

Tuesday, September 3, 2019 - 3:00 p.m.
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ Sue Poltera (C)
_____ Todd Brown

_____ Dan Garber (VC)
_____ Josie Thompson

_____ James Gilliland (T)

2. APPROVAL OF MINUTES

a. August 6, 2019

3. ANNOUNCEMENTS

4. FINANCIAL REPORT – Treasurer

5. PROPERTY REPORT – Staff

6. OLD BUSINESS – None

7. NEW BUSINESS

- a. 19-LBP-02 – Application to Purchase 00000 (304-318) East Avenue C
- b. 2019-2020 Strategic Plan – Interim Use of Held Properties

8. OTHER

- a. The next Land Bank Board of Trustees meeting will be on Tuesday, October 1, 2019.
- b. Adjourn



Follow the City of Hutchinson on Facebook & Twitter

Minutes

Land Bank Board of Trustees

Tuesday, August 6, 2019 - 3 PM
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The meeting was called to order at 3:20 p.m. with the following members present: Todd Brown (5/7), Dan Garber (5/7) and Josie Thompson (6/7). Sue Poltera (5/7) and James Gilliland (5/7) were absent. Planning Staff in attendance were Ryan Hvitløk, Director of Planning and Development; Aaron Barlow, Associate Planner; and Charlene Mosier, Planning Technician.

2) APPROVAL OF MINUTES

The minutes from July 2, 2019 were approved on a motion by Thompson, seconded by Brown, passed unanimously.

3) ANNOUNCEMENTS

Barlow said an application has been received to purchase five Land Bank lots on Avenue C. The applicant is aware the property is in the floodplain. He would like to place a manufactured home on the lots. The hearing is scheduled for the September meeting.

4) FINANCIAL REPORT

The financial report was given by Barlow. The current balance is \$14,929.23. Mowing has slowed. There was an invoice for tree trimming and stump grinding. Motion by Thompson, seconded by Brown to approve the financial report, passed unanimously.

5) PROPERTY REPORT

Barlow said the Land Bank Property Expenses sheet was included in the packet.

6) OLD BUSINESS

None.

7) NEW BUSINESS

a. 2019 – 2020 Strategic Plan – Marketing

Barlow asked the Land Bank members about their ideas for the Land Bank and what are we working toward. By developing an acquisition plan the Board will be able to make the greatest impact on property in the community and best use the resources available. Effective use of the Board's limited resources requires developing a long-term vision of goals and priorities. He asked the members about their goals for the Land Bank. This will help determine what direction to take.

One option to consider is expanding beyond vacant properties and acquiring land with homes. If this is an option, developing a taskforce may be necessary to accomplish this. The right of first refusal to obtain property prior to the tax sale may be a possibility. How would we determine a fair bid and would the purchase be based on tax value. In the past members drive to the properties to look at them before bidding. Obtaining a demo list to see if some properties can be donated to the Land Bank is another option, however, insurance, demolition costs and other expenses will be more on a property with a structure. What is the advantage of the Land Bank owning a parcel rather than someone else owning it if nothing is done to that property for years. Establishing criteria for accepting and buying property to help plan what is placed on these lots and what we sell it for to get it back on tax roll are all important considerations.

The members said having an outline of what we do and placing the information on the website is important to promote the properties.

8) OTHER

- a. The next Land Bank Board of Trustees meeting will be Tuesday, September 3, 2019.
- b. The meeting was adjourned at 4:40 p.m.

Respectfully Submitted,

Charlene Mosier, Planning Technician

Approved this _____ day of _____

Attest: _____

Item 4

2019 Land Bank Financial Ledger				
Date	Item	Income	Expenses	Status
1/1/2019	Starting Balance	\$19,220.23		
2/22/2019	425 E Ave E - Sale	\$250.00		
2/27/2019	425 E Ave E - Filing Fee for Deed		\$21.00	
4/5/2019	Love Lawn Care - Mowing		\$265.00	
4/22/2019	Love Lawn Care - Mowing		\$265.00	
5/1/2019	Love Lawn Care - Mowing		\$265.00	
5/17/2019	Love Lawn Care - Mowing		\$265.00	
5/20/2019	Love Lawn Care - Mowing		\$265.00	
6/10/2019	Love Lawn Care - Mowing		\$265.00	
6/13/2019	Love Lawn Care - Mowing		\$265.00	
6/27/2019	Love Lawn Care - Mowing		\$265.00	
7/10/2019	Love Lawn Care - Mowing		\$265.00	
7/22/2019	Love Lawn Care - Mowing		\$265.00	
8/8/2019	Melissa King (Tree Trimming)		\$1,870.00	
8/14/2019	Love Lawn Care - Mowing		\$265.00	
8/14/2019	Love Lawn Care - Mowing		\$265.00	
		\$19,470.23	-\$5,071.00	\$14,399.23

Item 5

Land Bank Property Expenses

START DATE: 1/1/2017

LAST UPDATE: 4/29/2019

Hutchinson Land Bank

	2017					2018					2019					TOTAL	GRAND TOTAL
	TOTAL	1/1/2017	4/1/2017	7/1/2017	10/1/2017	TOTAL	1/1/2018	4/1/2018	7/1/2018	10/1/2018	TOTAL	1/1/2019	4/1/2019	7/1/2019	10/1/2019		
00000 N Walnut St - Value \$800																	
Acquisition	250.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250.0
Operational / Maintenance	0.0	0.0	42.0	70.0	14.0	126.0	0.0	70.0	70.0	0.0	140.0	0.0	140.0	150.0	0.0	290.0	266.0
Total Cost	250.0	0.0	42.0	70.0	14.0	126.0	0.0	70.0	70.0	0.0	140.0	0.0	0.0	150.0	0.0	290.0	806.0
E Ave C Properties - Value \$2780																	
Acquisition	1,262.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,262.0
Operational / Maintenance	280.0	0.0	72.0	120.0	24.0	216.0	0.0	120.0	120.0	0.0	240.0	0.0	315.0	225.0	0.0	540.0	736.0
Total Cost	1,542.0	0.0	72.0	120.0	24.0	216.0	0.0	120.0	120.0	0.0	240.0	0.0	315.0	225.0	0.0	540.0	2,538.0
425 E Avenue E - Sold \$250																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	292.0	70.0	14.0	376.0	0.0	70.0	70.0	0.0	140.0	21.0	0.0	0.0	0.0	21.0	537.0
Total Cost	0.0	0.0	292.0	70.0	14.0	376.0	0.0	70.0	70.0	0.0	140.0	21.0	0.0	0.0	0.0	21.0	537.0
316 E Ave E - Value \$800																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	51.8	337.0	70.0	14.0	472.8	0.0	70.0	70.0	0.0	140.0	0.0	140.0	100.0	0.0	240.0	612.8
Total Cost	0.0	51.8	337.0	70.0	14.0	472.8	0.0	70.0	70.0	0.0	140.0	0.0	140.0	100.0	0.0	240.0	852.8
15 W 8th Ave - Value \$890																	
Acquisition	0.0	0.0	0.0	0.0	59.0	59.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	59.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	70.0	0.0	70.0	0.0	175.0	655.0	0.0	830.0	70.0
Total Cost	0.0	0.0	0.0	0.0	59.0	59.0	0.0	0.0	70.0	0.0	70.0	0.0	175.0	655.0	0.0	830.0	959.0
712 S Maple St - Value \$1760																	
Acquisition	0.0	0.0	0.0	0.0	1,109.0	1,109.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,109.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	120.0	120.0	0.0	240.0	0.0	245.0	175.0	0.0	420.0	240.0
Total Cost	0.0	0.0	0.0	0.0	1,109.0	1,109.0	0.0	120.0	120.0	0.0	240.0	0.0	245.0	175.0	0.0	420.0	1,769.0
00000 (915) E Ave A - Value \$800																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	140.0	100.0	0.0	240.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	140.0	100.0	0.0	240.0	240.0
00000 (539) E Ave A - Value \$1,300																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	600.0	600.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	210.0	150.0	0.0	360.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	600.0	600.0	0.0	210.0	150.0	0.0	360.0	960.0
00000 E 7th Ave - Value \$560																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250.0	250.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	140.0	100.0	0.0	240.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250.0	250.0	0.0	140.0	100.0	0.0	240.0	490.0
00000 E Harvey St - Value \$900																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	175.0	125.0	0.0	300.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	175.0	125.0	0.0	300.0	350.0
00000 E Osborne St - Value \$880																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	150.0	150.0	0.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	175.0	1,415.0	0.0	1,590.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	150.0	150.0	0.0	175.0	1,415.0	0.0	1,590.0	1,740.0



August 23, 2019

TO: Land Bank Board of Trustees

FROM: Aaron Barlow, AICP
Associate Planner

THROUGH: Ryan Hvitlök, AICP
Director of Planning and Development

SUBJECT: 19-LBP-02 – 00000 (304-318) East Avenue C
Application to Purchase

MOTION NEEDED:

Motion to (approve/deny) application 19-LBP-02, offer to purchase the five lots located at 00000 (approximately 304-318) East Avenue C, and authorize the chair to sign documentation for the sale of the property.

BACKGROUND:

The Hutchinson Land Bank acquired the five lots located at approximately 302-318 East Avenue C at the 2014 and 2015 Reno County Tax Sales. The Board purchased one lot in 2014 for \$262.00 and four more lots in 2015 for \$1,000. In addition to the cost of acquiring the property, the Land Bank has invested \$1,888.00 towards maintenance of the lots since 2014, with a total expenditure of \$3,150.00. The current appraised value is \$2,780.00.

The property is zoned R-6 Infill Residential District. Each of the five lots are 30 feet wide and 165 feet deep for a combined dimension of 150 feet wide and 165 feet deep. While the property does not currently sit in the floodplain, proposed changes to the Flood Insurance Rate Map (FIRM) indicate that portions of the property have a one percent annual chance of flooding (see **Exhibit A**).



00000 (304-318) East Avenue C

PROPOSAL:

An application to purchase all five of the lots at approximately 302-318 E Avenue C was submitted by Mr. Jay Jones on July 31, 2019 (**Exhibit 1**). In the short-term, Mr. Jones intends to use the lots to expand the property he purchased next door at 320 east Avenue C. His long-term plan is to develop the property for residential use. Mr. Jones has offered to purchase the properties for \$1,400. Mr. Jones is aware that the property is proposed to be located in the floodplain and has stated he is willing to accept the possible risks and added responsibilities.

ANALYSIS:

The property is residentially zoned. The proposed uses, side lot expansion and future residential development, are suitable for this zoning district. The proposal would meet the Land Bank's goals of strengthening and improving Hutchinson neighborhoods and returning a vacant lot back into productive use. The applicants offer of \$1,400 conforms with the Board's purchasing policy on Pricing which states:

The starting asking rate for all Land Bank property will be 50% of the market value of the property, as determined by the reno county appraiser. The Board may accept offers that are lower than the asking price rate by an amount of up to 10%

Because the Board has held this property for about four years and because changes to the Flood Insurance Rate Map (FIRM) will likely bog down future interest in the lots, staff recommends moving forward with this request to purchase the lots located at approximately 304-318 East Avenue C.

RECOMMENDATION:

Staff recommends approval of the application (19-LBP-02) to purchase the lots located at approximately 304-18 East Avenue B for \$1400.00.

NEXT STEPS:

1. The applicant will be notified of the decision of the Land Bank Board of Directors.
2. If the Board decides to approve the application, staff will begin to process transfer of ownership to the successful applicant.

ATTACHMENTS:

Exhibit A – Proposed Flood Insurance Rate Map for Subject Property

Exhibit B – 19-LBP-02 Application to Purchase 00000 East Avenue C

Exhibit A – Proposed Flood Plain Map





Application to Purchase Property

1. Applicant Information

Full Name: Jones Jay
Last First M.I.

Address: PO Box 931
Street Address Apartment/Unit #
Woodburn OR 97071
City State ZIP Code

Telephone: (503) 953-6669 Email: jayjones520@hotmail.com

List All Properties Owned in Reno County: 320 E Avenue C, Hutchinson, KS 67501 (Closing date 08/15/2019)
This property is located next to property for sale by the city.

Spouse (if applicable): _____
Last First M.I.

Business or Corporation (if applicable): _____

List any code violations on property owned by applicant in the last THREE years: _____

List any delinquent taxes, fees, or licenses on property owned by applicant in Reno County: _____

2. Proposed Purchase Information

Address of Property: 5 Lots located on E Avenue C, Hutchinson, KS
 Offer to Purchase Amount: \$ 1,400.00 (One Thousand Four Hundred Dollars)

3. Proposed Use of Property

- Construction/Rehabilitation of Residential Structure (Go to Section 4)
- Parking, Garage, Home Addition, Storage or Other Use (Go to Section 4)
- Yard Extension, Community Garden, Park; No Construction (Go to Section 5)

4. Project Information

Intended use of property: Vacant Lot, Potential Future Build of Residential Property
 Intended Project Start Date: TBD
 Intended Project Completion Date: _____

Please include with application for purchase:

- Evidence of project financing (Letter of Credit, Bank Pre-Approval Letter, etc.)
- Floor Plan (including square footage), Front Elevation (indicating type and color of finished materials), and Site Plan (showing setbacks to property line and all easements)
- If a Rehabilitation Project, attach a Scope of Work

5. Non-Construction Use

Intended use: (Briefly describe and/or attach drawings that will aid in understanding proposed use)

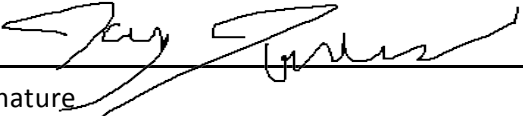
6. Additional Comments and/or Explanations

My intention is to buy this property and possible develop it in the future, since it is located next to the property

We are purchasing, closing date is 08/15/2019

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE SENDER.

As the applicant, I attest that the information in this proposal is accurate. I attest that I have read Land Bank policy and agree to the terms and conditions of it. I understand that the Land Bank Board of Trustees reserves the rights to reject any proposal without cause.

 Jay Jones 07/31/2019
 Signature Print Date

For Office Use:	Property Classification	DATE RECEIVED:
<input type="checkbox"/> Property with Structure	<input type="checkbox"/> Vacant (Buildable Lot)	<input type="checkbox"/> Vacant (Non-Buildable Lot)
Zoning:		
Market Value:		



Land Bank Staff Report

MEETING DATE: 9/3/2019

August 26, 2019

TO: Land Bank Board of Trustees
FROM: Aaron Barlow, AICP
Associate Planner
THROUGH: Ryan Hvitlök, AICP
Director of Planning & Development
SUBJECT: 2019 Strategic Plan – Interim Use of Held Properties

ANALYSIS:

Ideally, properties held by the Land Bank will have a quick turnaround. However, properties have been and will be held by the Board for a longer than ideal period of time. While developing an acquisition strategy may assist in avoiding lots that lack a quick turnaround potential, there will be instances where the Board will (either out of necessity or circumstance) end up holding a lot for an extended period. It is with this understanding that the board should consider developing strategies and policies that encourage interim use of properties held by the Land Bank.

Interim uses vary depending on the context and will likely require some degree of program development by staff. Interim uses may include but are not limited to:

- Community Gardens
- Urban Farming
- Stormwater Management Facilities (i.e. Bioswales and Rain Gardens)
- Pop-up Parks and Recreation Facilities

Any interim use, including those listed above, will require staff time and funding (most likely through grants) to develop programming. If the Board wishes to expand interim uses of held properties, staff time will need to be dedicated to acquiring grant funding.

ITEMS DISCUSSED AT PREVIOUS MEETING:

Based on the discussion on lot acquisition, the Board came up with the following strategies:

1. Explore expanding the Land Bank's role into acquiring properties with existing buildings
 - Work with City and County Attorneys to craft a policy that is acceptable to both City and County
2. Explore agreement with Reno County to gain right of first refusal before County Tax Auction
3. Establish criteria for accepting donations and purchasing lots
 - Consider goals of outside organizations and City departments
 - Consider whether property acquisition should be focused on target neighborhoods