



Dodge City Land Bank Policies & Procedures

The Dodge City Land Bank is an independent agency and instrumentality of the City of Dodge City with the primary mission and authority to efficiently acquire, maintain, control, sell, transfer, and dispose of any property located within the City to help achieve a healthy living environment for all residences, remove blight, create low to mid income housing, promote infill housing, promote, and facilitate the investment and rehabilitation of aging housing stock, all conforming with the goals of the City's comprehensive plan and the encouragement of economic development.

Every transfer of property from the Dodge City Land Bank will be accompanied by a development agreement, outlining the final use of the property as well as accompanying timelines. The purchased 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 Dodge City Land Bank Board of Trustees will approve the final agreement and purchase offer.

Policies Governing the Acquisition of Properties

Properties may be acquired by the Land Bank through any of the following means, and any other method approved by the Dodge City Land Bank Board of Trustees:

- Ford County Tax Sale
- Donation
- Foreclosure
- Internal City Transfer
- Purchase

Property Donation/Purchase

If a person or entity would like to donate a property, they must complete a Property Donation Application and submit it to the Land Bank. Staff will review the Property Donation Application in its entirety, collect any additional, necessary information, and present it the Land Bank Board of Trustees. The Board of Trustees will vote to approve or disapprove the offer considering the following factors, and any additional factors the Board of Trustees deems relevant to accomplishing the mission of the Land Bank as stated above.

The Board of Trustees may consider whether:

- acquisition of the property supports the mission and goals of the Land Bank;
- the property is, or could be, part of a plan for re-use, rehabilitation, or redevelopment;
- the property would allow for the creation or expansion of green or community space;
- the property is vacant, non-conforming, or undevelopable, yet could be sold or conveyed to adjacent landowners;
- the property has title issues which has prevented development or redevelopment;
- the property could generate operating support for the Land Bank;
- the underlying value of the property;
- the operational capacity of the Land Bank;
- the projected length of time the property will remain in the Land Bank; and



- the potential need for demolition or environmental remediation as conditions transfer.

The above considerations shall be used to determine appropriateness of acquisition. Properties donated to the Land Bank must be unoccupied at the time transfer. Any items on the property at the time of donation, or in a structure on the property at the time of donation, become the property of the Land Bank.

The Land Bank may request a Title Commitment for the property from a title agency. If requested and received, the Land Bank will review the Title Commitment for any conditions or exceptions on the title, or if any additional paperwork is needed by the Land Bank to satisfy the Title Commitment.

The Land Bank will prepare a deed for signature by the donor when the title is clear. The Land Bank will send the signed deed for recording at the Ford County Register of Deeds office.

When the recorded deed to the Land Bank is returned, the donor will receive in the mail a copy of the recorded deed. If donated, the Land Bank will mail a letter to the donor after the donation is complete, stating the Ford County Appraisal Value of the property at the date of the donation. The date of the donation will be the date the deed is recorded by the Register of Deeds.

Property Classification

Properties accepted by the Dodge City Land Bank will be classified as follows:

Class A. ***Properties with Structures***

- A1. Properties that can be sold 'as is' for fair market value.
- A2. Properties needing major or minor rehabilitation.
- A3. Properties with dilapidated structures requiring demolition.

Class B. ***Vacant Buildable Lots***

- B1. Properties actively marketed for infill housing construction.
- B2. Properties temporarily available for community use such as play areas, community gardens, or other temporary public use.
- B3. Properties that may be for sale to adjacent landowners.

Class C. ***Vacant Non-Buildable Lots***

- C1. Properties available for sale to adjacent landowners.
- C2. Properties available for long-term community use such as play areas, parks, community gardens, or other public or neighborhood use.

Class D. ***Banked Properties (Future Development)***

- D1. Properties held under Banking Agreement with a qualified nonprofit housing organization or unit of local government.
- D2. Properties held while land is assembled for redevelopment.
- D3. Unclassified properties meeting Dodge City Land Bank mission goals.



Property Disposition & Procedures

Dodge City Land Bank may sell property and set terms and conditions deemed necessary or appropriate for the best reutilization of the property. These conditions may include the following, but the Board of Trustees may accept any condition, at its discretion:

- No competitive bidding requirement.
- Purchase of property from the Land Bank may require the completion of a Property Purchase Application.
- Completion of a Development Agreement, outlining the plan and timeline for returning the property to productive use. Must include proof of financial ability to complete the proposed project.

The disposition of properties will be based on a combination of two factors. The first factor involves the intended or planned use of the property as outlined in the Development Agreement. The second factor considers the nature and identity of the applicant, specifically considering the following factors:

- The applicant must not be delinquent on any licenses or taxes in Ford County.
- The applicant must not habitually violate city codes and/or fair housing laws.
- The applicant must not have previously owned the property and incurred tax delinquencies.
- The applicant must not own multiple properties that are vacant, abandoned, or underused.

If the Property Purchase Application and Development Agreement are approved, the Land Bank will send a letter to the applicant informing them of the Board's decision. An official notice will be published in the city newspaper. The Legal Notice must be published no later than 30 days prior to the sale. The Land Bank will schedule the closing for the sale of the property. The closing will include:

- Applicant will sign the Development Agreement.
- Applicant will remit payment, as determined by the Board, for the property.
- Applicant will receive a copy of the property deed signed by the Dodge City Land Bank.
- The Land Bank will file the deed with the Ford County Register of Deeds office.
- Original deed will be sent to the applicant after recording with the Ford County Register of Deeds Office.

If the Purchase Property Application and Development Agreement are disapproved, the Land Bank will send a letter to the applicant informing them of the Board's decision. The applicant is eligible to modify their Property Purchase Application and Development Agreement and re-submit the agreement for consideration.