

Redevelopment Authority of the City of Pittston

Real Estate Disposition Policy

I. Purpose

To provide a comprehensive policy, process and guidelines for disposing of Redevelopment Authority of the City of Pittston (RDA) real estate. This policy is intended to create a process that is transparent to the community, maximizes return on investment and provides opportunity for collaboration for desired reuse or redevelopment of the property that reflects the economic and community goals of the City of Pittston.

II. Responsibility

The RDA shall maintain a listing of all RDA owned property. Prior to considering sale or other disposition of RDA owned property, the Executive Director or his/her designee shall review the history of each parcel to determine whether the parcel is subject to grant or deed restrictions, laws or other circumstances or conditions which may prohibit, restrict or affect the sale or transfer of the parcel.

The Executive Director of the Redevelopment Authority or his/her designee shall determine, in accordance with this policy, whether a specific parcel of RDA owned property is no longer useful to the RDA or would enhance the economic or residential development within the City of Pittston and therefore can be sold or disposed of in another manner. The Executive Director or his/her designee shall then coordinate and manage the sale or other disposition of property in accordance with this Policy.

III. Policy

A. Notice of Intent to Sell

The RDA will solicit Notice of Intent to Sell including at minimum, the parcel's mailing address, parcel tax identification number, zoning classification and minimum bid price. One or more of the following methods of public notice are acceptable:

1. A copy of the notice shall be mailed to all adjacent property owners.
2. A classified advertisement containing the minimum information in the Notice of Intent defined in Section III A published in a newspaper of general circulation in the City.
3. A listing containing the minimum information in the Notice of Intent defined in Section III A on the City of Pittston's website.

The RDA may consider and accept unsolicited offers on any parcel of RDA owned property through a licensed real estate broker, including its real estate salespersons, or from individuals or other legal entities

B. Proposals

All proposals must include the Pittston RDA Development Application (available online at pittstoncity.org/RDAproperty or in hard copy at the RDA Office, 35 Broad St. Suite 202, Pittston PA 18640). Additional materials should be provided to assist the Pittston RDA Board in determining the transfer, sale or lease of real property, particularly:

- A project plan discussing scope, budget, timeline
- Any sketches or drawings (if applicable)
- A history of property ownership or experience with construction/rehabilitation
- Evidence of financial ability to complete any proposed plan

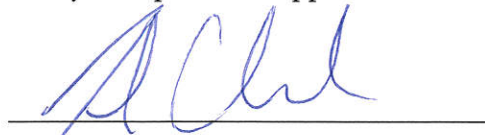
IV. Selection Criteria

Proposals will be reviewed for a completed RDA Development Application. Failure to submit the application removes the proposal from consideration. The following criteria will be used to evaluate all proposals:

1. Fully completed RDA Development Application
2. Strength of submitted project plan aligning with the goals of the RDA. Plan should include a scope, budget, any available sketches or drawings (if applicable) and a timeline.
3. Written evidence to property ownership history and/or work experience in categories related to construction, rehabilitation, or adaptive reuse.
4. Written evidence of financial ability of the applicant to complete the proposed project. This may be bank statements, bank/lender letters noting credit facilities, financing pre-approval letters.

The Pittston RDA Board reserves the right to decline any and all proposals. The Pittston RDA Board reserves the right to remain the owner of real property following the public notice of an Intent to Sell.

Policy Accepted and Approved:



Joe Chacke, Executive Director

03/03/20

Date



Joe Chernouskas, Chairman

3/3/20

Date

Proposals should be directed to:
Redevelopment Authority of the City of Pittston
35 Broad St.
Suite 202
Pittston, PA 18640