

Wednesday, July 27, 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. McConnaughy	_____ 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 – June 22, 2016

3. ANNOUNCEMENTS

- a. Introduction of Aaron Barlow, Associate Planner
- b. 2017-2037 Comprehensive Plan Kick-Off Event – July 28, 2016 (attached)

4. UPDATES

- a. Brush Up Hutch!
Please See Attached Spreadsheets
- b. Neighborhood Stabilization Program
The City will be closing out the 2009 Neighborhood Stabilization Program grant. The grant was used, in part, to acquire lots for the Townhomes at Santa Fe Place project.
- c. Healthy Neighborhood Initiative
United Way, Hutch Rec, neighborhood residents, and City staff are developing a short, introductory video about the Initiative.
- d. CDBG
Staff researched project opportunities for Community Development Block Grants. There are 3 categories: Water and Sewer, Community Facilities, and Housing Rehabilitation. Community Facilities grants include, but not limited to, bridges, community/senior centers, streets, health, and other public facilities.
- e. Housing Website
A contract has been developed and the proposal will be presented to City Council for approval on August 2.
- f. RHID
The City has received a draft development agreement for two phases (single-family and duplexes) for the Hampton East subdivision.

5. NEW BUSINESS

- a. 16-HOU-21 Sign Topper Fund (attached)
- b. Survey – Comprehensive Plan

6. OTHER

- a. The next Housing Commission meeting is scheduled for Wednesday, August 24, 2016; 3:00 p.m.

7. ADJOURN

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Aaron Barlow	620-259-4918
	Charlene Mosier	620-694-2639	Stephanie Stewart	620-694-2617

1. ROLL CALL

The Housing Commission meeting was called to order at 3 PM with the following members present: Gregg Binns, Lisa Gleason, Kevin Bleything, Richard Greever, Aubrey Patterson, Dan Rich, Jeff Thomson, and Anthony Finlay. Scott Cooley, Luke McConnaughy, Shelly Kiblinger, Mark Clark, Sue Poltera, and Dianna Hart were absent. Mark Eaton, Land Bank, was also in attendance. Staff in attendance were Jana McCarron, Director of Planning and Development; Amy Denker, Housing Program Coordinator; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the May 25, 2016, meeting were approved on a motion by Binns, seconded by Patterson, passed unanimously.

3. ANNOUNCEMENTS

McCarron said an Associate Planner has been hired and the Planning Department will now be at full staff. His duties will focus on planning, historic preservation, and neighborhoods. He will begin in July.

4. UPDATES

4a. **Brush Up Hutch!**

McCarron said for Brush-Up Hutch applications in the West Avenue A neighborhood, copies of tax returns will not be required, as the program has been revised on a pilot basis to use assessed valuation. Thomson said he and a neighborhood resident went door to door in the neighborhood. This was very successful because the residents knew each other and it allowed for good communication.

4b. **CDBG**

Denker said the last house has been completed. The State is ready to begin close out of the grant. The next grant application deadline will be in August if we choose to submit an application. Grant projects may include public facilities, in addition to repair of homes. Staff will research this and report back to the commission. However, we likely will not be able to make an application given staffing and workload.

4c. **Healthy Neighborhood Initiative**

Finlay said Hutch Rec hosted a park planning event for Ashmeade and Shadduck Parks on June 16, 2016. Approximately 20 residents of the West Avenue A neighborhood attended. He showed posters depicting the dots the residents used to indicate what they would like to see in the parks. Gleason said the neighborhood has selected their neighborhood name; however, they would like to wait for it to be formally released.

4d. Rental Registration & Inspection Program

The City Council approved a revised ordinance for the Rental Registration and Inspection Program on June 21, 2016. Exterior rental inspections will be required and interior inspections will be conducted with consent of the lawful occupant. The fee for inspecting single family, duplexes and triplexes will be lowered to \$20 and the fee for apartments will be \$15 per unit. Greever commented he would like the City Attorney to prepare a definition of "lawful occupant" when interior inspections are requested. McCarron stated it was defined in the ordinance.

4e. RHID

Hampton East is in the process of being platted and a development plan is being prepared.

5. OLD BUSINESS

5a. Housing Website Proposal

John Montgomery, Publisher, and Jeanny Sharp, Marketing Solutions Director, with *The Hutchinson News*, gave a presentation on partnering with the City for a new housing website. This website would be a comprehensive resource for housing in Hutchinson, including for sale and for rent homes. Montgomery said there could be a number of pricing options for placing listings on the website; however, the fees could range from \$25 for listing one property for 30 days to \$50 for listing five properties for 30 days, and \$100 for listing 15 properties for 30 days. The proposal would involve a \$10,000 contribution from the City for development of the site and an annual \$5,000 for maintenance. If discounts were to be offered to landlords, funding could come from rental registration fees.

Finlay said he would also like to see some promoting of the site. Patterson would like to see additional rotating photos of a number of neighborhoods and amenities of each neighborhood. Binns would like to review the success of the website in a year. McCarron said Staff recommends approval of the website development with *The Hutchinson News* for the Hutchareahomes.com website.

Motion by Bleything, seconded by Binns to move forward with the development of the website with *The Hutchinson News* for a cost of \$10,000 and \$5000 per year for maintenance, passed with unanimous vote

5b. Revised Brush Up Hutch Policy

Denker said the revised Brush Up! Hutch Paint Program policy approved May 25, 2106, was included in the agenda. The revisions were made to transfer the program from the Community Improvement Commission to the Housing Commission.

5c. 2017 Housing Initiatives Prioritization

McCarron asked the commission to prioritize requests for funds for new housing programs. The commission favored programs that encourage incentivizing private investment in neighborhoods, funding down-payment assistance for renters to purchase homes in targeted neighborhoods and subsidizing loans for home rehabilitation. McCarron said these options are pilot programs and can be expanded if they are successful.

The commission would also like to budget \$10,000 to study infill development and \$5,000 to market the down payment and subsidy programs.

Motion by Gleason, seconded by Bleything to select the down payment assistance program in the amount of \$35,000; subsidize loans for home rehabilitation in the amount of \$30,000 and recommend an infill development study in the amount of \$10,000 and marketing of the programs for \$5,000. The motion passed unanimously.

6. OTHER

6a. **Infill Development Discussion** – none.

Due to the length of the meeting, it was the consensus of the commission to wait on the discussion on infill development.

Bleything mentioned homes in Burlington, Vermont with zero utilities that are being constructed for low income housing. They also come complete with appliances. He would be willing to share photos of these homes at a future Housing Commission meeting.

6b. The next Housing Commission meeting is scheduled for Wednesday, July 27, 2016 at 3:00 p.m.

7. ADJOURNMENT – The meeting adjourned at 4:40 PM.

Respectfully Submitted,
Charlene Mosier, Planning Technician

CITY OF HUTCHINSON
2017-2037 COMP PLAN



YOU'RE INVITED!
PUBLIC MEETING

Thursday
July 28

6:00-8:00 PM
Atrium Hotel &
Conference Center
1400 N Lorraine

Please join us for the first public meeting for the development of the
Hutchinson Comprehensive Plan!

The meeting will start with a brief presentation followed by
break-out discussion groups.

Refreshments will be provided!



**FOR QUESTIONS
OR MORE INFO**

Stephanie Stewart
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hutchgov.com
620-694-2617

WWW.HUTCHPLAN.COM

June 2016 MONTHLY REPORT - OPEN

Brush UP! Hutch

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2617	NAME	Aaron Barlow	BEGINNING	1/1/2016
EMAIL	Aaron.Barlow@Hutchgov.com	POSITION	Associate Planner	ENDING	12/31/16
WEB	www.Hutchgov.com	MANAGER	Jana McCarron	PREPARED BY	Aaron Barlow
				APPROVED BY	Jana McCarron

DUE DATE	Application	Address	Volunteer Labor?	Notice of Violation?	Paint Supplier	House Size			Average Size	Cost	Over Cost
						< 1,000 sq. ft.	> 1,000 & 2,000 sq. ft.<	> 2,000 sq. ft.			
6/24/2016	16-BUH-02	1201 E 8th Ave	x	x			1300		\$300.00		
7/28/2016	16-BUH-04 - Pilot	308 W Avenue A	x			868			\$300.00		
8/2/2016	16-BUH-05 - Pilot	706 W Avenue A	x			864			\$300.00		
8/11/2016	16-BUH-07 - Pilot	318 W Avenue B	X			792			\$300.00		
9/2/2016	16-BUH-09 - Pilot	112 S Madison St	X				1076		\$300.00		
8/20/2016	16-BUH-12	325 E 17th Ave	X	X				2026	\$300.00		
9/2/2016	16-BUH-13	705 E Avenue B	X					1533	\$300.00		
9/15/2016	16-BUH-15 - Pilot	416 W Sherman	X			476			\$300.00		
9/18/2016	16-BUH-16 - Pilot	525 W Sherman						2208	\$300.00		
10/4/2016	16-BUH-17 - Pilot	710 W Avenue B	X			964			\$300.00		
Total									3000	\$0.00	

2016 Completed Cases to Date

Brush UP! Hutch

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2638	NAME	Aaron Barlow	PURPOSE	Annual BUH Tracking
FAX		DEPARTMENT	Planning & Development	BEGINNING	1/1/16
EMAIL	Aaron.Barlow@Hutchgov.com	POSITION	Associate Planner	ENDING	12/31/16
WEB	www.Hutchgov.com	MANAGER	Jana McCarron	PREPARED BY	Aaron Barlow
				APPROVED BY	Jana McCarron

House Size

DATE	Applicant	Address	Volunteer Labor?	Notice of Violation ?	Paint Supplier	< 1,000 sq. ft.	> 1,000 & 2,000 sq. ft.<	> 2,000 sq. ft.	Average Size	Cost	Total Cost	Over Cost
5/13/2016	16-BUH-03 - Pilot	321 W Avenue B	x		Home Depot	720				\$196.31	\$196.31	
6/17/2016	16-BUH-08 - Pilot	7 S Van Buren St	X		Home Depot		1924			\$300.00	\$333.91	\$33.91
7/8/2016	16-BUH-11 - Pilot	422 W Sherman	X		Home Depot	551				\$300.00	\$374.24	\$74.24
7/22/2016	16-BUH-14 - Pilot	515 W Sherman	X		Lowe's	838				\$239.88	\$239.88	
7/22/2016	16-BUH-06 - Pilot	212 W Ave B	x		Sher. William		1157			\$300.00	\$362.63	\$62.63
TOTALS						703	1540.5	0	1038	\$1,336.19	\$1,506.97	
									Average	\$267.24	\$301.39	\$56.93



Housing Commission
Staff Report

MEETING DATE: 7/27/2016

July 20, 2016

TO: Hutchinson Housing Commission
FROM: Amy Denker, Housing Program Coordinator ad
THROUGH: Jana McCarron, Director of Planning & Development
SUBJECT: 16-HOU-21 2016 Neighborhood Sign Topper Fund

STAFF RECOMMENDATION:

Staff recommends approval of this request.

MOTION:

Motion to recommend to the City Council (approval / approval with modifications / denial) of the proposed 2016 Sign Topper Fund.

BACKGROUND:

During the 2016 Annual Budget process, City Council approved allocating \$70,000 for Housing Initiatives. The Housing Commission was tasked with making recommendations for expenditures. The current expenditure for the 2016 Housing Initiatives is below:

Table with 3 columns: Description, Amount, and Total. Row 1: Allocated Funding \$70,000.00. Row 2: Approved Expenditures (2016 Housing Rehabilitation Grant (IHS) -\$50,000.00, Land Bank Design Competition -\$2,000.00, Housing Website Development -\$10,000.00, Housing Website Maintenance (Year 1) -\$5,000.00). Row 3: Total Funds Remaining \$3,000.00.

In May 2016, the Housing Commission accepted the role of overseeing the Hutchinson Healthy Neighborhood Initiative (HHNI). The Initiative is currently working in two feature neighborhoods, both of which have identified boundaries for and selected names for their neighborhoods. One goal of the HHNI is to define and market the feature neighborhoods. A strategy for neighborhood marketing and identification that was implemented in the Houston Whiteside Neighborhood was the installation of sign toppers (Exhibit A). The sign toppers have been placed at every intersection within the defined neighborhood. With the addition of the sign toppers, residents and visitors can better identify the Houston Whiteside neighborhood.

Both neighborhoods have discussed different methods for promoting their new name and identity, including sign toppers. Sign toppers are a permanent and highly visible avenue for promotion and marketing.

ANALYSIS:

Staff proposes to use the remaining \$3,000 in the 2016 Housing Initiatives budget to help purchase sign toppers for both the SW Bricktown & “Graber” Neighborhoods. Funding has been allocated for projects in these neighborhoods through the Housing & Neighborhood Development budget, but the expense of the signs is more than the funds that are available. Please see the table below for proposed expenditures:

2016 Sign Topper Fund			
	Cost of Proposed Sign Toppers	2016 Neighborhood Budget	2016 Housing Initiatives
SW Bricktown Neighborhood	\$3,700.00	\$2,000.00	\$1,700.00
"Graber" Neighborhood	\$4,300.00	\$3,000.00	\$1,300.00
		Total:	\$3,000.00

NEXT STEPS:

Following the Housing Commission’s positive recommendation of the proposal, the following steps will be taken:

1. Staff will take the request to City Council, along with the Housing Website request for approval.
2. Upon City Council’s approval, staff will work with the Director of Neighborhood Development and neighborhood residents to develop a design for their sign toppers.
3. Signs will be ordered and installed in coordination with the neighborhood and Street Department.

ATTACHMENTS:

Exhibit A – Houston Whiteside Sign Topper

EXHIBIT A: Houston Whiteside Sign Toppers

