



**Housing and Redevelopment Authority Meeting
Council Chambers
April 08, 2026 | 7:30 PM**

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

Meetings are recorded by TrueLens Community Media and are broadcast live and replayed on cable channel 799. Meetings are also available on the [City of Woodbury's YouTube channel](#).

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.

[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. 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.

1. Call to Order
2. Roll Call
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.

- 3A. Approval of Minutes - January 28, 2026
- 3B. Approval of Authorization to Apply for 2026 Livable Communities Development Grant 26-04

Staff recommends the HRA adopt HRA Resolution 26-03, a resolution authorizing application for 2026 Livable Communities Act Development grant funds.

Woodbury Housing and Redevelopment Authority Agenda
April 08, 2026 | 7:30 PM

4. Public Hearings

No Items Scheduled

5. Discussion

No Items Scheduled

6. Adjournment

The City of Woodbury is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provisions of the Americans with Disabilities Act is available from the Administration office at 651-714-3500. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator at 651-714-3500 (TDD 731-5796) to make arrangements.

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

Wednesday, January 28, 2026

3A

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 28th day of January 2026.

Call to Order

Chair Anne Burt called the meeting to order at 7:33 p.m., and she welcomed those attending the meeting both in person and virtually.

Chair Burt explained that members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone. She stated 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. and 4:30 p.m. via email at council@woodburymn.gov or at 651-714-3524. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Roll Call

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

Others Present: Janelle Schmitz, HRA Clerk; Jeffrey Dahl, HRA Executive Director, Kevin Sandstrom, Woodbury City Attorney; and Jamie Fritts, Housing and Economic Development Manager

Consent Agenda

Item A Approval of Minutes – December 10, 2025, HRA Meeting

Item B To adopt the following resolution

HRA Resolution 26-01

HRA Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota appointing the 2026 HRA officers.

Item C To adopt a motion designating CorTrust Bank as the HRA's depository of public funds for the year 2026.

Item D

HRA Resolution 26-02

This item was removed from the Consent Agenda and moved to the Discussion portion of the meeting.

Member Morris moved, seconded by Member Santini, to approve the Consent Agenda items with the exception of item 3D.

Voting via voice:

Kim Wilson – aye
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini - aye
Anne Burt – aye

Public Hearings

No items scheduled

Discussion

Consent Agenda Item 3D Adoption of HRAD-1.6 HRA Land Banking Policy

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

Wednesday, January 28, 2026

Housing and Economic Development Manager Jamie Fritts stated at the April 30, 2025, Council Workshop, the Council discussed the Housing Action Plan and directed staff to develop a policy establishing an HRA land banking program to advance City housing goals by facilitating the development of new affordable rental housing. The land banking program would be funded primarily through the City's annual disbursements of Local Affordable Housing Aid (LAHA). Adoption of the proposed land banking policy by the HRA would formally establish the program and define it.

Mr. Fritts stated affordable housing land banking is an affordable housing production strategy identified in the Housing Action Plan. It includes acquiring land that is not yet guided for residential or higher-density development. In addition, it holds the land until conditions are right for development. Affordable housing land banking facilitates projects that best align with the City's housing goals and address local needs.

Mr. Fritts noted that the HRA Land Banking Policy establishes policies and procedures for an HRA-administered land banking program. The policies and procedures include land acquisition, property holding and management, disposition of land and project selection, and compensation and purchase agreements.

Mr. Fritts stated that the HRA Land Banking Policy objectives include to acquire and hold land in strategic locations for future affordable housing development, facilitate the development of affordable housing prioritizing households earning no more than 50% of Area Median Income, ensure a consistent and transparent process by which real property is conveyed for development, and align future development and redevelopment efforts with the City's Comprehensive Plan and Housing Action Plan.

Member Santini expressed concern that the public would think there is a conflict of interest. She wondered if the language could be changed so that it mentioned Council direction and made it clear that the Council was not approving the purchase of land for land banking right now. She added that she wrestles with wanting to have a flexible directive and not to handcuff the City, but would also want to have the HRA Land Banking Policy to be a last option to be used. She expressed concern about having long-term City-owned properties and pointed out that there could be liabilities. She added that she has concerns since the City has not done the process. Mr. Fritts explained that staff was presenting the policy so the Council would know what kind of process the staff would go through when presenting a parcel for acquisition to the Council in the future. Staff would ensure that the parcel would be a highly marketable piece of property. He added that staff would do research to look at current planning and what the phasing is, so that it aligns with City goals. He noted that the process would help put guardrails in place so that there can be transparent discussions before purchases are made.

Member Santini asked for clarification about the policy, asking when an RFP process would not be utilized. Mr. Fritts provided an example of someone wanting to come to the City and their proposal matched up with the goals and objectives that the City has for the land. The policy would allow the City to do a direct negotiation with an interested party that aligns with the City's goals. If there were multiple developers interested, the RFP process would allow for transparency and fairness for each developer to pitch their idea. HRA Clerk Janelle Schmitz noted that the City has done land banking in the past. When City Walk was developed, the City purchased two to three acres of land so that it could be resold in the future for affordable housing. The City held the property for six to seven years until the time was right for the Views at City Walk to be developed.

Member Santini expressed her concern that land banking could be used for just redevelopment for residential and commercial purposes, which would be from a for-profit standpoint. She wondered if landowners would want to try to offload parcels to the City. She explained that she would want the City to have the ability to refuse land. Member Morris pointed out that the HRA may not be the entity that is approached to make a decision since it is specific to land banking. He added that the funds for HRA land banking are specific.

Member Stafford asked if staff would be identifying the parcels or pieces of land. Mr. Fritts replied that staff would identify the land. If someone approached the City, staff would have the ability to determine if the property met all of the requirements in order for it to be considered by the Council. The pieces of land that will be identified by staff will be strategically selected.

Member Wilson stated that she did not like the City being in the business of owning, buying, or holding real estate. The City has a great mix of housing, and it has happened naturally through the Comprehensive Plans. She expressed concern about the City buying a parcel and sitting on it for six to seven years and then selling it for what it was bought at. She added that she does not like that taxpayers' dollars through the LAHA fund would be used to sit on properties until it is the right time to resell the land. She stated that she did not like the City being the landowner on a piece of property that is developable in the future.

Chair Burt asked Mr. Fritts to explain what LAHA funds are. Mr. Fritts explained that LAHA funds were created in 2023 by the State, and it is an additional sales tax that is collected in the metro area. The fund is paid by people purchasing anything in the metro area; it is not a property tax. The money is distributed to all of the metro cities and metro counties to be used for the creation or redevelopment of affordable housing. The funds cannot be used for anything else. The money has spending timelines attached to it, so if the money is not spent, it goes back to the State. Chair Burt explained that the policy allows the City to consider using land banking as an option, but it is not an obligation. Mr. Fritts explained that the last four major affordable housing projects in the City have benefited from a federal designation called a difficult development area. The designation is now gone, and that other tools will be needed to encourage the development of affordable housing.

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

Wednesday, January 28, 2026

Member Wilson asked how much LAHA funds the City had received so far. Mr. Fritts replied that the City has received \$1.2 million that has not been spent. Member Wilson asked what other areas the money could be spent on if it was not used for land banking. Mr. Fritts replied that the money could be used for the home ownership loan program, land banking, development assistance, direct lending to developments, and anything related to housing that is within the income brackets that the State defined. He explained that during the Council workshop, the Council narrowed down the focus of what the funds could be used for. Chair Burt added that by adopting the Resolution, all of the options would still exist on how the funds could be used. Member Wilson expressed her understanding that the HRA was simply adopting the policy. She asked if the first-time home buyer loan program had to be cut off due to there not being funds. Mr. Fritts replied that the program was shut down in 2024, but it is up and running again in 2025. Member Wilson asked how much money was used for the first-time home buyer loan program. Mr. Fritts replied that \$700,000 was used in 2024.

Member Santini explained that she would want the land banking option to be treated like a variance and would be a last option. She agreed with Member Wilson's concerns regarding the City getting into the business of real estate. Member Morris explained that he was optimistic about the policy because he has been a fan of land banking, and it is another tool in the toolbox for the City. He added that there have been many discussions with the HRA on the options for what to do with the money. He added that the City never asked for the money because the State made the decision. He stated that he wants every penny of the LAHA funds to go to Woodbury and to maintain the community. He added that if the residents are paying taxes into the LAHA funds, then he would want the largest amount of the money to do good in the City. He explained that if the money was levied money, he would have more questions and concerns about how to use it. The money has an expiration date. Member Stafford agreed.

Member Wilson stated that if the land banking policy is approved, she would like to see standards or inspections developed. She added that since the City has more control over housing, she would like to see more control over the rent increases and living conditions. Member Stafford stated that she agreed with Member Morris's statement that the money belongs to the City and it needs to be used for the residents. She added that if the money is not used for land banking, it should be used for housing affordability rehab, or first-time homeownership programs, so that it would get more families into Woodbury and keep them in the City.

Member Morris moved, seconded by Member Stafford,

To adopt the following resolution

HRA Resolution 26-02

HRA Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota, adopting HRAD-1.6: Housing and Redevelopment Authority (HRA) Land Banking Policy.

Voting via voice:

Kim Wilson – no
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini - aye
Anne Burt – aye

Adjournment

Chair Burt moved, seconded by Member Morris, to adjourn the January 28, 2026, Housing and Redevelopment Authority meeting.

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

Chair Burt adjourned the meeting at 8:09 p.m.

Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on September 23, 2026.

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

HRA Letter 26-04

April 8, 2026

To: The Honorable Mayor and Members of the City Council

From: Jeffrey J. Dahl, Executive Director

Subject: Approval of Authorization to Apply for 2026 Livable Communities Development Grant

Summary

The City of Woodbury has the opportunity, as a jurisdiction participating in the Local Housing Incentives Program established by the Metropolitan Livable Communities Act (LCA), to apply for LCA grants from the Metropolitan Council. LCA grants are made available to participating metro cities to fund a wide variety of different housing, infrastructure or planning activities.

Staff is requesting permission from the Board of Commissioners of the HRA to submit an LCA Development grant application for the following activity:

1. Up to \$333,474 to fund the acquisition and rehabilitation of single-family homes in the City of Woodbury by Two Rivers Community Land Trust.

The HRA will sponsor and submit the grant application for the project identified above. The HRA will also be responsible for requirements regarding the management of funds and compliance reporting.

Recommendation

Staff recommend the HRA adopt HRA Resolution 26-03 authorizing application for 2026 Livable Communities Act Development grant funds.

Fiscal Implications

If funded, the HRA would receive grant dollars in 2026 and would then adjust the 2026 budget accordingly. No matching dollars are required for the LCA grant. Private developers may not apply directly for LCA grants so the City is applying for the funds with the intent to pass the dollars through to the developer, Two Rivers Community Land Trust, in the form of a grant.

Policy

2040 Comprehensive Plan
2021 Housing Action Plan
AD-ADMFIN-1.11 Grant Application and Management Policy

Public Process

This is the first public process for this item.

Background

Two Rivers Community Land Trust is a nonprofit organization dedicated to providing permanently affordable homeownership opportunities for low- and moderate-income individuals and families in Washington County. Established in 1999 by concerned citizens addressing the need for affordable housing in the area, Two Rivers utilizes the community land trust (CLT) model to separate ownership of the land from the home. In this model, the trust retains ownership of the land, while qualified buyers purchase the homes at reduced prices and pay a small monthly ground lease fee. The CLT model ensures homeownership cost stability while keeping costs lower than traditional homeownership.

When homeowners decide to sell, resale restrictions ensure the home remains affordable for future buyers while allowing the seller to earn a portion of the equity gained. This approach ensures long-term affordability and allows homeowners to build equity. Because CLT homes are resold with affordability restrictions, they do not directly compete with market-rate homes, limiting any downward pressure on surrounding property values. Assessors use sales of similar unrestricted sale homes in the area to determine market value of a property as to not artificially deflate property values. Additionally, CLTs often invest in property improvements prior to selling the home, which can enhance the overall attractiveness of an area.

Over its 24-year history, Two Rivers has acquired over 80 CLT homes in Washington County. There are currently two CLT homes in Woodbury. The limited number of CLT homes within the City is due to Woodbury's high property costs and the limited number of resources available to Two Rivers to acquire property and resell it to a household at an affordable price. The LCA Development grant provides an opportunity to obtain the funds needed to make the CLT model work in Woodbury for a small number of homes and expand long-term affordable ownership options for residents.

Two Rivers has also requested Community Development Block Grant (CDBG) funding from the City as part of a separate request. If awarded, the LCA grant would supplement any CDBG funds authorized by the City. The CDBG request will be discussed further at a public hearing on April 8, 2026.

Written By: Jamie Fritts, Housing and Economic Development Manager
Approved Through: Janelle Schmitz, Community Development Director
Attachments: HRA Resolution 26-03

HRA Resolution 26-03

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

Authorizing Application For 2026 Livable Communities Development Grant Funds

WHEREAS the City of Woodbury (the “City”) is a participant in the Livable Communities Act’s (LCA) Local Housing Incentives Account Program for 2026 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA funds; and

WHEREAS the City’s Housing and Redevelopment Authority (the “HRA”) has identified a proposed project within the City that meets the LCA’s Development grant purposes and criteria and is consistent with and promotes the purposes of the Metropolitan LCA and the policies of the Metropolitan Council’s adopted metropolitan development guide; and

WHEREAS the HRA has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS the HRA certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the HRA agrees to act as legal sponsor for the project contained in the grant application to be submitted by April 15, 2026.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the HRA:

1. Finds that the project components for which LCA funding is sought:
 - a. will not occur solely through private or other public investment from the City within the reasonably foreseeable future; and
 - b. will occur within three years after a grant award only if LCA funding is made available for this project at this time.

Project to be Applied For:

Project Name	Amount Requested
Two Rivers Community Land Trust	Up to \$333,474

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the HRA, authorizes its Executive Director or his designee to submit on behalf of the HRA an application for Metropolitan Council Livable Communities Act Development grant funds for the project component(s) identified in the application, and to execute such documents and agreements as may be necessary to implement the project on behalf of the HRA.

HRA Resolution 26-03

April 8, 2026

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This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 8th day of April, 2026.

Attest:

Anne W. Burt, Chair

Jeffrey J. Dahl, Executive Director