

**Board of Directors Meeting****April 13, 2017****3:30 p.m.****Agenda**

1. Roll Call
2. Public Comment
3. Approval of Minutes for the Meeting of March 9, 2017 **Page**  
(1)
4. Confirming the Revised Land Disposition Policies (10)
5. ~~Memorandum of Understanding Between the Philadelphia Land Bank and The City of Philadelphia to Coordinate the Handling of Tax Delinquent Real Estate Properties~~ (HELD)
6. Adjournment

**This meeting is open to the public**

# PHILADELPHIA LAND BANK

## BOARD MEETING MINUTES

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A Regular Meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, March 9, 2017 commencing at 3:38 p.m. in the offices of the Philadelphia Housing Development Corporation, being its regular meeting place, 17th Floor, 1234 Market Street, Philadelphia, Pennsylvania, pursuant to proper notices.

### **CALL TO ORDER**

Mr. Purnell called the meeting to order at 3:39 p.m.

### **Agenda Item 1** **Roll Call**

The following members of the Board of Directors reported present: Frederick Purnell, Chair; Jennifer Kates, Vice-Chair; Angel Rodriguez, Treasurer; Anna Shipp, Secretary; Paulette Adams, Richard DeMarco, Michael Koonce, Rick Sauer and Courtney Voss.

The following members of the Board of Directors were not present: Anjali Chainani, Majeedah Rashid.

The following staff members were present: Tania Nikolic, Nicholas Scafidi, Esq., Christi Jackson, Andrea Saah, Gregory Heller, PRA; Jamila Davis, Maribel Rosado, Darren Williams, Susan Callanen and Elizabeth Bonaccorso.

Public Attendees: The list of public attendees is attached to these minutes.

A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

Mr. Purnell stated that an Executive Session took place prior to today's meeting. The Board discussed matters involving the employment and appointment of employees and other terms and conditions of employment, and the Board consulted with its attorney regarding information and strategy in connection with litigation or potential litigation.

### **Agenda Item 2** **Public Comment**

Mr. Purnell asked if any member of the public wished to comment upon any item on the Board's agenda.

Mr. Purnell recognized Mr. Ronald Holt who requested the names of the members of the Vacant Property Review Committee. Mr. Purnell responded he would provide that list to Mr. Holt.

Ms. Sara Sierschula stated that she lives next to a vacant lot that will be sold by the Land Bank and wanted to know how it will affect her. Mr. Purnell asked Ms. Sierschula to provide staff with her contact information and staff will put her in touch with the Developer of that project.

Pastor Shaun Johnson asked whether the Land Bank acquires occupied properties via tax foreclosure. Mr. Purnell stated that the Land Bank has not done so, and if Pastor Johnson provides specific property addresses, staff would investigate this possibility.

### **Agenda Item 3** **Approval of Board Minutes**

Mr. Purnell called for a motion to approve the minutes of the Board meeting of February 9, 2017.

Upon motion made and duly seconded, the minutes were approved as presented.

### **Agenda Item 4** **Update on Property Transfers**

Ms. Saah provided the Board with her report of properties which are being transferred from the City, PHDC and PRA to the Land Bank and properties acquired by the Land Bank at tax sales.

Ms. Saah stated that an additional 50 deeds should be completed by the end of April.

Ms. Kates asked if staff could provide a chart of all publicly-owned properties available for transfer to the Land Bank, matched with the number of properties approved for transfer. This chart could also include properties acquired by tax sale.

Mr. Scafidi advised the Board that on March 2, 2017, City Council introduced a Bill that will amend parts of the Land Bank ordinance to: (a) exempt the Land Bank from paying City recording fees in certain situations; (b) allow the Land Bank, without VPRC or Council approval, to lease property with a term of one year or less; and (c) exempt certain Land Bank sales from City Transfer Tax. We expect Council to approve the amendments after public hearings are held.

### **Agenda Item 5** **Confirming the Revised Land Disposition Policies**

Ms. Nikolic advised the Board that this item is being tabled and we expect to present this to the Board at its April 13, 2017 meeting.

**Agenda Item 6**  
**Dispositions**

138 W. Thompson Street – BMK Properties, LLC

Ms. Callanen informed the Board members that the sale of 138 W. Thompson Street is being tabled to allow us to consider a discrepancy in the size of the parcel.

616 Emily Street – Red Brick Homes, LLC

Ms. Callanen distributed a revised Fact Sheet to show that this project is a rehab, not new construction.

Ms. Callanen asked the Board to authorize the disposition of 616 Emily Street to Red Brick Homes, LLC for the consideration of \$65,000. Ms. Callanen stated this property was listed for competitive sale on December 1, 2016 for \$18,500 and staff received 2 bids. Red Brick Homes submitted the highest qualified bid. Ms. Callanen stated that the developer will rehab the property into a single family rental unit and has provided the necessary evidence of access to capital for acquisition and construction. The disposition was approved on February 14, 2017 at the VPRC meeting and received City Council approval on February 23, 2017.

Mr. Kates asked if the Fact Sheet can show how each disposition matches the goals of the Strategic Plan and if the Board could receive a report of past dispositions and their relationship to the Strategic Plan goals. Ms. Kates also asked that any public comment on the proposed disposition be submitted for the Board's review.

Ms. Voss asked if the developer was serving as General Contractor. Ms. Callanen replied she is unsure at this time, but the construction costs indicate that the developer will not be the GC. Ms. Voss asked about the Developer's experience and Ms. Callanen responded that the Developer has completed 4 projects in the last several years.

Mr. Purnell called for a motion to approve the disposition of 616 Emily Street to Red Brick Homes, LLC. Upon motion made and duly seconded the motion was approved as follows:

**RESOLUTION NO. 2017 - 23**

**RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTIES TO  
RED BRICK HOMES, LLC**

**WHEREAS**, Section 16-707 of the Philadelphia Code authorizes the Philadelphia Land Bank ("Land Bank") to convey, exchange, sell, transfer, lease, grant or mortgage interests in real property of the Land Bank, subject to approval of the Vacant Property Review Committee and resolution by City Council, and subject further to certain stated terms and conditions; and

**WHEREAS**, the Vacant Property Review Committee reviewed the proposed transfer of 616 Emily Street at its public meeting held on February 14, 2017 and Philadelphia City Council has approved this conveyance by resolution adopted on February 23, 2017.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that:

1. The Land Bank determines that conveyance of 616 Emily Street (the “Property”) to Red Brick Homes, LLC for the consideration of Sixty Five Thousand (\$65,000.00) to be in the best interests of the Land Bank.

2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code.

3. The Executive Director is authorized to prepare, execute and deliver an agreement, deed and all other documentation necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

4. The Executive Director with the advice of General Counsel may allow modifications to this Resolution necessary or desirable to carry out its purposes and intents.

Point Breeze RFP for Workforce Housing – 1533 Latona Street, 1138 S. Sydenham Street, 1145 S. Sydenham Street, 1153 S. Sydenham Street, 1521 Reed Street, 1110-1112 S. 20th Street, 1118 S. 20th Street, 1124 S. 20th Street and 2002-2004 Annin Street – Innova Redevelopment, LLC

Ms. Callanen asked the Board to approve the disposition of 9 scattered-site properties located in the Point Breeze neighborhood to Innova Redevelopment, LLC for the construction of 20 workforce housing units. Ms. Callanen stated these units will be sold to homebuyers at or below 120% AMI and will have a 10 year, minimum, restrictive covenant for resale.

The Land Bank issued an RFP on September 19, 2016 and staff received 4 proposals of which 3 met the initial eligibility thresholds and were evaluated by a Selection Committee. The Selection Committee recommended approval of the Innova proposal. Innova will construct 20 units ranging in size from 816-1350/square feet with ten 3 bedroom homes, nine 2 bedroom/2 bathroom units and one 2 bedroom/1 bath unit. Ms. Callanen stated that the duplex and triplex units have discounted targeted sale prices from the \$230,000 threshold to account for HOA fees. Ms. Callanen stated that construction will be performed in phases with completion of all homes within 18 months of settlement with the Developer.

The disposition was approved on December 13, 2016 by VPRC and received City Council approval on February 23, 2017.

Ms. Voss asked if Innova is the General Contractor as well. Ms. Callanen replied yes.

Ms. Kates asked if an as built appraisal of fair market value was done on these properties. Ms. Nikolic replied that it has not been done. Ms. Kates stated that this information could be important for the Board in connection with the planning elements of the Strategic Plan.

Ms. Callanen advised the Board that Mr. Bernadino Allegretti from Innova was present to answer questions.

Ms. Voss asked when construction would begin. Mr. Allegretti responded that his company is applying for zoning permits and believes construction will commence in the summer.

Mr. Koonce asked how many single family properties will be built. Mr. Allegretti replied there is one unit with 3 bedrooms and this unit will be constructed first.

Ms. Adams asked what Mr. Allegretti will do with the 813 square foot lot. Mr. Allegretti replied that he expects to build a bi-level duplex.

Ms. Shipp asked if comps were done in that area. Mr. Allegretti responded that he did not have sale prices for comparable units in that area.

Ms. Voss asked Mr. Allegretti about the plan for marketing within the community. Mr. Allegretti replied that the properties will be listed on Trend MLS and Ms. Callanen added that Innova must submit a marketing plan, including community and RCO's meetings, any print media, and that each prospective homebuyer must attend housing counseling. The Housing Counseling agency will maintain a list of interested buyers.

Ms. Adams asked if any units were accessible. Mr. Allegretti replied no. Ms. Kates asked if accessible units are feasible. Ms. Allegretti stated his company has done so where corner units were available; otherwise ramping poses problems and, as a result, slab on grade must be built.

Ms. Shipp asked if staff confirms that potential buyers are income qualified. Ms. Nikolic replied yes.

Mr. Koonce requested that Ms. Nikolic send the Board the 2 page flyer describing the workforce housing program.

Mr. Purnell called for a motion to approve the dispositions of Point Breeze RFP for Workforce Housing – 1533 Latona Street, 1138 S. Sydenham Street, 1145 S. Sydenham Street, 1153 S. Sydenham Street, 1521 Reed Street, 1110-1112 S. 20th Street, 1118 S. 20th Street, 1124 S. 20th Street and 2002-2004 Annin Street – to Innova Redevelopment, LLC.

Upon motion made and duly seconded the motion was approved as follows:

**RESOLUTION NO. 2017 – 24**

**RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTIES TO  
INNOVA REDEVELOPMENT, LLC**

**WHEREAS**, Section 16-707 of the Philadelphia Code authorizes the Philadelphia Land Bank (“Land Bank”) to convey, exchange, sell, transfer, lease, grant or mortgage interests in real property of the Land Bank, subject to approval of the Vacant Property Review Committee and resolution by City Council, and subject further to certain stated terms and conditions; and

**WHEREAS**, the Vacant Property Review Committee reviewed the proposed transfer of 1533 Latona Street, 1138 S. Sydenham Street, 1145 S. Sydenham Street, 1153 S. Sydenham Street, 1521 Reed Street, 1110-1112 S. 20th Street, 1118 S. 20th Street, 1124 S. 20th Street and 2002-2004 Annin Street at its public meeting held on December 13, 2016 and Philadelphia City Council has approved this conveyance by resolution adopted on February 23, 2017.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that:

1. The Land Bank determines that conveyance of 1533 Latona Street, 1138 S. Sydenham Street, 1145 S. Sydenham Street, 1153 S. Sydenham Street, 1521 Reed Street, 1110-1112 S. 20th Street, 1118 S. 20th Street, 1124 S. 20th Street and 2002-2004 Annin Street (the “Properties”) to Innova Redevelopment, LLC for the consideration of Nine (\$9.00) to be in the best interests of the Land Bank.

2. The conveyance of the Properties complies with all terms and conditions of Section 16-707 of the Philadelphia Code.

3. The Executive Director is authorized to prepare, execute and deliver an agreement, deed and all other documentation necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

4. The Executive Director with the advice of General Counsel may allow modifications to this Resolution necessary or desirable to carry out its purposes and intents.

Mr. Purnell then asked if anyone in attendance had any additional questions or concerns that they would like the Board to consider. No questions and concerns were presented to the Board.

There being no further business to come before the Board, Mr. Purnell declared the meeting adjourned at 4:17 p.m.

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SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Regular Rescheduled Meeting Thursday, March 9, 2017

3:30 PM

GUEST SIGN-IN SHEET

NAME

- 1) Bernardina Allegretti
- 2) Chuch Jackson
- 3) Amanda Sullivan
- 4) Sara Sierschulka
- 5) Andrea Saah
- 6) Row Holt
- 7) Pastor Shawn Johnson
- 8) Winnie Branton
- 9) Terry Yoo
- 10) Jamila Davis
- 11) Eric Bazzie

COMPANY

- Innova Services Corp.
- P.C.B
- PIB
- SENIOR SERVICES
- Harvest Sanctuary CFC
- Brantm Strategies
- Land Bank
- CW SERVICES

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**MEMORANDUM**

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Date: April 13, 2017  
To: Board of Directors  
From: Tania Nikolic  
Re: Confirming the Revised Land Disposition Policies

Presenting to the Board for formal approval the 2017 Disposition Policies as submitted to City Council as part of the 2017 Strategic Plan, Performance Report, Acquisition Policies and Disposition Policies of the Philadelphia Land Bank. The following adjustments were made to the Disposition Policies and adopted by City Council on March 9, 2017:

- Page 58 – under the heading “Site Control Options and Property Reservations, the following sentence added: “Affordable Housing Development projects will be exempted from paying a fee.”
- Page 65 – under the heading “Terms of Purchase” the sentence reading: “The applicant must consolidate the parcels and obtain a single OPA account for the primary residence and side yard within one year” deleted, and the following sentence added: “Applicants are encouraged to consolidate the parcels and obtain a single OPA account for the primary residence and side yard within one year.”

The final 2017 Disposition Policies are available on the Land Bank website.

**RESOLUTION NO. 2017 -**

**RESOLUTION CONFIRMING MODIFICATIONS TO 2017 LAND DISPOSITION  
POLICIES FOR THE PHILADELPHIA LAND BANK**

**WHEREAS**, on January 19, 2017, the Board adopted Resolution No. 2017 - 1 which approved the 2017 Strategic Plan, Performance Report, Acquisition Policies and Disposition Policies for the Philadelphia Land Bank;

**WHEREAS**, upon consideration by Philadelphia City Council, City Council recommended certain modification to the Land Disposition Policies as previously adopted by the Board and as submitted to City Council for approval;

**WHEREAS**, on March 9, 2017 City Council approved the Strategic Plan, Performance Report, Acquisition Policies and Disposition Policies, with certain modifications to the Disposition Policies, as noted below, and with the expectation that these modifications would also be approved by this Board;

**WHEREAS**, during its public meeting on February 17, 2017, the Board considered the modifications which Council recommended, each of which is specified below, and the Board expressed its willingness to accept these modifications and to amend the Land Disposition Policies accordingly; and

**WHEREAS**, the Board wishes to formally approve the modifications to the Land Disposition Policies as follows.

**NOW THEREFORE, BE IT RESOLVED** by the Philadelphia Land Bank that:

1. The Land Disposition Policies as approved on January 19, 2017 as part of the Land Bank's 2017 Strategic Plan, Performance Report, Acquisition Policies and Disposition Policies is hereby modified as follows:
  - (a) Page 58 – under the heading “Site Control Options and Property Reservations, the following sentence is added: “Affordable Housing Development projects will be exempted from paying a fee.”
  - (b) Page 65 – under the heading “Terms of Purchase”
    - (1) The sentence reading: “The applicant must consolidate the parcels and obtain a single OPA account for the primary residence and side yard within one year” is deleted, and
    - (2) The following sentence is added: “Applicants are encouraged to consolidate the parcels and obtain a single OPA account for the primary residence and side yard within one year.”
2. In all other respects, Resolution No. 2017 – 1 is ratified and confirmed,