



Housing Opportunities Commission Minutes  
August 10, 2022 at 5:00 p.m.

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Members Present: Theisen, Poser, Betzig-Lundberg, Moseley, Chaput, Filipczak, Peterson (left 6:00 p.m.)

Members Absent: Ross, Carruthers, Rogers, Councilmember Werthmann

Staff Present: Kragness, Johnathan, Hufford

1. Call to Order by Chairperson Moseley at 5:00 p.m.
2. Roll Call – Members and staff were present in Council Chambers.
3. Meeting minutes of July 13, 2022, were approved
4. Open Public Comment Period – None
5. Public Discussions
  - A. 2022 Work Plan
    - i. Ordinance & Policy Review
      - i. Major Subdivision and General Development Plans – Ms. Hufford shared updated Major subdivisions flow chart noting changes. Explained that Plan Commission Final Plat review is now on Consent Agenda and file with other agencies occurs concurrently with the final plat process.

Questions/Comments

        - What is next? [Flow chart for Rezoning](#).
      - ii. Rental Registration and Landlord Registry – Ms. Hufford shared the Housing Inspection Checklist for HOC commissioners to review and compare with other housing agencies inspection checklists. Ms. Kragness shared how the external inspection process works and what would trigger an internal inspection. External inspections completed every 5 years; City is divided into five areas and one area surveyed each year. Inspection fees are \$90 for the first inspection and \$125 if a reinspection is needed. Registry includes over 11,000 dwellings. Process for identifying rentals discussed.

Questions/Comments

        - Affordable Housing Fund partnering with homeowners on renovations, could there be a partnership for hardship cases? Yes, currently refer owners to other agencies when a hardship is identified. Could also include landlords. CDBG program also utilized for home owner hardship cases and requires following federal guidelines. Additional partnership welcomed.
    - ii. Regional Housing Study – Ms. Hufford shared that the RFP has been sent for approval by participating communities. The RFP is expected to be released the week of August 15<sup>th</sup>, 2022. Goal is to have a consultant selected and approved in October. Link for [Housing Study for Sun Prairie, WI](#) was shared in July meeting minutes.

Questions/Comments

- Where did Chippewa land in the process? Chippewa data will be included, but goals and actions will be for City of Eau Claire, City of Altoona, and Eau Claire County.
- What is by-right development? Explained how current zoning requires different things to go before Plan Commission and by-right would detail what is allowed “by-right” under code helping to eliminate ambiguity and need for approval for many items.
- Will we have more discussion on overlay districts? Yes, with the zoning update we will discuss overlays more. Overlays include different or an additional level of requirements to a specific area within a zoning district.
- Many areas could go back to original zoning? Discussed some historic areas can revert to some of the original zoning, but other building codes may impact some changes.
- Will Housing Study identify historic issues? We can include it with the study. It should include how current zoning restricts development in historic areas and areas that development cannot occur with current zoning.

iii. Regional Housing Conference

Ms. Hufford shared that we are moving into the final planning stages for the conference and requested any additional feedback be sent soon to be included in the planning process. Chairperson Moseley shared that the library will have another event on 10/27 and would not be able to accommodate the conference. Discussion that the date previously chosen was based on availability and agreement was to continue with 10/27 and *Chairperson Moseley will work on finding an alternative location for the conference.*

Ms. Hufford shared the format with a keynote, three main topics, and round tables. Keynote will be UW-Madison professor Kurt Paulsen. Chairperson Moseley shared information on Kurt Paulsen and his work. Three main topics will be Housing and Transportation, Sustainability/Environmental Impact/Electrification/Solar/Wind, Zoning Code Update. Round table sessions will be Employer Sponsored Housing, Universal Design, and Supporting BIPOC Builders/Developers.

Questions/Comments

- Inclusive design vs. universal design. Discussed including experimental options to be included in the conference. Smaller door, accessible equipment for participants to use, etc.
- Areas included in scoring criteria to allow the bones of the house to be adaptable to future changes without needing significant remodels or costs.
- Round table will be a group of panelists with a moderator.
- Discussed importance of zero-entry from garage and impact of the grade of the land for allowing zero-entry to costs. Importance of builder knowledge to achieve inclusive design.

6. Other Business Agenda Items

- A. Rental Assistance Discrimination Ordinance follow-up (Dane County) – Ms. Hufford shared that *staff is reviewing the recommendations made by commission members for the appropriate next steps.*

Questions/Comments

- Will this make it required for landlords to accept vouchers? State law already requires landlords to accept vouchers. Conversation was whether the City would pass an ordinance reiterating the State’s process, if the City would include additional requirements, and if the City can include additional requirements.
- Discussion on costs associated with repairs, evictions, etc. that resulted in additional costs to landlords.

- How is it determined that voucher discrimination has occurred? Discussed difficulties in proving and possible solutions including patterns and testing.

B. Mobile Home Inspections initiatives, policies, programs

Ms. Hufford presented information on the licensing and inspection process for mobile homes. Mobile home communities in Eau Claire County are licensed and inspected by the health department as an agent of Wisconsin Department of Safety and Professional Services. Investigations of problems or violations can also be complaint driven. The City of Eau Claire has 7 licensed manufactured home communities totaling 508 licensed sites. The Health Dept. is contracted to conduct one routine inspection per year per licensed community (cycle is July 1-June 30). Types of inspections include: pre-licensing, complaint inspections for the community or site specific, and follow-up inspections. Routine inspections focus on safety of community and cleanliness of designated sites – external portions of homes and site maintenance like garbage, animal harborage conditions

Relevant codes for inspections: [WI SPS 326](#); [City of Eau Claire Chapter 16.12](#)

Questions/Comments

- Are mobile homes subject to rental registry with the lot being rented? No, the community is required to keep a record of who is at each site.
- Are exterior inspections the same as rental exterior inspections? Little less intensive because of difference in housing code.
- Differences between manufactured homes and mobile homes? Code requires manufactured home community to be registered if it is 3 or more unrelated homes on a property. Discussed differences between manufactured and modular home. Manufactured are typically steel framed and have a HUD certificate. Considered real estate if there is a permanent foundation (wheels removed and permanently on site) if not it is considered personal property.
- Mobile home park owner is registered and licensed through the State, but Eau Claire Health Dept. is the agent. How difficult is it to suspend a license if necessary? City and Health Dept. licensing would need suspended. Typically do a stepped enforcement process.
- There are issues across the country with lot rent increases due to corporate or out of state entities purchasing property, is there evidence of that in EC? No evidence here. Explained standards for age when allowing trailers into communities.

C. Staff Updates

a. Affordable Housing Fund / American Rescue Plan Act

Ms. Hufford shared the ARPA funds are still being worked through to hire an ARPA coordinator and complete public outreach. 2023 Budget is in process currently.

Questions/Comments

- None

b. Affordable housing project updates

Ms. Hufford shared there are no updates from the last meeting. Projects are in process.

Questions/Comments

- None

c. Luther Lakeside Apartments

Ms. Hufford shared that Western Dairyland has been contracted to provide case management services through June 2023. The goal to provide new permanent housing

(vouchers) that can travel to new communities. Residents can call Kim Zielinski at 715-836-7511 x1140 for assistance.

Questions/Comments

- Vouchers probably will not reach the residents until next June.
- Landmark Properties is the property management company for Luther Lakeside and they are working to relocate residents to other properties across the state that they manage/own.
- Problematic removing elderly from their community, medical needs and relationships, learning a new community, overall stress.
- Is case management continuing after relocation? Only up to the time of relocation.
- Are vouchers portable? Yes
- Does Mayo understand the impact? Yes, Mayo has received a lot of community feedback. No plans to change course.
- Discussed concern of resident at another community having a member of Luther Lakeside approach the resident inquiring finding a unit.
- Where are the vouchers coming from? Will people be bumped that are already on lists? Mr. Johnathan explained the different vouchers in the community.
- Were additional vouchers created or a part of the existing vouchers? Unsure

7. Discussion and Direction

A. Future Agenda Items

*See comments throughout minutes*

B. Announcements

Parks is offering ride-a-longs for those interested in the encounters parks has with people experiencing homelessness.

8. On a motion by Commissioner Poser and seconded by Commissioner Filipczak the meeting adjourned at 6:15 p.m.