CITY OF CHARLES TOWN

VACANT PROPERTIES BOARD
AGENDA • MARCH 2, 2023

Committee Meeting **CITY HALL** **3:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2023-253:** Vacant Properties Structure February 2, 2023 Meeting Minutes
Vacant Structure meeting minutes 2-2-23.docx

3. UNFINISHED BUSINESS

: **2023-231:** Request for Removal of Registry Fee Lien - 117Davenport Street (Possible Executive Session)
Document davenport.docx

4. NEW BUSINESS

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Vacant Properties Board
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 03/02/23
Department: Vacant Properties Board
Category: Information Only
Initiator:

AGENDA ITEM (ID #)

2023-253: Vacant Properties Structure February 2, 2023 Meeting Minutes

ATTACHMENTS:

- Vacant Structure meeting minutes 2-2-23.docx

CITY OF CHARLES TOWN

VACANT STRUCTURES BOARD

MINUTES • February 2, 2023

Committee Meeting | Council Chambers | 3:00 PM

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

The meeting was called to order at 3:05 PM.

2. UNFINISHED BUSINESS

2023-152 – Ordinance Review: Article 1759 – Vacant Properties and Vacant Structures and West Virginia State Building Code

The Board reviewed Article 1759 and Article 1705 and decided to move in a direction to create a new structure as authorized by Code. Counsel was directed to write a letter to the West Virginia Fire Commission to have authorization to vacate the current Vacant Properties Board and administer the program through Code Enforcement, with an appeals board structured to hear appeals from code enforcement determinations.

2023-154 - 117 Davenport Vacant Property Lien

The Board discussed a request to remove an existing lien at 117 Davenport St. The owner who has made this request is attempting to sell the subject the property. $5,000 is owed from the original registry in 2016.

The Board entered into Executive session 3:10 PM.

The Board adjourned to Open session at 3:35 PM.

Chairman Trainor requested that the applicant write a letter specifying the subject request.

3. ADJOURNMENT

The meeting adjourned at 4:20 PM.

Vacant Properties Board
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 03/02/23
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AGENDA ITEM (ID #)

2023-231: Request for Removal of Registry Fee Lien - 117Davenport Street (Possible Executive Session)

ATTACHMENTS:

- Document davenport.docx

February 7,2023

Mayor Robert Trainor
Vacant Structure Bd
Charles Town, WV 25414

Subject Property:
117 Davenport St. Charles Town, WV 25414
Dear Mayor Trainor,
Thank you for the opportunity to meet with you and the Vacant Structure Bd on February 2nd to discuss my property. This property had been previously co-owned by me and my brother, Mark Roper, and subsequently, communication and structure notices from the City of Charles Town had been sent to him.
I obtained sole ownership of the property in 2020, and was recently made aware of a Registry Fee Lien, which I am committed in taking action in working with you to correct this long over due situation.
I am requesting from you that the stated property fee lien be lifted from the property. This would allow me to secure a clear deed title and complete a property sell transaction that will lead into the next steps of the needed property improvement and structural transformation.
I am currently under contract with Lutman Land LLC to purchase the property (see Samson Properties attachment) . I am confident, and through past experiences with David, that he will deliver the property improvements and provide the new building structure that I would guarantee this board will deem more than satisfactory.
I understand that there have been situations where the Registry Fee lien on noncompliance properties in Charles Town had been reviewed and the city worked with owners to get there uninhabitable and vacant structure dilemma resolved.
I am respectively requesting that the same consideration for the removal of the Registry Fee lien be considered from the property so that a clear deed title be obtained allowing this property to be sold. Once again, I am committed in working with you, and my goal is doing what's needed to see that all property required improvements are finally addressed and completed by selling it to a well known contractor, Lutman, who provides quality homes in Jefferson County. Thank you for your time.
Sincerely,
Debra R. (Battle)Corbett