

# City of Rochester Hills Green Space Advisory Board

## PROPERTY INTEREST ACQUISITION PROCESS

1. **Parcel Identification:** The properties the GSAB has selected for the initial contact with property owners would be parcels that lie within one of the three priority natural areas identified by the *Rochester Hills Natural Features Inventory* that are vacant, unrestricted and/or underutilized. There were numerous parcels identified that meet these criteria.
2. **Determining Availability:** A letter will be mailed to the land owner of each of the identified parcels. A sample letter is attached as a part of the Property Acquisition Process. The letter will include a copy of *Property Owner Nomination Form* and a copy of the *Greenspace/Natural Features Criteria* evaluation form. This is the criteria that will be used by the GSAB for developing targeted property interests for further review for accepting donations or purchasing property interests.
3. **Informational Session:** The GSAB will provide an informational meeting for all interested property owners who have an interest in learning about the suggested actions available (See property owners' nomination form). The Board would have qualified speakers to discuss each one of the options. This meeting would be scheduled approximately 30 days prior to when nominations would be accepted.
4. **Window of Opportunity:** Once this procedure has been approved and put in place by the City Council, the GSAB will determine a 30 day time period for *Property Owner Nomination Forms* to be received by the City. This information would be included as part of the letter mentioned in item 2. Future windows of opportunity, if any, would be determined by the GSAB, depending on a multiple number of factors such as availability of funds, number of initial nominations received, grant cycles, work load for City Staff and process time just to mention a few.
5. **Property Nomination:** A property owner interested in selling, or donating property to the city shall complete the *Property Owner Nomination Form*. Completed nominations shall be forwarded to the City Clerks Office of the City of Rochester Hills. A property owner may request and will receive an opportunity to give a presentation to the GSAB describing the property they would like to donate or sell to the City. Property owners should contact the City Clerks Office to be placed on the GSAB's agenda.

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6. **Natural Features Inventory:** The GSAB would apply the *Greenspace/Natural Features Criteria* to all of the nominated parcels. This would include a required field inspection of the parcel by the GSAB accompanied by a qualified staff or other knowledgeable resource person familiar with natural attributes. This would allow the GSAB to develop target parcels for further review by City council.
7. **Report to City Council:** The GSAB shall provide to the Rochester Hills City Council an advisory opinion as to whether the City should consider acquiring an interest in any of the properties under review by the GSAB.
8. **Council Approval:** For those properties approved for further study by the City Council the next step would be an appraisal. A state licensed, MAI certified appraiser shall be selected for each requested appraisal. The city's standard purchasing procedure shall be followed in obtaining appraiser/s. All appraisals shall be in writing and a copy will be furnished to the property owner for review. The City or the property owner may point out errors of fact; however, only the appraiser may correct the appraisal. A property owner who disagrees with the appraisal may, within a reasonable time, obtain a second appraisal from a state licensed, MAI certified appraiser at the owner's expense. The appraisal shall be filed with the original nomination. If favorably inclined a low or no cost option would be obtained.
9. **Final Recommendation:** The Rochester Hills City Council shall review the recommendations from the GSAB on whether the proposed property interests should be acquired and conduct a public hearing.
10. **Final Report:** The GSAB shall include any relevant comments from the Public Hearing in its final report to the City Council. Should the City Council decide to proceed with an acquisition, the Mayor shall then be authorized to proceed with a Phase 1 Environmental Study of the property and direct legal counsel to negotiate an Agreement of Purchase and Sale with the property owner.

# City of Rochester Hills

## PROPERTY INTEREST ACQUISITION PROCESS

PARCEL IDENTIFICATION	DETERMINE AVAILABILITY	CANDIDATE LIST	DEVELOP TARGET PROPERTIES	GRANTS
NATURAL FEATURES INVENTORY PRIORITY 1-3 OF PARCELS THAT ARE VACANT, UNRESTRICTED UNDERUTILIZED	CONTACT BY LETTER  SET WINDOW OF OPPORTUNITY	APPLY GREENSPACE/ NATURAL FEATURES CRITERIA	REPORT TO COUNCIL	NEGOTIATIONS
GIS SITE ATTRIBUTES COUNTY GREENWAY	PROPERTY NOMINATION FORM  INFORMATIONAL SESSION	PRICE EASEMENT DEVELOPMENT RIGHTS DONATIONS PARTIAL SALE/SPLIT	APPRaisal/S  RECOMMENDATIONS TO COUNCIL  COUNCIL PUBLIC HEARING  GSAB'S FINAL REPORT  COUNCIL AUTHORIZATION  PURCHASE OR ACCEPTANCE OF DONATION	OPTION

### PROPERTY OWNER NOMINATION FORM

Name: (please print)	
Address:	Daytime Phone:
City:	Email:

<u>PROPERTY LOCATION:</u>	
Address:	
City:	
Size: (Number of Acres)	Parcel ID Number (sidwell)

<u>SUGGESTED ACTION:</u> (check all that apply)	
<input type="checkbox"/> Donation of Property	<input type="checkbox"/> Donation of Easement or Development Rights
<input type="checkbox"/> Fee Simple Purchase	<input type="checkbox"/> Easement or Property Development Rights Purchase
<input type="checkbox"/> Lease to Purchase	<input type="checkbox"/> Other _____

Are there any existing easements or rights of way?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:
_____
_____

Are there any other encumbrances or liens on the property?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:
_____
_____

**PROPERTY OWNER NOMINATION FORM (continued)**

FEATURES OF PROPERTY (check those that apply to all or part of the property)	
<input type="checkbox"/> Woodland <input type="checkbox"/> Prairie/Meadows <input type="checkbox"/> Water body <input type="checkbox"/> Rare or endangered plant/animal species <input type="checkbox"/> Stream or Water course <input type="checkbox"/> Wetland <input type="checkbox"/> Adjacent to protected land	<input type="checkbox"/> Roads/drives enter/bisect property <input type="checkbox"/> Cultivated lands (past or present) <input type="checkbox"/> Existing structure(s) <input type="checkbox"/> Historical site or property <input type="checkbox"/> Existing foot trails <input type="checkbox"/> Varied topography <input type="checkbox"/> Other _____

Are you aware of the existence of any environmental contaminants or concerns associated with the property?       Yes       No

If so, please describe:

\_\_\_\_\_

\_\_\_\_\_

Has a general environmental assessment been conducted of the property by a qualified consultant?       Yes       No

If so, is a copy of the report available for review?       Yes       No

Has a review of the property, for natural areas values, been performed by a recognized expert (biologist, wetlands consultant, ecologist)?       Yes       No

If so, is a copy of the report available for review?       Yes       No

Are City of Rochester Hills staff, Green Space Advisory Board officials, and consultants permitted to visit your property if you are notified prior to the scheduled visit?       Yes       No

PLEASE ALSO ATTACH ANY AVAILABLE PHOTOGRAPHS, AERIAL MAPPING, MAPS, REPORTS, OR OTHER DEPICTIONS OF THE PROPERTY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return To: City Clerk's Office  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Phone: 248.656.4630  
Fax: 248.656.4744

Final due date for filing: 5:00 pm, Thursday, August 31, 2006