

1. CALL MEETING TO ORDER

_____ A. Davenport (9/10)	_____ S. Cooley (9/10)	_____ N. DeBerry (6/10)
_____ A. Finlay (C) (8/10)	_____ L. Gleason (VC) (10/10)	_____ A. Patterson (5/10)
_____ R. Patton (9/10)	_____ L. Soltow (6/10)	_____ K. Lanham (7/10)

Ex-Officio Members:

_____ D. Rich (8/10)	_____ J. Thomson (8/10)
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2. APPROVAL OF MINUTES – November 28, 2018

3. ANNOUNCEMENTS

4. WRITTEN REPORTS

- |   |   |
|---|---|
| a. <u>Brush Up Hutch</u><br>YTD Report (attached)                 | d. <u>Housing and Rental Registration Report</u><br>YTD Report (attached) |
| b. <u>Down Payment Match Incentive</u><br>YTD Report (attached)   | e. <u>Housing Assessment Tool Data</u><br>No Update                       |
| c. <u>Zero-Interest Home Repair Loan</u><br>YTD Report (attached) |   |

5. ORAL REPORTS

- Healthy Neighborhoods Initiative (Stewart, Gleason, Finlay)
- Hutchinson Land Bank Update (Seitnater)

6. NEW BUSINESS

- Feature Neighborhood Recommendation (Stewart)
- Resolution of Dates (Allison)
- Election of Officers
  - Chair
  - Vice-Chair

7. OPEN COMMENTS

8. OTHER

- Upcoming Discussion:
  - 2019 Housing Action Plan Strategies
  - HAT Analysis
- The next Housing Commission meeting is scheduled for Wednesday, January 23, 2018; 4:00 PM.

9. ADJOURN





**HOUSING COMMISSION MINUTES**  
 MEETING OF: WEDNESDAY, NOVEMBER 28, 2018  
 MEETING LOCATION: EXECUTIVE CONFERENCE ROOM  
 125 EAST AVENUE B

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1. ROLL CALL

The Housing Commission meeting was called to order at 4:02 p.m. with the following members present: Lisa Gleason, Angie Davenport, Ryan Patton, Scott Cooley, Kelly Anne Lanham, Aubrey Patterson, Lucas Soltow, Dan Rich, Tony Finlay. Nathan DeBerry and Jeff Thomson were absent. Adam Stewart, Neighborhood Development Coordinator; Diane Crabtree, Interfaith Housing Services; and Julia Westfahl, SCKEDD were in attendance. Staff present were Jim Seitnater, Director of Planning and Development; Amy Allison, Senior Planner; Trent Maxwell, Building Official; and John Vetter, Code Enforcement Officer.

2. APPROVAL OF MINUTES

The minutes of the October 24, 2018 meeting were approved on a motion by Patton, seconded by Cooley, passed unanimously.

3. ANNOUNCEMENTS

**a. Chair and Vice-Chair Appointments**

Allison announced that the Chair and Vice-Chair positions will be voted on during the December meeting. Finlay has served two terms as the Chair so he is no longer eligible.

**b. Introduction of John Vetter, Code Enforcement Officer**

Maxwell introduced John Vetter as the new code enforcement officer for the city. Vetter has been working for the City for a few months and has taken on both the code enforcement officer and housing inspector roles.

4. WRITTEN REPORTS

- a. **Brush Up Hutch**
- b. **Down Payment Match Incentive**
- c. **Zero-Interest Home Repair Loan**
- d. **Housing and Rental Registration Report**
- e. **Housing Assessment Tool Data**

The reports for the above-listed items were included in the agenda packet.

Finlay asked staff if any of the information received as part of the HAT engagement process has been surprising. Allison said that for the most part the information gathered has been consistent with what staff has seen from other studies. She said that when asked what participants thought was the price range for moderate housing in Hutchinson, for sale and lease, the answers have been relatively consistent and below what earlier studies suggested moderate housing costs should be. Seitnater said he felt that the meetings have been really important because staff has been able to look at the issues through different lenses.

Finlay pointed out that when asked what issues with housing people felt adversely affected the economic vitality of the City is, the answer with the least affirmative responses was tall grass and weeds, yet, that was the most written up code violation for the month of October. Maxwell said that

his department receives a lot of phone calls complaining about tall grass and weeds so our inspectors have to respond. Lanham felt that a tall grass and weed complaint was the easiest and safest complaint for someone to call in about a neighbor and that maybe that was why there are so many complaints.

5. ORAL REPORTS

a. **Healthy Neighborhoods Initiative**

Stewart updated the Commission on the annual meetings for SW Bricktown, College Grove and Farmington Park neighborhoods scheduled for January 2019. In addition, Stewart is finalizing interviews in the Allen neighborhood and hopes to schedule their first neighborhood meeting in January as well.

Stewart said that it is time to reconvene the Neighborhood Selection Committee to recommend the next feature neighborhood. A recommendation has been made to select a neighborhood in the Southeast or Northeast City Council districts.

Gleason spoke with the new Chief of Police after receiving many concerns from the residents of SW Bricktown about losing the Community Resource Officer in their neighborhood. Chief Hooper said that the program is currently on hold as part of a restructuring process. Officer Thad Pickard has been selected to conduct Community Policing in the interim.

b. **Hutchinson Land Bank Update**

Seitnater said the Land Bank has acquired a vacant lot on E Avenue A through a donation made by Interfaith Housing Services. The lot is developable and would make a good infill lot. The Land Bank also acquired four lots through the County Tax Sale.

6. OLD BUSINESS

a. **Hutchareahomes.com Review/Central Kansas Landlord Association Request**

Finlay asked what the update on the Hutchareahomes.com website is. Seitnater said that staff is paying the final year of the contract. Staff is in the process of setting up a meeting with Gatehouse to discuss the future of the website.

b. **Rental Registration and Inspection Program / Code Enforcement Committee**

Allison requested volunteers for a committee to review the rental program and potential improvement to existing code enforcement practices. Patton, Lanham, Rich, Finlay and Patterson all volunteered. Allison will send out a meeting request to set the first meeting.

Finlay asked about how the code enforcement cases are currently entered into Citizenserve and what kind of data the committee would be able to review. Vetter said that due to constraints with how the Municipal Court handles charges, each specific code violation is a separate charge, arraignment and hearing. To handle the workload better, the violations have been entered in under broader categories, so for example all violations that pertain to HVAC would be one charge. Maxwell said that Citizenserve has the capability to report on a variety of datasets so Staff would need to know what data the committee would like to see to determine whether it is easily accessible.

7. NEW BUSINESS

a. **Housing Program & Project Signage/Advertising**

Allison said that the Housing Department budgeted for advertising signage for housing programs 2018 which also happens to be a strategy identified in the 2018-2020 Housing Action Plan. The staff report outlines three different advertising options, including the cost to manufacture. Soltow suggested that Corrugated Plastic Signs as the best option. Lanham said that it is worth investing in a higher quality H-frame because that piece is the first to break.

Staff asked what the content of the signs should be and whether there should be a separate sign for each program or one general sign. The Commission agreed that separate signs were best but would like to see a cohesive theme throughout all signage. Staff will look into riders to attach to Peoples Bank and Trust signs for the Zero-Interest Home Repair Loan program. Westfahl recommended including brochure holders for anybody interested.

Allison said that staff will work on draft signage and costs for the Commission to review at the next meeting.

b. **Schedule Neighborhood Initiative Committee**

Stewart asked if the members of the committee, Soltow, DeBerry, Davenport and Gleason, would like to remain on the committee. Soltow, Davenport and Gleason agreed. Staff will ask DeBerry through email. Staff will also send a meeting request to schedule the next neighborhood selection tour.

8. OPEN COMMENTS

a. Lanham asked about the increased graffiti tagging occurring in the City. Vetter said that it appears connected to a gang but does not appear to be in retaliation or claiming "turf." The police are aware. Gleason asked about having a representative from the Police Department attend a housing commission meeting. Seitnater said it is on staff's agenda to have Chief Hooper attend a meeting once he gets settled.

9. OTHER

a. Upcoming Discussion:

- i. RRIP / Code Enforcement
- ii. HAT Analysis

b. The next regularly scheduled Housing Commission meeting is Wednesday, December 19, 2018, at 4:00 p.m.

10. ADJOURNMENT – The meeting adjourned at 4:46 p.m.

Respectfully Submitted,  
Amy Allison, Senior Planner

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Secretary

# 2018 BUH Ledger Report

ITEM 4A

Tuesday, November 20, 2018

2:02:08 PM

Project Name	Address	Staff Name	Project Status	Total Cost of Paint	Amount Reimbursed	Date Reimbursed	Comments
18-BUH-01	1528 E 3rd Ave	Charlene Mosier	Complete	\$0.00	\$116.97	4/20/2018	
18-BUH-02	429 W Ave A	Charlene Mosier	Complete	\$0.00	\$300.00	6/21/2018	
18-BUH-03	205 E Carpenter St	Charlene Mosier	Complete	\$0.00	\$444.31	9/13/2018	Would like help with painting.
18-BUH-04	1624 N Severance St	Charlene Mosier	Complete	\$0.00	\$398.74	9/7/2018	Entered in Munis.
18-BUH-05	111 E Ave F	Charlene Mosier	Approved - Staff	\$0.00	\$0.00		Interfaith housing replaced the front porch with Repair funds.
18-BUH-06	831 E Avenue A	Charlene Mosier	Approved - Staff	\$0.00	\$0.00		Paint house with BUH program. The applicant withdrew as they decided to use vinyl siding - per Jeff Thomson on July 26, 2018.
18-BUH-07	421 W Ave A	Charlene Mosier	Denied - Staff	\$0.00	\$0.00		The house does not appear to need paint. The applicant brought in an application and receipt on July 16, 2018 and said she had started painting but had not finished yet. She also brought in before and after photos that do not indicate paint is needed.
18-BUH-08	1005 N Buchanan St	Charlene Mosier	Approved - Staff	\$0.00	\$0.00		
18-BUH-09	10003 N Medora Rd	Charlene Mosier	Denied - Other	\$0.00	\$0.00		This property is outside the City Limits of Hutchinson. Approval was not granted prior to painting. A "before" photo was not submitted.

Project Name	Address	Staff Name	Project Status	Total Cost of Paint	Amount Reimbursed	Date Reimbursed	Comments
18-BUH-10	806 E Sherman Ave	Charlene Mosier	Approved - Staff	\$0.00	\$0.00		The zoning is now R-6
18-BUH-11	204 W 9th Ave	Charlene Mosier	Approved - Staff	\$0.00	\$0.00		The zoning for this property is R-6.
18-BUH-12	715 W 10th Ave	Charlene Mosier	Approved - Staff	\$0.00	\$0.00		This property is zoned R-6
<b>TOTALS:</b>				<b>\$0.00</b>	<b>\$1,260.02</b>		

# Down Payment Match Incentive Monthly Report

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2638	NAME	Aaron Barlow	BEGINNING	1/1/2018
EMAIL	Aaron.Barlow@hutchgov.co	POSITION	Associate Planner	ENDING	12/31/18
WEB	www.Hutchgov.com	MANAGER	Jim Seitnater	PREPARED BY	Aaron Barlow
				APPROVED BY	Jim Seitnater

Approval Date	Address	Neighborhood	Purchase Price	Match Amount	Administration Fee	Closing Date	Original Occupancy
5/24/2018	316 E 15th Ave	College Grove	\$87,500.00	\$825.84	\$250.00	6/1/2018	Owner
8/24/2018	220 E 15th Ave	College Grove	\$62,000.00	\$336.10	\$250.00	8/31/2018	Owner
8/24/2018	417 E 16th Ave	College Grove	\$115,000.00	\$2,250.32	\$250.00	9/4/2018	Owner
<b>TOTALS</b>				<b>\$ 3,412.26</b>	<b>\$ 750.00</b>		

Average \$1,137.42

Remaining Balance \$22,871.78



# 2018 Zero-Interest Home Repair Monthly Report

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2638	NAME	Jade Shain	BEGINNING	1/1/2018
EMAIL	Jade.Shain@hutchgov.com	POSITION	Planning Technician	ENDING	12/31/18
WEB	www.Hutchgov.com	MANAGER	Jim Seitnater	PREPARED BY	Jade Shain
				APPROVED BY	Amy Allison

Approval Date	Address	Neighborhood	Loan Amount	Interest	Completion Date
1/31/2018	126 W Avenue B	SW Bricktown	\$15,000.00	\$2,239.34	
6/26/2018	310 E 14th Ave	College Grove	\$15,000.00	\$2,239.34	
7/2/2018	115 East 12th Avenue	College Grove	\$15,000.00	\$2,239.34	
8/30/2018	212 East 16th Avenue	College Grove	\$10,000.00	\$1,490.34	
<b>TOTALS</b>				<b>\$ 8,208.36</b>	

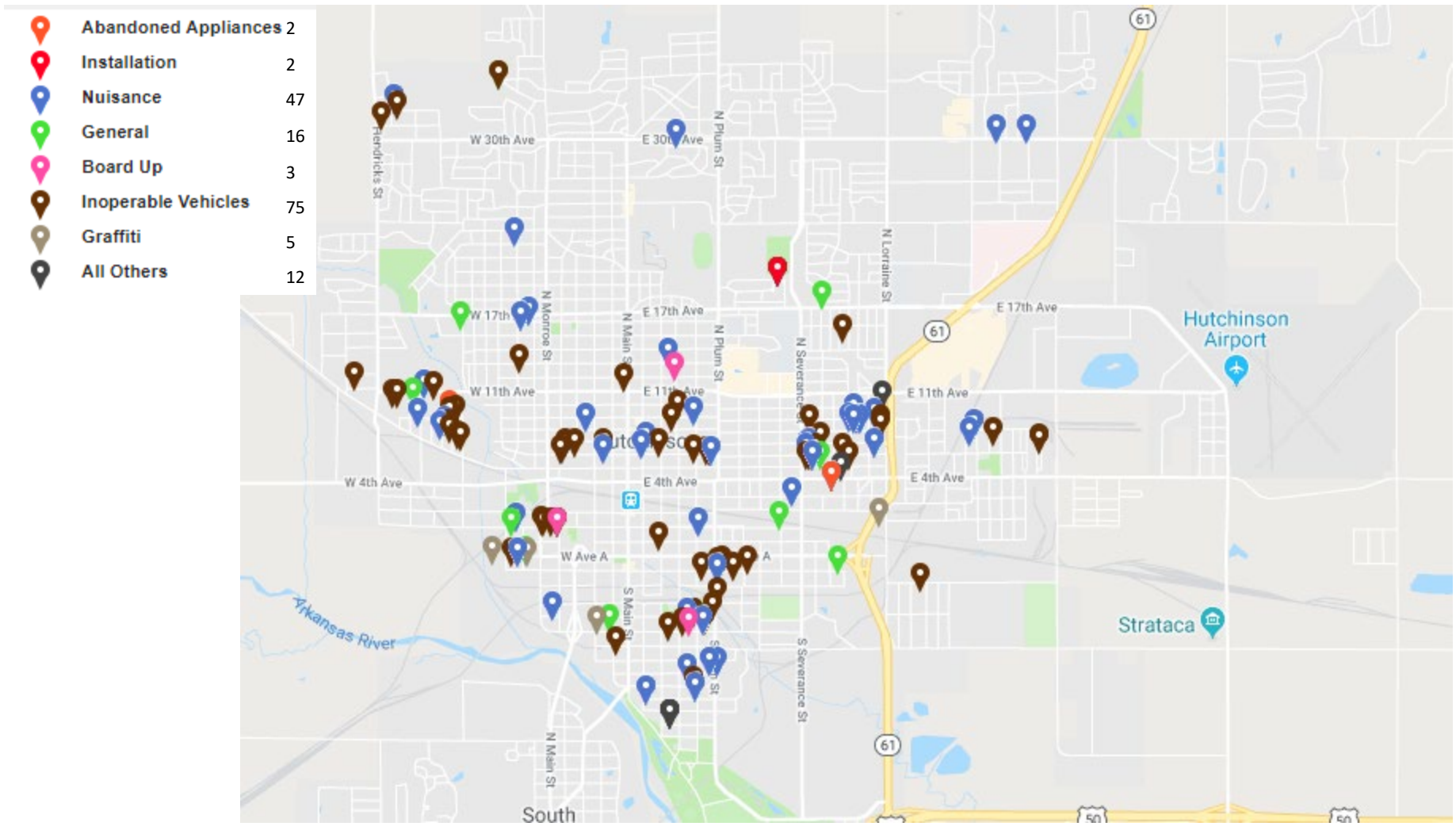
Average \$2,052.09

Total Private Investment \$55,000.00

Remaining Balance \$9,259.00

## Housing and Rental Registration Report

	2018 Total	2017 Total	November 2018
2018 Registered Rental Units	5418	5522	0
2018 Rental Inspections	118	865	10
2018 Rental Violations	241	478	10
2018 Property Maintenance Violations	206	68	19
2018 Property Maintenance Investigations	413	199	44
2018 New Residential Permits	10	12	1
2018 Total New Housing Valuation	\$5,553,800	2,777,000	130,000
2018 Residential Alterations	488	534	52
2018 Demolitions	37	10	2
2018 Approved Residential NRP	3	7	0
2018 Approved Infill Incentives	0	0	0



Neighborhood Selection Meeting  
Hutchinson Recreation Office, 17 East 1<sup>st</sup> Avenue  
Tuesday, December 11, 2018 - Noon  
Meeting Notes

Those in attendance: Adam Stewart, Neighborhood Development Coordinator; Jim Seitnater, Interim Planning Director; Amy Allison, Senior Planner; Charlene Mosier, Planning Technician; Housing Commission Members: Lisa Gleason, Lucas Soltow, Nathan DeBerry, Angie Davenport.

The group reviewed the three previous toured neighborhoods: Arena South, Faris, Midtown. The other neighborhoods for consideration are Careyville, East Avenue A, and High School East.

Stewart mentioned the City Council suggested a neighborhood East of Plum; however, the group should select the neighborhood they feel would be best to select next. Careyville is already known as a neighborhood. The High School East area has a desirable style of homes and a good number of starter homes according to realtors.

The Faris School will be adding on to their gymnasium and cafeteria. This development will encroach into their playground area. There is an option to work with Salvation Army to use part of their land for a park. There are 400 students in the Faris School and many other students come to this school for the math and reading program. The United Way is in this neighborhood along with St. Teresa's Catholic Church, Redeemer Lutheran Church, HCC, and the neighborhood it is in close proximity to downtown.

Housing in the Faris School area is becoming distressed and has a high number of rentals and a high number of apartments. There are a number of homes in this neighborhood that have been renovated which shows investment interest in the neighborhood. The houses in this area are various sizes and styles. There is also a growing concern of drug activity in this neighborhood.

Stewart was asked if it would be too difficult to work on the Allen Neighborhood and the Faris Neighborhood at the same time. It has been challenging to get the needed number of interviews with residents in the Allen Neighborhood partly because the majority of residents are renters. Housing in the Allen Neighborhood is deteriorating and some areas are bordering on blight. Stewart believes he can work on both areas.

It was suggested College Grove residents or students may be interested in getting involved in other neighborhood efforts.

There was discussion about the neighborhood east of Plum St. that has some homes that have been remodeled and flipped, greatly improving their value. There are also a number of Hoke houses in the area around East 7<sup>th</sup> Ave.

It was the recommendation of the committee to select the Faris Neighborhood due to the partners and resources in this area such as United Way, Salvation Army, Faris School, HCC, and a number of churches. The housing stock is in transition with high rentals; however, resale of homes in the area is good due to the variety of sizes and styles. This neighborhood connects with other established neighborhoods.

Stewart would like to begin interviewing Faris residents in January or February.



## RESOLUTION NO. 2018-HC-01

### *A RESOLUTION SETTING THE PLACE, DATES AND TIMES OF THE MEETINGS OF THE HUTCHINSON HOUSING COMMISSION IN 2019*

**WHEREAS**, the Hutchinson Housing Commission considers various matters and makes recommendations to the City Council of the City of Hutchinson, Kansas; and

**WHEREAS**, Ordinance #76726 and the Housing Commission Bylaws state the structure and mission of the Housing Commission;

**NOW THEREFORE, BE IT RESOLVED BY THE HUTCHINSON HOUSING COMMISSION OF THE CITY OF HUTCHINSON, KANSAS THAT:**

**Section 1:** The regular meetings of the Housing Commission shall be held in the City Council Chambers, 125 E. Avenue B in Hutchinson, Kansas.

**Section 2:** Regular meetings of the Housing Commission shall be held on the following dates in 2019:

January 23	April 24	July 24	October 23
February 27	May 22	August 28	November 20*
March 27	June 26	September 25	December 18*

**Section 3:** Regular meetings of the Housing Commission shall commence at 4:00 p.m. on the fourth Wednesday of each month, with the following exceptions\*: November and December, when they shall occur on the third Wednesday.

**Section 4:** The Chair or Vice-Chair may call special meetings of the Housing Commission and may set the place, date and time of the special meeting.

**Section 5:** The Chair or Vice-Chair may change the place, date and time of the regular meeting or may cancel a regular meeting.

Adopted by the Housing Commission this 19th day of December, 2018.

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Chair

ATTEST:

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Jim Seitnater, Interim Director of Planning & Development