

1. ROLL CALL

The Housing Commission meeting was called to order at 3:30 p.m. with the following members calling in via Zoom conference call: Roy Little, Steve Dechant, Marvin Mast, Kelly Anne Lanham, Ryan Patton, Jeff Thomson, and Lisa Gleason. Lucas Soltow, Angie Davenport, Nathan DeBerry and Dan Rich were absent. Julia Westfahl, SCKEDD, was also in attendance. Staff present were Ryan Hvitlæk, Director of Planning and Development; and Charlene Mosier, Planning Technician, and Izzy Rivera, Building Official.

2. APPROVAL OF MINUTES

The minutes of the February 24, 2021 meeting were approved with one change on a motion by Dechant, seconded by Mast, passed unanimously.

3. ANNOUNCEMENTS

a. None.

4. WRITTEN REPORTS

a. **February 2021 Housing Dashboard**

Hvitlæk reviewed the Housing Dashboard for February. There were 28 property maintenance investigations, 3 property maintenance violations, 11 rental investigations, and 16 rental violations. There was 1 new residential permit, 22 residential alterations and 4 house demolitions. There were no new housing program applications.

5. ORAL REPORTS

a. **Featured Neighborhood Report**

Stewart was not in attendance to give a report. Hvitlæk said there may be public meetings with SW Bricktown regarding a possible grant for the Woodie Seat overpass and how that may affect the neighborhood.

b. **Hutchinson Land Bank**

Hvitlæk said the Land Bank continues to work with the buyer of the Harvey Street property. There is a vacant property on North Plum that the Land Bank will consider as a donation.

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

Hvitlæk reported contractors are continuing to work with homeowners and there should be more updates next month.

d. **Update on COVID and Housing**

Hvitlæk said unemployment numbers have dipped with covid counts going down. Westfahl said KERA, (Kansas Emergency Rental Assistance) has begun taking applications and the software is not as user friendly as past grant applications. The process takes up to an hour and a half to fill out the application with the tenants and landlord. She has talked to the Landlords Association and has staff in her office to help walk-ins who need assistance filling out the application which must be completed on a computer, not a tablet or smart phone. Up to 15 months of assistance

is possible with this grant and three months of utility service. There are numerous requirements to be followed. There have also been commercials advertising this program. The Library may be willing to work with applicants to allow them use of library computers. Gleason said United Way funds are now depleted for covid assistance.

6. OLD BUSINESS

a. Approval of 2021-2023 Housing Action Plan

Hvitlæk reviewed the proposed outline for the 2021-2023 Housing Action Plan to guide the work of the Commission over the next three years. He said promoting ongoing IPMC compliance was added to the list.

- Create a standing Code Enforcement Committee for complex compliance cases so one letter is sent rather than multiple letters to the property owner.
- Complete the 2020 CDBG Housing Rehab grant and apply for another in 2022.
- Conduct a public education campaign on Land Contracts and support state legislation to regulate.
- Review existing housing programs for effectiveness.
- Conduct a housing conditions study in the City's Featured Neighborhoods.
- Enact Aging-in-Place Committee recommendations.
- Enact a neighborhood walking program with City staff and the Neighborhood Coordinator to observe issues and concerns in neighborhoods.
- Create a Developer's Roundtable.
- Revise Housing Program brochures.
- Promote the NRP program.
- Advocate for dedicated funding through sales tax renewal in 2024.
- Work with Land Bank to acquire construction plans for affordable homes that would fit on infill lots.
- Promote active and ongoing IPMC compliance.

Dechant suggested the Housing Commission become proactively involved in walking tours and driving through neighborhoods as a group or individually to assess the condition of housing in each neighborhood according to IPMC. This would be a way to see if improvements are noticeable and if current programs are producing results. He noted this includes more than just attending a monthly meeting. The Housing Commission took a group tour about five years ago during a regular meeting and it may be a good time to do this again. Mast said when he sees a property that is a blight to the neighborhood he reports it to the city to get it corrected.

Motion by Dechant, seconded by Mast to approve the 2021-2023 Housing Action Plan as stated, passed unanimously.

The City Council will review the 2021-2023 Housing Action Plan April 6 at 9:00 a.m.

HOUSING COMMISSION MINUTES
Meeting of Wednesday, March 24, 2021

7. OPEN COMMENTS

- a. Westfahl said there was training for staff to help with applications for the FHLB grant. There are currently 36 people on the waiting list.
- b. Rivera encouraged citizens to call in any concerns on properties for the Inspection Department to check.

8. OTHER

- a. The next Housing Commission meeting is scheduled for April 28 at 3:30 p.m. Patton will need to lead that meeting in the absence of Gleason that day.

10. ADJOURNMENT – The meeting adjourned at 4:09 p.m.

Respectfully Submitted,
Charlene Mosier, Planning Technician

Approved this 28th day of April, 2021.



Secretary

Ryan Hvitlök, AICP, CFM

Director of Planning & Development