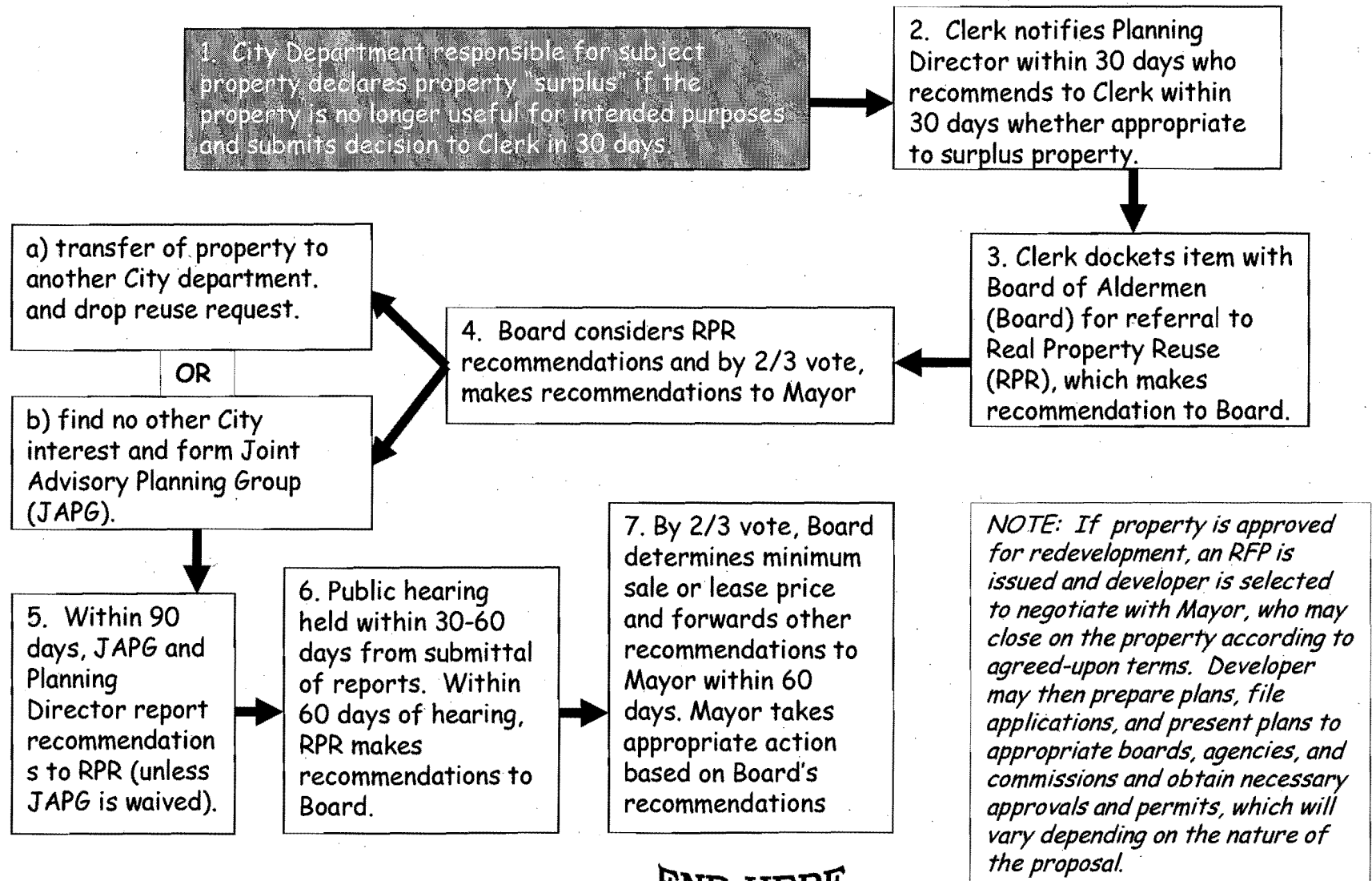# "STEP-BY-STEP" REAL PROPERTY REUSE PROCESS

START HERE

1. City Department responsible for subject property declares property "surplus" if the property is no longer useful for intended purposes and submits decision to Clerk in 30 days.

2. Clerk notifies Planning Director within 30 days who recommends to Clerk within 30 days whether appropriate to surplus property.

3. Clerk dockets item with Board of Aldermen (Board) for referral to Real Property Reuse (RPR), which makes recommendation to Board.

4. Board considers RPR recommendations and by 2/3 vote, makes recommendations to Mayor

a) transfer of property to another City department. and drop reuse request.

OR

b) find no other City interest and form Joint Advisory Planning Group (JAPG).

5. Within 90 days, JAPG and Planning Director report recommendations to RPR (unless JAPG is waived).

6. Public hearing held within 30-60 days from submittal of reports. Within 60 days of hearing, RPR makes recommendations to Board.

7. By 2/3 vote, Board determines minimum sale or lease price and forwards other recommendations to Mayor within 60 days. Mayor takes appropriate action based on Board's recommendations

NOTE: If property is approved for redevelopment, an RFP is issued and developer is selected to negotiate with Mayor, who may close on the property according to agreed-upon terms. Developer may then prepare plans, file applications, and present plans to appropriate boards, agencies, and commissions and obtain necessary approvals and permits, which will vary depending on the nature of the proposal.

END HERE