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# AGENDA

**COMMUNITY IMPROVEMENT COMMISSION**  
**TUESDAY, MAY 10, 2016 @ 4:00 P.M.**  
**Executive Conference Room, 125 E AVENUE B**

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**1. ROLL CALL**

- |                                   |                                     |                                   |
|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Roberson | <input type="checkbox"/> Rice       | <input type="checkbox"/> Hixson   |
| <input type="checkbox"/> Vacant   | <input type="checkbox"/> Richardson | <input type="checkbox"/> Gonzalez |
| <input type="checkbox"/> Mailloux | <input type="checkbox"/> Keck       | <input type="checkbox"/> Taylor   |

**2. APPROVAL OF MINUTES** – Meeting of April 12, 2016

**3. ANNOUNCEMENTS**

**4. REPORTS**

- a. Neighborhoods Update – Elizabeth Grilliot, Hutchinson Recreation Commission
- b. Project Coordinator Report – Jeff Thomson, Interfaith Housing
- c. Code Enforcement Update
- d. Brush Up Hutch! (attached)

**5. OLD BUSINESS**

- a. Revised: HHNI Neighborhood Engagement Plan (attached)
- b. CIC Dissolution

**6. OTHER**

**7. ADJOURNMENT**

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Stephanie Stewart	620-694-2617
	Front Desk	620-694-2639	Charlene Mosier	620-694-2635

**MINUTES**  
**COMMUNITY IMPROVEMENT COMMISSION**  
**TUESDAY, April 12, 2016 - 4:00 P.M.**  
**EXECUTIVE CONFERENCE ROOM, 125 E AVENUE B**

I. **Roll Call**

The meeting was called to order with the following members present: Jeff Roberson, Kari Mailloux, Doug Rice, Jon Richardson, Joe Keck, Mitch Hixson and Amanda Gonzalez. Betty Taylor was absent. City staff members present were Jana McCarron, Director of Planning & Development; Amy Denker, Housing Program Coordinator; and Stephanie Stewart, Planning Technician. Elizabeth Grilliot, Director of Neighborhood Development with the Hutchinson Recreation Commission was also in attendance.

II. **Approval of Minutes**

**AMENDED MINUTES:** “Top 20 talked” was changed to “Talk 20 Hutch event”, “arraigning” was changed to “arranging”, “Indian” was changed to “Indiana” and the footer was changed to “March 8, 2016”.

The minutes of the March 8, 2016 meeting were approved with the above changes noted on a motion by Richardson seconded by Keck, passed unanimously.

III. **Announcements**

- a. McCarron stated that there are no updates on the new planner recruitment.

IV. **Reports**

a. **Neighborhoods Update**

Grilliot updated the Commission about the events occurring in the two feature neighborhoods:

**Graber:** On Saturday, April 16<sup>th</sup> the neighborhood will host their first event, Donuts on the Driveway. They have sent out a postcard requesting neighborhood name suggestions. Neighbors can submit their suggestions at the Donuts on the Driveway event or at specified locations throughout the neighborhood. The neighborhood group will follow up by taking the top choices and sending out a ballet postcard. Most of the suggestions include a “midtown” or “college” theme. This neighborhood consists of an estimated 600 homes. Hixson said that he lives in this neighborhood and the postcards were done really well. Grilliot stated that a Graber neighborhood resident designed them.

**W. Avenue A:** Hutch Rec has started activities in the W. Avenue A neighborhood. The first was a zumba class where approximately 15 residents participated. Currently, Hutch Rec is hosting a basketball clinic and next will host a soccer clinic. This neighborhood consists of an estimated 300 homes. Hutch Rec has been in contact with a park design consultant called Verio. The consultant will hold neighborhood engagement meetings to collect input for a potential redesign of Ashmeade Park and the recent Land Bank addition to that park. A neighborhood committee is still considering names for this neighborhood.

They are having trouble agreeing on name choices, one thought was to name their neighborhood after Ashmeade Park.

Roberson said that with all the neighborhood talk, his wife is now pursuing a sense of community within their neighborhood and wants to plan a neighborhood garage sale event. Richardson said the name is important to help market the neighborhood and asked about possible signage in the neighborhoods. Grilliot said that including signage with the names is the goal to help identify each neighborhood.

b. Project Coordinator Report

Denker reported she spoke with Jeff Thomson and he said he was unable to attend the meeting due to the arrival of a new AmeriCorps group. She said he is progressively seeking out new projects and that he has two possible applicants for Brush Up Hutch!. He has already begun projects in the W. Avenue A neighborhood by repairing a sidewalk.

c. Spring Clean-Up

Spring Clean-Up will be held Saturday, April 30<sup>th</sup> and Sunday, May 1<sup>st</sup>. McCarron said that fliers have been distributed in English and Spanish. Roberson and Hixson are scheduled to promote the event on KWBW on April 22, 2016 at 7:45 a.m. Rice had concerns about the dumpster in the Sports Arena parking lot. He felt that people could confuse the construction dumpsters with the Spring Clean-Up dumpster. McCarron said she would let the Parks Department know to make signs visible to better indicate which dumpster is for the Spring Clean-Up.

d. Code Enforcement Update

McCarron discussed the code enforcement report for the month of March, stating that property maintenance violations were down, possibly due to the rental inspection program. Richardson asked for an update on the rental inspection program. McCarron said that a little over 5,400 units have been registered and that it is higher than staff projected. Late fees have been issued. Fred Salisbury, Rental Housing Inspector, has started doing his inspections and they are going well. Passing units with five or less deficiencies will now go from a three year cycle to a six year cycle for inspections. The most common deficiency is smoke detectors.

V. New Business

a. HHNI Neighborhood Engagement Plan

Denker and Grilliot have developed a draft Neighborhood Engagement Plan for the first year in a neighborhood under the Healthy Neighborhoods Initiative. Grilliot stated a disclaimer that the Avenue A and Graber neighborhoods did not follow this plan. They will use these steps for the next feature neighborhoods. Keck asked how they plan on defining the neighborhoods or place boundaries. Grilliot said the first step would be to define the boundary by asking the homeowners

what they see as their neighborhood. Other boundaries include major streets and environmental markers that help to define a neighborhood. Mailloux questioned what happens after the first year and if there are plans to track the home sales and values thereafter. She suggested maybe having a survey distributed after the neighborhood is named and established to new-home buyers in the area to determine how they perceive it. Richardson said this is a great plan and hopes to see Hutchinson have established neighborhoods to give homeowners a sense of community and safety, which are other benefits. The members all agreed that this proposal will help residents with a sense of identity and make the neighborhood more attractive. Denker said they will work on the plan and add in year two and year three.

## VI. Old Business

### a. Commission Realignment

McCarron said she has been working with the City Manager on how to consolidate the amount of duties for staff and the number of overlapping roles of the City's commissions. The decision was to dissolve the Neighborhood Steering Committee and the Community Improvement Commission and pass along those duties to the Housing Commission. She stated that staff does not want to lose the commission member's involvement and she hopes to use them in various project oriented committees and/or when vacancies come up on other commissions. She went on to say even though the CIC has accomplished many projects over the years, recently with the vacant planner position, there has not been much action by this Commission, and it has become more reporting of other commissions projects.

## VII. Other

Keck spoke on how the K-61 beautification from the north looks great but the south and the 4<sup>th</sup> Avenue corridors are eyesores.

Mailloux stated she knew of a few people who would be interested in working on branding and wayfinding signage to help with the beautification. McCarron said those would be great projects for a resident led committee, and that community voices would go a long way versus government voices.

Roberson asked about the abandoned property bill. McCarron said that Brownback has signed it, but we are uncertain of the ramifications at this time.

Mailloux also added that the Public Health Law Center was looking into ways to help fix sidewalks and this topic will be pursued by HEAL.

## VIII. Adjournment

The meeting adjourned at 5:05 p.m. The next meeting is scheduled for Tuesday, May 10, 2016

# May 2016 MONTHLY REPORT - OPEN

Brush UP! Hutch

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2617	NAME	Amy Denker	PURPOSE	Annual BUH Tracking
FAX		DEPARTMENT	Planning and Development	BEGINNING	1/1/16
EMAIL	Amy.Denker@Hutchgov.com	POSITION	Housing Program Coordinator	ENDING	12/31/16
WEB	www.Hutchgov.com	MANAGER	Jana McCarron	PREPARED BY	Amy Denker
				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
Incomplete App	16-BUH-01	550 E Avenue A					1483		
6/24/2016	16-BUH-02	1201 E 8th Ave	x	x			1300		
7/25/2016	16-BUH-03 - Pilot	321 W Avenue B	x			768			
7/28/2016	16-BUH-04 - Pilot	308 W Avenue A	x			868			
8/2/2016	16-BUH-05 - Pilot	706 W Avenue A	x			864			

ADVANCES

Average

## REVISED: ENGAGEMENT PLAN FOR NEIGHBORHOODS

First Steps: Statistical Analysis of Prospective Neighborhoods (includes cataloging all the “vital” signs of the neighborhood)

Staff prepares recommendations for Housing Commission’s consideration

Housing Commission chooses the next feature neighborhood(s)

[First Impressions Survey \(Housing Commissioners/Collaboration members\)](#)

Engagement Process: Projected Completion 1 year

Month 1: Final Inventory of Neighborhood (get first set of names)

Month 2-3: Initial Interviews with approx. 25 residents in the neighborhood

Month 4: 1<sup>st</sup> Neighborhood Convening (Interviewed Residents only)

- Review information gathered from interviews
- Confirm themes gathered from interviews
- Establish neighborhood boundaries

Month 5: Walk Audit with core group

[Baseline Neighborhood Survey \(random selection\)](#)

Month 6: 2<sup>nd</sup> Neighborhood Convening (Bring Your Neighbor Meeting)

- Review walk audit information
- Review and/or revise themes
- Begin possible strategies for themes

Month 7: 3<sup>rd</sup> Neighborhood Convening (Greater Neighborhood Meeting)

- Prior to meeting, press release to media sources identifying the neighborhood
- Review of strategies
- Develop work committees for strategies (such as naming committee, etc..)

Month 9-8: 1<sup>st</sup> Neighborhood Event

- Event planned by residents
- Examples include: Coffee and Rolls event, Block party, School carnival, etc..
- Strategy committees present ideas to neighborhood
- Vote to pick potential project?

Month 10-12: Preparation and Completion of Neighborhood Project

1<sup>st</sup> Year Goal: Completion of 1<sup>st</sup> Neighborhood Project

## Second Year Engagement

Monthly Check-in Phone Call/Email with Key Neighborhood Residents

Occasional meeting/event attendance – projects, concerns, etc...

Outsider/First Impressions Survey (Housing Commissioners/Collaboration Members)

New Homebuyer Survey (New homebuyers to the neighborhood/work with realtors)

Month 6: Baseline Neighborhood Survey Part two (random Selection)

## Third Year Engagement

Monthly Check-in Phone Call/Email with Key Neighborhood Residents

Occasional meeting/event attendance – projects, concerns, etc...

Outsider/First Impressions Survey (Housing Commissioners/Collaboration Members)

New Homebuyer Survey (New homebuyers to the neighborhood/work with realtors)

Month 6: Baseline Neighborhood Survey Part three (random Selection)