

Attachment 3
Revised Draft
SEWRPC Regional Housing Plan Scope of Work

Date of Draft: April 13, 2009

INTRODUCTION AND BACKGROUND

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) is the areawide planning agency for the seven-county southeastern Wisconsin region. It is charged by State law with “the function and duty of making and adopting a master plan for the physical development of the region.” In carrying out those designated responsibilities, the Commission has proceeded with the preparation—and, as fiscal resources permit, regular updating—of numerous individual plan elements, which together form the comprehensive plan for the region. The regional land use plan serves as the foundation for all other Commission plan elements. The current regional land use plan, with a design year of 2035, was adopted in June 2006. An updated regional housing plan will serve as an additional plan element of the comprehensive plan for the Region.

In 1975, the Commission prepared and adopted a regional housing plan. This plan is documented in SEWRPC Planning Report No. 20, *A Regional Housing Plan for Southeastern Wisconsin*.¹ The regional housing plan was comprehensive in scope, setting forth an analysis of housing need, a strategy for allocating subsidized housing throughout the Region, and a series of recommendations aimed at the abatement of housing problems. The latter recommendations were focused on reducing economic, institutional--primarily property tax structure and land use controls--and social constraints to the provision of housing in efforts to help meet the most pressing housing needs identified in the Region. The 1975 regional housing plan, like the companion regional land use and transportation plans, was financed in large part through Federal funds, which at that time came from the U.S. Department of Housing and Urban Development.

With the completion of the regional housing plan, the Commission began what was envisioned at the time as an ongoing regional housing planning work effort. The purpose of the ongoing effort was to promote implementation of the housing plan recommendations through outreach services, monitor progress toward meeting housing plan objectives, and provide the basis for the periodic updating—likely at ten year intervals—of the regional housing plan. This continuing housing planning effort was carried on through

¹ SEWRPC Planning Report No. 20 may be viewed at www.sewrpc.org/publications/

1981. At that point, the Commission lost any ability to access Federal funds to support housing planning efforts. Those fiscal constraints led the Commission to terminate its housing planning program, an action documented in the Commission's 1981 Annual Report.

The Commission has received inquiries in recent years about the possibility of finding a way to resume regional housing planning work efforts. These inquiries came from representatives of not only housing advocacy groups, but homebuilder groups as well. Discussions with elected officials in the City of Milwaukee also made it clear that the City desired that the Commission find a way to resume housing planning work. In response to those requests, the Commission explored once again with Federal and State transportation agency program managers the feasibility of conducting housing planning work under the umbrella of the Commission's responsibility as the Federally-recognized metropolitan planning organization for transportation planning. In a reversal from historic positions, agreement was reached that such planning activities would be eligible for inclusion in the land use/transportation work program recognizing, however, that Federal and State funds to support that program were effectively frozen and that supplemental funds to support the additional work would not be forthcoming. Given that Commission matching funds raised via property taxes in the Region were also effectively frozen, this meant that a period of time would be required to complete prior committed work before financial and staff resources could be made available for the initiation of housing planning work.

During the second half of 2008, the Commission was able to begin organizational efforts to reestablish a housing planning effort, including the formation of a Regional Housing Plan Advisory Committee that fall (Committee roster attached as Exhibit A). Significant staff work on the regional housing plan was then programmed to begin in 2009. Under these arrangements, the housing planning work is being funded under the Commission's continuing regional land use/transportation study, financially supported with 80 percent Federal funds, 10 percent State funds, and 10 percent local funds. There is no specific study budget for housing related work. Rather, a portion of the total financial resources made available annually under the broader land use/transportation study budget will be allocated for housing planning work. It is the Commission's intent to rebuild staff expertise in the housing area as this effort proceeds and thereby re-establish the continuing housing planning effort that was terminated in 1981.

DEFINITION OF THE HOUSING PROBLEM

The first operational step in the housing study will be to define the regional housing problem that needs to be addressed. That definition will provide the framework for the data collection and analytical activities

required to permit the ultimate articulation of policy recommendations intended to address that problem. It may be expected that the housing problem definition will include the following matters:

- The imbalance between jobs and housing in the Region, particularly with respect to the existence of an adequate supply of affordable housing stock in proximity to new employment centers.
- The challenges faced in sustaining the present supply of subsidized housing stock in the years ahead. Major issues attendant to this topic include the termination of tax incentives, the wearing out of properties, and deferred maintenance of such properties.
- The need for accessible housing stock to accommodate persons with disabilities.
- Housing discrimination.

ARTICULATION OF A REGIONAL HOUSING VISION

The next operational step in the housing study will be to articulate a regional housing vision for southeastern Wisconsin. This vision will be supplemented and supported by a review and reconsideration of a series of housing objectives, principles, and standards articulated in the first regional housing plan. Updated housing objectives, principles, and standards will be prepared to quantify targets towards the attainment of the regional housing vision.

DEFINITION OF AFFORDABLE HOUSING

The third operational step in the housing study will be to define, and reach agreement upon, the term “affordable housing.” In this respect, a review of present definitions being used in the housing planning field will be made.

DETERMINATION OF SUBREGIONAL HOUSING ANALYSIS AREAS

The fourth operational step in the housing study will be the delineation of housing analysis areas within southeastern Wisconsin. The Region presently consists of seven counties and 146 individual municipalities that are either cities, villages, or towns. The delineation of subregional housing analysis areas will be related to clusters of existing and anticipated future urban development and patterns of

existing and future job locations. The intent is to identify logical combinations of municipalities to permit a reasonable number of sub-regional housing analyses to be undertaken to assess the availability of affordable housing near job centers and the availability of public transit linking affordable housing with job centers.

ANALYSES RELATING TO THE PROVISION OF MARKET-BASED HOUSING

The fifth operational step in the housing study will be the conduct of analyses relating to the provision of market-based housing. There are a number of aspects relative to this topic, including the following:

- **Permitted Development Densities**

Development densities impact housing costs. An analysis will be made of trends in development densities over time to the extent available data will permit. These analyses will be structured by residential building type, i.e., single-family and multi-family. The likely reasons attendant to changes in development densities within communities will be ascertained to the extent possible through interviews with local officials.

- **Existing Range of Housing Stock**

An analysis will be made of the existing housing stock by housing type within local communities and subregional areas based upon available data.

- **Local Housing Mix Policies**

An inventory and analysis of local housing mix policies will be undertaken. These may be explicit housing mix policies articulated in local plans, or de facto housing mix policies as evidenced by development results.

- **Housing Development Costs**

An analysis will be made of the significant factors affecting housing development costs based on available data. The analysis will update work done in the original regional housing plan. This will include land costs, building costs, site improvement costs, and regulatory costs, including impact fees.

- **Costs of Community Services**

An analysis will be made of the cost of providing community services by residential development type to the extent that data can be collated. This analysis is intended to address a common perception that higher density multi-family housing carries a substantially higher community cost burden, borne by property taxes, than does lower density single-family development.

- **Foreclosures**

The location and density of housing foreclosure activity in the Region will be analyzed based on available data. The envisioned outcome of the analysis will be to determine if various sub-groups of the regional population have been more adversely affected by foreclosures than others.

ANALYSES RELATING TO THE JOB/HOUSING IMBALANCE SITUATION

The sixth operational step in the housing study will be the conduct of analyses relating to the job/housing imbalance situation. There are several aspects relative to this topic, including the following:

- **Demographic and Employment Profiles**

Demographic and employment profiles will be prepared attendant to each community and housing analysis area, including an analysis of commuting patterns between areas.

- **Market Housing Costs and Incomes**

An analysis will be undertaken relative to the relationship between market housing costs and salary and wage rates in each community and subregional area. Housing affordability ratios will be developed. Comparisons between typical incomes for various job categories and housing costs within each area will be made in an effort to illustrate any housing affordability issues. The cost of transportation to work will be included as part of the analysis. The availability of good public transit may permit a household to reduce its expenditures for transportation and increase its expenditures for housing.

- **Affordable Housing Stock Availability**

An analysis will be made of the existing affordable housing stock within each community and subregional area. This will include an assessment of the extent to which such stock is adequate to meet the demand for affordable housing in that area as evidenced in part by those individuals employed within that area.

- **Affordable Housing Needs**

Affordable housing needs in each community and subregional area will be estimated based on the foregoing analyses. These estimates will be compared with existing housing stock and any deficiencies ascertained.

- **Affordable Housing and Economic Development**

An analysis will be undertaken in an attempt to determine the extent to which a lack of affordable housing in a given subregional area may impact economic development efforts and the possible economic benefits of developing new affordable housing in a given sub-area. This will be accomplished through interviews with economic development practitioners and housing production professionals in the Region. Conversely, the need for additional economic development and workforce education in sub-areas that have affordable housing but lack employment opportunities will be documented.

ANALYSES RELATING TO HOUSING DISCRIMINATION

The seventh operational step in the housing study will be the conduct of analyses relating to housing discrimination. The following two types of analyses are envisioned:

- **Reported Evidence of Housing Discrimination**

Federal and State housing laws make housing discrimination illegal against any individual in a protected class.² These laws also address a wide range of unlawful housing actions ranging from refusing to rent, sell, insure, construct, or finance housing to printing, publishing, or displaying advertisements or notices that indicate a preference affecting a protected class. The extent of reported housing discrimination activity will be ascertained and reported based on available data from several sources. The purpose of this particular activity is to inform and educate local officials and members of the general public on the amount of illegal housing discrimination activities that occur and to reinforce the intent of the laws. Information that will be studied to facilitate this analysis includes: demographic data regarding population and housing, mortgage and rehabilitation lending patterns by race and ethnic group, availability of accessible housing stock for persons with disabilities, the results of any available fair housing testing, occupancy requirements that limit housing for families with children or group homes such as community

² Protected classes include: race, color, sex, national origin/ancestry, religion, age, disability/handicap, marital status, lawful source of income, sexual orientation, and family status.

based residential facilities (CBRF), and geographic patterns related to Federal government housing vouchers and assisted living facilities.

- **Furthering Fair Housing Practices**

An analysis will be undertaken on the extent to which local land use controls may operate to discriminate against sub-groups of the Regional population. Additional analyses will be undertaken to determine if local land use controls and enforcement policies have a disparate impact on the availability of housing within various communities in the Region. Legal requirements regarding the furthering of fair housing practices for communities receiving various Federal funds, such as Community Development Block Grant (CDBG) funds, will also be reviewed as part of this analysis.

ANALYSES RELATING TO ACCESSIBLE HOUSING

The eighth operational step in the housing study will be the conduct of analyses relating to the provision of adequate numbers of accessible housing units. The Federal Fair Housing Act requires all multi-family buildings first occupied after March 13, 1991, to be accessible to and usable by persons with disabilities. An attempt will be made to quantify the number of accessible dwelling units in each housing analysis sub-area to the extent data are available. These estimates will be compared with estimates of accessible housing needs derived from any available data and the knowledge base of groups and organizations who work with persons with disabilities in the Region. Construction practices that increase the number of new accessible housing units, such as universal design and visitability, will also be analyzed. Additional analyses will be undertaken to determine if there is an adequate supply of accessible housing units for individuals with special needs that are not necessarily physical disabilities.

ANALYSES RELATING TO EXISTING SUBSIDIZED HOUSING STOCK

The ninth operational step in the housing study will be the conduct of analyses relating to the existing stock of subsidized housing in the Region. There are several aspects relative to this topic, including the following:

- **Number and Distribution of Subsidized Housing Units**

An inventory will be undertaken relative to the number and geographic distribution of existing subsidized housing units of various types, including the form of subsidy.

- **Historical Perspective/Lessons Learned**

Questions have periodically arisen as to why certain actions and location decisions were made in past years relative to the type, amount, and location of subsidized housing units. An attempt will be made to analyze the impacts of those decisions and from the analyses perhaps draw conclusions as to what lessons have been learned in terms of locating various types of subsidized housing units based upon interviews with knowledgeable people who were involved in making those decisions.

- **Problems Associated With Extending the Life of Existing Subsidized Housing Stock**

There are concerns about possible growing problems associated with extending the life of certain types of existing subsidized housing stock. These problems include the phasing out of subsidized payments, the general aging and deterioration of that stock, and the effects of changes in building ownership and management. Interviews will be conducted with owners and managers of such subsidized housing units in an attempt to identify and quantify these problems and perhaps provide a basis for articulating recommendations to address the problems.

REVIEW OF BEST HOUSING PRACTICES

The tenth operational step in the housing study will be to review and document best housing practices not only in the Region but throughout the State of Wisconsin and the Nation. This will be accomplished primarily by literature review and interviews with knowledgeable individuals. In particular, this activity will focus on fair-share programs, land use control practices, community development programs, “green” or “sustainable” building practices, urban design and neighborhood safety, and non-profit organization practices, and will extend to include local case studies of successful efforts in the Region to ensure an adequate supply of affordable housing within communities, presuming that such case studies can be identified.

HOUSING RECOMMENDATIONS

The eleventh and last operational step in the housing study will be the articulation of a series of recommendations focused on addressing the multiple aspects of the regional housing problem. These recommendations will be addressed primarily to local and State elected officials and will focus on activities aimed at: 1) improving the provision of affordable, market-based housing; 2) strengthening the Region’s stock of subsidized housing; 3) reducing housing discrimination activities; 4) providing

adequate numbers of accessible housing units; and 5) a recommended monitoring system. These sets of housing recommendations will together constitute an updated regional housing plan suitable for adoption by the Commission.

SOCIO-ECONOMIC IMPACT ANALYSIS

A socio-economic impact analysis will be performed on the preliminary regional housing plan to assess the social and economic impacts of the preliminary plan on the Region, particularly on the Region's minority and low-income populations. The findings of the socio-economic impact analysis will be considered by the Regional Housing Plan Advisory Committee before its adoption of a final regional housing plan.

PROCEDURAL ASPECTS OF THE HOUSING STUDY

Primary responsibility for guiding, shaping, and strengthening the regional housing plan and plan recommendations lies with the 30-member Regional Housing Plan Advisory Committee identified in Exhibit A. In addition, the Commission's Environmental Justice Task Force (EJTF), the roster of which is set forth in Exhibit B, will monitor the work of the Regional Housing Plan Advisory Committee with a view toward ensuring that Federal environmental justice and related requirements are being met as the housing study progresses. Toward this end, the EJTF will be given an opportunity to review and comment on this scope of work and other materials as produced throughout the duration of the study. Any comments, suggestions, and recommendations that the EJTF may have will be regularly reported to the Regional Housing Plan Advisory Committee for their consideration.

PUBLIC INVOLVEMENT IN THE REGIONAL HOUSING PLAN

It is the Commission's intent to provide a range of opportunities for members of the general public to become engaged in preparation of the regional housing plan. This will include, but not necessarily be limited to, newsletters, the SEWRPC website, public meetings, workgroup meetings with knowledgeable individuals regarding specific housing topics, outreach, Advisory Committee meetings, Environmental Justice Task Force meetings, other meetings, and news releases.

Public meetings will be held in at least three intervals during the planning process: 1) study initiation (to enable discussion on the scope of work and content of the plan), 2) study initial findings (to enable

discussion on initial data and findings and permit suggestion of potential actions), and 3) study alternative and preliminary plan recommendations (to permit discussion of preliminary and final plan recommendations). These intervals will coincide with the release of newsletters and cover the same topics. News releases, as well as the website, will be used to publicize upcoming public meetings. Commission staff will also provide briefings or presentations regarding the regional housing plan to all interested groups, including government agencies, housing advocacy groups, and individuals upon request.

Efforts to increase public participation of low income and minority populations in the planning process will be undertaken during the consideration of the number and location of public meetings. The Commission will actively conduct outreach to provide information to, and receive comments from, low income and minority groups and organizations. A list of organizations is maintained by SEWRPC for the purpose of facilitating such outreach and will be consulted in an effort to publicize regional housing plan public meetings.

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#144189 v1 - RHP AC Minutes - Mtg 1 - 3/5/09 - Attachment 3

Exhibit A

SEWRPC REGIONAL HOUSING PLAN ADVISORY COMMITTEE

- William R. Drew, Chairman SEWRPC Commissioner
- Julie Anderson Planning Director, Racine County Planning and Development
- David Cappon Executive Director, City of Waukesha Housing Authority
- Michael Cotter Director, Land Use & Resource Management, Walworth County
- Damon Dorsey Owner, The Dorsey Group, Milwaukee
- Joe Heck Assistant Director, Racine Department of City Development
- Rob Henken President, Public Policy Forum, Milwaukee
- Michael Hoeft City Planner, City of Waukesha
- Gary Koppelberger City Administrator, City of Hartford
- Jeff Labahn Director of City Development, City of Kenosha
- J. Scott Mathie Vice President of Government Affairs,
Metropolitan Builders Association, Pewaukee
- George E. Melcher Director, Kenosha County Planning and Development
- Michael Murphy Alderman, City of Milwaukee
- Falamak Nourzad Principal, Continuum Architects & Planners, Milwaukee
- Linda Olson Director of Aging and Disability
Resource Center, Washington County
- Antonio M. Pérez Executive Director, City of Milwaukee Housing Authority
- Brian Peters Housing Policy Advocate, IndependenceFirst;
Member of EJTF, Milwaukee
- Kim Plache Milwaukee Office of WHEDA
- Maria Prioletta Housing Development Director, Milwaukee
Department of City Development
- Matrio “Marty” Reed Shorewest Realtors, Milwaukee
- Delbert F. Reynolds Field Office Director, Housing and Urban Development
- Welford Sanders Executive Director, M.L. King Economic
Development Corporation
- Mary Kay Schleiter Associate Professor, Department of Sociology-Anthropology,
University of Wisconsin-Parkside
- Kori Schneider-Peragine Senior Administrator, Metropolitan Milwaukee Fair Housing Council
- Dale R. Shaver Director, Waukesha County Department of Parks and Land Use
- Michael J. Soika Executive Director, YMCA Urban Campus, Milwaukee
- Andrew T. Struck Director of Planning and Parks, Ozaukee County
- Scott Thistle President, Brookstone Home Builders, Waukesha
- Rev. James C. Thomas Retired, Board of Ezekiel Community
Development Corporation
- John F. Weishan, Jr. Supervisor, Milwaukee County Board

Exhibit B

SEWRPC ENVIRONMENTAL JUSTICE TASK FORCE

Adelene Greene, Chair Commissioner, Southeastern Wisconsin Regional Planning Commission;
Director of Workforce Development, Kenosha County

Ness Flores Attorney, Flores & Reyes Law Offices

Joette Heckenbach COPE Services

Nancy Holmlund WISDOM Interfaith Coalition

Darryl Johnson Executive Director, Riverworks Development Corporation

Lo Neng Kiatoukaysy Executive Director, Hmong-American Friendship Association

Gary Koppelberger City Administrator, City of Hartford

N. Lynnette McNeely Attorney, Law Offices of Thomas J. Awen; NAACP

Larry Moore Community Partnership Coordinator, City of Milwaukee Housing Authority

Brian Peters Housing Policy Advocate, Independence *First*

Guadalupe “Wally” Rendon Member Education/Outreach Representative, Racine Educator’s
Credit Union; former Racine Police Officer

Yolanda Santos Adams Director, League of United Latin American Citizens

Jackie Schellinger Indian Community School

Theresa Schuerman Walworth County Bilingual Migrant Worker Outreach

Willie Wade Alderman, City of Milwaukee