



Ad Hoc Affordable Housing Committee

AGENDA

CITY OF PLYMOUTH, WISCONSIN

February 22, 2024 6:00 PM

Room 305

128 Smith St.

Plymouth, WI 53073

Members Present:

____ Mayor Pohlman
____ John Nelson
____ Greg Hildebrand
____ Jeremy Schellin
____ Brian Doudna
____ Derrick Hermann
____ Kristine Hartmann

Staff:

____ Tim Blakeslee

Other:

Call to order and roll call.

- 1. Approval of minutes from 1-10-24**
- 2. Continued Review of Draft Community Housing Priorities and Committee Next Steps.**
- 3. Discussion and Potential Recommendation on High Density Residential Zoning to Plan Commission/Common Council.**
- 4. Communications – Letters, emails, or reports related to the Committee**
- 5. Adjourn**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

**CITY OF PLYMOUTH, WISCONSIN
AD HOC AFFORDABLE HOUSING COMMITTEE
128 SMITH ST. PLYMOUTH, WI 53073**

UNOFFICIAL MINUTES 1-10-24

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 6:00 PM. On call of the roll, the following were present: John Nelson, Jeremy Schellin, Brian Doudna, Greg Hildebrand, Kristine Hartmann, Also present were: City Administrator/Utilities Manager Tim Blakeslee
2. **Approval of minutes from 11-1-23:** Motion was made by Hartmann/Hildebrand to approve the minutes. A unanimous aye vote was cast 6-0. Motion was carried.
3. **Review of Draft Community Housing Priorities and Committee Next Steps:** City Administrator/Utilities Manager Tim Blakeslee walked through the draft Community Housing Priorities and Committee Next Steps. This focused on High-Density Residential Zoning District Adoption, City RFP for Housing Development, and Consultant Support for Potential Future Housing Locations/Zoning Designations, Needed Infrastructure Upgrades, and the Creation of TID Program and Guidelines for Incentives. Discussion focused on what other communities have for high density residential, discussion on what an RFP would like look and what properties would be included. There was discussion on keeping any incentive program open ended to give Council discretion moving forward.
4. **Adjourn:** Motion was made by Hartmann/Hildebrand to adjourn the meeting. A unanimous aye vote was cast 6-0. Motion was carried.



DATE: February 19, 2024
TO: Ad-Hoc Affordable Housing Committee
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: **Review of Draft Community Housing Priorities and Committee Next Steps**

Background:

Over the past 10 months the Ad-Hoc Affordable Housing Committee collected information regarding the needs, opportunities, and challenges of housing in Plymouth. At the last meeting, the committee reviewed a draft priority list for consideration. The priority list has been updated as requested by the committee.

Overall Mission: To Increasing the availability of all housing stock in Plymouth

I. High-Density Residential Zoning District Adoption

2/19/24 Update: Propose adopting a High-Density Multi-Family Residential Zoning District to address the growing housing needs in our community. At the last meeting, the Ad-Hoc Affordable Housing Committee asked for multi-family density zoning information of comparable communities, this information can be found in Attachment 1.

Please see a draft ordinance outlining a High-Density Multi-Family Residential Zoning District in Plymouth included as Attachment 2. As written, this district will permit the construction of buildings with 28 units each and up to 48 units with a conditional use. This district would have a maximum of 50% lot coverage and minimum lot area per dwelling unit of 2,400 sq ft. For reference, a 30-acre parcel would allow a maximum of 272 total units.

Staff recommends this item be discussed and forwarded to the Plan Commission and Common Council.

Timeline Recommendation – Immediate change

II. Consultant Support

2/19/24 Update: To facilitate the successful implementation of the community housing plan, staff proposes engaging a consultant for the following:

1. Potential Future Housing Locations/Zoning Designations:
 - a. Identify areas suitable for future housing developments.
 - b. Propose corresponding zoning designations for optimal land use.
2. Needed Infrastructure Upgrades:
 - a. Identify necessary infrastructure upgrades for potential future housing developments (includes Kapur study).

- b. Integrate identified upgrades into the overall plan.
- 3. Develop Utilization Plan/Program of options based on TID#4 funding, additional funding commitments, and/or donations. Provide the Common Council Flexibility to use this funding as needed to drive development. This could be a TID Revolving Loan/Grant Program, Usage of Forward Fund Program, Down Payment Assistance Program, Development Incentives, etc.
 - a. Current and Potential Funding Sources
 - i. ~\$2.3 million from the Tax Increment District (TID) for housing development.
 - 1. -75% is required to be used affordable for housing ~\$1.75 million. Allocate \$250,000 of this for targeted energy efficiency initiatives.
 - 2. -25% for general housing development ~525,000 (i.e. Potential infrastructure needs required for Highway 67 Curve development)
 - ii. Investigate a model similar to the Forward Fund or integrate with the Forward Fund to obtain commitments or donations from larger businesses.
 - iii. Discussion with smaller ongoing donors to contribute (e.g., St. Vinny's already expressed interest) to supplement the community housing fund.
- 4. Develop Guidelines for Incentives For Developers

Timeline Recommendation – Implementation by end of 2025

III. RFP for Housing Development - 67 Curve Parcel (currently owned by PIDC) and/or other Parcels

2/19/24 Update: The southwest portions of the City, specifically the Highway 67 Curve parcel (currently owned by PIDC), offer an opportunity for housing development. Staff recommend issuing a Request for Proposals (RFP) to attract qualified developers for this project. This process will stimulate competitive bids, ensuring a thoughtful and community-centric development plan. This could be repeated for other properties as needed.

Timeline Recommendation – Implementation following Consultant Support.

Recommendation: Motion to recommend High-Density Residential Zoning District Adoption to Plan Commission and Council. Discuss and provide direction to City Staff on the other items as needed.

Attachment 1: Local Comparable High-Density Residential Zoning

Sheboygan (Dwelling Units/Acres)

- Mixed Residential - 8: 8.00 du/acre
 - Would permit 240 units on 30 acres
- Urban Residential -12 (New Structures): 12.00 du/acre
 - Would permit 360 units on 30 acres.

Sheboygan Falls

- R4 - Approval for over 4 units by conditional use (two 18 unit buildings recently constructed).

New Holstein:

- "R-3" Multiple-Family Residential District High Density - Multifamily dwellings above eight units (8+) permitted by right.

Howards Grove:

- M Multiple Residence District- Five-unit or more multiple-family dwellings with conditional use.

Kohler:

- 4-unit maximum building size

Port Washington:

- R-4: Multiple Family apartment houses not exceeding 36 units per structure nor more than 6 stories in height.

West Bend:

- RM-5 MULTI-FAMILY RESIDENTIAL DISTRICT - The minimum lot area shall be 2900 square feet for each dwelling unit.
 - Would permit 450 units on 30 acres

Grafton:

- Residential-14 Zoning District 14.00 du/acre.
 - Would permit 420 units on 30 acres
- Multi-Family Residential-20 Zoning District: 20.00 du/acre.
 - Would permit 600 units on 30 acres

Attachment 2

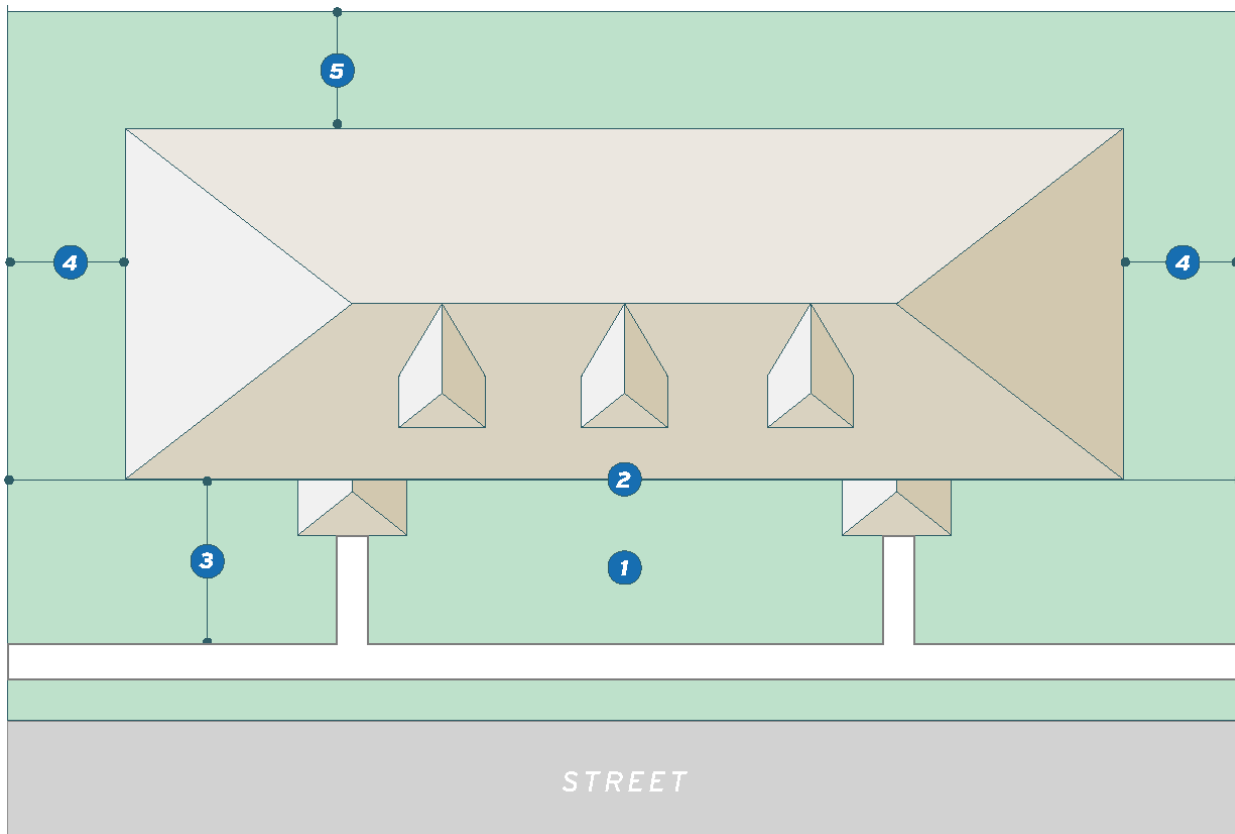
Sec. 13-1-XX R-6 high density multi-family residential district.

(Master Plan Reference: Mixed Residential)

- (a) *Permitted uses.* The R-5 district is intended to provide for larger building size and density for multi-family buildings as than the R-4 district. The following uses are permitted:
 - (1) Multiple-family dwellings.
 - (2) Governmental buildings not detrimental to the character of the residential area, not including sewage plants, garbage incinerators, warehouses, garages, shops, and junk or storage yards.
 - (3) Telephone and utility buildings, exchanges, and lines and transformer stations, excepting service garages and storage yards, and excepting microwave radio relay structures.
 - (4) Residential garage and accessory buildings and accessory uses customarily incident to the above uses, provided that no such use generates traffic or noise that would create a public or private nuisance, subject to section 13-1-140.
- (b) *Uses not requiring a principal building.*
 - (1) Public parks, playgrounds, and recreational uses such as nature trails, golf courses, tennis courts, baseball facilities, nature facilities, soccer facilities, picnic grounds, and other uses determined by the plan commission to be similar to such uses.
- (c) *Conditional uses.* The following uses are conditional uses pursuant to article E:
 - (1) Assisted living facilities.
 - (2) Nursing homes.
 - (3) Multiple-family dwellings exceeding unit and height maximums about outlined below
- (d) *Yard requirements for permitted principal and conditional uses within the R-6 district:*

| Multi-Family Residential (R-6) | |
|--|--------------|
| Lot Size* : | |
| <ul style="list-style-type: none"> • Minimum lot area (square feet): 7,200 • Minimum lot area per dwelling unit (square feet): 2,400. Minimum lot area per dwelling unit for Assisted living and nursing home facilities (square feet): 2,000 • Multi-family residential dwellings permitted maximum is 28 dwelling units for each building structure located upon a lot or parcel. Multi-family residential dwellings permitted minimum is 13 dwelling units for each building structure located upon a lot or parcel. Multi-family residential dwellings with a conditional use permit maximum is 29 to 56 dwelling units located upon a lot or parcel. • Multi-family residential maximum 56 units dwelling units for each building structure | |
| Lot frontage (1) | 60 feet |
| Minimum lot width at building line (2) | 80 feet |
| Maximum lot coverage of all buildings | 50% |
| Yard Setbacks: | |
| Minimum front yard (3): | 20 feet |
| Minimum rear (5): | 25 feet |
| Rear Yards Adjoining or Adjacent to R-1, R- 2, or R-3 Districts | 40 feet Min. |
| Minimum side | |

| | |
|---|--|
| Principal use (4) | 8 feet |
| Side Adjoining or Adjacent to R-1, R- 2, or R-3 Districts | 15 feet min |
| Accessory use | 5 feet |
| Adjoining or Adjacent to R-1, R- 2, or R-3 Districts | 10 feet min |
| Structure Height: | |
| Maximum Principal: | 45 feet (buildings over 2 stories require conditional use) |
| Maximum Accessory: | 20 feet |



(e) *Building requirements.*

- (1) Minimum dwelling unit floor space.
 - a. Six hundred square feet per dwelling unit on any one floor for a multifamily dwelling.
- (2) Multiple building placement. Each principal building on a single lot shall maintain the minimum front yard, rear yard, and side yard requirement (except as noted in sub a. below) as established herein. Each such building shall be so placed upon such lot so as to maintain such minimum lot requirements unto itself.
 - a. Interior side building setbacks apply only to end units (i.e., on nonattached side). Driveways must be set back at least two feet from interior side lot lines.
- (3) Minimum principal building width. 24 feet.

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- (4) All commercial operations and activities of all uses shall be conducted wholly inside a building or structure, except as listed within this district.
 - (f) *Off-street parking required.*
 - (1) Residential. Minimum 1.5 per dwelling unit.
 - (2) Places of public gathering. Minimum one per five seats.
 - (3) All off-street parking must be paved using bituminous or cementitious material. Alternatively, green pavers or hardscaped materials may be approved with permission granted by the zoning administrator.
 - (g) *Tree plantings.* All trees planted after February 1, 2004, shall be set back a minimum of six feet from the public right-of-way line.
 - (h) A traffic impact analysis (TIA) is required for proposed developments that meet any of the following thresholds:
 - (1) Developments proposing 100 or more dwelling units;
 - (2) Development proposing buildings requiring conditional unit approval