

# Minutes

# Land Bank Board of Trustees

Tuesday, January 9, 2018 - 3 PM  
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: 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 11<sup>th</sup> 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 6th day of March

Attest: Amy Allison