

# Housing Commission Meeting Agenda

Wednesday, July 28, 2021 – 3:30 PM

City Council Chambers Workroom, 125 E. Avenue B, Hutchinson, Kansas

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## 1. CALL MEETING TO ORDER

_____ A. Davenport (3/5)	_____ R. Little (5/5)	_____ N. DeBerry (2/5)
_____ M. Mast (3/5)	_____ L. Gleason (C) (4/5)	_____ S. Dechant (5/5)
_____ R. Patton (VC) (4/5)	_____ L. Soltow (2/5)	_____ K. Lanham (4/5)

Ex-Officio Members:

_____ D. Rich (1/5)	_____ J. Thomson (2/5)
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## 2. APPROVAL OF MINUTES – May 26, 2021

## 3. ANNOUNCEMENTS

- a. Introduction of New Associate Planner – Halene Burklow

## 4. WRITTEN REPORTS

- a. May and June 2021 Housing Dashboard

## 5. ORAL REPORTS

- a. Featured Neighborhood Report (*Stewart*)
- b. Hutchinson Land Bank (*Hvitløk*)
- c. Update on CDBG Grant for Creekside (*Hvitløk*)
- d. Update of Kansas Emergency Rental Assistance (KERA) (*Hvitløk and Westfahl*)

## 6. OLD BUSINESS

- a. 2022 Housing Division Budget Update
- b. Landlord/Tenant Handbook Update

## 7. OPEN COMMENTS

## 8. OTHER

- a. The next Housing Commission meeting is scheduled for August 25 at 3:30pm

## 9. ADJOURN



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1. ROLL CALL

The Housing Commission meeting was called to order at 3:30 p.m. with the following members present: Roy Little, Steve Dechant, Marvin Mast, Lucas Soltow, Kelly Anne Lanham, Ryan Patton, Jeff Thomson, Dan Rich and Lisa Gleason. Nathan DeBerry and Angie Davenport were absent. Staff present were Ryan Hvitløk, Director of Planning and Development; Charlene Mosier, Planning Technician, and Izzy Rivera, Building Official. Adam Stewart, Neighborhood Development Coordinator, was also present.

2. APPROVAL OF MINUTES

The minutes of the April 28, 2021 meeting were approved on a motion by Mast, seconded by Dechant, passed unanimously.

3. ANNOUNCEMENTS

a. None.

4. WRITTEN REPORTS

a. **March 2021 Housing Dashboard**

Hvitløk reviewed the Housing Dashboard for April. There were 40 property maintenance investigations, 3 property maintenance violations, 8 rental investigations, and 11 rental violations. There were no new residential permits, 56 residential alterations and 4 house demolitions. There was one new housing program application for Brush Up Hutch and 2 applications for Zero Interest Loan program. This program is mostly depleted at this time.

Dechant would like to know how many investigations are done due to complaints received from citizens and how many are initiated by inspectors or code enforcement and what types of complaints are received.

5. ORAL REPORTS

a. **Featured Neighborhood Report**

Stewart said SW Bricktown is organizing a concert and street dance for September to celebrate Hispanic Heritage Month. College Grove is continuing Donuts on the Driveway and will be partnering with other neighborhoods on a combined National Night Out party August 3<sup>rd</sup> on Main Street. Midtown is working on their sign topper design and logo. Farmington Park is working on a National Night Out picnic and park enhancements that include a multi-use trail, a second picnic shelter, basketball court, and irrigation. Creekside is awaiting construction improvements for Bernard White Park. Heal Reno County is interested in using part of the Pathways to a Healthy Kansas grant from Blue Cross and Blue Shield for pilot projects on walkability in Creekside. Grace Arbor is working with the Salvation Army on a partnership with the city to create a park on their property. They are also working on tree trimming. Stewart said there is continued interest in grant funding for sidewalks. This would be a three-way funding of city, owner, and grant funds for sidewalk replacement. Mast said he lives in Grace Arbor and has purchased a cluster of homes to clean up the properties help alleviate drug concerns. He is working to rehab the houses and rent them. He said purchasing a targeted area of homes makes an impact in the neighborhood.

b. **Hutchinson Land Bank**

Hvitløk said the Land Bank closed on a property on Harvey St. The owner plans to construct a home. The Land Bank will be closing on a property on Osborne St that will be used as a community garden and park. The next project will be to review tax sale properties. They will also be looking at different ways to market properties working with the Board of Realtors. Wichita is starting a Land Bank and has contacted us on how to proceed.

c. **Update on CDBG Grant for Creekside**

Hvitløk reported two of three homes are complete and the third one is close to being completed. The State will do an inspection and we have been working with SCKEDD. Signage may be placed in front of the completed houses. Approximately seven more homes can be completed

(Soltow arrived).

d. **Update on COVID and Housing**

Hvitløk said the unemployment rate is at pre-Covid numbers. The State has been advertising for grant money applications. Lanham said the computer application is not user friendly and it has been difficult filling out applications and obtaining funding. Soltow said landlords are frustrated with the process.

6. NEW BUSINESS

a. 2022 Housing Budget Request

Hvitløk reviewed the Proposed 2022 Housing Division Budget.

**Brush Up Hutch**

The Brush Up Hutch program reimburses homeowners of properties valued at less than \$50,000 or households with incomes at or below 120% of the median income and landlords who have properties or tenants that meet the qualifications. Since 2011, approximately 15 to 20 homes are painted each year. There is currently \$12,348.83 in the account. Staff is recommending \$6,000 to be budgeted in 2022 to fund the program.

**Featured Neighborhood Initiative**

This initiative has moved into one new feature neighborhood this year and a new neighborhood is proposed to be named later this year or early next year. Staff is proposing \$9,000 in the 2022 budget to pay for sign toppers and other minor physical improvements to assist with marketing of neighborhoods.

**Down Payment Match Incentive**

This program has helped 18 households become homeowners in the City's Featured Neighborhoods. The program has a balance of \$6,156.04. Staff is recommending \$15,000 for the program in the 2022 budget. This would fund six additional incentives at the \$2,500 maximum.

**Zero Percent Interest Repair Loan**

This program has reduced loan costs for 19 households and provided \$241,600 in private investment since 2017. Staff is budgeting \$11,195 in the 2022 budget, which would fund the interest costs of five loans at the maximum loan amount of \$15,000.

**Hutchinson Land Bank**

Staff is proposing \$10,000 in the 2022 budget to continue the work of the Land Bank. The Land Bank obtains vacant properties from donation or the Reno County Tax Sale, maintains the property and offers property for sale with the intent of encouraging development and bringing properties back on the tax roll.

Motion by Dechant seconded by Patton to approve the proposed 2022 budget for housing.

Dechant then explained he would like to add to this motion. He would like to add \$15,000 grant match for sidewalk replacement for up to \$1000 for each property. He proposed adding \$200,000 for home rehab seed money and infusing another \$5,500 to the Zero Interest Loan program. Dechant would also like to infuse money into the Down Payment Match program for the rest of the year.

The motion passed unanimously.

Dechant had an article on the City of Hays about a grant they have available of \$400,000 to rehab houses and resell them for not less than \$145,000 each. He would like to see Hutchinson utilize the \$200,000 for rehabbing two houses and get a match for this from an entity such as the Community Foundation, contractor or private entity. He wants to see improvements that would come back to the city and the work done in a limited time frame. Hvitlok read the requirements for the Hays, Kansas housing program Dechant referenced.

Gleason said United Way will be asking City Council how to utilize the rescue funds. There will be 60 meetings held during the next few months to gather input. Gleason is an advocate for some of the funding be used for housing. Hutchinson will have up to \$5.6 million to be spend by 2024.

Soltow would like to see private funding utilized to rehab derelict homes with work completed by qualified contractors but not require city inspections. Soltow said a house at 6<sup>th</sup> and Cleveland was close to demolition and private individuals invested a lot in fixing it but they lost money on the project. They have not repaired any other houses to that extent. Soltow said it is hard to buy a house and make needed repairs and sell for a profit. It is not as hard to make minimal repairs and rent it out. Staff said there are some options for development that do not charge for some permits. Construction inside the city requires permits and inspections for safety.

7. **OPEN COMMENTS**

Dechant said he wants to attend some of the 60 meetings over the summer. Dan Rich said 100 E 2<sup>nd</sup> Ave is nearly completed as a detox and rehab facility owned by New Beginnings. New Beginnings

**HOUSING COMMISSION MINUTES**  
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purchased a lot on West 8<sup>th</sup> Ave and plans to build three homes that are 400 to 500 square feet each. The property was a Land Bank property.

Mast was happy to see that code enforcement is starting with the worst properties and then working with properties that have fewer maintenance issues. He said he appreciates that concept.

8. OTHER

a. The next Housing Commission meeting is scheduled for June 23 at 3:30 p.m.

9. ADJOURNMENT – The meeting adjourned at 5:00 p.m.

Respectfully Submitted,  
Charlene Mosier, Planning Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Secretary

# MAY/JUNE 2021 HOUSING DASHBOARD

PREPARED: July 21, 2021

