

Wednesday, May 25, 2016 - 3:00 p.m.
City Council Chambers, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ G. Binns	_____ M. Clark	_____ K. Bleything
_____ A. Finlay (Vice Chair)	_____ L. McConaughy	_____ S. Cooley
_____ R. Greever	_____ S. Poltera (Chair)	_____ S. Kiblinger
_____ L. Gleason	_____ A. Patterson	

Ex-Officio Members:

_____ D. Rich	_____ D. Hart	_____ J. Thomson
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2. APPROVAL OF MINUTES – April 27, 2016

3. ANNOUNCEMENTS

4. UPDATES

a. RHID

Resolution #1 for Ashton Estates was approved by City Council and has been submitted to the State for approval. No development plans have been submitted to the City.

b. Healthy Neighborhood Initiative

The two feature neighborhoods will announce their new names within the next month. Avenue A recently had a school carnival and will begin their Front Yard Beautification Contest in June. Graber will announce their new name at a Lemonade Launch Party in June.

5. NEW BUSINESS

- a. Consider Brush Up Hutch Policy Changes (attached)
 - i) Land Contracts
 - ii) Volunteer Safety Equipment Reimbursement
- b. Land Bank Design Competition Request (attached)
- c. Rental Registration & Inspection Program Options (attached)

6. OLD BUSINESS

- a. Housing Website Proposal

7. OTHER

- a. Infill Development Discussion
- b. The next Housing Commission meeting is scheduled for Wednesday, June 22, 2016; 3:00 p.m.

8. ADJOURN

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Stephanie Stewart	620-694-2617
	Charlene Mosier	620-694-2639		

Minutes

Wednesday, April 27, 2016 - 3:00 p.m.
City Council Chambers, 125 E. Avenue B

Housing Commission

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The following members were present: Greg Binns, Richard Greever, Shelley Kiblinger, Aubrey Patterson, Lisa Gleason, Mark Clark, Anthony Finlay, Dan Rich, Jeff Thomson, and Sue Poltera. Kevin Bleything, Scott Cooley, Luke McConnaughy, and Dianna Hart were absent. Steve Dechant, City Councilmember; and Mark Eaton, Land Bank, were also in attendance. Staff in attendance were Jana McCarron, Director of Planning and Development; Amy Denker, Housing Program Coordinator; Trent Maxwell, Building Official; and Charlene Mosier, Planning Technician.

2) APPROVAL OF MINUTES

The minutes of the March 23, 2016 meeting were approved on a motion by Greever, seconded by Binns, passed unanimously.

3) ANNOUNCEMENTS

McCarron said the Planning Department is continuing to recruit for an associate planner position.

4) UPDATES

4a. Rental Registration and Inspection Program

Denker updated the commission that as of April 19, there were 5,389 units that have been registered. House Bill 2665 would limit cities and counties from requiring interior inspections without consent or a warrant, and was passed by the House Committee on Commerce, Labor and Economic Development.

4b. Senate Bill 338 – Abandoned Houses Bill

On April 11, 2016, Governor Brownback vetoed Senate Bill 338 which would have given Cities and Non-profits the opportunity to revitalize vacant and tax delinquent properties.

5) NEW BUSINESS

5a. Rental Inspections

Trent Maxwell, Building Official, gave an update on the status of the rental inspections. There have been no evictions due to the rental inspection program. The six renters that recently moved out of their rentals did so on their own and those rentals were in poor condition.

5b. Transitioning CIC Duties

McCarron spoke on transitioning duties of the Community Improvement Commission. Some CIC duties will be transferred to the Housing Commission. Current members of the CIC can apply to serve on the other commissions as vacancies become available and can also serve on subcommittees or a task force as needed.

5c. Hutchinson Healthy Neighborhood Initiative Funding Allocation

Denker said funding was included in the budget to support the Hutchinson Healthy Neighborhood Initiative and was earmarked for development projects within the two feature neighborhoods. Denker said the Avenue A Beautification Committee has proposed the Front Yard Beautification which focuses on fixing up their front yards.

McCarron said the West Avenue A Neighborhood Beautification Committee, which consists of a neighborhood resident, a City Council member and a neighborhood grant steering committee member will review the proposals. The event will be limited to 30 homes on a first come, first served basis. Participants must make considerable updates or repairs to their front yard or front porch. A before picture, application form and an after photo must also be submitted. The prize will be a \$100 gift certificate.

Motion by Kiblinger, seconded by Finlay to approve the recommendation of City Staff to allocate \$3,000 of the 2016 Neighborhood Initiative Funding for the West Avenue A Front Yard Beautification Project, passed unanimously.

5d. Ashton Estates RHID – Resolution #1

Jim Strawn has applied to create a RHID for the second phase of the Ashton Estates subdivision. A new resolution must be adopted by City Council before the applicant may proceed with RHID financing. Staff recommends approval of this request.

Motion by Finlay, seconded by Binns to recommend approval to City Council for a resolution establishing the eligibility of Phase II of Ashton Estates for Rural Housing Incentive District infrastructure financing, passed unanimously.

6) PUBLICATIONS

6a. Kansas City, Mo Land Bank Article

Denker reviewed an article on the Kansas City, Missouri land bank that has offered 130 unlivable structures for sale for \$1 and an \$8,500 rebate. Dechant said this may be a possible idea to try in Hutchinson. McCarron said it may be an option to try as a pilot project with one property to see if it would be successful.

7) OTHER

7a. Finlay reported the Graber School neighborhood met at his home for Donuts in the Driveway. He said there were 20 to 30 who attended. Postcards will be mailed to the neighborhood residents to vote on the name for the neighborhood.

8) ADJOURN

The meeting adjourned at 3:55 p.m.

The next Housing Commission meeting is scheduled for Wednesday, May 25, 2016 at 3:00 p.m.

Respectfully Submitted,
Charlene Mosier

COMMUNITY IMPROVEMENT 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 Community Improvement Commission (CIC) has established a Brush Up! Hutch Paint program. The Brush Up! Hutch Paint program provides an incentive to cost-burdened homeowners 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. Planning staff will either approve or deny an application for the program, and may enlist the assistance of the CIC. Upon receiving an approval certificate, applicants shall have 90 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. Applicants may request an extension of time beyond the initial 90 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-occupied, residential properties only. These include properties under Land Contract. All properties must be located within the City Limits.
2. Awardees must submit a Brush Up! Hutch Paint program application and supporting documentation in order to be eligible for the program.
3. Awards shall be granted on a revolving basis, dependent upon the amount of funds remaining in the Brush Up! Hutch Paint program account.
4. The maximum paint reimbursement is \$300. For larger homes or those with considerable paint needs, the applicant may request funding up to \$500, if pre-approval is granted by the CIC.
5. Reimbursement is ONLY for paint purchases. Painting accessories, such as paint brushes, ladders, etc., will not be reimbursed.
6. 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. Property under Land Contract may apply for Brush Up! Hutch Paint program grant funding, but will only be eligible to be awarded the grant if their name is on the property deed.~~
- ~~8.~~7. Applications will be reviewed and approved from March 1st through August 31st of the year as long as funding is available.
- ~~8.~~ Prior to reimbursement, homeowners must place four-inch-tall house numbers that are visible from the street on their house.
9. 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. **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 meet the income restrictions of the program (maximum 120% of area median income).
 - c. Applicants must own and live in the home (name must be on deed).
 - d. Subject properties cannot be rentals and the grant recipient shall not own other residential rental properties.
3. The CIC reserves the right to reject consideration of any or all applications.

Reimbursement.

1. Grant awards shall consist of a reimbursement of paint expenses only following submission of receipts and inspection of the work.

Hutchinson Land Bank Design Competition Preliminary Concept

Property & Zoning Information

- Lot size = 165' x 165'
- Zoning = R-4, Residential Neighborhood Conservation District (Regulations can be found on the City's website, www.hutchgov.com)
- Property is owned by the Hutchinson Land Bank
- Northeast corner of E Avenue C & Maple Street, Hutchinson KS

Competition

- Open to students attending a college or university in Kansas and pursuing a degree in planning, architecture or design
- Composed of a project team (at least one planner and one architect – other members can be included)
- Timing? Spring 2017
- All entries become the property of the City of Hutchinson

Prizes

- \$4,000-\$5,000 first prize

Stipends:

- \$300-\$400 per team for up to 10 project teams to cover material and travel expenses

OR

- \$2,000 per university to defer costs of materials and travel expenses

RENTAL REGISTRATION & INSPECTION PROGRAM OPTIONS

	Keep	Modify & Keep	Modify & Remove	Eliminate
<p>Rental Registration. New state statute does not restrict registration of rental properties.</p>	<p>Option #1: Keep the registration portion of the program “as is” with no changes to fees or requirements.</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Simple to administer (all units pay flat fee) • Fully covers cost of program with extra funding for Housing Initiatives • Software system is already setup to continue and will not require modification <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Multi-family units will pay a disproportionate share, if only exterior inspections are performed • Registration without an accompanying inspection program does not make sense 	<p>Option #2: Keep the registration program, but change the fee structure for single, duplex and multi-family properties. Different fees for different types.</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Better reflection of the “cost of service” <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Will require changes to software system and will be more difficult to administer • Registration without an accompanying inspection program does not make sense 	<p>Option #3: Remove the fee portion of the registration portion of the program.</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Requires less staffing <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Tracking rental properties will be problematic, as people are less likely to register if there is no fee to be paid • Program will have to be General Fund supported 	<p>Option #4: Eliminate the registration portion of the program.</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Requires no staffing from Planning & Development <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Tracking rental properties will be difficult • Program will have to be General Fund supported • Exemptions will not be possible
<p>Rental Inspections. New state statute does not allow for interior inspections unless the tenant consents.</p>	<p>The inspection portion of the program will need to be modified, as it does not comply with the new state statute.</p>	<p>Option #1. Keep performing interior and exterior inspections, relying upon the tenants to allow access for interior inspections.</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Some tenants will consent to interior inspections, thereby achieving health/safety goals of City Council • Keeping a program allows for inspectors to go onto private property for inspections (IPMC only does not) <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Tracking and administration will be difficult • Does not address the Landlord Eviction issue • Only partially addresses health and safety goals of City Council 	<p>Option #2. Modify the program to be “exterior only” unless a complaint is received.</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Easy to administer • Blighted properties will be cleaned up (at least on the outside) • Landlord eviction threat is addressed (at least for exterior portions of structures) • Keeping a program allows for inspectors to go onto the private property (IPMC only does not) <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Does not address the health/safety goals of City Council fully 	<p>Option #3. Repeal the program altogether and rely upon complaint-only enforcement of IPMC</p> <p><u>Advantages:</u></p> <ul style="list-style-type: none"> • Reduced short-term costs • Landlord contentment <p><u>Drawbacks:</u></p> <ul style="list-style-type: none"> • Blighted properties will not be cleaned up and will ultimately have to be demolished • Does not address landlord eviction threat • Does not allow for inspectors to go onto the private property (IPMC only does not) • Does not address the health/safety goals of City Council fully • Staff layoff

Yellow fill = Staff Recommendation.

Other: Staff does not recommend putting all rental inspections on the City’s website for advertising purposes. Quarterly or monthly reports can be posted.