the time of the appeal the CCLRC has contracted to acquire or dispose of property or contract for services, the appeal will not affect the ability of the CCLRC to acquire or retain title to the property, dispose of the property, or perform its contractual obligations.

CCLRC Land Transfer Policies (summary)

1. Transferee must not own any property that has any un-remediated citation of violation of local codes and ordinances. If code or ordinance violations exist at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations.
2. The transferee must not own any real property that is tax delinquent in Crawford County, unless a payment plan and the transfer is approved by Crawford County Treasurer's office.
3. Transferee must not have had a tax foreclosure within the past 5 years.
4. Property must not have been used by the transferee or a family member of the transferee as his or her personal residence at any time during the twelve (12) months preceding the submission of application (except in rental cases or tax foreclosure cases that have been granted an exception by the Board).
5. Transferee or family member of transferee must not have been the prior owner of any property that was transferred to CCLRC as a result of tax foreclosure proceedings unless CCLRC approves the anticipated disposition prior to the effective date of completion of such proceedings. An exception may be granted by the Board.
6. A precise narrative description of future use of the property is required.
7. Transactions structured in a manner that permits CCLCR to enforce recorded covenants or conditions upon title pertaining to development and use of the property for a specified period of time. Such restrictions may be enforced through reliance on subordinate financing held by the CCLRC.
8. The transferee must agree to pay future property taxes from time of transfer.
9. The proposed use must be consistent with current zoning requirements

Jeff Reser
Jennifer J. Kuns
 Is as follows:

moved to adopt the foregoing Resolution.

second the above resolution and the vote on this Resolution

	Aye	Nay
<u>Gary Cole</u> (Gary Cole)	✓	_____
<u>Jennifer J. Kuns</u> (Jennifer Kuns)	✓	_____
<u>Jenny Vermillion</u> (Jenny Vermillion)	✓	_____
<u>Steve Reinhard</u> (Steve Reinhard)	✓	_____
<u>Jeff Reser</u> (Jeff Reser)	✓	_____

Upon an affirmative vote, the Resolution is adopted on May 25, 2016 and the Resolution is effective on this date.