

## CLARKSBURG LAND REUSE AGENCY (LRA)

The Land Reuse Agency (LRA) of the City of Clarksburg met on **Thursday, September 18, 2025** at 9:00 a.m. in Council Chambers, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

**Members Present:** City Manager Tiffany Fell, Chair  
Mary Hunt, Vice Chair  
Finance Director Kim Karakiozis  
Project Director Jason Lane

**Member(s) Absent:** James Swiger, Secretary

**Also Present:** Richard Marsh, City Attorney  
Steve Pulice, Community Planner/Admin. Project Mgr.  
Annette Wright, City Clerk

The meeting was called to order by Chair Tiffany Fell with roll taken upon arrival by the City Clerk.

**MOTION** by Jason Lane, **SECONDED** by Kim Karakiozis for approval of the minutes of the session held on August 29, 2025. **MOTION APPROVED UNANIMOUSLY.**

**Public Comments:** None.

### **Unfinished Business:**

- a) **Discussion regarding adoption of procedures for exercise of right of first refusal on tax lien acquired properties** - Discussion was held on this matter with City Attorney Marsh apprising that the Chairwoman can accept property up to \$50,000 on behalf of the LRA without Board approval. Chair Tiffany Fell remarked that when such properties are obtained, there would be a requirement to have the lots combined. With regard to the price for said property, City Attorney Marsh stated that the price was negotiable noting two different types of properties: properties obtained by tax lien and properties owned by the City and that the LRA would try to recoup some of the costs through the sale of said property. Concluding discussion, the Board was in agreement to defer this matter to the next agenda.
- b) **Consideration of granting authorization to Chairwoman to sell 213 Quincy Street; property next to 311 Davis Street; and South Chestnut Street properties to adjoining landowners** – Chair Tiffany Fell informed that the

Administration could come back to the Board with a suggested price with the Board in agreement to also defer this matter to the next agenda.

- c) **Discussion and/or Consideration of the transfer of the vacant lot located at 106 Grove Avenue** – Mr. Patrick Viglianco requested to purchase said vacant lot to utilize for his apartment building's off-street parking. City Attorney Marsh recommended that the property be sold to Mr. Viglianco for the cost we have in said property noting that we have had such property since 2013. Concluding discussion, **MOTION** by Jason Lane, **SECONDED** by Kim Karakiozis for the approval of the transfer of the vacant lot located at 106 Grove Avenue to Patrick Viglianco and that said transaction include a survey and combination of existing lots into one property for the cost incurred by the City including legal fees. **MOTION APPROVED UNANIMOUSLY.**

**New Business:**

- a) **LRA property updates** – The Board was in agreement to discuss this matter at the next meeting.

There being no further business to come before the Board, **MOTION** by Jason Lane, **SECONDED** by Kim Karakiozis for adjournment. **MOTION APPROVED UNANIMOUSLY.**

Jeffery Ell  
Chairman or Vice Chairman

Annette Wright  
Annette Wright, City Clerk

October 16, 2025  
Date