

WASHINGTON COUNTY
MULTI-JURISDICTIONAL COMPREHENSIVE PLANNING
HOUSING, UTILITIES AND COMMUNITY FACILITIES, AND ECONOMIC DEVELOPMENT
WORKGROUP
MINUTES OF NOVEMBER 28, 2007

The meeting was called to order by Kuehn at 6:00 p.m. at the Washington County Public Agency Center in Rooms 1113A/B. Those present included:

Workgroup Members Present:

Chris Kuehn, Chairperson	Town of Wayne
Joe Gonnering, Vice Chairperson.....	Washington County Board Supervisor
Gary Karnitz	Town of Addison
Dave Kainz	Town of Hartford
Allen Hron	Town of Kewaskum
Brad Bautz	Town of Erin
Gary Schreiber.....	Town of Farmington
James Nowakowski	Village of Germantown Citizen
James Arens Jr.....	Town of Germantown
Bruce Wilk	Workforce Development Board
Theodore Merten	Town of Polk
Jerry Gilles	Village of Kewaskum
Mike Komro	Town of Trenton
Michael Heili	Village of Newburg
Ken Heins	Kettle Moraine Applied Manufacturing Cluster Council
Jack Caldwell	Washington County Economic Development Corp.
Kori Schneider.....	Fair Housing Council
Carol Biersach	Slinger Housing Authority Director

Excused:

Andy Gumm	Utility Representative & EDAC Member
Kris Turner	Town of Barton

Absent:

Richard Bertram	Washington County Board Supervisor
Claire Fowler	Town of Erin Citizen
Brian Dasher	School District Representative

Staff:

Deb Sielski	Assistant Administrator for Planning
Washington County Planning and Parks Department	

Joshua Glass	Planner
Washington County Planning and Parks Department	

Robbie Robinson	Planner
Southeastern Wisconsin Regional Planning Commission	

Kelly Hahm	Administrative Secretary
Washington County Planning and Parks Department	

Others in Attendance:

Jim Bennett.....	Multi-Jurisdictional Advisory Committee
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FIRST ORDER OF BUSINESS: Call Meeting to Order/Review Agenda

Kuehn called meeting to order and reviewed agenda.

Motion by Heins, seconded by Gonnering to approve the agenda. Motion carried unanimously.

SECOND ORDER OF BUSINESS: Approval of September 12, 2007 Minutes

Motion by Heili, seconded by Kainz to approve the minutes from September 12, 2007. Motion carried unanimously.

THIRD ORDER OF BUSINESS: Review Concerns Raised by Multi-Jurisdictional Advisory Committee and Approval of Draft Chapter X – Housing Element

Sielski explained at the workgroup's last meeting on October 10, 2007, a quorum was not present, therefore no formal business was conducted, but Anderson did present the Housing Element Chapter. The Washington County Technical Advisory Committee (TAC) reviewed the Housing Element Chapter at its October 23, 2007 meeting. Sielski explained the TAC's recommendations for the chapter, included changing language to "create a County Housing Council". Sielski further explained that the Multi-Jurisdictional Advisory Committee (MJAC) reviewed the Housing Element Chapter at its October 24, 2007 meeting. Sielski stated she was unable to attend this meeting but explained the concerns raised by the MJAC regarding the chapter and the action that was taken. The MJAC requested clarification on the duties of a County Housing Council, expressed concern about many of the policies and programs referring to affordable housing, and motioned to send the Housing Element Chapter back to the Housing, Utilities and Community Facilities, and Economic Development (HUED) Workgroup before MJAC approval.

Sielski explained that representatives from the MJAC, TAC and HUED met on November 19th to talk about the housing issues which were discussed at the MJAC on October 24th and provided recommendations for the HUED workgroup to consider. The recommendations for the housing issues are outlined in the memo. (See Attached).

Item 1

Discussion ensued regarding Item 1 - Program: Study the possibility of creating a County Housing Council to address housing issues. (Page 28, 1st program)

Sielski explained that the workgroup could keep the original program as is, eliminate the program from the chapter, or replace it with one of the two programs listed. Bennett briefly explained the MJAC's thought process behind its recommendation, stating that the MJAC was in favor of a website serving as a clearing house for housing information. Discussion ensued regarding County authority.

Schneider commented that the body to be created does not need to be a regulating entity, but instead a non-regulating body, and there should be a coordinating body at the County level. Discussion ensued regarding landlord-tenant issues. Sielski explained that the idea for a clearinghouse website originated from the fact that tenants often contact the Health Department with issues. Biersach mentioned that the County may want to re-explore the idea of a County Housing Authority.

Motion by Caldwell, seconded by Gonnering to delete the Program on Page 28 and replace it with the following: "Program: Utilize the County website as a clearinghouse for housing information by providing information on the housing programs outlined in Part 2 of this chapter, contact information and links to appropriate agency websites including contact information for agencies that deal with landlord-tenant issues." Motion carried. (Gilles and Schneider opposed)

Sielski asked everyone to keep in mind that we are working on a plan that goes to the plan year of 2035, so even if the funding source or staff are not currently available, it may be provided in the future with appropriate committee approval.

Discussion ensued regarding the Home Consortium. Gonnering explained that the Home Consortium does give updates to the County Board or related committees. Kuehn asked the Committee if they would like to make any changes to the second program listed under Item 1. Heins suggested replacing “Request” with “Recommend” at the beginning of the second program under Item 1.

Motion by Schneider, seconded by Caldwell to recommend the second program listed and to change “Request” to “Recommend,” replace “the Home Consortium” with “that an appropriate housing agency,” and add the word “allowing”. The new program will read as follows: “Recommend that an appropriate housing agency give annual reports to the County Board regarding the challenges facing Washington County with respect to affordable housing, including specific issues of low income housing, local communities’ policies for allowing low income housing, and issues facing the aging population. The appropriate housing agency should identify ways in which the County Board can address these issues.” Motion carried unanimously.

Item 2

Sielski reviewed Item 2 and discussion ensued.

Motion by Schneider, seconded by Caldwell to approve both policies with the addition of “based on appropriate land uses from each community’s adopted land use plan” to the end of the policies.

Discussion ensued regarding amending the motion to replace “affordable” with “30% of household income” in the second policy.

Motion by Schneider, seconded by Caldwell to amend the motion as suggested. Motion carried.

Motion by Schneider, seconded by Caldwell to accept the amended motion. The first policy will read as follows: “Seek to provide sufficient housing so all income levels can afford housing utilizing a maximum of 30% of their household income based on appropriate land uses from each community’s adopted land use plan”. The second policy will read as follows: “The County Board recommends that cities, towns, and villages consider the anticipated wages for workers associated with new commercial and industrial projects as they are reviewed by the plan commission and governing body. Communities should make every effort that applications for new residential subdivisions, condominiums, and apartments include housing which utilizes a maximum of 30% of household income for workers in new jobs to be located in the community based on appropriate land uses from the community’s adopted land use plan.” Motion carried unanimously.

Items 3 and 5

Sielski reviewed Items 3 and 5 and explained that the group the met on Nov. 19th believed they should be combined as listed. Discussion ensued.

Motion by Heili, seconded by Caldwell to approve the program as presented with the addition of “/or”. The program will read as follows: “Study the establishment of a County housing trust fund that would use a dedicated funding source to increase the availability of affordable housing in Washington County and/or study the establishment of a County tax credit for the development of smaller homes or multi-family residences to support low-income and moderate-income housing. Once the studies are complete and funding available, these programs must be reviewed and approved by the appropriate County Board liaison committee and the County Board of Supervisors.” Motion carried unanimously.

Item 4

Sielski reviewed Item 4 and discussion ensued regarding the need to keep this program. Biersach explained that funding changes over time and that the workgroup should keep this program in case other funding sources become available so we don't limit ourselves if current funding is eliminated.

Motion by Heins, seconded by Heili to recommend the fourth program listed as originally stated but replace "County" with "housing assistance".

Heili suggested adding "As needed" before "Study".

Motion by Heili, seconded Heins to amend the original motion adding "As needed" to the beginning of the program. Motion carried unanimously.

Motion by Heili, seconded by Heins to approve the amended motion. The program will read as follows: "As needed, study the establishment of a housing assistance 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." Motion carried unanimously.

Item 6

Sielski reviewed Item 6.

Motion by Caldwell, seconded by Heili to recommend the program as follows: "Continue to monitor countywide residential development 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. Motion carried unanimously.

FOURTH ORDER OF BUSINESS: Update on Multi-Jurisdictional Advisory Committee Approval of Draft Chapter XIII – Economic Development Element

Sielski briefly updated the workgroup on action recently taken by the MJAC regarding proper notification of workgroups when chapters are approved. (See Attached).

FIFTH ORDER OF BUSINESS: Public Comment

Robinson reviewed "Requirements for Community Based Residential Facilities" handout. (See Attached).

FIFTH ORDER OF BUSINESS: Discussion Regarding Upcoming Meetings

Kuehn stated he will be unable to attend the December 18th MJAC meeting and requested someone from HUED represent the workgroup for him. Schneider volunteered. Gonnering will be an alternate.

Sielski invited workgroup members to attend the Multi-Jurisdictional Comprehensive Plan Implementation Workshop on December 6, 2007. (See Attached). Sielski added that the next workgroup meeting is January 9, 2008 and is expected to be its last.

SIXTH ORDER OF BUSINESS: Adjournment

Motion by Heili, seconded by Schreiber to adjourn. Motion carried unanimously. Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Debora Sielski
Assistant Administrator for Planning

Approved by _____
Chris Kuehn, Chairperson

Date _____