

**WASHINGTON COUNTY**  
**MULTI-JURISDICTIONAL COMPREHENSIVE PLANNING ADVISORY**  
**COMMITTEE**  
**MINUTES OF OCTOBER 24, 2007**

The meeting was called to order by Heinen at 6:15 p.m. at the Washington County Public Agency Center in Rooms 1113 A/B. Those present included:

Ron Heinen, Vice-Chairperson.....	Town of Barton
Brian Bausch .....	Washington County Board Supervisor
Daniel Knodl .....	Washington County Board Supervisor
Ron Hefter .....	Town of Addison
Brad Bautz.....	Town of Erin
Paul Metz.....	Town of Germantown
Jim Bennett.....	Town of Hartford
Willard Heppe .....	Town of Polk
Ed Doerr .....	Town of Trenton
Leander Herriges.....	Town of Wayne
Jerry Priesgen .....	LUT Work Group Chairperson
Chris Kuehn .....	HUED Work Group Chairperson
John Schultz .....	Town of Trenton Citizen
David Nixon .....	UWWC
Barb Renkas .....	Town of West Bend Citizen
Michael Heili.....	Village of Newburg
John Wald.....	DNR Park & Recreation
Scott Mathie .....	Metropolitan Builders Association

**Excused:**

Mathew Heiser, Chairperson .....	Village of Kewaskum
Ralph Eisenman .....	Town of Farmington
Ellis Kahn.....	Town of Kewaskum
Phil Beitz .....	Village of Newburg Citizen
David Baldus .....	ANCR Work Group Chairperson
Dave Johnson .....	Non-metallic Mining Representative

**Absent:**

Ann Enright.....	Washington Board of Realtors
Mike Becker .....	Farm Bureau
Shawn Graff .....	Ozaukee Washington Land Trust

**Staff**

Nancy Anderson.....	Chief Planner
Southeastern Wisconsin Regional Planning Commission	
Robbie Robinson.....	Planner
Southeastern Wisconsin Regional Planning Commission	
Chris Parisey .....	Planner
Southeastern Wisconsin Regional Planning Commission	
Josh Glass.....	Planner
Washington County Planning and Parks Department	
Joanne Wagner .....	Office Manager
Washington County Planning and Parks Department	

**FIRST ORDER OF BUSINESS:** Call Meeting to Order/Review Agenda

Heinen called the meeting to order at 6:15 p.m.

**SECOND ORDER OF BUSINESS:** Approval of minutes

**Motion by Heili, seconded by Bennett to approve minutes of September 26, 2007 with no additions or corrections. Motion carried.**

**THIRD ORDER OF BUSINESS:** Update on Housing, Utilities and Community Facilities, and Economic Development (HUED) Workgroup

Glass stated that a quorum was not present at the October 10<sup>th</sup> HUED meeting, thus no action was taken. HUED reviewed Chapter X - Housing Element, and discussed the possibility of changing the wording in the 1<sup>st</sup> program on page 28. HUED contemplated changing the language from "study the possibility of creating" to "create". The group decided not to make this change in the wording, as it could result in an obligation to actually create this council and they did not wish to make such an obligation at this time.

**FOURTH ORDER OF BUSINESS:** Dispute Resolution Subcommittee Update

Glass stated that at the last Dispute Resolution Subcommittee meeting, an update was given on the meetings with the local governments. Overall, the local governments have been quite receptive to the idea of a dispute resolution forum. Glass stated that the subcommittee also reviewed a draft version of the overall dispute resolution description and reviewed the first draft of the bylaws and procedures. The next meeting is scheduled for November 14<sup>th</sup> at 6:00 p.m. and the group will be reviewing the second draft of the bylaws and also reviewing the administrative procedures.

**FIFTH ORDER OF BUSINESS:** Review Status of Local Land Use Maps

Glass referred the Committee to the spreadsheet handout (see attached) which presents the status of local governments' 2035 Land Use Plan maps. Bennett asked how individual municipalities' maps would vary from the overall County Land Use map. Anderson explained that there needed to be a set of standardized Land Use designation categories because the local maps are very different from each other. Local government maps need to be categorized in a uniform way to work as a County Plan. The County Board passed a resolution in 2004 requiring local government future land use plans to be in substantial agreement with the Regional Plan in order to be incorporated into a County Plan. There will be public hearings held to review the Comprehensive Plan draft versions of the land use plan maps for the local governments. Further discussion ensued regarding the public hearing process to review the local government plans.

**SIXTH ORDER OF BUSINESS:** Approval of Chapter X - Housing Element

Anderson reiterated that HUED has reviewed the full chapter and the MJAC reviewed Parts 1, 2 & 3 back in February. Changes that have been made to those parts are underlined and crossed out. Part 4, Recommendations, is new information categorized by issue and listed as goals, objectives, policies, and programs. These are intended to be activities for the County to administer since this is a County plan. Following each set of recommendations for the County, is a section entitled "Local Government Recommendations" which are recommended actions for local governments to consider as they develop their comprehensive plans. Due to comments previously provided by the Committee, the "Local Government Recommendations" heading would be changed to "Suggestions for Local Government Consideration When Developing City, Town and Village Comprehensive Plans." Schultz suggested shortening the wording to "Suggestions for Local Governments." With no further comments, Anderson stated that will be done.

Anderson reviewed information regarding affordable housing and handed out information regarding group homes and community based residential facilities (see attached). SEWRPC staff was previously asked to look at existing local zoning ordinances to see if they are consistent with State Statutes regarding group homes. SEWRPC fulfilled the request and compiled the information on a handout to be distributed later. Further discussion regarding statutes for group homes ensued.

Anderson began to review the recommendations.

Concern was expressed about the first program on page 28. As Glass previously indicated, this program was discussed by the HUED Workgroup. Glass stated that yesterday the Technical Advisory Committee (TAC) passed a motion to change the language in this program from “Study the possibility of creating a County Housing Council...” to “Create a County Housing Council...” Bennett stated that he was concerned about the change in wording and how it affects the overall scheme of things in providing housing in the County. Bennett believed that there are sufficient services operating within the County (i.e. municipalities already have building inspection and fire departments in a lot of the communities) and it appears that we are adding another level of regulation that doesn't need to be there. Anderson stated that this is not so much regulation as a body that would help provide housing. Bennett asked Bausch if he wants another layer of regulation within the County. Bausch asked Glass about the rationale of this change having been made by the TAC. Glass stated that TAC believed enough studies had been done and this should now be a “go”. Bennett repeated concern stating that there are already channels in place for things like dilapidated housing, fire issues and landlord problems. Nixon stated concern about the last sentence in the program text, specifically the reference to landlord problems. Mathie suggested striking the sentence and stated that he was not sure if he is in support of creating such a council but would be more in line of supporting a study further establishing what this body would do.

**Motion by Mathie, seconded by Bennett to remove the last sentence in the program text which states “The council would also serve as a countywide forum with multi-jurisdictional communication to manage housing issues such as landlord problems, health and fire hazards, and dilapidated housing”. Motion carried unanimously.**

**Motion by Heili, seconded by Nixon to keep “study” in the wording rather than changing the wording to “create”. \*Motion rescinded.**

Discussion ensued regarding who will be doing the “study” mentioned in this section. Bennett suggested sending this back to HUED for further clarification on this study and how it will be implemented. Bennett was concerned about the lack of a mission statement for the council. The Committee discussed how this council could pull all of the existing programs and policies together under an umbrella agency. Mathie & Bennett asked if there was a way to put this on hold and talk to some of the housing agencies non-profit groups in Washington County (i.e. Housing Consortium), and discuss the information maintained. Discussion ensued regarding the fact that some County Staff would probably need to devote time to this Council, which would take away from other County functions. **\*Heili rescinded his previous motion.** Mathie repeated the suggestion to put this on hold and talk to the Housing Consortium and any County operated, subsidized housing sources; identify the different sources available in the County for subsidized housing; and requested staff to gather available funding information for affordable housing within the County.

Anderson referred the Committee to Part 2 of the chapter which includes an inventory of such programs and agencies and stated that staff has already done a comprehensive inventory of what programs are currently available. Anderson reiterated that programs are scattered and implemented by so many different agencies, and the idea was to have some centralized committee or council that tries to organize them all and put together a housing program for the County. Mathie stated that since we have this information, County Staff should find a place on the website that deals with affordable housing. Discussion followed regarding the idea that the Planning Division should act as a “clearing house” for developers in working on affordable housing.

**Motion by Mathie, seconded by Doerr to take the information on affordable housing programs that are listed in Part 2, Chapter X and find a spot on the County's website which would create an online clearing house for that information, with contact information. Motion carried.**

Bennett requested to send this back to HUED for further clarification of their intentions regarding this study and creating the umbrella agency.

**Motion by Bennett, seconded by Herriges to send this back to HUED for further clarification. Motion carried.**

Bennett stated concerns with the first program on page 30 (Study the establishment of a County housing trust fund that would use dedicated public funds to increase the availability of affordable housing in Washington County). Anderson described similar studies in other Counties and why work groups have suggested these studies. Knodl stated that the idea of adding more agencies will be met with opposition from the Planning, Conservation and Parks Committee.

Further discussion ensued about numerous items of concern with the individual policies and programs listed on upcoming pages of the Chapter.

**Motion by Bennett, seconded by Doerr to table further discussion of Chapter X until the next Multi-Jurisdictional Advisory Committee (MJAC) meeting after HUED meets again, which would be in February. This allows the MJAC to study the chapter further and get a better understanding, and HUED would have instruction to clarify the recommendations in this Chapter for the MJAC.**

**Amendment to Motion: Motion amended by Nixon, seconded by Doerr requesting HUED to reconsider their recommendation with an eye toward the extensive policy implications with particular attention to the following:**

**Policy: Seek to provide about 20 percent of all housing units in 2035 for affordable housing for extremely low, very low, low and moderate income households.**

**Program: Study the establishment of a County housing trust fund that would use dedicated public funds to increase the availability of affordable housing in Washington County.**

**Program: Study the establishment of a County program to offer down payment and mortgage assistance for a limited number of first-time homebuyers per year who would not be able to obtain conventional financing.**

**Program: Consider providing County tax credits for the development of smaller homes or multi-family residences to support low-income and moderate-income housing.**

**Program: Establish a countywide residential development monitoring system which tracks the number of housing units by type and cost added in each community within the County annually and share the results with each community on an annual basis.**

**Evaluate whether these entities exist currently outside of the recommendation itself. Motion carried.**

**SEVENTH ORDER OF BUSINESS: Update on Local Government Plan Chapters**

Anderson reviewed a proposed schedule for completion of draft chapters for the 10 local plan reports being prepared by SEWRPC, and a table regarding comments received from local governments for chapters that had been completed and sent out. Anderson requested local governments to please fax or e-mail copies of plan commission and town/village board minutes at

which the plan chapters are reviewed, so SEWRPC is aware that the chapters have been approved, and also if there are changes that need to be made. She stated that SEWRPC staff would attend local meetings to review plan chapters on request.

**EIGHTH ORDER OF BUSINESS:** Intergovernmental Workshop Report

Glass reviewed information about the Intergovernmental Cooperation Workshop held at Fair Park on Oct. 9<sup>th</sup> and described the activities and presentations at that workshop.

**NINTH ORDER OF BUSINESS:** Implementation Workshop

Glass informed the Committee that an implementation workshop will be held on Dec. 6, 6:30 to 9:00 p.m. at Riveredge Nature Center in Newburg. It will be a joint workshop between Washington and Ozaukee County in conjunction with SEWRPC and UW-Extension. Glass explained that the workshop is intended to inform government officials about the types of actions they may want to take to implement the goals, objectives, policies, and programs outlined in their comprehensive plans, and the requirement in State law for consistency between local plans and ordinances by January 1, 2010. Glass gave an overview of what will be presented and stated that informational brochures will be mailed out to the Committee soon.

**TENTH ORDER OF BUSINESS:** Public Comment

Bennett asked Knodl for a summary of what was discussed at PCPC earlier in the day regarding comprehensive planning. Knodl summarized what was discussed regarding Chapter VIII (Agricultural, Natural, and Cultural Resources Element). Bennett asked if it was necessary to exchange dialogue between PCPC and the MJAC. Anderson stated there has been a suggestion for MJAC minutes to be provided to the workgroups, and PCPC minutes provided to the Advisory Committee, and thinks this would be a good way to keep the various committees informed about decisions made as plan chapters move through the review and approval process.

Mathie announced there is a Community Development Symposium on Nov. 6<sup>th</sup>. This is a kickoff event for upcoming Plan Commissioner training. He has flyers if anyone is interested. This will be held at Brookfield Suites on Moorland Road in Brookfield (old Embassy Suites).

**ELEVENTH ORDER OF BUSINESS:** Upcoming Meetings

Glass stated that the next meeting date scheduled for the MJAC is December 18<sup>th</sup>. Chapter IX (Land Use Element) and Chapter XI (Transportation Element) will be reviewed. There will be an update on the conflict resolution subcommittee, a review of the Comprehensive Plan Glossary, and a review of PCPC's comments regarding the Housing chapter.

**TWELFTH ORDER OF BUSINESS:** Adjournment

**Motion by Knodl, seconded by Bausch to adjourn. Motion carried. Meeting adjourned at 7:55 p.m.**

Respectfully Submitted,

Debora Sielski  
Assistant Administrator for Planning

Approved by \_\_\_\_\_  
Mathew Heiser, Chairperson

Date \_\_\_\_\_