

1. CALL MEETING TO ORDER

_____ Sue Poltera (C)
_____ Todd Brown

_____ Dan Garber (VC)
_____ Josie Thompson

_____ James Gilliland (T)

2. ELECTION OF OFFICERS

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer

3. APPROVAL OF MINUTES

- a. December 3, 2019

4. ANNOUNCEMENTS

- a. City Council Review of 2019 Land Bank Annual Report

5. FINANCIAL REPORT – Treasurer**6. PROPERTY REPORT – Staff****7. OLD BUSINESS – None****8. NEW BUSINESS**

- a. Application for Right of First Refusal – 19-LBP-05 – 214, 216 & 218 West 6th Avenue

9. OTHER

- a. The next Land Bank Board of Trustees meeting is scheduled for Tuesday, February 4, 2019.
- b. Adjourn



Minutes

Land Bank Board of Trustees

Tuesday, December 3, 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 3:00 p.m. with the following members present: Dan Garber (9/11), Josie Thompson (10/11), James Gilliland (9/11), and Sue Poltera (9/11). Member Todd Brown (8/11) was absent. Planning Staff in attendance were Ryan Hvitlæk, Director of Planning and Development; and Aaron Barlow, Associate Planner.

2) APPROVAL OF MINUTES

The minutes from November 12, 2019 were approved on a motion by Garber, seconded by Thompson, passed unanimously.

3) ANNOUNCEMENTS

Barlow announced that staff had received the deed for the properties purchased at the Reno County Tax Auction.

4) FINANCIAL REPORT

The financial report was given by Brown. The current balance is \$11,293.35. Motion by Thompson, seconded by Garber to approve the financial report, passed unanimously.

5) PROPERTY REPORT

Barlow gave the Property Report. All mowing is complete for 2019. The properties purchased at the Tax Sale are not yet included and will be on the January 2020 Expense Report.

6) OLD BUSINESS

a. Update – 19-LBP-03 - 00000 (212) East Harvey Street

Barlow has not been able to get in contact with Carissa Swenson, the applicant. He will send a certified letter to the applicant.

7) NEW BUSINESS

a. 2019 Annual Report and 2020 Budget and Strategic Plan

Barlow shared the annual report. The format has not changed since the previous year's report. Barlow highlighted the fact that the board sold three properties (and

likely another) in 2019. He asked if the board had any changes or feedback. Gilliland motioned and Thomson Seconded to accept and approve the 2019 Annual Report and 2020 Budget & Strategic Plan as presented by staff, passed unanimously.

b. 19-LBD-01 – 541 East Avenue A

Barlow presented the report for the application from Forest Tennant to donate the property located at 541 East Avenue A to the Land Bank. The property is adjacent to a lot already owned by the Land Bank. Thompson asked if Staff could recommend that Mr. Tennant’s demolition contractor clear the property of any trees that could potentially be a future expense to the board. Barlow said he would check. Discussion ensued.

Motion to accept the application by Garber, seconded by Gilliland, passed unanimously.

c. Resolution of Meeting Dates for 2020

Barlow shared the Resolution of Meeting Dates for 2020 and asked the board if they had any comments or changes. Thomson recommended and Gilliland agreed that Staff could cancel meetings if there were limited items on the agenda that did not need immediate action. Motion by Gilliland to approve the 2020 resolution of Meeting dates and authorize the Chair to sign, seconded by Thomson, passed unanimously.

8) OTHER

- a. The next Land Bank Board of Trustees meeting is tentatively set for Tuesday, January 7, 2019.
- b. The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Aaron Barlow, Associate Planner

Approved this _____ day of _____

Attest: _____

Item 5

2020 Land Bank Financial Ledger					
Date	Item	Income	Expenses	Status	
1/1/2019	Starting Balance	\$11,293.35			
		\$11,293.35	\$0.00	\$11,293.35	

Item 6 - Land Bank Property Expenses

START DATE: 1/1/2018

LAST UPDATE: 12/31/2019

Hutchinson Land Bank

	TOTAL	2018				2019				2020				TOTAL	GRAND TOTAL		
		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	TOTAL	1/1/2020			4/1/2020	7/1/2020
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	0.0
Operational / Maintenance	0.0	126.0	0.0	70.0	70.0	0.0	140.0	0.0	140.0	170.0	80.0	390.0	0.0	0.0	0.0	0.0	0.0
Total Cost	250.0	126.0	0.0	70.0	70.0	0.0	140.0	0.0	0.0	170.0	80.0	390.0	0.0	0.0	0.0	0.0	0.0
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	472.8	0.0	70.0	70.0	0.0	140.0	0.0	140.0	140.0	40.0	320.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	472.8	0.0	70.0	70.0	0.0	140.0	0.0	140.0	140.0	40.0	320.0	0.0	0.0	0.0	0.0	0.0
712 S Maple St - Value \$1,760																	
Acquisition	0.0	1,109.0	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	120.0	120.0	0.0	240.0	0.0	245.0	245.0	70.0	560.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	1,109.0	0.0	120.0	120.0	0.0	240.0	0.0	245.0	245.0	70.0	560.0	0.0	0.0	0.0	0.0	0.0
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	140.0	140.0	20.0	300.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	140.0	140.0	20.0	300.0	0.0	0.0	0.0	0.0	0.0
00000 (539) E Ave A - Value \$1,300																	
Acquisition	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	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	210.0	210.0	60.0	480.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	600.0	600.0	0.0	210.0	210.0	60.0	480.0	0.0	0.0	0.0	0.0	0.0
00000 E 7th Ave - Value \$560																	
Acquisition	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	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	140.0	140.0	40.0	320.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	250.0	250.0	0.0	140.0	140.0	40.0	320.0	0.0	0.0	0.0	0.0	0.0
00000 E Harvey St - Value \$900																	
Acquisition	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	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	175.0	175.0	50.0	400.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	175.0	175.0	50.0	400.0	0.0	0.0	0.0	0.0	0.0
00000 E Osborne St - Value \$880																	
Acquisition	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	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	175.0	1,465.0	230.0	1,870.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	150.0	150.0	0.0	175.0	1,465.0	230.0	1,870.0	0.0	0.0	0.0	0.0	0.0
214, 216, & 218 W 6th Ave - Value \$2,190																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2,000.0	2,000.0	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	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2,000.0	2,000.0	0.0	0.0	0.0	0.0	0.0
824 East 7th Avenue - Value \$640																	
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	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	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	0.0	0.0	0.0	0.0	0.0



Land Bank Staff Report

MEETING DATE: 1/14/2020

December 30, 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-05 – 214, 216, and 218 West 6th Avenue Application for Right of First Refusal

MOTION NEEDED:

Motion to (approve/deny) application 19-LBP-05, request for right of first refusal of the lots located at 214, 216 and 218 West 6th Avenue to New Beginnings Inc. and authorize the chair to sign necessary documentation.

BACKGROUND:

The Hutchinson Land Bank acquired the lots located at 214, 216 and 218 West 6th Avenue at the 2019 Reno County Tax Sales. The Board purchased 214 West 6th Avenue for \$400, 216 West 6th Avenue for \$650 and 218 West 6th Avenue for \$800. The Land Bank has not yet had to spend any money for lawn maintenance or tree removal for the properties. The current appraised value for the properties are as follows: 214 West 6th Avenue, \$520; 216 West 6th Avenue, \$830; 218 West 6th Avenue, \$840; for a total appraised value of \$2190.

The properties are zoned R-6 Infill Residential District. Their dimensions are below:

Table with 3 columns: Address, DIMENSIONS, SQUARE FEET. Rows include 214 WEST 6TH AVENUE, 216 WEST 6TH AVENUE, 218 WEST 6TH AVENUE, and a TOTAL row.



214, 216 and 218 West 6th Avenue

PROPOSAL:

An Application for Right of First Refusal for the lots located at 214, 216 and 218 West 6th Avenue was submitted by Dan Rich of New Beginnings Inc. on December 12, 2019 (**Exhibit 1**). New Beginnings intends to develop an apartment complex similar to Santa Fe Place (located at 2150229 West 5th Avenue) once all needed properties on the north side of the 200 block of West 6th Avenue are available for the proposed development. The applicant has not provided any information on the project's timeline or financing, as it is still in development.

ANALYSIS:

The proposed use, an apartment complex similar to Santa Fe Place, is suitable for the R-6 Residential Infill District with a Special use Permit. 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 applicant's request for right of first refusal still leaves the door open for other development proposals; however, New beginnings, Inc. will have the opportunity to submit a proposal of their own before any other applications are considered. A memorandum of understanding has been drafted

RECOMMENDATION:

Staff recommends approval of the application (19-LBP-05) to grant right of first refusal to New Beginnings, Inc. for the properties located at 214, 216 and 218 West 6th Avenue.

NEXT STEPS:

1. The applicant will be notified of the decision of the Land Bank Board of Trustees.
2. The Land Bank Chair and the Executive Director of New Beginnings Inc. will enter into a Memorandum of Understanding establishing New Beginning's Right of First Refusal.

ATTACHMENTS:

- Exhibit 1 – 19-LBP-05 Application for Right of First Refusal of 214, 216 and 218 West 6th Avenue
Exhibit 2 – Memorandum of Understanding for New Beginnings Inc.'s Right of First Refusal to 214, 216 & 218 West 6th Avenue, Hutchinson, Kansas



Application to Purchase Property

1. Applicant Information

Full Name: New Beginnings Inc.

Last First M.I.

Address: P.O. Box 2504

Street Address Apartment/Unit #

Hutchinson, Kansas 67504-2504

City State ZIP Code

Telephone: (620) 663-2200 Ext. 300 Email: shara@newbeginnings-inc.org

List All Properties Owned in Reno County: 400 W. 2nd Ave./ 410 W. 2nd Ave./ 100 E.2nd Ave./ 102 E. 2nd Ave./ 118 E. Ave. A/ 215-229 W. 5th Ave./ Crown Homes W. 11th Ave./ 720 N. Main St./ 2 NSP Homes/ 6 Oxford Houses / 15 W. 8th Ave

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

Business or Corporation (if applicable): New Beginnings Inc.

List any code violations on property owned by applicant in the last THREE years: One mowing violation at Crown Homes, W. 11th Ave.

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

2. Proposed Purchase Information

Address of Property: 214 West 6th Ave/ 216 West 6th Ave/ 218 West 6th Ave

Offer to Purchase Amount: \$ N/A @ present time * 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: Construct an apartment complex north side of 200 block of West 6th Ave.
 Intended Project Start Date: TBD based on the acquisition of all needed properties in the 200 block of W.6th
 Intended Project Completion Date: TBD (same as start 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)


Construct an apartment complex similar to Santa Fe Place located at 215-229 West 5th Street.

6. Additional Comments and/or Explanations

New Beginnings respectfully requests that we be granted "First Right of Refusal" by the Hutchinson Land Bank for the three properties listed on page 1 of this document. This project is dependent on the ability to purchase all properties on north side of the 200 block of West 6th Avenue.

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.



Shara Gonzales

December 11, 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:		

MEMORANDUM OF UNDERSTANDING

HUTCHINSON LAND BANK AND NEW BEGINNINGS, INC.

WHEREAS: The Hutchinson Land Bank (hereafter referred to as “Land Bank”) is interested in placing vacant lots into productive use; and

WHEREAS: New Beginnings, Inc. (New Beginnings) is considering a future development on the 200 block of West 6th Avenue in the City of Hutchinson; and

WHEREAS: The Land Bank has acquired 214, 216 and 218 West 6th Avenue Hutchinson, KS (hereafter referred to as the “Subject Property”); and

WHEREAS: New Beginnings has proposed constructing an infill apartment complex similar to Santa Fe Place, should they acquire the adjacent lots on the 200 block of West 6th Avenue; and

WHEREAS: The Land Bank agrees to notify New Beginnings should the Land Bank receive any other offer for the property; and

WHEREAS: New Beginnings has the right of first refusal, should an offer for purchase be received by the Land Bank for the property; and

WHEREAS: New Beginnings agrees to the on-going maintenance of the Subject Property should they choose to exercise their right of first refusal until the property can be transferred into their name; and

WHEREAS: This agreement goes into effect February 1, 2019 unless any further actions are taken by either party.

THEREFORE, this memorandum outlines the commitments on the Land Bank and New Beginnings for the Subject Property, agreed to as of this date, the _____ of _____, 20____, by the signatures below:

Sue Poltera, Chair
Hutchinson Land Bank

Shara Gonzales, Executive Director
New Beginnings, Inc.