



VIRTUAL HOUSING COMMITTEE MEETING

TUESDAY, APRIL 22, 2025, 11:00 AM

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

Deviations from agenda order may occur

For additional information visit www.sisterbaywi.gov and click on Meetings

1	Patrice Champeau - Chairperson	2	Gustavo Gallardo
3	Razvan Ciobanu	4	Lauren Aurelius
5	Lori Allen	6	Kay Smith
7	Marissa Downs		
	<i>Julie Schmelzer – Village Administrator</i>		

AGENDA

1. Call to Order & Roll Call
2. Approve Agenda
3. Approve Meeting Minutes: January 28, 2025
4. Presentation: Greg Cops of LinkedLivingHomes.com
5. Discussion/Action Items
 - a. Proposed Zoning Code Changes
 - b. RFP for Multi-Family at Northwoods and Ava Hope
 - c. Continue Discussion on Housing Model
 - d. Discuss Request to Confirm Funding
6. Set Meeting Schedule & Topic(s)
7. Adjournment

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, and 8 a.m. to noon on Fridays).

The Village of Sister Bay is an Equal Opportunity Provider and Employer.

POSTED DATE/SIGNATURE _____

VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)
MEETING MINUTES
TUESDAY, JANUARY 28, 2025
(PENDING)

1. Call Meeting to Order & Roll Call

Chair Patrice Champeau called the meeting to order at 11:00 a.m.

Present: Chair and Trustee Patrice Champeau, Lauren Aurelius, Razvan Ciobanu, Gustavo Gallardo, Kay Smith

Absent: Lori Allen, Marissa Downs

Staff: Administrator Julie Schmelzer

Others: Louise Howson, Susanne Miller

2. Approval of Agenda

Motion by Gallardo, second by Smith, to approve the agenda as presented. Motion carried unanimously.

3 & 4. Approve Minutes & Notes

Motion by Smith, second by Aurelias, to approve the minutes from the January 7, 2025, meeting and recognize the notes from the December 3, 2025, meeting. Motion carried unanimously.

5. Comments, Correspondence and Concerns from the Public

Downs was unable to attend the meeting but did provide written comments about matters being discussed. She indicated she agreed with much of what was provided in the housing model questionnaire (in the meeting packet), but did not feel the committee was ready to provide all the answers in that some decisions cannot be made until more is known about the budget and costs involved. The written comments were read and made part of the record.

A letter from Meg Ziegelman, who attended the previous Housing Committee meeting, submitted a letter commending the committee on the work being done.

6. Discussion/Action Items

a. Draft Preliminary Housing Model

The committee was given a summary of the comments and recommendations made to date by the committee and asked members to discuss them and try to narrow down what they believed should be included in a draft housing model. (The questions asked, and committee's responses, are attached to these minutes.)

b. Review Housing Plan and Recommended Code Changes

Schmelzer shared information about the one-, two-, and three-bedroom affordable home plans Portside Builders had drawn for the committee. Based on the drawings, it was evident the current R-4 zoning regulations would not accommodate a small home of even 700 sq. ft., even if the garage were located behind the home. In the R-4 district, in order to fit a small home with a garage behind it, the R-4 standards will need to be revised. An overview of the regulations and recommended changes were

1 discussed and it was the consensus of the committee that the Plan Commission needed to propose
2 amendments addressing home size, lot width, area and setbacks for the R-4 district.

3 **7. Discussion Regarding Matters to be Placed on a Future Agenda, Referred to a Committee, Official**
4 **or Employee**

5 The committee anticipates the Housing Partnership will have more information about the revisions
6 they are making to their model's formula and that information will be shared with the committee.

7
8 **7. Set Meeting Schedule & Topic(s); Speaker Invite List.**

9 Schmelzer will try to arrange for a speaker that can present on new or alternative housing ideas the
10 committee has not yet considered.

11
12 **8. Adjournment**

13 Motion by Smith, second by Gallardo, to adjourn. Motion carried unanimously. The meeting was
14 adjourned at 12:43 p.m.

15
16 Respectfully submitted,
17 Julie Schmelzer, Acting Recording Secretary
18
19

HOUSING MODEL DISCUSSION

(Jan. 2025)

Below is information from various Housing Committee meetings, as well as comments made at those meetings that may or may not affect policy. On the are the comments or ideas brought up at the various meetings, which were also discussed at the January 2025 meeting. The right column, with red font, is what was proposed at the January 2025 meeting.

Idea/Discussion	Recommend?
9/17/24 – a. Village should begin addressing affordability by developing Wiltse site w/ both homes and apartments. b. Does this include duplexes and townhomes? c. Start with 20 homes and see how it goes. d. Ava Hope/Northwoods should be multi-family. e. We need senior housing. f. On Wiltse only a portion of the lot (<38 acres) can be served. Just develop that portion, or, don't develop it until the whole 56-acre site can be served?	a. Yes. Primary housing units on Wiltse – 20% of them should be at 80% LMI, and market rate up to 120% LMI. Start by developing Northwoods and Ava Hope – need an RFP. b. Both c. No, pursue Development Agreements and see what developer can offer. d. Schmelzer proposed a model whereby the parkland be included in the development site so it can be used to meet density requirements. Committee members supported the idea, agreed Development Agreements should be required, and see what a developer can offer. e. Yes, but not top priority since they can rent/buy other units proposed. This can be focused on at a later date. f. Only focus on what can be served. Other land set aside for future needs.
9/24/24 – a. Habitat can offer loans at 0% for those denied a conventional loan.	a. Offer them lots as requested – if they need them, we will have some available, but we should not tie up lots if there is not a demand.
10/14/2024 – a. Village should research the ability to put deed restrictions on private lots. (An attorney we contracted with a few	a. Yes, make sure restrictions are legal.

years ago determined we couldn't, but this could be revisited with a different real estate attorney.)	
10/22/24 – a. Should the village model (for homeownership on village lots) limit resale value to a 1% increase? Is that annually? Plus the value of any improvements? (Called a 'value added policy')	a. No, do not limit resale to a 1% increase. Follow resale formula in HP model, which is being revised at the current time.
b. Should we limit our lot sales to those whose mortgage and costs do not exceed 30% of the AMI?	b. 30%, but the lender typically checks that. We should look at income restrictions; 120% AMI.
11/12/2024 -a. Should we recommend the Village reduce their minimum lot size and setback requirements to fit the home design?	a. This should be reviewed by Plan Commission.
b. After the infrastructure/lot is 'paid back' through the taxes, or some other period of time (to be determined), should the resale limitation (if any) and employment restrictions (if any) be lifted?	b. Look at the purpose of the program. Tax on improvements only, or, tax on the lot and improvements. Once calculated, which formula keeps the housing affordable? Won't know until we know all development costs and projected taxes. Concern: Will taxes price them out, make the homes not affordable?
c. Should we limit sales to those employed in the county? Village? Or limit to those currently residing in the village? Or start by limiting it to those living in the village, and once demand is met, offer sales to those who may not live in the village, but work in the village?	c. Phase. 1 st – Those that live here. 2 nd – Those that live and work here.
d. Should we have a deed restriction stating the property can never be used as a short-term rental?	d. STR restriction required. No long-term restriction limiting home to owner occupied only – people may need to rent it out someday.
e. Should property be marketed and sold to developers, or, should the village install the infrastructure and sell the lots to those with a contract to build?	e. Less expensive development costs if village installs infrastructure and sells lots to buyer and requires contract to build on sold lot.
f. Should we involve realtors?	f. No.
g. Who decides to sell/accept the offer to whom?	g. Vetted by Housing Committee; referral to Board

h. Should there be a Development Agreement with the builder whereby he is required to build x number of homes, at x price, per approved plans? How many years to build them? X per year? i. Should there be a special clause for those who have an emergency and have to sell? Or no longer work in the village? j. Can the lots/homes be sold as second homes? Or, can they only be used as a primary residence? 12/3/2024 – a. Telluride example: x per cent of lots offered to x AMI? b. Should we allow for a first right of refusal for certain demographics/occupations, such as teachers or nurses? c. Should we have a list of preferred lenders we know understand the program and strive to make the deal?	h. Leave to developer to propose what they can do, and require a Development Agreement. Deadline needs to be set by village to ensure homes are built on the village's investment. i. Yes, need an emergency situation clause, but that clause language needs to be discussed yet. j. No second homes or rental homes. Must be owner's primary residence. a. 120% AMI = 10% of the lots 100% AMI = 20% of the lots 80% AMI = 50% of the lots 60% AMI = 20% of the lots (What a person can afford decreases as the AMI % decreases) b. No. c. Yes.
1/7/2025 – a. Do we want to prioritize who we sell to? b. Who monitors the deeds? c. Does the percent AMI include income and assets? d. If we require an occupant to be a village employee, is that FT? What happens if they lose their job or switch to PT?	a. Yes, but make sure its legal first. b. Title company (would need to be paid). c. Can't own other property. Assets can't exceed 140% of annual income (Crested Butte was 140%). d. FT preferred; PT on waiting list. Need to decide if PT with children impacts priority status.

e. Should appreciation/sale price be able to increase by 3% a year? Or the 1% discussed earlier?	e. HOLD – needs more discussion
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- Apartments:

Assuming we gift the land like we would a home, what would be the expectation? Certain number of units all at a max rent? Only market rate and lock them into that rent? Max density? Only sell to developers who sign a development agreement whereby we approve max units at lowest locked in rents? Only sell if using multiple financing packages? Required to use WHEDA tax credits? Does this apply to the property at Ava Hope and Northwoods too? Only consider surface parking and other examples we saw to keep rents low? **Need rent restrictions based on income. Need tiered apartments – AMI 60-120%. Cannot be more than 30% of the 60-120% AMI. Max rent should be the 30% tier.**

- Townhomes:

Require both townhomes for sale and some for rent? 50%? Limit who they rent to?

- Duplexes:

Duplexes treated the same as single family residences?

- ADUs: **Revisit in future – not appropriate for Wiltse at this time.**

Recommend we once again allow ADUS but only with a minimum 6 month lease? To a resident ? Required to work in the village?

- Zoning Incentives:

Recommend revision to the current zoning incentive? They read: **Not at this time**

Sec. 66.1025 Impact on Housing Stock

(1) Purpose.

The purpose of these regulations is to ensure that commercial projects that create employment opportunities for area residents also address the shortage of employee housing and create housing opportunities given the seasonal nature of employment in the Sister Bay area.

(2) Definition.

For the purposes of this section:

- (a) The term “housing” shall include dwelling units or rooms in hotels, motels, inns, single-family housing and apartments that are in compliance with the zoning code and if applicable, properly licensed by the State of Wisconsin.

(3) Applicability.

The following standards apply to:

- (a) All new developments in the B-1, B-2 and B-3 Districts.
- (b) Projects in the B-1, B-2 or B-3 Districts that require a Certificate of Compliance.

(4) Requirement.

As a condition of site plan and zoning approval, the Plan Commission shall review the employment being created by the project. The Plan Commission may give consideration to offsetting some of the required employee parking if employee housing dwelling units are created on site. The Plan Commission may give consideration to offsetting some of the required open space to a maximum credit of 5% if employee housing dwelling units are created on site. (*Amended Ordinance 163-030910*)

Sec. 66.1030 Impact on Workforce Housing

(1) Purpose.

The purpose of these regulations is to ensure that residential projects address the need for workforce housing.

(2) Applicability.

The following standards apply to new developments in the R-2 District.

(3) Requirements.

As a condition of site plan and zoning approval, the Plan Commission shall review the number of housing units being created for the project. If the Plan Commission determines that the need for workforce housing remains as outlined in Chapter 3 and 4 of the 2003 Comprehensive Plan and as defined in Sec. 66.0314, then the Plan Commission may make certain adjustments to the density requirements delineated in Sec. 66.0312. The Plan Commission may increase the overall project unit density by 0.2 units for each dwelling unit that meets the requirements of workforce housing. (*Amended Ordinance 163-030910*)



STAFF REPORT – R-4 LOT STANDARDS

Date: April 22, 2025

Board/Committee: Housing Committee

Re: Proposed Code and Map Amendments

Author: Julie A. Schmelzer, Village Administrator

At our last meeting we discussed the size of the homes shown on the plans received from Portside Properties, and the fact that the current R-4 zoning regulations wouldn't allow for the small homes to be built. We reviewed a lengthy staff report and recommended the Plan Commission propose revisions to allow for smaller homes to be built in the R-4 district. The Commission discussed the report and recommendations in March. Below summarizes our recommendations and what the Plan Commission will be considering on April 22 at 5:30 pm.

Amend Sec. 66.0314(4), *Dimensional Lot Standards*, as follows (edit sin red):

<u>R-4 District Dimensional Lot Standards Table</u>		
<u>Lot</u>	Minimum Area	4,500 5000 Square Feet
	Minimum Width (Interior lot)	45 60 Feet
	Minimum Width (Corner Lot)	55 75 Feet
	Minimum Green Space	20% of Lot Must Be Left As Green Space
<u>Structure Standards</u>		
<u>Principal Structure</u>	Maximum Height	35 Feet
	Minimum Width	24 Feet [1]
	Minimum Floor Area (One Bedroom)	900 700 Square Feet
	Minimum Floor Area (Two Bedrooms)	1,000 900 Square Feet
<u>Principal Structure</u>	Minimum Floor Area (Three or More Bedrooms)	1,200 1000 Square Feet
<u>Accessory Structures</u>	Maximum Height	35 Feet, But Shall Not Exceed Height of Principal Structure
<u>Minimum Setbacks</u>		
<u>Principal Structure</u>	Front Yard (On Public Street)	25 Feet From Centerline of Street Right-of-Way 10 feet from furthest extension to right-of-way; 20 feet from wall to right-of-way
	Front Yard (Not On Public Street)	40 20 Feet From Edge of Easement; if no easement measured from or Edge of Pavement,
	Side Yard (from wall)	Five 8 Feet One Side; 20 16 Feet Total {2}
	Rear Yard	25 Feet

<u>Accessory Structures</u>	<u>From Principal Structure, Accessory Structure 120 Square Feet Or Less</u>	Five Feet [3 2]
	<u>From Principal Structure, In Excess of 120 Square Feet</u>	10 Feet
	<u>Side Yard</u>	Five Feet One Side; 20 Feet Total [2]
	<u>Rear Yard</u>	40 15 Feet
1. Excluding attached garages. 2. Where a side entry garage exists, the setback shall be at least 27 feet in width as measured from the closest point of the garage door opening that is perpendicular to the side lot line. 3. If constructed with a one hour fire rating per ILHR 21.08. Without the one hour fire rating the minimum setback from the principal structure shall be 10 feet.		



STAFF REPORT – HOUSING RFP

Date: April 22, 2025

Board/Committee: Housing Committee

Re: Proposed Request for Proposals

Author: Julie A. Schmelzer, Village Administrator

At our last meeting we discussed asking the village to issue a Request for Proposals (aka, bids) to develop housing at the corner of Northwoods and Ava Hope. The Plan Commission discussed the recommendations in March and was very supportive; the Parks, Property and Streets Committee discussed it in April. Attached is the final draft that the Plan Commission will be reviewing on April 22 at 5:30 pm. If anyone has any suggested revisions, please make sure they are raised at our meeting.

REQUEST FOR PROPOSALS

**BUILD A MULTI-FAMILY DEVELOPMENT ON
VILLAGE OWNED PROPERTY AND PROVIDE
A PUBLIC PARK THEREIN
SISTER BAY, WIS.**

DATE ISSUED

APRIL , 2025

PROPOSAL DUE DATE AND TIME

May , 2025, 12:00 Noon CST



REQUEST FOR PROPOSALS MULTI-FAMILY HOUSING & NEIGHBORHOOD PARK

SUBMISSION DEADLINE: May X, 2025, 12:00 Noon, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to julie.schmelzer@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov on or before May X, 2025, 12:00 Noon. All questions will be answered to the best of staff's ability on May X, 2025, the date selected to respond to questions, and all questions and answers posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information prior to submitting proposals. To view the questions and responses, visit www.sisterbaywi.gov and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

PROJECT DESCRIPTION: The Village of Sister Bay is seeking a developer to build multi-family housing on land the village will gift the developer in exchange for the developer building affordable housing, with deed restrictions, and provided the developer builds a small park thereon.

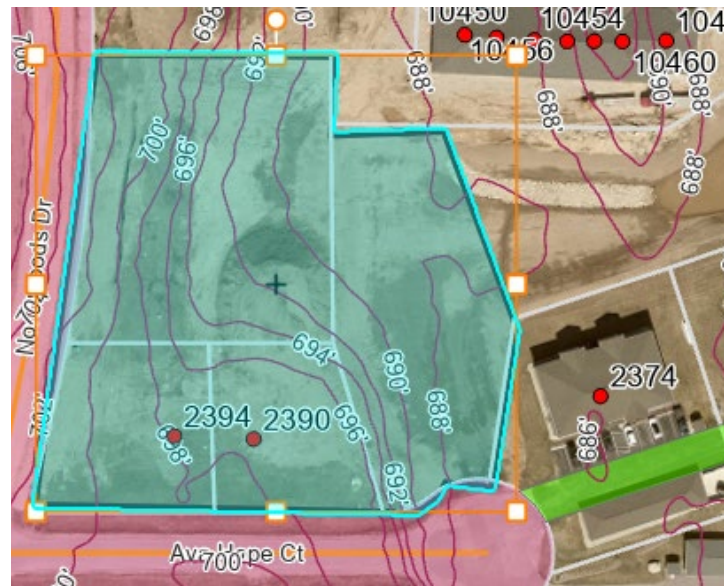
OVERVIEW/SOLICITATION: The Village of Sister Bay owns approximately 2.15 acres of vacant land at the northeast intersection of Northwoods Drive and Ava Hope Court, Sister Bay, Door County, Wisconsin. The land consists of three parcels and a portion of a parcel that contains a stormwater pond. The property has sewer and water and electric to the site, and a sidewalk paralleling Northwoods Drive. The property slopes to the east with the area along Northwoods being approximately ten feet higher in elevation than the east side of the property. Below shows the approximate dimensions of that portion of village land subject to development.

Sister Bay is in need of affordable multi-family housing, whether it be apartment housing or townhomes, owned or rented, one bedroom or two, with at least 10% of the units being three-bedroom. They are seeking a developer who can develop the property and provide that housing and be subject to deed restrictions requiring the units to be at or below the most recent United States Census Bureau, American Community Survey, 5-Year Estimates, 'Median Gross Rent by Bedroom' data by county. For example, FY 2023 data shows one bedroom currently at \$824/mo.; two bedroom at \$994/mo.; and three bedroom at \$1092/mo. Certainly, if tax incentives are utilized, rents may be lower. Other deed restrictions shall prohibit short-term rentals; require permanent residency (no seasonal renters); and village employees be offered vacant units prior to making them available to the general public. Other deed restrictions may be imposed. Ideally, the developer would use tax incentives to build the development thereby ensuring access by more low- to

moderate-income individuals, but tax incentivized housing is not mandatory. If units are to be owned, sale price shall not result in the monthly housing cost exceeding the median cost identified in the most recent United States Census Bureau, American Community Survey, 5-Year Estimates for Sister Bay (currently \$1750/mo.).

The property is currently zoned Multi-Family Residence (R-2). Multi-family housing in the R-2 district is limited to six units per acre, but can be increased by the Plan Commission; for proposals in excess of six units per acre, the Plan Commission will consider reasonable density proposals. Some typical density increases discussed on other projects have been 35%, but that is not guaranteed and must be determined by the Plan Commission upon a case-by-case review of the proposed project.

Available Site



The Village was going to build a small community park on a portion of the property. If the village deducted land for a park, the density on the land would be further restricted; therefore, the developer is to own the land so it can be used for density calculations, develop a neighborhood park, and grant the public access and enjoyment as if it were a publicly owned park. The parkland will be used to meet the developer's green space calculations required by the village. The developer is to propose the design of the park and amenities to be included in that green space; the review committee will determine if the proposed park will provide adequate facilities and recreational opportunities and may require more land area to be devoted to the park or more park infrastructure to be installed. The park can be used as the available green space for residents of the development, but shall not be used as a private park for residents only.

The Village will need to retain an easement on the far east border of the site to access the Village stormwater pond.

The proposer is encouraged to conduct an onsite inspection of the subject property to ensure they are familiar with the site, grades, and character of the area. The lots are part of the the Stony Ridge Plat. There is no current survey of the property as a whole; the village will be responsible for a perimeter survey of the property and combining the lots into one larger parcel.

Included in the proposal shall be, at a minimum, a construction schedule; conceptual elevation views and floor plans; number of units and size of units (bedrooms); anticipated rental rates; anticipated site plan; and conceptual plans for the neighborhood park.

All proposals will be reviewed by the Plan Commission to determine final density, compatability with the neighborhood, site design, architectutral review, and compliance with Chapter 66 of the Village of Sister Bay Municipal Code. All contracts need Village Board approval. The succesful proposer will need to apply for site plan review, architectural review and permits. A development agreement will be required. The zoning and development agreement fees will be waived, but utility, building permit and related permit/connection fees apply.

I. Instruction to Proposers

- All respondants (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the resopndant.
- All submissions are considered public record, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondants should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

II. Submission Materials

The following should be incorporated into each submission:

Format: Electronic submissions preferred (PDF), but in-person delivery or mail delivery is acceptable, provided the proposal is delivered to the contact by the delivery due date and time.

General Information. Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.

Project Proposal. At a minimum, provide information on approach, services, ideas, costs, timeline and the items mentioned above: construction schedule; conceptual elevation views and floor plans; anticipated rental rates; anticipated site plan; park plan.

Prior Experience. A narrative explaining prior experience with designing similar projects and compliance with state and federal laws, as well as examples. If state tax incentives are to be used, please share your experience with tax incentive programs and how they would be applied to the subject project.

References. A minimum of three references from similar projects designed is required.

III. Evaluation and Selection

Evaluation Process

The Village has established a proposal evaluation instrument which measures objective criteria on a weighted basis on a scale of 0-5 for each rating category. Each Committee member will be an evaluator, and an average will be calculated based on the scores assigned by the members. The average score will be evaluated against the average scores from other submissions to determine whom to award a contract.

Selection Criteria

The following are the criteria used as rating categories:

1. Proposed product design
2. Affordable housing units to be provided
3. Qualifications
4. Experience, in particular experience designing similar projects in Wisconsin
5. Knowledge of State and Federal Laws and Trends
6. Level of Understanding of the Need Identified
7. Rental rates
8. References

If at any point in the review process, any proposal found to be substantially non-responsive will be dropped from further consideration. The Village, at its sole election, may require presentations by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

IV. Award

Upon final selection, all respondents will be notified by the Village, via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

V. Administrative Contact

Name: Julie Schmelzer

Title: Village Administrator

E-Mail: julie.schmelzer@sisterbaywi.gov

Mailing/Physical Address: Village Administrator, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234



STAFF REPORT – HOUSING MODEL DISCUSSION

Date: April 22, 2025

Board/Committee: Housing Committee

Re: Proposed Request for Proposals

Author: Julie A. Schmelzer, Village Administrator

Attached is a summary of the discussion we had in January on a draft housing model. Are there any revisions or further thoughts? We should try to finalize the model soon so we can request implementation of our proposal.

HOUSING MODEL DISCUSSION

(From Jan. 2025)

Below is information from various Housing Committee meetings, as well as comments made at those meetings that may or may not affect policy. On the are the comments or ideas brought up at the various meetings, which were also discussed at the January 2025 meeting. The right column, with red font, is what was proposed at the January 2025 meeting. **Do we still agree with the answers in red? Do we have other recommendations or need to clarify what is written?**

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9/24/24 – a. Habitat can offer loans at 0% for those denied a conventional loan.	a. Offer them lots as requested – if they need them, we will have some available, but we should not tie up lots if there is not a demand.

10/14/2024 – a. Village should research the ability to put deed restrictions on private lots. (An attorney we contracted with a few years ago determined we couldn't, but this could be revisited with a different real estate attorney.)	a. Yes, make sure restrictions are legal.
10/22/24 – a. Should the village model (for homeownership on village lots) limit resale value to a 1% increase? Is that annually? Plus the value of any improvements? (Called a 'value added policy') b. Should we limit our lot sales to those whose mortgage and costs do not exceed 30% of the AMI?	a. No, do not limit resale to a 1% increase. Follow resale formula in HP model, which is being revised at the current time. b. 30%, but the lender typically checks that. We should look at income restrictions; 120% AMI.
11/12/2024 -a. Should we recommend the Village reduce their minimum lot size and setback requirements to fit the home design? b. After the infrastructure/lot is 'paid back' through the taxes, or some other period of time (to be determined), should the resale limitation (if any) and employment restrictions (if any) be lifted? c. Should we limit sales to those employed in the county? Village? Or limit to those currently residing in the village? Or start by limiting it to those living in the village, and once demand is met, offer sales to those who may not live in the village, but work in the village? d. Should we have a deed restriction stating the property can never be used as a short-term rental? e. Should property be marketed and sold to developers, or, should the village install the infrastructure and sell the lots to those with a contract to build? f. Should we involve realtors?	a. This should be reviewed by Plan Commission. b. Look at the purpose of the program. Tax on improvements only, or, tax on the lot and improvements. Once calculated, which formula keeps the housing affordable? Won't know until we know all development costs and projected taxes. Concern: Will taxes price them out, make the homes not affordable? c. Phase. 1st – Those that live here. 2nd – Those that live and work here. d. STR restriction required. No long-term restriction limiting home to owner occupied only – people may need to rent it out someday. e. Less expensive development costs if village installs infrastructure and sells lots to buyer and requires contract to build on sold lot. f. No.

g. Who decides to sell/accept the offer to whom? h. Should there be a Development Agreement with the builder whereby he is required to build x number of homes, at x price, per approved plans? How many years to build them? X per year? i. Should there be a special clause for those who have an emergency and have to sell? Or no longer work in the village? j. Can the lots/homes be sold as second homes? Or, can they only be used as a primary residence? 12/3/2024 – a. Telluride example: x per cent of lots offered to x AMI? b. Should we allow for a first right of refusal for certain demographics/occupations, such as teachers or nurses? c. Should we have a list of preferred lenders we know understand the program and strive to make the deal?	g. Vetted by Housing Committee; referral to Board h. Leave to developer to propose what they can do, and require a Development Agreement. Deadline needs to be set by village to ensure homes are built on the village's investment. i. Yes, need an emergency situation clause, but that clause language needs to be discussed yet. j. No second homes or rental homes. Must be owner's primary residence. a. 120% AMI = 10% of the lots 100% AMI = 20% of the lots 80% AMI = 50% of the lots 60% AMI = 20% of the lots (What a person can afford decreases as the AMI % decreases) b. No. c. Yes.
1/7/2025 – a. Do we want to prioritize who we sell to? b. Who monitors the deeds? c. Does the percent AMI include income and assets?	a. Yes, but make sure its legal first. b. Title company (would need to be paid). c. Can't own other property. Assets can't exceed 140% of annual income (Crested Butte was 140%).

d. If we require an occupant to be a village employee, is that FT? What happens if they lose their job or switch to PT?	d. FT preferred; PT on waiting list. Need to decide if PT with children impacts priority status.
e. Should appreciation/sale price be able to increase by 3% a year? Or the 1% discussed earlier?	e. HOLD – needs more discussion

- Apartments:

Assuming we gift the land like we would a home, what would be the expectation? Certain number of units all at a max rent? Only market rate and lock them into that rent? Max density? Only sell to developers who sign a development agreement whereby we approve max units at lowest locked in rents? Only sell if using multiple financing packages? Required to use WHEDA tax credits? Does this apply to the property at Ava Hope and Northwoods too? Only consider surface parking and other examples we saw to keep rents low? **Need rent restrictions based on income. Need tiered apartments – AMI 60-120%. Cannot be more than 30% of the 60-120% AMI. Max rent should be the 30% tier.**

- Townhomes:

Require both townhomes for sale and some for rent? 50%? Limit who they rent to?

- Duplexes:

Duplexes treated the same as single family residences?

- ADUs: **Revisit in future – not appropriate for Wiltse at this time.**

Recommend we once again allow ADUS but only with a minimum 6 month lease? To a resident ? Required to work in the village?

- Zoning Incentives:

Recommend revision to the current zoning incentive? They read: **Not at this time**

Sec. 66.1025 Impact on Housing Stock**(1) Purpose.**

The purpose of these regulations is to ensure that commercial projects that create employment opportunities for area residents also address the shortage of employee housing and create housing opportunities given the seasonal nature of employment in the Sister Bay area.

(2) Definition.

For the purposes of this section:

- (a) The term “housing” shall include dwelling units or rooms in hotels, motels, inns, single-family housing and apartments that are in compliance with the zoning code and if applicable, properly licensed by the State of Wisconsin.

(3) Applicability.

The following standards apply to:

- (a) All new developments in the B-1, B-2 and B-3 Districts.
- (b) Projects in the B-1, B-2 or B-3 Districts that require a Certificate of Compliance.

(4) Requirement.

As a condition of site plan and zoning approval, the Plan Commission shall review the employment being created by the project. The Plan Commission may give consideration to offsetting some of the required employee parking if employee housing dwelling units are created on site. The Plan Commission may give consideration to offsetting some of the required open space to a maximum credit of 5% if employee housing dwelling units are created on site. (*Amended Ordinance 163-030910*)

Sec. 66.1030 Impact on Workforce Housing**(1) Purpose.**

The purpose of these regulations is to ensure that residential projects address the need for workforce housing.

(2) Applicability.

The following standards apply to new developments in the R-2 District.

(3) Requirements.

As a condition of site plan and zoning approval, the Plan Commission shall review the number of housing units being created for the project. If the Plan Commission determines that the need for workforce housing remains as outlined in Chapter 3 and 4 of the 2003 Comprehensive Plan and as defined in Sec. 66.0314, then the Plan Commission may make certain adjustments to the density requirements delineated in Sec. 66.0312. The Plan Commission may increase the overall project unit density by 0.2 units for each dwelling unit that meets the requirements of workforce housing. (*Amended Ordinance 163-030910*)



STAFF REPORT – FUNDING DISCUSSION

Date: April 22, 2025

Board/Committee: Housing Committee

Re: Funding Wiltse

Author: Julie A. Schmelzer, Village Administrator

Before we continue to invest more time in housing solutions, do we want to confirm the Board plans on expending the \$3.5 million budgeted for the Wiltse site, and in 2025?