



CITY OF TOPEKA

Planning & Development Department
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TO: Governing Body Members
FROM: Rhiannon Friedman, Interim Planning & Development Director
DATE: February 28, 2023

RE: Dultmeier-Rollenhagen LLC Rural Housing Incentive District (RHID) Application & Process

Included in the March 14, 2023, Governing Body meeting agenda packet, you will see a pre-application for a Rural Housing Incentive District (RHID) from Dultmeier-Rollenhagen LLC.

Staff is requesting approval of the Governing Body to submit the resolution to the Kansas Department of Commerce. This is the first step in the approval process. The RHID program calls for a Commerce review and approval of a proposed district prior to local consideration. Should the Department of Commerce approve the creation of the district proposal, a final more comprehensive project plan application will be presented to the Governing Body for approval.

Process steps are as follows:

1. Applicant submits district creation pre-application. Staff reviews to ensure the district meets the requirements of statute and the City's RHID Resolution requirements. If it does, a resolution is prepared regarding the findings and sent to the Governing Body.
2. Governing Body votes to send resolution to the Kansas Department of Commerce for consideration. Commerce approves or denies the creation of the district.
3. If Commerce approves the district creation, the applicant submits a project plan to the City. An internal RHID panel reviews the final, comprehensive project plan application, and submits to the Governing Body for consideration.
4. Governing Body votes on project.