

Tuesday, April 5, 2016 - 3:00 p.m.
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ Mark Eaton (Chair) _____ Dan Garber _____ James Gilliland
_____ Sue Poltera (Vice-Chair) _____ Luke McConnaughy

1. APPROVAL OF MINUTES – March 1, 2016
2. ANNOUNCEMENTS
 - a. Hutch News Article (attached)
3. UPDATES
 - a. Financial Update (attached)
 - b. 16-HOU-11 Avenue C Design Competition
4. PROPERTY REPORT
5. OLD BUSINESS
 - a. AMENDED Property Report – 515 S Poplar St. (attached)
6. NEW BUSINESS
 - a. 16-LB-01 – Application to Purchase 728 E 5th Ave (attached)
 - b. 16-LB-02 – Application to Purchase 728 E 5th Ave (attached)
 - c. Agreement for Services – Renewal of insurance coverage (attached)
 - i. Motion to (approve/deny) the renewal of the commercial insurance coverage through Gumtree Wholesale Insurance Brokers, Inc and instruct the Chair to sign the agreement.
7. ADJOURN
 - a. The next Land Bank Board of Trustees meeting will be Tuesday, May 3, 2016; 3 PM

Minutes

Land Bank Board of Trustees

Tuesday, March 1, 2016 - 3:00 p.m.
City Hall, 125 East Ave. B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The following members were present: Mark Eaton, Luke McConnaughy, Dan Garber and Jim Gilliland. Sue Poltera was absent. Staff in attendance were Jana McCarron, Director of Planning & Development; Amy Denker, Housing Program Coordinator; and Stephanie Stewart, Planning Technician.

2) APPROVAL OF MINUTES

The minutes of January 5, 2015 were approved on a motion by Gilliland, seconded by Garber, passed unanimously.

3) ANNOUNCEMENTS – None.

4) UPDATES

4a. Financial Update:

Gilliland went over the financial report stating \$16,778.64 was carried over from last year. With the addition of the \$10,000 allocated from the City with the 2016 Budget and expenditures for limb removal and abatement of 300 W Sherman, the Land Bank has \$26,298.64.

Gilliland inquired about the Land Bank property located on East 5th Avenue and asked if staff had contacted the listing realtor to let him/her know about the possibility of purchasing the Land Bank lot. Denker said that the house is still on the market and the realtor has been made aware of the Land Bank lot. The “available” sign is still on the property.

5) PROPERTY REPORT

Denker said that all of the Land Bank properties have been cleared of limbs from the ice storm and one limb has been cut down from the property on Avenue C. All properties have a Land Bank “available” sign up.

6) NEW BUSINESS

6a. Property Report - 515 S. Poplar St.

Poltera was contacted by Charles Buckaloo, the current owner of the property at 515 S. Poplar St. The property sits on the west side of Poplar with an alleyway on the south and an existing residence on the north. The lot size is 60'x66' and the property is zoned R-4. The house on the property is in poor condition and the property owner indicated his willingness to demolish the house and donate the land to the Land Bank. The current assessed value is \$2,860 with the residence (\$620 vacant lot). The property taxes are currently up-to-date at \$25.31. McCarron stated potential use would be rear yard expansion for the neighboring lot due to the minimum lot size not being met for infill residential

development, and staff recommends sending a letter to the adjacent property owner to see if there would be any interest in that lot. Garber agreed and thought maybe it might be a good location for a park due to the vacant neighboring lot. Gilliland was concerned that with the surrounding vacant lots, that the Land Bank would have a long turnaround on the property. All members agreed that they should each go drive by and look at the property before deciding. Denker will bring photos and additional analysis to the next meeting.

6b. 16-HOU-11 Avenue C Design Competition

McCarron, Denker and Stewart did research on different cities and how they handle Design Competitions. After evaluating the different types, staff broadly placed them into two categories: 1) Design Competition and 2) Design-Build Competition.

A Design Competition is on a smaller level, in that the competition delivers conceptual ideas for the property but is not connected with a specific construction project. The incentive is a small monetary prize ranging from \$100-\$4000.

A Design-Build Competition is a larger level, in that the competition not only delivers a conceptual idea but the designer must also build their project. The incentive is a larger monetary prize and can consist of the property, construction funding and/or prize money.

Whether the Board selects a Design or a Design-Build Competition, they need to consider the potential designers. Staff believes there are two types of participants; design professionals and design students. Due to the large gap of experience between the two groups, staff recommends that they choose one or the other, but probably not both classes of entries. Staff suggested the Board consider the benefits of using students not only for the project but also as real-world design experience for the students.

Garber asked what happens after a winner is announced. McCarron said they would be awarded the money and then the Land Bank owns the design and can start looking to find a builder/buyer. Eaton said that it will be good press. The Board agreed to move forward with a Design competition focusing on students as the participants. McCarron said staff would get in contact with colleges and universities to incorporate the competition with their curriculum.

7) OTHER

a. McCarron said she was asked by the City Council and the City Manager for a proposals for future housing initiatives. The goal is to form a partnership with organizations like Interfaith Housing Services. Staff is recommending a focused approach (rather than sporadic) and is hoping to remove barriers to application that exist with many of our current programs. Denker added that the Brush Up Hutch! Paint reimbursement program has a lot of hoops to go thru, as well. Garber suggested a block by block design competition, where one house needs a window repair, the next fix the front porch, paint etc. Staff said they would consider this idea either as part of the proposals or the Healthy Neighborhoods Initiative.

8) ADJOURN

The meeting was adjourned at 3:55 p.m. The next meeting will be Tuesday, April 5, 2016 at 3:00 p.m.

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this _____ day of _____

Attest: _____

http://www.hutchnews.com/news/local_state_news/design-contest-planned-for-land-bank-property/article_2e77413f-d230-50dd-9562-9d3406e81579.html

FEATURED

Design contest planned for Land Bank property

By Adam Stewart The Hutchinson News astewart@hutchnews.com Mar 20, 2016



Adam Stewart/The Hutchinson News

The Hutchinson Land Bank is considering holding a design competition for ideas for this group of vacant lots on East Avenue C.

The Hutchinson Land Bank is in the early stages of opening a competition for designs of what could go on several vacant lots the Land Bank owns on East Avenue C.

Chairman Mark Eaton on Friday lauded planning staff for presenting the idea March 1. He said he hoped the contest would open the Land Bank's eyes to new options for unused properties.

“It’s kind of a new idea we’re trying,” he said. “We tend to have tunnel vision sometimes.”

He said the competition could be opened up either to design professionals or college students. Planning staff recommended limiting it to college students in a memo for the March 1 meeting.

Land Bank board member Luke McConnaughy said he didn’t know what the best use for the lots was, and that was part of why he liked the recommendation of a design competition, to see people’s ideas.

“This is all very exploratory,” McConnaughy said. “I’m interested to see how it will go.”

The lots are adjacent to one another on the north side of the 300 block of East Avenue C. According to information from the Reno County Appraiser’s Department website, the combined lots are almost 28,000 square feet, or almost two-thirds of an acre.

The lots are bordered on the east, north and west by residential properties. The newest adjacent house was built in 1930, according to the appraiser’s website, and the neighboring houses average a century old. Just across Avenue C from the vacant lots are railroad tracks.

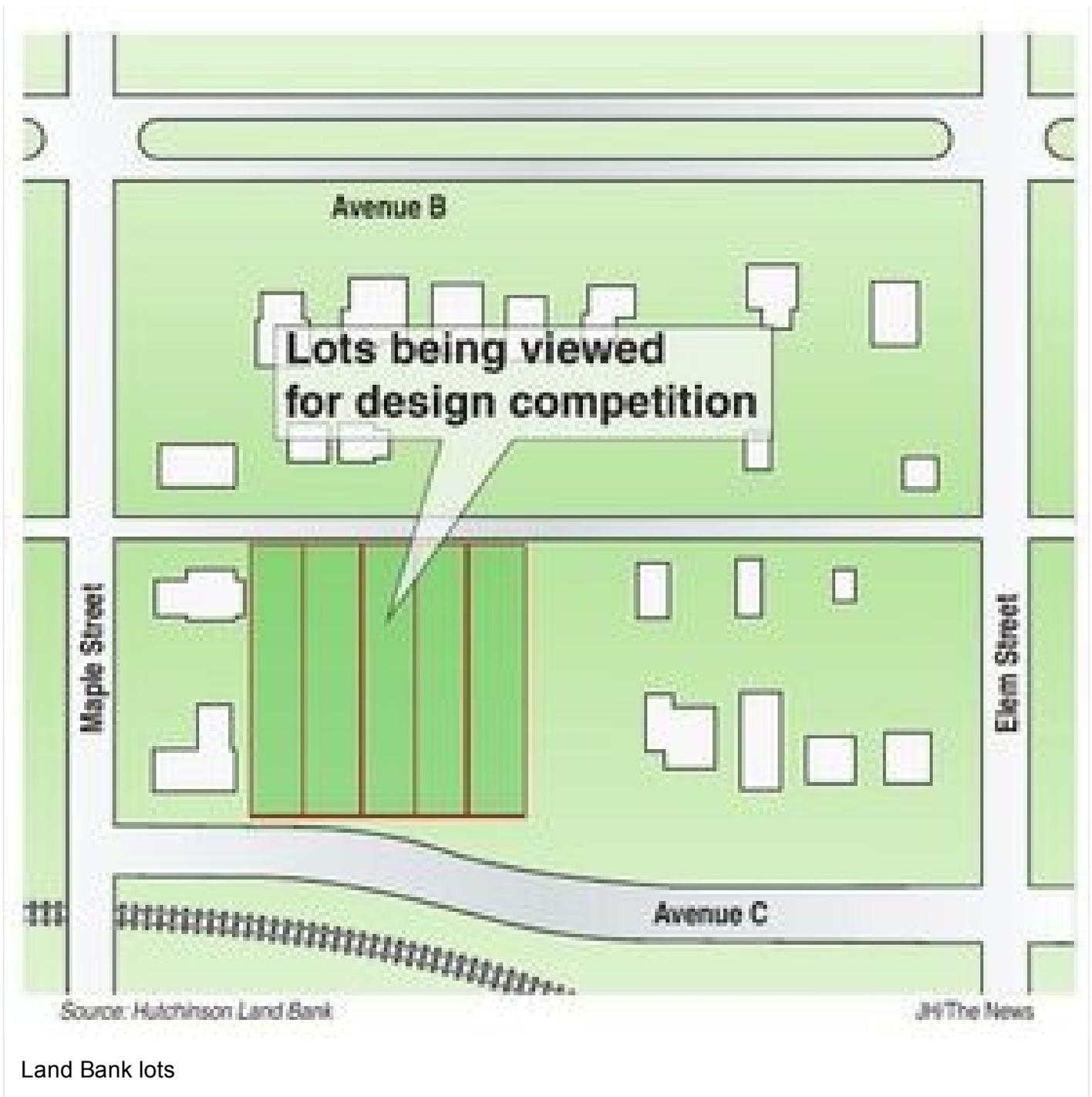
The area is zoned R-4, which mostly limits it to residential uses. Eaton said he was open to ideas that would require a zoning change, though.

“Forget the zoning,” he said. “What could go there?”

“My tunnel vision says new homes, multi-family potential,” Eaton said, but he was interested to see out-of-the-box ideas.

The Land Bank bought the properties on a Reno County tax sale on Oct. 27, 2015.

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Adam Stewart

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2016 Land Bank Financial Ledger

Date	Item	Income	Expenses	Status
1/1/2016	2016 Starting Balance*	\$16,778.64		
1/1/2016	2016 Land Bank Allocation (City)	\$10,000.00		Received
1/6/2016	300 W Sherman Abatement		-\$270.00	Paid
1/20/2016	Limb Removal - Warnken		-\$135.00	Paid
2/24/2016	Limb Removal - Warnken		-\$75.00	Paid
		\$26,778.64	-\$480.00	\$26,298.64

*Reconciliation with Finance/HCF

AMENDED : LAND BANK PROSPECT INFORMATION REPORT

PIR# 16-PIR-01

DATE 2/9/2016

GENERAL INFORMATION

Property Address 515 S Poplar St

Current Ownership BUCKALOO, CHARLES R

Assessed Value \$2,860 TOTAL (\$620 VACANT LOT)

General Description of Property CORNER OF POPLAR AND ALLEYWAY
WEST SIDE OF STREET 60'W X 66'L

PROPERTY CONDITION

Residential/Commercial structure on property? Yes X No

Structure currently occupied? Yes No X

Structure or property in need of immediate maintenance? Yes X No

If "Yes", explain A RESIDENTIAL HOUSE IN POOR CONDITION SITS ON THE LOT.
PROPERTY OWNER INDICATED WILLINGNESS TO DEMOLISH THE HOUSE.

Is property currently served by water/sewer? Yes X No

Known environmental issues? Yes No X

If "Yes", explain _____

LEGAL/FINANCIAL STATUS

Describe Any Liens, Mortgages, Assessments or other claims on the property: _____

Property Tax Currency \$25.31, Taxes Up to date

Current Zoning/Land Use Requirements R4

LAND BANK CONSIDERATIONS

Potential Uses Rear yard expansion. Lot does not meet the minimum lot depth or
minimum lot area for infill residential development.

Mission Fit? Yes _____ No _____

Estimated Holding Period Unknown

Estimated Holding Costs \$540, 18 mowing trips @ \$30 per trip

Neighborhood Comment CDU for property is UN - uninhabited

Other Issues/Concerns Suitability for Land Bank mission.

Additional Information Needed Two vacant lots sit adjacent to the west property line. The lots
are owned by the same owner. The lots have a combined 115.5' E Avenue E Frontage
and are 165' deep. A salvage yard sits to the west of these properties and a house sits to
the east.

Dates For Review Or Action:

3/1/2016 LB Board considered the property. Requested more info about surrounding properties.

3/29/2016 Staff recommends denial of the request.

4/5/2016 _____

March 29, 2016

TO: Land Bank Board of Trustees

FROM: Amy Denker
Housing Program Coordinator

THROUGH: Jana McCarron, AICP 
Planning & Development Director

SUBJECT: 16-LB-01 APPLICATION TO PURCHASE – 728 E 5TH AVE

MOTION NEEDED:

Motion to (approve/deny) application 16-LB-01, offer to purchase 728 E 5th Ave and authorize the chair to sign documentation for the sale of property.

BACKGROUND:

During the 2015 Reno County Tax Sale, the Land Bank acquired 728 E 5th Ave. The property is a 37' X 140' residential lot. The original structure was demolished in 2013. Staff recommended purchase of the property for side lot expansion because development on this lot is difficult due to zoning and building regulations.

PROPOSAL:

An application to purchase 728 E 5th Ave property was received on March 17, 2016 submitted by Mr. Jose Duran (**Exhibit 1**). The applicant proposes using the lot to build a fenced in storage yard and potentially build a garage at the location. Mr. Duran has made an offer of \$500.

ANALYSIS:

The applicant does not own property adjacent to the lot. According to the Zoning Regulations, a detached garage is an accessory use and would not be permitted if there is no primary use (house) located on the property. Also, a storage yard is not a permitted use in the R-4 zoning district.

RECOMMENDATION:

Staff recommends denial of application 16-LB-01 because the proposed use would not be permitted by the City of Hutchinson's Zoning Regulations.

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 the transfer of ownership to the applicant.

ATTACHMENTS:

Exhibit 1 – 16-LB-01 Application to Purchase



Application to Purchase Property

1. Applicant Information

Full Name: Duran Jose _____
Last First M.I.

Address: 211 east 7th _____
Street Address Apartment/Unit #

Hutchinson KS 67501
City State ZIP Code

Telephone: (620) 6695219 Email: _____

List Properties Owned in Reno County:

Spouses Name (if applicable):

Last First M.I.

Business or Corporation Name (if applicable):

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

None

List any delinquent taxes, fees, or licenses in Reno County:

None

2. Proposed Purchase Information

Address of Property: E 5th Ave Property

Classification:

- Property with Structure Buildable Lot Non-Buildable Lot

offer price: \$500 AD

Type of Proposed Ownership:

- Individual
- Business
- Non-Profit
- Other: _____

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; No Construction (Go to Section 5)

4. Project Information

Identify intended use: Possible Garage or Storage Area with fence depends

Does intended use comply with current zoning? (Contact Planning Department) _____

Intended Project Start Date: _____

Intended Project Completion Date: _____

Attachments

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

5. Non-Construction Use

Describe the intended use and attach drawings if they will aid in understanding proposed use:

6. Additional Comments and/or Explanations

depending on what I'm Allowed to do either Garage or Storage/parking with fencing around

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.

Sign/print/date 

March 29, 2016

TO: Land Bank Board of Trustees

FROM: Amy Denker *AD*
Housing Program Coordinator

THROUGH: Jana McCarron, AICP *JM*
Planning & Development Director

SUBJECT: 16-LB-02 APPLICATION TO PURCHASE – 728 E 5TH AVE

MOTION NEEDED:

Motion to (approve/deny) application 16-LB-02, offer to purchase 728 E 5th Ave and authorize the chair to sign documentation for the sale of property.

BACKGROUND:

During the 2015 Reno County Tax Sale, the Land Bank acquired 728 E 5th Ave. The property is a 37' X 140' residential lot. The original structure was demolished in 2013. Staff recommended purchase of the property for side lot expansion because development on this lot is difficult due to zoning and building regulations.

PROPOSAL:

An application to purchase 728 E 5th Ave property was received on March 21, 2016 submitted by Mr. Steven Serna (**Exhibit 1**). The applicant proposes using expanding his current lot, which is adjacent to this property at 730 E 5th Ave. Mr. Serna has made an offer of \$285.00.

ANALYSIS:

The applicant is purchasing an adjacent home to the Land Bank property. Side lot expansion is allowed. If the applicant were to eventually build an accessory structure on the property, that project would be allowed, as long as the other requirements of the regulations were met.

RECOMMENDATION:

Staff recommends approval of application 16-LB-02 for the offer price of \$285.

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 the transfer of ownership to the applicant.

ATTACHMENTS:

Exhibit 1 – 16-LB-02 Application to Purchase



Hutchinson Land Bank

Application to Purchase Property

1. Applicant Information

Full Name: Serna Steven Edward
Last First M.I.

Address: 726 E 5th Ave
Street Address Apartment/Unit #

Hutchinson KS 67501
City State ZIP Code

Telephone: 1619 960-6728 (Faith Warren) Email: SeSerna95@yahoo.com

List All Properties Owned in Reno County: 726 E 5th Ave Wesley Goertzen
(Land Contract)

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: 726 E 5th

Offer to Purchase Amount: \$ 285,000 * Suggested Price: 50% of appraised value

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: _____

Intended Project Start Date: _____

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)

Lot expansion gardening, fence for kids safety

6. Additional Comments and/or Explanations

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.

Steven Serna

Steven Serna

3-21-16

Signature

Print

Date

For Office Use:	Property Classification	DATE RECEIVED: <i>3-21-16</i>
<input type="checkbox"/> Property with Structure	<input type="checkbox"/> Vacant (Buildable Lot)	<input checked="" type="checkbox"/> Vacant (Non-Buildable Lot)
Zoning:	<i>R-4</i>	
Market Value:	<i>670 updated for 2016</i>	

From: [Karen Frizell](#)
To: [Amy Denker](#)
Subject: Hutchinson Land Bank - Directors & Officers Policy
Date: Tuesday, March 15, 2016 4:12:46 PM
Attachments: [KANSAS AGREEMENT FOR SERVICES\(admitted\).pdf](#)

Hi Amy,

This policy is up for renewal on May 1, 2016. The renewal premium will be \$980 plus a \$100 Service Fee for a total annual premium of \$1,080. This is up slightly from the expiring premium of \$1,061.

This policy has a \$1,000,000 limit with a \$5,000 retention for each loss.

If you want to renew this policy, please reply back to this email and have the attached Kansas Agreement signed by an officer.

Let me know if you have any questions. I look forward to hearing back from you.

Thank you,

Karen Frizell, CISR



Direct 620.259.8811

Office 620.662.2381

Fax 620.662.5415

Suite 700

First National Center

P.O. Box 976

Hutchinson, KS 67504-0976

www.feeinsurance.com

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AGREEMENT FOR SERVICES

This Agreement for Services "AGREEMENT" is made and entered into this 1st day of May, 2016 by and between the Gumtree Wholesale Insurance Brokers, Inc., a for-profit organization herein referred to as "AGENT," and HUTCHINSON LAND BANK, herein referred to as "CLIENT."

Recitals

WHEREAS, CLIENT may have need for certain services which can be performed by AGENT;

WHEREAS, the parties agree that it would be to their mutual advantage to execute this AGREEMENT and thereby define the terms and conditions which shall control the rendering of services which CLIENT may request of AGENT; and

WHEREAS, CLIENT desires to contract with AGENT relative to the rendering of the following services: **Marketing and obtaining commercial insurance coverage.**

NOW, and in consideration of the mutual promises herein and for other good and valuable consideration, the parties mutually agree as follows:

CLIENT agrees to pay to AGENT fees in the following manner for marketing and obtaining commercial insurance coverage: \$100.00

This AGREEMENT constitutes the entire agreement between the parties with respect to the subject matter contained above. This AGREEMENT may be amended only by written instrument signed by both parties.

This AGREEMENT is made, entered into and shall be construed in accordance with the laws of the State of Kansas.

CLIENT

AGENT

(Gumtree Wholesale Insurance Brokers, Inc)

NAME/TITLE

NAME/TITLE

DATE

DATE