



WASHINGTON COUNTY

NEXT GENERATION HOUSING
Framework



WASHINGTON
EST **COUNTY** 1836
WISCONSIN



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“I’m extremely excited that Washington County is moving forward on the Next Generation Housing Initiative. I believe it will help many achieve homeownership while still living within their means. We just want a small, new home with a small yard to call our own. We’d finally have our own space. Everyone deserves a chance to feel proud of owning their own home. I hope someday we’ll be able to feel that sense of accomplishment! Thank you for creating this initiative as it could help pave the way for a new housing revolution that’s been sorely needed in Wisconsin.”

- City of Hartford resident

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Definitions

Builder	<p>An entity that constructs homes within Next Generation Housing developments or projects.</p>
Infill Development	<p>A Next Generation Housing project that consists of owner-occupied homes/units and are constructed within the requirements of the NGH Initiative that is not a NGH Pilot Development. This could consist of a small subdivision or a part of a larger development.</p>
Developer	<p>An entity that will be developing a site within the Next Generation Housing parameters.</p>
Development Agreement	<p>A voluntary contract between a local jurisdiction and a private entity that details the obligations of both parties and specifies the standards and conditions that will govern development of the property.</p>
Infrastructure	<p>The construction, installation, or development of public utilities or energy distribution in a NGH development. This can include but is not limited to roads, sewer, water, sidewalks, grading, WE Energies.</p>
Memorandum of Agreement (MOA)	<p>A signed voluntary agreement between the County and participating entity that outlines the Next Generation Housing</p>
Multi-Family	<p>An owner-occupied housing unit comprised of three units or more that follows state code. This could be owner-occupied rowhouse, town house, condominium or manufactured building.</p>
Next Generation Housing (NGH)	<p>A Washington County initiative that aims at creating more attainably priced housing.</p>
Next Generation Housing Committee/Coalition (NGHC)	<p>A Washington County advisory committee of local government representatives, Washington County Board Supervisors, Economic Development Washington County, Chambers of Commerce, and the Department of Workforce Development that will guide the Next Generation Housing Initiative.</p>
Owner-Occupied Housing	<p>A dwelling where the occupant owns the home in which they live and holds the title. This can be a single-family house, townhouse or condominium and is their primary residence.</p>
Partnership	<p>Participating local governments that have an executed Memorandum of Agreement in place with Washington County.</p>
Pilot Developments	<p>A development within Washington County that will construct owner-occupied housing through the Next Generation Housing Initiative. This development can be in partnership between a local government and a private developer/builder or the development can be lead by the local government.</p>

Project Management Team (PMT)

A group of individuals that have a role in the success of a NGH development or project. Entities involved include Washington County Community Development staff, local government representatives, and other professionals required to implement a development.

Start-Up Funds

Funding designated to Next Generation Housing projects that prepare a site for development.

Introduction

The Next Generation Housing (NGH) Initiative was launched in October of 2021. The Washington County Executive, Josh Schoemann, recognized the need for high quality attainable housing and established this Initiative to create more “Missing Middle” housing in the County. The main goal of this Initiative is to create 1,000 new owner-occupied dwelling units in Next Generation Housing developments with 75% selling for under \$320,000 and 100% under \$420,000, including home and lot/site, by 2032.

What started as an idea has gained momentum throughout the County, with support by local governments, businesses, chambers of commerce, lenders, realtors, builders, non-profit organizations, and residents interested in obtaining reasonably priced homes in the communities in which they work. The Community Development Department has been working diligently with the Next Generation Housing Committee, the County Executive Team, the Pilot Development Groups, and Ad Hoc Workgroups (including builders, bankers, realtors, developers, and attorneys) to design the foundational structure of Next Generation Housing and establish this Framework for implementation.

The Framework details how Washington County and partnering local governments will achieve the goal of providing housing opportunities for working individuals and families to grow their roots in the County and build equity through home ownership. From establishing the pilot development sites through an inventory analysis, to creating a sustainable funding source for the Initiative, this Framework is a major steppingstone in achieving Next Generation Housing.



Figure 1 Drone image of a subdivision in Washington County.

Background

- Washington County Next Generation Housing Fund - \$10,000,000 (\$2.5 million – ARPA)
- The Washington County Board of Supervisors adopted 2022 Resolution 22 (Attachment A), which approved a \$7.5 million transfer from the General Fund for the Next Generation Housing Initiative.
- The United States Government passed the American Rescue Plan Act (ARPA) on March 11, 2021, establishing the Coronavirus Local Fiscal Recovery Plan, which is intended to assist local governments, including Washington County, in responding to the impact COVID-19 has had on the local community.
- Under the provisions of ARPA Washington County received \$26 million in recovery funds for economic and community recovery from the COVID-19 pandemic. ARPA guidance allows Washington County to use funds for the provision of government services to the extent of the reduction in revenues due to the COVID-19 public health emergency. These funds will be used to address the current and future issues pertaining to the declining workforce in Washington County and the declining population across the United States.
- On September 9, 2021, the Washington County Board of Supervisors adopted 2021 Resolution 43 (Attachment B), which accepted the \$26 million ARPA funds and resolved that the funds shall be administered consistent with the County’s Grant Policy. Expenditures of the ARPA funds will be managed and reported through the County’s financial system.
- The Washington County Executive dedicated \$2.5 million of revenue loss funds for the provision of government services for the Next Generation Housing Initiative.

Public Purpose

- Community leaders, employers, and employees have long expressed concerns over the perceived housing inventory and affordability in Washington County. The workforce shortage, compounded with the high cost of living within Washington County, is stretching the workforce thin. With rising home and construction costs, the workforce is struggling to save money and purchase homes.
- A 2022 study by Tracy Cross & Associates, based on income, identified the demand for new construction housing in Washington County is largely concentrated at price points below \$350,000, which corresponds with

the mainstream / workforce of the market. However, the majority of new construction offerings in the market are concentrated at prices above \$350,000. There is a disconnect between the housing demand and new residential construction for sale. [\(View the full Tracy Cross Study\)](#)

A CURRENT DISCONNECT IN WASHINGTON COUNTY'S FOR SALE SECTOR

Price Range	For Sale Housing Demand (Based Upon Current Incomes)		Qualitative Distribution of New Construction Residential Closings ⁽¹⁾	
	Number	Percent	Number	Percent
Under \$200,000	38	9.0	---	---
200,000 - 249,999	80	19.0	8	3.5
250,000 - 299,999	71	16.9	26	11.5
300,000 - 349,999	46	11.0	31	13.7
350,000 - 399,999	39	9.3	51	22.5
400,000 - 449,999	30	7.1	50	22.0
450,000 - 499,999	25	6.0	29	12.8
500,000 - 549,999	19	4.5	10	4.4
550,000 - 599,999	16	3.8	6	2.6
600,000 & Above	56	13.3	16	7.0
Total	420	100.0	227	100.0
Median	----- \$323,181 -----		----- \$397,332 -----	

⁽¹⁾ Last 18 months of closings among new townhome/duplex/condominium and single family units (annualized).

Source: Tracy Cross & Associates, Inc. and Southeast Wisconsin Multiple Listing Service
Figure 2 Image of the Current Disconnect in Washington County's For Sale Sector.

- This large disparity between new construction price points and income reflects the reality that a different approach must be taken for the introduction of new for sale housing in Washington County. This new approach requires all stakeholders working collaboratively to develop creative and innovative solutions.
- Neighborhoods with owner presence, having a variety of owner-occupied housing types thrive and allow entry level homeowners to build wealth which assists in upward mobility.¹
- The total number of jobs within Washington County is expected to increase by about 37% by the year 2050. To account for the anticipated growth of jobs in the community, housing affordability concerns are a top priority.
- Washington County is experiencing an aging population with a slow growth rate not keeping pace with retirements. In addition to housing concerns, there is a potential adverse impact on local non-profits, civic groups, churches, and other organizations that rely on volunteers.

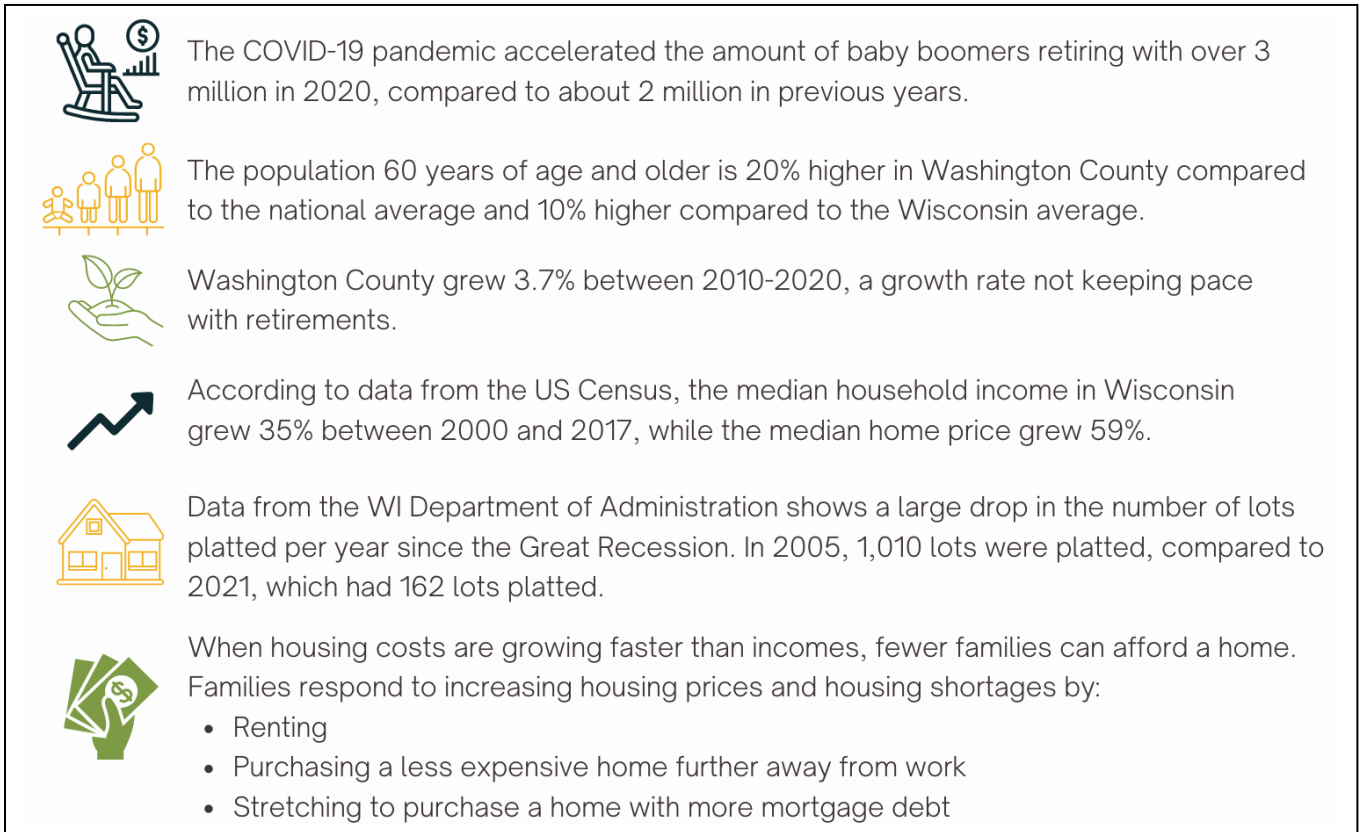


Figure 3 Reasons why Next Generation Housing is needed.²

- On October 7, 2021, the Washington County Executive announced the Our Great Community Campaign and the creation of the Community Development Department and Next Generation Housing Coalition. The Our Great Community Campaign is aimed at preserving and promoting Washington County values and the authentic quality of life within the community. The vision for the Our Great Community Campaign is a place where businesses and individuals are connected to one another through trusting networks and common values in service to each other. The campaign includes several initiatives including:
 - Next Generation Housing – Navigating housing opportunities, providing attainable quality housing options and building a diverse housing population.
 - Social Capital – Connecting individuals with public, private, nonprofit, civic and religious organizations to build a strong community and personal connections.

¹ Howard Husock, The Poor Side of Town: and Why We Need It, September 2021

² EMSI, The Demographic Drought, 2021

- Workforce and Education – Inspiring graduates from our high-quality educational institutions to connect with County employers maximizing the workforce and retaining homegrown talent.
- As part of the Our Great Community Campaign, the Next Generation Housing Initiative is a coalition of Washington County communities that coordinate efforts and resources to navigate housing opportunities, providing attainable quality housing options and building a diverse housing population. The Next Generation Housing Committee was established in 2021 to promote intergovernmental cooperation and collaboration working together to achieve the Next Generation Housing Vision.

Next Generation Housing Vision

Navigating housing opportunities, providing attainable housing options and building a diverse housing population.

Goals

- Providing 1000 new owner-occupied dwelling units in Next Generation Housing developments with 75% being sold for under \$320,000 and 100% under 420,000, including home and lot/site, by 2032.
- Overcoming barriers to home ownership for our next generation.
- Satisfying the basic need of obtaining quality homes within 30% of household income.
- The Next Generation Housing Initiative will make a positive impact in Washington County with a wide range of benefits related to *Economic Growth & Vitality* and *Safe and Secure Community Goals* by creating and establishing housing developments that will allow the workforce to grow roots and establish strong relationships within the community. The Next Generation Housing Initiative seeks to overcome barriers to home ownership through the deployment of County funds.
- The Next Generation Housing Committee will review the Framework for the Next Generation Housing and Screening Checklist on an annual basis or as requested by local governments.
- The County Executive Committee will review substantial changes to the Next Generation Housing Framework and Screening Checklist as needed.

Overview

- The Next Generation Housing developments will produce high quality owner-occupied dwelling units in which 75% are sold for under \$320,000 and 100% under \$420,000. Multi-family only NGH developments may opt to average the sale price of units, producing 100% of owner-occupied housing units under \$345,000.
- Establishing the \$320,000 and \$420,000 limits for Next Generation Housing was based on the 2022 annual median household income of Washington County (\$80,839) and interest rates. Working with a local lender, the following was determined based on a conventional 30-year fixed rate mortgage at 6.500% with a 5% down payment, a minimum credit score of 740 and includes private mortgage insurance³:
 - Purchase price of \$250,000 – requires a household income of \$80,040/year
 - Purchase price of \$275,000 – requires a household income of \$87,250/year
 - Purchase price of \$300,000 – requires a household income of \$96,000/year
 - Purchase price of \$320,000 – requires a household income of \$102,240/year⁴

³ Housing ratio used in calculation is 30% of gross monthly income to allow for approximately 7% - 9% for all other monthly payments such as auto loans, student loans, credit cards etc.

⁴ At the launch of the Next Generation Housing Initiative in October 2021 a \$320,000 home required an annual household income of \$77,400/year with an interest rate of 3.125%.

- Purchase price of \$350,000 – requires a household income of \$111,000/year
 - Purchase price of \$375,000 – requires a household income of \$118,680/year
- The Next Generation Housing Committee will complete an annual review and may recommend to the Washington County Executive Committee an adjustment to the \$320,000 and \$420,000 limits based on current annual median household income of Washington County and interest rates. Development agreements may include that for homes in later phases of the development, home price points may be adjusted to align with the new price points designated by the NGH Committee.
- Within a Next Generation Housing development comprised of only multi-family housing units, it may be difficult to provide variations of amenities. Therefore, multi-family only housing developments that are participating in the Next Generation Housing developments may opt to average the sale price of units, producing 100% of owner-occupied housing units under \$345,000.
- Washington County is providing \$6.75 million for three pilot developments through the Next Generation Housing Fund. These funds will be allocated based on a maximum \$20,000/owner-occupied dwelling unit capped at \$2.4 million for any one site. This investment is a grant to the local government, developer or builder and acts as a 0% loan for infrastructure construction and other eligible expenses. A lien will be recorded for each owner-occupied dwelling unit at the time the land is transferred to the builder/developer. The lien will be satisfied, and funds returned to the County as part of the home closing. Funds returned to the County will fund future Next Generation Housing developments and the Next Generation Housing Down Payment Program.
- Developers or builders may work directly with Washington County to implement Next Generation Housing developments and owner-occupied units. This may take the form of a pilot NGH housing development in partnership with a local government or as a NGH Infill development project. These public-private partnerships will allow NGH projects to move to completion quickly and efficiently working within the parameters of the Next Generation Housing Framework.
- Developers or builders participating in the NGH Initiative must substantiate costs and provide any information related to discounts on home construction, pricing, or work completed that will be part of a project.
- Home builders shall complete 75% of home/lot packages with costs under \$300,000 and 100% under \$400,000. The Next Generation Housing Fund investment of \$20,000 per owner-occupied dwelling unit will be an additional cost to the home buyer and the lien will be satisfied at time of close with a total sale price of under \$320,000 and \$420,000, respectively. For example:
 - Home/Lot Package \$280,000 + Co. NGH Investment: \$20,000 = \$300,000 Sale Price
 - Home/Lot Package \$300,000 + Co. NGH Investment: \$20,000 = \$320,000 Sale Price
 - Home/Lot Package \$350,000 + Co. NGH Investment: \$20,000 = \$370,000 Sale Price
 - Home/Lot Package \$400,000 + Co. NGH Investment: \$20,000 = \$420,000 Sale Price
- Multi-family home builders, if they opt into averaging the Next Generation Housing sale price, will construct complete home packages with 100% costs under \$325,000. The Next Generation Housing Fund investment of \$20,000 per owner-occupied dwelling unit will be an additional cost to the home buyer and the lien will be satisfied at time of close with a total sale price of under \$345,000.
- Local governments, developers or builders can adjust the \$20,000/ owner-occupied dwelling unit based on dwelling unit type and number of NGH owner-occupied dwelling units per development. Soft costs such as housing studies, zoning ordinance updates, etc., funded through the Next Generation Housing Fund for pilot developments will be subtracted from the total owner-occupied dwelling unit calculated.
- All Next Generation Housing development protective covenants shall identify that the homes funded by the Next Generation Housing Fund remain owner-occupied in perpetuity. A model Next Generation Housing Declaration of Protective Covenants will be available for reference. An accessory dwelling unit located in a primary owner-occupied property is allowed.

- In an effort to provide homes within the price point limits, it is anticipated that the sale prices will be under the fair market value based on discounts provided by developers, builders, or local governments. It is reasonable to establish and require a mechanism to prevent “flip for profit” for a period of time after first owner occupancy. Each Next Generation Housing owner-occupied dwelling unit sold for under fair market value shall have a five-year deed restriction placed on the property at time of sale to the first homeowner after occupancy. In the event the property is sold within the first five years of ownership, the homeowner shall pay a percentage of the difference between the purchase price paid by the homeowner for the property and the fair market value of the property at the time that the homeowner initially purchased the property. This amount shall be returned to the developer, builder, local government or Next Generation Housing Fund as outlined in the deed restriction. The deed restriction and repayment structure will be defined by each Next Generation Housing development by the local government, developer or builder in partnership with Washington County (See Attachment C – Flowchart for Next Generation Housing Fund Process for more detail on the above process).
- With the goal of providing 1000 new owner-occupied dwelling units by 2032, the initial \$6.75 million County investment will have nearly all funds returned to the County at home closing. These funds will be reallocated back into future Next Generation Housing developments and the Next Generation Housing Down Payment Program (See Attachment D – Flowchart Financing 1,000 Next Generation Homes for more detail).

“We couldn’t find a home in our price range in Slinger, where we wanted to live.”

-- Teacher and police officer (dual income) working in the Village of Slinger

“I would love to move to Hartford, but I can’t afford the cost of homes compared to Watertown.”

-- City of Hartford employee

Budget

- There are four main components to the Next Generation Housing Fund:
 - Next Generation Housing Down Payment Program (\$2.5 million – ARPA)
 - Next Generation Housing Pilot Developments (\$6.75 million)
 - The first three pilot developments are eligible for the pilot NGH Funds capped at \$2.4 million each. Funding priorities will follow the NGH Inventory Site Rankings for NGH development sites. Developers and builders in partnership with a local government could request these funds.
 - Next Generation Housing Start-up Funds (\$750,000)
 - All non-pilot local governments are eligible for NGH Start-up Funds.
 - Developers and builders can directly request NGH Additional Start-up funds as part of a NGH Infill Development Project provided adequate NGH Additional Start-up Funding is available and NGH Fund lien(s) are satisfied with funds returned to the NGH Fund within three years of the date of approved NGH funding. The County and developer/builder will establish a development agreement outlining NGH requirements. If developers or builders are not able to satisfy the NGH Fund Lien and return funds within three years, additional funding requests made by those developers or builders may be denied at the discretion of the Next Generation Housing Committee.
 - Next Generation Housing Private Developer or Builder Funds (\$750,000)

- In August of 2023, the Next Generation Housing Committee approved Framework revision allowing Washington County to work with private developers and builders directly on implementing the Next Generation Housing Initiative. On November 8, 2023 the County Board will consider adding \$750,000 to the NGH Budget for private developers and builders. This funding will be allocated to private developers and builders who wish to construct new owner-occupied housing in Washington County as part of the Next Generation Housing Initiative.
- **Next Generation Housing Down Payment Program** – There is \$2.5 million allocated for the Next Generation Housing Down Payment Program for purchases of owner-occupied homes. Down payment amounts will be no more than 10 percent of home purchase price or \$20,000, whichever is less. Details of the program, budget, fees, reserve funds, authorities and responsibilities will be outlined in the Framework for Next Generation Housing Down Payment Program - Heads of Terms.
- **Next Generation Housing Pilot Developments** – There is \$6.75 million allocated for three separate Next Generation Housing pilot developments (Village of Jackson and two other pilot sites). These funds will be allocated based on a maximum \$20,000/owner-occupied dwelling unit capped at \$2.4 million for any one site. Funds will be allocated on a first come, first served basis with the condition that the development align with the Next Generation Housing Vision and Goals and meets the requirements outlined in this Framework. Eligible uses of funds include engineering services, planning services, surveying, environmental due diligence, land acquisition, infrastructure development, stormwater management, street trees, signs, lighting, municipal fees, permits and direct developer incentives. Each funding request will be considered through a separate approval process.

Next Generation Housing Pilot Site



Figure 4 Drone image of Jackson NGH Site.

Village of Jackson

The 20-acre Village of Jackson pilot site is owned by the municipality and is located directly behind the new municipal building.



Figure 5 Drone image of Oaks of Jackson construction



Figure 6 Drone image of Oaks of Jackson construction

- **Next Generation Housing Start-up Funds** – There are two separate areas for Next Generation Housing Start-up Funds:
 - **Initial Start-up Funds** – On March 14, 2022, the Next Generation Housing Committee approved an allocation for local governments to initiate preparation of priority sites for Next Generation Housing development. The non-pilot municipalities have been allocated \$62,500 each (\$250,000 total allocation) to complete initial steps toward their priority Next Generation Housing developments. Eligible uses of funds include engineering services, planning services, surveying, environmental due diligence, and land acquisition.
 - **Additional Start-up Funds** – There is \$500,000 allocated for additional start-up work for the non-pilot municipalities to continue initial steps toward their priority Next Generation Housing developments. There is a funding cap of \$125,000 for any one site. These funds will be allocated on a first come, first served basis with the condition that the development align with the Next Generation Housing Vision and Goals and meets the requirements outlined in this Framework. Eligible uses of funds include engineering services, planning services, surveying, environmental due diligence, land acquisition, infrastructure development, stormwater management, street trees, signs, lighting, municipal fees, permits and direct developer incentives. Each funding request will be considered through a separate approval process.
 - **NGH Infill Development Projects** - Developers and builders can directly request NGH Additional Start-up funds as part of a NGH Infill Development Project provided adequate NGH Additional Start-up Funding is available and NGH Fund lien(s) are satisfied with funds returned to the NGH Fund within three years of the date of approved NGH funding. NGH Infill Development Projects must align with the Next Generation Housing Vision and Goals and meet the requirements outlined in this Framework. Each funding request will be considered through a separate approval process by the Next Generation Housing Committee and County Executive Committee. The County and developer/builder will work to establish a development agreement.

- **Next Generation Housing Private Developer or Builder Funds** – There is \$750,000 allocated for additional funding for private developers or builders.
 - These funds will be allocated based on a maximum \$20,000/owner-occupied dwelling unit capped at \$2.4 million for any one site. Funds will be allocated on a first come, first served basis with the condition that the development align with the Next Generation Housing Vision and Goals and meets the requirements outlined in this Framework. Eligible uses of funds include engineering services, planning services, surveying, environmental due diligence, land acquisition, infrastructure development, stormwater management, street trees, signs, lighting, municipal fees, permits and direct developer incentives. Each funding request will be considered through a separate approval process.
 - The County and developer or builder will establish a development agreement outlining NGH requirements.

- **Limited Timeframe for Local Government Use of NGH Funds**
 - **NGH Startup Funds** - Deadline of March 1, 2024 for local governments to utilize their Startup NGH Funds in a substantive way toward a NGH development before funds are released. After March 1, 2024 all NGH Startup Funds not allocated to a project that has made substantive progress will be released and made available for funding requests by private developers or builders or other local governments.
 - **NGH Pilot Funds** - Deadline of March 1, 2024 for Germantown and West Bend to show that adequate progress is being made toward a NGH development. If substantive progress has not been made by March 1, 2024, then Pilot Funds will be released and made available for funding requests by private developers or builders or other local governments. The Next Generation Housing Committee may recommend that adequate progress has been made by March 1, 2024. The County Executive

Committee will make the final determination if adequate progress has been made and may extend the deadline to August 1, 2024 for Germantown and West Bend to utilize their NGH Pilot Funds in a substantive way toward a NGH development before funds are released. After August 1, 2024 all Pilot Funds not allocated to a project that has made substantive progress will be released and made available for funding requests by private developers or builders or other local governments.

- Substantive efforts include an accepted offer to purchase land, engaging an engineering firm to complete environmental due diligence or design infrastructure, public bidding of infrastructure or a draft development agreement with a private developer. The County Executive Committee will make the final determination if substantive efforts have been made by August 1, 2024.

Washington County Next Generation Housing (NGH) Fund Proposed Budget

	Task	Amount	Notes
NGH Down Payment Program	Next Generation Housing Down Payment Incentive Program	\$ 2,500,000.00	Anticipate donations from businesses will add to total and includes Program Admin. Reserve
NGH Pilot Developments	Three Pilots (Village of Jackson and two other pilots)	\$ 6,750,000.00	Conditional on development aligning with NGH Vision/Goals. Each request for funding is a separate approval process through the NGH Committee and County Executive Committee for the pool of funds allocated for pilot NGH developments. The first three pilot developments are eligible for the pilot NGH Funds capped at \$2.4 million each. All non-pilot local governments are eligible for NGH Start-up Funds. Funding priorities will follow the NGH Inventory Site Rankings for NGH development sites. Funds available based on max. \$20,000/owner-occupied dwelling unit capped at \$2.4 million for any one pilot -1st come/1st serve
Start-up Funds	Initial Start-up Funds for local governments	\$ 250,000.00	Non-pilot municipalities (eligible uses defined in approved request) County NGH Project Manager to review and approve each funding request.
	Additional Start-up Funds for Local governments Without NGH Pilot Developments as Needed/Requested*	\$ 500,000.00	Utilized for other contracted work requested by local governments as they work through their next steps. Each request for funding is a separate approval process through the NGH Committee and County Executive Committee. Cap at \$125,000 for any development – first come, first serve*
Private Developer or Builder Funds	Private Developer or Builder Funds	\$ 750,000.00	Builders or private developers may utilize funding for projects following NGH guidelines.

Total \$ 10,750,000.00

* Developers and builders can directly request NGH Additional Start-up funds as part of a NGH Infill Development Project provided adequate NGH Additional Start-up Funding is available and NGH Fund lien(s) are satisfied with funds returned to the NGH Fund within three years of the date of approved NGH funding. NGH Infill Development Projects must align with the Next Generation Housing Vision and Goals and meet the requirements outlined in this Framework. Each funding request will be considered through a separate approval process by the Next Generation Housing Committee and County Executive Committee.

Project Eligibility and Approval Process

- ***Next Generation Housing Pilot Developments, Private Developer or Builder Projects, or Additional Start-up Funds*** - All local governments, developers and builders requesting projects as part of the Next Generation Housing Pilot Developments or Additional Start-up Funds:
 - All local governments, developers and builders are required to provide the following to the County Next Generation Housing Project Manager to determine initial eligibility:
 - Screening Checklist
 - Allocation Request for Next Generation Housing Committee
 - Relevant Proposals and Cost Estimates
 - As applicable: land acquisition costs, site plans, house plans and concepts that confirm proposal meets Next Generation Housing Minimum Quality Standards and price points
 - Eligible expenses include, but are not limited to:
 - Engineering Services
 - Planning Services
 - Surveying
 - Environmental Due Diligence
 - Land Acquisition
 - Infrastructure development (roads, sewer, water, sidewalks, grading, etc.)
 - Direct Developer Incentives
 - Stormwater management
 - Street trees, signs, lighting
 - Municipal fees and permits
 - County Next Generation Housing Project Manager will determine initial eligibility on requested projects and finalize materials for Next Generation Housing Committee consideration.
 - The Screening Checklist (See Attachment E) will be used to determine if the proposed Next Generation Housing project aligns with the vision and goals of the Next Generation Housing Initiative and therefore appropriate for investment by the Next Generation Housing Committee and Washington County. Eligibility will be based on the following:
 - Potential to move a Next Generation Housing development forward
 - Alignment with definition of Next Generation Housing developments (new owner-occupied dwelling units sold in Next Generation Housing developments with 75% under \$320,000 and 100% under \$420,000, including home and lot/site, by 2032) or (owner-occupied multi-family only developments with units with 100% sold under \$345,000)
 - Local government, developer and/or builder has tools, time, and resources in place to make the site a priority
 - Development identified as a Next Generation Housing Pilot or listed on the Next Generation Housing Development Inventory
 - Development has existing infrastructure and is shovel ready for home building
 - Consideration of complete financing
 - Consideration of Site Complexity
 - Consideration of Environmental Conditions
 - Developer and/or Builder Engagement
 - Local Government, developer and/or builder contributions and support
 - For infrastructure development funding requests, all applicable preliminary plat and zoning approvals (local, County, State) and a development agreement in principle must be secured prior to requesting funding allocation and submitted to County Next Generation Housing Project Manager. The County will request a Return on Investment (ROI) Impact Analysis to be completed by Economic Development Washington County (EDWC) prior to requesting funding

allocation. This report will be shared with the Next Generation Housing Committee and County Executive Committee.

- The Next Generation Housing Committee will confirm project eligibility and provide initial approval with a recommendation to the County Executive Committee for projects \$10,000 and over. For projects under \$10,000, the Next Generation Housing Committee will provide final approval of proposed projects unless the County Board Representative on the Next Generation Housing Committee states the project proposal should be reviewed and approved by the County Executive Committee. The County Executive Committee will review this approval process annually.
- The Washington County Executive Committee will consider, through consensus, proposed projects \$10,000 and over and all projects under \$10,000 that have been requested for County Executive Committee review by the County Board Representative on the Next Generation Housing Committee.
- Due to the nature of housing development, there may be unusual circumstances where a funding request by a local government is required with a short turnaround time. In the event that the County Next Generation Housing Project Manager is not able to convene a quorum for a Next Generation Housing Committee prior to a project needing to start, the Project Manager will request an exception by the Chair and Vice Chair of the Next Generation Housing Committee and the Chair of the County Executive Committee requesting the immediate approval of the funds. A post-facto approval of the project will be placed on the following Next Generation Housing Committee and County Executive Committee agendas for consideration. The Next Generation Housing Project Manager will ensure that funds are available for the project requested by the local government and that the project is eligible for funding based on the Screening Checklist. All direct funding requests by developers or builders will be considered by the Next Generation Housing Committee and the County Executive Committee.

**Project Approval Process for Next Generation Housing
Pilot Developments or Additional Start-up Funds**

Task	County Community Development Department	Next Gen. Housing Committee (NGHC)	Economic Develop. Washington County	NGH Local Government	Developer/ Builder	County Executive Committee	County Executive
Submit Screening Checklist and Request Report				X	X		
Determine Initial Project Eligibility and Finalize Request to NGHC	X						
Development of NGHC Agenda	X						
Notification of NGHC Agenda		X	X	X	X	X	X
Confirm Project Eligibility w/ Approval for projects under \$10,000 (unless recommended by County Board Representative to Co. Executive Committee for Approval) and Initial Approval and Recommendation to Co. Executive Committee for projects \$10,000 and over		X					
Final Approve of Project Through Consensus for projects \$10,000 and over or projects that have been requested for Co. Executive Committee Review						X	
Development and Execution of Memorandum of Agreement	X			X			
Execution of Development Agreement	X				X		

- **Next Generation Housing Initial Start-up Funds** - All local governments requesting projects as part of the Initial Start-up Funds:
 - All local governments are required to provide the following to the County Next Generation Housing Project Manager to determine eligibility:
 - Screening Checklist
 - Relevant Proposals
 - County Next Generation Housing Project Manager will determine project eligibility on requested projects as part of the Next Generation Housing Initial Start-up Funds as outlined in the request for funding approved by the Next Generation Housing Committee on March 14, 2022, and County Land Use and Planning Committee on March 24, 2022, and based on the Screening Checklist (See Attachment E).
 - Eligible expenses include, but are not limited to:
 - Engineering Services

- Planning Services
 - Surveying
 - Environmental Due Diligence (soil tests/wetland delineation, etc.)
 - Land Acquisition
- **Memorandum of Agreement** - The County will enter into a Memorandum of Agreement with each local government that will document roles and responsibilities for projects funded under the Next Generation Housing Fund. The Memorandum of Agreement will not be project specific. The Memorandum of Agreement will require the formal approval by the local governments board or council by motion or resolution.
 - **Development Agreement** – The County will enter into a Development Agreement with each developer and/or builder that will outline Next Generation Housing obligations.

Home Builder Costs and Minimum Quality Standards

- To satisfy the Next Generation Housing requirement of 75% of the homes having a sale price under \$320,000 and 100% under \$420,000 including the \$20,000 Next Generation Housing investment, home builders shall complete 75% of home/lot packages at a cost of under \$300,000 and 100% under \$400,000. Given these parameters, it is reasonable to require a minimum standard of quality that must be achieved within the price points. NGH Multi-family only developments may opt to average the sale price of units, producing 100% of owner-occupied housing units under \$345,000.
- The County’s objective is to reduce costs without sacrificing quality. The following provides minimum quality home standards for detached single family homes and twin home/duplex style homes participating in the Next Generation Housing initiative. Given that the home/lot packages must be under the Next Generation Housing price points there will be pressure on builders and developers to cut costs. The County seeks to prevent abuse of the system and ensure a baseline level of quality expectation for all Next Generation Housing homes.
- Next Generation Housing homes should maintain or appreciate in value over time, and that appreciation should be comparable to that of existing homes in the community. These minimum standards are established by the County to ensure that the resulting homes meet the requirements for Next Generation Housing, particularly as related to quality materials, quality design, and long-term durability. Materials, quality, or standards may be substituted with unanimous approval by the Project Management Team for the related Next Generation Housing development and the Chair and Vice Chair of the Next Generation Housing Committee.
- Local governments may also choose to add additional quality standards to Next Generation Housing homes on a project-by-project basis.

- The Next Generation Housing Minimum Quality Standards⁵ do not include all the requirements and necessary items for a “completed” home and are in addition to state building code requirements and other local building and zoning requirements:
 1. Minimum two-bedroom home. If constructing a two-bedroom home, the basement shall include an egress window for potential addition of a bedroom in the basement.
 2. Eight (8) foot basement foundation walls. Basement shall include rough-in drains for an additional full bathroom to be installed at a later date. Alternatives for split level homes and twin homes will be considered. Alternatives due to high water tables, high depth to bedrock, or other limiting factors will be considered.
 3. Minimum 1 finished full bathroom and 1 finished half bathroom.
 4. Minimum two car garage (Minimum 484 square feet).
 5. Contractor will provide at least a 1-year home warranty on all work.
 6. Laminate, glue-down sheet vinyl flooring or luxury vinyl plank (LVP) for kitchen, dining, bath, and entry areas. LVP or carpet flooring for living room, hallway, bedrooms, and stairs with 8lb pad.
 7. Washer and dryer location will be designed with proper drainage, hookup, and venting.
 8. Passive sub-basement floor radon system.
 9. 30-year or equivalent architectural asphalt shingle roof.
 10. Aluminum Soffits, Facia, Gutters & Downspouts.
 11. High duty/quality vinyl siding .042 inches.
 12. Windows to have minimum energy star performance values for either vinyl or fiberglass high efficiency windows.
 13. 2x6 exterior walls 16 inch on center with R19 and plywood/OSB sheathing.
 14. R50 blown insulation in ceilings and attic.
 15. Electrical panel with 200-amp capacity.
 16. Ducted, gas, forced air central heating system with an energy efficiency rating of 92% or higher for heating.
- It is required that all builders have a General Contractor’s License.
- Builder shall provide County documentation confirming final sale price of home after close.



Figure 7 Sample image of a single-family home.



Figure 8 Sample image of a single-family home.

⁵ The following companies provided their expertise in determining Next Generation Housing Minimum Quality Standards: A&N Contracting, Harbor Homes, Hillcrest Builders, McHugh Construction, NuGen Homes, Stortz Construction, U Build It and Valido Homes.

- Items that shall be included in the builder home/lot package not to exceed the \$300,000 and \$400,000 Next Generation Housing limits include:
 1. These are not custom homes. Any requested home upgrades beyond these limits can be provided after closing.
 2. Meet all Next Generation Housing Minimum Quality Standards
 3. Co-brokerage fee
 4. Home listing agent fee
 5. Builder/developer profit
 6. Permit and inspection fees
 7. Impact fees and parkland dedication fees
 8. Utility connection fees
 9. Survey
 10. Seller closing costs
 11. Owner title policy

- Items that shall not be included in the builder home/lot package not to exceed the \$300,000 and \$400,000 Next Generation Housing limits include:
 1. Lender Title
 2. Appraisals attorney fees
 3. Mortgage origination fees
 4. Prepaid items & other lender fees
 5. Escrow or settlement fees
 6. Prorated property taxes
 7. Recording fees
 8. Appraisal

- Items local governments, developers or builders may consider adding to the not to exceed \$300,000 and \$400,000 Next Generation Housing limits include:
 1. Landscaping
 2. Driveway
 3. Walkway
 4. Homeowners Association Costs and Dues

“ I am so very glad to hear about the Next Generation Housing program. This program opens up a whole new world for us single people who would welcome the opportunity to own a home of our own. Homes that are more affordable and of a much smaller square footage and lot size. Thank You in advance for remembering this part of the population that does not desire a McMansion but still would like to take pride in home ownership.”

- Village of Germantown Resident

Marketing and Sales

- Builders shall agree to have a home listing agent to list home on Multiple Listing Service.
- The home listing agent fee and a co-brokerage fee shall be within the \$300,000 and \$400,000 home/lot package price points and shall not exceed a total of 4% of home sales price less the County investment lien amount. Fees shall be negotiated between agents.
- Builder restricted to 75% of homes having a sale price under \$320,000 and 100% under \$420,000 (including the Next Generation Housing \$20,000 investment) or subject to penalties outlined in the development agreement – including termination of agreement.

- NGH multi-family only developments may average the sale price of their units. Builders restricted to 100% of multi-family units must be listed under \$345,000 (including the Next Generation Housing \$20,000 investment) or subject to penalties outlined in the development agreement – including termination of agreement.

Authority and Responsibility – Initial Start-Up Funds

- To ensure continuity and efficiency of the Next Generation Housing Program, the County will work directly with each local government as part of a Project Management Team to move projects through the process. The Project Management Team will consist at a minimum of the County Next Generation Housing Project Manager and representatives from the local government.
- Guidelines for Next Generation Housing Procurement, Contracts and Reporting requirements apply in utilizing Next Generation Housing Funds (See Attachment F). County Procurement, Contracts and Reporting requirements may change over time and local governments should request any updates to Attachment F prior to initiating projects.
- Below outlines the general authority, roles and responsibilities for projects utilizing the Next Generation Housing Fund for Initial Start-up projects.
- **County**
 - Determine eligibility on requested projects as outlined in the request for funding approved by the Next Generation Housing Committee on March 14, 2022, and County Land Use and Planning Committee on March 24, 2022, and based on the Screening Checklist.
 - Draft a Memorandum of Agreement for each local government receiving funds.
 - Serve on the Project Management Team established by the local government to move projects through the process.
 - Pay professional services providers directly after invoice approval for all vendor contracts held by Washington County.
 - Grant Next Generation Housing Funds to the local government as outlined in the vendor contract.
 - Provide necessary reporting to County Finance Department and County Executive Committee.
- **Local Government Partner**
 - Determine proposed use of funds.
 - Provide the Screening Checklist and related proposals to the County Next Generation Housing Project Manager to determine initial eligibility.
 - Comply with Memorandum of Agreement. Approval of Memorandum of Agreement by the local government board or council by motion or resolution.
 - Establish a Project Management Team to move projects through the process.
 - Review, approve and pay professional service provider invoices for all vendor contracts held by local government.
 - Return all unused Next Generation Housing Funds to Washington County within 90 days following project completion.
 - Comply with required Guidelines for Next Generation Housing Procurement, Contracts and Reporting (See Attachment F). County Procurement, Contracts and Reporting requirements may change over time and local governments should request any updates to Attachment F prior to initiating projects.

Authority and Responsibility - Pilot Developments, Additional Start-up Funds and Private Developer and Builder Funds

- To ensure continuity and efficiency of the Next Generation Housing Program, the County will work directly with each local government or private entity as part of a Project Management Team to move projects through the process. The Project Management Team will consist at a minimum of the County Next Generation Housing Project Manager and representatives from the local government. The EDWC will serve on the Project Management Teams as needed based on project and financial structure complexity.
- Guidelines for Next Generation Housing Procurement, Contracts and Reporting requirements apply in utilizing Next Generation Housing Funds (See Attachment F). County Procurement, Contracts and Reporting requirements may change over time and local governments should request any updates to Attachment F prior to initiating projects.
- Below outlines the general authority, roles and responsibilities for projects utilizing the Next Generation Housing Fund for Next Generation Housing Pilot developments, Additional Start-up Funds or Private Developer and Builder Funds.
- **County**
 - Determine initial eligibility on requested projects based on Screening Checklist.
 - Finalize materials for Next Generation Housing Committee and County Executive Committee consideration.
 - Draft a Memorandum of Agreement for each local government receiving funds.
 - Draft Development Agreement for each developer and builder receiving funds that outline NGH requirements. Development Agreement will be recorded.
 - For Infrastructure funding requests, request a Return-on-Investment Impact Analysis to be completed by Economic Development Washington County prior to requesting funding allocation.
 - Serve on the Project Management Team established by the local government to move projects through the process.
 - Pay professional services providers directly after invoice approval for all vendor contracts held by Washington County.
 - Grant Next Generation Housing Funds to the local government as outlined in the vendor contract.
 - Provide necessary reporting to County Finance Department and County Executive Committee.
 - Review development agreement between local government and developer/builder to ensure compliance with terms of Memorandum of Agreement and Next Generation Housing Framework.
 - Review declaration of covenants to ensure compliance with terms of Memorandum of Agreement and Next Generation Housing Framework.



Figure 9 Sample image of a single-family home.



Figure 10 Sample image of a townhome building.

- **Local Government Partner**

- Determine proposed use of funds.
- Provide the Screening Checklist and related proposals to the County Next Generation Housing Project Manager to determine initial eligibility.
- Comply with Memorandum of Agreement. Approval of Memorandum of Agreement by the local government's board or council by motion or resolution.
- Establish a Project Management Team to move projects through the process.
- Confirm proposed homes meet minimum quality standards (Next Generation Housing min. and local government min.), confirm home/lot packages 75% under \$300,000 and 100% under \$400,000 and provides documentation to County. County can assist with this as requested by village/city.
- Local government inspector confirms homes were built to the minimum quality standards (Next Generation Housing min. and local government min.).
- Review, approve and pay professional service provider invoices for all vendor contracts held by local government.
- Return all unused Next Generation Housing Funds to Washington County within 90 days following project completion.
- Comply with required Guidelines for Next Generation Housing Procurement, Contracts and Reporting (See Attachment F). County Procurement, Contracts and Reporting requirements may change over time and local governments should request any updates to Attachment F prior to initiating projects.
- Active member on the Project Management Team.
- Participate in public engagement.
- Consider waiving or reducing fees for Next Generation Housing developments.
- Consider streamlining ordinance and comprehensive plan amendments and processes.

- **Developer/Builder**

- Determine proposed use of funds.
- Provide the Screening Checklist and related proposals to the County Next Generation Housing Project Manager to determine initial eligibility.
- Work with County on creation of development agreement
- Comply with Development Agreement.
- Provide a representative to attend Project Management Team Meetings through project implementation.
- Return all unused Next Generation Housing Funds to Washington County within 90 days following project completion.
- Substantiate costs and provide any information related to discounts on home construction, pricing, or work completed that will be part of a project.

- ***Economic Development Washington County (EDWC)***

- Participate in Project Management Team as needed based on project and financial structure complexity.
- Compute Return on Investment Impact Analysis for all Next Generation Housing development projects initiating infrastructure development at a specified cost per Impact Analysis.
- If requested, EDWC will provide input on Next Generation Housing meeting agendas and public engagement events, as necessary.

- ***Project Management Teams for Next Generation Housing Pilot Developments***

- Develop a 12–14-month implementation strategy for each Next Generation Housing Pilot development which could include detailed roles, responsibilities, public engagement, milestones, review of ordinances if amendment needed, etc.
- Develop financial structure.
- Outline Developers' Agreement conditions/responsibilities.



Figure 11 Jackson Village Administrator presenting at the Builders Forum.

Next Generation Housing Committee

- The Next Generation Housing Committee (NGHC) was formed in November of 2021 with the first meeting in December 2021. The Committee will act as a guide and advance Next Generation Housing developments, community outreach and involvement through the Next Generation Housing Fund and Program.
- The NGHC includes representatives from the cities of West Bend and Hartford, villages of Slinger, Richfield, Jackson, Germantown, Kewaskum, and Newburg, Washington County Board, Economic Development Washington County, Hartford Area Development Corporation, West Bend Chamber of Commerce, Hartford Area chamber of Commerce, Germantown Area Chamber of Commerce, and the Wisconsin Department of Workforce Development. The NGHC oversees the Next Generation Housing Initiative.
- The NGHC will convene on at least a quarterly basis, with the public meetings widely promoted encouraging participation by our partnering organizations and public.
- At the March 14, 2022, NGHC meeting, the Committee approved the creation of a temporary Inventory Workgroup for the prioritization of the Next Generation Housing developments. The County Community Development Department met individually with each municipality to select their inventory sites for potential development. The Inventory Workgroup convened to establish the ranking criteria and review the analysis. The inventory ranking process should be reviewed annually or as requested by the Next Generation Housing Committee. A full description of the analysis process can be found in Attachment G.



Figure 12 Image of the Next Generation Housing Committee.

Next Generation Housing Ad Hoc Workgroup

- The Next Generation Housing Ad Hoc Workgroup was established in December 2021. This Workgroup gathers a select group of professionals who are directly involved in the housing market and the development process. These individuals, with their expertise on housing, bring a unique background to help brainstorm solutions to housing barriers and develop tools and strategies for implementation.
- Membership of the Ad Hoc Workgroup is comprised of a variety of stakeholders (lenders, educators, builders, developers, planners, businesses, civic organizations, non-profit organizations, and realtors).
- The first meeting of the Ad Hoc Workgroup was on December 16, 2021. This two-hour workshop was not only an introduction to the Next Generation Housing Initiative, but also a breakout group brainstorming session on the potential barriers to housing and potential solutions to those barriers. The breakout facilitation groups focused on:
 - High Development Costs and Zoning & Land Division Regulations
 - Housing Down Payments and Workforce Education & Connection
 - Public Outreach
- The goal for this workgroup is to be a resource for determining real solutions to barriers and for implementing solutions.

Public Engagement

- To maximize the extent to which community residents and other stakeholders can provide meaningful input into the Next Generation Housing Program, the County will develop a community education and outreach program with elements that include Next Generation Housing Committee public meetings, County-wide and community specific public meetings and forums, print and web-based communication tools including the development and distribution of marketing and informational materials.
- Joint outreach and education efforts with local governments may be completed as part of Next Generation Housing Pilot development implementation strategies.
- Develop a marketing plan for the Next Generation Housing Initiative to connect, educate, and engage businesses & residents on Next Generation Housing opportunities and the positive impact these developments will have on the future success of their community.
- The County will provide quarterly updates to the Next Generation Housing Ad Hoc Workgroup and other interested parties.
- The County will develop a Success Stories ArcGIS StoryMap detailing successful Next Generation Housing developments.



Figure 13 Image of the Open House in Jackson.



Figure 14 Image of the City of Hartford and HADC presenting at the Builders Forum.

Measures of Success

- The Next Generation Housing Initiative has identified the following measures of success that will be tracked and documented to be provided to the Next Generation Housing Committee, County Executive Committee, and other stakeholders.
 - Number and total value of Next Generation Housing owner-occupied units constructed and sold under \$320,000 and under \$420,000 or for multi-family only developments that are constructed with the averaging option, homes sold under \$345,000
 - Number of acres of Next Generation Housing developments throughout County
 - Amount of new property tax revenue realized by Next Generation Housing developments
 - Number and amount of Next Generation Housing Down Payments processed
 - Number of volunteer hours and amount of financial giving provided to community non-profits
 - Amount of private sector funds contributed to the Next Generation Housing Down Payment Program
 - Creation of a Model Request for Proposals for local governments to use as a baseline for contracting out the infrastructure work for the Next Generation Housing developments
 - Creation of a Model Zoning Guidelines document for Next Generation Housing developments
 - Creation of a Model Declaration of Covenants document for Next Generation Housing developments
 - Number of Comprehensive Plans updated by city and villages integrating Next Generation Housing Program language

Attachments

Attachment A - Washington County Board of Supervisors 2022 Resolution 22

Attachment B – Washington County Board of Supervisors 2021 Resolution 43

Attachment C – Flowchart for Next Generation Housing Fund Process

Attachment D - Flowchart for Financing 1,000 Next Generation Homes

Attachment E – Screening Checklist

Attachment F - Guidelines for Washington County Procurement and Reporting

Attachment G – Next Generation Housing Inventory Ranking Analysis

Attachment A - Washington County Board of Supervisors adopted 2022 Resolution 22

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WASHINGTON COUNTY, WISCONSIN

Date of enactment: 7-13-2022
Date of publication: 7-19-2022

2022 RESOLUTION 22

Transfer from the General Fund for Next Generation Housing Development

WHEREAS, Section 15-6I of the Washington County Code states that Transfers and appropriations authorized under § 65.90(5)(a), Wis. Stats., requiring County Board approval shall be made upon the recommendation of the appropriate standing committee and by resolution adopted by a vote of 2/3 of the members-elect; and

WHEREAS, the United States Government passed the American Rescue Plan Act (ARPA) on March 11, 2021, which established a Coronavirus Local Fiscal Recovery Plan which is intended to assist local governments, including Washington County, in responding to the impact COVID-19 has had on the local community; and

WHEREAS, on September 8, 2021 the Washington County Board of Supervisors adopted 2021 Resolution 43 accepting more than \$26 million dollars in ARPA Funds to assist in relief efforts; and

WHEREAS, on October 7, 2021 Washington County announced a \$10 million Next Generation Housing (NGH) Fund, utilizing ARPA Funds, to provide obtainable quality housing opportunities throughout the County for our next generation; and

WHEREAS, on May 18, 2022, the Washington County Executive Committee approved by consensus, the Next Generation Housing Fund Framework and Budget identifying \$7,500,000 for NGH Pilot Developments and start up tasks for future NGH developments; and

WHEREAS, in an effort to streamline mandatory ARPA reporting, the \$7.5 million identified for NGH Developments has been allocated to another project and is no longer available for the NGH project;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that an amount of \$7,500,000 is hereby transferred from the General Fund to the Next Generation Fund for Next Generation Housing Pilot Developments and start up tasks for future NGH developments.

VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

RESOLUTION SUMMARY: Authorization to transfer \$7,500,000 from the General Fund to the Next Generation Fund for Next Generation Housing Pilot Developments and start up tasks for future NGH developments.

1 Approved as to form: _____ Introduced by members of the EXECUTIVE
2 Eileen T. Evans COMMITTEE as filed with the County Clerk.

3 Eileen T. Evans, Deputy County Attorney

4 Dated 7-14-22

J. D. Schleif
Jeffrey D. Schleif, Chairperson

6 Approved:

7 Josh Schoemann

8 Josh Schoemann, County Executive

9 Dated 19 July 22

Considered 7-13-2022

Adopted 7-13-2022

Ayes 17 Noes 3 Absent 1

10 Veto

Voice Vote _____

11 Partial Veto

12

13 (The initial General Fund transfer will be recouped during the 2022 year-end close and will not
14 impact the County's current financial standing. It will temporarily impact our compliance with
15 the fund balance policies. This resolution also approves budget adjustments for use of the ARPA
16 funds and the General Fund Transfer.)

Attachment B – Washington County Board of Supervisors adopted 2021 Resolution 43

1 **WASHINGTON COUNTY, WISCONSIN**

2
3 Date of enactment: 9-8-2021
4 Date of publication: 9-16-2021
5

6 **2021 RESOLUTION 43**

7 **Resolution Accepting American Rescue Plan Act (ARPA) Funding**

8
9
10 **WHEREAS**, since the first case of Coronavirus (COVID-19) was discovered in the United
11 States in January 2020, the disease has infected over 32 million Americans including over 16,000
12 Washington County residents; and

13
14 **WHEREAS**, in addition to adversely affecting the health of millions of people, the
15 worldwide response to the pandemic has had a devastating impact on the economy resulting in
16 high rates of unemployment and business closings, and has impacted nearly every other aspect of
17 daily life; and

18
19 **WHEREAS**, the United States Government passed the American Rescue Plan Act
20 (ARPA) on March 11, 2021, which established a Coronavirus Local Fiscal Recovery Plan which
21 is intended to assist local governments, including Washington County, in responding to the impact
22 COVID-19 has had on the local community; and

23
24 **WHEREAS**, under the provisions of ARPA, Washington County is to receive more than
25 \$26 million dollars to assist in relief efforts; and

26
27 **WHEREAS**, ARPA dollars are essentially a grant from the Federal Government and
28 Washington County is able to accept grant funding pursuant to s. 59.52(19) of the Wisconsin
29 Statutes; and

30
31 **WHEREAS**, pursuant to Washington County Policy FINP-11-Grant Policy, the County
32 has delegated administration of grant dollars and programs to the departments, offices, and
33 agencies that have direct oversight or responsibility for the programs that the grant dollars will
34 support;

35
36 **NOW, THEREFORE, BE IT RESOLVED** by the Washington County Board of
37 Supervisors that this Board accepts ARPA funding.

38
39 **BE IT FURTHER RESOLVED** that ARPA funds shall be administered consistent with
40 the County’s Grant Policy.

41
42 VOTE REQUIREMENT FOR PASSAGE: Majority

43
44 RESOLUTION SUMMARY: Resolution accepting ARPA funding.
45

1 Approved as to form:

2 

3 Bradley S. Stern, County Attorney

4 Dated 9/10/2021

6 Approved:

7 

8 Josh Schoemann, County Executive

9 Dated 13 Sept 21

10 Veto

11 Partial Veto

12

13

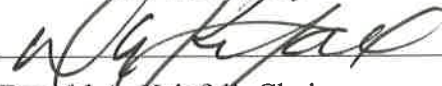
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(Acceptance of the ARPA funds would result in increased revenues and expenditures of approximately \$26.4 million. Receipt and expenditure of the ARPA funds will be managed and reported through the County's financial system.)

Introduced by DONALD A. KRIEFALL
COUNTY BOARD CHAIR

as filed with the County Clerk.



Donald A. Kriefall, Chairperson

Considered 9-8-2021

Adopted 9-8-2021

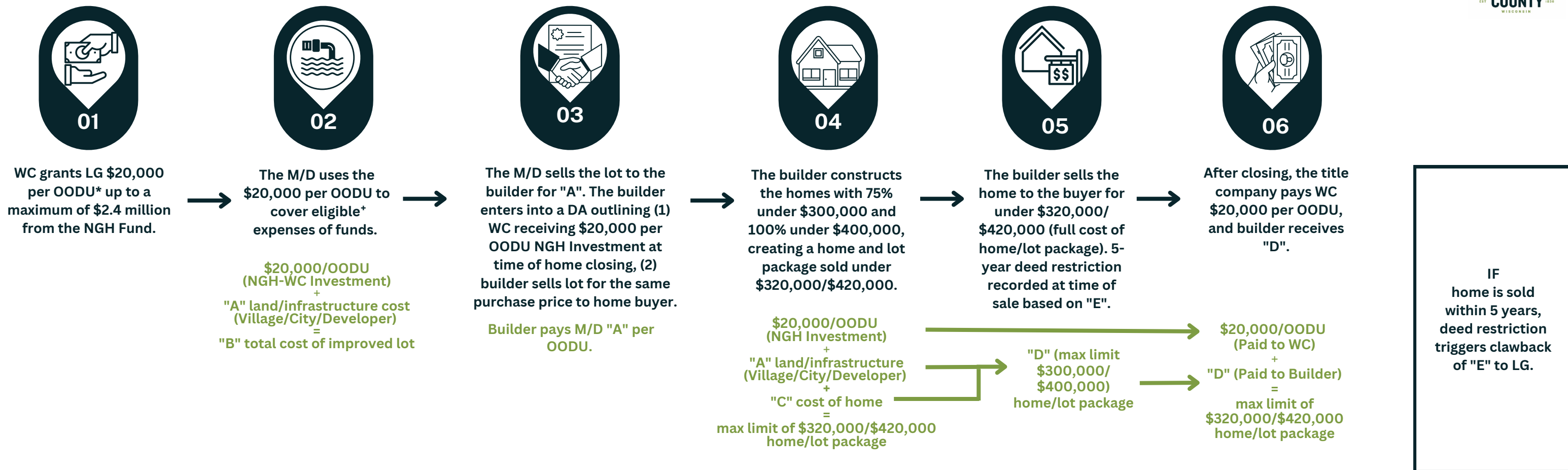
Ayes 22 Noes 0 Absent 4

Voice Vote X

Attachment C – Flowchart for Next Generation Housing Fund Process

Washington County Next Generation Housing Fund Pilot Flowchart

1/20/2023



- WC Expectations document
- ↓
- NGH Framework NGH Committee
- ↓
- WC Executive Committee
- ↓
- MOA WC & LGs

- LG land ownership
- ↓
- Public Bid - infrastructure
- ↓
- LG contract for infrastructure
- Private land ownership
- ↓
- DA between LG & Developer outline WC NGH Expectations
- LG determines "E" - LG determines fair market value discount built into NGH per OODU to prevent flip for profit scenario

- WC records \$20,000 / OODU lien
- LG as developer
- ↓
- RFP - Builders
- ↓
- LG sell lots directly to builder(s)
- ↓
- DA between LG & Builders outline WC NGH Expectations
- Private developer
- ↓
- Sell lots to builder(s)
- LG confirms proposed homes meet quality standards & provides documentation to WC

- Builder lists home on MLS
- Builder restricted to max sale price or subject to penalties outlined in DA.
- 5-year deed restriction placed on property by LG based on "E" for 1st owner after occupancy. Terms of deed restriction determined by LG.
- LG inspector confirms quality standards

- Title company satisfies \$20,000 lien to WC with documentation of final sale price.

- Title company identifies deed at time of sale
- Funds paid to TID.

DA - Development Agreement
 LG - Local Government
 M/D - Municipality/Developer
 MLS - Multiple Listing Service
 MOA - Memorandum of Agreement
 NGH - Next Generation Housing
 OODU - Owner-Occupied Dwelling Unit
 WC - Washington County

*\$20,000 Per OODU based on 120 units per development. LGs can adjust based on dwelling unit type and number of OODU per development.

+ Eligible Uses of Next Generation Housing Funds: Engineering Services, Planning Services, Surveying, Environmental Due Diligence, Land Acquisition, Infrastructure Development (roads, sewer, water, sidewalks, grading, etc.), Direct Developer Incentives, Stormwater ponds, Street trees, signs, lighting, and Municipal fees and permits

Note = If needed, home buyers may apply for a \$20,000 forgivable down payment through the Next Generation Housing Forgivable Down Payment Program.

Attachment D - Flowchart for Financing 1,000 Next Generation Homes

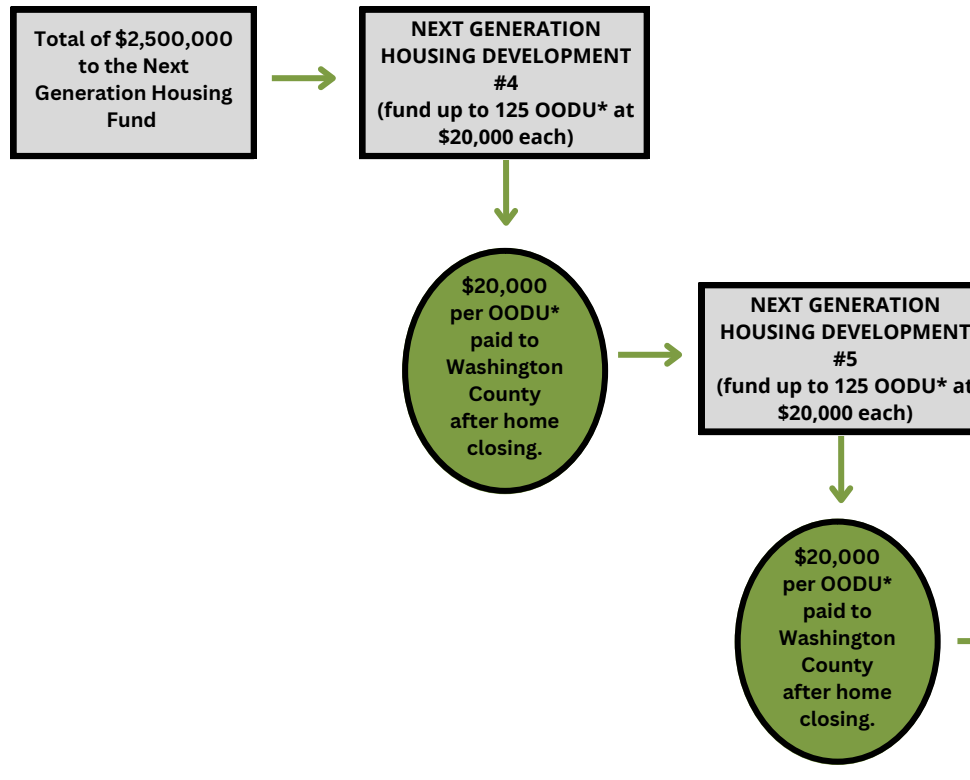
Financing 1,000 Next Generation Housing Homes & Next Generation Housing Down Payment Program



NEXT GENERATION HOUSING DOWN PAYMENT PROGRAM



NEXT GENERATION HOUSING FUND



\$2.5 MILLION TO NEXT GENERATION HOUSING DOWN PAYMENT PROGRAM

\$6,750,000 Next Generation Housing Fund (Hartford, Jackson, and Slinger Pilots)

\$20,000 per OODU* paid to Washington County after home closing.

~63%

~37%

*OODU: owner-occupied dwelling unit

Attachment E - Screening Checklist



Community Development Department

Debora Sielski, Community Development Director

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P.O. Box 2003
West Bend, WI 53095-2003
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Next Generation Housing Development Screening Checklist

Revised 9/7/2023

Washington County Next Generation Housing Initiative

The Next Generation Housing (NGH) Initiative is a coalition of Washington County communities that coordinate efforts and resources to provide obtainable quality housing options with a goal of providing 1,000 new owner-occupied housing units in NGH Developments with 75% under \$320,000 and 100% under 420,000, including home and lot/site, by 2032.

The NGH Initiative is able to provide funding to assist with certain activities related to the research, design, engineering, surveying, environmental due diligence, land acquisition, infrastructure development, and direct developer incentives of NGH housing developments throughout Washington County. This checklist should be used to determine if a proposed NGH housing development project aligns with the vision/goals of the NGH Initiative and therefore appropriate for investment by the NGH Committee and Washington County.

Owner/Representative Name & Title: _____

Owner/Representative Phone Number: _____

Address/Location of NGH Development: _____

Brief Description of Funding Request: _____

Screening for all funding proposals:

- Does the proposal move a NGH Development forward in fulfilling the goal of 1,000 NGH owner-occupied housing?
 - Yes – Forwarding the goal of 1,000 NGH owner-occupied homes is essential for the success of the NGH Initiative.
 - No –The proposal is not a good candidate for NGH funding.

- Does the proposal align with the definition of Next Generation Housing? (New owner-occupied housing units in NGH Developments with 75% under \$320,000 and 100% under \$420,000, including home and lot/site.)
 - Yes – The proposal consists of new owner-occupied housing units in Washington County per definition.
 - No – The site is not a good candidate for NGH funding.



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- Does the Coalition Partner, developer or builder have the tools, time, and resources in place to make the proposal a priority? Implementing this initiative will require intergovernmental cooperation.
 - Yes – Resources are in place to make the proposal a priority.
 - No – The proposal may not be a good candidate for NGH funding.
- Is the proposal part of an identified NGH Pilot Development or on the NGH Development Inventory?
 - Yes – The site is identified as a NGH Pilot Development or on the NGH Development Inventory.
 - No – The proposal may not be a good candidate for NGH funding or possible consideration for adding to inventory.
- For builder funding requests, does the site have existing infrastructure and is shovel ready for home building?
 - Yes – Site has existing infrastructure.
 - No – Builder needs to engage developer prior to requesting funds.
- Is the site owner ready/agreeable to housing development?
 - Yes – The property owner is interested and ready for development.
 - No – The proposal may not be a good candidate for NGH funding.
- For infrastructure development funding requests, have all applicable preliminary plat and zoning approvals (local, county, state) and a development agreement in principle been established?
 - Yes – The funding request can move forward.
 - No – The funding request cannot move forward at this time.
- Is this site within the Sewer Service Area?
 - Yes – The site is within the Sewer Service Area.
 - No – The proposal may not be a good candidate for NGH funding.
- Does the proposed development site substantially comply with the goals and Framework for Next Generation Housing? Is the site consistent with the development type?
 - Yes – The site is consistent with the goals and Framework for Next Generation Housing.
 - No – The proposal may not be a good candidate for NGH funding.

Please describe:

- Are sewer and water utilities located to the site?
 - Yes – Sewer and water utilities are located to the site and will help keep costs down.
 - No – Sewer and water utilities are not located to the site. Please describe below how close the utilities are to the site.



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- Is gravity sewer available to the frontage?
 - Yes – Gravity sewer is available to the frontage.
 - No – Gravity sewer is not available to the frontage.

- Is there a developer/engineer at the table? Please describe their involvement:

- Is there community/government support for the proposal? Please describe:

- Are there incentives (such as TIF districts) already in place or proposed for the site? Please describe:

- For developer or builder funding requests, please describe in detail the need for NGH funds for the success of this project. How will the NGH Funds affect the projected profits for the builder or developer?

- For developer or builder funding requests, is the financing in place for this project? Please describe.



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- The developer/builder has been in contact with the local government regarding the NGH development to discuss all local regulations and requirements.

- Is the site relatively simple and free of costly complications? Please identify any hurdles or obstacles for developing the potential site. Simple sites are good candidates for development and likely to achieve a high return on investment for the NGH Initiative.

- Does the municipality currently have another NGH development? If yes, please provide an update on the development and clarify if the development is on track.

- Are there environmental concerns with the site? If there are significant environmentally sensitive areas on the site, it may not be a good candidate for NGH funding. If the site is on the Brownfields Inventory, additional funding may be available through the County Brownfields Redevelopment Program. Sites with more environmental concerns may extend the project completion date and add complexity to the project. Please describe:

- Is there intention for the Inventory site to be within a high-density zoning district? This could include small lot size or high density per acre. Please describe.



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- If there are rentals proposed on a portion of the site, please describe when the rental lot is anticipated to be subdivided from the site.

- Please describe what type of contributions or support the local government is providing for this project. This may include but is not limited to: financial, internal work, reduction or waiving of fees, amendments to zoning and/or local comprehensive plan or engagement from the Board/Council.

- For infrastructure construction requests, has an EDWC ROI Impact Analysis been completed for the proposal? Please attach the summary report to this checklist for review by the Next Generation Housing Committee.



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- If there is a portion of the site that is non-owner occupied, the municipality will complete the following analysis to determine what percentage of the total cost of the project will be removed from the Next Generation Housing Fund request.

Category	Total Acreage	Percentage of Total Site
Total acreage of development site		
Total acreage of owner-occupied housing		
Total acreage of rental housing		
Total acreage of open space		
Total acreage of stormwater management		
Total acreage of roadways on the site		
Category	Number of Owner-Occupied Units	Number of Rental Units
Breakdown of owner-occupied units and rental units		

Submit this checklist along with any proposal attachments to Deb Sielski, Community Development Director at deb.sielski@washcowisco.gov. This checklist, along with all project proposal materials will be provided to the Next Generation Housing Committee and County Executive Committee as part of their review and consideration of the funding request.

Attachment F - Guidelines for Washington County Procurement and Reporting



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Attachment F

Guidelines for Next Generation Housing Procurement, Contracts and Reporting

The Washington County Next Generation Housing (NGH) Fund consists of \$10,000,000 allocated to address the ongoing workforce housing issues in the County. Of the \$10 million, \$7.5 million is dedicated to pilot developments and start-up funds for municipalities. On July 13, 2022 the Washington County Board of Supervisors adopted 2022 Resolution 22, which approved \$7.5 million transfer from the General Fund for the Next Generation Housing (NGH) Initiative.

Procurement

Procurement and Reporting requirements apply in utilizing Next Generation Housing funds. Local governments entering into a Memorandum of Agreement with Washington County are required to follow all applicable *Wisconsin Statutes* for procurement of services including, but not limited to, Section 59.52(29) Wis.Stats. If local governments request assistance from the Washington County Purchasing Office for procurement of services, the County will follow the most restrictive statutory requirements. Local governments that do not have a written procurement policy are encouraged to develop procedures based on applicable *Wisconsin Statutes*. It is recommended local governments report to the Community Development Department on all procurement and progress of projects.

When utilizing County Purchasing Office for Requests for Proposals (RFPs), Requests for Qualifications (RFQs), or Requests for Bids (RFBs), the review team shall include representatives from local governments and County Community Development Department to review proposals. If local governments send RFPs, RFQs, RFBs out for Next Generation Housing related procurement but do not utilize the County Purchasing Office, the requests shall be reviewed by County prior to advertising and the review team shall include representative(s) from the County to review proposals.

Contracts

Local governments utilizing Next Generation Housing Funds shall enter into a contract with each vendor. Local governments will provide the NGH Project Manager with a copy of the signed contract. Once the signed contract is received, Washington County will grant funds to the local government for the full contracted amount. Local governments are responsible for reviewing invoices and paying vendors.

For local governments utilizing the Next Generation Housing Fund for pilot developments or additional start-up projects:

- If additional funds are required above the contracted amount but within the approved amount by the Next Generation Housing Committee, the local government will request those funds through the NGH Project Manager.
- If additional funds are needed above the Next Generation Housing Committee approved funding amount, a separate funding request will need to be submitted for consideration by the Next Generation Housing Committee.

For local governments utilizing the Next Generation Housing Fund for initial start-up projects, additional funding for the projects shall be requested through the Next Generation Housing



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Project Manager as outlined in the Project Eligibility and Approval Process Section of the Framework for the Washington County Next Generation Housing Fund.

Reporting

Local governments utilizing Next Generation Housing Funds shall provide the following reporting:

- Once a project is completed and all invoices have been paid, local governments shall provide copies of all paid invoices and proof of payment to the vendors to the County NGH Project Manager.
- Local governments are responsible for all required tax reporting for vendors including Form 1099.

Unused Funds

Following completion of each approved project where a local government was granted Next Generation Housing Funds, the local government shall return all unused funds within 90 days after project completion to Washington County.



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FINP-10-PROCUREMENT POLICY			
EFFECTIVE	08/15/19	REVISED	

1. Purpose

This policy is intended to provide a set of guiding values and principles for public procurement practices in Washington County. Our goal is a fair and impartial, accountable, and transparent public procurement system in compliance with federal and state laws and other County policies while maximizing purchasing efficiency and the use of public funds.

2. Scope

This policy applies to all County departments for the purchase (including leasing or renting) of public work, materials, supplies, equipment, goods, and services.

3. Definitions

- **Cooperative Purchasing** is a purchase conducted on behalf of two or more public agencies for the common purchase of goods or services. This method is used to maximize the volume of common goods or services being purchased in order to obtain the best pricing for the agencies.
- **Direct Purchases** are procurements of goods or services that do not require a competitive solicitation process. Direct purchasing includes professional services, sole source and other exempt purchases as described in Section 8 of this policy. Previous direct purchases do not guarantee future direct purchases as circumstances may change.
- **Piggyback Purchasing** allows for purchases from another public entity's bid or contract at the established pricing as allowed by state statute. Contracts include those bid or negotiated by the state and local or national purchasing cooperatives (including, but not limited to the VALUE group or US Communities).
- **Professional Services** are any services requiring certain specialized education, technical ability and/or experience (including, but not limited to: nursing and other health services provided for the benefit and welfare of County residents, architectural and engineering services, auditing services).
- **Public Work** includes any contract for the construction, repair, remodeling or improvement of any public work or building as referred to in Section 59.52(29), Wis.

Stats. Public work does not include purchases of machinery or equipment, such as an automobile.

- **Responsible, Responsive Bidder** is a bidder who has the capability and/or qualifications to perform all aspects of the project requirements and who submits a complete bid per all the requirements of the bid documents.
- **Sole Source** includes purchases of any value that are available from only one responsible source. These purchases require documentation of specific reasons for sole source (e.g. compatibility with existing equipment) and a determination review by Purchasing. Utility purchases are considered a sole source but do not require a determination review by Purchasing.

4. Procurement Objectives

Cost: The County shall consider the long-term value of a purchase and consider ongoing maintenance, operating costs, and other indirect costs in purchasing decisions. The full lifecycle costs of a good or service may be considered when developing bid specifications and when evaluating vendor price proposals.

Quality: County purchase decisions should be based on best value, not lowest cost when possible. The goal is to secure goods and services at the lowest cost possible that is commensurate with quality requirements.

Timeliness: The County recognizes the importance of flexibility to use procurement strategies that best suit the situation in order to achieve timely delivery of goods and services for user departments.

Risk Management: While little to no risk exposure is ideal, excessive risk aversion can prevent the County from realizing the best value in purchases. Purchasing decisions will be evaluated to reduce risk to the lowest possible levels while maximizing value.

Maximizing Competition: Competition is essential to getting the best value. The County will strive for full and open competition in procurements.

Maintaining Integrity and Transparency. Recognizing that taxpayer dollars are being spent, it is essential that procurements are conducted fairly and processes and results are open to the public.

5. Purchasing Authority

Departments have the authority to make direct purchases of any budgeted item with an estimated value of less than \$10,000. Departments are encouraged to use a competitive solicitation process when feasible and advantageous to the County. Additionally, the use of purchase orders for purchases in excess of \$1,000 is also encouraged as a budget management mechanism.

When estimated costs exceed \$10,000, departments shall work with Purchasing staff to select a sensible method of purchase that promotes fair and open competition and to obtain the lowest practicable price. Such methods include, but are not limited to, Request for Quotes (RFQ), Request for Bids (RFB), Request for Proposals (RFP), and cooperative purchases.

When estimated costs exceed \$25,000, a competitive solicitation process shall be used. Purchases shall not be split in to multiple smaller purchases to avoid using a competitive solicitation process. In the absence of an adequate bid list, the County may publish a public notice in the County’s official newspaper.

When developing bid specifications, quality requirements should be considered and specifications written to obtain the best value for the procurement. Award will generally be made to the lowest responsible, responsive bidder who complies with the bid specifications and can meet the requirements of the solicitation.

Although not required, it is strongly recommended that professional services be bid through an RFP process where possible. The RFP process shall include separately sealed pricing proposals.

Departments are responsible for ensuring that adequate budget funds are available for all purchases. Documentation of available budget funds shall be provided to purchasing staff upon request.

6. Special Purchasing Authority

The following are exceptions to the procurement thresholds noted in section 5 of this policy:

- The Circuit Judges may authorize the fees of court appointed attorneys and guardians ad litem.
- The Clerk of Courts may authorize the fees of interpreters, expert witnesses, witnesses, court reporters and such other services directly required by the court.
- The Sheriff may authorize covert operations purchases to the extent budgeted funds are available. Such covert expenditures shall be reported to the County Administrator when requested; however, records of covert expenditures shall remain confidential.

7. Public Work Purchases

The County must follow Wis. Stat. 59.52(29) and Chapter 66 of the Wisconsin Statutes relating to Public Works and Projects for procurement of public works. When the estimated cost exceeds \$25,000 competitive bidding applies except when the board, by resolution, has determined there is an emergency and waives bidding requirements. Purchasing staff will ensure the County is meeting these requirements for all applicable public work procurements including those within the Capital Improvement Plan (CIP).

Any public work with an estimated cost below \$25,000 shall follow the methods of purchase noted section 5 of this policy. Additionally, if the estimated cost is between \$5,000 and \$25,000, a class 1 notice shall be given before contracting for work.

8. Exemptions to Competitive Bidding

The competitive process may be waived in the following circumstances. Departments must provide written request to Purchasing staff for an exemption.

- a. emergency purchases
- b. sole source purchases
- c. purchase of professional services
- d. to provide for uniformity or to maintain conformance with organization standards
- e. when unique or opportune market conditions are present
- f. when competitive bidding would be impractical or cost prohibitive (including rebidding after an unsuccessful competitive bid process)
- g. where the purchase is of a technical or experimental nature, or where creative talent, scientific knowledge or special skills or training are required.
- h. purchases made through an existing cooperative or piggyback contract

9. Emergency Purchases

Emergency purchases are those made when a circumstance, physical condition or one or more practices, methods or operations which would, unless immediate action is taken, present an imminent risk of death or great bodily harm, loss of property, environmental harm, or which would interrupt or create a substantial risk of interruption of essential government services. All emergency purchases shall be reported to the department's standing committee as soon as reasonably possible.

If such a purchase exceeds \$5,000 or where sufficient budget funds are not available, the requesting department head shall consult the County Administrator prior to making the purchase. If sufficient funds are not available within the department budget, the department head shall follow the Administrative Policy for budget transfers.

10. Grant Funded Purchases

All purchases made with grant funds, in whole or part, shall comply with the terms and conditions of the grant agreement and with this policy. If grant requirements conflict with this policy, the County Administrator may suspend the conflicting provisions of this policy provided that such suspension is not a legal mandate and only for the specific grant and for the duration of that grant. The department head is responsible for complying with the terms of the grant and for the management of items purchased with grant funds.

11. Monitoring and Annual Review of Policy

This policy will be updated as circumstances change and changes reported to the appropriate standing committee.

Attachment G - Next Generation Housing Inventory Ranking Analysis



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Next Generation Housing Inventory Ranking Analysis

Gathering Inventory Sites

The Community Development Department met individually with each municipality to select their inventory sites. Sites were selected based on the representative’s knowledge of available potential development sites. After these meetings, the sites were integrated into a Geographic Information Systems (GIS) layer that outlined:

- The number of parcels within the site
- The Tax IDs
- Ownership type (Public or Private)
- Municipal Priority
- Development Type
- Acres
- Brownfield Inventory Site

Establishing the Inventory Workgroup

At the March 14, 2022 Next Generation Housing Committee (NGHC) meeting, the Committee approved the creation of the temporary workgroup for the prioritization of the Next Generation Housing Developments. This Workgroup was comprised of the local government representatives on the Committee. After the sites were established, the Workgroup worked to finalize the criteria used to rank and analyze the inventory sites. The representatives of the Inventory Workgroup are listed below.

City of Hartford	Justin Drew
City of West Bend	Mark Piotrowicz
Village of Richfield	Katherine Gehl
Village of Germantown	Steve Kreklow (Jeff Retzlaff - alternate)
Village of Jackson	Jen Keller
Village of Kewaskum	Adam Gitter
Village of Newburg	Dave DeLuka (Deanna Alexander – alternate)
Village of Slinger	Margaret Wilber (Jim Haggerty – alternate)
Hartford Area Development Corporation	Tom Hostad

The Next Generation Housing Inventory Workgroup convened three times to confirm and analyze the ranking process. Brief descriptions of the meetings and the general timeline of finalizing the ranking analysis are listed.

NGHC March 14, 2022: The Next Generation Housing Committee had an opportunity to provide initial thoughts and ideas of criteria that should be included in the prioritization of the site inventory.

Workgroup May 19, 2022: The Inventory Workgroup reviewed the initial ranking criteria that was created by County staff based on the brainstorming session at the Next Generation Housing Committee meeting. The municipal representatives had the opportunity to provide feedback for revision and gave suggestions to improve the analysis process. Based on discussions, the Workgroup recommended two ranking structures – the initial ranking criteria and secondary sub-ranking criteria for the top 20 sites to simplify the process.

Workgroup June 6, 2022: The Workgroup reviewed the revised initial and sub-ranking criteria. The Workgroup assigned the specific weight of each criterion for the ranking process, specifying what questions should be scored higher than others. The revisions were approved by the Workgroup and the ranking criteria was finalized for the Next Generation Housing Inventory sites.

June 6, 2022: Staff sent out the final ranking criteria to the local government representatives to complete their sections.

June 17, 2022: Staff received analysis back from the local government representative and collected the responses.

June 18, 2022: Staff completed the developable area analysis for the inventory sites using ArcGIS Pro.

Workgroup June 22, 2022: Staff presented the preliminary ranking results of the inventory ranking analysis. After brief discussions and minor revisions from the Workgroup, consideration was given, and the inventory ranking was approved by the Workgroup. The top inventory site in the Village of Slinger was selected as the third pilot development.

Local Government Site Readiness Analysis

The initial ranking criteria analysis consisted of a variety of questions related to conceptual design, plan/code compliance, owner type, and utilities. The Workgroup also established sub-ranking criteria for the top 20 sites related to preliminary work on the site. Scores were weighted based on the importance of each factor as decided by the Workgroup. After the criteria were finalized on the June 6th meeting, the Workgroup representative received an excel sheet with the site readiness analysis to fill out for each of the sites in their municipality. The local government representatives were asked to complete this excel sheet and send it back to the Community Development Department to compile and enter the data into the final criteria sheet. Below are the questions that each of the municipal representatives answered for each site.

Initial Ranking Criteria Questions

- Are rental properties proposed for this site? If yes, what percentage of the site will be rentals? (No points)
- Rank all your inventory sites on priority. Your top priority site will receive a score of 5 in the criteria ranking.
- Has the concept plan been reviewed internally by staff? (1 point)
- Has the concept plan gone through municipal approval? (2 points)
- Is there intention for the inventory site to be within a zoning district that has a lot size of 8,000 sq ft or smaller? (2 points)
- Is the housing development consistent with your Comprehensive Plan? (1 point)
- Is the site within the Sewer Service Area? Within the Village of Germantown, is it within the Planned Sewer Service Area? (3 points)
- Are Utilities located to the site? (5 points)
- Is gravity sewer available to frontage? (1 point)
- Is City/Village willing to arrange for installment of utilities? (3 points)
- Is the site owned by the Public, a Housing Developer Under Contract, or a Non-Developer?
 - Public or Housing Developer Under Contract (2 points)
 - Non-Developer (0 points)

Sub-Ranking Criteria Questions

- Has an ALTA survey been completed on the site? (1 point)
- Have soil tests been completed on the site and soils are suitable for development? (1 point)
- Has a wetland delineation or floodplain analysis completed on the site within the last 5 years? (1 point)
- Have there been discussions on Sewer and Water Connection with Public Works or equivalent? (1 point)
- Has a stormwater management plan for the site been drafted? (1 point)

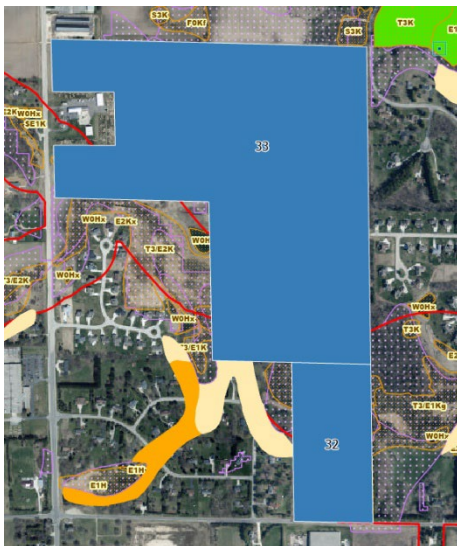
Developable Area Analysis

County Staff completed the developable area analysis for each site using important environmental factors that were incorporated into the initial ranking criteria. Using ArcGIS Pro, staff collected environmental information that included:

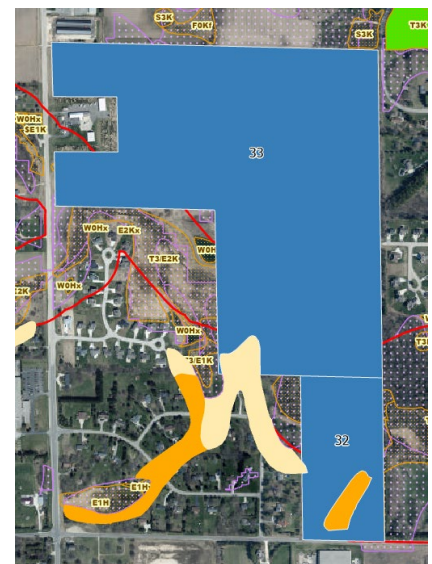
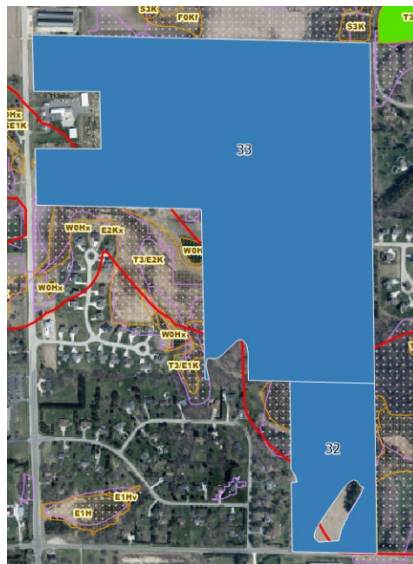
- DNR Wetlands layer
- Floodplain
- Slopes over 20%
- Primary Environmental Corridors and Isolated Natural Resource Areas
- SSURGO Soils layer (reviewing the Hydric Attribute only)

Using the Pairwise Erase Tool, the Site Inventory Target Sites layer was entered into the tool as well as the environmental factors selected for the developable area analysis. The successful output of this analysis is the Inventory Sites Layer with the environmental factor excluded from the area, creating “holes” in the sites. Below is an example of a successful analysis erasing steep slope.

Before Erase Tool:



After Erase Tool:



The Inventory Site layer with the “holes” from the successful analysis would then be entered into the Pairwise Tool with another environmental factor to be run, causing the area to be extracted from the site. This was completed on all the environmental factors selected by the Workgroup. The process for erasing each of the features is listed step by step.

1. Original Target Sites layer – Erase -- 20% slope or more data layer
2. Target Site 20% slope or more analysis layer – Erase -- PEC/INRA data layer
3. Target Site PEC/INRA analysis layer – Erase -- SSURGO Soils data layer (Hydric Attribute)
4. Target Site SSURGO Soils analysis layer (Hydric Attribute) – Erase -- 100-year flood data layer
5. Target Site 100-year flood analysis layer – Erase -- DNR Wetlands data layer (digitized by staff over the original layer)
6. Final Target Sites layer showing the developable area with the environmental factors removed from the layer

After the developable area analysis was completed, a field was created within the Final Target Sites layer to calculate the acres remaining. Once that was complete, staff compared the acres remaining to the Original Target Sites layer to calculate the percentage of the developable area for each of the sites. Scores were given on a range of 0-4 depending on the percentage of developable area.

Developable Area Analysis Scores:	
100%-76% Developable	4
75%-51% Developable	3
50%-26% Developable	2
25%-1% Developable	1
0% Developable	0 (review the site for compatibility)

Final Ranking

The ranking analysis with both the responses from the municipal representatives and the developable area analysis was compiled in a Microsoft Excel sheet. The answers from the municipalities were entered into the sheet with the specified formulas for questions and scores for the initial and sub-ranking criteria. The highest score that could be received from the initial ranking was 29 points. With the sub-ranking criteria applied, the highest possible score was 34 points. The top 5 sites are shown below based on the criteria analysis.

NGH Inventory Sites with Sub-Ranking Criteria						
Rank	Score with Sub-Ranking	Label	Tax ID	Parcels within Site	Municipality	Development Type
1	31	46	V5_0679, V5_067500X	2	Village of Slinger	Single/Multi Family
2	26	21	GTVN_224965	1	Village of Germantown	Multi Family
3	24	1a	291_11193620003, 291_11193620001	2	City of West Bend	Single Family
4	23	15	36_0903001001, 36_0903001002, 36_0903001003, 36_0903001004	4	City of Hartford	Single Family
5	23	36	V4_0347, V4_0348, V4_0349, V4_0350, V4_0353, V4_0352	6	Village of Kewaskum	Multi Family

The Village of Slinger site had the highest score with 31 points. As stated throughout the process, the third pilot site will be selected through the inventory ranking analysis.

Next Steps

The third pilot site has been selected as a result of the inventory analysis that was completed. The three pilot sites are:

- ❖ Village of Jackson Site
- ❖ City of Hartford/HADC Site
- ❖ Village of Slinger Site

The Next Generation Housing Inventory should be reviewed annually or as requested by the Next Generation Housing Committee. If additional funding becomes available for pilot development sites, the inventory ranking process should be repeated with the same ranking criteria by the Next Generation Housing Inventory Workgroup with updated site information.



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WISCONSIN