

Minutes

Tuesday, March 3, 2020 - 3 PM
City Hall, 125 E Avenue B

Land Bank Board of Trustees

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The meeting was called to order at 3:15 p.m. with the following members present: Dan Garber (2/2), Josie Thompson (2/2), and Todd Brown (2/2). Sue Poltera (1/2) was absent. Planning Staff in attendance were Ryan Hvitlæk, Director of Planning and Development; Jim Seitnater, Downtown and Housing Coordinator; and Charlene Mosier, Planning Technician.

2) APPROVAL OF MINUTES

The minutes from January 14, 2020 were approved on a motion by Brown, seconded by Garber, passed unanimously.

3) ANNOUNCEMENTS

- a. Hvitlæk said Aaron Barlow has taken a job in Salt Lake City, Utah. Jim Seitnater will be the staff liaison for the Land Bank Board.
- b. Thompson asked for names to fill openings on the Land Bank Board. She suggested Jack Martin may be interested in serving.

4) FINANCIAL REPORT

The financial report was given by Brown. The current balance is \$11,113.327. He suggested we ask about the County waiving the filing fee for our properties in the future as he does not believe this is a fee the Land Bank Board should have to pay. Motion by Garber, seconded by Thompson to approve the financial report, passed unanimously.

5) PROPERTY REPORT

The Property Report was included in the agenda packet.

6) OLD BUSINESS

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

Seitnater said staff is working with the City Attorney on the wording for the Right of First Refusal language. Thompson and Seitnater will meet to work on this and Brown said he has some examples of language that may be helpful and would share with the group.

7) NEW BUSINESS

a. **Application for Purchase 20-LBP-01 – 00000 (539 & 541) East Avenue A**

The Land Bank acquired the property located at 539 East Avenue A at the 2018 Reno County tax sale for \$600. The property located at 541 East Avenue A was donated to the Land Bank by Forest Tennant after demolishing the fire-damaged home. The \$21 filing fee for the donation was paid by the Land Bank. Mowing bills have totaled \$480 for a total of \$1,101 invested in the property. The property at 539 East Avenue A is appraised at \$1,300 and 541 East Avenue A is appraised at \$730. The combined appraised value for both properties is \$2,030. The properties are zoned R-6 Infill Residential District.

Garber asked if we require an architectural set of plans. Seitnater said this property is very visible and we want to make sure what happens on this property is attractive, fits the neighborhood and happens within a reasonable timeframe.

Daniel Smith has submitted an application to purchase the lots, combine them, and build a single-family house on the properties. He said he does not have a letter of credit from a bank because he is still saving for the down payment and hopes to have enough saved in the next year. An offer of \$1,100 has been made.

The proposed use is suitable for the R-6 Residential Infill District. New construction in the Houston Whiteside Historic District will require review by the Hutchinson Landmarks Commission. New construction in a historic district needs to be differentiated but compatible with the neighborhood.

Thompson said the concern is we could have another buyer interested in the property before a year who has financing in place. The Land Bank would like to sell the property as quickly as possible to place it back on the tax roll. The Land Bank could offer him the Right of First Refusal. If another offer is received, Daniel Smith could make a counter offer or walk away. Another option discussed would be for him to mow the property rather than holding the property with a down payment. This details could be incorporated into a Right of First Refusal.

Motion by Garber, seconded by Brown, to table the request to the April 7 meeting. At that time wording for the Right of First Refusal will be in place. The motion passed unanimously.

b. 2020 Mowing Bids

The Board discussed mowing options for the coming year. The consensus was to proceed with bids, similar to last year. Copies of last year's bid documents were included in the packet. Seitnater said mowing could begin by mid April if we can

award a bid at next the Land Bank meeting. The requirements for bids will stipulate a minimum and maximum number of mowings that will be approved between April and October. Tree trimming will not be part of this bid process. If tree removal is needed during the year, that would be a separate bid.

Daniel Smith said there is a tree on the property he is wanting to acquire on East Avenue A and he is hoping to keep the tree. Thompson said that should not be a problem unless the tree is deemed diseased or becomes damaged while the lots are still owned by the Land Bank.

8) OTHER

- a. The next Land Bank Board of Trustees meeting is scheduled for Tuesday, April 7, 2020.
- b. The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Charlene Mosier, Planning Technician

Approved this 7th day of April, 2020

Attest:  _____

Ryan Hvitlök, AICP, CFM - Director of Planning & Development