

Housing Commission Meeting Agenda

Wednesday, March 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 (2/2)	_____ R. Little (2/2)	_____ N. DeBerry (1/2)
_____ M. Mast (1/2)	_____ L. Gleason (C) (2/2)	_____ S. Dechant (2/2)
_____ R. Patton (VC) (1/2)	_____ L. Soltow (1/2)	_____ K. Lanham (2/2)

Ex-Officio Members:

_____ D.Rich (0/2)	_____ J. Thomson (0/2)
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2. APPROVAL OF MINUTES – February 24, 2021

3. ANNOUNCEMENTS

4. WRITTEN REPORTS

- a. February 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. OLD BUSINESS

- a. Approval of 2021-2023 Housing Action Plan

7. OPEN COMMENTS

8. OTHER

- a. The next Housing Commission meeting is scheduled for April 27 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, Steve Dechant, Marvin Mast, Lucas Soltow, Nathan DeBerry, Kelly Anne Lanham, Angie Davenport, and Lisa Gleason. Ryan Patton, Jeff Thomson and Dan Rich were absent. Julia Westfahl, SCKEDD; was also in attendance. Staff present were Ryan Hvitlæk, Director of Planning and Development; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the January 27, 2021 meeting were approved on a motion by Mast, seconded by Little, passed unanimously.

3. ANNOUNCEMENTS

a. None

4. WRITTEN REPORTS

a. **January 2021 Housing Dashboard**

Hvitlæk reviewed the Housing Dashboard for January. There were 29 property maintenance investigations, 12 property maintenance violations, 8 rental investigations, and 15 rental violations. There were no new residential permits, 27 residential alterations and one house demolition. There were no new housing program applications.

5. ORAL REPORTS

a. **Featured Neighborhood Report**

Stewart was not in attendance to give a report.

b. **Hutchinson Land Bank**

Hvitlæk said an infusion of \$10,000 was added to the Hutchinson Land Bank account. There are currently two openings on the Board. Applicants must be a resident of the City.

(Soltow and Lanham arrived).

c. **Update on CDBG Grant for Creekside**

Hvitlæk reported Creekside walk-throughs have been completed and we are waiting for replacement windows. The second round of walk-throughs for homes will begin when the first round is closer to completion.

d. **Update on COVID and Housing**

Westfahl said a new computer software program will require SCKEDD staff training for KERA, (Kansas Emergency Rental Assistance) which will assist with past and future rent and utility bills. Applications will be done jointly with landlords. This is a \$185 million grant for those whose jobs were lost or reduced due to Covid. Payments from the grant will go directly to landlords. Applications can begin March 15.

6. NEW BUSINESS

a. 2021-2023 Housing Action Plan

Hvitløk reviewed the proposed outline for the 2021-2023 Housing Action Plan to guide the work of the Commission over the next three years.

- Create a standing Code Enforcement Committee for complex compliance cases so one letter is sent rather than multiple letters to the property owner.
- Complete the 2020 CDBG Housing Rehab grant and apply for another in 2022.
- Conduct a public education campaign on Land Contracts and support state legislation to regulate.
- Review existing housing programs for effectiveness.
- Conduct a housing conditions study in the City's Featured Neighborhoods.
- Enact Aging-in-Place Committee recommendations.
- Enact a neighborhood walking program with City staff and the Neighborhood Coordinator to observe issues and concerns in neighborhoods.
- Create a Developer's Roundtable.
- Revise Housing Program brochures.
- Promote the NRP program.
- Advocate for dedicated funding through sales tax renewal in 2024.
- Work with Land Bank to acquire construction plans for affordable homes that would fit on infill lots.

Dechant said he would like another item on the list to promote active and ongoing IPMC compliance on enforcement of maintenance. Gleason said the Housing Commission is a supportive group to City Staff and promotes educating the public and promoting housing programs rather than enforcement. Izzy Rivera, Building Official, will be reviewing this plan as well. The new code compliance officer began employment in the Inspection Department this week. Investigations of property maintenance will likely increase with a full staff. Dechant would like to hear the input of the new staff.

Developing a sidewalk assistance program is ongoing. Hvitlok would also like to see the city have a "Move to Hutch" campaign especially now that many people can work from home at least part of the time. Lanham said she is already seeing a trend in young professionals moving from out of town to apartments in Hutchinson. Working with the Chamber in McPherson County would be an option to promote residents moving here. Dechant asked if we have heard what other area towns may be doing. Hvitlok said tax rebates for new housing developments were popular in other states he has lived in. Dechant said the City

HOUSING COMMISSION MINUTES
Meeting of Wednesday, February 24, 2021

of Hays promotes rehab of properties and targets a specific dollar value of homes that may be good for infill areas.

The City Council will review the 2021-2023 Housing Action Plan at their first meeting in April.

7. OPEN COMMENTS

a. Westfahl said she is working with realtors on grants for families wanting to purchase homes.

Gleason is asking for continued support of United Way.

8. OTHER

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

10. ADJOURNMENT – The meeting adjourned at 4:35 p.m.

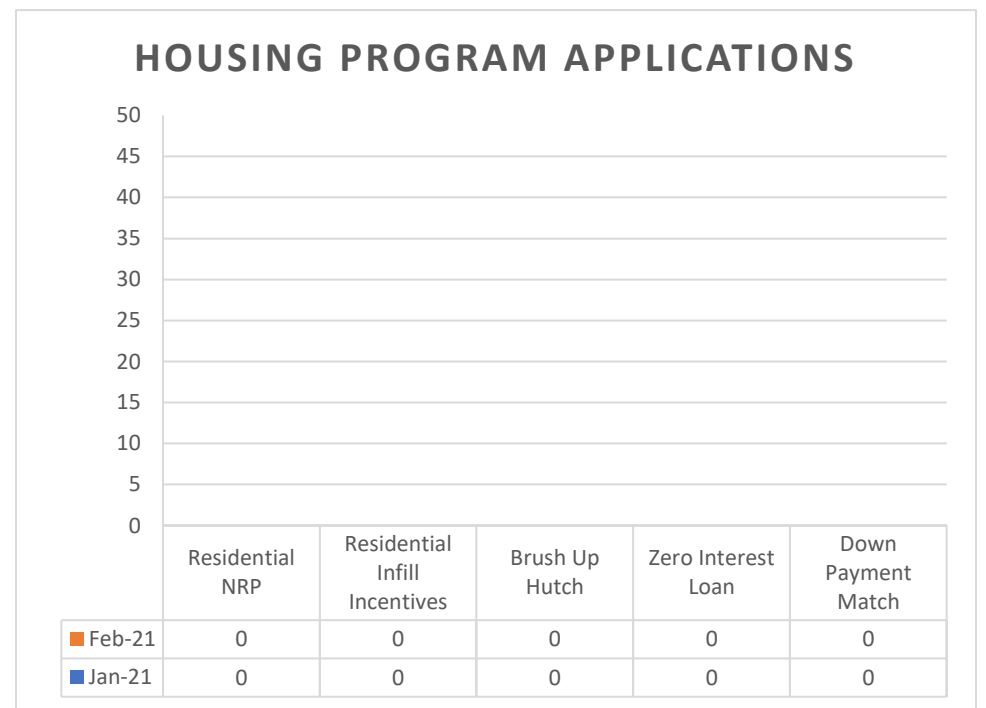
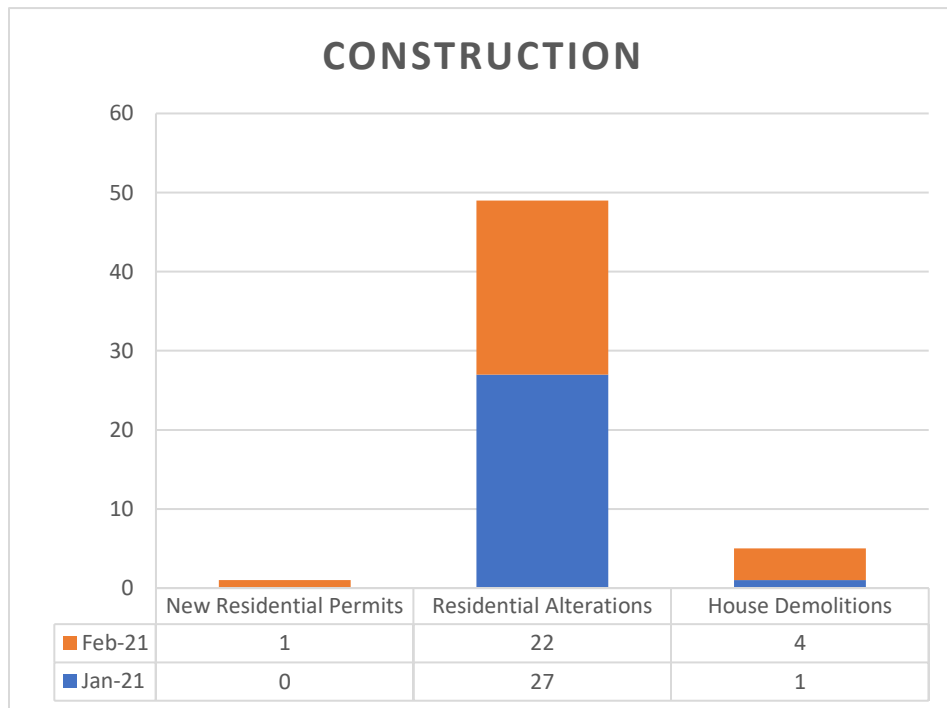
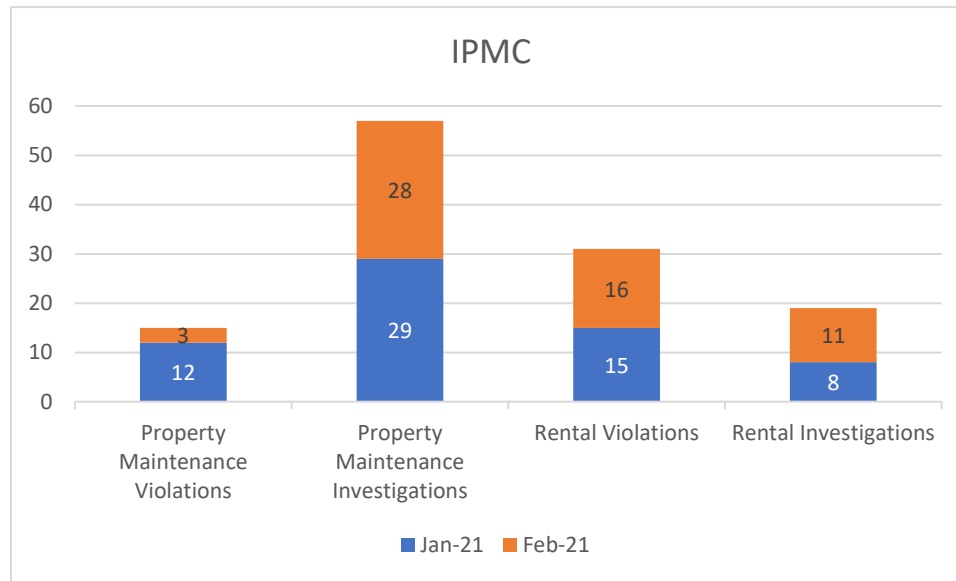
Respectfully Submitted,
Charlene Mosier, Planning Technician

Approved this _____ day of _____, 2021.

Secretary

FEBRUARY 2021 HOUSING DASHBOARD

PREPARED: March 17, 2021





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. Proactive enforcement of the IPMC in the City’s featured neighborhoods		INS	2021-2023	\$	
3. Complete the 2020 CDBG Housing Rehabilitation grant and apply for another in 2022.	a. Application	PLAN, SCKEDD	January 2021 to July 2022	\$\$	In Progress
4. 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	\$	
5. Complete review of existing housing programs for effectiveness		HC, CC	March – May 2021	\$	In Progress
6. 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	PLAN	2022	\$\$	

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

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

HPC = Housing Program Coordinator
PLAN = Planning & Development Department
\$\$\$ = \$1,000 - 10,000

NC = Neighborhood Coordinator
SCKEDD = South Central Kansas Eco Dev. District
\$\$\$\$ = > \$10,000

	g. Inexpensive Porch Updates h. Backyard Greenhouses				
7. 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	\$\$\$	
8. Enact Aging-in-Place Committee recommendations	See Aging-in-Place Committee recommendations	HC, PLAN		\$-\$\$\$\$	
9. 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	NC	(ongoing)	\$\$\$	In Progress

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	<ul style="list-style-type: none"> l. Neighborhood Paint, Quilting, Canning Days m. Fishing Derby 				
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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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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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