

Housing Commission Meeting Agenda

Wednesday, April 24, 2019 – 4:00 PM

Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ A. Davenport (2/3)	_____ S. Cooley (3/3)	_____ N. DeBerry (1/3)
_____ A. Finlay (2/3)	_____ L. Gleason (C) (3/3)	_____ A. Patterson (2/3)
_____ R. Patton (VC) (3/3)	_____ L. Soltow (3/3)	_____ K. Lanham (1/3)

Ex-Officio Members:

_____ D. Rich (3/3)	_____ J. Thomson (2/3)
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2. APPROVAL OF MINUTES – March 27, 2019

3. ANNOUNCEMENTS

4. WRITTEN REPORTS

- a. Housing Report
YTD Report

5. ORAL REPORTS

- a. Healthy Neighborhoods Initiative (*Stewart, Gleason, Finlay*)
- b. Hutchinson Land Bank Update (*Seitnater*)

6. NEW BUSINESS

- a. Moving In, Moving Over and Moving Up Next Steps
attached
- b. Housing Program Committee - Volunteers

7. OLD BUSINESS

- a. Brush Up Hutch Proposal Update
attached

8. OPEN COMMENTS

9. OTHER

- a. Upcoming Discussion:
 - i) RRIP Recommendation
- b. The next Housing Commission meeting is scheduled for Wednesday, May 22, 2019; 4:00 PM.

10. ADJOURN



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HOUSING COMMISSION MINUTES
MEETING OF: WEDNESDAY, MARCH 27, 2019
MEETING LOCATION: EXECUTIVE CONFERENCE ROOM
125 EAST AVENUE B

1. ROLL CALL

The Housing Commission meeting was called to order at 4:00 p.m. with the following members present: Lisa Gleason, Ryan Patton, Tony Finlay, Angie Davenport, Scott Cooley, Lucas Soltow, Jeff Thomson, and Dan Rich. Aubrey Patterson, Nathan DeBerry, and Kelly Anne Lanham were absent. Julia Westfahl, SCKEDD; and Steve Dechant, City Councilmember were in attendance. Staff present were Trent Maxwell, Building Official; John Vetter, Code Enforcement Officer; Rebekah Keasling, Director of Public Information; Jim Seitnater, Director of Planning and Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the February 27, 2019 meeting were approved as amended on a motion by Soltow, seconded by Davenport, passed unanimously.

3. ANNOUNCEMENTS

a. Rewriting the Rural Narrative – April 16, 2019 at 6:00 p.m.

Gleason said Ben Winchester will be speaking at DIY Wool, 420 N Main. He will speak on current housing trends and rural communities.

b. Moving In, Moving Out, and Moving Over – April 17, 2019 at 8:30 a.m.

After speaking at the Chamber Breakfast, Ben Winchester will speak with the Housing Commission at the Atrium between 8:30 and 10:00 a.m.

c. Allison introduced Rebekah Keasling, Director of Public Information.

4. WRITTEN REPORTS

a. **Housing Report**

b. **Housing Assessment Tool Data**

The Housing Report was included in the agenda packet. There was no report for the Housing Assessment Tool Data.

5. ORAL REPORTS

a. **Healthy Neighborhoods Initiative**

Finlay said Stewart submitted a written report that was included in the agenda packet, as he was unable to attend the meeting.

b. **Hutchinson Land Bank Update**

Seitnater reported the Land Bank Board selected a tree trimming service and a mowing contractor and sold a vacant lot located at 425 E Ave E to the adjacent property owner.

6. NEW BUSINESS

a. **Brush Up Hutch – Sole Source Proposal**

Steven Richardson, Store Manager of Sherwin Williams in Hutchinson, gave a proposal about the store being a sole source paint provider for the Brush Up Hutch program. He previously worked for Sherwin Williams in Liberal, KS where they had a similar program. Their program allowed for \$350 per house for renters or owners to pay for paint and materials. The applicant was given a voucher upon approval and was responsible for doing the painting and completing the project in 30 days. Sherwin Williams worked with the applicant on selecting color palettes and offering painting techniques. The paint was offered at cost.

Mr. Richardson said as an example, Duracraft exterior paint could be offered at \$21 a gallon or \$20 a gallon if five gallons was purchased. The next brand offered is \$24 per gallon or \$23 per gallon with the purchase of five gallons. With the average size of homes that were painted with this program, ten gallons would typically complete the job. The voucher was a one-time transaction and the applicant would need to pay for anything over the \$350. About 100 homes were done in a year. He said the before and after photos showed a big improvement.

Jeff Thomson said most of the homes he has helped paint required more than ten gallons and the average price he has paid for paint is \$120 for five gallons. Mr. Richardson left a packet of information and the group thanked him for his presentation. The Housing Commission will discuss their options and what they may want to do in the future with the Brush Up Hutch program. Staff will check with Liberal on information about their program.

b. **Discussion on Need for Action Committee**

A subcommittee may be formed on an as-needed basis for the future.

c. **RRIP Update**

A subcommittee met to discuss the RRIP and the consensus is for the program to be successful the interior of the homes need to be inspected. This could take place when the units are empty. Grandview, MO is adopting a similar ordinance and other towns are as well. Utility companies would also need to work with the city to make that option feasible.

7. OPEN COMMENTS

- a. Cooley stated he was not happy with the comments of some landlords at the last City Council meeting.
- b. Rock Rentals met with Jim Seitnater, Amy Allison and Lucas Soltow on possibilities for an investment assistance program. Staff is researching further.

HOUSING COMMISSION MINUTES
Meeting of: Wednesday, March 27, 2019

8. OTHER
 - a. Upcoming Discussion:
 - i. Flipper Initiative
 - b. The next regularly scheduled Housing Commission meeting is Wednesday, April 24, 2019, at 4:00 p.m.
9. ADJOURNMENT – The meeting adjourned at 5:00 p.m.

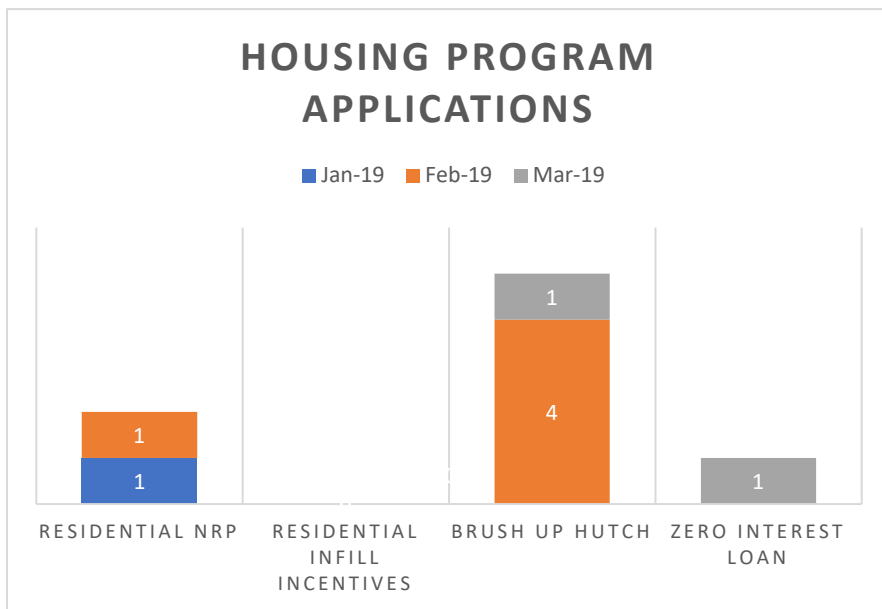
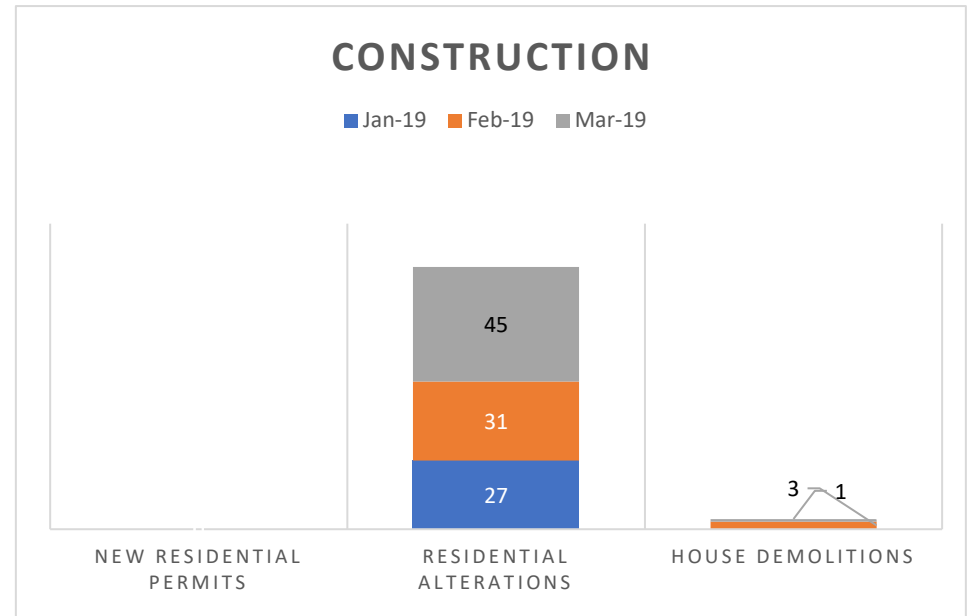
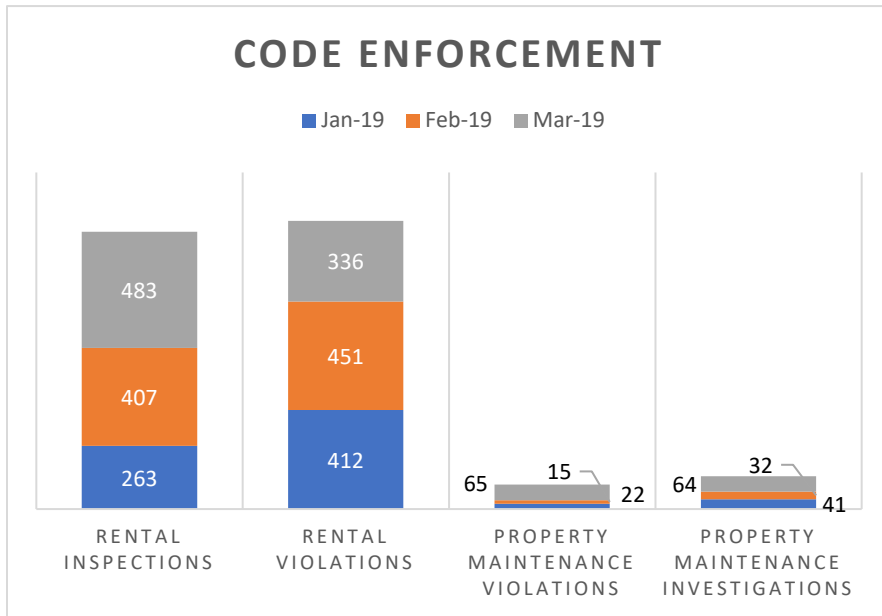
Respectfully Submitted,
Charlene Mosier, Planning Technician

Approved this _____ day of _____, 2019.

Secretary

HOUSING DASHBOARD

PREPARED: April 19, 2019





2018–2020 Hutchinson Housing Action Plan

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 the Rental Registration & Inspection Program 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	\$\$	In Progress
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	\$	In Progress
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

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

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

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	\$\$\$	

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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	May 2018 (ongoing)	\$	Delayed
2. Post advertising signs at all projects using city funds		HPC	June 2018	\$\$	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	December 2019	\$	
4. Solicit Developer feedback following completion of housing projects		HPC	November 2019	\$	
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	\$	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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RESPONSES FROM NEW RESIDENT SURVEY

Timestamp	Email Address	Is this your first home purchase?	I purchased a home in Hutchinson because:	I moved to Hutchinson for:	If I could change one thing about the housing stock in Hutchinson, it would be:
5/17/2018 14:12:25	knitmeup@gmail.com	No	Affordability	Work	Better condition
5/18/2018 11:24:22	jblick10@gmail.com	Yes	Already lived and worked in the Hutchinson area	Lived in the area previously	
5/18/2018 11:30:48	DUSTINPETZ@GMAIL.COM	Yes	Neighborhoods	Work	Nothing; good stock.
5/21/2018 14:29:38	loganleu23@gmail.com	Yes	Affordability	Work	More updated options
5/21/2018 14:39:24	janiceorosz@sbcglobal.net	Yes	Affordability	Family	Nothing
5/21/2018 15:02:24	elizabethwilkinson08@yahoo.com	Yes	The cost of rent with having a dog was too much and we couldn't find anything in the better part of town!	Work	Rent in good part of town or nice homes that allow a dog with good rental past
5/21/2018 15:14:28	escottharwood@gmail.com	Yes	Affordability	Family	More new, affordable housing developments.
5/22/2018 7:52:48	adjurik@gmail.com	Yes	Affordability	2 nd home investment	newly built housing options
5/22/2018 10:55:42	dwilHITE@mail.com	No	Closer to Dr	Family	
5/22/2018 11:15:09	robbie.fall@gmail.com	No	Returning to my home area at retirement	Family	More good houses under \$100k
5/22/2018 13:19:33	lawbird1@gmail.com	Yes	tired of driving from Wichita to work	Work	
5/30/2018 10:27:43	swikle@gmail.com	Yes	Sold home in city moving from, looked like very limited rental options while we waited for a house we liked better to come on the market.	Work	We had trouble finding something in the \$250k-300k range that was updated or newer. Seemed like all the houses that were "move in ready" for our standards were \$400k or higher and around 4,000 square feet. We couldn't find something around 2,500 square feet that was "move in ready" and under \$300k.

Timestamp	Email Address	Is this your first home purchase?	I purchased a home in Hutchinson because:	I moved to Hutchinson for:	If I could change one thing about the housing stock in Hutchinson, it would be:
5/30/2018 13:40:49	holly_vogel@hotmail.com	Yes	New job in the area	Work	More updated/modern homes on the market
8/20/2018 16:31:17	none@none.com	Yes	Range of housing options	Retirement	Closer to Medical; more houses with no basement
8/20/2018 16:32:18	dickdanger44@gmail.com	Yes	na	Family	NA
8/20/2018 16:33:09	sassafrass1282@gmail.com	Yes	Affordability	Work	also checked neighborhoods
8/20/2018 16:34:03	crballew54@yahoo.com	Yes	investment property	na	nothing very affordable
8/20/2018 16:34:55	none@none.com	Yes	Range of housing options	Work	NA
8/20/2018 16:35:26	clittrell36@gmail.com	No	Neighborhoods	Work	
8/20/2018 16:36:32	krystal-curlz11@hotmail.com	No	Neighborhoods	Family	limitations of building requirements
8/20/2018 16:37:24	ldfoulk@yahoo.com	No	Neighborhoods	na	
8/20/2018 16:38:21	viannadams70@gmail.com	Yes	moving to take care of family	Family	
8/20/2018 16:38:51	billywades24@gmail.com	Yes	Range of housing options	School	
8/20/2018 16:39:43	none@none.com	No	na	Family	taxes, overly strict on city codes
8/20/2018 16:40:21	joanandmikal@yahoo.com	Yes	Affordability	Family	also marked neighborhoods and work
8/20/2018 16:41:03	aero3400@gmail.com	Yes	Neighborhoods	Family	
8/20/2018 16:41:56	kredmond@drtel.net	Yes	Affordability	Family	more updated home, also marked neighborhoods
8/20/2018 16:43:55	megangore10@gmail.com	No	Affordability	we have always lived here	make people take care of their homes
8/20/2018 16:45:25	catfished18@gmail.com	No	location	Work	
8/20/2018 16:46:07	kdamber23@gmail.com	No	Neighborhoods	Work	have newer homes available (more options)
8/20/2018 16:46:53	none@none.com	No	proximity to employment	na	

Timestamp	Email Address	Is this your first home purchase?	I purchased a home in Hutchinson because:	I moved to Hutchinson for:	If I could change one thing about the housing stock in Hutchinson, it would be:
8/20/2018 16:47:30	jakins@greatplainsume.o	Yes	family	Family	
8/20/2018 16:49:14	mtd1004@dragons.hutch	Yes	all family is here	Family	the sidewalk maintenance
8/20/2018 16:49:49	rr.trapp@hotmail.com	Yes	Investment	na	
8/20/2018 16:50:27	kewing7@cox.net	No	Neighborhoods	Family	more home owner association areas.
8/20/2018 16:51:08	williamsr@usd308.com	No	Neighborhoods	Family	
8/20/2018 16:51:33	none@none.com	Yes	Affordability	Work	
8/20/2018 16:52:14	calebgaeddert@hotmail.c	Yes	church and family in Hutch	Family	
8/20/2018 16:53:13	wevell@hotmail.com	Yes	availabilty	moved with family	more medium price better neighborhood
8/20/2018 16:53:52	none@none.com	Yes	better job, family here more opportunities	Work	everywhere has something that can change
2/15/2019 11:59:29	bwmcvoy78@yahoo.com	Yes	family	Family	
2/15/2019 12:00:14	emmanuel.vega556@yah	Yes	na	Work	
2/15/2019 12:00:55	norwhey50@gmail.com	Yes	Affordability	Work	
2/15/2019 12:01:24	danettemathis30@yahoo.	No	Range of housing options	Family	lower taxes
2/15/2019 12:02:12	noemailprovided@prairiel	No	age	Work	
2/15/2019 12:03:13	jenifer505911@gmail.com	Yes	Affordability	Family	answed also range of house and work
2/15/2019 12:03:42	noemailprovided@prairiel	Yes	blank	Family	
2/15/2019 12:04:25	clotch2slim@yahoo.com	Yes	Affordability	Work	also put range and other - lives in hutch, work
2/15/2019 12:04:52	cindesmith@gmail.com	Yes	Affordability	Work	lower property taxes
2/15/2019 12:05:23	jasonbrucehutch@gmail.c	Yes	job	Work	n/a

HOUSING COMMISSION
CITY OF HUTCHINSON, KANSAS
125 E AVENUE B / PO BOX 1657
HUTCHINSON KS 67504

620-694-2639

BRUSH UP! HUTCH PAINT PROGRAM

Purpose.

In order to improve the visual appeal of our community and alleviate some of the expenses of maintaining the appearance of homes, the Housing Commission maintains the Brush Up! Hutch Paint program. The Brush Up! Hutch Paint program provides an incentive to cost-burdened homeowners-property owners to assist them with the cost of painting their house and accessory buildings.

Timing.

Applicants can apply for a Brush Up! Hutch Paint program reimbursement grant throughout the year from March 1st to August 31st. Planning staff will either approve or deny an application for the program, and may enlist the assistance of the Housing Commission. Upon receiving an approval certificate, applicants shall have 390 days to paint their home and any approved accessory structures. Once a home is painted and inspected by staff, homeowners are reimbursed for the cost of paint in accordance with the provisions below the charges made to the City's account will reflect the below policy. Applicants may request an extension of time beyond the initial 90-30 days and staff may approve one extension not to exceed 60 days.

Program Provisions.

1. Brush Up! Hutch Paint reimbursement grants are available for homeowner-and renter occupied, residential properties only. These include properties under Land Contract. All properties must be located within the City Limits.
2. The City of Hutchinson will partner with Sherwin Williams to provide access to paint at a reduced rate. Rates will be as designated:
 - a. One Gallon Bucket: \$24.00 per gallon
 - 1-b. Five Gallon Bucket: \$23.00 per gallon
- 2-3. Awardees must submit a Brush Up! Hutch Paint program application and supporting documentation in order to be eligible for the program.
- 3-4. Awards shall be granted on a revolving basis, dependent upon the amount of funds remaining in the Brush Up! Hutch Paint program account.
- 4-5. The maximum paint reimbursement is \$ 500. For larger homes or those with considerable paint needs, the applicant may request funding up to—\$700, if pre-approval is granted by the Housing Commission.
- 5-6. Reimbursement to Sherwin Williams will be made upon approval of the painted structure. Reimbursement is ONLY for paint purchases. Painting accessories, such as paint brushes, ladders, etc., will not be reimbursed.
- 6-7. Reimbursement is only for materials purchased after approval of the Brush Up! Hutch Paint program application. No reimbursement will be made for paint purchased prior to the approval date.
- 7-8. Applications will be reviewed and approved from March 1st through August 31st of the year as long as funding is available.
- 8-9. Prior to reimbursement, property homeowners must place four-inch-tall house numbers that are visible from the street on their house.
- 9-10. For homes requiring Lead Safe Work Practices using trained volunteer labor, an additional stipend for the cost of safety equipment may be granted in an amount not to exceed \$150 per house.
- 10-11. Staff may approve applications for non-profit supervised projects submitted after August 31st.

Program Criteria.

1. Planning and development staff will visually inspect and take photos of all Brush Up! Hutch Paint program grant application properties.
2. Grants shall be based on meeting all of the following attributes:
 - a. Paint on the house is peeling or fading.
 - b. ~~Homeowners~~ Property owners meet the income restrictions of the program (maximum 120% of area median income).
 - c. Alternatively to 2b, house is valued below \$50,000 by Reno County Appraiser.
 - d. ~~Applicants must own and live in the home (name must be on deed or a land contract).~~
 - e. ~~Subject properties cannot be rentals and the grant recipient shall not own other residential rental properties.~~
3. The Housing Commission reserves the right to reject consideration of any or all applications.

Reimbursement.

- ~~1. Grant awards shall consist of a reimbursement of paint and pre-authorized expenses only following submission of receipts and inspection of the work.~~ The City will create an account with Sherwin Williams by which any charges for approved applications and of approved materials can be made.
- ~~2. Once an applicant has successfully completed painting their home and staff has approved, the City's account will be charged. If the applicant does not complete their project, Sherwin Williams will remove the charge from the City's account and seek reimbursement from the property owner.~~ 2. Once an applicant has successfully completed painting their home and staff has approved, the City's account will be charged. If the applicant does not complete their project, Sherwin Williams will remove the charge from the City's account and seek reimbursement from the property owner.
- ~~3. A monthly report from Sherwin Williams will be submitted to the City for review.~~ 3. A monthly report from Sherwin Williams will be submitted to the City for review.

Consultation and Paint Palettes

1. Sherwin Williams shall provide expertise and consultations for all Brush Up Hutch applicants.
2. Sherwin Williams shall make available to all applicants an approved color palette, including secondary and tertiary colors. Said color palette shall be approved and updated annually by the Planning & Development Department.

~~1.~~