

Tuesday, December 6, 2016 - 3:00 p.m.  
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

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1. CALL MEETING TO ORDER

\_\_\_\_\_ Mark Eaton (Chair)      \_\_\_\_\_ Dan Garber      \_\_\_\_\_ James Gilliland  
\_\_\_\_\_ Sue Poltera (Vice-Chair)      \_\_\_\_\_ Luke McConaughy

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1. APPROVAL OF MINUTES – November 1, 2016
2. ANNOUNCEMENTS
  - a. Comprehensive Plan Public Meeting: December 12, 2016 6:30-8:00 Atrium Hotel
3. UPDATES
  - a. Financial Update
  - b. Infill Development Presentation
4. PROPERTY REPORT
5. OLD BUSINESS
6. NEW BUSINESS
  - a. Tax Sale Clean-up and Marketing Plan
  - b. 2017 Resolution of Meeting Dates
7. ADJOURN
  - a. The next Land Bank Board of Trustees meeting will be Tuesday, **January 3, 2017; 3 PM.**

# Minutes

# Land Bank Board of Trustees

Tuesday, November 1, 2016 - 3:00 p.m.  
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

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## 1) CALL TO ORDER, ROLL CALL

The following members were present: Mark Eaton, Sue Poltera, Dan Garber, and James Gilliland. Luke McConnaughy was absent. Staff in attendance were Jana McCarron, Planning and Development Director; Amy Allison, Housing Program Coordinator; and Stephanie Stewart, Planning Technician. Also in attendance was Steve Dechant, City Council Member.

## 2) APPROVAL OF MINUTES

The minutes of October 4, 2016 were approved on a motion by Garber, seconded by Gilliland, passed unanimously.

## 3) ANNOUNCEMENTS

McCarron invited the members to the comprehensive plan open house on December 12<sup>th</sup> from 6:30-8:00 PM at the Atrium Hotel and Convention Center. She added that the survey results will be presented and they were also presented to City Council November 1<sup>st</sup> and are available in the City Council agenda packet online.

## 4) UPDATES

### a. Financial Update. Mowing

Gilliland provided an update of the financial report, and Allison added that there is an additional \$201.00 fee from the tax sale that was not included in the financials. Eaton made a motion to accept the financial report, Poltera seconded, and it passed unanimously.

### b. Infill Development Study Update

Allison stated KU students will be meeting with the department directors to discuss infill development policies and strategies on Wednesday, November 9, 2016 at 1 PM in the City Council Conference Room and Land Bank members are welcome to attend.

## 5) PROPERTY REPORT

Allison stated she met with a person interested in donating some property if he is unable to sell it. Another person is interested in the lot on East 8<sup>th</sup> Ave.

## 6) OLD BUSINESS

### a. Tax Sale – New Properties

Allison distributed photos and the cost/bids for each property the Land Bank acquired. Eaton stated he and Poltera went to the auction and bid on behalf of the Land Bank. They purchased four properties, 628 N Plum for \$50; 00000 W Ave A for \$50; 316 E Ave A for \$50 and 425 E Ave E for \$25. The

total cost, including filing fees, was \$201.00. He said their strategy was to start the bids at \$50 for properties the Land Bank was interested in and then stop bidding if there was another serious bidder. Denker added that all properties purchased are vacant and a couple of them might accrue tree removal/clean-up costs. Garber suggested a small neighborhood playground as a potential use for Land Bank lots.

**7) NEW BUSINESS**

Eaton questioned the mowing charges and asked if staff could look into hiring a nonprofit organization or local group to help lower costs. Staff said they would look into other options, however, there may be issues with- third party liability.

Allison updated the members on the work of the Housing Commission, including current programs, the 2016 Housing Initiatives and the proposed 2017 Housing Initiatives.

**8) OTHER – none.**

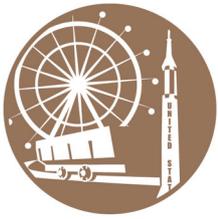
**9) ADJOURN**

The meeting was adjourned at 3:30 PM. The next meeting will be Tuesday, December 6, 2016 at 9:00 AM when the KU students give their presentation to the City Council. The Board will also meet at 3:00 PM.

Respectfully Submitted,  
Stephanie Stewart, Planning Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_

Attest: \_\_\_\_\_



Designing  
OUR FUTURE  
IMAGINE HUTCH 2037

# YOU'RE INVITED! OPEN HOUSE

Monday  
Dec. 12

Come & Go 6:30-8:00 PM  
Atrium Hotel &  
Conference Center  
1400 N Lorraine

You're invited to provide input into the draft elements of the Hutchinson Comprehensive Plan! Come anytime between 6:30 and 8:00 to view the displays and information at your leisure!

**Refreshments will be provided!**



**FOR QUESTIONS  
OR MORE INFO**  
Stephanie Stewart  
[Stephanie.Stewart@hutchgov.com](mailto:Stephanie.Stewart@hutchgov.com)  
620-694-2617

**WWW.HUTCHPLAN.COM**

## 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
3/22/2016	Legal Notice Fee - Land Bank Annual Report		-\$70.98	Paid
5/5/2016	Legal Notice Fee - E 5th property		-\$27.56	Paid
5/13/2016	Mowing - Warnken		-\$90.00	Paid
5/13/2016	Directors & Officers Insurance - Fee Insurance		-\$1,080.00	Paid
5/20/2016	728 E 5th Ave - Sale & Filing Fee	\$300.00		Received
5/20/2016	728 E 5th Ave - Filing Fee		-\$15.00	Paid
5/27/2016	Mowing - Warnken		-\$90.00	Paid
6/24/2016	Mowing - Warnken		-\$90.00	Paid
6/30/2016	Housing Commission Allocation - Design Comp.	\$2,000.00		Received
7/22/2016	Mowing - Warnken		-\$120.00	Paid
8/19/2016	KU Infill Development Study		-\$6,000.00	Paid
8/19/2016	Mowing - Warnken		-\$90.00	Paid
9/2/2016	Mowing - Warnken		-\$90.00	Paid
9/23/2016	Mowing Abatement (2015 Tax Sale Properties)		-\$258.75	Paid
9/28/2016	Mowing - Warnken		-\$90.00	Paid
10/27/2016	Reno County Tax Sale		-\$201.00	Paid
		\$29,078.64	-\$8,793.29	\$20,285.35

\*Reconciliation with Finance/HCF

# Land Bank Property Expenses

START DATE: **1/1/2015**

## Hutchinson Land Bank

	2015				TOTAL	2016				TOTAL	GRAND TOTAL
	1/1/2014	4/1/2014	7/1/2014	10/1/2014		1/1/2015	4/1/2015	7/1/2015	10/1/2015		
<b>00000 N Walnut - Value \$800</b>											
Acquisition	0.0	0.0	0.0	250.0	250.0	0.0	0.0	0.0	0.0	0.0	250.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	50.0	0.0	30.0	0.0	80.0	80.0
<b>Total Cost</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>250.0</b>	<b>250.0</b>	<b>50.0</b>	<b>0.0</b>	<b>30.0</b>	<b>0.0</b>	<b>80.0</b>	<b>330.0</b>
<b>E Avenue C Properties - Value \$2780</b>											
Acquisition	262.0	0.0	0.0	1,000.0	1,262.0	0.0	0.0	0.0	0.0	0.0	1,262.0
Operational / Maintenance	0.0	210.0	70.0	0.0	280.0	75.0	180.0	447.0	0.0	702.0	982.0
<b>Total Cost</b>	<b>262.0</b>	<b>210.0</b>	<b>70.0</b>	<b>1,000.0</b>	<b>1,542.0</b>	<b>75.0</b>	<b>180.0</b>	<b>447.0</b>	<b>0.0</b>	<b>702.0</b>	<b>2,244.0</b>
<b>728 E 5th Ave - SOLD (\$285)</b>											
Acquisition	0.0	0.0	0.0	600.0	600.0	0.0	0.0	0.0	0.0	0.0	600.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	50.0	50.0
<b>Total Cost</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>600.0</b>	<b>600.0</b>	<b>50.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>50.0</b>	<b>650.0</b>
<b>00000 E 8th Ave - Value \$700</b>											
Acquisition	0.0	0.0	0.0	400.0	400.0	0.0	0.0	0.0	0.0	0.0	400.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	35.0	90.0	171.8	0.0	296.8	296.8
<b>Total Cost</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>400.0</b>	<b>400.0</b>	<b>35.0</b>	<b>90.0</b>	<b>171.8</b>	<b>0.0</b>	<b>296.8</b>	<b>696.8</b>



## Land Bank Staff Report

MEETING DATE: 12/6/2016

November 22, 2016

**TO:** Land Bank Board of Trustees

**FROM:** Amy Denker  
Housing Program Coordinator

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

**SUBJECT:** 16-HOU-30 2016 Tax Sale Lots Clean-Up and Marketing Plan

### **MOTION NEEDED:**

Motion to (approve/modify and approve/return to Staff) Staff's recommendation to contact the tree pruning and removal contractor about obtaining a quote for tree removal/cleanup for selected properties and proceeding with the marketing plan for each property.

### **BACKGROUND:**

During the 2016 Reno County Tax Sale, the Land Bank acquired four new vacant lots, listed below:

- 00000 W Avenue A
- 628 N Plum St.
- 425 E Avenue E
- 316 E Avenue E

The City of Hutchinson is currently under contract with Santamaria Tree Service for Tree Pruning and Removal services. However, in 2017 the contract will change to a new vendor. The pricing is based on the existing contract but the prices will be changing. Due to the timing of the any listed tree removal in this plan, the pricing will be based on the 2017 contract.

Prior to purchase, each lot was reviewed for on its conformance with the goals of the Hutchinson Land Bank. Based on previous discussions by the Board, Staff has developed a clean-up and marketing plan for each property.

### **ANALYSIS:**

#### 00000 W Avenue A *Clean-Up*

00000 W Avenue A currently has multiple dead or dying trees located on the property. The disposition of the property could elicit interest from developers looking to develop infill residential units. Providing developers with a shovel-ready lot could entice them to purchase it. Staff recommends removing the below-photographed trees, posing the largest barrier to building locations on the lot.



The table below shows the estimates for tree removal based on the 2016 pricing:

00000 W Avenue A Tree Removal Estimate		
Tree 1	14"	\$120.00
Tree 2	10"	\$80.00
Tree 3	17"	\$120.00
Tree 4	27"	\$220.00
Total		\$540.00

Should the Board choose to remove all dead or dying trees on the property, the total estimated expense would be \$540.00. This amount does not include the removal of the felled tree and tree branches towards the rear of the property. An additional charge could be required.

*Marketing Plan*

Staff proposes marketing the 00000 W Avenue A lot to potential developers. The site is large enough to accommodate a single family, duplex or triplex structure. Based on the findings of the Infill Development Study, there could be a viable design to make this property profitable to a developer. A second option is to work with the SW Bricktown residents to develop this lot into a neighborhood space. Currently, the neighborhood is already working on the vacant lot donated to the City for expansion of Ashmeade Park, with any potential funds prioritized for that location. Development of this lot into a neighborhood space may be a distant project, however, if the structure to the West is demolished a trail head space is a potential use.

**Staff recommends removing all four trees and promoting this lot to developers or for a neighborhood space.**

628 N Plum St.Clean-Up

The 628 N Plum St. lot is in good shape, with only a trailer located on the lot. Staff proposes sending a letter to the adjacent property owner asking them to remove the trailer.

Marketing Plan

The corner of Plum and Seventh Avenue is a highly visible location. The lot is situated so that the main access is on Seventh Avenue. The property is zoned R-4 Residential Neighborhood Conservation District. In this zone, duplexes, townhomes and single family structures are permitted by right. The lot, depending on the proposal, may be able to accommodate a single family unit or duplexes. In addition, this lot is located in a neighborhood which is not serviced by a park or playground. Both the Community College and Faris Elementary school are within a ½ mile distance but require residents to cross two busy streets (11<sup>th</sup> Avenue and Plum St.). The site could be redeveloped into a neighborhood pocket park with playgrounds or other park programming. However, there is no active neighborhood group in this area and this site is not in any future plans for park additions.

***Staff recommends contacting the neighboring property to remove trailer and marketing this lot as either a buildable lot or for future park or neighborhood space.***

425 E Avenue E  
 Clean-Up

The 425 E Avenue E property is relatively clear of dead trees and limbs. The tree indicated may require limb trimming to remove dead branches, but the largest obstacle will be the removal of the brush pile located on the property. In addition, the neighboring property has parked a vehicle on the lot and will require a letter from the Land Bank.

425 E Avenue E Tree Limb Removal Estimate		
Limb 1	12"	\$25.00
Limb 2	8"	\$25.00
Total		\$50.00



*Marketing Plan*

This property was identified as a potential side lot acquisition or neighborhood use. Currently, the west neighbor is using the lot as a driveway and may be interested in expanding their current lot. Also, the Elmdale Community Center is located across the street and may have a need for the lot.

***Staff recommends removing the dead tree limbs and brush pile and contacting the neighboring properties for side lot acquisition and removal of the vehicle. Staff also recommends contacting the Elmdale Community Center and inquiring as to their interest in the property.***

316 E Avenue E  
*Clean-Up*

A large dead tree is located in the center of the 316 E Avenue E property. The tree will need to be removed. With the exception of a brush pile in the rear yard, the remaining lot is good shape, but may require mowing, weather permitting.

316 E Avenue E Tree Removal Estimate		
Tree	30"	\$220.00
Total		\$220.00



*Marketing Plan*

This property was identified as a potential side lot acquisition. The property to the west is a rental and the property to the east appears to be owner occupied. The lot could potentially be developed as a single family house, which would be permitted under the zoning district (R-4).

**Staff recommends removing the dead tree & brush pile and mowing the property, and contacting the adjacent property owners for side lot acquisition.**

**NEXT STEPS:**

Should the Land Bank Board approve Staff’s recommendation, staff will contact the new tree removal contractor in January 2017, and obtain a quote. Should the quote compare to the above estimates, staff will proceed with removal of trees and limbs. If prices are substantially higher, staff will return to the Board for authorization to proceed. In addition, staff will continue with the approved marketing plans.



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION SETTING THE TIMES, DATES, AND PLACES OF MEETINGS  
OF THE CITY OF HUTCHINSON LAND BANK BOARD OF TRUSTEES

WHEREAS, the LAND BANK BOARD OF TRUSTEES conducts public hearings, considers various matters, and makes recommendations to the City of Hutchinson Housing Commission, the City of Hutchinson Planning Commission, and the City Council of the City of Hutchinson, Kansas; and

WHEREAS, the LAND BANK BOARD OF TRUSTEES customarily meets once per month at a time, date, and place set by resolution of the LAND BANK BOARD OF TRUSTEES:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HUTCHINSON LAND BANK BOARD OF TRUSTEES, that:

SECTION 1. The regular meetings of the LAND BANK BOARD OF TRUSTEES shall be held in City Hall, 125 East Avenue B, Hutchinson, Kansas.

SECTION 2. Regular meetings of the LAND BANK BOARD OF TRUSTEES shall be held on the following dates in 2017:

January 3	April 4	July 5	October 3
February 7	May 2	August 1	November 7
March 7	June 6	September 5	December 5

SECTION 3. Regular meetings of the LAND BANK BOARD OF TRUSTEES shall commence at 3:00 p.m.

SECTION 4. The Chairperson or Vice-Chairperson may call special meetings of the LAND BANK BOARD OF TRUSTEES and may set the time, date, and place of the special meeting.

SECTION 5. The Chairperson or Vice-Chairperson may change the time, date, and place of a regular meeting and may cancel a regular meeting.

ADOPTED BY THE LAND BANK BOARD OF TRUSTEES this 6th day of December, 2016.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Jana McCarron, Director of Planning and Development