



Meeting Agenda

Tuesday, March 6, 2018 - 3:00 p.m.
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ Mark Eaton (C)
_____ Sue Poltera (VC)

_____ Dan Garber
_____ Todd Brown

_____ James Gilliland (T)

2. APPROVAL OF MINUTES

a. January 9, 2018

3. ANNOUNCEMENTS

a. Infill Study Implementation Plan Update

b. Town Hall Meeting Volunteers

i) Southeast District – April 10 @ 6:30 to 8:00 pm

ii) Southwest District - TBD

4. FINANCIAL REPORT – Treasurer

5. PROPERTY REPORT – Allison

6. NEW BUSINESS

a. 2018 Work Plan

7. OTHER

a. The next Land Bank Board of Trustees meeting will be on Tuesday, April 3, 2018.

b. Adjourn

Minutes

Land Bank Board of Trustees

Tuesday, January 9, 2018 - 3 PM
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The following members were present: Sue Poltera (1/1), James Gilliland (1/1), Todd Brown (1/1) and Dan Garber (1/1). Mark Eaton (0/1) was absent. Planning Staff in attendance were: Jana McCarron, Director of Planning and Development and Amy Allison, Housing Program Coordinator.

2) ELECTION OF OFFICERS

a. Chair

Gilliland nominated Mark Eaton for Land Bank Board of Trustees Chair, seconded by Brown, passed unanimously.

b. Vice-Chair

Gilliland nominated Sue Poltera for Land Bank Board of Trustees Vice-Chair, seconded by Garber, passed unanimously.

c. Treasurer

Garber nominated James Gilliland for Land Bank Board of Trustees Treasurer, seconded by Brown, passed unanimously.

3) APPROVAL OF MINUTES

The minutes from December 5, 2017 were approved on a motion by Garber, seconded by Gilliland, passed unanimously.

4) ANNOUNCEMENTS

No Announcements

5) FINANCIAL REPORT – Treasurer

Gilliland provided the financial report. There have been no expenses in 2018 to date. McCarron updated the Board on funding earmarked for the Land Bank in 2018 that was included in the Department's budget request. Staff will come back with an update to the 2018 budget.

6) PROPERTY REPORT – Allison

Allison provided the Property Report. Properties that were sold or donated in 2017 have been removed. No issues were noted.

7) OLD BUSINESS

a) Resolution of Meeting Dates

The Land Bank members were provided with an executed copy of Resolution 2017-01, setting the official meeting dates of 2018. The Board was also provided with a copy of the Planning & Development Department's calendar of commission meetings. Garber indicated an error with the Land Bank meeting time on the calendar.

b) 2017 Annual Report Update

McCarron provided an update for the 2017 Land Bank Annual Report. City Council approved the report and the public notice was published in the newspaper. All state statute requirements have been met.

8) NEW BUSINESS

a) Draft Infill Development Guide

McCarron led the Board through a discussion of the proposed Infill Study Implementation Plan. The Plan recommends creating a new R-6 Infill District for residential properties south of 11th Avenue. The recommendations include proposed regulations for setbacks, lot coverage, lot size, density, utilities, parking, accessory structures, inclusion, neighborhood design requirements, and affordability.

McCarron noted that the Steering Committee was still reviewing language for permitting paved parking in the front yard. The Board decided to defer to the Steering Committee's recommendation on the issue. The Board noted a few layout and wording changes, but had no comments or additions to the proposed recommendations.

b) Draft Residential Land Use Table

McCarron told the Board the Land Use Table was included in the packet because it reflects regulatory changes recommended in the Infill Study. McCarron explained the need for the change in structure and addition of the design requirements for specific uses in the table. She also reviewed the new proposed uses that currently are not permitted in the City. The Board felt that the changes were appropriate and had no comments or concerns.

9) OTHER

- a) The next Land Bank Board of Trustees meeting is scheduled for Tuesday, February 6, 2018 at 3:00 PM in the Executive Conference Room.

- b) The meeting was adjourned at 3:45 p.m.

Respectfully Submitted,

Amy Allison, Housing Program Coordinator

Approved this _____ day of _____

Attest: _____

2018 Land Bank Financial Ledger

Date	Item	Income	Expenses	Status
1/1/2018	Starting Balance	15,990.19		
		\$15,990.19	\$0.00	\$15,990.19

Land Bank Property Expenses

START DATE: 1/1/2015

LAST UPDATE: 12/31/2017

Hutchinson Land Bank

	2015				TOTAL	2016				TOTAL	2017				TOTAL	GRAND TOTAL
	1/1/2014	4/1/2014	7/1/2014	10/1/2014		1/1/2016	4/1/2016	7/1/2016	10/1/2016		1/1/2017	4/1/2017	7/1/2017	10/1/2017		
00000 N Walnut - Value \$800																
Acquisition	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	250.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	50.0	0.0	30.0	0.0	80.0	0.0	42.0	70.0	14.0	126.0	206.0
Total Cost	0.0	0.0	0.0	250.0	250.0	50.0	0.0	30.0	0.0	80.0	0.0	42.0	70.0	14.0	126.0	456.0
E Avenue C Properties - Value \$2780																
Acquisition	262.0	0.0	0.0	1,000.0	1,262.0	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	0.0	210.0	70.0	0.0	280.0	75.0	180.0	447.0	0.0	702.0	0.0	72.0	120.0	24.0	216.0	1,198.0
Total Cost	262.0	210.0	70.0	1,000.0	1,542.0	75.0	180.0	447.0	0.0	702.0	0.0	72.0	120.0	24.0	216.0	2,460.0
425 E Avenue E - \$830																
Acquisition	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	50.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	292.0	70.0	14.0	376.0	376.0	
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0	292.0	70.0	14.0	376.0	426.0	
316 E Avenue E - \$800																
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	25.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	51.8	337.0	70.0	14.0	472.8	472.8
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.0	25.0	51.8	337.0	70.0	14.0	472.8	497.8
15 W 8th Ave - \$890																
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	59.0	59.0	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
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	0.0	59.0	59.0	59.0
712 S Maple St - \$1760																
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	1,109.0	1,109.0	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
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	0.0	1,109.0	1,109.0	1,109.0

2018 WORK PLAN & BUDGET

2018 WORK PLAN

In 2018, the Hutchinson Land Bank plans to continue the work that began in 2016 and expanded in 2017 towards removing barriers and promoting infill development. The 2016 Infill Development Study has been further explored by Staff through the preparation of an Infill Development Guide which will be completed in early 2018. The Guide identifies specific regulatory barriers that hinder infill development and provides recommended code amendments. The following work plan is proposed for 2018:

- Finalize Infill Development Guide
- Implement Infill Development Guide recommendations
- Further explore marketing options for Land Bank lots
- Work with the Building Official to create a targeted demolition plan
- Continue to acquire and maintain lots for future infill developments

2018 BUDGET

Land Bank 2018 Budget		
	Staff	
	Recommendation	Final Allocation
Starting Balance	\$15,990.19	\$15,990.19
EXPENSES:		
Insurance (D&O, property liability)	\$1,100.00	\$1,100.00
Legal and other fees (2 x \$200)	\$400.00	\$400.00
Title search (2 x \$150)	\$300.00	\$300.00
Publication Expenses (\$50 x 5)	\$250.00	\$250.00
Property Maintenance (Mowing @ \$99 x 10 + other)	\$2,000.00	\$2,000.00
Audit (part of City audit)	\$0.00	\$0.00
Administration (Trustee travel and training)	\$500.00	\$500.00
Property Acquisition	\$2,000.00	\$2,000.00
Advertisement	\$500.00	\$500.00
Marketing Plan + Implementation	\$1,000.00	\$1,000.00
TOTAL	\$7,940.19	\$7,940.19