

Wednesday, November 16, 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

2. APPROVAL OF MINUTES – October 26, 2016

3. ANNOUNCEMENTS

- a. Comp Plan Open House Invitation – December 12, 2016

4. UPDATES

- a. Brush Up Hutch!
Please See Attached Spreadsheets
- b. Healthy Neighborhoods Initiative
The neighborhood committee will be touring potential feature neighborhoods on November 30th
- c. RRIP Update
Presentation by Fred Salisbury
- d. Infill Development Study Update
City Staff met with the KU team on November 9th to discuss potential recommendations for the study.
- e. Down Payment Update
City Council will review the proposal on Tuesday, November 15th.
- f. Comp Plan Update
Review of Story Boards and Survey

5. NEW BUSINESS

- a. 2016-HC-01: Resolution setting the place, dates and times of the meetings of the Hutchinson Housing Commission in 2017.

Action: Motion to approve Resolution 2016-HC-01

6. OTHER

- a. The next Housing Commission meeting is scheduled for Wednesday, December 21, 2016; 3:00 p.m.

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, Greg Binns, Richard Greever, Shelly Kiblinger, Aubrey Patterson, Jeff Thomson, and Sue Poltera. Luke McConnaughy, Scott Cooley, Mark Clark, Kevin Bleything, Anthony Finlay, Dan Rich, and Dianna Hart were absent. Steve Dechant, City Councilmember; Alicia Marsh, Interfaith Housing; and Mark Eaton, Land Bank member; were also in attendance. Staff in attendance were Jana McCarron, Director of Planning and Development; Amy Allison, Housing Program Coordinator; Aaron Barlow, Associate Planner; Roy Little, Code Enforcement Officer; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the September 28, 2016 meeting were approved on a motion by Greever, seconded by Binns, passed unanimously.

3. ANNOUNCEMENTS

3a. McCarron said the Reno County tax sale is tomorrow and members of the Land Bank will be in attendance to bid on properties.

3b. McCarron congratulated Amy saying that since the last meeting, Amy was married and her new last name is Allison.

4. UPDATES

4a. **Brush Up Hutch!**

Barlow reviewed the Brush Up Hutch! report. Thomson updated that one of the homes is under completion now and another is complete with their final receipts. Gleason said the SW Bricktown neighborhood is looking good. McCarron said it has been a pilot program to concentrate on the SW Bricktown neighborhood and not require income information. McCarron inquired as to expanding the pilot program requirements to other areas in the city. Commissioners voiced concern about simplifying the program too much. McCarron said staff will prepare a proposal for a future meeting. There is approximately \$10,000 available in the Brush Up Hutch! account. Thomson said his volunteers logged in about 12,000 hours in painting and repairs. He plans to find additional volunteers in the coming year.

4b. **Healthy Neighborhoods Initiative**

McCarron said Staff is preparing initial analysis for the next feature neighborhood and will meet with the neighborhood committee. Sign toppers have been ordered and she showed the commission the College Grove sign topper proof. SW Bricktown sign toppers are also on order. The College Grove neighborhood will be coordinating an event to unveil the signs. They have also selected a neighborhood project to paint crosswalks and will be meeting with a graphic artist.

Gleason said the Kansas Health Foundation and their board members toured the SW Bricktown center, walked the neighborhood and toured Ashmeade Park. Residents are now working on a cookbook as a fundraiser for the Ashmeade Park project and are focusing on a safer neighborhood by working with the Police Department to create a neighborhood watch.

4c. IPMC Code Violation Update

Roy Little gave an update on IPMC violations. He said the list has gone from 500 houses down to 71. He said 18 cases have been sent to court and two cases have been dismissed. Some notices came back and he is trying to locate the property owner. Usually the judge wants the issue corrected rather than imposing fines and often extensions of time have been given to improve the property. Little has taken some classes to be able to identify meth homes and deal with hoarders and squatters. He said Interfaith Housing Services has helped out tremendously with the improvement efforts.

4d. Rental Registration

McCarron said notices of renewal are being sent this week and landlords have until December 31, 2016 to renew their registration for the 2017 calendar year. Jennifer Keeling has been hired to help with the registration process this year. The cost for single family, duplexes and triplexes is \$20 per unit and apartments are \$15 per unit. Fred Salisbury has received quite a few consent forms to inspect the interior of rentals. The commission would like him to give an overview of the past year at a future meeting.

McCarron updated the commission that the new housing website has been launched and notices were sent to landlords of the changes for listing their homes on HutchAreaRents.

5. NEW BUSINESS

5a. 16-HOU-28, 2017 Down Payment Match Incentive

Allison reviewed the 2017 Down Payment Match Incentive program. The City Council approved allocating \$70,000 in the 2017 annual budget for development of housing initiatives resulting in recommending incentives for feature neighborhoods and the Houston Whiteside Historic District. The Down Payment Match Incentive will assist current renters in Reno County with a down payment when purchasing a home. The home for purchase must be located in the SW Bricktown, College Grove or Houston Whiteside Historic District. A maximum down payment match per house is \$2,500. The homebuyer must provide a minimum of 60% of the down payment, and there are no income restrictions. The homebuyer must reside in the home to be purchased for five years.

The City was approached by Interfaith Housing Services to develop the Down Payment Match Incentive program in coordination with their existing Hutchinson Area Homebuyers Club. Alicia Marsh from Interfaith reviewed the program. She said the Homebuyers Club provides new homebuyers entering the homeownership market with hands-on education and counseling to ensure they understand the home purchasing process. Online education classes are available for

\$99 and this is mandatory. Applicants must also attend a one-on-one counseling session of at least one hour that Interfaith Housing would administer.

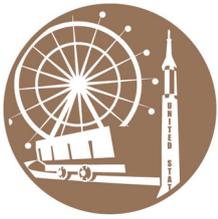
Motion by Greever, seconded by Kiblinger to recommend to the City Council approval of the proposed 2017 Down Payment Match Incentive program and authorize an agreement with Interfaith Housing Services to partner in the program, passed unanimously by acclamation.

6. OTHER

6a. The next Housing Commission meeting is scheduled for Wednesday, November 16 , 2016 at 3:00 p.m.

7. ADJOURNMENT – The meeting adjourned at 3:56 PM.

Respectfully Submitted,
Charlene Mosier, Planning Technician



Designing
OUR FUTURE
IMAGINE HUTCH 2037

YOU'RE INVITED! OPEN HOUSE

Monday
Dec. 12

Come & Go 6:30-8:00 PM
Atrium Hotel &
Conference Center
1400 N Lorraine

You're invited to provide input into the draft elements of the Hutchinson Comprehensive Plan! Come anytime between 6:30 and 8:00 to view the displays and information at your leisure!

Refreshments will be provided!



**FOR QUESTIONS
OR MORE INFO**

Stephanie Stewart
Stephanie.Stewart@hutchgov.com
620-694-2617

WWW.HUTCHPLAN.COM

Item 4a.

October 2016 MONTHLY REPORT - OPEN

Brush UP! Hutch

125 E Avenue B., Hutchinson, KS 67501

PHONE 620.694.2617

EMAIL Aaron.Barlow@Hutchgov.com

WEB www.Hutchgov.com

NAME Aaron Barlow

POSITION Associate Planner

MANAGER Jana McCarron

BEGINNING 1/1/2016

ENDING 12/31/16

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.			
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	
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	
12/27/2016*	16-BUH-23	205 E 11th Ave	x				1288			\$300.00	
12/27/2016*	16-BUH-24	1119 W 11th Ave	x	x			1048			\$300.00	
Cancelled	16-BUH-01	550 E Avenue A	Past due and incomplete application								
Cancelled	16-BUH-10	107 E Campbel St	Past due and incomplete application								
TOTALS						722.5	1222	1533	1124	\$2,100.00	
*Working with Roy Little and/or Jeff Thompson			Waiting for receipts from IHS						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

DATE	Applicant	Address	Volunteer Labor?	NOTICE OF Violation ?	Paint Supplier	House Size			Average Size	Cost	Total Cost	Over Cost
						< 1,000 sq. ft.	> 1,000 & 2,000 sq. ft.<	> 2,000 sq. ft.				
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 A	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	
9/27/2016	16-BUH-19	304 East 5th Ave	x		Home Depot	796				\$300.00	\$365.36	\$65.36
9/30/2016	16-BUH-02	1201 E 8th Ave	x	x	Home Depot		1300			\$300.00	\$300.00	
9/30/2016	16-BUH-05 - Pilot	706 W Avenue A	x		Home Depot	864				\$297.60	\$297.60	
9/30/2016	16-BUH-17 - Pilot	710 W Avenue B	x		Home Depot	964				\$300.00	\$349.55	\$49.55
8/20/2016	16-BUH-12	325 E 17th Ave	x	x	Sher. Williams			2026		\$300.00	\$1,288.63	\$988.63
9/18/2016	16-BUH-16 - Pilot	525 W Sherman			Home Depot			2208		\$300.00		
TOTALS						853.3	1460.333333	2117	1143.2	\$3,980.40	\$5,344.62	
									Average	\$265.36	\$381.76	\$237.75



RESOLUTION NO. 2016-HC-01

A RESOLUTION SETTING THE PLACE, DATES AND TIMES OF THE MEETINGS OF THE HUTCHINSON HOUSING COMMISSION IN 2016

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 2016:

January 25	April 26	July 26	October 25
February 22	May 24	August 23	November 15*
March 22	June 28	September 27	December 20*

Section 3: Regular meetings of the Housing Commission shall commence at 3:00 p.m. on the fourth Wednesday of each month, with the following exceptions*: November and December, when it 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 16th day of November, 2016.

Chair

ATTEST:

Amy Denker, Housing Program Coordinator