

1. ROLL CALL

The Housing Commission meeting was called to order at 4:00 p.m. with the following members present: Ryan Patton, Lucas Soltow, Angie Davenport, Nathan DeBerry, Lisa Gleason, Kelly Anne Lanham, Aubrey Patterson, Dan Rich, Jeff Thomson, and Anthony Finlay. Scott Cooley was absent. Diane Crabtree, Interfaith Housing Services; Adam Stewart, Neighborhood Coordinator; Steve Dechant, City Councilmember, and Julia Westfall, SCKEDD, were also present. Staff present were Jana McCarron, Director of Planning and Development; Amy Allison, Housing Program Coordinator; and Charlene Mosier, Planning Technician.

2. ELECTION OF OFFICERS & COMMITTEES

a. **Chair Person**

Gleason nominated Finlay to serve a second year as Chair. Soltow seconded the nomination. There were no other nominations. The commission unanimously approved Finlay as Chair.

b. **Vice Chair Person**

Finlay nominated Gleason to serve as Vice Chair. There were no other nominations. The commission unanimously approved Gleason to serve as Vice Chair.

c. **Neighborhood Committee**

Finlay asked for volunteers to serve on the Healthy Neighborhoods Initiative Committee. Deberry, Soltow, Gleason, and Davenport volunteered.

3. APPROVAL OF MINUTES

The minutes of the December 20, 2017 meeting were approved on a motion by Patton, seconded by Soltow, passed unanimously.

4. ANNOUNCEMENTS

a. **Down Payment Match & Zero-Interest Home Repair Loan Programs Update**

McCarron said the City Council considered the Housing Commission's recommendation for the Zero-Interest Home Repair Loan Program and Down Payment Match Incentive and approved all changes. The programs will continue, as approved, in 2018.

5. WRITTEN REPORTS

a. **Brush Up Hutch**

b. **Down Payment Match Incentive**

c. **Zero-Interest Home Repair Loan**

d. **Housing and Rental Registration Report**

The reports for the above-listed items were included in the agenda packet.

Dechant asked how many Brush Up Hutch cases were denied or cancelled. Allison said those indicated as cancelled were cancelled due to inactivity and that those applicants can re-apply in 2018.

Dechant requested an update on the inspections for the Rental Registration and Inspection Program. McCarron said the inspector's position is currently vacant, but applicants have been interviewed for the position. To date, over 1,800 units have been inspected and of those 765 resulted in violations. McCarron announced that City Council would like the Housing Commission to conduct an in-depth review of the program's outcomes to determine if the program should be continued in the future. Discussion ensued.

The Housing Commission requested that staff bring a review of program measures, including new measures identified as part of discussion, to the June Housing Commission meeting.

6. ORAL REPORTS

a. **Healthy Neighborhood Initiative**

Stewart provided an update. He said SW Bricktown will be working on a picnic shelter project with funds from the Health Foundation grant. Stewart met with the College Grove neighborhood and has scheduled six months of donuts in the driveway meetings that will be led by residents. They would also like to plan a block party for the National Night Out event. Stewart has conducted 16 of 25 interviews in Farmington. Staff has concluded the Farmington Block Walk and is preparing data for the next feature neighborhood selection.

Gleason said that the Kansas Leadership Center wrote an article on SW Bricktown. In addition, Hutch News showcased SW Bricktown as part of an article for United Way.

b. **Hutchinson Land Bank Update**

Allison said there were no updates.

7. NEW BUSINESS

a. **Infill Study Implementation Plan (McCarron & Allison)**

McCarron reviewed the Infill Study Implementation Plan. The plan recommends creating a new residential zoning district designed to accommodate properties in the infill area. The recommendations were reviewed as follows:

- Setbacks: 15-foot front yard, 7.5-foot side street front yard, 3 feet side yard and 10 feet rear yard. No comments.
- Lot coverage: 60 percent. No comments.
- Lot size: Reduce minimum lot width and minimum lot size. No lot depth requirement. No comments.
- Housing Types: Allow for unique design styles and accessory dwelling units (commonly known as granny flats). Soltow commented that all utilities and accesses to units should be placed in an easement.
- Easements: All utilities and access easements must be established for all units, where creative designs are used. No comments.

- o Parking Standards: Reduce all parking standards to one per dwelling unit. ADUs must have a dedicated parking space. No comments.
- o Accessory Structures Setbacks: 7.5 feet side street front yard, 3 feet side yard and 3 feet rear yard. No Comments.
- o Other: Multi-family permitted by right with design standards that reduce impacts to surrounding neighborhoods. Finlay said that some members may not want multi-family next door. Changed definition for "family" and "household" to match HUD standards. Allow for new metal accessory structures. Gleason liked this and suggested that the paint colors should match the house or remain neutral. Amend the Infill Incentive program to allow two and multi-family units to be eligible as well as allowing for administrative approval. No comments except those noted.

McCarron finished the review by showing the Commission the proposed areas for rezone once the R-6 zoning district has been established. Finlay suggested including the College Grove neighborhood due to similar development challenges as the other neighborhoods included. Housing Commission agreed.

The recommendations will be presented to Planning Commission on February 6<sup>th</sup> and City Council on February 20<sup>th</sup>.

b. **Residential Use Table (McCarron)**

McCarron asked the Commission to review the proposed Residential Use Table and send any comments to Planning Staff.

c. **Other Comments**

Dechant would like a review of RV parking requirements. McCarron said this will be done at the annual review of the regulations.

8. OTHER

- a. The next regularly scheduled Housing Commission meeting is Wednesday, February 28, 2018, at 4:00 p.m.
- b. Rich updated the Commission on the Townhomes at Santa Fe Place project. The units are now being offered for lease. He invited the Commissioners to tour the facility after the meeting.

9. ADJOURNMENT – The meeting adjourned at 5:25 p.m.

Respectfully Submitted,  
Charlene Mosier, Planning Technician

Approved this 28th day of February, 2018.

*Amy Allison*

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Secretary