



**Housing and Redevelopment Authority Meeting Agenda  
Council Chambers, Woodbury City Hall  
January 24, 2024  
Immediately following the Woodbury EDA meeting,  
estimated to be 7:36 p.m.**

**This Housing and Redevelopment Authority meeting is taking place virtually and at the Woodbury City Hall in the Council Chambers.**

**Members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone and accessing the virtual meeting link at [woodburymn.gov/VirtualMeetings](http://woodburymn.gov/VirtualMeetings).**

**[Watch the Live Meeting](#)**

**Public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link.**

**Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at [council@woodburymn.gov](mailto:council@woodburymn.gov). Questions received after 4:30 p.m. will be responded to in the next three to seven business days.**

**Please note that all agenda times are estimates.**

- 7:36 p.m. 1. Call to Order
- 7:37 p.m. 2. Roll Call
- 7:38 p.m. 3. Consent Agenda

All items listed under the consent agenda are considered to be routine by the HRA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

- A. 2024 HRA Annual Meeting 24-01  
Staff recommends HRA adopt HRA Resolution 24-01 appointing the 2024 HRA officers.
- B. Approval of Minutes – December 13, 2023 HRA Meeting
- C. Designating Depository of Public Funds 24-02  
Staff recommends HRA adopt a motion designating CorTrust Bank as the HRA’s depository of public funds for the year 2024.

**Housing and Redevelopment Authority Meeting Agenda  
January 24, 2024**

- 7:39 p.m. 4. Public Hearings – No items
- 7:40 p.m. 5. Discussion Agenda
  - A. Review of 2024 HRA Work Plan 24-03
- 7:45 p.m. 6. Adjournment

The City of Woodbury EDA is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The EDA is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the Executive Director's office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 651-714-3568) to make arrangements.

City of Woodbury, Minnesota  
Office of the HRA Executive Director

**HRA Letter 24-01**

**January 24, 2024**

**To: The Honorable President and Commissioners of the Woodbury HRA**

**From: Clinton P. Gridley, HRA Executive Director**

**Subject: 2024 HRA Annual Meeting**

**Summary**

Per the by-laws of the HRA, it is necessary to hold an annual meeting of the HRA on the fourth Wednesday of January. At this annual meeting, the HRA commissioners shall appoint the officers for the year.

**Recommendation**

Staff recommends HRA adopt HRA Resolution 24-01 appointing the 2024 HRA officers.

**Fiscal Implications**

Not applicable

**Policy**

The by-laws of the HRA as most recently amended and adopted by HRA Resolution 20-01 on January 22, 2020 require the HRA to hold its annual meeting on the fourth Wednesday of each January.

**Public Process**

This is the first public process for this item.

**Background**

The Woodbury HRA has officer positions of Chair, Vice Chair and Secretary which are filled by members of the Board as required by Section 2.1 of the HRA by-laws. In addition, the HRA has staff-level officer positions of Executive Director, Deputy Executive Director, Clerk and Treasurer.

In the past, Woodbury's Mayor has served as the Chair, the Mayor pro tem has served as the Vice Chair and the remaining commissioner with the longest tenure on the Board has served as the Secretary. Additionally, Woodbury's City Administrator has served as the Executive

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**January 24, 2024**  
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Director, the Assistant City Administrator has served as the Deputy Executive Director, the Community Development Director has served as the Clerk and the CFO/Controller has served as the Treasurer.

If the 2024 HRA Board chooses to follow these past practices and staff recommendations, the officers of the HRA for 2024 would be:

Chair:	Anne Burt
Vice Chair:	Andrea Date
Secretary:	Steve Morris
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Clerk:	Janelle Schmitz
Treasurer:	Jason Schirmacher

The specific appointment of officers is at the discretion of the board although, as noted above, the positions of Chair, Vice Chair and Secretary must be filled by members of the Board. Staff would like to highlight that Commissioners Morris and Santini joined the HRA at the same time. As such staff is recommending that Commissioner Morris be appointed HRA Secretary and, via separate action, staff will recommend that Commissioner Santini be appointed EDA Treasurer.

Written By:	Jamie Fritts, Housing and Economic Development Coordinator
Approved Through:	Janelle Schmitz, Community Development Director
Attachments:	HRA Resolution 24-01

**HRA Resolution 24-01**

**Resolution of the Board of Commissioners of the  
Housing and Redevelopment Authority in and for the City of Woodbury,  
Washington County, Minnesota**

**Appointing 2024 HRA Officers**

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of Woodbury (the "HRA"), as follows:

1. Recitals. All things required by the applicable provisions of Minnesota Statutes, Sections 469.001 to 469.047, have been duly taken in order to create, constitute, and activate the HRA.
2. Appointment of Officers. In accordance with the by-laws of the HRA hereby adopted, the Board hereby appoints to the following offices of the HRA the following persons, respectively:

Chair:	Anne Burt
Vice Chair:	Andrea Date
Secretary:	Steve Morris
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Clerk:	Janelle Schmitz
Treasurer:	Jason Schirmacher

This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 24th day of January, 2024.

Attest:

\_\_\_\_\_  
Anne W. Burt, Chair

\_\_\_\_\_  
Clinton P. Gridley, Executive Director

# MINUTES

## WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

Wednesday, December 13, 2023

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Pursuant to the due call and notice thereof, a regular meeting of the Woodbury Housing and Redevelopment Authority was duly held at the Woodbury City Hall, 8301 Valley Creek Road, on the 13<sup>th</sup> day of December 2023.

### Call to Order

Chair Anne Burt called the meeting to order at 7:04 p.m.

Chair Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email [council@woodburymn.gov](mailto:council@woodburymn.gov) or call 651-714-3524 and leaving a voicemail message.

### Roll Call

Upon roll call the following were present: Chair Anne Burt, Kim Wilson, Andrea Date, Steve Morris, Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, HRA Clerk; Clinton Gridley, HRA Executive Director; Jamie Fritts, Housing and Economic Development Coordinator; Kimberlee Blaeser, City Clerk; and Kevin Sandstrom, Woodbury City Attorney

### Consent Agenda

All items listed under the consent agenda are considered to be routine by the HRA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

Item A Approval of Minutes – November 29, 2023 HRA Meeting

Item B To adopt a motion approving the HRA's 2024 Calendar

Member Santini moved, seconded by Member Date, to approve the Consent Agenda items.

### Voting via voice:

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

### Public Hearings

No items scheduled.

### Discussion

#### A. Adoption of 2024 HRA Budget

Housing and Economic Development Coordinator Jamie Fritts reviewed the 2024 HRA budget. The appropriations include, Labor Reimbursement to general fund for Staff salary and benefit costs (\$137,900), Professional Services (\$65,800), Operating Expenditures (\$7,800), Loan program disbursements (\$600,000), and Addition to Fund Balance (\$105,717). The total appropriations are \$917,217. The sources of financing include, Local Affordable Housing Aid (\$600,617), Investment Income (\$16,200), Loan Principal (\$200,000), Loan Interest (\$100,000), LMCIT Dividends (\$200), and Miscellaneous Revenue (\$200). The total sources of financing are \$917,217.

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Mr. Fritts explained that the adopted 2024 levy is reduced from \$250,000 to \$0. This is due to a healthy HRA fund balance and was decided that the levy revenue is not needed in 2024. The levy is not eliminated and may be increased in the future, however the levy cannot be increased until the subsequent year. The budget was discussed at the budget workshop on September 13, 2023 and the not-to-exceed levy was adopted by the HRA on September 27, 2023.

Chair Burt noted that the Local Affordable Housing Aid is the new sales tax that went into effect and is an estimated amount. She asked how the revenue comes in and if it comes in quarterly. Mr. Fritts replied that it would be paid out like Local State Aid. The first half would be paid in July and the second half would be paid in December. He added that the estimate is based off the transportation tax to project the total.

Roger Bacchus, 10293 Fox Run Road, asked if he could receive a hard copy of the total costs in the budget. Chair Burt suggested that Mr. Bacchus provide his email so that a Staff member could email him the information.

Member Date moved, seconded by Member Santini,

To adopt the following resolution

**Resolution 23-11**

**Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota adopting the 2024 HRA Budget.**

### **B. Preliminary Authorization to the Issuance of Revenue Bonds for Manning Avenue Apartments and Karen Drive Apartments Phase I and Phase II**

Mr. Fritts explained that this is a continuation of the discussion that the HRA had at their November 29, 2023 meeting regarding the extension of the Difficult to Develop Area (DDA) designation. Tonight's request is to have the HRA adopt resolutions to authorize preliminary applications to the Minnesota Office of Management and Budget (MMB) for bonding allocation. Two developers have submitted applications for tax-exempt bonds to the HRA. The applications were submitted by LSBD Woodbury Manning LLC (Manning Ave. Apartments) and Woodbury AH I & II, LLLP (Karen Drive Apartments Phase I and II). The Manning Avenue Apartments would be 237 units and 100% affordable with anticipated rents at 60% AMI (Area Median Income). The Karen Drive Apartments will be 252 units (2 phases) and 100% affordable, also with anticipated rents at 60% AMI.

Mr. Fritts stated that the Woodbury AH I, LLLP (Karen Drive Apartments Phase I) is requesting \$22,250,000 in tax-exempt bonds. The Woodbury AH II, LLLP (Karen Drive Apartments Phase II) is requesting \$22,250,000 in tax-exempt bonds. The LSBD Woodbury Manning LLC (Manning Avenue Apartments) is requesting \$51,250,000 in tax-exempt bonds. Both applicants are also requesting permission to submit applications for tax-exempt bond allocations from MMB prior to the final project approval. The process is highly competitive and can take many rounds of applications. The preliminary authorization does not guarantee issuance of bonds. It also does not grant all necessary approvals with respect to the projects. All other public processes in regard to issuing bonds and development approvals must be followed.

Mr. Fritts mentioned that based on a report commissioned by the Washington County CDA, the projects will meet a great need in the community. The report shows there was a .2% affordable unit vacancy rate, 49% of renter households were cost burdened, and Woodbury's average rent was the second highest in the County. Low Income Housing Tax Credit (LIHTC) units provide housing for low to extremely low-income households. This provides workforce housing that is affordable to local average wage. The need for workers continues to grow. Rents also qualify for Housing Choice Voucher utilization which serve extremely low-income households. The projects would also achieve goals and objectives of 2021 Housing Action Plan.

Mr. Fritts reviewed the next steps for the projects. If the preliminary issuance of bonds is approved tonight, it would allow the HRA to submit bonding applications to MMB for the 2024 allocations. The applications are due on January 2, 2024, and a non-refundable application fee and partially refundable deposit would be due at that time. On January 9, 2024, the first bond allocations would be awarded. The projects that are not awarded would be placed on a priority list for future allocations.

Mr. Fritts introduced the two applicants.

Willie Boulay, Developer and Vice President at LS Black Developers (Manning Avenue Apartments), stated they are a growing development company founded in 2020. They are long-term owners and have extensive experience in affordable and workforce housing development. They have closed on three projects since starting the company with a total of 540 units. All three projects are currently under construction. The design is similar to the previously approved plan and their team is working with Staff on the final design. The building is four stories with 237 total units that range from one to three bedrooms. It is 100% affordable at 60% AMI. There will be surface parking and one level of underground parking. It will be sustainable and Energy-Star certified with solar on the roof.

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Chair Burt explained that this revised site plan has not been reviewed by the Planning Commission or Council yet and noted that those actions would come before the City at a later date.

Patrick Ostrom, Managing Development Partner at Real Estate Equities (Karen Drive Apartments) stated their company was founded in 1972 and is based in St. Paul. They currently are operating 4,500 apartment units in Minnesota and Arizona. They will manage the property with an onsite management team and own the property long-term. As part of the tax credit financing program, they will be required to own the property for at least 15 years. The access to Karen Drive apartments will be off Karen Drive with an additional access point turning right in/right out on Settlers Ridge Drive. Due to the wetlands, the property is not conducive to commercial or industrial development, and they would be requesting rezoning. The amenities include two dog runs, two playgrounds, outdoor recreation areas, green activity areas and walking trails.

Mr. Ostrom mentioned that there would be two identical buildings with 126 units in each building. There will be 24 1-bedroom units, 64 2-bedroom units and 38 3-bedroom units. There will be 479 parking spaces with 257 covered and 222 surfaces spaces. The building amenities include a fitness center, clubroom, covered parking and outdoor recreation. The unit amenities include stainless steel appliances, in-unit washer/dryer, granite countertops and high-quality cabinetry. He provided an explanation of the affordability requirements including the income restrictions, affordable rent prices and the average market rents. He mentioned that the planning application has been submitted and they are waiting to meet with the Planning Commission and City Council. Given the timeline, they were not able to go through the development review process before having to apply for the bonds. He asked for any initial feedback.

Chair Burt asked if the development application came before the bond request with the Orville Commons and the Legends projects. HRA Clerk Janelle Schmitz replied that she wasn't sure of the order for those projects, but noted that it took multiple allocations of bonds before they could proceed.

Chair Burt mentioned she feels uncomfortable since it is a large investment with the bond application fee which would be at risk if the development project isn't approved. She mentioned that a zoning change requires a 4-5 vote which can add an additional risk. Ms. Schmitz explained that the Manning Apartments would also likely need to go through a site plan amendment.

Chair Burt noted that there are no balconies on the Karen Drive apartment plan. HRA Executive Director Clinton Gridley suggested that the Members do not get into a plan review details, since that is not the matter before the HRA. Chair Burt explained that she was providing feedback since the developer is assuming some risk with the bond application prior to development approval. Mr. Ostrom replied that the balconies have been cost prohibitive due to construction costs and rising interest rates. He added that he believes the rezoning vote would just need a simple majority vote. City Attorney Kevin Sandstrom concurred and explained that the 4-5 vote is needed when a property is rezoned from residential to commercial, and this would be from commercial to residential.

Member Morris explained a lesson he learned from the Legends is that there is not a lot of pull that the City has after the project is approved. He added that residents at the Legends experienced significant rent increases and many are on fixed incomes. He stated he would like to understand what tools the HRA has to ensure affordable housing is maintained.

Kennedy and Graven representative Sophia Lykke stated the terms of the borrowing are negotiated through the course of the bond financing and will need to occur during the 180 days after the allocation is awarded and will depend on the parties involved. Restrictions on income and occupancy will be set out in a regulatory agreement that will be executed by the HRA and are governed by federal tax law and Minnesota law.

Member Wilson agreed with Member Morris' comments and added that she would like to see a general guideline for all affordable housing and then get specific for each project. She explained that it is important to protect the affordability of housing.

City Clerk Kimberlee Blaeser noted that there was a comment online from Muna Abdi, 405 Lakeview Alcove who stated that it would be great to have community voices on the item. Chair Burt explained that the HRA is only considering the bond application at this point and the City will continue to get public comment as part of the development application process.

Member Santini asked if the Manning Apartments would go through the Planning Commission again for the site plan amendment. Ms. Schmitz replied that it would. Member Santini noted that there will be opportunities for the public to provide feedback at both the Planning Commission and the City Council meeting. Member Morris added that the HRA will have additional meetings as well in regard to the bonding applications.

Member Wilson asked how the bond amounts would affect the City in the future when it comes to issuance. Ms. Schmitz replied that they are being issued through the HRA so the City's ability to issue bonds would be protected. Ms. Lykke added that it is private activity bonds that are being requested and do not impact the City's ability to issue other bonds. She added that the HRA can issue the bonds only if it receives an allocation of funding from MMB, otherwise it does not impact the City, HRA, or EDA. Member Wilson noted that



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the City was not issuing the bonds and is not responsible for the repayment of the bonds. Ms. Lykke agreed and added that the City Council would need to approve the issuance of the bonds as the local elected officials according to federal tax law.

Member Wilson asked when the classification of Difficult to Develop Area (DDA) came on. Ms. Schmitz replied that the DDA has been in effect for several years and clarified that when the Manning Avenue Apartments were originally approved they were proposed as market rate so the DDA status was not relevant to that application. With the pending expiration of the DDA there was an increased interest for affordable projects while the DDA was still in place. Member Wilson asked what determines whether property is designated as a DDA. Ms. Schmitz replied that it is a federal designation based in part on the cost of development within the community and the need for affordable housing.

Member Santini moved, seconded by Chair Burt,

To adopt the following resolution

**Resolution 23-12**

**Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota Granting Preliminary Authorization to the Issuance of Revenue Bonds or Other Obligations under Minnesota Statutes, Chapter 462C, as amended, to Finance the Costs of a Multifamily Housing Development (Manning Avenue Apartments); Ratifying HRA Resolution No. 23-08; Approving the Submission of One or More Applications for an Allocation of Bonding Authority; Approving the Preparation and Submission of a Housing Program with Respect to the Project; Establishing Compliance with Certain Reimbursement Regulations under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions.**

### Voting via voice:

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

Member Wilson moved, seconded by Member Santini,

To adopt the following resolution

**Resolution 23-13**

**Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota Granting Preliminary Authorization to the Issuance of Revenue Bonds or Other Obligations under Minnesota Statutes, Chapter 462C, as amended, to Finance the Costs of a Multifamily Housing Development (Karen Drive Apartments Phase I); Approving the Preparation and Submission of a Housing Program with Respect to the Project; Establishing Compliance with Certain Reimbursement Regulations under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions.**

### Voting via voice:

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

Member Date moved, seconded by Member Santini,

To adopt the following resolution

**Resolution 23-14**

**Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota Granting Preliminary Authorization to the Issuance of Revenue Bonds or Other Obligations under Minnesota Statutes, Chapter 462C, as amended, to Finance the Costs of a Multifamily Housing Development (Karen Drive Apartments Phase II); Approving the Preparation**

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### **and Submission of a Housing Program with Respect to the Project; Establishing Compliance with Certain Reimbursement Regulations under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions.**

Member Wilson reiterated that these resolutions do not approve the projects. Chair Burt agreed.

#### **Voting via voice:**

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

#### **Adjournment**

Chair Burt moved, seconded by Member Date, to adjourn the December 13, 2023 Housing and Redevelopment Authority meeting.

Voting in Favor: Wilson, Date, Morris, Santini, Burt  
Absent: None

Chair Burt adjourned the meeting at 7:50 p.m.

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Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on January 24, 2024.

City of Woodbury, Minnesota  
Office of HRA Executive Director

HRA Letter 24-02

January 24, 2024

To: The Honorable Chair and Commissioners of the Woodbury HRA  
From: Clinton P. Gridley, Executive Director  
Subject: Designating Depository of Public Funds

**Summary**

Minnesota State Statutes 118A.02 requires the Woodbury HRA’s Board to designate the HRA’s depository of public funds. Currently, the City of Woodbury has a three-year banking service agreement with CorTrust Bank ending October 1, 2024.

**Recommendation**

Staff recommends that the Woodbury HRA Board adopt a motion designating CorTrust Bank as the HRA’s depository of public funds for the year 2024.

**Fiscal Implications**

The interest income and fees per the agreement are accounted for in the 2024 HRA budget.

**Policy**

In accordance with investment policy, this action affirms staff’s recommendation to designate CorTrust as the HRA’s depository of public funds.

**Public Process**

This is the first public process for this item.

**Background**

Not Applicable.

Written By: Jamie Fritts, Housing and Economic Development Coordinator  
Approved By: Janelle Schmitz, Community Development Director  
Attachments: None

**City of Woodbury, Minnesota  
Office of the HRA Executive Director**

**HRA Letter 24-03**

**January 24, 2024**

**To: The Honorable Chair and Commissioners of the Woodbury HRA**  
**From: Clinton P. Gridley, HRA Executive Director**  
**Subject: Review of 2024 HRA Workplan**

**Summary**

The City adopted its 2021 Housing Action Plan (HAP) on April 14, 2021 which included fifteen separate implementation strategies to guide housing policy for the City over the next decade. To date, seven of the implementation strategies have been completed, while other strategies range from short-term to longer-term for implementation. The attached HAP implementation matrix provided serves as the workplan for the HRA.

In addition to the strategies of the current HAP that will be implemented in 2024, work will begin on reviewing and updating the HAP as well. City staff will review the current HAP policies, goals and strategies and determine if changes and updates are needed. Staff will report back and provide recommendations to HRA Commissioners through a series of Council workshops that will be held on March 13<sup>th</sup>, 2024 and June 12<sup>th</sup>, 2024.

**Recommendation**

This HRA Letter does not request a formal action. Rather, guidance and/or affirmation is requested from the HRA Board in regard to the 2024 HAP implementation steps:

- Review and update 2021 Housing Action Plan
- Identify new marketing strategies for the Neighborhood Reinvestment Fund and Woodbury First-Time Homeownership Program (Strategy 1.1)
- Adopt fair housing policy (Strategy 8.2)

**Fiscal Implications**

This item does not have any specific fiscal implications but may lead to policy conversations regarding investments from the HRA Fund, the HUD Fund or other City assets.

**Policy**

The 2021 HAP provides policy guidance for housing-related topics in the community.

## **Public Process**

1. The 2040 Comprehensive Plan identified the need to update the HAP.
2. The City Council held workshop discussions on the 2021 HAP on March 25, 2020, October 21, 2020, and February 22, 2021.
3. The City Council adopted the 2021 HAP on April 14, 2021.

## **Background**

### Overview

The 2021 HAP replaces the prior version of the HAP which was adopted in 2007. The 2021 HAP provides introduction and background information and also identifies the City's housing guiding principles as well as detailed reviews of nine specific housing policy topics. Each housing policy topic has at least one implementation step which are summarized in the attached matrix.

### HAP Implementation

The City has spent a significant amount of time on policy and analytics over the course of the previous three years related to housing and is now shifting to an implementation mode of the HAP with the information below highlighting the 2024 implementation strategies:

1. The HAP should be reviewed periodically to evaluate progress towards current goals and determine if policy or statutory changes at the local, state, or federal level require updates to the HAP. One such example is the Omnibus Housing Bill passed by the Minnesota Legislature in the Spring of 2023. The legislation allocated over \$1 billion towards direct local aid to cities and counties, increased funding for state housing programs and the creation of new programs to promote the development of housing in the state. City staff are still learning what opportunities may become available locally in the coming months. This is one example of the research and policy work staff will conduct during this year's HAP review and will report findings and recommendations to the HRA Commissioners for further direction.
2. One of the ongoing strategies in the HAP is to identify new marketing strategies for the HRA loan programs to reach audiences and potential borrowers that may not be aware of the programs. This work will continue in 2024.
3. With regard to the adoption of a fair housing policy, the Metropolitan Council requires Livable Community Grant participants to adopt a fair housing policy. Furthermore, as an entitlement community for the Community Development Block Grant, the City is mandated to affirmatively further fair housing in the community by taking meaningful actions to foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. One such action outlined in the HAP is the adoption and implementation of a fair housing policy. Staff anticipates presenting the policy for adoption in Q1 of 2024.

Written By: Jamie Fritts, Housing and Economic Development Coordinator  
Approved Through: Janelle Schmitz, Community Development Director  
Attachments: Housing Action Plan Implementation Matrix

Housing Action Plan Implementation Matrix, January 24, 2024

<u>Strategy Number</u>	<u>Strategy</u>	<u>Status/Timing</u>
1.1	New marketing of HRA loan programs	Ongoing
1.2	Investigate a potential new "step-up" HRA loan program	Future
1.3	Investigate 3.5% minimum contribution	COMPLETE, new program guidelines were adopted on April 13, 2022, and affirmed 3.5% minimum but added a cap of \$10,000
2.1	HRA Fund Policy	COMPLETE, adopted July 14, 2021 as HRA Directive HRAD-1.5
3.1	Housing Choice Voucher pilot	Remain opportunistic
4.1	Consider land banking within 2.1	COMPLETE
4.2	Review sites for land banking	Remain opportunistic
5.1	Update the TIF policy	COMPLETE, Council Directive CD-COMDEV-3.5 updated on June 23, 2021
6.1	Create new rental licensure program	COMPLETE
6.2	Evaluate ordinance update needs for apartment licensure	COMPLETE
6.3	ID how to be a rental advocate	Ongoing
7.1	Review density policy re Gold Line	Initial approval Via the Gold Line Station Area Master Plan adoption; Final approval Q2 2024
8.1	Adopt HAP	COMPLETE, 2021 HAP adopted on April 14, 2021
8.2	Adoption of fair housing policy	Q1 2024 present policy for adoption
9.1	Fair housing compliance	Q1 2024 develop tracking, training, metrics