

Wednesday, September 28, 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 – August 24, 2016

3. ANNOUNCEMENTS

4. UPDATES

- a. Brush Up Hutch!
Please See Attached Spreadsheets
- b. Healthy Neighborhoods Initiative
Both feature neighborhoods have voted and chosen a neighborhood logo. Street Sign Toppers will be ordered to be placed in both neighborhoods. Please see attached images.
- c. Infill Development Study
The City hosted four graduate students to begin discussion of the Infill Development Study. The students provided staff with a scope of work, including important dates.
- d. Comp Plan Update
Community Survey Responses

5. NEW BUSINESS

- a. Neighborhood Committee – seeking volunteers to participate in a Neighborhood Committee designed to facilitate the ongoing efforts of the Hutchinson Healthy Neighborhood Initiative
- b. HutchAreaHomes.com Sneak Peek

6. OTHER

- a. The next Housing Commission meeting is scheduled for Wednesday, October 26, 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 3:00 PM with the following members present: Lisa Gleason, Kevin Bleything, Luke McConnaughy, Aubrey Patterson, Anthony Finlay, Dan Rich, Jeff Thomson, and Sue Poltera. Scott Cooley, Gregg Binns, Richard Greever, Shelly Kiblinger, Mark Clark, and Dianna Hart were absent. Steven Dechant, City Councilmember; Mark Eaton, Land Bank member; Jackson Swearer, Interfaith Housing Services; and Ryan Patton, Landlord, were 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 July 27, 2016 meeting were approved on a motion by Gleason, seconded by McConnaughy, passed unanimously.

3. ANNOUNCEMENTS

3a. McCarron said the Associate Planner position has been filled by Aaron Barlow and the Planning Department is now at full staff.

3b. McCarron said Staff is working on the Comprehensive Plan and asked that all Housing Commission members fill out the 2017-2037 Hutchinson Comprehensive Plan Community Survey which will assist in helping plan for Hutchinson's future.

4. UPDATES

4a. **Brush Up Hutch!**

Denker reviewed the Brush Up Hutch! report. Two new applications have been received since the last meeting. Jeff Thomson said there are six homes on the list to be painted by United Way.

4b. **Healthy Neighborhood Initiative**

The City Council approved a proclamation naming the West Avenue A neighborhood "SW Bricktown". The neighborhood hosted their second visioning meeting on Tuesday, August 23. Gleason said approximately 100 adults plus children attended. The residents identified five primary priorities of public safety, opportunities for physical activity, community pride, healthy eating and lifestyles, and student achievement. A logo was also chosen.

Finlay said the landscape architect came up with two concepts for the Ashmeade and Shadduck Parks. Residents voted on one concept for each park.

McCarron said the Graber School neighborhood has selected a name and will unveil that on Sunday, August 28 at a neighborhood gathering.

4c. **Housing Website**

McCarron updated the group on the housing website. The development of HutchAreaHomes.com has begun and the City Council has approved funding and a contract with the Hutchinson News to create the housing website. The projected completion date is scheduled for October 1, 2016.

4d. **Infill Development Study**

McCarron said the City has entered into a grant agreement with the University of Kansas to conduct an Infill Development Study for vacant lots in Hutchinson. This will be in lieu of a design competition for four vacant infill lots and will be completed by a fifth year architect student by December, 2016. This is a joint effort between the City of Hutchinson and the Hutchinson Land Bank.

5. NEW BUSINESS

5a. **2016 Residential Rehabilitation Grant Report**

Thomson showed photos of the house at 1213 East Avenue A that was renovated, in part, with the 2016 Residential Rehabilitation Grant. AmeriCorps volunteers put in over 900 hours of work into this project. The project included grading the lot, purchasing the house, taxes, permits, insurance, and equipment rental. The total cost was \$60,085 not including the volunteer labor. The house is approximately 1500 sq. ft. and they have rented the property.

5b. **Zero Utility and Alternative Infill Housing Options Presentation**

Bleything toured zero utility housing when he visited Burlington, Vermont. He showed photos of an energy efficient, stick built home he toured. The structure is designed to max energy creation and efficiency. It has solar panel capability and a super computer that controls energy consumption. Cost of utilities for this home is \$300. The size of the structure was approximately 14' x 75' with two bedrooms. The cost of the house was \$107,000 and included the lot. The architects can design any type of home with these features, but with additional cost. Bleything estimated a home like this could be constructed in Hutchinson between \$80,000 and \$90,000 and could be a viable housing option.

5c. **13-HOU-03 Housing Trust Fund Marketing and Implementation Plan Grant Closeout**

McCarron reviewed the grant received in 2011 that was a Fund for Hutchinson multi-year grant to create a Housing Trust Fund Marketing and Implementation Plan. Joe Ontjes, Repixel, was hired to complete a marketing plan including informational material, strategies, Housing Trust Fund Logo, Hutchinson Land bank Logo, and video script. Since the grant was awarded, the City has taken a different approach for funding housing initiatives with the City Council dedicating allocations for housing. McCarron said Staff is recommending to close out the 2011 Hutchinson Community Foundation grant for the Community Housing Trust Fund Marketing and Implementation Plan.

Motion by Bleything, seconded by Finlay to close out the 2011 Community Housing Trust Fund Marketing and Implementation Plan Grant, passed unanimously by acclamation

6. OTHER

6a. **Other**

Jackson Swearer, Interfaith Housing Service, spoke requesting support from the Housing Commission on Interfaith Housing Service's application for a grant from the Kansas Health Foundation. The grant would be specifically for housing but on a wider scale throughout Hutchinson, south of 11th Avenue. The grant is due October 14 and is a three year grant of \$100,000 per year.

Patterson said this grant addresses disparities in housing and health and Interfaith Housing has what is needed to take the lead on this grant.

McCarron asked that Interfaith Housing Services bring a letter of support to the Housing Commission meeting next month.

6b. Bleything suggested creating some type of memorial fund that would allow for donors to engrave a plaque or brick in honor of someone and the funds going to a specific neighborhood, similar to what Dillon Nature Center has with their sidewalk pavers. The funds could also be used for matching grant funds to help the neighborhood help itself.

6c. Patterson introduced Ryan Patton, a landlord who attended a City Council meeting and she invited him to attend our Housing Commission meeting today to learn more about our housing projects and objectives.

6d. The next Housing Commission meeting is scheduled for Wednesday, September 28, 2016 at 3:00 p.m.

7. ADJOURNMENT – The meeting adjourned at 4:05 PM.

Respectfully Submitted,
Charlene Mosier, Planning Technician

September 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

House Size

DUE DATE	Application	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	Over Cost
6/24/2016	16-BUH-02	1201 E 8th Ave	x	x			1300			\$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	
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	
10/27/2016	16-BUH-19	304 East 5th Ave	x			796				\$300.00	
10/27/2016	16-BUH-20 - Pilot	624 W Ave A	x				1360			\$300.00	
10/27/2016	16-BUH-21 - Pilot	526 W Ave A	x			969				\$300.00	
10/27/2016	16-BUH-22	909 E 8th Ave	x				1192			\$300.00	
TOTALS						810.1666667	1284	1922.3	1207	\$3,600.00	

Average

\$300.00

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		DEPART.	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
7/28/2016	16-BUH-04 - Pilot	308 W Ave A	x		Home Depot	868				\$202.00	\$202.00	
9/2/2016	16-BUH-09 - Pilot	112 S Madison St	x		Lowe's	1076				\$229.73	\$229.73	
9/2/2016	16-BUH-18	940 East Avenue	x		Home Depot	1064				\$300.00	\$689.90	\$389.90
9/16/2016	16-BUH-07 - Pilot	318 W Avenue B	x		Home Depot	792				\$114.88	\$114.88	
TOTALS						844.1428571	1540.5	0	998.89	\$2,182.80	\$2,743.48	
									Average	\$242.53	\$304.83	\$140.17

College Grove

NEIGHBORHOOD





SW **BRICKTOWN**

NEIGHBORHOOD

The 2016 City of Hutchinson Endowed Housing and Smart Cities Studio

Exhibit “A” : Scope

August 8, 2016

Tasks: Housing Study for Northeast corner of E. Avenue C & Maple Street

Phase I: Information Gathering (August 22 – October 3, 6 weeks)

- Confirm goals
- Confirm deliverables
- Confirm Schedule
- Establish GIS data availability
- Document requirements: Planning/Zoning, Code, conformance with Neighborhood Plan/Comprehensive Plan, Fire Department, Waste Water, Density, etc.
- Previous Housing Study analysis
- Establish program: demographic, bedrooms, area (square footage), price points, etc.
- Schematic financial pro forma: Hard/Soft Cost (\$/sf), Sale Price (\$/sf), area comps, establish highest and best use
- Assume one site visit and meeting in Hutchinson

Phase II: Schematic Design (October 3 – October 31, 4 weeks)

- Draft Infill Housing Report: establish long-term planning goals for infill lots
- Precedent studies
- Map vacant/city-owned lots
- Establish areas of change/areas of stability
- Infill development analysis: identify strengths/weaknesses/opportunities/threats
- Infill development master plan: lot prioritization, investment corridors, pedestrian linkages, development incentives
- Context Study
- Schematic Design: Site Plan, Floor Plans, Elevations, Massing Images, Draft Outline Specification
- Assume one conference call with Hutchinson, no intermediate site visit anticipated

Phase III: Design Development (October 31 – December 5, 5 weeks)

- Final Infill Housing Report: establish long-term planning goals for infill lots
- Final proposed financial pro forma with opinion of probable cost
- Design Development (intermediate design/not permit drawings): General Information Sheet, Demolition Plan, Site Plan, Floor Plans, Roof Plan, Reflected Ceiling Plans, Elevations, Building Sections, Massing Images, Final Outline Specifications
- Assume one site visit to Hutchinson for final presentation