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**Property Revitalization Committee (PRC)
Meeting Minutes from April 10, 2017 at 3:00 PM – First meeting**

Members Present: J. Grove, R. Thomas, N. Manalo, T. Checchia, C. Reeder, R. Cramer, M. Rudley (via phone)

Staff Present: B. Parks, J. Adkins, Z. Kershner, B. Baumler, M. Bowman, P. Grossman, R. Griffin, N. Bamonti

Members Absent: J. Bokee, K. Griffee

Meeting called to order at 3:07 pm. Following introductions, Nikki Bamonti gave a brief history of the formation of the Property Revitalization Committee as a group tasked to build upon on the groundwork of the two previous Blighted and Vacant Property Committees.

Brittany Parks, Manager of Code Enforcement provided background on the makeup of the Code Enforcement Department, process, and timelines. She also reviewed the Blighted Property List from October 2014 (4 Blighted/26 Watch list) and the Blighted Property List from April 2017 (2 Blighted/6 Watch list).

Review of the PRC overview, goals, and objectives document prompted discussion about issues to address. Those issues for further review are listed below the subcommittee for which they best fit.

The Committee unanimously elected Tony Checchia as Chair and Jennifer Grove as Co-Chair. The group determined regular meetings of the PRC will be held the first Monday of the month at 3:00 pm in the Municipal Annex (140 W. Patrick Street), unless otherwise specified. Meeting dates through 2017: May 1, June 5, July 3, August 7, September 4, October 2, November 6, and December 4.

Other Discussion: Downtown Frederick Partnership's Live Downtown Frederick Housing Symposium will be held Friday, April 28 at 7:30am at the Delaplaine Visual Arts and Education Center.

Subcommittees

- 1) **Metrics/Hurdles** (Ron Cramer, Tony Checchia, Chuck Reeder, Noel Manalo)
 - a. Messaging – focus on economic revitalization & positive messaging
 - b. Address current processes:
 - Seen as cumbersome/challenging
 - Sometimes in conflict with the City’s goals for improvement
 - Unlock government barriers
 - Make sure process is simple/predictable
 - Require properties to be tenanted/implement use covenant
 - Develop inventory of bank owned properties
 - Create a City fund to purchase properties
 - “Fear” of HPC – alleviate this fear
 - LMC/Code changes may be necessary
 - c. What are the barriers to making repairs?
 1. Cost of repairs – What resources can we provide?
 2. Understanding property owner’s motivation
 3. Banks holding onto devalued properties for long term gain
 - d. Create policy for underutilized properties using benchmarks and requiring property owners to meet with City staff for mediation.
- 2) **Beautification** (Jennifer Grove, Rose Thomas)
 - a. Develop list of gateway corridors
 - b. Develop list of potential partners – civic organizations, non-profits, garden clubs, etc.
 - c. Create opportunities for the greater community to engage in improvement projects
 - d. Develop matrix matching groups with projects
- 3) **Training/Awards** (Moss Rudley)
 - a. Lowest priority – hold off until some progress made on other subcommittees
 - b. Look for opportunities to reward those property owners making the investment
 - c. Work with Historic Preservation staff to follow structure of preservation awards