

**Board of Directors Meeting****June 8, 2017****3:30 p.m.****Agenda**

|  | <b><u>Page</u></b> |
|--|--------------------|
| 1. Roll Call   |                    |
| 2. Public Comment  |                    |
| 3. Approval of Minutes for the Meeting of May 11, 2017   | (1)                |
| 4. Update on Property Transfers  | (8)                |
| 5. Memorandum of Understanding Between the Philadelphia Land Bank and The City of Philadelphia to Coordinate the Handling of Tax Delinquent Real Estate Properties | (9)                |
| 6. Delegation of Limited Authority to Land Bank Staff for Acquisition of Tax Sale Property in Accordance with Strategic Plan                                       | (17)               |
| 7. <del>Contract Extension for Services of Andrea Saah</del>   |                    |
| 8. Authorization to Appoint PHDC as Land Bank agent to procure insurance broker services   | (19)               |
| 9. Contract with Neighborhood Garden Trust for Evaluation and Assessment of community gardens for potential acquisition by Land Bank                               | (22)               |
| 10. Acquisition of 1914 N. 8 <sup>th</sup> Street  | (28)               |
| 11. Dispositions:  |                    |
| 1938 and 1942 N. Darien Street   | (30)               |
| <del>2855 N. Watts Street</del>  |                    |

12. Old Business

(34)

Amendments to Land Bank Ordinance  
Website Launch  
Land Bank Approved Acquisition and Sales Report

13. 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, May 11, 2017 commencing at 3:37 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.

### **CHAIRMAN'S ANNOUNCEMENT**

The Chairman announced that prior to today's Public Session, the Board held an Executive Session to consider certain personnel and staffing issues for the Land Bank.

### **Agenda Item 1**

#### **Roll Call**

The following members of the Board of Directors reported present: Frederick Purnell, Chair; Jennifer Kates, Vice-Chair; Anna Shipp, Secretary; Paulette Adams, Anjali Chainani, Michael Koonce, Majeedah Rashid and Rick Sauer.

The following members of the Board of Directors were not present: Angel Rodriguez, Treasurer; Richard DeMarco and Courtney Voss.

The following staff members were present: Tania Nikolic, Nicholas Scafidi, Esq., Andrea Saah, Elaine Tang, Jamila Davis, 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.

### **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. Jihad Ali, representing himself and the Guardian Civic League, who expressed his concern that it is difficult for the public to fully consider and comment on agenda

items before the item is presented to the Board and prior to listening to the Board's own questions. Mr. Ali recommended that the Board consider accepting questions after each agenda item is presented to the Board.

Mr. Ali then asked several questions regarding 138 W. Thompson Street, including when and how the property was posted for sale, how many offers were received and the sales price. Mr. Ali also asked the same questions for 832, 836 & 838 N. 16th Street, as well as proof of notices, how many EOI's were received, who are the members of the LLC, when were the properties obtained by the Land Bank, the definition of Workforce Housing and a marketing plan, and whether there was an EOP that would be made public.

Mr. Purnell and staff responded to each of Mr. Ali's questions and added that the Land Bank's Workforce Housing Program is based on income eligibility only, and that race or ethnicity are not factors in approving homebuyers..

Mr. Ali stated that he is objecting to this disposition as not compliant with Chapter 16-700 of the Philadelphia Code.

### **Agenda Item 3**

#### **Approval of Board Minutes**

Mr. Purnell called for a motion to approve the minutes of the Board meeting of April 13, 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 since the last report (March 31, 2017), a total of 93 properties were transferred to or acquired by the Land Bank. Ms. Saah stated that an additional 45 deeds are being executed in the next few weeks. There are 23 deeds being reviewed for faulty titles. Ms. Saah stated that a total of 1984 properties have been transferred to or acquired by the Land Bank and a total of 15 properties have been sold.

### **Agenda Item 5**

#### **Dispositions**

#### **138 W. Thompson Street – BMK Properties, LLC**

Ms. Callanen asked the Board to authorize the disposition of 138 W. Thompson Street to BMK Properties, LLC for the consideration of \$55,245. Ms. Callanen stated the property was listed for competitive sale on December 12, 2016 for \$53,884 and received a bid from the developer in the

amount of \$61,500. The property was listed on the Featured Property website as well as the Land Bank website. In addition to the website postings, all applicants were notified of the bid process 30 days prior to the bid deadline. The property was listed at 590/square feet per the condemnation deed, but the actual square footage per a site survey is 519/square feet. Because of this discrepancy the sale price was pro-rated on a square foot basis to \$55,245. Ms. Callanen stated that staff is recommending the market rate disposition as determined by competitive sale for construction of a single family home.

Mr. Ali asked about prior experiences with BMK Properties. Ms. Callanen replied that his company has constructed over 100 units in the last 5 years.

Ms. Kates asked what is the current use of the property. Ms. Callanen replied that it is a vacant lot.

Mr. Ali asked if all the RCO's received notification of the sale. Ms. Callanen responded that notices were sent as required by the Land Bank ordinance.

Mr. Ali asked if we knew the estimated sale price for the finished property. Ms. Callanen replied that we expect the fair market value to be approximately \$350,000.

Ms. Adams if the neighbor had been notified of the bid process. Ms. Callanen responded that all applicants with an EOI had been notified including the neighbor.

Mr. Purnell called for a motion to approve the disposition of 138 W. Thompson Street to BMK Properties, LLC. Upon motion and seconded the motion was approved as follows:

#### **RESOLUTION NO. 2017 -**

#### **RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTIES TO BMK PROPERTIES, 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 138 W. Thompson Street at its public meeting held on April 11, 2017 and Philadelphia City Council has approved this conveyance by resolution adopted on April 27, 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 138 W. Thompson Street (the "Property") to BMK Properties, LLC for the consideration of Fifty Five Thousand Two Hundred Forty Five Dollars (\$55,245.00) 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.

832, 836 & 838 N. 16th Street – SDG N 16th Street LLC

Ms. Callanen asked the Board to authorize the disposition of 832, 836 and 838 N. 16th Street to SDG N 16th Street LLC for \$435,000. The value of the properties was determined by third-party appraisals. Ms. Callanen stated the developer owns the adjacent parcels and is proposing to construct a total of 7 residential units, of which 3 will be restricted to income qualified buyers at or below 120% AMI and will be sold at prices not to exceed \$220,000. This disposition was approved on December 16, 2016 by the VPRC and received City Council approval on February 2, 2017.

Ms. Adams asked how the Land Bank acquired the 3 parcels. Staff responded that all properties were originally owned by the City and transferred to the Land Bank.

Ms. Kates requested staff to provide the Board more detail about the units to be constructed, such as affordability characteristics and size. Mr. Stamm, a principal of the developer, replied that for this particular development the workforce housing unit would be 1,300/1,500 square feet, 3 bedrooms and 2 full baths. Mr. Stamm further stated that the market rate units and the workforce housing units are identical except for the sales price.

Mr. Sauer asked how the workforce units will be distributed among the parcels. Mr. Stamm responded he is in the process of working with the architects and plans should be finalized at the end of the month.

Mr. Koonce asked about the level of staff's plan review. Ms. Callanen stated that a floor plan, renderings and a site plan are reviewed. Mr. Koonce suggested that staff consider approving also façade materials. Mr. Purnell stated that the Land Bank Policy Committee can consider Mr. Koonce's request.

Mr. Ali asked how many units Mr. Stamm's group has constructed. Mr. Stamm replied that his company has constructed 250 units spanning Center City to the Chestnut Hill area.

Mr. Purnell called for a motion to approve the disposition of 832, 836 and 838 N. 16th Street to SDG N 16th Street LLC. Upon motion made and duly seconded the motion was approved as follows:

**RESOLUTION NO. 2017 -**

**RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTIES TO  
SDG N 16TH STREET 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 832 N. 16<sup>th</sup> Street, 836 N. 16<sup>th</sup> Street and 838 N. 16<sup>th</sup> Street at its public meeting held on April 11, 2017 and Philadelphia City Council has approved this conveyance by resolution adopted on April 27, 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 832 N. 16<sup>th</sup> Street, 836 N. 16<sup>th</sup> Street and 838 N. 16<sup>th</sup> Street (the “Properties”) to SDG N 16th Street LLC for the consideration of Four Hundred Thirty Five Thousand Dollars (\$435,000.00) 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.

Ms. Shipp asked if staff could add a topic to the agenda for follow-up concerns, etc. Mr. Purnell stated that will be done under an Old Business agenda item.

Mr. Sauer asked if staff could provide the Board with annual goals for acquisitions and dispositions showing how those goals are being met.

Ms. Kates noted that the Strategic Plan is based on a calendar year while the Land Bank fiscal year begins June 30<sup>th</sup> and the Strategic Plan goals should account for that differential.

There being no further business to come before the Board, Mr. Purnell declared the meeting adjourned at 4:14 p.m.

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SECRETARY TO THE BOARD



PHILADELPHIA LAND BANK

Board of Directors

Regular Rescheduled Meeting Thursday, May 11, 2017

3:30 PM

GUEST SIGN-IN SHEET

NAME

COMPANY

E-MAIL ADDRESS

1) Jihad Ali

2) L. McKnight

3) Winnie Branton

4) Michael Stamm

5) Vinnie Basilio

6) KYAN HARMON

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_

11) \_\_\_\_\_

Guardian

BRANTON STRATEGIES

Stamm Development Group

Stamm Development Group

PRA

Jihad@JihadAli.com

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Michael@stammdevelopment.com

Vinnie@stammdevelopment.com

# Philadelphia Land Bank Parcel Reconciliation Report, June 1, 2017

| PLB Approved Inter-Agency Transfers Status<br>for 2285 agency properties approved for transfer | CITY  | PHDC | PRA  | TAX | TOTAL |
|--|-------|------|------|-----|-------|
| Total Number of Addresses Approved for Transfer/Acquired at Tax Sale                           | 1228  | 773  | 282  | 30  | 2313  |
| Properties Withheld from Transfer to PLB   | 68    | 10   | 65   |     | 143   |
| Properties Under Review for Transfer to PLB  | 10    | 35   | 31   |     | 76    |
| Properties In Process of Transfer to/Acquisition by PLB  | 46    | 6    | 55   | 0   | 107   |
| Properties Transferred to/Acquired by PLB  | 1098* | 722* | 134* | 30* | 1984* |
| Properties Sold by PLB   | 9     | 3    | 3    | 0   | 16    |
| Properties Remaining in PLB  | 1088  | 719  | 131  | 30  | 1968  |

| Milestones for Deeds Remaining to be Transferred to PLB                               | CITY 62 | PHDC 41 | PRA 83 | TAX | TOTAL |
|---|---------|---------|--------|-----|-------|
| Properties under review for suitability for transfer                                  | 10      | 35      | 31     |     | 76    |
| Waiting for surveys, corrective sheriff's deeds, or a resolution                      | 15      | 3       | 9      |     | 27    |
| Deed exhibit has been drafted, under City attorney review (PUB, PHDC)                 | 25      | 3       |        |     | 28    |
| Deed exhibit under DOR review (PUB, PHDC, PRA)  | 0       | 0       | 3      |     | 3     |
| Deed exhibit has been reviewed by DOR (PUB, PHDC, PRA)                                | 0       | 0       | 0      |     | 0     |
| Second deed exhibit has been drafted (PUB ONLY)                                       | 0       |         |        |     | 0     |
| Deed has been sent for execution (PUB/PRA, PHDC, PRA)                                 | 12      | 0       | 40     |     | 52    |
| Deed in process of being recorded   | 0       | 0       | 0      | 0   | 0     |
| Additional properties transferred to PLB since 5/10/2017<br>(PUB/PRA, PHDC, PRA, TAX) | 0       | 0       | 0      | 0   | 0     |

# Number does not include the properties acquired via tax sale, which are included in the total number of properties conveyed to the land bank.

\* The total number conveyed to the land bank to date and includes tax sale acquisitions. Properties sold (9) have not been deducted from this total.

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**MEMORANDUM**

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Date: June 8, 2017  
To: Board of Directors  
From: Land Bank Staff  
Re: Memorandum of Understanding among the City of Philadelphia, Philadelphia School District and Philadelphia Land Bank to Coordinate Handling of Tax Delinquent Properties

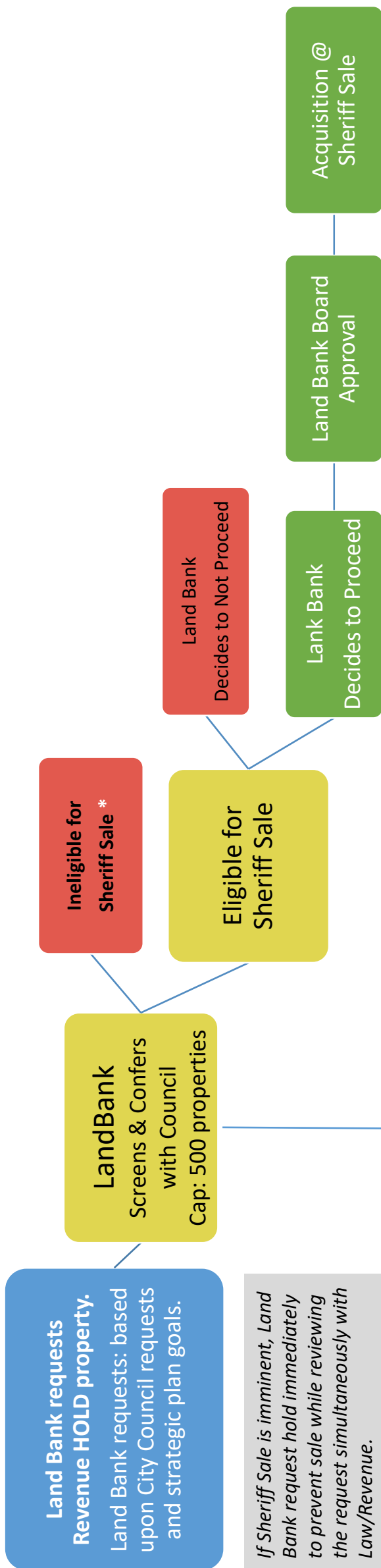
The Land Bank intends to enter into a regular monthly process of acquiring tax delinquent properties to fulfill the goals and objectives approved by the Board through adoption of the Land Bank Strategic Plan. However, first there must be an understanding among the Land Bank, the City of Philadelphia and the Philadelphia School District to manage this process which respects both the interests of Land Bank to repurpose tax delinquent property and the City's mandate to maximize revenues for the City and School District.

The Memorandum of Understanding (MOU) under consideration proposes a process to allow the Land Bank to evaluate whether it should acquire properties before those properties are scheduled for sale. In cooperation with the City's Revenue, Finance and Law Departments, the Land Bank may request that properties be withheld from sale for a specified time so that we can gather information necessary to decide whether acquisition is in the best interests of the Land Bank and would be consistent with our Strategic Plan.

While this MOU creates a unified and systematic approach to the evaluation and selection of properties for acquisition, the MOU does not authorize acquisition of any specific property or payment of any delinquent municipal charges. We hope to provide such authorizations through the Board's delegation to staff as suggested in the accompanying resolution.

The process detailed in the MOU is displayed graphically in the attached flow chart.

# Proposed Land Bank Acquisition Process



## Revenue/Law Review:

(max 120 days)

- Law/Revenue Review (Complete within 21 day, unless extension requested)
- Land Bank Staff confirm interest (include discussion of use with District Council Office)
- Day 90 Hold Expires (Unless 60 extension requested by Land Bank)

\*Note: Legally, properties are ineligible for Sheriff Sale if:

- Account is tax compliant (paid in full or in an approved payment agreement)
- Court-ordered stay or postponement
- Account under appeal (either assessment or I&P)
- Bankruptcy
- Already sold at Sheriff Sale (write off of debts is pending)
- Reasonable suspicion that underlying lien is defective

**RESOLUTION NO. 2017 -**

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE  
PHILADELPHIA LAND BANK, THE CITY OF PHILADELPHIA AND  
PHILADELPHIA SCHOOL DISTRICT TO COORDINATE THE HANDLING OF TAX  
DELINQUENT REAL PROPERTIES**

**WHEREAS**, the Philadelphia Land Bank intends to acquire certain tax delinquent property which the City of Philadelphia (the “City”) will expose to sheriff sale pursuant to the Municipal Claim and Tax Lien Law (“Tax Sales”);

**WHEREAS**, the City understands the value and benefit of the Land Bank and the special powers granted to it by the General Assembly to acquire and repurpose vacant tax delinquent properties for the benefit of the City and its citizens;

**WHEREAS**, the Land Bank understands the value and benefit of swift and consistent enforcement of tax delinquencies to maximize revenues for the benefit of the City and Philadelphia School District and their residents and students;

**WHEREAS**, the City and the Land Bank wish to create a process that respects both the Land Bank’s interest in acquiring properties it identifies as necessary to implement its Strategic Plan and the City’s interest in using Tax Sales as part of its revenue collection process;

**WHEREAS**, the City and Land Bank have developed a Memorandum of Understanding which creates a mutually acceptable process for the Land Bank to identify and acquire tax delinquent properties while making payment to the City for certain real property delinquent taxes; and

**WHEREAS**, the Board has considered the Memorandum of Understanding and finds that its adoption to be in the best interests of the Land Bank.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that the Executive Director of the Land Bank may enter into the Memorandum of Understanding with the City of Philadelphia which is attached to this Resolution.

## **MEMORANDUM OF UNDERSTANDING**

### **Between the Philadelphia Land Bank and The City of Philadelphia to Coordinate the Handling of Tax Delinquent Real Properties**

This Memorandum of Understanding (“MOU”) is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between the **Philadelphia Land Bank** (the “Land Bank”), the Philadelphia School District (the “School District”), and **The City of Philadelphia** (the “City”), by and through its Office of the Director of Finance (“Finance”), Department of Revenue (“Revenue”) and Law Department (“Law,” and together with Finance and Revenue, the “Departments”). For purposes of collection activity, Law shall include any outside counsel hired by the Law Department to collect real estate taxes.

WHEREAS, the Land Bank was created pursuant to authorization of 68 Pa. C.S. § 2101 *et seq.* and Section 16-700 of the Philadelphia Code, Bill No. 130156-A; and

WHEREAS, the City understands the value and benefit of the Land Bank and the special powers granted to it by the General Assembly to acquire and repurpose vacant tax delinquent properties for the benefit of the City and its citizens; and

WHEREAS, the City understands the value and benefit of swift and consistent enforcement of tax delinquencies to maximize revenues for the benefit of the City and School District and their residents and students; and

WHEREAS, City Council approved the Land Bank’s Strategic Plans for 2015, 2016 and 2017 (collectively, the “Strategic Plan”) by adopting Resolution No. 140915 on December 11, 2014, Resolution No. 150905 on December 3, 2015 and Resolution No. 170051 on March 9, 2017, respectively; and

WHEREAS, the City, by and through the Departments, is committed to supporting and providing resources to the Land Bank for the acquisition and repurposing of blighted properties, whether through Sheriff Sale for delinquent municipal claims or otherwise, which is a critical part of fulfilling the Land Bank’s Strategic Plan; and

WHEREAS, pursuant to Sections 8-410 and 4-400 of the Philadelphia Home Rule Charter (the “Charter”), Law shall collect or settle all overdue and unpaid debts, taxes and accounts due the City; and

WHEREAS, pursuant to Article VI of the Charter and other applicable law, the Department of Collections (now known as Revenue), under the supervision of Finance, accounts for all such debts, taxes, and claims; collects many of them until they are turned over to Law; and assesses or audits most taxes; and

WHEREAS, Law serves as collection counsel for the School District, as well as the City, pursuant to Section 12-305(b) of the Charter (Education Annex) and Section 19-1802 of the Philadelphia Code; and

WHEREAS, the Departments’ collection process for real estate taxes and other municipal claims frequently results in petitions to sell the delinquent property at Sheriff Sale under the Municipal Claim and Tax Lien Law (“Tax Sales”); and

WHEREAS, in many cases a property that the Departments take to Tax Sale is of interest to the Land Bank; and

WHEREAS, the undersigned wish to create a process that respects both the Land Bank's interest in properties it identifies as important to the Strategic Plan and the Departments' interest in using Tax Sales as part of their collection process;

NOW, THEREFORE, it is agreed as follows:

1. Hold Requests.

- a. The Land Bank shall designate no more than three persons ("Requestors") who may request a hold on a delinquent property ("Hold Request") on behalf of the Land Bank. The Departments will not consider requests from anyone other than a Requestor to hold properties on behalf of the Land Bank. All Hold Requests shall include the Office of Property Assessment number for the property in question. The Land Bank shall make a good faith effort, using Revenue Department delinquency data, to minimize the submission of properties that would be deemed Ineligible for Tax Sale based on the criteria outlined in section 3 (a)
- b. The Land Bank may not have in effect at any given time more than five hundred (500) Hold Requests. As properties are removed from the hold list, including properties which are placed back onto the Tax Sale list, the Land Bank can request an equivalent number of holds up to the five hundred (500) limit.

2. One Hundred Twenty (120) Day Hold. Upon receipt of a Hold Request from a Requestor, the Departments shall flag the relevant delinquent account to prevent the property from being exposed to Tax Sale for one hundred twenty (120) days. A Hold Request shall not automatically stay the filing of a Rule to Show Cause with the Common Pleas Court, although the Departments, in their discretion, may choose not to proceed with such a filing after receiving a Hold Request.

3. Prompt Evaluation by the Departments. Within three weeks of receiving a Hold Request, or within an additional three weeks thereafter if the City gives notice of such extension to the Land Bank within the initial three weeks, the City (through any of the Departments copying the others) will submit written notice to the Land Bank that it has placed the property into one of two categories – Eligible for Tax Sale or Ineligible for Tax Sale. If the City has placed the property into the category, Eligible for Tax Sale, written notice will include the City's best estimate as to the earliest practicable date the property will be moved through the Tax Sale process. If the City has placed the property into the category, Ineligible for Tax Sale, the shared tracking document used by the Departments and the Land Bank will include the reason why the property is ineligible, among those reasons listed in subsection (a) and, if applicable, have specified the nature of the reasonable suspicion that a lien (s) is defective.

- a. Properties marked Ineligible for Tax Sale are not available for acquisition and will be removed from the requested holds list. Properties shall be ineligible if:
  - The account is tax compliant (either full payment or approved payment agreement).
  - A court-ordered stay or postponement is in place.
  - The account is under appeal.
  - The owner is in bankruptcy.
  - The lien(s) have been discharged in a prior Tax Sale

- The Departments have a reasonable suspicion that the lien(s) is defective.
- b. For properties marked Eligible for Tax Sale, the Departments will determine the total Real Estate balance and Water debt due, including interest, penalties, and other charges at the time of the review request, as well as the assessed values of the properties as determined by the Office of Property Assessment and will include this information in its notice to the Land Bank.
  - c. For properties deemed Eligible for Tax Sale and which are acquired by the Land Bank at a Tax Sale, the Land Bank will be required to pay the total Real Estate and Water liens due, up to the assessed value. The amount of those liens will be determined at the time of the Tax Sale. Liens for other municipal claims will be waived in all cases, regardless of the property's assessed value.
  - d. For properties where the Real Estate and Water liens due exceed the OPA assessed value, the Land Bank will be required to pay the assessed value. Where the Land Bank pays the assessed value and that amount is not sufficient to satisfy both the real estate taxes and the water debt, the amount paid will be applied first to real estate taxes. Where this agreement results in the need to remove liabilities from City accounts, the Law Department will handle that in its capacity as collection counsel for both the City and the School District.
4. Discharge of Liens and Waiver of Payment
- a. The Land Bank's bid at Tax Sale shall be the full amount due for all City Liens as of the date of the Tax Sale. City Liens include liens for the City's real estate taxes, water/sewer bills, and any other municipal claims with the exception of any liens of the Philadelphia Gas Works.
  - b. After acquisition by the Land Bank at Tax Sale and payment by the Land Bank of the amount due under Section 3, the Law Department will coordinate with the Land Bank and the Departments to effectuate the removal, release and discharge of any City Liens to be discharged under Section 3, from the Prothonotary's records and/or the Department of Records and/or the City's tax collection records to ensure that the Land Bank will acquire the property free and clear of real estate taxes and municipal claims.

5. Prompt Follow-Up by the Land Bank. As soon as practicable after making a Hold Request and receiving a determination on candidates marked Eligible for Tax Sale, but in no case later than thirty (30) days before the hold expires, the Land Bank shall evaluate whether it in fact intends to acquire the property and shall communicate that decision to the Departments. Once the Land Bank communicates that it would like to take a property by Tax Sale, the Departments promptly will remove the the hold request and move the property through the Tax Sale process.

6. Hold Released After One Hundred Twenty (120) Days. If at the end of one hundred twenty (120) days from receipt of a Hold Request, the Departments communicate the expiration of the hold period on a property and the Land Bank has neither communicated that it plans to acquire that



property nor requested a Hold Extension pursuant to section (7), the flag may be removed from the property and ordinary collection – including Tax Sale – may resume.

7. **Sixty (60) Day Hold Extension.** Upon a request from a Requestor on a specific property, a hold may be extended for an additional sixty (60) days to enable the Land Bank to gather further information and make a decision, or to enable the parties to continue to discuss proper terms of Land Bank acquisition. Those extension requests shall be granted as long as the total number of Hold Requests remains within the agreed-upon limit of five hundred (500).

9. **Sole Process.** The process outlined above shall be the exclusive means of suspending collection activity on behalf of the Land Bank. The Land Bank and the Department of Planning and Development shall communicate this policy to their employees, other City department and agencies, and interested third parties.

10. **Notice of Termination.** This agreement shall be terminable at the option of any party upon providing sixty (60) days notice to all other parties. Any such notice shall be given in writing directed as follows:

In the case of the City, notice shall be sent to:

Frank Breslin  
Revenue Commissioner  
6<sup>th</sup> Floor, 1401 JFK Boulevard  
Philadelphia, Pennsylvania 19102

In the case of the Land Bank, notice shall be sent to:

Frederick S. Purnell, Sr.  
Deputy Director for Housing & Community Development  
Chairman of the Philadelphia Land Bank  
1234 Market Street, 17th Floor  
Philadelphia, PA 19107  
Frederick.Purnell@phila.gov  
or such other person as the City or Land Bank may later designate.

**PHILADELPHIA LAND BANK**

By: \_\_\_\_\_  
Frederick S. Purnell, Sr  
Chairman of the Philadelphia Land Bank

**THE CITY OF PHILADELPHIA**

Approved as to form  
Sozi Pedro Tulante, City Solicitor

By: \_\_\_\_\_  
Sozi Pedro Tulante, City Solicitor

By: \_\_\_\_\_  
Daniel W. Cantú-Hertzler  
Senior Attorney

By: \_\_\_\_\_  
Rob Dubow, Director of Finance

By: \_\_\_\_\_  
Frank Breslin, Revenue Commissioner

SCHOOL DISTRICT OF PHILADELPHIA

By: \_\_\_\_\_  
Name, Title

DRAFT

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**MEMORANDUM**

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Date: June 8, 2017  
To: Board of Directors  
From: Land Bank Staff  
Re: Delegation of Limited Authority to Land Bank Executive Director for  
Acquisition of Tax Delinquent Property

As shown in the preceding Board item relating to the Memorandum of Understanding among the City of Philadelphia, the Philadelphia School District and the Philadelphia Land Bank, the Land Bank expects to begin acquiring tax delinquent property placed for sale at the several monthly tax sales conducted by the Law Department and its outside counsel. Presently, there are 4 such sales each month.

Prior practice has been to obtain specific Board approval before the Land Bank acquired a particular property at tax sale. Going forward, the volume of acquisitions will increase significantly once the MOU is implemented. In many cases, the Land Bank must decide quickly whether it should bid for a property to prevent its sale to the public or to avoid additional expenses to postpone or stay the sale.

We propose that the Executive Director be granted limited, controlled and supervised authority to bid for those Tax Sale Properties which are eligible for acquisition and which support the goals of the Land Bank's Strategic Plan. Initially, we propose to allow expenditure by the Executive Director of up to \$250,000 for these acquisitions – an amount significantly below the proposed FY budget for payment of City and School District liens of 3.5 Million Dollars.

If the Executive Director position is not filled, then we suggest that the Board Chair be permitted to further delegate this authority to management staff.

There will be monthly reporting to the Board of properties acquired and payments made, along with how each property is intended to be used when conveyed, all in keeping with the Strategic Plan.

**RESOLUTION NO. 2017 -**

**RESOLUTION GRANTING AUTHORIZATION TO ACQUIRE TAX DELINQUENT  
PROPERTY THROUGH SHERIFF SALE, SUBJECT TO CERTAIN TERMS AND  
CONDITIONS**

**WHEREAS**, the Commonwealth Land Bank Act, 68 Pa. C.S.A. §§ 2101, *et seq.*, authorizes a land bank to bid for and acquire property exposed for sale pursuant to the Municipal Claim and Tax Lien Law, 53 P.S. §§ 7101, *et seq.*;

**WHEREAS**, Section 16-705(3)(b) of the Philadelphia Code authorizes the Land Bank to acquire tax delinquent properties at sales conducted by, or on behalf of, the City of Philadelphia (“Tax Sale Properties”);

**WHEREAS**, the Land Bank finds that the acquisition of Tax Sale Properties property which meet the criteria of its Strategic Plan can be better managed by delegating to the Executive Director the ability to bid for and acquire certain tax delinquent property as provided by the Land Bank’s FY 18 budget.

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

1. The Executive Director is authorized, subject to the terms of this Resolution, to bid for and acquire Tax Sale Properties.
2. In the absence of Executive Director, the Board Chair may exercise this authority on his/her own or may further delegate this authority to Land Bank management staff.
3. The maximum expenditure for acquisition of Tax Sale Properties as authorized by this Resolution shall not exceed Two Hundred Fifty Thousand Dollars (\$250,000) without further approval and authorization of the Board.
3. The Executive Director shall report at each scheduled meeting of the Board on a cumulative basis: (a) the address of all Tax Sale Properties acquired; (b) the amount paid to the City to satisfy or remove all municipal and School District charges; and (c) the proposed disposition use of the property in a category shown in the Strategic Plan.
4. Upon request of a majority of the Board, to provide such other information to allow the Board to properly supervise and control this delegation of authority.
5. The Executive Director is hereby granted authorization to execute and deliver all such contracts and documents necessary or convenient to carry out the foregoing authorization.

## MEMORANDUM

Date: June 8, 2017  
To: Board of Directors  
From: Land Bank Staff  
Re: Selection of Broker of Insurance

Since the inception of the Philadelphia Land Bank brokerage services have been performed by Bradley and Bradley. At the time of the contract, Bradley was the only respondent to the RFP. Due to the small portfolio at the inception of the contract, the Land Bank was not able to obtain competitive rates for insurance. It was the intention of the Land Bank to market for better rates once the inventory increased.

In or around April 2017, the Philadelphia Housing Development Corporation (“PHDC”), on behalf of itself and the Philadelphia Land Bank (“PLB”), issued and advertised in newspapers of general circulation a Request for Proposals (“RFP”) soliciting candidates to submit proposals that demonstrated sufficient qualifications, capability and experience to provide insurance broker services for PHDC and PLB for the next three (3) years. There were responses to the RFP from three (3) candidates: PK Financial (“PK”), Bradley & Bradley Inc. (“Bradley”) and Connor Strong & Buckelew (“Connor”).

The applicants were evaluated by a committee consisting of Debbie Lawton from the City’s Risk Management Department (“DL”); Christi Jackson from the Land Bank “CJ”); Susan Varghese from PRA (“SV”) and Dave Thomas (“DT”) and me (“LT”) from PHDC. The committee evaluated and rated qualifications (“Qualifications”) experience/capacity (“Experience”), proof of insurance (“Insurance”), quality and clarity of response (“Response”), MBE/WBE participation (“MBE/WBE”) and costs (“costs”) The specific category and cumulative scores for each candidate are set forth below, except for Debbie Lawton, who summarized her analysis:

### Connor (\$50,000 Annually)

|                | DT   | LT   | SV   | CJ   | Average |
|----------------|------|------|------|------|---------|
| Qualifications | 25.0 | 25.0 | 23.0 | 25.0 |         |
| Experience     | 30.0 | 30.0 | 30.0 | 30.0 |         |
| Insurance      | 5.0  | 5.0  | 5.0  | 3.0  |         |

## MEMORANDUM

|               |             |             |             |             |             |
|---------------|-------------|-------------|-------------|-------------|-------------|
| Response      | 5.0         | 5.0         | 4.0         | 5.0         |             |
| MBE/WBE       | 5.0         | 8.0         | 7.0         | 8.0         |             |
| Costs         | 25.0        | 25.0        | 25.0        | 20.0        |             |
| <b>Total:</b> | <b>95.0</b> | <b>98.0</b> | <b>94.0</b> | <b>91.0</b> | <b>94.5</b> |

The Land Bank proposes entering into a limited Power of Attorney with the Philadelphia Housing Development Corporation to procure insurance broker services as outlined in the attached resolution.

**RESOLUTION NO. 2017 -**

**RESOLUTION AUTHORIZING APPOINTMENT OF PHILADELPHIA HOUSING  
DEVELOPMENT CORPORATION TO ACT AS LAND BANK AGENT TO  
PROCURE INSURANCE BROKER SERVICES**

**WHEREAS**, in or around April 2017, the Philadelphia Housing Development Corporation (“PHDC”), on behalf of itself and the Philadelphia Land Bank (“Land Bank”), duly issued and advertised in newspapers of general circulation a Request for Proposals (“RFP”) soliciting candidates to submit proposals that demonstrated sufficient qualifications, capability and experience to provide insurance broker services for PHDC and the Land Bank for the next three (3) years;

**WHEREAS**, three (3) candidates responded to the RFP by submitting proposals;

**WHEREAS**, after reviewing the three proposals, PHDC staff (i) has determined that the proposal submitted by Connor Strong & Buckelew (“Connor”) is the most responsive to the RFP and most advantageous to PHDC and the Land Bank and (ii) therefore recommends that PHDC engage Connor to provide certain insurance broker services for PHDC and the Land Bank pursuant to a one (1) year contract in the amount of Fifty Thousand Dollars (\$50,000), with a term commencing June 1, 2017 and ending May 31, 2018, and an option for PHDC to renew for two (2) additional consecutive one (1) year periods for the same amount.

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

1. The Land Bank may execute a Limited Power of Attorney appointing the Philadelphia Housing Development Corporation to act as the Land Bank’s agent to take all necessary and appropriate actions required to enter into a one (1) year contract with Connor Strong & Buckelew to provide certain insurance brokerage services for the Philadelphia Housing Development Corporation and the Philadelphia Land Bank, with an aggregate contract amount not to exceed Fifty Thousand Dollars (\$50,000) and a contract term commencing June 1, 2017 and ending May 31, 2018, and a contract option for the Philadelphia Housing Development Corporation to renew said contract for two (2) additional consecutive one (1) year periods for the same amount.
2. The Board Chair is authorized to prepare, execute and deliver a Limited Power of Attorney appointing the Philadelphia Housing Development Corporation to act as the Land Bank Attorney-in-Fact and other documentation necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Board Chair and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

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## MEMORANDUM

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Date: June 8, 2017  
To: Board of Directors  
From: Land Bank Staff  
Re: Assessment and Evaluation of Community Gardens

One of the Land Bank's goals as outlined in the Strategic Plan is the acquisition, development and preservation of individual and community gardens. To achieve this goal, the Philadelphia Land Bank has been working with the Mayor's Office of Sustainability, Department of Parks and Recreation, the Food Policy Advisory Council and the Department of Planning and Development to not only establish goals and policies, but to also identify potential gardens within the City of Philadelphia.

Many of the applications for gardens are for privately owned, tax delinquent parcels. It has become evident that the Land Bank does not have the resources available to dedicate to the vetting of the gardens. To assist us in the this matter, the Philadelphia Land Bank is proposing entering into a contract with the Neighborhood Garden Trust (NGT) to identify, assess and evaluate the viability of gardens.

NGT proposes to conduct outreach and assessments on 180 gardens that are on public or private, tax delinquent land. All gardens have been identified as active by the Community Garden Data Collaborative. In addition to cross-referencing data among the City departments and garden organizations, NGT proposes to conduct site interviews and inspections; conduct garden outreach and assessment; conduct public sessions for gardeners; as well as, prepare a written report which identifies, describes and evaluates each garden. This information will be used to identify gardens which are eligible and recommended for preservation.

Staff requests that the Land Bank Board approve a contract not to exceed \$22,000 with the Neighborhood Garden Trust as described in the attached resolution.



**RESOLUTION NO. 2017 –**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH  
NEIGHBORHOOD GARDENS TRUST**

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Philadelphia Land Bank that authorization is hereby given for the Land Bank to enter into a professional services contract with Neighborhood Gardens Trust (“NGT”) to conduct outreach and assessments on 180 gardens that are located on public or private, tax-delinquent land and were identified as active gardens by the Community Garden Data Collaborative, as further described in the attached proposal dated May 3, 2017, for a not-to-exceed maximum compensation, including out-of-pocket expenses, of Twenty-Two Thousand Dollars (\$22,000).

**FURTHER RESOLVING**, that authorized Land Bank staff may prepare, execute and deliver an Agreement necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Land Bank Chair and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

100 North 20th Street  
Philadelphia PA 19103



Neighborhood  
Gardens  
Trust

215.988.8800  
NGT@pennhort.org  
www.ngtrust.org

May 3, 2017

Tania Nikolic  
Interim Executive Director  
Philadelphia Land Bank  
1234 Market Street, 17<sup>th</sup> Floor  
Philadelphia, PA 19102

Dear Ms. Nikolic,

I write on behalf of the Neighborhood Gardens Trust (NGT), Philadelphia's nonprofit land trust dedicated to the acquisition and preservation of community gardens and shared open spaces.

An affiliate of the Pennsylvania Horticultural Society (PHS), NGT holds title or long-term leases for community-managed open spaces across Philadelphia and has preserved 37 gardens to-date. These properties range in size from single house lots to 4.3 acres and collectively serve over 800 urban gardeners.

NGT regularly evaluates gardens that apply to the Trust for preservation and has expertise in assessing the physical and organizational capacity of community-managed open spaces. In 2016, NGT performed professional services for the Philadelphia Land Bank to conduct field surveys and assessments of community gardens located on city-owned parcels.

NGT proposes to conduct outreach and assessments on 180 additional gardens that are located on public or private, tax-delinquent land and were identified as active gardens by the Community Garden Data Collaborative. Based on discussions with Planning and Development, Office of Sustainability, Department of Parks and Recreation, NGT is prepared to perform the following scope of work.

#### **Phase I      Pre-fieldwork research**

1. Cross reference community garden data against PHS and NGT lists--City Harvest, Landcare, NGT Intake and Acquisition Plan

2. Using PWD Stormwater viewer and City ArcGIS, confirm parcels that fall within the footprint of each garden
3. Develop bilingual outreach letter to be approved by the city
4. Sort gardens by geography and develop routing plan to visit each garden

## **Phase II      Field Work/Site visits**

1. Visit each garden.
  - a. Speak with gardeners on-site, if any
  - b. Take garden photographs
  - c. Conduct site assessment (from the sidewalk) of physical conditions at the garden and immediate area
  - d. Affix outreach package to garden fence or in another visible location. Package will include letter, city-produced brochures about relevant disposition policies, and dates of FPAC-sponsored information sessions.

## **Phase III      Gardener Outreach/Assessment**

1. Coordinate phone calls with garden contacts who respond to letter.
2. Identify contacts for gardens that do not respond to the outreach letter but are determined to be priorities via:
  - a. The Public Interest Law Center
  - b. Soil Generation
  - c. District council office
  - d. Nearby gardens
  - e. NACs, CDCs, etc.
3. Conduct phone interviews with garden contacts:
  - a. Explain reason for outreach by NGT
  - b. Conduct preliminary assessment of garden capacity
  - c. Assess interest of gardener in land use agreement or long-term preservation
  - d. Invite to information sessions
4. Coordinate with the Food Policy Advisory Council and the Land Bank to organize two public information sessions regarding city disposition policies and land access for community gardens.

## **Phase IV      Documentation**

1. Sort gardens into the following categories:
  - a. Active community gardens that are strong candidates for preservation.
  - b. Active community gardens that may be good candidates for preservation or a land use agreement, but need additional support for physical improvements and/or organizational capacity-building.

- c. Active gardens that are tended by an individual or family, but play an active role in the community by sharing produce with neighbors, hosting events, neighborhood beautification, or educational programming.
  - d. Active gardens that should be referred to the side yard program.
  - e. Gardens that are not recommended for leasing or preservation at this time.
  - f. Properties that are not being used for community greening or recreational purposes.
- 2. Provide description including:
  - a. Condition of garden infrastructure and vegetation (type of crops, fence, raised beds, water source, trees, tool storage, other structures on-site).
  - b. Presence of mural
  - c. Position of garden on the block
  - d. Proximity to recreation center or library
- 3. Prioritize/Identify high-risk gardens based on:
  - a. Pattern of public and private properties within garden footprint
  - b. 3<sup>rd</sup> party tax liens (“old liens”)
  - c. Market pressure as indicated by TRF Displacement Risk Ratio
- 4. NGT will develop one-page profiles as requested by the city for gardens that submit EOIs which would include:
  - a. All parcels and ownership
  - b. Garden photographs
  - c. Description of physical conditions
  - d. Contact information if available
  - e. Overview of organizational capacity, garden history, etc., if available

### **Cost Proposal:**

NGT proposes a time and materials contract with the Philadelphia Land Bank not-to-exceed \$22,000 based on the following hourly billable rates:

NGT Executive Director: \$70/hr @ 200 hours

NGT Garden Program Associate: \$30/hr @90 hours

NGT Research Fellow: \$15/hr @ 390 hours

### **Timing:**

NGT will complete the scope in two stages:

*Garden Group A* : 57 community gardens that contain at least one privately-owned parcel by June 30, 2017. Note: *NGT’s ability to meet this timeline is dependent on the availability of city-produced brochure by May 22, 2017.*

*Garden Group B:* 123 gardens that are city-owned by September 15, 2017.

Thank you for your consideration. Please do not hesitate to contact me with additional questions at 215-988-8798.

Sincerely,

A handwritten signature in cursive script that reads "Jenny Greenberg". The signature is written in black ink and is positioned above the printed name and title.

Jenny Greenberg  
Executive Director

Cc: Cathy Califano  
Sarah Wu  
Christi Jackson  
Elisa Esposito

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**MEMORANDUM**

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Date: June 8, 2017  
To: Board of Directors  
From: Land Bank Staff  
Re: Acquisition of 1914 N. 8<sup>th</sup> Street

The Land Bank is supporting the City of Philadelphia and the Philadelphia Housing Authority in implementing its Choice Neighborhood Grant. Previously, the Land Bank Board approved the conveyance of 60 parcels of property to PHA for the development of 89 rental units of low-income housing, known as the Norris Central CNI Phase I Project.

PHA has now requested that the Land Bank assist PHA in acquiring the right to relocate an alley on the footprint of its proposed development. The relocation of this alleyway will clear the way for construction of the Project as presently planned.

PHA has negotiated an arrangement with Yuhan Holdings, LLC which has a right of access to this alleyway whereby (i) Yuhan has consented to the relocation of the alleyway as requested by PHA; (ii) Yuhan will convey title to a property which it owns located at 1914 N. 8<sup>th</sup> Street to the Land Bank, and (iii) the Land Bank will convey property which the Land Bank owns located at 1938 and 1942 Darien Street to Yuhan for nominal consideration. In addition, the Land bank will pay Yuhan \$17,500.

We expect that PHA will ask the Land Bank to convey 1914 N. 8<sup>th</sup> Street to PHA for further development. PHA has agreed to fully reimburse the Land Bank for its expenditures in acquiring the 8<sup>th</sup> Street property.

**RESOLUTION NO. 2017 -**

**RESOLUTION GRANTING AUTHORIZATION TO ACQUIRE  
1914 N. 8<sup>TH</sup> STREET, PHILADELPHIA, PA**

**WHEREAS**, the Philadelphia Land Bank is supporting the City of Philadelphia and the Philadelphia Housing Authority (“PHA”) in implementing its Choice Neighborhood Grant by conveying certain parcels of property to PHA for the development of 89 rental units of low-income housing, known as the Norris Central CNI Phase I Project;

**WHEREAS**, PHA has now requested that the Land Bank assist PHA in acquiring the right to relocate an alley on the footprint of its proposed development and necessary for construction of the Project as presently planned;

**WHEREAS**, in order to accomplish the alley relocation, the Land Bank has agreed that it will acquire property from Yuhan Holdings, LLC located at 1914 N. 8<sup>th</sup> Street, Philadelphia, PA for nominal consideration in accordance with an Agreement of Sale which Yuhan has executed; and

**WHEREAS**, the Land Bank Act allows the Land Bank to acquire real property and interests in real property by any means upon conditions and in the manner the Land Bank considers proper.

**NOW THEREFORE, BE IT RESOLVED** by the Philadelphia Land Bank, that the appropriate staff of the Land Bank may enter into an Agreement of Sale to purchase 1914 N. 8<sup>th</sup> Street, Philadelphia, PA from Yuhan Holdings, LLC for nominal consideration.

**FURTHER RESOLVING**, that Land Bank staff is hereby authorized to prepare, execute, deliver and record all instruments, documents and agreements necessary to effectuate the purposes of this Resolution and to pay all incidental expenses of transfer, which instruments, documents and agreements shall contain such terms and conditions as the Board Chair and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

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**MEMORANDUM**

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Date: June 8, 2017  
To: Board of Directors  
From: Land Bank Staff  
Re: Disposition Approvals

Staff recommends that the Board approve the conveyance of the properties outlined in the attached fact sheet, which describe the proposed project and terms of sale in further detail.

As required by the Land Bank Ordinance, these conveyances were approved by the Vacant Property Review Committee and by City Council resolution. Notices were sent to the entire neighborhood designated Registered Civic Organizations (RCOs), along with notices posted on the properties 10 days prior to these cases being presented to the Vacant Property Review Committee.



**RESOLUTION NO. 2017 –**

**RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN PROPERTIES TO  
YUHAN HOLDINGS, 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 1938 N. Darien Street and 1942 N. Darien Street at its public meeting held on May 9, 2017 and Philadelphia City Council has approved this conveyance by resolution adopted on June 8, 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 1938 N. Darien Street and 1942 N. Darien Street (the “Properties”) to Yuhan Holdings, LLC for the consideration of Two Dollars (\$2.00) 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. Land Bank staff 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 Board Chair with the advice of General Counsel may allow modifications to this Resolution necessary or desirable to carry out its purposes and intents.

|                              |  |
|------------------------------|--|
| Name of Applicant(s):        | Dmitry Yukhananov  |
| Legal Entity, if applicable: | Yuhan Holdings LLC   |
| Applicant Mailing Address:   | PO Box 52813, Philadelphia PA 19155  |
| Application Date:            |  |
| Property Addresses:          | 1938 N. Darien Street and 1942 N. Darien Street  |
| Council District & Zoning:   | Council District 5; RM-1   |
| Accepted Sale Price*:        | \$2.00<br><br>Price determined by: <input type="checkbox"/> Appraisal <input type="checkbox"/> LAMA UFP <input checked="" type="checkbox"/> Other: _____ |

*\*Unless extraneous conditions apply, sale price and accepted price are the same.*

|                         |  |
|-------------------------|--|
| STRATEGIC PLAN GOAL     | <input checked="" type="checkbox"/> Housing (non-income restricted) <input type="checkbox"/> Business Expansion <input type="checkbox"/> Side yard<br><input type="checkbox"/> Garden/Open Space |
| PROPOSED DEVELOPMENT    | <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Rehab  |
| PLANNED USE:            | <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use   |
| IF RESIDENTIAL:         | Single Family      Multi-Unit & # of Units   |
| TOTAL SQ FT             | TBD  |
| CONSTRUCTION COSTS:     | \$ TBD   |
| TOTAL PROJECT COSTS:    | \$ TBD   |
| TOTAL PROJECT FUNDING*: | \$      Documentation: <input type="checkbox"/> Yes (Equity and LOI) <input type="checkbox"/> No   |

*\*Applicant must submit Commitment Letter from lender or provide evidence of access to funding prior to Land Bank approval.*

Check one: ☐ Owner Occupied ☒ For Sale to Homebuyer ☐ Rental /Tenant

**Staff Recommendation:**

Land Bank staff recommends the conveyance of these properties as an integral part of an arrangement whereby the grantee will allow PHA to relocate an alleyway (essential to the PHA Norris Choice Development) and the grantee will convey property located at 1914 N. 8<sup>th</sup> Street to the Land Bank for nominal consideration.

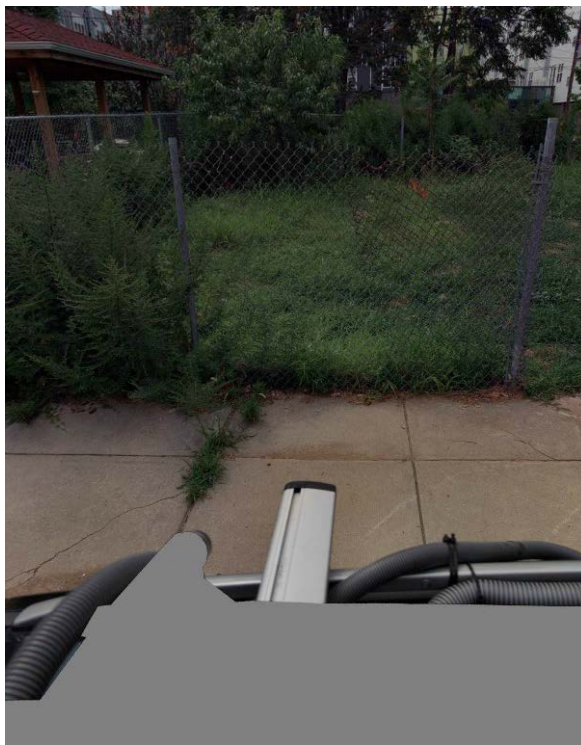
Developer will submit preliminary plans for review and approval prior to settlement and will submit more detailed development plans approximately 3 months after settlement.

Developer is compliant with the City of Philadelphia Revenue Department and has no outstanding tax obligations, conflicts of interest, or unresolved violation of City L&I codes.

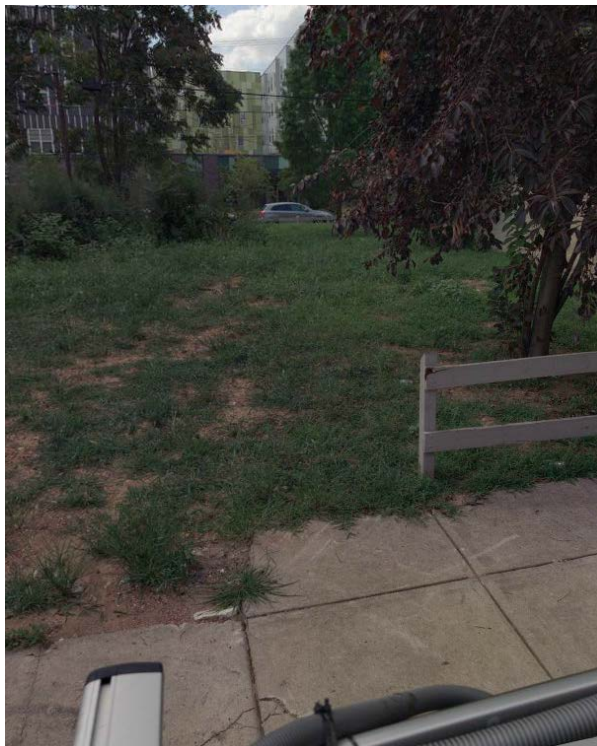
**DEVELOPMENT FACTSHEET**

1938 N. Darien Street and 1942 N. Darien Street

**1938 N. Darien Street**



**1942 N. Darien Street**



## Philadelphia Land Bank Approved Sales Report – June 2017

| Dispositions                             | YEAR 1 Goals<br>7/1/16 – 6/30/17 | YEAR 1 Board Approved<br>7/1/16 – 6/1/17 |
|--|----------------------------------|--|
| Side Yards                               | 45                               | 4  |
| Total Housing/Mixed Use Units            | 170                              | 151                                      |
| 20 % for incomes at 30% or below of AMI  | 81                               | 9  |
| 30 % for incomes at 60% or below of AMI  | 33                               | 80                                       |
| 25 % for incomes at 120% or below of AMI | 28                               | 48                                       |
| 25 % non-income restricted               | 28                               | 17                                       |
| Business Expansions                      | 3                                | 2  |
| Gardens/Open Space                       | 33                               | 0  |
|  |                                  |  |
| Total Properties To Be Disposed          | 251                              | 157                                      |

| Acquisitions                             | YEAR 1 Goals<br>7/1/16 – 6/30/17 | YEAR 1 Actual<br>7/1/16 – 6/1/17 |
|--|----------------------------------|----------------------------------|
| Side Yards                               | 88                               | 0                                |
| Total Housing/Mixed Use Units            | 237                              | 33                               |
| 20 % for incomes at 30% or below of AMI  | 48                               | 0                                |
| 30 % for incomes at 60% or below of AMI  | 71                               | 0                                |
| 25 % for incomes at 120% or below of AMI | 59                               | 33                               |
| 25 % non-income restricted               | 59                               | 0                                |
| Business Expansions                      | 4                                | 1                                |
| Gardens/Open Space                       | 21                               | 0                                |
|  |                                  |                                  |
| Total Properties Acquired                | 350                              | 34*                              |

\*Acquisitions of properties approved at December 8, 2016 Board meeting; Land Bank staff only authorized to acquire if outstanding City liens fully waived.