

Housing Commission Meeting Agenda

Wednesday, February 24, 2021 – 3:30 PM

VIA ZOOM: <https://us02web.zoom.us/j/85379788575>

Call: 312-626-6799 Meeting ID: 853 7978 8575

1. CALL MEETING TO ORDER

_____ A. Davenport (1/1)	_____ R. Little (1/1)	_____ N. DeBerry (0/1)
_____ M. Mast (0/1)	_____ L. Gleason (C) (1/1)	_____ S. Dechant (1/1)
_____ R. Patton (VC) (1/1)	_____ L. Soltow (0/1)	_____ K. Lanham (1/1)

Ex-Officio Members:

_____ D.Rich (0/1)	_____ J. Thomson (0/1)
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2. APPROVAL OF MINUTES – January 27, 2021

3. ANNOUNCEMENTS

4. WRITTEN REPORTS

- a. January 2021 Housing Dashboard

5. ORAL REPORTS

- a. Featured Neighborhood Report (*Stewart*)
- b. Hutchinson Land Bank (*Hvitløk*)
- c. Update on CDBG Grant for Creekside (*Hvitløk*)
- d. Update on COVID and Housing (*Hvitløk*)

6. NEW BUSINESS

- a. 2021-2023 Housing Action Plan

7. OPEN COMMENTS

8. OTHER

- a. The next Housing Commission meeting is scheduled for March 24 at 3:30pm

9. ADJOURN



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1. ROLL CALL

The Housing Commission meeting was called to order at 3:30 p.m. with the following members calling in via Zoom conference call: Roy Little, Ryan Patton, Steve Dechant, Kelly Anne Lanham, Angie Davenport, and Lisa Gleason. Marvin Mast, Lucas Soltow, Nathan DeBerry, Jeff Thomson and Dan Rich were absent. Adam Stewart, Neighborhood Coordinator; Julia Westfahl, SCKEDD; and Diane Crabtree, Interfaith Housing and Community Services, were also in attendance. Staff present were Ryan Hvitløk, Director of Planning and Development; Izzy Rivera, Building Official, and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the December 16, 2020 meeting were approved on a motion by Dechant, seconded by Little, passed unanimously.

3. ANNOUNCEMENTS

- a. None

(Lanham arrived).

4. ELECTION OF OFFICERS

- a. Chair - Dechant nominated Gleason to serve another year as Chair. The motion was seconded by Patton, passed unanimously.
- b. Vice-Chair - Motion by Davenport to nominate Patton to serve another year as Vice-Chair, was seconded by Lanham, passed unanimously.

5. WRITTEN REPORTS

a. **2020 Housing Dashboard**

Hvitløk said rental investigations and other property maintenance investigations are tallied separately. There has been a drop in rental investigations due to the policy change last year. There were 13 new residential permits in 2020 and 44 house demolitions. There were no new NRP applications, two Zero Interest Loan applications and eight Down Payment Match applications.

b. Brush Up Hutch – 2020 Annual Report

Hvitløk said Brush Up Hutch applications were down due to covid, with 9 completed homes totaling \$4,128.63 and a few of the homes went over the \$500 maximum. There has been another \$5,000 budgeted for this year with a total of \$12,000 available. Patton said one of the completed homes was his rental home and it took a lot more paint than he thought because the wood just absorbed the paint. He thought raising the dollar amount per house may be worth considering.

c. Down Payment Match Incentive – 2020 Annual Report

Hivløk said this has been a popular program and was supplemented mid-year to keep it going. Almost \$17,000 was paid out in 2020. Most homes were in College Grove but there were two homes in Houston Whiteside and one in Grace Arbor. With approximately \$6,100 remaining in the account, we may have to pause the program or add more funds later in the year. Lanham said realtors are becoming more knowledgeable about the program and it will continue to be popular. The program is user friendly and does not halt the closing of a home. Dechant would like to see more funding added to this program. If we want to make a greater impact in housing in our community, this is a good program to do that. Possibly some Infill Development funds could be shifted to Down Payment Match. Gleason said the Housing Commission should discuss our goals and work plan for the next year and that will help determine where we want to put the most funding. Hvitløk said this will be on the next meeting agenda. Dechant asked Gleason to list our needs and successes in a letter to the City Council so they have this information when they work on the budget on February 20.

d. Zero Interest Home Repair Loan – 2020 Annual Report

Hvitlok said this program is open to property owners in the feature neighborhoods and if the applicant is approved, the City will pay up to \$2,500 in interest payments for the improvement project. Financing is approved through Peoples Bank and Trust. This year approximately \$4,500 was paid and approximately that amount remains in the fund. Davenport said it is still a viable program and will be popular as additional new featured neighborhoods are added.

6. ORAL REPORTS

a. **Featured Neighborhood Report**

Stewart said four annual neighborhood meetings have been held and two more are coming up. Southwest Bricktown wants to get involved with the Police Department and have neighborhood events in September or October and a neighborhood cleanup event. They want to improve outdoor lighting and look into more affordable internet service. College Grove met and they want to get back on track after the past year and relaunch Donuts on the Driveway and invite the Police Department. They want to renew the sidewalk stencil project, rejuvenate block captains, develop a welcome program for new homeowners in the neighborhood and address long term vacant houses in the neighborhood that are not on the market. Farmington Park wants to keep momentum going on the neighborhood park and celebrate with a reopening and social events. They would also like to promote home improvements with incentives and grants. Creekside wants to work with the Police Department on crime prevention, celebrate improvements to Bernard White Park, have a neighborhood cleanup that is more involved than just a dumpster drop-off. They want to have a work day and help a neighbor make a noticeable improvement. Three of four churches had representatives at the meeting and there is interest in helping with outreach and volunteering. A sidewalk repair demonstration could help some owners repair their sidewalks, even without outside funding. Build a resource network for property maintenance and a network to share tools was also listed. They would like to promote home ownership as over half of the units in Creekside are rentals. The hope would be to slow down rental turnover so

residents stay in the neighborhood longer. Gleason would like to highlight owners who improve their sidewalks. Stewart said an average of five or six residents and other interested parties were the typical number in attendance at the neighborhood meetings. Dechant asked what the plan is for neighborhoods in the next few years. Stewart said a goal is to have the older neighborhoods become self-sufficient without staff assistance. Gleason said there needs to be someone to be a backbone to keep it all going and if too many neighborhoods are added, it may be difficult to keep them all going. Dechant wants to see this process continue and become more self-sufficient as well.

b. Hutchinson Land Bank – 2020 Annual Report

Hvitløk reviewed the Land Bank Annual Report. This group is supported by the City, but is a separate entity from the City. In 2020 there were no new properties acquired or sold. The Land Bank pays to have the properties mowed twice a month unless the property has been given a Right of First Refusal. The East Ave A application was denied the request to purchase the property to expand the yard as this was not the best use for this location and an additional lot adjacent to this lot was donated, making the options of developing the lots even better. Harvey Street has an interested buyer. There are 13 properties currently owned by the Land Bank. Expenses were mowing fees and officer's insurance. The group may look at more advertising of the lots this year and possibly acquiring lots with structures.

c. Update on CDBG Grant for Creekside

Hvitløk reported Creekside walk-throughs have been completed and doors and windows have been the hardest to obtain. Another walk-through is planned for a second group of homes. A new planner is scheduled to be hired within 4 to 6 weeks and this person will help with this grant.

d. Update on COVID and Housing

Hvitløk said unemployment is still high in Hutchinson. We went from 120 to 1500 unemployed in Reno County. Gleason said United Way is working with those who cannot pay rent or mortgages but funds are almost out. Trying to help with the problem and not the symptom is the plan to get recipients off assistance and rebound to independence.

Westphal said KHRC has a new program, KERA, (Kansas Emergency Rental Assistance) with \$168 to \$185 million dollars for Kansas available from March to September for past and future rent payments for up to a year to 15 months of assistance. A new computer system is being created to give the status of each account as this is from the Federal Treasury and needs more documentation which must show the need is COVID related and is to be used for housing instability. This will create additional workload on SCKEDD staff to administer the new programs. She should have some numbers soon on how much funding Hutchinson has received to date. Lanham said parents staying home with kids for on-line school has also contributed to job loss.

The SCKEDD community resurgence program is a new program to rehab housing that has been donated.

HOUSING COMMISSION MINUTES
Meeting of Wednesday, January 27, 2021

SCKEDD is also partnering with Kansas Gas. This funding can be added to the weatherization funds.

7. OPEN COMMENTS

a. None.

8. OTHER

a. The next Housing Commission meeting is scheduled for February 24 at 3:30 p.m.

10. ADJOURNMENT – The meeting adjourned at 4:57 p.m.

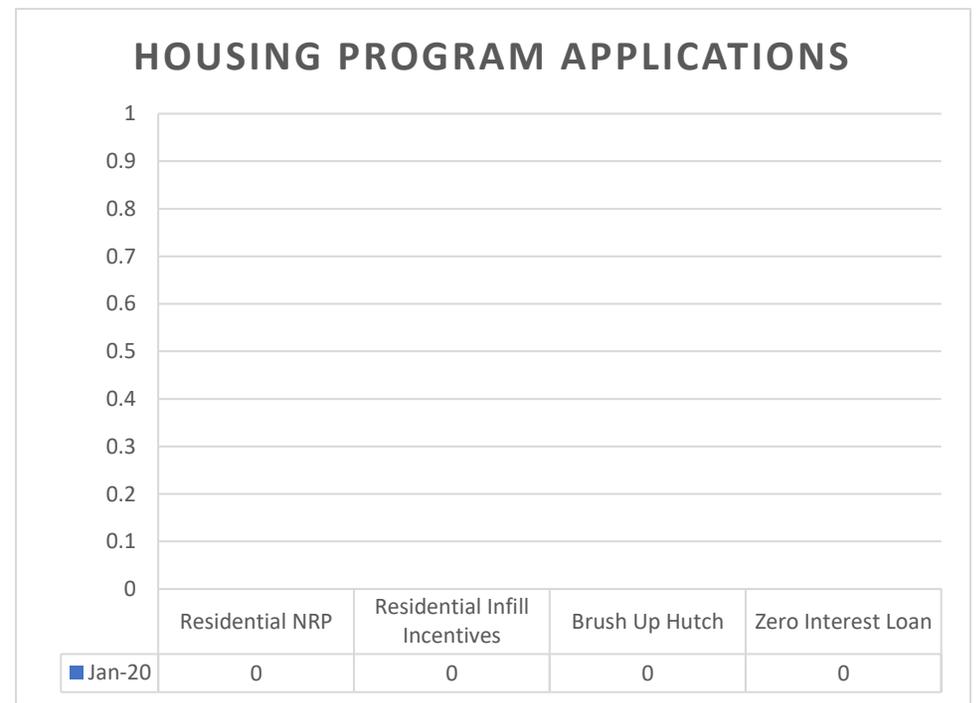
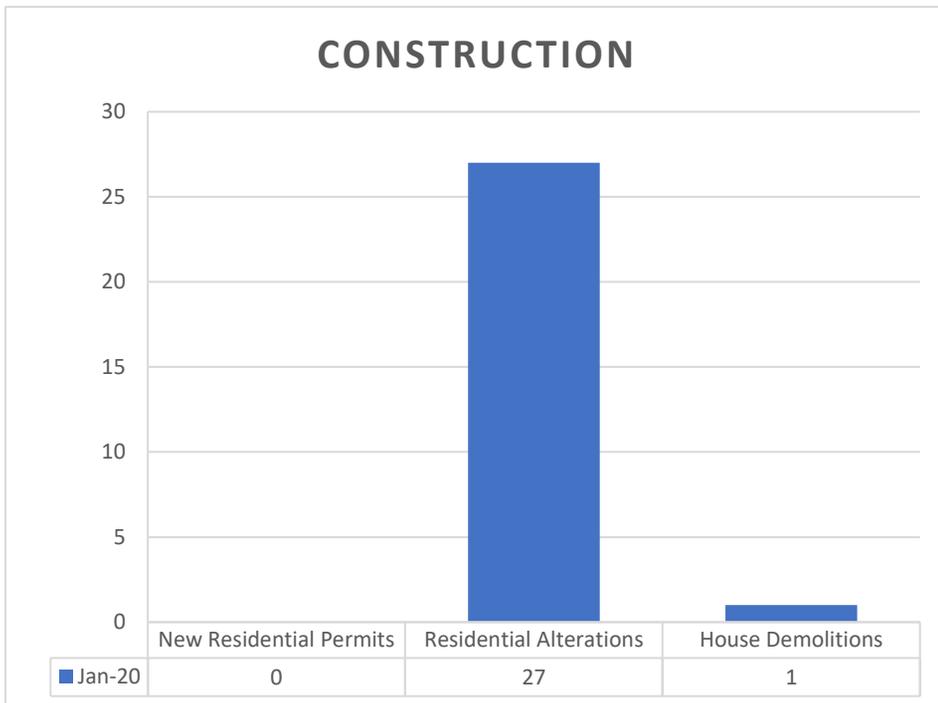
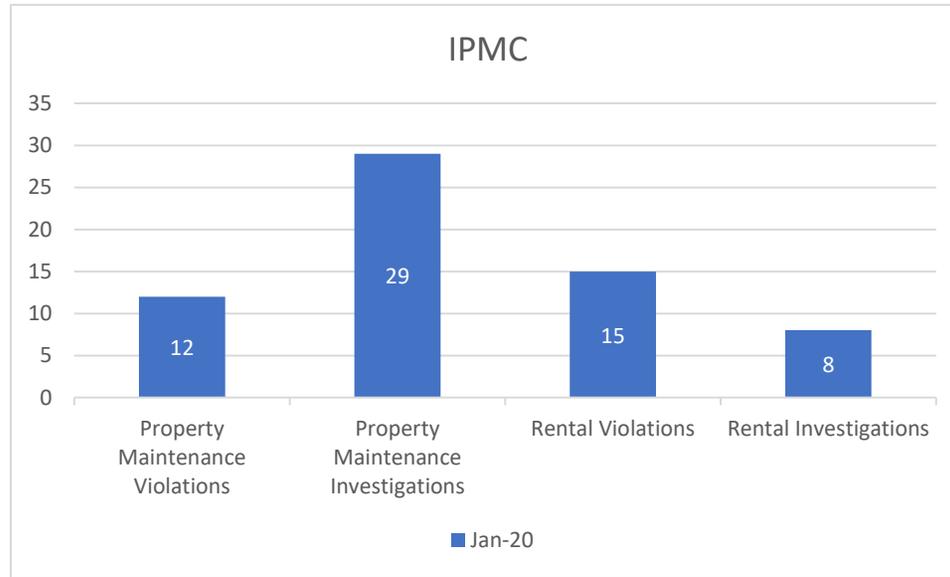
Respectfully Submitted,
Charlene Mosier, Planning Technician

Approved this _____ day of _____, 2020.

Secretary

JANUARY 2021 HOUSING DASHBOARD

PREPARED: February 17, 2021





Housing Commission Staff Report

Meeting Date: February 24, 2021

DATE: February 17, 2021

TO: Hutchinson Housing Commission

FROM: Ryan Hvitløk, AICP
Director of Planning & Development

SUBJECT: Proposed 2021-2023 Housing Action Plan

BACKGROUND:

On May 1, 2018, Hutchinson City Council adopted the 2018-2020 Housing Action Plan prepared by the Hutchinson Housing Commission, which expired at the end of 2020. Staff has prepared a proposed 2021-2023 Action Plan to guide the work of the Commission over the next three years. The proposed Plan provides a road map for housing efforts and includes the following strategies as a continuation of the 2018-2020 Action Plan:

Strategy 1: Minimize the impacts of deteriorating housing stock by supporting ordinances and programs to revitalize existing housing.

Strategy 2: Support the Hutchinson Healthy Neighborhoods Initiative through strategic development and programming.

Strategy 3: Improve promotion and outreach of City and partners' programs and projects.

Strategy 4: Advocate for dedicated funding sources for housing initiatives.

Strategy 5: Support efforts to promote new infill housing.

The Action Plan was most recently updated in February 2020 with new dates for those strategies that had not been completed. Many items from the 2018-2020 Plan have been included in the new plan either because they had not been completed or because they are ongoing priorities. A copy of the 2018-2020 Housing Action Plan as well as the proposed 2021-2023 Housing Action Plan are attached to this report.

UPDATE:

The strategies for the revised Action Plan are proposed to remain the same but many of the actions are either new to the plan or an extension of completed actions from the previous plan. Below is an outline of proposed new actions for the 2021-2023 Action Plan.

Action	Notes
1.1 Create a standing Code Enforcement Committee for complex code compliance cases	Create a standing committee of City staff from different City departments to work together on complex code cases. The intent is to only send one set of correspondence to a property owner.
1.2 Complete the 2020 CDBG Housing Rehabilitation grant and apply for another in 2022	The intent is to complete the CDBG grant by the end of 2021 and apply for another one in 2022.
1.3 Conduct a public education campaign regarding Land Contracts and support state legislation to regulate	While land contracts can be a useful alternative financing option for buyers, they do not contain the same protections as a mortgage.
1.4 Complete review of existing housing programs for effectiveness	As the original funding for many housing initiatives is exhausted, a review of the programs is useful for future funding requests.
1.6 Conduct a housing conditions study in the City's Featured Neighborhoods	A housing conditions study will provide needed data to support discussions regarding dedicated funding.
1.7. Enact Aging-in-Place Committee recommendations	The Aging-in-Place committee completed their work right at the beginning of the pandemic last year. As the pandemic ends it is important that the committee's work moves forward.
2.2 Enact a neighborhood walking program with City staff and the Neighborhood Coordinator to observe issues and concerns in neighborhoods	As part of the featured neighborhood work, staff from different City departments would walk the neighborhood noting issues to be addressed by the City.
3.4 Creation of Developer's Roundtable	Work on this has been delayed by COVID, once in-person meetings can resume this work will continue.
3.5 Revise Housing Program brochures	It is anticipated that review of the City's Housing Programs will include changes to the programs. Staff will partner with the Director of Public Information to brand the programs.
3.6 Promote the NRP program	The NRP program is a low outlay cost program to the City that encourages improvements and development that increases the tax value to the City and the County.
4.2 Advocate for dedicated funding through sales tax renewal in 2024	The current 1% sales tax expires in March 2024. Dedicated funding is the only way to make real sustained progress on housing issues in the city.
5.1 Work with Land Bank to acquire construction plans for affordable homes that would fit on infill lots	Create a plan or pattern book of homes that would work with the constraints of infill lots.

ATTACHMENTS:

Exhibit 1 – 2018-2020 Housing Action Plan – Amended 02/20/2020

Exhibit 2 – Proposed 2021-2023 Housing Action Plan



2018–2020 Hutchinson Housing Action Plan – Revised 02/20/2020

PURPOSE:

The purpose of this Action Plan is to promote and protect Hutchinson’s housing and neighborhoods.

Strategy 1: Minimize the impacts of deteriorating housing stock by supporting ordinances and programs to revitalize existing housing.

Discussion: Hutchinson has seen major decline in housing conditions over the past 30 years. The City has taken a lead role to counteract the degradation by adopting the International Property Maintenance Code, implementing a Rental Registration & Inspection Program, which was repealed in February 2020, and creating housing programs such as Brush Up Hutch! While these have gone a long way towards revitalizing existing housing, dilapidated houses are still prevalent.

Action	Tasks	Lead	Timeline	Resources	Status
1. Remove “complaint-only” practice from IPMC code violations enforcement.		INS	June 2018 to October 2018	\$	Complete
2. Apply for a CDBG grant to assist with housing rehabilitation costs, including roof repair.	a. Housing Assessment Tool b. Application	HPC, SCKEDD	April 2018 to September 2019	\$\$	Complete
3. Invite Dave Ramsey (or associate) to lead Land Contract Seminar and Support State Legislation	a. Land Contract Fact Sheets b. Social Media Campaign c. YouTube Video	HPC	January 2019 to August 2019	\$	Delayed
4. Host Landlord Code and State/Federal Law Training		HPC	May 2018	\$	Complete
5. Seek design professional aid to develop alternative design options for housing rehabilitation	a. Create exterior paint palettes b. Garden Plans c. DIY Home Decorating Seminars d. Small Kitchen Remodel e. Wood Floor Refinishing f. Adding/maximizing space – organization g. Inexpensive Porch Updates h. Backyard Greenhouses	HPC	2019	\$\$	
6. Support housing-related items in the 2018 Preservation Plan	See 2018 Preservation Plan				

CC = City Council
HNI = Healthy Neighborhoods Initiative
\$ = < \$500

HC = Housing Commission
INS = Inspections Department
\$\$ = \$500 – 999

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Strategy 2: Support the Hutchinson Healthy Neighborhoods Initiative through strategic development and programming.

Discussion: The Hutchinson Healthy Neighborhoods Initiative is a collaborative effort aimed at revitalizing Hutchinson’s neighborhoods. The Housing Commission is tasked with aiding in the identification of potential feature neighborhoods and the administration of programs to assist the effort. The initiative is still developing procedures and potential programs to assist in its efforts.

Action	Tasks	Lead	Timeline	Resources	Status
1. Develop sidewalk replacement assistance program	a. Raise Sidewalk Repair Awareness	PLAN	January 2020 to July 2020	\$\$\$	2020
2. Create Internal Neighborhood Boundary Map		NC	July 2018 to December 2018	\$	Complete
3. Create a Neighborhood Development Plan that provides an outline for neighborhood revitalization and includes tools for healthier neighborhoods	a. Open House Tours b. Neighborhood Pride Day c. Alleyway/storm drain clean-up days d. Neighborhood Walking Competitions e. Neighborhood Cup (like Corporate Cup) f. Neighborhood Art Program g. Porch-a-palooza h. Donuts on the Driveway i. National Night Out j. School Carnivals k. Hottest “Pepper” Competitions l. Neighborhood Paint, Quilting, Canning Days m. Fishing Derby	NC	June 2019 (ongoing)	\$\$\$	Complete/In Progress

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Strategy 3: Improve promotion and outreach of City and partners’ programs and projects.

Discussion: The City and partner agencies continue to provide quality projects and programs for the benefit of Hutchinson’s housing and neighborhoods. However, some residents are still unaware of all the housing-related work and opportunities for assistance. In addition, following up with developers and program recipients could provide the City with valuable input to improve processes or resolve issues.

Action	Tasks	Lead	Timeline	Resources	Status
1. Promote more “Before & After” photos of successful cases	a. Website b. Instagram Account c. Block Art Display in City Hall	HPC	January 2020 – December 2020	\$	Delayed
2. Post advertising signs at all projects using city funds		HPC	August 2020 - 2021	\$	Delayed
3. Engage Chamber on “moving in to Hutch” campaign	a. “There’s no place like Hutch” slogan b. Partner with artists for a photo campaign documenting all unique architecture in Hutch c. Promote big city alternative d. Capture the “Creatives”	HC	TBD	\$	Delayed
4. Solicit Developer feedback following completion of housing projects		HPC	March 2020	\$	In Progress
5. Partner with Board of Realtors to interview new residents	a. Welcome Wagon (Programs, Events, HutchRec)	HPC	TBD	\$	Complete
6. Promote existing roof replacement program.		HPC	June 2018	\$	Complete

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Strategy 4: Improve internal processes and data gathering to better support housing and neighborhood efforts.

Discussion: The City of Hutchinson has made big strides in recent years to dedicate funding for housing initiatives. However, the funding is dedicated on an annual basis, guaranteeing dollars for only that year. To keep ongoing efforts funded, finding a dedicated funding source is critical.

Action	Tasks	Lead	Timeline	Resources	Status
1. Research Building Permit Fees & Housing Trust Fund as potential funding sources	<ul style="list-style-type: none"> • “Round Up” Campaign • Volunteer Training Program • Partner with Habitat for Humanity 	HC	June 2019	\$	Complete/In Progress

Strategy 5: Support efforts to promote new infill housing.

Discussion: New, single-family housing has predominately been built on the fringe of Hutchinson in recent decades. To attract more residents into the center of the community, the City is in the process of amending the zoning regulations, creating standards to foster new development. Efforts to further promote and cultivate new, infill housing continue to be a priority of the City.

Action	Tasks	Lead	Timeline	Resources	Status
1. Speak with School Building Program about building infill housing	a. Use architectural drawings provided by KU students	HC	January 2019 – May 2019	\$	Delayed – Pending Land Bank Strategic Plan

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2021-2023 Hutchinson Housing Action Plan – Approved – xx/xx/2021

PURPOSE:

The purpose of this Action Plan is to promote and protect Hutchinson’s housing stock and neighborhoods.

Strategy 1: Minimize the impacts of deteriorating housing stock by supporting ordinances and programs to revitalize existing housing.

Discussion: Hutchinson has seen major decline in housing conditions over the past 30 years. The City has taken a lead role to counteract the deterioration by adopting the International Property Maintenance Code and creating housing programs such as Brush Up Hutch! While these have gone a long way towards revitalizing existing housing, dilapidated houses are still prevalent.

Action	Tasks	Lead	Timeline	Resources	Status
1. Create a standing Code Enforcement Committee for complex code compliance cases.		PLAN, INS	June 2021	\$	
2. Complete the 2020 CDBG Housing Rehabilitation grant and apply for another in 2022.	a. Application	PLAN, SCKEDD	January 2021 to July 2022	\$\$	In Progress
3. Conduct a public education campaign regarding land contracts and support state legislation to regulate	a. Land Contract Fact Sheets b. Social Media Campaign c. YouTube Video	PLAN	January 2022 to August 2022	\$	
4. Complete review of existing housing programs for effectiveness		HC, CC	March – May 2021	\$	In Progress
5. Seek design professional aid to develop alternative design options for housing rehabilitation	a. Create exterior paint palettes b. Garden Plans c. DIY Home Decorating Seminars d. Small Kitchen Remodel e. Wood Floor Refinishing f. Adding/maximizing space – organization g. Inexpensive Porch Updates h. Backyard Greenhouses	PLAN	2022	\$\$	

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6. Conduct a housing conditions study in the City’s Featured Neighborhoods	a. Partner with KU or K-State to conduct a Housing Conditions Study	HC, PLAN, INS	June 2021 – January 2022	\$\$\$	
7. Enact Aging-in-Place Committee recommendations	See Aging-in-Place Committee recommendations	HC, PLAN		\$-\$\$\$\$	
8. Support housing-related items in the 2021-2023 Preservation Plan	See 2021-2023 Preservation Plan				

Strategy 2: Support the Hutchinson Healthy Neighborhoods Initiative through strategic development and programming.

Discussion: The Hutchinson Healthy Neighborhoods Initiative is a collaborative effort aimed at revitalizing Hutchinson’s neighborhoods. The Housing Commission is tasked with aiding in the identification of potential feature neighborhoods and the administration of programs to assist the effort. The initiative is still developing procedures and potential programs to assist in its efforts.

Action	Tasks	Lead	Timeline	Resources	Status
1. Develop sidewalk replacement assistance program	a. Raise Sidewalk Repair Awareness b. Examine grant opportunities to fund sidewalk repair/replacement	PLAN	July 2021 to January 2022	\$\$\$	
2. Enact a neighborhood walking program with City staff and the Neighborhood Coordinator to observe issues and concerns in neighborhoods		PLAN, NC	2021 (ongoing)	\$	
3. Create a Neighborhood Development Plan that provides an outline for neighborhood revitalization and includes tools for healthier neighborhoods	a. Open House Tours b. Neighborhood Pride Day c. Alleyway/storm drain clean-up days d. Neighborhood Walking Competitions e. Neighborhood Cup (like Corporate Cup) f. Neighborhood Art Program g. Porch-a-palooza h. Donuts on the Driveway i. National Night Out j. School Carnivals k. Hottest “Pepper” Competitions l. Neighborhood Paint, Quilting, Canning Days m. Fishing Derby	NC	(ongoing)	\$\$\$	In Progress

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Strategy 3: Improve promotion and outreach of City and partners’ programs and projects.

Discussion: The City and partner agencies continue to provide quality projects and programs for the benefit of Hutchinson’s housing and neighborhoods. However, some residents are still unaware of all the housing-related work and opportunities for assistance. In addition, following up with developers and program recipients could provide the City with valuable input to improve processes or resolve issues.

Action	Tasks	Lead	Timeline	Resources	Status
1. Promote “Before & After” photos of successful cases	a. Website b. Social Media c. Block Art Display in City Hall	PLAN, INS	January 2021 – December 2021	\$	
2. Post advertising signs at all projects using city funds		PLAN	August 2021	\$	
3. Engage Chamber and Public Information Officer on “moving to Hutch” campaign	a. “There’s no place like Hutch” slogan b. Partner with artists for a photo campaign documenting all unique architecture in Hutch c. Promote big city alternative d. Capture the “Creatives”	HC	2022	\$	
4. Creation of a Developer’s Roundtable to provide information to and solicit information from the development community		PLAN, INS	2021	\$	Delayed
5. Revise Housing Program brochures		PLAN	August 2021	\$	
6. Promote NRP program	a. Social media b. Website c. Recipient stories	PLAN	2022	\$	

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Strategy 4; Advocate for dedicated funding sources for housing initiatives.

Discussion: The City of Hutchinson has made big strides in recent years to dedicate funding for housing initiatives. However, the funding is dedicated on an annual basis, guaranteeing dollars for only that year. To keep ongoing efforts funded, finding a dedicated funding source is critical.

Action	Tasks	Lead	Timeline	Resources	Status
1. Research Building Permit Fees & City Council allocation as potential funding sources	a. Review current fees b. Provide analysis of current housing programs to Council c. Prepare funding request	HC, PLAN, INS	March – May 2021	\$	
2. Advocate for dedicated funding through sales tax renewal in 2024		HC, PLAN, CC	January – November 2022	\$	

Strategy 5: Support efforts to promote new infill housing.

Discussion: New, single-family housing has predominately been built on the fringe of Hutchinson in recent decades. To attract more residents into the center of the community, the City is in the process of amending the zoning regulations, creating standards to foster new development. Efforts to further promote and cultivate new, infill housing continue to be a priority of the City.

Action	Tasks	Lead	Timeline	Resources	Status
1. Work with Land Bank to acquire construction plans for affordable homes that would fit on infill lots.	a. Establish lot characteristics for infill b. Determine what type of development will work with infill properties c. Develop an RFP for development plans	Land Bank, PLAN	June 2021- January 2022	\$\$\$	

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