



City of Waukesha
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Committee: Finance Committee	Date: 2023-10-17
Common Council Item Number: 23-7887	Date: 2023-10-24
Submitted By: Jeff Fortin	City Administrator Approval: Gina Kozlik
Finance Department Review: Joseph P. Ciarro	City Attorney's Office Review: Brian Running
Subject: Review and act on a request to reallocate funds from the Affordable Housing Development Fund and Central City Storefront Activation Program to a zoning ordinance update project	

Details:
 Community Development Staff s requesting that up to \$200,000 from the Affordable Housing Development Fund and Central City Storefront Loan Program be reallocated to fund a 2024 rewrite to the city's zoning ordinance. The Storefront Activation programs is funded entirely with American Rescue Act (ARPA) funds while the Affordable Housing Development Fund uses a combination of ARPA funds and Tax Incremental Finance (TIF) affordable housing extension funds. These programs are administered by the Redevelopment Authority. At their October 16, 2023 meeting, the Redevelopment Authority recommended approval of this reallocation of funds.

The City is currently in the process of updating the Comprehensive Plan. Last updated in 2009, the update is expected to be finished and adopted by the Common Council by the end of the year. Once a comprehensive plan is adopted, the zoning ordinance must be consistent with the objectives, policies, plans and programs set forth in that plan. The zoning ordinance is the tool the City uses to implement the Comprehensive Plan. It regulates what can be built, where it can be built, and what uses are allowed. The current zoning ordinance was adopted in 2001. While minor changes have been made since then, the majority of the document hasn't been updated in 22 years.

The City sent out a request for proposals to get cost estimates for professional consultant to update the code. The estimated cost for this update was in the \$150,000-\$200,000 range, which is why the request is to transfer "up to" \$200,000 from these two ARPA fund accounts.

- Options & Alternatives:**
1. Approve the transfer of funds and staff will move forward with hiring a consulting firm to create the new zoning ordinance.
 2. Deny the transfer and the zoning ordinance will remain in its current form.

Financial Remarks:

There is currently \$1,469,245 in uncommitted funds in the Affordable Housing Development Fund, \$500,000 of which is from ARPA funds, and \$490,500 in the Storefront Activation Loan Program, which is entirely funded with ARPA funds.

Executive Recommendation:

Staff recommends reallocation of up to \$200,000 from the ARPA Affordable Housing Development Fund and the Central City Storefront Activation Loan Program to fund the rewrite of the City's Zoning Ordinance.