

Housing Commission Meeting Agenda

Wednesday, November 20, 2019 – 4:00 PM
City Council Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

| | | |
|------------------------------|------------------------------|---------------------------|
| _____ A. Davenport (8/10) | _____ R. Little (1/1) | _____ N. DeBerry (4/10) |
| _____ M. Mast (1/1) | _____ L. Gleason (C) (10/10) | _____ A. Patterson (6/10) |
| _____ R. Patton (VC) (10/10) | _____ L. Soltow (8/10) | _____ K. Lanham (8/10) |

Ex-Officio Members:

| | |
|----------------------|-------------------------|
| _____ D.Rich (10/10) | _____ J. Thomson (6/10) |
|----------------------|-------------------------|

2. APPROVAL OF MINUTES – October 23, 2019

3. ANNOUNCEMENTS

4. WRITTEN REPORTS

- a. Housing Report
YTD Report

5. ORAL REPORTS

- a. Healthy Neighborhoods Initiative (*Stewart, Gleason*)
- b. Hutchinson Land Bank Update (*Hvitløk*)
- c. Aging-in-Place Committee (*Gleason*)

6. RENTAL LICENSING AND INSPECTION ORDINANCE (*Hvitløk*)

- a. Staff Report of new Ordinance
- b. Tenant/Landlord Handbook

7. DISCUSSION OF DEDICATED FUNDING SOURCES IN OTHER KANSAS CITIES

8. OLD BUSINESS

9. OPEN COMMENTS

10. OTHER

- a. The next Housing Commission meeting is a joint meeting with the Human Relations Commission and scheduled for Wed., December 18, 2019 at 4:00 PM.

11. ADJOURN



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1. ROLL CALL

The Housing Commission meeting was called to order at 4:00 p.m. with the following members were present: Lisa Gleason, Lucas Soltow, Angie Davenport, Ryan Patton, Kelly Anne Lanham, Marvin Mast, Roy Little, Jeff Thomson and Dan Rich. Nathan DeBerry and Aubrey Patterson were absent. Adam Stewart, Neighborhood Coordinator was in attendance. Staff present were Ryan Hvitløk, Director of Planning and Development; Jim Seitnater; Downtown and Housing Coordinator; Amy Allison, Senior Planner; Trent Maxwell, Building Official; and John Vetter, Code Enforcement Officer.

2. APPROVAL OF MINUTES

The minutes of the July 24, August 19, and September 25, 2019 meetings were approved on a motion by Lanham, seconded by Davenport. Passed unanimously.

3. ANNOUNCEMENTS

a. None.

4. WRITTEN REPORTS

a. **Housing Report**

Hvitløk reviewed the YTD Housing Report that was included in the agenda packet. Gleason mentioned 13 Brush Up Hutch Applications have been submitted in the last few months. Hvitløk said that 14 applications have been reimbursed with two more in process. Lanham asked if the City was anticipating more demolitions this year. Maxwell said there are several going through the formal demolition process currently. They may not be demolished until next year.

5. ORAL REPORTS

a. **Healthy Neighborhoods Initiative**

Stewart updated the Commission on the status of all the neighborhoods. SW Bricktown is planning a Halloween party. College Grove wrapped up Donuts on the Driveway but would like to promote trick or treating in the neighborhood by holding small events throughout the neighborhood on Halloween. The Farmington Park Master Plan was unveiled to the residents. The plan includes a walking trail, second picnic location with bathrooms, a basketball court and other amenities. The residents were in favor of the plan. Residents are also working with Emmanuel Lutheran Church to provide space for neighborhood events. Creekside residents will be partnering with Eagle Communications to host a Halloween event. They have also identified their neighborhood project which is to replace and extend the existing fence at Bernard Park and to paint the existing bollards in the park. 'Faris' neighborhood held their first neighborhood event which was a neighborhood clean-up and picnic. Three dumpsters were filled at the end of the event. 60 attendees met during the picnic and voted on their new name: Grace Arbor Neighborhood. The residents will begin preparing a proclamation for City Council to recognize their neighborhood.

In addition, Stewart has been working on the Yard of the Month program, recently recognizing the fall yards of the month. The winter nominations will not be due until December. Fall

newsletters are currently being printed and will be sent out once complete. Hutch Rec will begin scheduling the annual meetings with each neighborhood.

Gleason asked if the new neighborhoods would be receiving a newsletter. Stewart told the Commission that new neighborhoods are added once they are organized.

b. Hutchinson Land Bank Update

Hvitløk updated the Commission about the recent sale of two Land Bank properties. New Beginnings purchased one property in hope of developing a cottage court development. The Land Bank attended the Reno County Tax Sale where they acquired 4 new properties, three of which are adjacent to one another. The Bank will also be finalizing their work plan soon.

c. Aging in Place

Gleason recapped the purpose of the Aging in Place Committee, which was based on a presentation from Ben Winchester. The committee has been meeting to discuss potential projects and initiatives to promote aging in place in Hutchinson. Ideas range from promoting inclusive housing units to creating a Senior Expo which would promote housing and services for older populations in Hutchinson. The Committee is preparing a survey to get more information.

6. DISCUSSION OF BRUSH UP HUTCH! SOLE SOURCE RFP

Hvitløk reviewed the list of requirements for the Brush Up Hutch! Sole Source RFP.

Gleason liked the line of credit idea because it would make it easier for applicants to access paint.

Patton wondered if the 30-day requirement was a little too stringent. Hvitløk said it would be from the time of purchase so the house should be prepared to be painted. Time extensions can be added to the requirements.

Patton motioned to approve the list of requirements with time extensions added, seconded by Soltow. Passed unanimously.

7. REVIEW OF PROPOSED RENTAL LICENSING AND INSPECTION ORDINANCE

a. Staff Presentation of Proposed Ordinance

Hvitløk presented the staff presentation. Staff recommends approval of the proposed ordinance.

b. Public Comments

Gleason opened the public comment section asking all speakers to state their name, address and keep comments to three minutes except for the Central Kansas Landlord Association which had 10 minutes.

Jill Gumble, 1506 Linwood Dr., representative of the Central Kansas Landlord Association, stated that the Association was not in favor of the proposed ordinance. She noted that the Association would prefer to see a program that would protect the landlords from retaliation by tenants when moving out by requiring inspections at the time of move in. The proposed program seems punitive only to the landlords and not tenants. The Association feels that the proposed program

is being forced on the Landlords without receiving input from the landlords. She did not see how the fees collected would benefit the landlords or tenants and that access to landlord-eligible programs was not clear. She noted that she has reached out multiple times to staff and commissioners and did not feel like she received any communication back.

Gumble said that the comments provided by Jackson Swearer, Reno County Health Department, at the City Council meeting were misleading.

She concluded her comments by stating that the old complaint system seemed to work for years and that the City should go back to that system.

Jackson Swearer, 13 W 22nd Avenue, clarified his comments to City Council, that there are multiple factors that contribute to lower health outcomes in the southern neighborhoods of Hutchinson, but one indicator is housing. The condition of housing in that area of town has been consistently of concern to the City due to poor housing conditions. He apologized if there was a misunderstanding but reinforced that poor health outcomes are not a direct result of one factor but rather a combination of many factors, one being safe and affordable housing.

c. **Open Discussion**

Gleason began the discussion by showing interest in developing a move-in inspection checklist for landlords who would want to participate in the program. Lanham said that she has one for her business and would be willing to share. Hvitløk said that could be a policy of the program but does not belong in the ordinance.

Soltow had similar concerns to the Central Kansas Landlord Association's comments because participating in the volunteer inspections could result in additional violations and cost to the landlord with limited means to seek damages from tenants. He felt that the landlords would have to meet standards that owner-occupied units would not have to meet to be eligible for the incentives. Soltow felt that landlords would choose not to participate due to the unknown and thus the program would not be effective in reaching its goals.

Little felt that the landlords should have been involved sooner because they would be better at policing the condition of housing than City Staff. He would prefer to see a program that the landlords would be supportive of. Hvitløk noted that this proposal has received almost 4 hours of public testimony before the meeting not including the subcommittee that met for many months which included landlords.

Patton asked whether the Code Enforcement Officer was citing owner-occupied houses as well as rentals. Vetter said that he does cite owner occupied housing units when he is out in the field. Maxwell added that since the complaint only policy was removed by City Council inspectors have been citing both.

Patton added that since the program no longer requires interior inspections, he did not feel the program would matter either way and is concerned about landlords participating like Soltow.

Soltow said that violations should be cited for things like roof, siding and windows. He felt that HUD standards should be enforced as opposed to violations that don't affect health or safety. Vetter responded by saying that his inspections don't typically focus on small issues, but this program does provide good information to the City.

Gleason asked if there was a policy or practice to cite a house only one time a year. Vetter said that he does not usually add violations to an open case unless it is a significant issue. He did note that some landlords have only partially addressed a violation but that all violations needed to be addressed, not just the violation pictured. Maxwell explained that if the property was written up for having a broken window, that all broken windows need to be fixed not just the one pictured.

Mitch Gumble, 1506 Linwood Dr., commented that Vetter has been citing not only rentals, but problem houses next door to rentals. This does result in the whole neighborhood improving.

Mast said that the inspector has been doing a good job with the tough job that was handed to him and was pleased to hear that owner-occupied units were being cited as well. He feels that rentals have been unfairly targeted by the existing program and thinks it will continue with the proposed program. He also echoed earlier sentiments about certain violations, like untapped spigots, that don't address health and safety of the unit. He also felt that landlords would not participate because there are not enough incentives and that tenants would not care about renting a best practice unit. In addition, he had concerns about the notification process.

Davenport feels that the only way we will improve our housing is if everyone works together and polices ourselves. She wants a program that focuses on working together.

Mast asked what the purpose of the license program was. Hvitlæk said the license was a spin off from the registration program, similar to what other communities in Kansas have. The list is beneficial to the City by keeping a current record of housing units in each structure. He said that the license is another tool to ensure landlords are following City code and State statutes because a license can be revoked. The proposed license is no different from other business licenses that are required for contracts by the City or other professional licenses required by the State.

Gleason closed the discussion and asked if there was a motion. Lanham motioned to recommend the ordinance as written to City Council, Gleason seconded. The motion failed to pass on a vote of 2 (Lanham and Gleason) to 4 (Mast, Patton, Little and Soltow) with one abstention (Davenport).

8. OLD BUSINESS - none

HOUSING COMMISSION MINUTES
Meeting of Wednesday, October 23, 2019

8. OPEN COMMENTS

- a. Hvitløk asked for two volunteers to participate in a Hutchinson Landlord/Tenant Handbook committee. Soltow and Little volunteered.

9. OTHER – none

10. ADJOURNMENT – The meeting adjourned at 5:32 p.m.

- a. The next regularly scheduled Housing Commission meeting is Wednesday, November 20, 2019 at 4:00 p.m.

Respectfully Submitted,
Amy Allison, Senior Planner

Approved this _____ day of _____, 2019.

Secretary

DEDICATED FUNDING FOR HOUSING

- More and more midwestern communities are creating dedicated funding sources (by utilizing sales tax dollars) to fund programs to improve and grow housing stock in their communities.
- Funds are targeted towards quality multi-family and single housing units to include mix-income, affordable, workforce and mix-use developments. Most programs include assistance for existing owners to maintain and improve their current property and help the needy with rental assistance.
- Goals are to provide and improve the quality, availability, and affordability of housing stock – acquire land for future housing units – invest in private/public housing projects and partnerships that are in the best interests of the community. Empowering residents and improving neighborhoods making a difference right where they live. Providing homeownership education to assist people in making the right housing choice.
- Programs: First-time homebuyer downtown payment assistance, Brush Up Hutch, Smoke Alarms for every house, Neighborhood Revitalization, Single Family new construction incentives, and Senior Programs for Emergency Repairs, Weatherization and Exterior Enhancements.
- Sales Tax increments vary community by community, here in Hutchinson we utilize a ¼ cent sales tax for street maintenance - mill levy reduction – support of the Cosmosphere and Stratica attractions this tax will sunset in 2024 and estimated to generate 11 million dollars those 5 years. 15% of the ¼ cent sales tax generates approx. \$337,000 each year. The City also has a ½ cent sales tax dedicated to retire bonds that funded renovation of the Sports Arena in 2017 which will sunset in 2025.
- Sunset periods vary greatly from City by City from 5 years to as high as 20 years.

| | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | 2019 Total | 2018 Total |
|-------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------|------------|
| Rental Inspections | 263 | 407 | 483 | 334 | 271 | 370 | 402 | 335 | 415 | 735 | | | 4015 | 129 |
| Rental Violations | 412 | 451 | 336 | 170 | 97 | 87 | 205 | 196 | 208 | 227 | | | 2389 | 251 |
| | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | 2019 Total | 2018 Total |
| Property Maintenance Violations | 22 | 15 | 65 | 50 | 36 | 87 | 122 | 88 | 48 | 56 | | | 589 | 213 |
| Property Maintenance Investigations | 41 | 32 | 64 | 79 | 59 | 100 | 126 | 144 | 126 | 133 | | | 904 | 443 |
| | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | 2019 Total | 2018 Total |
| New Residential Permits | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 3 | 3 | 1 | | | 10 | 12 |
| Residential Alterations | 27 | 31 | 45 | 91 | 75 | 93 | 121 | 121 | 115 | 98 | | | 817 | 526 |
| House Demolitions | 0 | 3 | 1 | 4 | 1 | 8 | 6 | 3 | 1 | 5 | | | 32 | 39 |
| | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | 2019 Total | 2018 Total |
| Residential NRP | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | | | 4 | 3 |
| Residential Infill Incentives | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 |
| Brush Up Hutch | 0 | 4 | 1 | 3 | 18 | 5 | 0 | 10 | 2 | 2 | | | 45 | 0 |
| Zero Interest Loan | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | 2 | 0 |

