

# Housing Commission Meeting Agenda

Wednesday, May 26, 2021 – 3:30 PM

City Council Chambers Workroom, 125 E. Avenue B, Hutchinson, Kansas

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1. CALL MEETING TO ORDER

_____ A. Davenport (3/4)	_____ R. Little (4/4)	_____ N. DeBerry (2/4)
_____ M. Mast (2/4)	_____ L. Gleason (C) (3/4)	_____ S. Dechant (4/4)
_____ R. Patton (VC) (3/4)	_____ L. Soltow (1/4)	_____ K. Lanham (3/4)

Ex-Officio Members:

_____ D.Rich (0/4)	_____ J. Thomson (1/4)
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2. APPROVAL OF MINUTES – April 28, 2021

3. ANNOUNCEMENTS

4. WRITTEN REPORTS

- a. [April 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. 2022 Housing Budget Request

7. OPEN COMMENTS

8. OTHER

- a. The next Housing Commission meeting is scheduled for June 23 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, Nathan DeBerry, Angie Davenport, Jeff Thomson, and Ryan Patton. Marvin Mast, Lucas Soltow, Kelly Anne Lanham, Dan Rich and Lisa Gleason were absent. Julia Westfahl, SCKEDD, and Diane Crabtree, Interfaith Housing Services, were also in attendance. Staff present were Ryan Hvitløk, Director of Planning and Development; and Charlene Mosier, Planning Technician, and Izzy Rivera, Building Official.

2. APPROVAL OF MINUTES

The minutes of the March 24, 2021 meeting were approved on a motion by Dechant, seconded by Deberry, passed unanimously.

3. ANNOUNCEMENTS

a. None.

4. WRITTEN REPORTS

a. **March 2021 Housing Dashboard**

Hvitløk reviewed the Housing Dashboard for March. There were 26 property maintenance investigations, 3 property maintenance violations, 3 rental investigations, and 3 rental violations. There were no new residential permits, 43 residential alterations and 3 house demolitions. There was one new housing program application for Brush Up Hutch.

Davenport said she has a couple applications pending for the Zero Interest Loan. She said building supply costs have increased a lot. Thomson said the cost of paint has also gone up. Dechant asked about demolitions and how many were city initiated and how many were voluntary. He would like this information separated on the Dashboard report. Rivera said it is a mixture and some demolitions were due to fires.

5. ORAL REPORTS

a. **Featured Neighborhood Report**

Stewart said things are picking up again. The sixth featured neighborhood had a Donuts on the Driveway get together and selected the name of Midtown Neighborhood for the area between 11<sup>th</sup> and 17<sup>th</sup> Avenue and Main to Monroe St. They are working on a logo. College Grove had a Donuts on the Driveway event last Saturday with approximately 25 residents attending and some were new residents to the neighborhood. Grace Arbor will begin tree trimming soon and working with Salvation Army and Parks Department about a creating a park on Salvation Army property. SW Bricktown did not receive a grant for a Heritage celebration. They are also concerned about the Woodie Seat Freeway project. National Night out will be held in August and four neighborhoods will combine efforts and hold events at 11<sup>th</sup> and Main. Dechant asked if a seventh neighborhood is in the works. Stewart said he is not anticipating a seventh neighborhood until late this year but most likely not until next year due to his workload. The next neighborhood could be the downtown area which is a combination of residential and commercial or another

possible neighborhood is near the Lincoln School. Dechant asked Stewart how many neighborhoods he could oversee. Stewart said it depends how much each neighborhood requires of him. Ten or eleven neighborhoods could be the top. Stewart is also working on the Pathways grant from Blue Cross Blue Shield.

**b. Hutchinson Land Bank**

Hvitløk said the Land Bank is working on the closing of a property on Harvey St and will be reviewing a property on Osborne St for a community garden. The next project will be to review tax sale properties.

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

Hvitløk reported the first home has been completed. Obtaining the needed materials has been difficult. The second round of homes are anticipated to go to bid in May.

**d. Update on COVID and Housing**

Hvitløk said he had nothing new to report.

Westfahl said SCKEDD continues to work on applications with the new computer system. The process takes six weeks to approve an application and some applicants are getting frustrated with the process.

Hvitløk said the city and county will receive funding for things like lost tourism due to COVID. Cities and counties can also set up relief programs but we will need to determine where to best utilize the funds. This will be accomplished over the next two years. Dechant suggested using some of the funds for housing.

**6. NEW BUSINESS**

**a. Discussion of Code Enforcement and Introduction of Code Compliance Inspector**

Rivera introduced Debbie Cole, Code Compliance Officer, as well as Belinda Collins and Sadie Wright, who work the front desk in the Inspection Department. He will keep the Housing Commission updated on demolitions. Some demolition properties may be salvageable with some work. Westphal said SCKEDD has funds that could be utilized for improving the buildings. They also have funds for homeowners for weatherization and other repairs.

Dechant asked Rivera about his philosophy on the appearance of neighborhoods. Rivera said he is starting with the worst properties hopes of improving the look of the city overall. Then he will move on to the areas that need work but are not as extreme.

**b. Zero Interest Loan Request**

Request for Zero-Interest Repair Loan Application Request – 225 E 14<sup>th</sup> Ave

Hvitløk reviewed the request. Michele McCartney, 225 E 14<sup>th</sup> Avenue, would like to utilize the Zero-Interest Home Repair Loan program to replace a sewer line in addition to remodeling the kitchen

and bathroom. The sewer line replacement is not on the administrative approval list and requires Housing Commission approval. The sewer line replacement would cost approximately \$6,500 and she is providing \$2,000 of her funds for the work. The Zero-Interest Home Repair Loan Program has \$4,593.47 remaining in the balance. A maximum \$15,000 loan would result in a payment of \$2,239.34 from the program balance.

Staff recommends no more than 30% of the loan amount go towards the sewer line replacement. This project should improve the marketability of the home.

Davenport said she has spoken with the applicant who is using her funds for the project as well as making other home improvements.

Dechant made a motion to support the request as long as it is no more than 30 percent of the cost. The motion was seconded by Little, passed with unanimous vote.

Rivera would like to get the proper permits processed and the project done as quickly as possible since the sewer line is a health concern. Davenport said there is a seven day waiting period for the loan processing but the applicant could begin working with her contractor as soon as possible to get the project going.

7. OPEN COMMENTS

- a. Westfahl said the FHLB grant has 16 applications and SCKEDD is working to get bids from contractors. There are numerous types of projects that are coming in and people are currently on the waiting list.
- b. Hvitløk said there will be a virtual Housing Solution Summit May 12-13. The conference will address strategies for the crisis in housing affordability, eviction and homelessness. Housing Commission members are invited to register to attend.

8. OTHER

- a. The next Housing Commission meeting is scheduled for May 26 at 3:30 p.m. This meeting will be in person at City Hall

10. ADJOURNMENT – The meeting adjourned at 4:24 p.m.

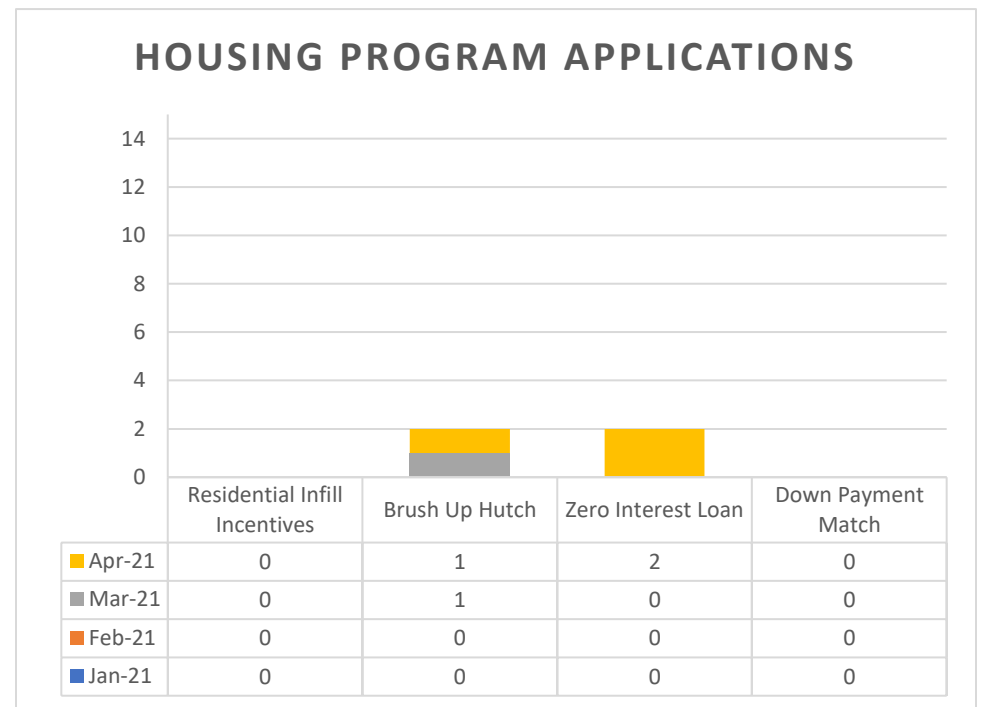
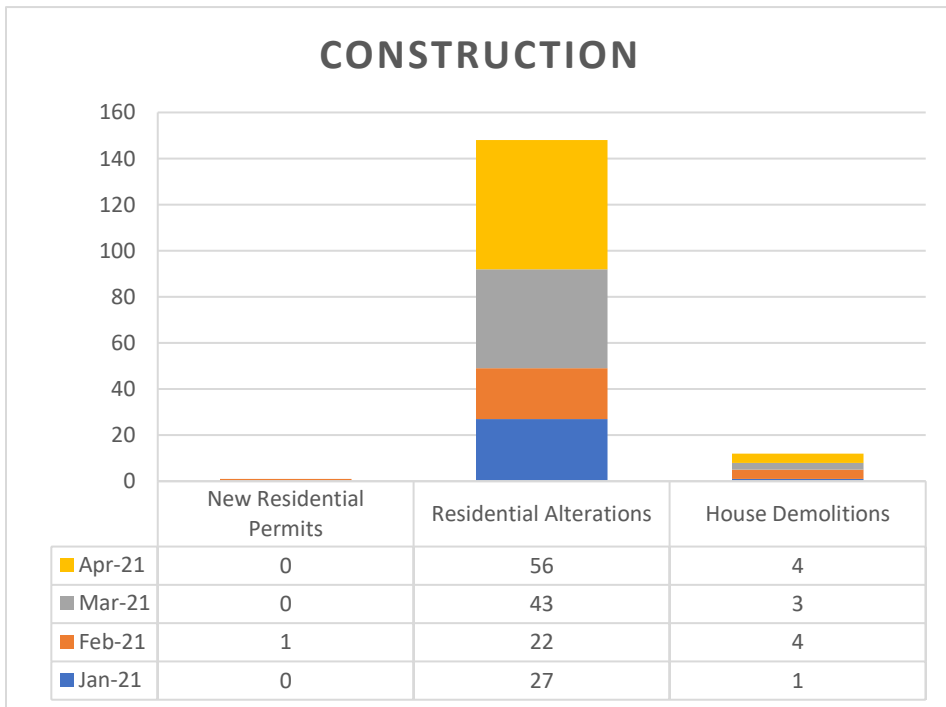
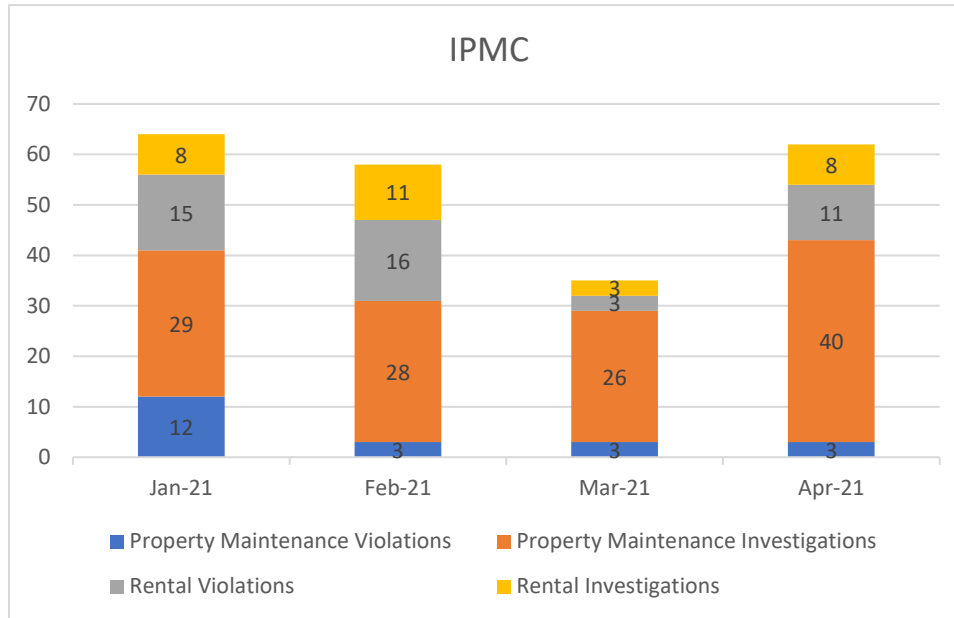
Respectfully Submitted,  
Charlene Mosier, Planning Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Secretary

# APRIL 2021 HOUSING DASHBOARD

PREPARED: May 19, 2021





**Housing Commission  
Memorandum**

**MEETING DATE: 5/26/2021**

May 19, 2021

**TO:** Hutchinson Housing Commission

**FROM:** Ryan Hvitlæk, AICP Director of Planning & Development

**THROUGH:** Jeff Cantrell, City Manager

**SUBJECT: Proposed 2022 Housing Division Budget**

**BACKGROUND:**

The 2021-2023 Hutchinson Housing Action Plan had an action item of completing a review of existing housing programs. The original timeline was March 2021-May 2021. With limited staffing, Planning staff has completed a cursory review of our housing programs to propose a 2022 division budget. Below is a summary of the programs and the proposed 2022 budget amounts:

**Brush Up Hutch**

Brush Up Hutch is a program for the reimbursement of paint and supplies up to \$500.00 for homeowners of properties valued at less than \$50,000 or with household incomes at or below 120% of the median income; or for landlords who have properties or tenants that meet the qualification standards. Brush Up Hutch has been a popular program since its inception in 2011 with 15 to 20 homes being painted each year. \$5,000 to \$6,000 have been budgeted by the City on an annual basis. As of May 19, 2021, \$12,348.83 remains in the Brush Up Hutch account. Staff is recommending \$6,000 to be budgeted in 2022. This amount will continue to fund the program as well as provide funding for the proposed youth service project with Interfaith in July 2022.

**Featured Neighborhood Initiative**

The initiative has moved into one, new feature neighborhood during 2021, and a new neighborhood is proposed to be named in late 2021 or early 2022. Staff is proposing \$9,000 in the 2022 budget. These funds will pay for sign toppers (\$2,000/each), park signage and other, minor physical improvements to assist with marketing of neighborhoods. (\$2,500 per each new neighborhood).

**Down Payment Match Incentive**

The Down Payment Match incentive has been a popular program especially over the last year with the current housing market. This program has helped 18 households become homeowners in the City's Featured Neighborhoods. The program currently has a balance of \$6,156.04 after a mid budget year transfer of \$7,500 in August 2020. Staff is recommending \$15,000 for the program in the 2022 budget, which would fund six additional incentives at the \$2,500 maximum.

**Zero Percent Interest Repair Loan**

The Zero Percent Interest Repair Loan has been another well received program that has reduced loan costs for 19 households and provided \$241,600 in private investment since 2017. The program was expended in April 2021 and staff is budgeting \$11,195 in the 2022 budget, which would fund the interest costs of five loans at the maximum loan amount of \$15,000.

**Hutchinson Land Bank**

Staff is proposing \$10,000 in the 2022 Budget to continue the work of the Hutchinson Land Bank. The Land Bank obtains vacant properties from donation or the Reno County Tax Sale, maintains the property, and offers them for sale with the intent of encouraging development and bringing the properties back on the tax roll.

**NEXT STEPS:**

Staff will consider any comments from the Housing Commission in finalizing the 2022 Housing Division budget request to City Council.