

City of Gladstone
Policy for Sale of City-Owned Land

Purpose:

This procedure details the process for which the sale of City-owned land shall be made available to the public. It is the City's policy to manage its real estate assets so that the municipal and public needs, which rely on real estate assets, may be properly implemented. Only properties not required for any public or municipal use within the foreseeable future **may** be considered for sale.

Objective:

The City of Gladstone wishes to expand its tax base while simultaneously alleviating itself of costs associated with maintenance of vacant lots. The City reserves the right to join and split lots to assist with this process. All property will be sold as is. All sales are subject to City Commission approval.

Real Estate Review:

All unused and marginally used City-owned real estate will be reviewed on a continuing basis to determine public needs. The following process shall apply for all City-owned property:

- Review by appropriate City departments and/or boards
- Review by the Planning Commission for consistency with the Master Plan and future land use plans.
- Review by City Commission
- The City Manager, his/her administration and the Planning Commission then will determine the designation to be applied to the property, i.e., public facility, open space, surplus, sale, or lease
- Obtain an appraisal to establish fair market value on properties designated for sale

Marketing:

Prior to marketing a parcel any changes in zoning, land use classification, lot splits, property line adjustments, right-of-way establishment or changes necessary to allow the City to market the property at its highest and best use shall be accomplished by staff.

Marketing strategies not limited to the following will include:

- Maintain an updated list of properties for sale at City Hall
- For Sale signs posted on property
- Notify real estate firms and adjoining property owners when a parcel is for sale
- Maintain updated list of properties for sale on City website
- Notify EDA Director of property/s for sale

Sale of City-Owned Property:

- Any request to purchase City-owned property must be made in writing to the City Manager and must contain the following: *intended use of the property, description of property to be purchased, what type of development will be constructed on the property within eighteen (18) months of purchase, any other facts such as projected employment figures or improvements in value to the property and any other information requested by the City Manager.*
- The City Manager and/or City Commission will establish a minimum price for property based on: *current appraisal of the property, current economic conditions and benefits to accrue from the sale.* The value of the property shall consider existing stumpage. The City reserves the right to reject any and all bids or offers for property.
- The City Manager shall determine the method of securing requests for property to be sold. Methods for soliciting requests should be selected to best accommodate the characteristics and circumstances involved with the property. Once marketing strategies have occurred methods to secure requests to purchase property may include but not be limited to: *accepting an offer to purchase property, soliciting bids or using a realtor to market the property.*
- City Manager will review requests for purchase of City-owned property and verify that the request contains sufficient information; he/she shall refer the request with a recommendation to the Planning Commission for consideration and action.
- Planning Commission shall review requests to purchase City-owned property, consider zoning and land use issues and make a recommendation to the City Commission on the matter.
- The City Commission shall review the request, the recommendations by the City Manager and Planning Commission before acting upon the request. The City holds the right to place any conditions upon the sale of City-owned property they deem necessary.
- When possible a deed will be prepared within thirty (30) days of the approval. The deed shall contain standards covenants as follows: *The agreed upon building/structure must be constructed and utility services being utilized within eighteen (18) months of closing date and failure to comply with this or other covenants as may be added will result in the property reverting to the city.*
- Purchaser has thirty (30) days to pay for the property and execute the deed, failure to do so will render the authorization null and void.