Prioritizing Properties Instructions

Determining the vacant and dilapidated buildings to be addressed by either a community group or municipality must be done in a systematic way that is as objective as possible. In order to avoid conflicts over someone feeling like their property was identified unfairly, it is important to be able to show that there was a process of selection.

1. A survey of <u>every</u> property that appears to meet the criteria for vacant and dilapidated buildings needs to be filled out and kept on file. This criteria is on the survey form in the toolkit.

2. The survey attached to the toolkit has a list of criteria to help the survey taker to determine whether to put the property in a category of "good", "fair" or "poor."
The community can change the rating system to meet its own needs or values but the criteria need to be written down and agreed on ahead of time.

3. The next step is to prioritize the properties, because it is impossible to work on all the problems at once. Again, you need to have an objective reason for addressing one property over another.

The Prioritization Grid helps a community to determine which properties are important to address first.

Prioritization Grid:
This grid determines which property is the worst according to the following criteria:

- Health and Safety
- Visibility (A dilapidated property that is on the main road is worse than one that is off the beaten path.)
- Redevelopment / Reuse Potential
- Blight Concentration (The property is next to or very near other vacant and dilapidated properties.)

On the grid, the properties are listed in the left hand column and the criteria are across the top. If there is an overwhelming number of properties, the community may choose to prioritize those properties first, that are in the "poor" category as determined by the survey. If possible, all the properties should be prioritized with the grid process. **This grid uses a one to three scale with three being the worst. The properties with the most points would be the worst properties (the ones that need to be addressed first).**

Further guidance on Rating Factors:
Each community can set their own criteria for the rating factors. The following are illustrative examples of how a community may want to explain their criteria.

Suggested Criteria

Health and Safety:

3 – High Priority: Any property that has received a 'property condition' survey score of 'should be demolished'. Any property that has received a 'property condition' survey score of 'poor' and the structure is unsecured. Vacant lots that are unsecured with significant debris constituting a potential safety risk.

2 – Medium Priority: Any property that has received a 'property condition' survey score of 'poor' and the property is secured. Any property that has received a 'property condition' survey score of 'good' or 'fair' and the structure is unsecured. Vacant lots that are secured and inaccessible, but have a significant amount of debris constituting a safety risk.

1 – Low Priority: Any property that received a 'property condition' survey score of 'good' or 'fair' and the structure is secured. Vacant lots with little or no debris.

Visibility (Gateways):

3 – High Priority: Any property located along major gateways into town or primary neighborhoods. Any property located along major routes through town.

2 – Medium Priority: Any property located along highly traveled roads that are not gateway entrances.

1 – Low Priority: Any property not located on a major gateway or highly traveled road.

Redevelopment / Reuse Potential:

3 – High Priority: Any property that has received a 'property condition' survey score of 'good' or 'fair'.

2 – Medium Priority: Any property that has received a 'property condition' survey score of 'good' or 'fair'. Any vacant lot.

1 – Low Priority: Any property that has received a 'property condition' survey score of 'poor' or 'should be demolished'.

Blight Concentration:

3 – Four or more properties on a street or intersection where the average condition of the properties is poor or worse

2 – Four or more properties on the same street or intersection where the average condition of the buildings is fair

1 – Three or less vacant properties on a single street or intersection

Example Prioritization Grid

Property Address	Health and Safety	Visibility	Redevelopment / Reuse Potential	Blight Concentration	Total Score
414 Elm Street	2	2	1	2	7
290 Fairmount Drive	3	1	2	1	7
6377 West Run Road	2	3	2	3	10
185 Maccorkle Avenue	1	2	2	1	6
506 Elm Street	3	2	3	2	10
2138 West Run Road	3	3	3	3	12
774 Greenview Road	2	2	2	1	7
213 Cedarcrest Drive	1	1	3	1	6
467 Lyndhurst Drive	3	2	2	1	8
3314 West Run Road	2	3	3	3	11
2280 Somerset Road	2	2	1	2	7
111 Fairmount Drive	2	1	1	1	5
3567 Somerset Road	1	2	2	2	7
5840 West Run Road	3	3	2	3	11
200 Beech Avenue	2	1	2	1	7
127 Cedarcrest Drive	3	1	2	1	7
1872 Somerset Road	3	2	3	2	10
307 Elm Street	2	2	1	2	7
5721 West Run Road	1	3	2	3	9

Other Criteria to Consider

Affordability:

3 – Funding is available for rehabilitation or demolition through available grants and resources, and pre-development steps are complete, allowing for the project to start within 90 days.

2 – Funding, permissions from regulatory agencies and other pre-development steps can be completed within 12 months

1 – Demolition or rehabilitation of the property are beyond the means of the owner, non-profit/for-profit developers or local government.

Shortest Time Frame:

3 – Rehab, reuse or new development can be completed in 1-2 years.

2 – Rehab, reuse or new development will require a 2-3 year timeframe including overcoming funding and other obstacles such as title issues.

1 – Rehab, reuse or new development will require a 3-5 year timeframe.

Consistent with Community Vision:

3 – Action on this building or land directly addresses the goals of the group.

2 – Action on this building or land will address complementary issues towards achieving the goals of the group.

1 – Action on this building or land will not advance the vision or the values of the group as expressed in documents approved by the group.

Site Control:

3 – Ownership of site known; Owner is the city or community redevelopment entity; or - owner has relationship or established dialog with community or team and is willing to work on the property or willing to sell or transfer property ownership to another responsible entity; there are no known title complications or heirship issues

2 – Site ownership is known; the site owner's intentions or relationship to the community and team are unknown; there are no known title complications or heirship issues

1 – Site ownership is known but the owner is unwilling to work with the community or team; there are complicated title or heirship issues with the property; or if the ownership is unknown and has been difficult to identify

Historical Value:

3 – Property is on the National Historic Registry or a contributing structure on a registered Historic District

2 – Property is not on a national registry but is historically significant to the community such as oldest structure in town, a particular era and style of architecture, or a location where significant events occurred

1 – The property has no historical significance

Consistent with Needs of Investors / Partners:

If structures fit the needs of the investors and partners willing to bring capital to redevelop or rehabilitate property, these can also be rated

Brownfield Property:

Properties can also be rated based on contamination for reasons other than health and safety. This may be due to the community receiving funding specifically to clean up contaminated sites making them priorities over clean sites