



City of Waukesha
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City of Waukesha Cover Sheet

Committee: Redevelopment Authority	Meeting Date: 11/17/2025
ID Number: 25-02529	Ordinance/Resolution Number (if applicable): N/A
Name of Submitter: Jeff Fortin, Economic Development Project Manager	Target Next Board/Council Meeting Date: N/A
Agenda Item Title: Review and act on proposed changes to the RDA Affordable Housing Development Fund program.	

Issue Before the Board/Council: Consider staff-recommended changes to the RDA Affordable Housing Development Fund program to provide better guidance to developers and ensure that our funds are being used for development of additional affordable/workforce housing units.
Options & Alternatives: The RDA may make any other changes to the program. The RDA may leave the program as is.
Additional Details: In 2022 the Redevelopment Authority and Common Council created the Affordable Housing Development Fund. This was funded with increment collected using the State of Wisconsin's Affordable Housing TIF Extension Statutes. This allows municipalities to leave open Tax Incremental Finance Districts for an additional year once all the financial obligations of the district have been fulfilled. The additional year of tax increment can then be used for various affordable housing efforts. Waukesha divides this increment into two programs; 75% of the increment goes to the Affordable Housing Development Fund and the other 25% goes to the Affordable Housing Rehab Loan Program.

Since its creation this fund has been used by Habitat for Humanity to fund eight (8) short-term construction loans for new single-family affordable homes, a forgivable loan for a Habitat duplex on Grandview Boulevard and at the last meeting a \$720,000 loan was approved for a 36-unit residential development on Meadow Lane.

As we have reviewed projects, we have tied all disbursements of loan funds to the issuance of building permits to ensure our funds are being used for projects that are moving forward. The current policy doesn't specify when loan funds are disbursed, only what the funds can be used for. Staff is proposing that we add language that indicates loan funds approved for private developers will be disbursed at the issuance of building permits. The RDA would still have discretion to change it depending on project type and circumstances. Additionally, this restriction would only apply to private developers, RDA use of these funds, such as for property acquisition would not have the same requirement

What is the Strategic Plan Priority this item relates to:

People Centered Development

What impact will this item have on the Strategic Plan Priority?

This program impacts People Centered Development by creating additional affordable housing units.

Financial Remarks:

There is no financial impact, however the proposed amendment will ensure program funds are being used on viable projects.

Suggested Motion:

I move to approve the proposed changes to the Affordable Housing Development Fund policy.