

DRAFT (4/13/06)

City of Rochester Hills Green Space Advisory Board

PROPERTY INTEREST PURCHASING PROCESS

1. **Parcel Identification:** The properties the GSAB has selected for the initial contact with property owners would be parcels that lay 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 ____ 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 Purchase 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 tiers of property interest for further review and possible purchase by the City.
3. **Window of Opportunity:** Once this procedure has been approved and put in place by the City Council. The GSAB will determine a limited time period for *Property Owner Nomination Forms* to be received by the City. For example it might be for the calendar month of August. 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 just as availability of funds, number of initial nominations received, grant cycles, work load for City Staff and process time just to mention a few.
4. **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 Parks & Forestry Department 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 sell to the city.
5. **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 recognized "naturalist" such as Lance DeVoe, or a qualified person from the Oakland County's Economic Development and Planning Division. This would allow the GSAB to develop target tiers of parcels for purchase.

6. **Report to City Council:** The GSAB shall provide to the Rochester Hills City Council an advisory opinion as to whether the City should consider purchasing any of the properties under review by the GSAB.
7. **Council Approval:** For those properties approved for further study by the City Council the next step would be an appraisal. A state-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-certified appraiser at the owner's expense. The appraisal shall be filed with the original nomination.
8. **Final Recommendation:** The Rochester Hills City Council shall review the recommendations from the GSAB on whether the proposed property should be purchased and conduct a public hearing.
9. **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 a purchase, 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.
10. **Authorization:** The Rochester Hills City Council at a regularly scheduled or special meeting shall make the final decision on whether to approve the Agreement of Purchase and Sale, subject to satisfactory results from an environmental study, as well as the final price and conditions. The opportunity for donation and/or matching funds may be a part of the decision to purchase the property.
11. **Purchase:** The Rochester Hills City Council, after agreeing to purchase a property will authorize the Mayor and City Clerk to complete the purchase subject to the terms of the Agreement.

City of Rochester Hills

Date

Draft

Land Owner

Street

City, State & Zip

The City of Rochester Hills is interested in preserving open space. A parcel you own meets the initial requirements for the type of property the city would like to acquire. Should you desire to be included in this effort by the City there is a **PROPERTY OWNER NOMINATION FORM** enclosed for your use. There will be no further personal contact by anyone representing the City of Rochester Hills concerning your property.

The Rochester Hills City Council has established a Green Space Advisory Board; it is the responsibility of this Board to recommend parcels for preservation. If you have an interest there are a number of suggested actions on the nomination form provided. This completed form should be returned to the Parks & Forestry Department, the address is located at the bottom of the nomination form. Should you have questions on completing the form please contact Mike Hartner, Department Head, Parks & Forestry Department, 248-841-2552. The Green Space Advisory Board is accepting nominations of property for this cycle of nominations during the calendar month of August. Additional cycles, if any, would be determined at some later date depending on a number of factors including the limited number of dollars the city will have for the purpose of preserving green space. Property owners that would like to make a personal presentation to describe the merits of their parcel are invited to appear before the Green Space Advisory Board, arrangements for doing this can be made with Mike Hartner.

To assist you in understanding the evaluation system being used by the Green Space Advisory Board, a copy of the **GREENSPACE/NATURAL FEATURES CRITERIA** has also been enclosed with this letter. All nominated properties will be evaluated with these criteria to develop target tiers for further review by the Rochester Hills City Council. The entire

PROPERTY INTEREST PRUCHASING PROCESS maybe viewed on the Rochester Hills web site www.rochesterhills.org.

Thank you for your time and interest, if you do submit a nomination form you will be kept aware of it progress as it moves through the evaluation process.

Yours truly,

Jerry Carvey, Chairperson
Green Space Advisory Board

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: Parks & Forestry Department
City of Rochester Hills
1000 Rochester Hills Drive

Phone: 248.656.4673
Fax: 248.841.2576

PROPERTY INTEREST PURCHASING PROCESS

