



# **LAND REUSE AND PRESERVATION AGENCY**

## **BOARD OF DIRECTORS REGULAR MEETING PACKET**

**Thursday, May 28, 2020**

**4:00 p.m.**

**By Electronic Means**

### **Board of Directors:**

David Satterfield,  
Chair

Jessica McDonald,  
Vice-Chair

Patrick Kirby,  
Secretary

Laura Rye,  
Treasurer

Brent Bailey

Michael Mills

Tim Stranko



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City buildings remain partially closed to the public to protect public health during the COVID-19 pandemic. Personal attendance at this meeting will not be permitted. The public may participate in the public portion through the following Cisco Webex videoconference access methods:

Meeting Link: <https://cityofmorgantown.my.webex.com/meet/cityofmorgantown>

Meeting Number: 793 734 477

Phone: 408-418-9388

Access Code: 793 734 477

All members of the public may view the meeting on Channel 15 and by streaming hosted on the City's website at [www.morgantownwv.gov](http://www.morgantownwv.gov). If you do not wish to speak at the meeting, please view it by these methods to conserve capacity on the videoconference.

Any person who wishes to speak at the meeting may complete the form at: <http://morgantownwv.gov/FormCenter/Public-Comment-Sign-Up-Sheet-14/Public-Comment-Morgantown-Land-Reuse-Pre-68>; or provide their name and phone number they will use to participate by texting or calling 304-906-7843. You may sign up to speak at any time until the meeting begins. Additionally, the public may submit written comments for the public comment portion of the meeting by sending an email to the Development Services Department at [bmcdonald@morgantownwv.gov](mailto:bmcdonald@morgantownwv.gov). In the email, please use the subject line "Public Comment LRA 05/28/2020" and indicate in the body of the email if you would like your comment to be read aloud during the public comment portion.

**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**
  - 27 FEB 2020 Regular Meeting – POSTPONED
- IV. Correspondence**
- V. Public Comment** – Subject to rules established in the Board's Bylaws
- VI. Presentations** – JoNell Strough, Mon Valley Green Space Coalition | Greenbelt pedestrian and cyclist trail system update



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**VII. Report of Officers and/or Directors**

- A. McDonald - Agency Logo Project
- B. McDonald – City Surplus Realty

**VIII. Report of Committees**

- A. Property Management Committee
  - 430 Spruce Street – Renovation Update
  - 430 Spruce Street – Non-Profit Agency Open House
  - 430 Spruce Street – Leasing Management

**IX. Report of Staff**

- A. Report of Interim City Manager
- B. Report of Development Services Director
  - Project Proposal Submission and Evaluation Guidelines
  - 430 Spruce Pocket Park / Master Plan Project
- C. Report of City Attorney

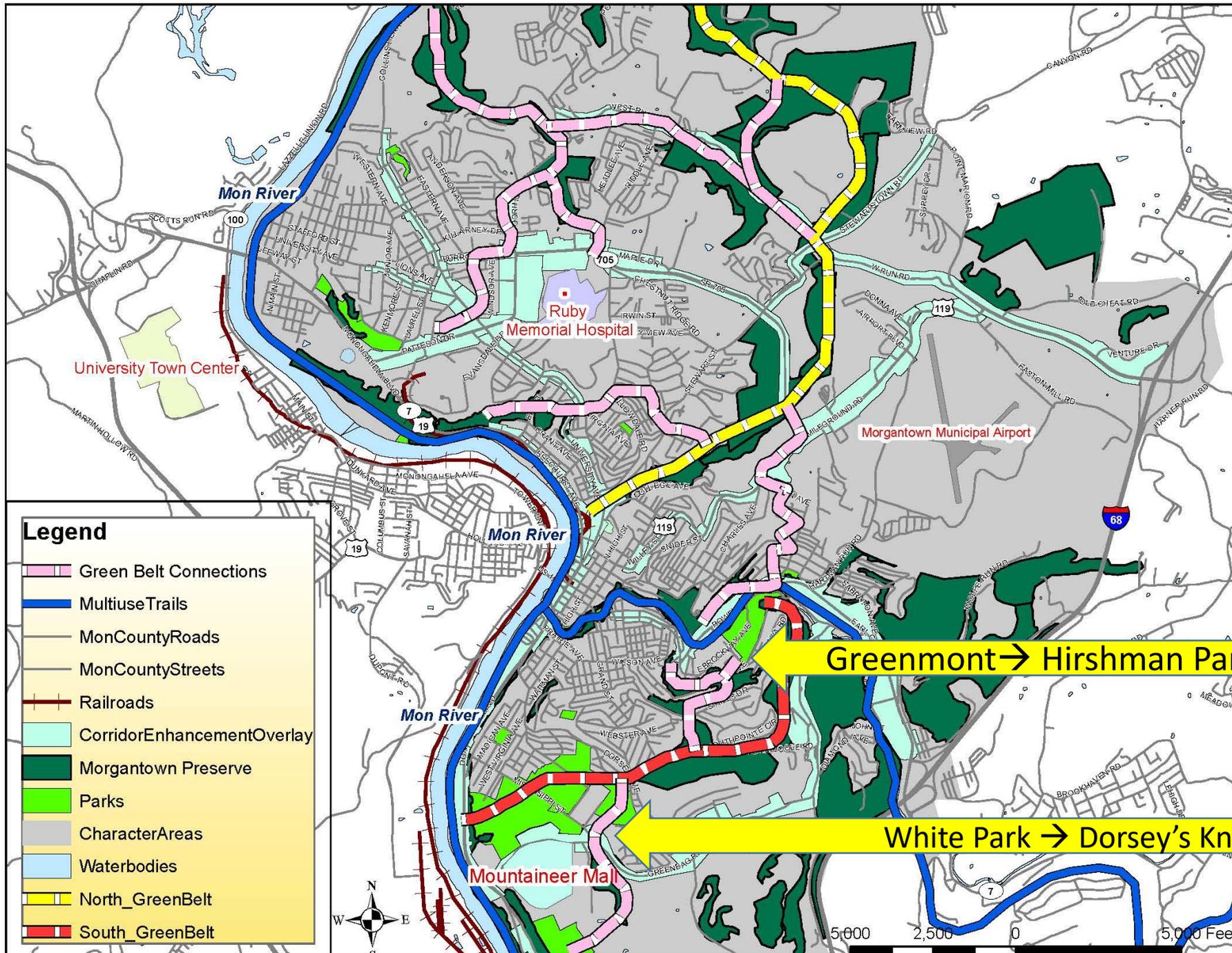
**X. Unfinished Business – None.**

**XI. New Business – None.**

**XII. Adjournment**

**Agenda Item VI**  
**Mon Valley Green Space**  
**Coalition**  
**Presentation**

# All GreenBelts and Connections



Greenmont → Hirshman Park → Marilla Park

White Park → Dorsey's Knob Park

**Agenda**  
**Item VII. A.**  
**Agency Logo**

1



2



3



**Agenda Item VIII. A.**  
**Non-Profit Agency**  
**Open House**

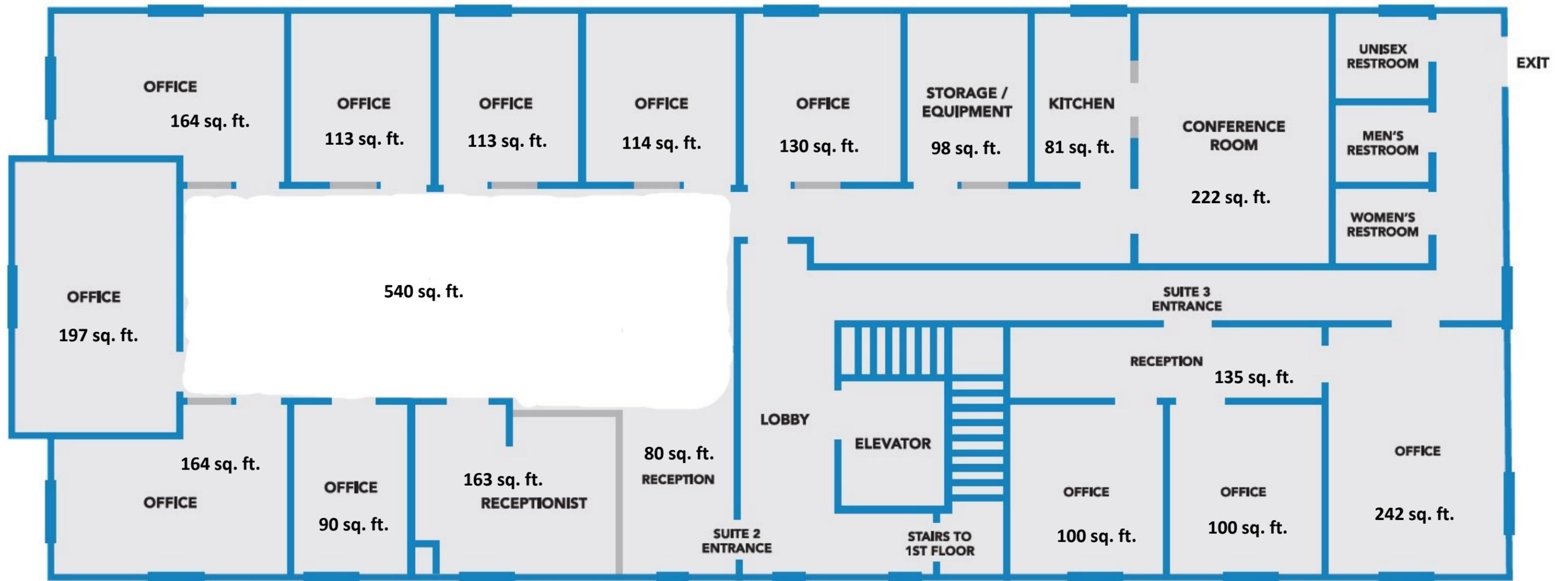
Agency	Director/Contact	
After School Explorers	Susie	Huggins
Alzheimer's	Melissa	Cuppett
American Cancer Society	Ryann	Moore
American Red Cross	Jason	Kneeling
Appalachian Peace Paws Rescue	Alyssa	Shade
Appalachian Prison Book Project	Dennis	Allen
Arnettesville Community	Jennifer	Steele
Arthurdale Heritage, Inc.	Darlene	Bolyard
Avian Conservation Center of Appalachia?Mountaineer Audubon	Katie	Fallon
Bartlett Housing Solutions	Keri	DeMasi
Campus Ministry Center & Westminster Foundation of WV	Debra	Blum
CASA for Kids	Kayla	Benson
Catholic Charities	Mara	Skidmore
Chambers College-Org Leadership	Jeff	Houghton
Christian Help	Colleen	Lankford
Clay-Batelle Area Services	Vanessa	Price
Community Housing Action Partnership (CHAP)	Alexis	McMillan
Community Kitchen	Carol	Henry
Compass Womens Center	Nancy	Strader
Davis College	Jillian	Cesard
Day for Girls	Jean	Dailey
Dylan Newman Memorial Fund	Sydney	Cheesebraugh
Empty Bowls, Pantry Plus More, Meals on Wheels	Zack	Cruze
Energy Express, Lions Club	Lisa	Maxey
Epilepsy Foundation West Virginia	Chris	Mullett
Fairmont State University	Jeri	Kirby
Fellowsville CEOs	Stephanie	Duncan
Food for Preston	Tammy	Laney
Food Pantry: Canyon Presbyterian Church		
Food Pantry: Catholic Charities		
Food Pantry: Christian Help		
Food Pantry: Clay-Battelle Area Family Services		
Food Pantry: Covenant Evangelical Methodist Church		
Food Pantry: Monongalia County Starting Points		

Agency	Director/Contact	
Food Pantry: Rock Forge Presbyterian Church		
Food Pantry: Scott's Run Settlement House		
Food Pantry: St. Ursula Food Pantry & Outreach		
Food Pantry: The Salvation Army		
Food Pantry: Wadestown Food Pantry		
Friends of Deckers Creek	Jonathan	Suite
Friends of Woodburn Foundation	Danielle	Trumble
Friendship House	Caitlin	Sussman
Girls on the Run	Joanna	Mizener
Girls Scouts of Black Diamond Council	Elizabeth	Casey
Greater Morgantown CVB	Susan	Riddle
Greenboros Partcoop	Shane	McManus
Habitat for Humanity	Shawnda	Cook
Health Sciences and Technology	Bethany	Hornbeck
Hearts of Gold Service Dogs	Terry	Cunningham
Homeward Bound WV, Inc.	Jenny	Robbins
Human Resource Development Foundation	Amanda	Filippelli
Inspiring Dreams Network	Barb	Brady
Kromatic Media	Kendall	Perkinson
League of Women Voters	Linda	Yoder
Legal Aid of West Virginia	Christine	Schneider
Life Leauge	Trina	Runner
Main Street Morgantown	Barbara	Watkins
Make-A-Wish	Jackie	Auten
Meals on Wheels	Mavis	Grant
Milan Puskar Health Right	Laura	Jones
Mon Co Child Advocacy Center	Melisa	Efe
Mon Valley Habitat	Christina	Cook
Monongalia Arts Center	Ro	Brooks
Monongalia County Child Advocacy Center	Laura	Capage
Morgantown Area Chamber of Commerce	Amy	Loomis
Morgantown Area Meals on Wheels	Sara	Bishop
Morgantown Art Party	Jillian	Kelly
Morgantown Dance	Sherri	Thompson

Agency	Director/Contact	
Morgantown Early Learning	Shannon	Davis
Morgantown History Museum	Neil	Burton
Morgantown Public Library System	Sarah	Palfrey
Morgantown Sober Living	John	Dower
Morgantown Swing	David	Loomis
Morgantown Theatre Company	Heath	Kale
Morgantown Vet Center	Brandon	Gregory
Morgantown Youth Service Project	Danny	Trejo
Mountain SOL School	Hannah	Spencer
Mountain State Justice	Meg	Haller
Mountaineer Area Council Boy Scouts	Scott	Hanson
Mountaineer Area Robotics	Herb	Baker
Mountaineer Boys and Girls Club	Tammy	Whitacre
Mountaineer Food Bank	Chad	Morrison
MSNAP	Nancy	Young
North Central WV Community Action	Gennifer	Lipscomb
Northern WV Human Resouce	Mandy	Filippelli
NWVCIL	Willis	McCollam
Old Hemlock Foundation	LeJay	Graffious
On Eagles Wings	Carol	Petitto
Operation Welcome Home	Brett	Simpson
Osher Lifelong Learning Institute	Jascenna	Haislet
PACE Entertprises	Bob	Pirner
Pantry Plus More	Micah	Weglinski
Parents Place	Ranah	LeBouf
Pet Shelter for DV Victims	Jennifer	Ramsey
Planned Parenthood	Alisa	Clements
Positive Spin	Jonathan	Rosenbaum
Preston County Workshop	John	Hyre
Proliteracy Worldwide	Jennifer	Musho
Prospect and Price Creative	Nick	Kratsas
Rape and Domestic Violence Center	Alexis	Jennings
Re-Entry/Reintegration	Delia	Trickett
Retails	Gisele	Toothman

Agency	Director/Contact	
Salvation Army	Sheldon	Greenland
Scotts RunSettlement House	Shay	Petitto
SOURCE	Ishonte	Allar
SPARK Imagination and Science Center	Julie	Bryan
Steptoe & Johnson	Melissa	Watkins
Student/Stepping Stones	Jeremy	Maddox
Sundale	Donna	Tennant
The Daily Athenaeum	Joanne	Hunt
The Shack Neighborhood House	Tia	Lasporgara
United Way of Mon and Preston	Janette	Lewis
University of Wellness	Karissa	Kuis
Valley HealthCare System	Cheryl	Perone
Visiting Homemakers	Judith	Brennen
WV Botanic Garden	Rachelle	Thorne
WV Caring	Cynthia	Woodyard
WV Center for Exc in Disabilities	Nicole	Britt
WV Public Theatre	Charlotte	Haas
WV Sober Living	Brad	Pershing
WVCL	Ashley	Martucci
WVU Center for Service and Learning	Catherine	Whitworth
WVU Libraries	Penny	Pugh
YCF	Patty	Ryan

**Agenda Item**  
**VIII. A.**  
**Leasing**  
**Management**



Larger Tenant Space = 1,729 sq. ft.

Smaller Tenant Space = 577 sq. ft.

**Agenda Item IX. B.  
Project Proposal Submission  
and Evaluation Guidelines**

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

Step 3 .....Part 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 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 may include a recommendation to pursue or not pursue the proposal further.

## 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 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 may include a recommendation to pursue or not pursue the proposal further.

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

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](mailto: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

# 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
- b. Describe what actions the LRaPA is being asked to undertake.
- Buy down the cost of the real estate acquisition by another party
  - Purchase real estate to land back
  - Purchase real estate to own and manage
  - Purchase easement (access, conservation, etc.)
  - Other
- c. Describe how these actions will support the LRaPA's MISSION.
- d. Describe how these actions will support the LRaPA's VISION.
- 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. Is this project part of a larger, multi-phased project? If so, describe the larger project.

## 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.)

<b>Principal 1</b>	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
<b>Principal 3</b>	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

**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
<b>Principal 7</b>	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
<b>Principal 9</b>	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
<b>Principal 10</b>	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

**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.

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

# MORGANTOWN LAND REUSE and PRESERVATION AGENCY

## Project Proposal Submission and Evaluation Guidelines

### Due Diligence

#### 1. Fiscal Factors

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

#### 2. Title Factors

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

#### 3. Environmental Factors

- a. Has an environmental assessment been completed?
- b. Is the property a brownfield or otherwise in an area subject to legacy pollution?
- c. Is the property in a floodplain?
- d. If a structure is upon the property, is it code-compliant?
- e. If a structure is upon the property, review utility bills.
- f. If a structure is upon the property, is there asbestos or other legacy pollutants present in/upon the structure?

**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.