



FORT SCOTT LAND BANK

The Fort Scott Land Bank focuses on the conversion of vacant, abandoned, tax-delinquent, or otherwise underused properties into productive use.

Vacant, abandoned, tax-delinquent, or otherwise underused properties are often grouped together as "problem properties" because they destabilize neighborhoods, create fire and safety hazards, drive down property values, and drain local tax dollars. The Fort Scott Land Bank was created to strategically acquire problem properties, eliminate the liabilities, and transfer the properties to new, responsible owners in a transparent manner that results in outcomes consistent with community-based plans.

These opportunities are a collection of parcels owned by the Fort Scott Land Bank.

Every transfer of property from the Fort Scott Land Bank will be accompanied by a development agreement, outlining the final use of the property as well as accompanying timelines. The purchase price for Land Bank properties will be negotiated based on the cost to acquire the property as well as the details in the development agreement. The Fort Scott Land Bank Board of Trustees will approve the final agreement and purchase offer.

The Fort Scott Land Bank is an independent agency and instrumentality of the City with the primary responsibility and authority to efficiently acquire, hold, manage, transform, and convey surplus City properties and other abandoned, tax-foreclosed, or otherwise underutilized or distressed properties in order to convey these properties into productive use.

Land Bank Board of Trustees

The Governing Body of the City of Fort Scott, KS, one representative from the Board of County Commissioners of Bourbon County, KS, and one representative from the Bourbon County Economic Development Corporation will serve in the capacity of the Land Bank Board of Trustees and make all final decisions on Land Bank property transactions.

- Joshua Jones, Chairperson
- Kevin Allen, City Commissioner
- Pete Allen, City Commissioner
- Randy Nichols, City Commissioner
- Lindsey Watts, City Commissioner
- Jim Harris, Vice Chairperson
- Gregg Motley, Bourbon County Economic Development Corporation
- Allyson Turvey, LandBank Manager
- Susan Bancroft, Treasurer

FORT SCOTT LAND BANK POLCIES & PROCEDURES

When applications are completed and accepted, a review and recommendations of the proposal will be completed by City staff. Proposals are forwarded with recommendations to the Land Bank Board of Trustees.

The FSLB Board of Trustees reserves the right to accept or reject any or all proposals without cause.

The City staff, 30 days prior to the sale of any property owned by the FSLB, will publish in the official City newspaper a notice announcing such sale. At the time of publishing such notice, the FSLB will notify adjacent property owners of the pending property available for sale.

PRIORITIES

The FSLB will give the following priorities in disposing of land bank properties:

1. Housing
2. Protection of properties for historic preservation
3. Government or Public Use such as City, County, School District, etc.
4. Ownership by Non-profits, churches, etc.
5. Adjacent Property owners for side-lot acquisitions
6. Green or garden spaces for public benefit

ACQUISITION OF PROPERTIES

Property will be acquired through the following methods and any other method approved by the FSLB Board of Trustees:

1. Acquisition at tax foreclosure auctions
2. Donations from private entities
3. Bank foreclosure
4. Internal City/County transfers
5. Market purchases

DISPOSITON OF PROPERTIES

The FSLB may sell property and set terms and conditions deemed necessary or appropriate for the best reutilization of the property. These conditions include but are not limited to:

1. No competitive bidding will be required
2. To purchase a property, interested party will make an application to FSLB
3. The FSLB Board will make decisions, with input from City Staff, regarding collecting or forgiving Special Assessments on Land Bank properties
4. A Quitclaim Deed will be issued to the buyer, not a warranty Deed and the land is not conveyed with any guarantee as to quality or content
5. The deed to property may be conveyed with Special Covenants from the FSLB.

Requirements for Applicants

The applicant will meet following conditions prior to purchasing land bank property:

1. The applicant will not have any delinquent property taxes, City utilities, or City fines. For this purpose, payment plans with the City of Fort Scott or Bourbon County shall be considered delinquent.
2. The applicant must not have a history of Codes violations which is defined as 3 codes violations in 1 year or 5 violations in 3 years.
3. The applicant will not have a history of tax or mortgage foreclosures
4. The applicant for property development will also meet the following qualifications:
 - a. Legal status of entity
 - b. Prior experience developing or managing housing
 - c. Financial health
 - d. Adequate plan for development

Land Bank Disposition Procedures

- The FSLB reserves the right to set a minimum bid.
- The City staff will notify the Land Bank Trustees of Non-buildable and Buildable lots that have assessments for demolition and mowing for abatement.
- The FSLB will set the price for commercial/industrial zoned properties and properties with structures and will make determination of abatement for assessments for both.
- A confirmation letter will be mailed to applicants that submit applications to the City staff within 30 days of receipt. Please contact the City staff if you do not receive a confirmation letter for your application.

Property Classification

Properties accepted by the FSLF will fit in the following classifications:

1. Properties with Structures
 - a. Properties can be sold "as-is" for fair market value
 - b. Properties with dilapidated structures requiring demolition
 - c. All properties must be vacant at time of transfer, the FSLB will not be a landlord
2. Vacant Buildable Lots
 - a. Property will be marketed for infill housing projects
 - b. Properties available for play areas, community gardens, or other temporary public use
 - c. Properties that may be for sale to adjacent landowners
3. Vacant non-buildable lots
 - a. Properties not meeting City Zoning requirements for developments
 - b. Priority given to sale to adjacent landowners
 - c. Property utilized for long-term play areas, community gardens, or other public use
4. Banked Properties (Future development)

Process for purchases non-buildable land bank properties

- Non-buildable lots will generally be sold to the highest bidder.
- Application must agree with Conditions set forth above in FSLB Policy.
- Applicant must fill out the attached application in its entirety. Incomplete applications will be returned to the applicant for corrections.
- Non-buildable lots which do not meet the square footage requirements of the City of Fort Scott Zoning ordinance.
- The adjacent landowners will have priority for right of first refusal. Adjacent is defined as immediately touching the applicant's property on the right, left or across the alley.
- If multiple proposals are received for the specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out.
- If no qualified adjacent owner shows interest in the vacant property, consideration may be given for community development efforts such as community gardens, neighborhood play areas, and community green space.

Process for purchasing buildable residential FSLB properties

- Buildable lots/parcels will be sold to the highest bidder. In general, buildable lots range between 5600-6000 square feet where the dwelling would occupy no more than 50% of the available space.
- Buildable lots for non-buildable purposes (yard expansion, parking, playground area, etc.) are sold for \$10 per front footage. *For example, a 70-foot frontage lot would cost \$700.*
- Application must agree with Conditions set forth above in FSLB Policy.
- Applicant must fill out the attached application in its entirety. Incomplete applications will be returned to the applicant for corrections.
- If the Zoning is not appropriate for planned use, the applicant will need to get approval of zoning changes prior to any building
- The applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from their bank.
- The applicant must attach drawings of the proposed structure for City staff to review. At a minimum, the drawings should consist of the following:
 - The Location of the buildings or structures;
 - The building work proposed;
 - The outside dimensions of the building by floors and dimensions of the basement (if applicable);
 - Building plans for new construction of buildings;
 - Such other information as may be pertinent to the issuance of the application. The structure should be compatible with the existing neighborhood.
- If multiple proposals are received for the specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price, proposals will be evaluated on their ability to finance the project, the quality of the proposed building, the compatibility of the building with the existing neighborhoods, individual experiences with building, and if the proposal is for homeownership.

- Proposals that are accepted will need to submit all their plans to the City staff prior to the building commencement. City Staff can send this information to successful applicants.
- The Successful applicant should begin construction and shall substantially complete the same, within 12 months after the purchase of the FSLB property. The successful applicant must notify the City Manager in writing to request an extension.

Process for purchasing buildable commercial land bank properties

- Application must agree with Conditions set forth above in FSLB Policy.
- Applicant must fill out the attached application in its entirety. Incomplete applications will be returned to the applicant for corrections.
- The FSLB will set the price for commercial/industrial zoned properties.
- If the Zoning is not appropriate for planned use, the applicant will need to get approval of zoning changes prior to any building.
- The applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from your bank.
- The applicant must attach site plans for the proposed structure for City staff to review. At a minimum, the drawings should consist of the following:
 - The Location of the buildings or structures;
 - The building work proposed;
 - The outside dimensions of the building by floors and dimensions of basement (if applicable);
 - Building plans for new construction of buildings;
 - Such other information as may be pertinent to the issuance of the application. The structure should be compatible with the existing neighborhood.
- If multiple proposals are received for the specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price, proposals will be evaluated on their ability to finance the project, the quality of the proposed building, the compatibility of the building with the existing neighborhoods, individual experiences with building, and if the proposal is for homeownership.
- Proposals that are accepted will need to submit all their plans to the City staff prior to the building commencement. City Staff can send this information to successful applicants. The Successful applicant should begin construction and shall substantially complete the same, within 12 months after the purchase of the FSLB property. The successful applicant must notify the City Manager in writing to request and extensions.

Process for purchasing land bank properties with structures

- Application must agree with Conditions set forth above in FSLB Policy.
- Applicant must fill out the attached application in its entirety. Incomplete applications will be returned to the applicant for corrections.
- The FSLB will set the price for properties with structures.
- If the Zoning is not appropriate for planned use, the applicant will need to get approval of zoning changes prior to any building.

- The applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from your bank.
- The applicant must attach site plans for the proposed structure for City staff to review. At a minimum, the drawings should consist of the following:
 - The Location of the buildings or structures;
 - The building work proposed;
 - The outside dimensions of the building by floors and dimensions of the basement (if any);
 - Building plans for new construction of buildings;
 - Such other information as may be pertinent to the issuance of the application. The structure should be compatible with the existing neighborhood.
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