



LAND REUSE AND PRESERVATION AGENCY

BOARD OF DIRECTORS REGULAR MEETING PACKET

Thursday, February 27, 2020

4:00 p.m.

City Council Chambers

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko



Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko

AGENDA

- I. Call to Order and Roll Call**
- II. Proof of Notice of Meeting or Waiver of Notice**
- III. Reading and Approval of Minutes of Preceding Meetings**
 - 23 JAN 2020 Regular Meeting
- IV. Correspondence**
- V. Public Comment** – Subject to rules established in the Board’s Bylaws
- VI. Presentations** – None.
- VII. Report of Officers and/or Directors**
- VIII. Report of Committees**
 - A. Property Management Committee
- IX. Report of Staff**
 - A. Report of Development Services Director
 - B. Report of City Manager
 - C. Report of City Attorney
- X. Unfinished Business** – None.
- XI. New Business**
 - A. Agency Logo Project with Eve Faulkes, WVU – Request for an ad hoc committee of the Board to work with students in designing the Agency’s logo
 - B. Workshop Item No. 1 – 2020 Agency Work Plan
 - C. Workshop Item No. 2 – Project Proposal Submission and Evaluation Guidelines



THE CITY OF
MORGANTOWN
WEST VIRGINIA

LAND REUSE AND PRESERVATION AGENCY

February 27, 2020
4:00 p.m.
Council Chambers

Board of Directors:

David Satterfield,
Chair

Jessica McDonald,
Vice-Chair

Patrick Kirby,
Secretary

Laura Rye,
Treasurer

Brent Bailey

Michael Mills

Tim Stranko

D. Consideration of leasing property in the downtown area of the City of Morgantown (it is anticipated that the Agency will discuss this matter in executive session as a matter relating to the leasing of real estate).

E. 430 Spruce Street Fence

F. 430 Spruce Street Naming Rights

XII. Adjournment

**MORGANTOWN
LAND REUSE
AND
PRESERVATION
AGENCY
[ONLINE](#)**

**Intentional
Blank
Page**

**MORGANTOWN LAND REUSE AND PRESERVATION AGENCY
REGULAR MEETING MINUTES**

4 p.m.

January 23, 2020

Council Chambers

DIRECTORS PRESENT: David Satterfield, Jessica McDonald, Patrick Kirby, Brent Bailey, and Tim Stranko

DIRECTORS ABSENT: Laura Rye and Michael Mills are excused.

STAFF PRESENT: Chris Fletcher, Director of Development Services and Ryan Simonton, City Attorney

I. CALL TO ORDER AND ROLL CALL

After calling the roll, Satterfield noting a quorum was present and the Rye and Mills were excused.

II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

III. ELECTION OF OFFICERS FOR 2020 CALENDAR YEAR

Satterfield reported that City Council reappointed Mr. Mills and Mr. Stranko for new three-year terms.

Satterfield asked for nominations for office of Chair. Stranko moved nominate the entire slate of leadership positions to remain as they were for 2019 [Satterfield – President; McDonald – Vice-President; Kirby – Secretary; and, Rye – Treasurer]. Satterfield asked if those present would be agreeable to continuing to serve in these capacities for 2020. Satterfield, Kirby, and McDonald answered in the affirmative. Bailey seconded the motion. Stanko moved to close the nominations. Nominations being closed, Satterfield asked for a vote on the motion to retain the 2019 leadership slate. The motion carried unanimously.

IV. READING AND APPROVAL OF MINUTES OF PRECEDING MEETING

Satterfield asked for a motion to approve the minutes of the November 21, 2019 meeting. Bailey moved to approve as presented; seconded by Kirby. Mr. Stranko abstained due to his absence. The motion carried unanimously.

V. CORRESPONDENCE – None.

VI. PUBLIC COMMENT – None.

VII. PRESENTATIONS – None.

VIII. REPORT OF OFFICERS AND/OR DIRECTORS

Kirby inquired if the Agency was preparing a budget request for funding to City Council for the upcoming 2020-2021 fiscal year. Satterfield suggested that should be a discussion with the City Manager. Satterfield asked Fletcher to follow up with the City Manager asking for direction on how the Agency should submit a funding request as a part of the upcoming City budgeting process.

Kirby noted he is concerned with timing and whether it would be appropriate for the Board to discuss the budget request as a group at this meeting in terms of what the Board is thinking about for a request and the purposes of the funding request verses putting that back on the City Manager. Satterfield noted he would like to understand if the City Manager would welcome a request from the Agency or if he has something penciled in or has an expectation. Satterfield noted it would be good to let the City Manager respond. Satterfield noted a working meeting with the City Manager might be appropriate.

McDonald noted an application deadline requesting funds from the City was 31 JAN 2020. Simonton noted that deadline was for nonprofits and that the draft budget would be presented to City Council in late February.

McDonald asked if that deadline was applicable to the Agency. Simonton noted that because the Agency is a part of the City, it would probably merit consideration for funding at any time and there is the prospect of a budget amendment during the fiscal year.

Kirby noted Senate Bill 265 that is going through the Legislature now and there is discussion about demolition that could impact this area. If passed, there would be a program for demolition funds.

Satterfield brought to attention an item of business he would like to discuss at the February meeting. There have been the beginnings of conversations during the Agency's first year. At the next meeting, Satterfield would like to set aside 20-30 minutes to talk about the work plan for 2020 should be. He would like to follow up with the groups that have come to the Agency with potential projects. Example, where has the Greenspace Coalition been and what progress have they made; how can we talk about the trails or what may be needed; we learned a lot about the abandoned properties and tax sales. The information that Mr. Fletcher provided to us with the City, the holdings etc. He asked about what issues we would like to take on and be pro-active about.

Stranko noted a comprehensive plan for pedestrian and bike improvements has been completed and the efforts like the Greenspace Coalition and how the Agency might fit in needs to be coordinated.

IX. REPORT OF COMMITTEES

A. Property Management Committee.

Ms. McDonald referred to the memorandum included in the packet concerning 430 Spruce Street. McDonald noted the committee toured 430 Spruce Street, met with Emily Muzzarelli, Assistant City Manager and Alex Stockdale, Public Works Director, and discussed the demolition and renovation of the second-floor tenant space and common areas. The committee went

through the space and discussed what improvements could be made with the contractors already selected by the City to perform renovations to the first-floor space that will be occupied by the City and how to take advantage of that opportunity. The City completed some demolition Mills had suggested for the larger tenant space. McDonald noted she asked Muzzarelli and Stockdale about the City employee clinic concept that had mentioned before in the smaller tenant space. McDonald noted Muzzarelli and Stockdale had toured several similar municipal employee clinic spaces around the State. They thought the smaller tenant space would be good for the clinic. They committed to exploring a clinic for the smaller tenant space including costs. The Committee met with Russ Rogerson, President and CEO of Morgantown Area Partnership (MAP) about their building on High Street that is being leased to multiple small business to get an idea they are doing there. They offer their monthly leases to include all utilities, but parking is not included or available at the site. They discussed his potential interest in leasing parking at 430 Spruce Street to his tenants. The Committee met with Dana McKenzie of the Morgantown Parking Authority about managing the parking spaces at 430 Spruce Street. After pulling out several parking spaces for tenants of the second floor, McKenzie advised that he would have calculate the minimum number of parking spaces for MPA to lease to make management work financially.

Stranko asked if the Committee had explored the pocket park. McDonald noted that Committee did not yet discuss how to proceed with the pocket park project. Kirby asked if the pocket park funds were set aside. McDonald confirmed.

Satterfield noted there is some additional information or more depth that will be discussed in executive session.

Stranko asked if the Agency would see some design work for the pocket park project. Fletcher noted the Board will need to provide some direction, which suggestions for which will be discussed in executive session.

Stranko also inquired about the asphalt at the rear of the property remaining, which is contrary to what he thought the Board desired for the rear of the property.

Satterfield noted the Property Management Committee will be reporting each month on progress at 430 Spruce Street and other properties the Agency might take on in the future.

X. REPORT OF STAFF

A. Development Services Director

Fletcher referred to Page 12 of the meeting packet. Fletcher reminded the Board that the ordinance creating the Agency provides very specific Board member qualifications and staff provided the Board with a breakdown on how current Board members meet these ordinance qualifications. Fletcher noted the information in the packet is an update of these qualifications given the reappointment by City Council of Stranko and Mills and that staff will continue to manage tracking this information in the future. Fletcher noted the next Board member seats set to expire are Bailey and Kirby on 31 DEC 2020. Those reappointments or new appointments will be for the full three-year terms.

Fletcher noted that Jonell Strough contacted him the previous week requesting to make an update presentation to the Board. Fletcher advised her the next available Board meeting to do that would be in February.

- B. City Manager – Absent.
- C. City Attorney – No report.

XI. UNFINISHED BUSINESS – None.

XI. NEW BUSINESS

- A. Agency's 2020 Meeting Calendar.

Mr. Fletcher referred to Page 17 of the meeting packet and asked if the Board would accept the meeting schedule presented or make any changes. Satterfield asked for a motion to approve the 2020 meeting calendar as presented. Motion made by Stranko; seconded by Bailey. The motion carried unanimously.

- B. Consideration of matters involving or affecting the purchase, sale, lease, or development of property in the downtown (it is anticipated that the Agency will discuss this matter in executive session).

Satterfield asked for a motion to move into executive session. Motion made by Stranko; seconded by Kirby. The motion carried unanimously.

The Board entered executive session at approximately 4:20 p.m.

The Board returned to open session at approximately 5:30 p.m.

Satterfield asked for a motion to exit executive session and return to open session. Moved by McDonald and seconded by Stranko. Motion carried unanimously.

- C. Renovations to second floor tenant spaces at 430 Spruce Street

Satterfield asked for a motion to authorize Board officers to enter into contracts for renovations of the second floor of 430 Spruce Street as agreed to by the Property Management Committee and City Administration. Stranko moved and Bailey seconded. The motion carried unanimously.

- D. Towing Services at 430 Spruce Street

Satterfield asked for a motion to authorize Board officers to engage Summers Towing for 430 Spruce Street until the Morgantown Parking Authority is under contract or has appropriate powers and authorities to managing the parking spaces at 430 Spruce Street. Stranko moved with the condition the City Attorney review and approve the contract; seconded by Kirby.

Fletcher noted for the record that the three (3) parking spaces at the back of the site located on First Presbyterian Church property would be excluded from the towing area of operation. Satterfield confirm and also asked that people be treated equitably and be given property notice.

The motion carried unanimously.

E. Morgantown Parking Authority parking management at 430 Spruce Street

No discussion was made, and no action was taken on this matter.

F. Real Estate Brokerage Services

No discussion was made, and no action was taken on this matter.

Satterfield asked Fletcher to work with Public Works to prepare a property management budget to include cleaning, etc. for 430 Spruce Street.

Satterfield asked that Fletcher provide the Board a road map for the pocket park project that includes stakeholders who should be consulted in the design, construction, and delivery of that project.

Satterfield thanked McDonald and the members of the Property Management Committee for their work.

McDonald inquired about the material distributed concerning the Board's retreat work with Terrell Ellis. Fletcher noted he would upload the two documents distributed to the Agency's Dropbox. The document marked "draft" is the project proposal submission and evaluation guidelines. Fletcher covered the steps in the proposed structure of receiving and studying potential projects. Fletcher noted this information is provided for review in preparation of the Board's next meeting.

Stranko asked if approval of this document would be on the Board's next agenda. Fletcher noted the due diligence section is incomplete.

Satterfield asked the Board to review the material in advance of the Board's next meeting and send comments, revisions, questions to Fletcher in advance.

Stranko offered, with the assistance of the City Attorney, to prepare a draft due diligence section for the Board to review.

XII. ADJOURNMENT

Stranko moved to adjourn. The meeting was adjourned at approximately 5:45 p.m.

MINUTES APPROVED:

BOARD SECRETARY:

Patrick Kirby, Secretary

WORKSHOP MATERIALS

MORGANTOWN LAND REUSE and PRESERVATION AGENCY Project Proposal Submission and Evaluation Guidelines

Introduction

The Morgantown Land Reuse and Preservation Agency (LRaPA) was established by City Council in 2018. The purpose of the LRaPA is to promote the productive use of property within the City of Morgantown by identifying available properties suitable for public space, conservation, affordable housing, and commercial uses and pursuing the acquisition, management, and disposition of those properties according to the priorities set forth in City Code. The LRaPA may exercise all powers granted by the Code and the West Virginia Land Reuse Agency Authorizing Act.

The following LRaPA priorities were established by City Council:

1. The LRaPA must evaluate each property it owns, uses, disposes of, or studies for its potential as a component in the City's **Land Preservation Program**, as established by Morgantown Resolution No. 2018-11. In addition to any other factors considered, the Agency must specifically consider
 - a. Any factor required for consideration by the Land Preservation Program; and,
 - b. Whether a property is designated as "Reserve," "Preserve," or "Limited Growth/Conservation Development" in the City's current **Comprehensive Plan Update**.
2. The LRaPA must evaluate each property it owns, uses, disposes of, or studies for its potential as a **purely public space or place**. In addition to any other factors considered, the LRaPA shall specifically consider:
 - a. Any factor required for consideration by the Land Preservation Program; and,
 - b. The relation of the property to the current **Master Plan of the Morgantown Board of Park and Recreation Commissioners**.
3. The Agency must evaluate each property it owns, uses, disposes of, or studies for its potential as a site for **affordable housing**.
4. The LRaPA must evaluate each property it owns, uses, disposes of, or studies for its potential as a site for **retail or commercial activities**.
5. The LRaPA must evaluate each property it owns, uses, disposes of, or studies for its potential as a site for **industrial activity**.

Agency Mission

The LRaPA Board of Directors adopted the following Mission Statement:

The LRaPA is dedicated to preserving the unique character of our natural environment, our resources, and our quality of life and promoting the social and economic vitality of our community now and for future generations. We shall accomplish this by pursuing the acquisition, management, and disposition of property suitable for conservation, water quality protection, public space, affordable housing, and commercial uses and by promoting their productive use.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY Project Proposal Submission and Evaluation Guidelines

Agency Vision

The LRaPA Board of Directors adopted the following Vision Statement:

The LRaPA has facilitated the City of Morgantown's rise as West Virginia's premiere livable community in collaboration with many stakeholders. The Agency's strategic and permanent investments in green infrastructure and affordable housing have resulted in complete neighborhoods that are connected to vibrant centers of commerce. This commitment to sustainable development has ensured the vitality of Morgantown for years to come.

Agency Operating Principles and Values

The LRaPA Board of Directors adopted the following Operating Principles and Values that serve as the central and defining characteristics and/or traits that must be embedded in every part of the organization.

- Operate in accordance with the City's Land Preservation Program and the City's Land Management Principles as defined in the comprehensive plan
- Operate in conjunction with other stakeholder agencies without duplicating efforts. Options to achieve this include:
 - Codify relationships
 - Meet with stakeholders and ask how the Agency can help them achieve their mission
 - Provide input into stakeholders' future plans and establish a collaborative relationship
 - Develop Memorandums of Agreement (MOU) to define mutually agreed upon ways the Agency and the stakeholders can assist each other
- Projects should advance social connectivity and community health and vitality
- Provide good stewardship of fiscal resources
- Projects should have a sustainability component that provides for a permanence of purpose, i.e., financing and management must be feasible
- There must be permanent protection of public purpose and investment
- Investments will be strategic in nature
- The LRaPA will communicate clearly with the public about its mission and goals

MORGANTOWN LAND REUSE and PRESERVATION AGENCY

Project Proposal Submission and Evaluation Guidelines

Potential Projects involving the Agency

Project Origination

Potential projects that might involve the LRaPA's participation can be brought to the Agency under the following courses:

- Projects can be brought to the Agency by the community or stakeholder group(s)
- The Agency is presented with an immediate opportunity that is an urgent market need
- The Agency proactively initiates a project that has a strategic impact

Project Proposal

The LRaPA seeks to study and evaluate projects initiated by the Agency or projects brought to the LRaPA by the community or stakeholder groups. This project proposal follows a set of evaluation guidelines established by City Council and the Agency's Board of Directors, which will be updated from time-to-time.

Information presented herein is intended to document how proposed projects concur/advance, are inconsistent with, and/or are not applicable or incompatible with the Agency's mission, goals, and objectives. This report should be augmented by additional information as needed, which might include internal and/or external financial analysis, project operations and sustainability management analysis, stakeholder/partner input, public input, the results of Board deliberation, etc.

Project Submission and Review Process

The following procedural steps have been adopted by the LRaPA's Board of Directors to guide timely and meaningful study of potential projects that might involve the Agency.

Step 1Concept Presentation. Presentation of the project's concept to the LRaPA Board of Directors at a regular or special meeting. The Board will then determine a preliminary level of interest and direct staff to work with the potential applicant accordingly.

Step 2Staff review of concept and technical assistance to the potential applicant concerning preparation, submission, and presentation of the Part I Application.

Step 3Part I Application Submission. The Part I Application provides an overview of the project and identifies its specific compatibility with the Agency's priorities, as established by its operating principles and by City Council.

Following staff **and PROJECT APPLICATION COMMITTEE OF THE BoD???** review of the potential project's Part I Application, a formal presentation is made to the LRaPA Board of Directors at a regular or special meeting. Both the applicant and staff will participate in the presentation. Staff presentation should-will include a recommendation to pursue or not pursue the proposal further.

Commented [CF1]: Not sure I agree with mandating a staff recommendation. Staff should have the ability to offer "no recommendation," which is afforded for staff reports to PC and BZA on planning and zoning related matters. After seeing this suggested revision, I would suggest replacing "should" with "may." Thoughts?

Commented [W2R1]: Yes, I think 'may' would be good.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY Project Proposal Submission and Evaluation Guidelines

The Board of Directors will vote whether or not the proposed project should move on to the Part II Application.

Step 4 Part II Application Submission. The Part II Application provides an evaluation of the proposed project's timing, risk, impact, and cost.

Following staff **[and PROJECT APPLICATION COMMITTEE OF THE BoD??]** review of the potential project's Part II Application, a formal presentation is made to the LRaPA Board of Directors at a regular or special meeting. Both the applicant and staff will participate in the presentation. Staff presentation **should will** include a recommendation to pursue or not pursue the proposal further.

Commented [CF3]: See comment on previous page.

The Board of Directors will vote whether or not the proposed project should move on to the Due Diligence step.

Step 5 Due Diligence. When a project is approved through the Part I and Part II Application process, the LRaPA will conduct the necessary due diligence to ensure that the project can be accomplished within the parameters of an acceptable real estate transaction, including title search, environmental review, confirmation of financing, and any other matters that may impact the integrity of the project.

Step 6 Final Presentation. **Following completion of proposed project's due diligence, a final presentation is made to the LRaPA Board of Directors at a regular or special meeting. Presentation includes the applicant and staff. Staff presentation should include a recommendation to pursue or not pursue the proposal.**

Commented [W4]: I wonder if we actually need another presentation at this point. I think we can just review the results of due diligence and make a decisions and don't need to hear from the applicant again at this point.

The Board of Directors will vote whether or not to commit to the project.

Commented [CF5R4]: I agree. Let's leave in now for BoD discussion.

The following sections provide more detailed overview of the project submission and review process steps.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

Concept Presentation

Community groups seeking to involve the LRaPA in a potential project must contact the City’s Development Services Department to schedule a time to make a presentation to the LRaPA Board of Directors at a regular or special meeting. To ensure compliance with West Virginia and City of Morgantown Open Meetings requirements, initial contact with City staff should be made at least 30 days prior to the anticipated date of the presentation to the LRaPA at a regular or special meeting. The Development Services Department contact information is:

Development Services Department
389 Spruce Street
Morgantown, WV 26505
304-284-7431
bmcdonald@morgantownwv.gov
<https://morgantownwv.gov/516/Land-Reuse-and-Preservation-Agency>

Part I Application

The Part I Application step provides an overview of the project and identifies its specific compatibility with the Agency’s priorities, as established by its operating principles and by City Council. Below is a simple outline of what information the Part I Application is expected to include. Please see and carefully review to the Part I Application materials for guidance on what specific information is required and the manner and order in which it is expected to be presented.

1. DOES PROJECT LIE WITHIN THE CITY BOUNDARIES?
 - a. Yes
 - b. No
2. PROJECT LOCATION AND SIZE
 - a. Project Location (location map, tax map and parcels, aerial imagery)
 - b. Number of acres
 - c. Current owner(s)
 - d. Describe current land use(s)
 - e. Adjoining land owner(s)
 - f. Describe adjoining land use(s)
3. DOES THE PROJECT HAVE THE CURRENT PROPERTY OWNER’S SUPPORT?
 - a. Yes. If so, provide written documentation of support.
 - b. No

Commented [W6]: In the actual application, can we include a link here to a map of city boundaries to make answering this easier?

Commented [CF7R6]: Good idea. Absolutely. Will include in final document.

**MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines**

4. PROJECT OVERVIEW

a. Identify all the following LRaPA priorities advanced by the proposed project.

- The City of Morgantown’s Land Preservation Program
- The City Morgantown’s current **Comprehensive Plan Update**
- The Morgantown Board of Park and Recreation Commissioners’ current **Master Plan**
- Affordable Housing
- Retail or Commercial Activities
- Industrial Activities

Commented [W8]: Link this to document

Commented [CF9R8]: Good idea. Will include in final document.

Commented [W10]: Link to document

Commented [CF11R10]: Good idea. Although there really is nothing in the “current” one to help the Agency observe this provision. Will include in final document.

Commented [W12R10]: Agreed.

b. Describe what actions the LRaPA is being asked to undertake.

- Buy down the cost of** the land/project
- Own and manage the land/property
- Land bank
- Other

Commented [W13]: Purchase?

Commented [CF14R13]: Does the next line, “own” cover purchase or should we clarify this better?

Commented [W15R13]: I think we need to clarify. I’m not exactly sure what “buy down the cost of” means. “Own and manage” could include a purchase but could also include a gift of property

c. Describe how these actions will support the LRaPA’s MISSION.

d. Describe how these actions will support the LRaPA’s VISION.

Commented [CF16R13]: Agreed. I will break these up to advance clarification.

e. Will these actions duplicate efforts currently undertaken by other another agency?

f. Describe how these actions will advance social connectivity and community health and vitality.

g. Describe how these actions include a sustainability component that provides for a permanence of purpose.

h. Describe how these actions will result in a permanent protection of and the LRaPA’s investment.

i. Describe how these **actions are strategic in nature.**

Commented [W17]: Could this be explained differently? I’m not exactly sure how people would answer it.

j. Is this project part of a larger, multi-phased project? If so, describe the larger project.

Commented [CF18R17]: Me neither. Let’s leave it as it is for the BoD to discussion and provide clarification/direction.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

5. INDICATE WHICH OF THE CITY'S LAND PRESERVATION PROGRAM GOALS THIS PROJECT ADDRESSES:

Need a Land Preservation Program

6. INDICATE WHICH OF THE CITY'S COMPREHENSIVE PLAN AND DEVELOPMENT GOALS THIS PROJECT ADDRESSES.

_____ Land Management: Efficient and attractive use of land resources that strengthens the quality, character, and upkeep of the built environment while balancing redevelopment and strategic expansion with open space preservation.

_____ Environment: Protected natural areas, manage energy resources, healthy waterways and clean air.

_____ Neighborhoods and Housing: Attractive, well-maintained neighborhoods that offer a broad mix of desirable housing options and convenient access to services and amenities.

_____ Community Facilities and Services: Highly desirable and competitive community facilities and services that promote the health and well-being of all of Morgantown's residents.

_____ Economic Development: A regional approach to economic development and infrastructure investment that keeps Morgantown competitive and attractive to existing and new businesses, while strengthening the city's fiscal health.

7. The following questions are designed to explain how the proposed project fits into the land management principals expressed in the City's current Comprehensive Plan. (Highlighted Principals reflect LRaPA's highest priorities.)

Principal 1	Infill development and redevelopment of underutilized and/or deteriorating sites takes priority over development in green field locations at the city's edge.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 2	Expansion of the urban area will occur in a contiguous pattern that favors areas already served by existing infrastructure.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 3	Downtown, adjacent neighborhoods and the riverfront will be the primary focus for revitalizations efforts.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 4	Existing neighborhoods throughout the city will be maintained and/or enhanced.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive

Commented [W19]: I think saying the current plan would be better b/c it would encompass the most up-to-date version, whether that is an update at that time or not.

Commented [CF20R19]: Good point. "Update" is technical jargon under the law.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

Principal 5	Quality design is emphasized for all uses to create an attractive, distinctive public and private realm and promote positive perceptions of the region.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 6	Development that integrates mixed-uses (residential, commercial, institutional, civic, etc.) and connects with the existing urban fabric is encouraged.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 7	Places will be better connected to improve the function of the street network and create more opportunities to walk, bike and access public transportation throughout the region.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 8	A broad range of housing types, price levels and occupancy types will provide desirable living options for a diverse population.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 9	Residential development will support the formation of complete neighborhoods with diverse housing, pedestrian-scaled complete streets, integrated public spaces, connection to adjacent neighborhoods, and access to transportation alternative and basic retail needs.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 10	Parks, open space, and recreational areas are incorporated as part of future development.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive
Principal 11	Environmentally sensitive and sustainable practices will be encouraged in future developments.	<input type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> N/A or Inconclusive

Staff Recommendation:

- _____ Project appears to be compatible with the LRaPA’s goals and land use management principles and should proceed to the Part II Application process
- _____ Project does not appear to be compatible with the LRaPA’s goals and land use management principles and should not proceed to the Part II Application process
- _____ Other Recommendation

LRaPA Determination:

- _____ Proceed to Part II Application
- _____ Project Declined for the following reasons:
- _____ Other Determination / Recommendation

INSERT DATE

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

Part II Application

The purpose of the Part II Application is to evaluate the proposed project’s timing, risk, impact, and cost. Please see and carefully review to the Part II Application materials for guidance on what specific information is required and the manner and order in which it is expected to be presented.

Please review and refer to Section “Glossary of Terms for Community Impact and Public Benefit” at the end of this document to ensure descriptions of the merits of the proposed project are clearly and adequately presented.

Commented [W21]: Can we provide an internal document link to this in the actual application?

Commented [CF2R21]: Good idea. Absolutely. Will include in final document.

1. PROJECT TIMING

- a. The proposed project addresses an urgent need.
 Yes No If yes, please explain.
- b. The proposed project addresses a market opportunity that, but for the Agency’s involvement, the opportunity will be lost.
 Yes No If yes, please explain.

2. COMMUNITY IMPACT: DESCRIBE IN NARRATIVE FORM HOW THE PROJECT ADVANCES THE FOLLOWING PUBLIC BENEFITS

- a. Conservation or Preservation Projects (check all that apply and describe as appropriate)
 - _____ Animal Habitats
 - _____ Culturally Significant Site
 - _____ Ecologically Valuable Woodlands
 - _____ Steep Slopes that are unfit for development
 - _____ Unique Geological Features
 - _____ Water Quality (watershed, floodplain, water source, wetlands, etc.)
 - _____ Areas Appropriate for Preservation
- b. Public Space or Place Projects (check all that apply and describe as appropriate)
 - _____ Public Place
 - _____ Public Space
 - _____ Open Space, Improved

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

_____ Open Space, Natural

_____ Open Space, Private

_____ Open Space, Public

_____ Recreation, Active

_____ Recreation, Passive

c. Affordable Housing Projects: Describe how the project fills a need as defined by market research and the number of units that will be developed.

d. Commercial Projects: Describe activity as appropriate

_____ Redevelopment of vacant, underutilized, and/or blighted land.

_____ Adaptive reuse of a vacant, underutilized, blighted, and/or significant building(s)

_____ Mixed-use development characterized by pedestrian-friendly and multi-modal access blending two or more residential, commercial, cultural, institutional, and/or industrial uses.

_____ Other

e. Industrial Projects: Describe Amount of private investment leveraged; Number of jobs created or retained; If the Project is served by public transit; and other factors that contribute to the community's economy

3. STAKEHOLDER PARTICIPATION

_____ The project has a committed stakeholder partner, and it aligns with that partner's long-range plans. Provide a narrative explanation.

_____ Stakeholder(s) are engaged and supportive but not committed in a specific way. Provide a narrative explanation.

_____ There is no stakeholder that can undertake the project.

4. PROJECT SUSTAINABILITY

a. Is there a long-term management plan and budget for maintenance?

Yes No If yes, please describe.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

- b. Project includes a sustainability strategy to permanently preserve the public benefit.

Conservation easement

Deed restriction

Other: _____

- c. FINANCIAL FEASIBILITY

Not applicable

Proforma is provided and indicates financial sustainability

In the case of conservation projects, the project addresses the need for stewardship funding

In the case of conservation projects, the project does not address the need for stewardship funding

- d. COST

Property is being donated

Property is offered at below market rate

Property is offered at market rate

- e. RISK AND AGENCY EXPOSURE

Low

Medium

High

Explain risk conclusions.

Staff Recommendation:

Project's timing, risk, impact, and cost appear to reasonably advance the LRaPA's goals and land use management principles and should proceed to the Due Diligence Step.

Project's timing, risk, impact, and cost does not appear to reasonably advance the LRaPA's goals and land use management principles and should not proceed to the Due Diligence Step.

Other Recommendation

LRaPA Determination:

Proceed to Due Diligence and Final Presentation

Project Declined for the following reasons

Other Determination / Recommendation

INSERT DATE

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

Due Diligence

THIS SECTION MUST BE DEVELOPED

DRAFT

MORGANTOWN LAND REUSE and PRESERVATION AGENCY
Project Proposal Submission and Evaluation Guidelines

Glossary of Terms for Community Impact and Public Benefit

Definitions for the following terms are provided as resource to project applicants to ensure descriptions of the merits of the proposed project are clearly and adequately presented. Applicants are strongly encouraged to review and refer to these terms and their respective meanings presented herein.

Preservation / Conservation

CONSERVATION – Protecting and sustaining valued and unique environmental, ecological, and geological resources including, but not limited to, steep slopes, forests, floodplains, water quality, and habitats.

CONSERVATION EASEMENT – An easement intended to protect and conserve a natural feature or other historical, architectural, or cultural aspect of real property which shall prohibit certain development activities.

CULTURALLY SIGNIFICANT SITE – Real property and/or structures that have been recognized as being historic or includes archeological findings that provide evidence of outstanding natural environmental or human social phenomena.

ECOLOGICALLY VALUABLE WOODLANDS – Wooded areas that benefit from a silvicultural prescription to encourage and enhance wildlife habitat.

FLOODPLAIN – The land area susceptible to inundation by water as a result of a flood.

HABITAT – The physical location or type of environment where unique and/or protected species of flora grows or fauna lives, breeds, rears, or nests.

LAND MANAGEMENT, PRESERVE – Land that is permanently protected by regulations or ownership such as nature preserves, recreational opens space and public parks.

LAND MANAGEMENT, RESERVE – Undeveloped land with significant environmental constraints (steep slopes, floodplain, mature forest) or farmland that is likely to remain as open spaces or an agricultural use. These areas may be subject to development and should be considered for preservation.

LAND MANAGEMENT, LIMITED GROWTH / CONSERVATION DEVELOPMENT – Primarily rural areas that have value as open space but are subject to development. To the extent that development occurs, it should be clustered to retain open space and protect significant environmental features.

PRESERVATION – Safeguarding and sustaining cultural and historic sites including adaptive reuse.

STEEP SLOPES – Slopes in excess of 31%.

UNIQUE GEOLOGICAL FEATURES – A portion of real property that has been recognized as including rock or other natural earthen phenomena.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY

Project Proposal Submission and Evaluation Guidelines

WATERSHED – A land area contributing to the flow of water in a receiving river, creek, or other body of water.

WATER SOURCE – A coordinate or other discernible location where ground or surface water may be collected.

WATER QUALITY – The quantifiable chemical, physical, biological, or radiological characteristics of ground or surface waters.

WETLANDS – An environmentally sensitive area that frequently becomes inundated and saturated by ground or surface water and includes a flora and fauna that is adapted to be sustained in this unique area.

Public Space and Places

CONSERVATION – Protecting and sustaining valued and unique environmental, ecological, and geological resources including, but not limited to, steep slopes, forests, floodplains, water quality, and habitats.

CONSERVATION EASEMENT – An easement intended to protect and conserve a natural feature or other historical, architectural, or cultural aspect of real property which shall prohibit certain development activities.

GREEN SPACE – see types of “OPEN SPACES.”

OPEN SPACE, IMPROVED – Landscaped areas, turf areas, parks, golf courses, recreation areas, etc. that have been constructed, but not associated buildings. Examples include parks, community gardens, cemeteries, schoolyards, playgrounds, public seating areas, public plazas, pocket parks, etc.

OPEN SPACE, NATURAL – Land that is partly or completely covered with grass, trees, or other vegetation or water that is essentially unimproved (not occupied by any structure or impervious surface) and could be owned by a private entity or public agency.

OPEN SPACE, PRIVATE – Land or water within a private development common to and reserved for the exclusive use of residents of the development and their guests.

OPEN SPACE, PUBLIC – Land or water owned and maintained by a public agency for the access, use, benefit, and enjoyment of the general public.

PRESERVATION – Safeguarding and sustaining cultural and historic sites including adaptive reuse.

PUBLIC PLACE – A location accessible to the general public, including parks, libraries, watercourses, recreational facilities, and most commercial businesses.

PUBLIC SPACE – Lands and areas that are legally available for use by the general public.

MORGANTOWN LAND REUSE and PRESERVATION AGENCY

Project Proposal Submission and Evaluation Guidelines

RECREATION, ACTIVE – Active recreation refers to a structured individual or team activity that requires the use of special facilities, courses, fields, or equipment. Examples of active recreational activities include baseball, football, soccer, golf, hockey, tennis, skiing, skateboarding, etc.

RECREATION, PASSIVE – Passive recreation refers to recreational activities that do not require prepared facilities like sports fields or pavilions. Passive recreational activities place minimal stress on a site's resources; as a result, they can provide ecosystem service benefits and are highly compatible with natural resource protection. Examples of passive recreational activities include hunting, camping, hiking, wildlife viewing, observing and photographing nature, picnicking, walking, bird watching, historical and archaeological exploration, swimming, cross-country skiing, bicycling, running/jogging, climbing, horseback riding, fishing, etc.

Affordable Housing

AFFORDABLE HOUSING – Diverse housing types for both homeownership and rental tenancy that meets undersupplied needs at various market price points including, but not limited to in low- to moderate-income, workforce, mixed-income, and sale price range of \$150,000 to \$240,000.

Retail or Commercial Activity

COMMERCIAL – A land use or other activity conducted with the intent of realizing a profit from the sale of goods or services to others.

RETAIL – The selling of goods, wares, or merchandise directly to the ultimate consumer.

Industrial Activity

The manufacture or development of goods and services.

MEMORANDUM

TO: David Satterfield, LRaPA Chair
LRaPA Members
FROM: Tim Stranko
DATE: February 20, 2020

**SUBJECT: Project Due Diligence
Step 5 – Project Submission and Review Process**

A. Is the project consistent with the Agency's mission and vision statements?

B. Strategic/Programmatic Factors:

- 1) Is the project consistent with the City's Land Preservation Program (Council Resolution 2018-11)?
- 2) Is the subject property designated in the Comprehensive Plan as "Reserve" "Preserve" or "Limited Growth/Conservation Development"?
- 3) Is the subject property consistent with or contributing to BOPARC strategic or program goals?
- 4) Is the subject property consistent with or contributing to development or redevelopment of affordable housing?
- 5) May the subject property be used for commercial purposes or otherwise stimulate commercial activity?
- 6) May the project advance social connectivity and/or community health and wellness?

C. Fiscal Factors:

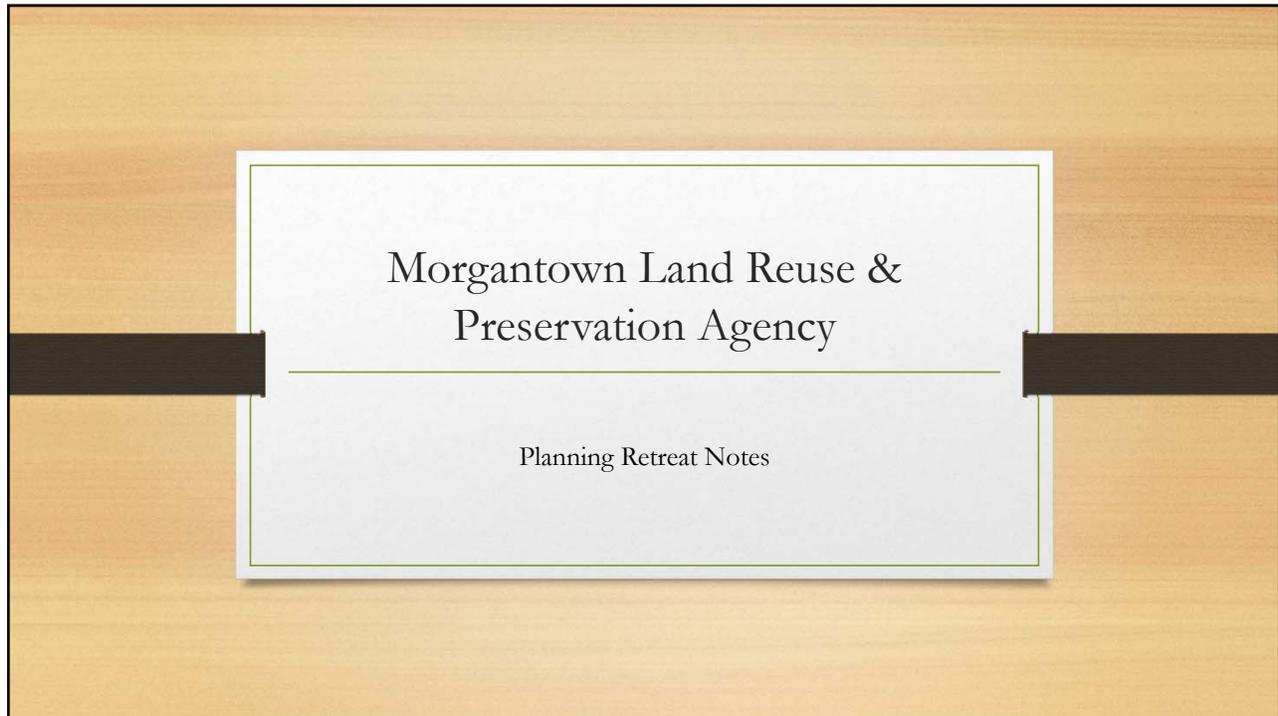
- 1) Is the purchase price/initial capital outlay fully funded? Describe same. Prepare and review pro-forma.
- 2) Is there a current appraisal? What is the latest appraised value of the property?
- 3) What revenue is being/may be generated by the property?
- 4) What are the estimated O&M and/or management costs associated with the property? How are these costs to be funded? Prepare and review pro-forma.
- 5) Has the Seller/Grantor been briefed on donation opportunities and related tax advantages?
- 6) Are there other city agencies or private third parties that may donate capital or O&M costs?

D. Title Factors:

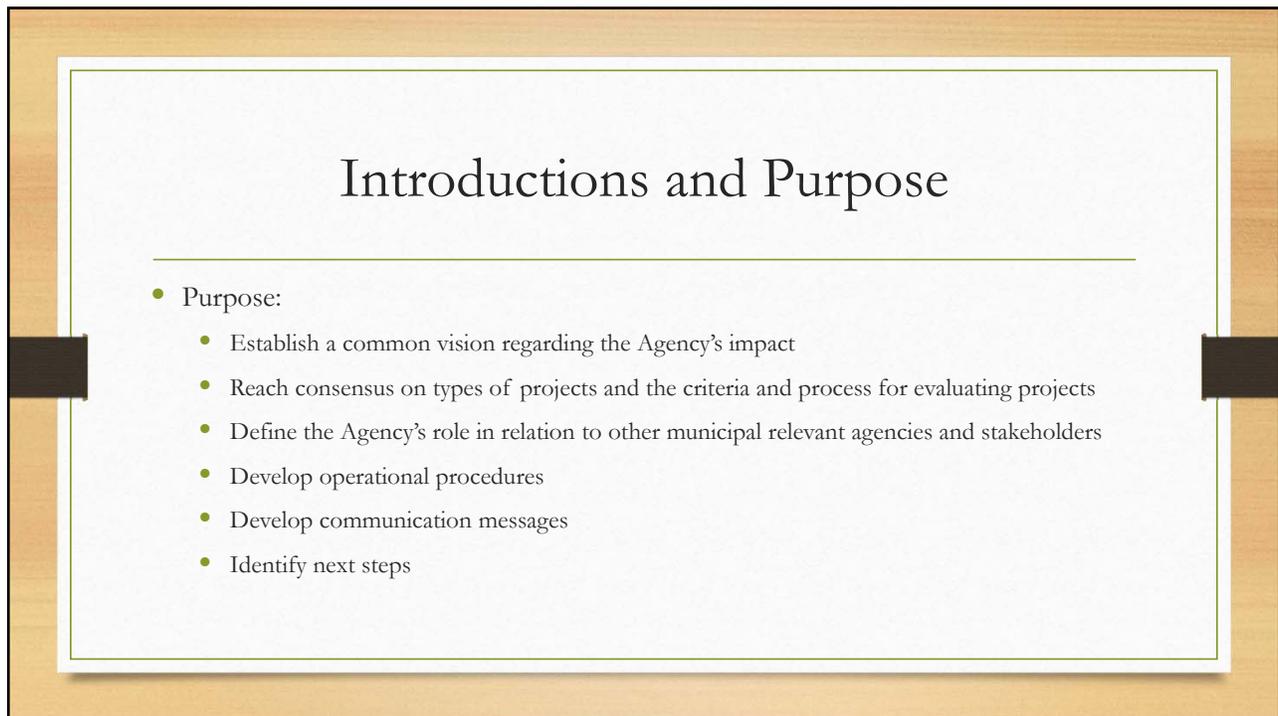
- 1) Has a written title report been completed (60 years +)? Is the title insurable?
- 2) Is there a current survey of the property?
- 3) What is the zoning district of the property and associated uses of right or conditional uses?
- 4) Are there unresolved claims against or liens upon the property, including tax debts?
- 5) Are there leases, easements or other licensed uses or restrictive covenants of record upon the property?
- 6) Are there partitioned subsurface rights of record?

E. Environmental Factors:

- 1) Has an environmental assessment been completed?
- 2) Is the property a brownfield or otherwise in an area subject to legacy pollution?
- 3) Is the property in a floodplain?
- 4) If a structure is upon the property, is it code-compliant?
- 5) If a structure is upon the property, review utility bills.
- 6) If a structure is upon the property, is there asbestos or other legacy pollutants present in/upon the structure?



1



2

Agency Mission/Purpose

The Land Reuse and Preservation Agency shall preserve and promote the social and economic vitality of Morgantown by pursuing the acquisition, management, and disposition of property that is suitable for conservation, public space, affordable housing, and commercial uses, and by promoting their productive use.

3

Definitions

- Conservation: Protecting and sustaining valued and unique environmental, ecological, and geological resources including, but not limited to, steep slopes, forests, floodplains, water quality, and habitats.
- Affordable Housing: Diverse housing types for both homeownership and rental tenancy that meets undersupplied documented needs at various price points.
- Public Space: Improved or unimproved lands that can be used for passive and active use including lands that are incidental space that complete a neighborhood, or lands that enhance the commercial projects by providing community gathering space.
- Preservation: The protection and/or rehabilitation of cultural and historic assets.
- Commercial: any space used for commerce, industry or institutional use

4

Agency Vision

The following represents the results of an exercise in which participants were asked to create a set of headlines for the local newspaper fifteen years in the future. The headlines were used to develop the Agency's vision statement.

5

The Dominion Post

June 20, 2034

Special Edition: Morgantown's Quality of Life

Land Reuse Agency Reshapes Morgantown Livability

Greenbelt Park Celebrates 10 Year Anniversary: 10,000 users since 2021; system is well maintained annually

Substandard Housing Eliminated

LRA Celebrates 100th Home Preserved for Affordability

Neighborhood Connectivity A Source of Community Vitality

Blue Zone Designation Indicates Healthy Environment & Healthy Community

Agency Transforms Downtown Landscape

6

Agency Vision

Morgantown's Land Reuse and Preservation Agency has facilitated the city's rise as West Virginia's premiere livable community in collaboration with many stakeholders. The Agency's strategic and permanent investments in green infrastructure and affordable housing have resulted in complete neighborhoods that are connected to vibrant centers of commerce. This commitment to sustainable development has ensured the vitality of Morgantown for years to come.

7

Agency Core Operating Principles and Values

The Agency's central and defining characteristics and/or traits that must be embedded in every part of the organization.

8

Agency Operating Principles and Values

- Operate in accordance with the City's Land Preservation Program and the City's Land Management Principles as defined in the comprehensive plan.
- Operate in conjunction with other stakeholder agencies without duplicating efforts. Options to achieve this include:
 - Codify relationships
 - Meet with them and ask how we can help them achieve their mission
 - Provide input into their future plans and establish a collaborative relationship
 - Develop loosely worded MOUs to define mutually agreed upon ways to assist each other
- Projects should advance social connectivity and community health and vitality

9

Other Agency Operating Principles and Values

- Provide good stewardship of fiscal resources
- Projects should have a sustainability component that provides for a permanence of purpose, i.e., financing and management must be feasible
- There must be permanent protection of public purpose and investment
- Investments will be strategic in nature
- We will communicate clearly with the public about our mission and goals.

10

Morgantown's Comprehensive Plan Land Management Principles Highest Priority Agency Principles are Highlighted

1. Infill development and redevelopment of underutilized and/or deteriorating sites takes priority over development in greenfield locations at the city's edge.
2. Expansion of the urban area will occur in a contiguous pattern that favors areas already served by existing infrastructure.
3. Downtown, adjacent neighborhoods and the riverfront will be the primary focus for revitalization efforts.
4. Existing neighborhoods throughout the city will be maintained and/or enhanced.
5. Quality design is emphasized for all uses
6. Encourage development that integrates mixed-uses and connects with the existing urban fabric.
7. Places will be better connected to improve the function of the street network and create more opportunities to walk, bike and access public transportation throughout the region.
8. A broad range of housing types, price levels and occupancy types will provide desirable living options for a diverse population.
9. Residential development will support the formation of complete neighborhoods with diverse housing, pedestrian-scale streets, integrated public spaces, connection to adjacent neighborhoods, and access to transportation alternatives and basic retail needs.
10. Parks, open space, and recreational areas are incorporated as part of future development.
11. Environmentally sensitive and sustainable practices will be encouraged in future developments.

11

Comprehensive Plan Land Management Goal

Land Management: Efficient and attractive use of land resources that strengthens the quality, character, and upkeep of the built environment while balancing redevelopment and strategic expansion with open space preservation.

12

Other Comprehensive Plan Goals

Environment: Protected natural areas, manage energy resources, healthy waterways and clean air.

Neighborhoods and Housing: Attractive, well-maintained neighborhoods that offer a broad mix of desirable housing options and convenient access to services and amenities.

Community Facilities and Services: Highly desirable and competitive community facilities and services that promote the health and well being of all of Morgantown's residents.

Economic Development: A regional approach to economic development and infrastructure investment that keeps Morgantown competitive and attractive to existing and new businesses, while strengthening the city's fiscal health.

13

Resource Organizations for Agency Support

-
- Morgantown Comprehensive Plan
 - BOPARC Master Plan
 - Public Funds
 - Sunnyside Up
 - WVU
 - MUB
 - W VHDF
 - Mountain Line
 - County Commission
 - Sheriff's Tax Office
 - MPO
 - WVU Health & Mon General
 - CDBG; HUD
 - DOH; TAP
 - LWCF; WVDO
 - Private Philanthropy
 - Corporate Donation

14

Stakeholder Groups For Agency Engagement

- Main Street
- Sunnyside
- Friends of Decker Creek
- Housing Authority
- WV Land Stewardship Corporation
- WV Land Trust
- West Virginia University
- Morgantown Utility Board
- MAP
- Neighborhood Associations
- Urban Landscape Commission
- Mountain Line
- CHAP
- Open Space Coalition
- County Commission
- BOPARC
- City Agencies
- Metropolitan Planning Organization
- Bike/Pedestrian Group
- Mon River Trails Conservancy
- WVU Health & Mon General
- YCF
- Morgantown Tree Board

15

Ways That Projects Come to the Agency

1. Projects are brought to the agency by the community or stakeholder groups
2. The agency is presented with an immediate opportunity that is an urgent market demand
3. The agency proactively initiates a project that has a strategic impact

16

Evaluation of Projects

(See attachment for detailed evaluation criteria)

- Staff Report Evaluates How the Project:
 - Supports city's land use management principles and goals as defined by the city's comprehensive plan
 - Has land owner cooperation
 - Meets the agency's operating principles
- Agency Committee Members Evaluate the Project's:
 - Timing
 - Risk
 - Impact
 - Cost

17

Operational Issues: Staffing

- Support from City of Morgantown
 - Lead Staff for Agency Support: Chris Fletcher, Planner
 - Lead Legal Counsel: Ryan
 - Lead Finance Staff: Jim
 - Maintenance of Projects: Morgantown Public Works
 - Lead Public Information Officer: Andrew
- Contracted Specialists
 - Outsource with various agencies as appropriate
 - Owner's representative to identify strategic parcels

18

Operational Issues: Process for Applications Brought By the Public

- Agency information about vision, mission, values and evaluation criteria will be put on the city's website.
- There will be two application cycles per year with the first one in the early spring of 2020
- Interested applicants will consult with city staff on the development of a brief presentation about the proposed project. Staff will ensure that the presentation provides the necessary information for the Agency members to decide if they want to entertain an application.

19

Operational Issues: Process for Applications Brought By the Public

- If the Agency is interested, the Chairman will appoint a subcommittee to oversee the project review.
- Staff will work with the applicant to prepare an application that will be reviewed by the subcommittee.
- Staff will prepare a project report that addresses the evaluation criteria and review it with the subcommittee.
- The subcommittee will rely on the staff report to conduct its evaluation review and will specifically provide input on:
 - Timing
 - Risk
 - Impact
 - Cost

20

Operational Issues: Process for Applications Brought By the Public

- The subcommittee will report its recommendations to the full Agency for discussion and action.
- Prior to taking action, the Agency will brief city leadership on the project to determine: 1) if there is general support for the project; 2) if there is funding support. If city financial support is not available, the Agency may seek other sources of funding.
- All application decisions will be communicated by the Chairman to the applicant.
- Once the project is approved, all appropriate due diligence will be conducted.
- Approvals are contingent on project financing/funding being secured.

21

Operational Issues: Short Term Funding

- Agency's project at 430 Spruce Street should create an earned revenue stream from rent of about \$70,000 annually. Rental of parking spaces will produce additional undetermined revenue.
- The city may annually allocate funds to the Agency from the Capital Escrow account. The amount may vary from year to year as the account is based on construction B&O taxes.
- It's conceivable that the Agency may have \$150,000 per year for the next two years for projects.

22

Operational Issues: Long Term Funding

Approach the Benedum Foundation to fund an analysis of how to develop sustainable funding sources for the Agency. Morgantown is the first community in the state to implement a Land Reuse & Preservation Agency and can lead the way with other communities. Benedum support will help create the model. The city should submit an application for the December 2019 grant cycle. Benedum may also be helpful in leading the way with local philanthropic organizations.

23

Operational Issues: Long Term Funding

- Explore bond financing by leveraging earned income and other to-be-identified dedicated revenue streams.
- Explore property tax levy: target for a vote in 2021
- Explore ability to assess impact fees
- Explore using some of the newly implemented 1% sales tax

24

Next Steps

- Refine Vision, Mission, Values, Evaluation Criteria (Terrell)
- Develop long form application & evaluation report (Chris)
- Develop Land Preservation Program (City of Morgantown)
- Prioritize stakeholder agency list for outreach in Fall 2019 (Chris/Agency)
- Determine calendar schedule for applications from the public (Chris/Agency)
- Prepare and review a case study in September 2019 using the new evaluation guidelines (Chris/Agency/Terrell)

25

Next Steps

- Make a presentation to City Council on Agency's vision, mission, values, evaluation criteria, application process (Chris/Agency)
- Introduce the Agency to the public and announce the application process in the Fall 2019 (Chris/Andrew/Agency)
- Determine if there are strategic parcels the Agency wants to pursue by January 2020
- Request funding from the City for FY 2020-21

26

LRaPA

27 FEB 2020

Executive Session

to be

Distributed Separately