

## RESOLUTION NO. 2006-\_\_\_\_\_

## DRAFT

A RESOLUTION SUPERSEDING RESOLUTION 2003-195 AND ESTABLISHING THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS' PURCHASING POLICY FOR THE ACQUISITION OF LANDS BY THE CONSERVATION COLLIER LAND ACQUISITION PROGRAM.

WHEREAS, Collier County has recognized the need to plan for future growth and has initiated a long-term program, known as Conservation Collier, to acquire, protect, restore and manage environmentally sensitive lands in perpetuity and to provide public open space for the benefit of present and future generations; and

WHEREAS, The Conservation Collier Program seeks to acquire property based upon a reasonable and appropriate purchase price; and

WHEREAS, Collier County desires to establish a methodology to value lands considered for acquisition; and

WHEREAS, The Conservation Collier Land Acquisition Advisory Committee (CCLAAC) is charged with recommending acquisition policies.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, IN OPEN MEETING DULY ASSEMBLED IN THE BOARD OF COUNTY COMMISSIONERS CHAMBERS AT 3301 EAST TAMiami TRAIL, NAPLES, FLORIDA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006, A.D., HAVE RESOLVED AS FOLLOWS:

**SECTION I. Findings**

It is found and declared that:

- (A) A written policy and procedure for how the Conservation Collier Program values land is required.
- (B) The Collier County Real Estate Services Department has a current policy for the purchase of lands that incorporates State and Federal Land acquisition procedures.
- (C) The CCLAAC, first in subcommittee and then after discussion by the full Committee on May 12, 2003, has unanimously recommended a policy for land purchasing in the Conservation Collier Program.

**SECTION II.** Be it further resolved that the Collier County Board of County Commissioners adopts the following Property Acquisition Policy for the Conservation Collier Program:

(A) Transfer of Development Rights (TDR):

1. For properties within the Rural Fringe Mixed Use District (RFMUD) "Sending" lands, property owners must do one of the following prior to the appraisals process:

- a. Separate all four (4) TDR credits resulting in conveyance of the property to Conservation Collier, or
- b. Separate the first two (2) TDR credits and discount the resulting property value by the cost agreed upon by Collier County and property owners to remove all prohibited exotic plants as identified in the Collier County Land Development Code, Section 3.05.08.

2. Once TDR credits are extinguished, Real Estate Services staff will proceed with ordering appraisal(s) based on the extinguishing of TDR credits.

(AB) Offer Amount Methodology:

1. If the estimated value of the property is less than \$500,000.00, Real Estate Services Department staff shall secure one narrative appraisal report from a licensed independent real estate appraiser on an approved list with Collier County and on the Florida Division of State Lands list of appraisers. The Offer Amount will be equal to the appraised value.
2. If the estimated value of the property is \$500,000.00 or greater, Real Estate Services Department staff shall:
  - a. Secure two narrative appraisal reports from licensed independent real estate appraisers on Collier County's and the Florida Division of State Land's list of approved appraisers. The Offer Amount will be equal to the average of the two appraisals.
  - b. Should the two appraised values differ by an amount greater than 20% of the lowest appraisal, a third appraisal will be ordered and the two appraisals nearest in appraised value will be averaged to arrive at the Offer Amount.
3. All appraisals will be reviewed by Collier County's Real Estate Services Department's staff appraiser and any appraisal that does not meet generally accepted appraisal standards will not be used to arrive at the Offer Amount. Either the appraiser must bring the appraisal to compliance or a replacement appraisal will be ordered and used to determine the Offer Amount.

(BC) Acquisition Process:

1. Upon authorization by the BCC to proceed with acquisition of properties included on the "Active Acquisition List," the Real Estate Services Department will ~~order Title Commitments~~ perform a title search for each property on the Active Acquisition List.
2. Upon ~~receipt of Title Commitments,~~ completion of the title searches, the Real Estate Services Department will send ~~certified~~ letters to the owners of the properties on the Active Acquisition List outlining the appraisal and Offer Amount procedure and request a response regarding whether they remain favorable to going forward with the sale. Owners will also be advised that the County will accept whole or partial land donations. Staff will follow-up by telephone within five (5) business days of the letter being mailed.
3. For all properties with positive responses from their owners, the Real Estate Services Department will order real estate appraisals in accordance with the

policy outlined in the Offer Amount Methodology above. Appraisals will not be secured on property being donated.

4. Upon receipt of appraisals, the Real Estate Services Department's staff appraiser will provide a review and, if the appraisals meet appraisal standards, the staff appraiser will determine the Offer Amount according to the policy outlined in the Offer Amount Methodology above. Collier County will not agree to pay a higher amount. ~~nor give consideration to an owner's appraisal.~~
  5. The Real Estate Services Department's acquisition staff will contact each owner and advise him or her of the Offer Amount for the property. A letter verifying the Offer Amount ~~and a proposed Purchase Contract~~ will be mailed to each owner ~~within ten (10) business days of making the Offer Amount to the owner.~~ giving the owner 30 days from the date of mailing to accept the Offer Amount. Staff will follow-up by telephone within ~~five (5)~~ ten (10) business days of the letter being mailed.
  6. Copies of appraisals will be made available to owners upon request
  7. Upon being advised by an owner of his or her acceptance of the Offer Amount, Real Estate Services Department staff will order a Title Commitment and, upon its receipt, prepare a Purchase Contract. The Contract will then be mailed to the owner for review and execution.
  - ~~7.8.~~ Upon receipt of a signed Contract from the property owner(s), Real Estate Services Department staff will present the Contract to the Board of County Commissioners for approval. If approved, staff will present the Contract to the Chairman for execution. Staff will then proceed to clear title acceptable to the County Attorney's Office. ~~After the title is cleared, staff shall~~ and schedule a closing date.
  - ~~8.9.~~ Post closing, Real Estate Services will record all required documents, secure a Title Insurance Policy, and release the property to the Environmental Services Department.
- (CD) Expenses:
1. Sellers shall be responsible for ~~to the costs of Documentary Stamps on all deeds, satisfactions of liens, and for the costs~~ all documentary stamp taxes due on the recording of the conveyance instrument, pro-rated property taxes, costs associated with the satisfaction or release of any liens, encumbrances or exceptions necessary to clear title, including the recording fees on all curative instruments.
  2. Collier County shall be responsible for the costs of appraisals, title commitments, title insurance, recording of ~~deeds~~ conveyance instruments, environmental audits, and property surveys, if required by the County.

### SECTION III. Effective Date.

This Resolution shall go into effect immediately upon its passage and adoption.

**DONE AND ORDERED IN OPEN MEETING.**

This Resolution adopted this \_\_\_\_ day of \_\_\_\_\_, 2006 after motion, second and majority vote favoring same.

ATTEST:  
DWIGHT E. BROCK, Clerk

BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA

\_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
FRANK HALAS, Chairman

Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Michael Pettit  
Assistant County Attorney