



**New Brighton Economic Development Commission
Agenda
Upper Level Conference Room | Zoom
New Brighton City Hall 803 Old Hwy 8 NW, New Brighton , MN
7:30 AM April 1, 2026**

Members of the Economic Development Commission will attend the meeting in person unless eligible to attend remotely per MN Stat. 13D.02.

To participate in this meeting, members of the public may:

- **Attend the meeting in person.**
- **Watch the meeting electronically.** Tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast). To observe the meeting as a livestream or a webcast, visit NBMN.info/View-A-Meeting

I. Call to Order and Roll Call

EDC Vice-Chair Victoria Prasek	EDC Commissioner Paul Zisla
EDC Commissioner Jiewen Zheng	EDC Commissioner Merhawi Yigzaw
EDC Commissioner Bruce Howard	EDC Commissioner Mark Lindley
EDC Commissioner Jonathan Dummer	EDC Commissioner Kristen Johnson

II. Approval of Agenda

III. Approval of Past Minutes

1. March 4, 2026

IV. Report from City Council Liaison

V. Business Items

1. Housing Action Plan Policy #2: DRAFT Inclusionary Housing Policy Review
2. Draft 2026-27 Work Plan

VI. Adjournment



MINUTES
New Brighton Economic Development Commission
Regular Meeting – March 4, 2026
7:30 a.m.

I. Call to Order

Vice Chair Prasek called the meeting to order at 7:30 a.m.

II. Roll Call

Members Present: Commissioners Bruce Howard, Mark Lindley, Victoria Prasek, Merhawi Yigzaw and Paul Zisla

Members Absent: Commissioners Jonathan Dummer and Kristin Johnson

Also Present: Ben Gozola-Assistant Director of Community Assets & Development, Carl Gillies-DCAD Technician, and Craig Schlichting, Director of Community Assets & Development

III. Approval of Agenda

Motion by Commissioner Zisla, seconded by Commissioner Howard to approve the agenda as presented.

Approved 5-0

IV. Approval of Minutes

Motion by Commissioner Zisla, seconded by Commissioner Howard to approve the minutes from the February 4, 2026 meeting.

Approved 5-0

V. Report from Council Liaison

There was no report from the City Council.

VI. Business Items

A. Brightwood Hills Clubhouse Public/Private Partnership Proposals

Schlichting stated the New Brighton City Council has directed staff to determine developer interest for a Public Private Partnership at the Brightwood Hills Golf Course. The intent of this was to offset clubhouse replacement costs with non-property tax dollars, add housing, increase property tax base, share parking lot maintenance, and add vitality to the site throughout the year. Staff reviewed the must haves for the City and provided further information on the two proposals for the Brightwood Hills Clubhouse property. He asked that the Commission review the developer proposals and provide a preferred recommendation for City Council.

Discussion included:

- Staff provided information on how a development agreement would be drafted and the property would be split in order to create both privately constructed housing and the shell of the clubhouse.
- The Commission asked when this project would move forward. Staff noted the project could begin late this fall or early next spring.
- Staff discussed how both affordable and market rate housing units were needed in the City.
- Staff commented on how this project would put a portion of the property back on the tax rolls if new housing units were constructed.
- The Commission supported the clubhouse having a golf simulator, noting this would be a great addition for the community.
- The differences between apartments and condos was further discussed.
- Staff provided information on how the adjacent church would be impacted by the proposed project. It was noted the City would be partnering with the church for ponding.
- The Commission indicated the finances for this project were important for the City Council to consider.
- The Commission recommended the Council move forward with The Beard Group proposal for the Brightwood Hills Clubhouse project.

B. Planning Updates: Housing Action Plan and Downtown Vision Plan

Gozola provided updates to the EDC on the ongoing planning efforts currently being undertaken by DCAD including the Housing Action Plan and the Downtown Vision Plan.

Discussion included:

- Staff noted work continues on the Housing Rehab Program.
- Staff explained Phase 1 for the Downtown Vision study was now complete and the consultant was working on plans for future consideration.

- Staff reported Phase 2 for the Downtown Vision Plan would begin at the end of March or early April.
- The Commission thanked staff for hosting the Downtown Vision workshop on behalf of the community.

Gozola asked if there were any items the EDC should be working on in the coming year.

- The Commission suggested partnering or speaking with other cities to see how they are addressing economic development.
- The Commission requested an update on the TCAAP development in the coming months.

Gozola and the EDC members thanked Commissioner Zisla for his 35+ years of dedicated service to the City of New Brighton.

VII. Adjourn

The meeting adjourned at 8:38 am

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ben Gozola". The signature is fluid and cursive, with the first name "Ben" and last name "Gozola" clearly distinguishable.

Ben Gozola
Assistant Director of Community Assets and Development



Agenda Section:	Business Items
Meeting Date:	April 1, 2026

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: Housing Action Plan Policy #2: DRAFT Inclusionary Housing Policy Review

Action Requested: Discussion

Form of Action: N/A

Votes Needed: N/A

Summary Statement:	<p>Breanne Kennedy from Thrive, LLC, will be with the EDC on 4/1/26 to review DRAFT Policy #2: an Inclusionary Housing Policy, as part of our on-going Housing Action Plan efforts. EDC feedback on each draft policy will be critical to ensuring these efforts are successful, so we look forward to your input.</p> <p>The City of New Brighton has been committed to advancing housing for several years. The Comprehensive Plan, Housing Study, and Housing Action Plan have set into motion the implementation of several policies to make housing easier and better in the city. In late 2025, the City Council set forth a number of policy priorities for housing, and that direction included discussion and consideration of an inclusionary housing policy.</p> <p>"Inclusionary housing policy" is a broad term that refers to (usually) a city-led ordinance that either requires or incentivizes the development of affordable housing units within a larger, market-rate project. It emphasizes that a certain amount of affordable housing and/or below-market rate units are needed when market-rate housing is being constructed. Several cities in the metro have recently adopted or are considering various forms of inclusionary housing policies including Bloomington, Shorewood,</p>
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	<p>Roseville, Little Canada, Brooklyn Park and Arden Hills.</p> <p>The proposed draft language before the EDC on 4-1-26 includes the following provisions:</p> <ul style="list-style-type: none"> • If public money or land writedowns are requested for a housing project, the ordinance requires 10% of units in any larger development (over 20 units) to be affordable at 60% AMI (rental) and 115% AMI (owner). • Lists additional incentives for developers to add income-restricted units, including density bonuses, height bonuses, parking reduction fee waivers, and land writedowns. • Includes a mechanism for enforcing the requirement (Plan and Agreement) which requires staff review and oversight.
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<p>Recommendations:</p>	<p>Review the proposed draft program prior to the meeting, listen to the presentation, ask questions as desired, and provide feedback & direction on any needed changes.</p> <p>Staff is specifically seeking feedback on the following provisions:</p> <ul style="list-style-type: none"> • What approach is best for New Brighton? Incentive or Requirement? • Allowance for on-site and cash contribution (requires Housing Trust Fund establishment, at a later date) (Non-allowance for off-site) • Applicability to acquisition/re-hab (when city \$\$ are involved) • Threshold (20 units or more?) • Affordability applicability, and at what level?
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<p>Applicable Deadlines:</p>	<p>This will be the EDC's primary opportunity to review and comment on Draft Policy #2. If possible, all policies, in finalized forms, will come back to the commission for final review towards the end of this process.</p>
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<p>Community Impact:</p>	<p>Adoption of an Inclusionary Housing Policy will make it clear to all housing developers what must be accomplished in order to qualify for public funding assistance. These policies, if written correctly, can ensure more affordable housing units are constructed and greater densities are</p>
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	<p>achieved in appropriate locations. If implemented improperly, these policies can dissuade housing developers from doing business in communities under the claim that projects cannot pencil out with the adopted framework in place. Ensuring the policy is a win-win for all parties will be critical to determining the community impact of this effort.</p>
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<p>Legislative History:</p>	<p>Sept 2025 -- City Awarded a Met Council Policy Development Grant to complete a Housing Action Plan. Oct 2025 -- Council authorized a contract with Thrive LLC to lead the Housing Action Plan efforts. Nov 2025 -- EDC, the Equity & Planning Commissions, and the City Council are provided introductory information and are asked to take the Housing Action Plan Survey to identify the specific topics to be explored by this planning effort. Jan 2026 -- Topics to be studied are finalized by Council. Feb 2026 -- Policy #1 (Housing Rehab Program) drafted and reviewed March 2026 -- Housing Rehab Program finalized and partner selected April 2026 -- Housing Rehab Program Anticipated to be approved on 4/14/26; Draft Policy #2, Inclusionary Housing Policy, reviewed for the first time.</p>
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<p>Strategic Priority:</p>	<p><u>Economic Development</u></p>
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<p>Fiscal Impact:</p>	<p>Financial Consideration?</p>	<p>No (although the policy will guide future financial decisions on whether public money will be used in a housing project)</p>
	<p>Revenue/Expenditure Amount:</p>	<p>\$</p>
	<p>Financing Source:</p>	<p><u>N/A</u></p>
	<p>Notes:</p>	

<p>Attachments:</p>	1.	Inclusionary Housing Policy Draft
	2.	Inclusionary Housing Presentation Slides

1 **Inclusionary Housing Policy - Draft 2**

2 **SECTION 01: FINDINGS.**

3 The City Council finds and declares the following:

- 4 a) The health, safety and economic welfare of present and future residents depends on
5 the availability of a range of housing choices affordable to persons and families who
6 comprise the city's workforce;
- 7 b) Stable, safe, and affordable housing has measurable health benefits for persons and
8 families;
- 9 c) There is a need to encourage and assist in the development of affordable housing for
10 families who are part of the workforce who fall within the extremely low to low
11 income categories;
- 12 d) The preservation of naturally occurring affordable housing (NOAH) is of concern as
13 rental housing costs are increasing; accordingly, creating tools and incentives for
14 the redevelopment or substantial renovation of NOAH units, which may impact their
15 relative affordability, is a city priority;
- 16 e) The City's Comprehensive Plan, as required by the Metropolitan Council, sets forth
17 policies related to the development of affordable housing; and
- 18 f) It is in the best interests of the residents of this community to develop initiatives to
19 provide various affordable housing programs to aid in the development, financing
20 and acquisition of affordable housing.

21 **SECTION 02: PURPOSE.**

22 The purpose of this policy is to:

- 23 a) Maintain a balanced community that provides housing for households at all income
24 levels;
- 25 b) Ensure that affordable housing is available to the employees of businesses that are
26 located in or will be located in the city and the region;
- 27 c) Implement the affordable housing goals, policies, and objectives contained in the
28 City's Comprehensive Plan and City Council's Strategic Priorities;
- 29 d) To support the continued creation and preservation of all housing types at all
30 income levels and not constrain market rate housing creation and preservation
31 within the city;

- 32 e) Establish an affordable housing program that offers an array of tools, incentives, and
33 compliance options for promoting flexibility in development while at the same time
34 is adaptable to changing economic circumstances and market conditions;
- 35 f) Allow for the City Council to periodically review and revise these requirements for
36 changing economic circumstances and to ensure responsiveness to local housing
37 needs and real estate market conditions; and
- 38 g) Allow a bundling of more than one of the city's affordable tools, options, and
39 methods toward a single development in an effort to provide the greatest chance of
40 reaching the extremely low and very low income populations in need of affordable
41 housing.

42 **SECTION 03: AUTHORITY.**

- 43 a) M.S. § 462.358, subd. 1a, provides that a municipality may adopt and maintain in
44 effect any law, ordinance, rule, or other measure that is adopted for the purpose of
45 increasing the supply of affordable housing using land use mechanisms such as
46 affordable housing ordinances, notwithstanding any other provisions of the law;
- 47 b) M.S. § 462.358, subd. 11, provides that a municipality may enter into an agreement
48 with an applicant that provides for a portion of housing units be affordable with
49 established pricing and long-term affordability, notwithstanding any other
50 provisions of the law; and
- 51 c) M.S. § 473.859 requires municipal comprehensive plans to promote the creation of
52 affordable housing for low and moderate income individuals and families.

53 **SECTION 04: DEFINITIONS.**

54 The following words and terms, when used in this chapter, have the following meanings
55 unless the context indicates otherwise.

56 **ACCESSORY DWELLING UNIT.** See **DWELLING, ACCESSORY.**

57 **AFFORDABLE HOUSING UNIT** qualifies as such when no more than 30% of the gross
58 income of the household is required to pay for such housing and utility costs, fees and
59 charges AND is rented for an amount that is affordable to households at or below 60% of
60 AMI.

61 **AFFORDABLE HOUSING DEVELOPER.** A developer of housing whose portfolio serves
62 households at or below 60% of AMI.

63 **AFFORDABLE HOUSING PLAN.** The plan submitted by a developer as part of a final site and
64 building plan or final development plan approval pursuant to city code and zoning
65 requirements.

66 AREA MEDIAN INCOME (AMI). The median household income as most recently determined
67 by the United States Department of Housing and Urban Development for the Minneapolis-
68 St. Paul-Bloomington, Minnesota-Wisconsin Metropolitan Statistical Area, as adjusted for
69 household size and number of bedrooms.

70 DENSITY BONUS UNIT. A unit, as a result of an increase in density, permitted above the per
71 acre limit established by the city code.

72 DEVELOPMENT. A new or existing residential housing development at a site, including a
73 mixed-use development with a housing component, for which approvals have been or are
74 being sought from the city.

75 DEVELOPER. Any person, individual, firm, partnership, association, joint venture, company,
76 corporation or any combination of said entities.

77 ELIGIBLE HOUSEHOLD. A household with an annual income at less than or equal to the
78 required AMI of an eligible housing unit.

79 HOUSEHOLD. One person or more living alone or two or more persons sharing residency.

80 HOUSING TAX INCREMENT. Increments from a housing district that can be used to finance
81 affordable housing projects or public improvements that are directly related to the project,
82 as well as administrative expenses pursuant to state law.

83 MARKET RATE UNIT. A residential dwelling unit marketed for sale or lease above 115% of
84 AMI.

85 NATURALLY OCCURRING AFFORDABLE HOUSING (NOAH). Existing owner-occupied or
86 rental residential housing that is (a) affordable for at least 20% of the units to a household
87 at or below 60% of AMI, (b) classified in the Class B and C real estate categories, and (c)
88 was constructed between 1940 and 1990.

89 OWNER. The individual or entity who holds title to a property as indicated in Hennepin
90 County's property records.

91 PRIMARY RESIDENCE. The legal and verified permanent residence of a household.

92 RESIDENTIAL DEVELOPMENT. A residential or mixed use development, that includes any
93 single family, duplex, townhouse, condominium dwelling, co-living, or other residential
94 unit. RESIDENTIAL DEVELOPMENT includes the conversion of rental housing to
95 condominiums or similar residential uses if applicable.

96 SITE. A lot, or group of adjacent lots intended, designated or approved to function as an
97 integrated unit, that is proposed for development in accord with the provisions of this code
98 and is in a single ownership or has multiple owners, all of whom execute a joint application
99 for development.

100 SUBSTANTIAL REHABILITATION. When the cost of improvement of an affordable housing
101 building exceeds 20% of the value of the property, excluding land, after improvements.

102 **SECTION 05: APPLICABILITY**

103 This policy is applicable to new residential construction, regardless of type of dwelling unit,
104 **if a city-funded public subsidy of any sort is requested.**

- 105 a) Single Family/townhome development. For newly constructed or infill single-family
106 detached residential developments with 20 or more newly created dwelling or co-
107 living units , at least 10% of the newly created units must be affordable to low-
108 income family households up to 115% AMI.
- 109 b) Multi-family development. For newly constructed, converted, or infill multi-family,
110 residential developments with 20 or more newly created dwelling or co-living units,
111 at least 10% of the newly created units must be affordable to households at or
112 below 60% of AMI.
- 113 c) Calculating affordable units. In determining the number of housing units required
114 under this chapter, any decimal fraction less than 0.5 is rounded down to the
115 nearest whole number and any decimal fraction of 0.5 or more is rounded up to the
116 nearest whole number. When a density bonus is being granted any additional units
117 authorized and approved as a density bonus are not counted in determining the
118 required number of affordable units.
- 119 d) Phasing. Developments subject to this chapter include but are not limited to
120 development that is undertaken in phases, stages, or otherwise developed in distinct
121 parts.
- 122 e) Preservation and rehabilitation. When a NOAH property with 20 or more units that
123 receives some form of financial assistance from the city is transferred, or is
124 otherwise conveyed to a new owner or member of the prior owner, or undergoes
125 substantial rehabilitation, then at least 9% of the units must be preserved as
126 affordable to households at or below 60% of AMI through approval of an affordable
127 housing plan and execution of an affordable housing agreement. This section does
128 not apply to a NOAH property of 19 or fewer units. "Financial assistance" only
129 includes direct financial assistance from the city and does not include participation
130 in the 4d property tax program or the Section 8 housing choice voucher program.

131 **SECTION 06: AFFORDABLE HOUSING TOOLS AND INCENTIVES.**

132 Developers creating any of the following housing types which create 20 or more total
133 dwellings, or that preserve 20 or more NOAH dwelling units, are eligible to use any of the
134 following affordable housing tools and incentives for which the development may qualify:

135 **SECTION 07: DENSITY BONUS.**

- 136 a) To incentivize the creation of eligible housing units, a residential development
137 qualify for the following density bonuses, through the needed reduction in minimum
138 lot size area per unit for each affordable unit provided at varying household income
139 levels as follows:
- 140 1. Each extremely low and very low income household unit qualifies the overall
141 development for two bonus dwelling units up to a maximum of a 50% increase
142 over current zoning; and
 - 143 2. Each low income household unit affordable to households at or below 60% of
144 AMI qualifies the overall development for one bonus dwelling unit up to a
145 maximum of a 50% increase over current zoning.
- 146 b) In no instance may density bonus units be allocated to parcels designated by the
147 comprehensive plan for residential densities of less than five dwelling units per
148 gross acre.

149 **SECTION 08: OPEN SPACE REDUCTION.**

- 150 a) To incentivize the creation of eligible housing units, a residential development that
151 includes at least 9% of its total dwellings or co-living units being affordable to
152 households at or below 60% of AMI may reduce the required minimum usable open
153 space as follows (unless the City Council determines that the reduction is likely to
154 create a specific adverse public health, safety, or welfare impact or would otherwise
155 conflict with local, state or federal regulations, rules, or laws):
- 156 1. A development with at least 9% of its units qualifying as extremely low income
157 affordable housing may reduce minimum usable open space requirements by up
158 to 50%;
 - 159 2. A development with 9% of its units qualifying as very low income affordable
160 housing may reduce minimum usable open space requirements by up to 25%; or
 - 161 3. A development with 9% of its units qualifying as low income affordable housing
162 may reduce minimum usable open space requirements by up to 10%.
- 163 b) The minimum usable open space reductions provided in this section are not
164 cumulative. Each qualifying development is eligible for only one minimum usable
165 open space reduction of 10%, 25%, or 50% depending on the level of affordability
166 provided.

167 **SECTION 09: HEIGHT BONUS.**

168 To incentivize the construction of a mixture of eligible housing units for households at or
169 below 60% of AMI, the developer of a multiple-family development with at least 9% of its
170 total dwellings or co-living units being affordable to households at or below 60% of AMI
171 qualifies for a height bonus of one additional story and 10 additional feet above the height
172 limit established in the underlying zoning district.

173 **SECTION 10: PARKING REDUCTION.**

174 To incentivize the creation of eligible housing units, a residential development that
175 includes eligible units qualifies for a 30% reduction in the total number of parking spots
176 required.

177 **SECTION 11: LAND WRITE-DOWN FOR AFFORDABLE HOUSING ON CITY-OWNED LAND.**

178 Any sales price reduction on city-owned land must be approved by the City Council. Where
179 a land write-down is approved, the city shall require at minimum 20-year deed restriction
180 on those units identified as affordable.

181 **SECTION 12: AFFORDABLE HOUSING TRUST FUND.**

182 The city may consider awarding funding from the Affordable Housing Trust Fund, if created
183 through ordinance.

184 **SECTION 13: HOUSING TAX INCREMENT FINANCING (TIF).**

185 Upon showing of a demonstrated need, the city may offer the use of a Housing TIF district,
186 or proceeds from a Re-development TIF district, if applicable, to incentivize the creation of
187 housing developments that designate a minimum 20% of proposed units as affordable to
188 households at or below 50% of AMI. In such cases, TIF will only be used proportionately in
189 exchange for more affordable units, or when the use of TIF will provide a greater level of
190 affordability (or both). Housing TIF districts will not be used to finance market rate
191 projects.

193 **SECTION 14: AFFORDABLE HOUSING PLAN REQUIREMENTS.**

194 a) Affordable housing plan. Each residential development to which this chapter applies
195 must submit an affordable housing plan to the city as a part of any application for
196 development.

- 197 b) Content. The affordable housing plan must include the following:
- 198 1. A summary of the tools, methods, and related approaches being used to meet
199 the requirements;
 - 200 2. The development philosophy and description of project performance metrics
201 including but not limited to, development returns (such as return on costs),
202 return on equity, and both leveraged and unleveraged internal rate of return;
 - 203 3. The number, location, and description of the structure (i.e. attached, semi-
204 attached, or detached, size, and cost of the proposed market rate and
205 affordable units, etc);
 - 206 4. Description of affordable housing tools and incentives being requested;
 - 207 5. A site plan and floor plan depicting the location of affordable and market rate
208 units;
 - 209 6. The income levels to which each affordable unit will be made affordable;
 - 210 7. The methods to be used to advertise the availability of affordable units;
 - 211 8. For a phased development, a phasing plan that provides for the timely
212 development of the number of affordable units proportionate to the number of
213 market rate units for each proposed phase of development;
 - 214 9. Written confirmation that households with U.S. Department of Housing and
215 Urban Development (HUD) Housing Choice Voucher rent assistance will be
216 considered for tenancy in rental development;
 - 217 10. Written confirmation that the development will remain in compliance with
218 monitoring and auditing requirements;
 - 219 11. The methods to be used to maintain affordability and the duration over which
220 affordability will be maintained; and
 - 221 12. Any additional information reasonably requested by the Department of
222 Community Assets & Development

223 **SECTION 15: RENTAL PRICE LEVELS FOR AFFORDABLE UNITS AND ECONOMIC STABILITY.**

- 224 a) The affordable housing plan is required to specify rental rates based on both
225 household income categories and unit sizes. All units must be leased exclusively to
226 qualified households that meet eligibility criteria. At the time of lease execution, the
227 monthly rent for each designated affordable unit must be set at a level that is
228 affordable for households earning no more than 60 percent of the Area Median
229 Income (AMI).

- 230 b) After the signing of the initial lease with an eligible household, , the lease may be
231 renewed to the same household as follows:
- 232 1. Unless in conflict with the requirements of other funding, an extremely low,
233 very low, or low income household whose household income rises may remain
234 an eligible household for one additional period of up to five years provided the
235 household income does not exceed 140% of the applicable median income
236 adjusted for family size.
 - 237 2. An extremely low, very low, or low income household whose household
238 income falls below the income level for which the household originally
239 qualified due to loss of employment that is not the result of a local, state or
240 federal crime and the household is otherwise in good standing as a tenant, may
241 qualify to receive partial rent assistance from the Affordable Housing Trust
242 Fund (if one is created and funds are available), for up to two years provided
243 the household can meet the requirements of the eligible housing guidelines.
 - 244 3. As a household transitions out of eligibility for an eligible housing unit, the
245 next unit of similar size and type that becomes vacant must be assigned an
246 affordable rent and be made available to a household whose income is at or
247 below the unit's required AMI as established in the development agreement
248 required pursuant to Section 17 .
- 249 c) Upon the request of the city, a household or property manager must submit
250 documentation in a form acceptable to the city that the household remains eligible
251 for an eligible housing unit.

252 **SECTION 16: ELIGIBILITY FOR AFFORDABLE UNITS.**

253 No household may purchase or lease an eligible housing unit created as a result of this
254 chapter unless the household is a qualifying household pursuant to the requirements of
255 this chapter and the household occupies the housing unit as its primary residence.

256 **SECTION 17: AFFORDABLE HOUSING AGREEMENT.**

- 257 a) Prior to the issuance of a building permit for any units in an affordable housing
258 development or any development, including NOAH preservation, in which an
259 eligible housing unit is required, the applicant must have entered into a
260 development agreement with the city. The development agreement must set forth
261 the commitments and obligations of both the city and the applicant, including those
262 requirements and limitations set forth in this chapter, such as, but not limited to, the
263 affordable housing plan.

- 264 b) The applicant must execute any and all documents deemed necessary by the city in a
265 form to be established by the city, including without limitation, covenants, deed
266 restrictions, and related instruments, including requirements for income
267 qualification to ensure the continued affordability of the eligible housing units in
268 accordance with this chapter.
- 269 c) The development agreement may contain a right of first refusal statement providing
270 the city, or another entity, with the option to purchase the property to preserve the
271 eligible housing units before the development is placed on the open market for
272 resale.

273 **SECTION 18: COMPLIANCE OF AFFORDABLE HOUSING AGREEMENT AND AFFORDABILITY**
274 **CONTROLS.**

- 275 a) The affordable housing development agreement must compel the applicant or
276 applicant's agent responsible for managing eligible housing units in a rental
277 development to submit an annual report by February 1 for the previous calendar
278 year that includes the following information for each development site:
- 279 1. A list of all eligible housing units;
 - 280 2. Vacancy information;
 - 281 3. The monthly rent for each eligible housing unit;
 - 282 4. Monthly income for tenants of each eligible housing unit;
 - 283 5. Information sufficient to determine whether tenants of rented units qualify as
284 extremely low, very low, low or moderate-income households; and
 - 285 6. Any other information as required by the city, while ensuring tenant privacy
286 rights.
- 287 b) For all sales of for-sale eligible housing units, the parties to the conveyance must
288 execute and record such documentation as required by the affordable housing
289 development agreement. Such documentation must include the applicable
290 provisions of this chapter and provide, at a minimum, each of the following:
- 291 1. The eligible housing unit must only be sold to and occupied by eligible
292 households for the first 20 years from the date of the initial certificate of
293 occupancy; and
 - 294 2. The housing unit must be conveyed subject to restrictions that maintain the
295 affordability of such eligible housing units for eligible households.

296 c) In the case of rented housing units, the owner of the housing development must
297 execute and record such documentation as required by the affordable housing
298 development agreement. Such documentation must include the applicable
299 provisions of this chapter and provide, at a minimum, each of the following:

- 300 1. The eligible housing units must be leased to and occupied by eligible
301 households;
- 302 2. The eligible housing units must be leased at rent levels affordable to eligible
303 households for a period of 20 years from the date of the initial certificate of
304 occupancy; and
- 305 3. Subleasing of eligible housing units is not permitted without the express
306 written consent of the Department of Community Assets & Development.

307 **SECTION 19: ESTABLISHMENT OF TRUST FUND.**

308 The city may establish an Affordable Housing Trust Fund for the purpose of collecting
309 funds related to the city's affordable housing programs pursuant to this chapter as well as
310 providing a fund to be funded by a variety of other, eligible sources. .

311 **SECTION 20: SEVERABILITY.**

312 If any section, subsection, paragraph, sentence or clause of this chapter is held to be
313 unconstitutional, the remaining portions will remain valid and in force. The City Council
314 hereby declares that it would have passed each section, subsection, sentence, paragraph,
315 and clause despite the finding of unconstitutionality of one or more of the sections,
316 subsections, paragraphs, sentences, or clauses.

317 **SECTION 21: PENALTY.**

318 Violation of any provision of this chapter will be a misdemeanor. Civil penalties may also be
319 issued pursuant to (fill in with proper NB references). However, nothing in this ordinance
320 will be construed to limit the city's other available legal remedies for any violation of the
321 law, including without limitation, criminal, civil and injunctive actions.

New Brighton

Housing Action Plan – Policy #2 – Inclusionary Housing Policy

City Council – April 7

Economic Development Commission - April 1

Equity Commission – April 16

Purpose of this Work

- Refresh knowledge about who lives in New Brighton and the types of housing offered
- Re-state the goals of the city that are related to housing
- To prioritize three immediate actions to implement to achieve these goals
- Research, review, and bring forward three housing-forward policies
- Outline a plan for use of Local Affordable Housing Aid, and other available resources

GOALS AND STRATEGIES



GOAL 1 Preserve a Diverse Stock of Well-Maintained Housing and Neighborhoods

STRATEGIES



1
Maintain and Enhance Existing Housing Stock

2
Provide a wide variety of housing types

3
Promote walkable, safe, and connected neighborhoods

4
Ensure a supply of affordable housing

ACTIONS



- 1.1 Establish and fund a housing re-hab program
- 1.2 Evaluate condition of existing housing stock
- 1.3 Review code requirements for maintenance

- 2.1 Provide co-op conversion support

- 4.1 Establish a manufactured home re-hab fund
- 4.2 Provide land trust conversion support
- 4.3 Provide first time or first generation home-buyer assistance

GOALS AND STRATEGIES



GOAL 2 Produce More Housing in New Brighton

STRATEGIES



5
Develop more market rate, affordable, senior, and co-op apartments

6
Allow more ADUs

7
Provide a mix of market rate and affordable housing developments

ACTIONS



- 5.1 Build a housing development capital fund
- 5.2 Take an active role in identifying sites and recruiting developers
- 5.3 Undertake zoning reform to allow multi-family in more parts of the city

6.1 Zoning reform to allow ADUs (this has been completed)

7.1 Develop an inclusionary housing policy

	Total
CREATION OF A HOUSING DEVELOPMENT FUND	3.2
HOME RE-HABILITATION PROGRAM	4.13
HOME RE-HABILITATION PROGRAM TARGETED TO MANUFACTURED HOMES	4.0
CONVERSION PROGRAM FROM RENTAL TO CONDO/CO-OP UNITS	2.8
DEVELOPER ENGAGEMENT FOR NEW CONSTRUCTION	3.0
LAND TRUST PROGRAM	3.3
ZONING AMENDMENTS TO PERMIT HOUSING IN MORE AREAS	3.6
A POLICY THAT REQUIRES AFFORDABLE UNITS IN EVERY PROJECT (i.e. INCLUSIONARY HOUSING) WITH FINANCIAL SUPPORT FOR SUCH UNITS)	3.9
A POLICY THAT REQUIRES AFFORDABLE UNITS IN EVERY PROJECT (i.e. INCLUSIONARY HOUSING) WITHOUT FINANCIAL SUPPORT FOR SUCH UNITS)	3.1
DOWN PAYMENT ASSISTANCE FOR FIRST-TIME HOMEBUYERS	3.3
DOWN PAYMENT ASSISTANCE FOR FIRST-GENERATION HOMEBUYERS	4.1

Recommendations from Housing Action Plan

1. *Move forward with a home re-habilitation program and also include provisions for manufactured homes*
2. **Move forward with an incentive based inclusionary housing program**
3. Complete a zoning audit, with recommendations for ordinances, to make zoning more housing friendly
4. Develop a targeted housing developer engagement strategy

Draft Policy

Inclusionary Housing Policy – Why?

- Desire for mixed income housing
- Desire for more affordable options
- Partnership with developers
- Lays out a framework for decision-making for city financial participation

Draft Policy

Inclusionary Housing Policy – Key Points

- Lists incentives for developers to add income restricted units
- Incentives include density bonuses, height bonuses, parking reduction fee waivers, land writedowns and TIF/LAHA or other city funding
- Must have a mechanism for enforcing this (Plan and Agreement) which requires staff review and oversight

Inclusionary Housing Policy – Policy Questions

- Incentive or Requirement?
- Allowance for on-site and cash contribution (requires Housing Trust Fund establishment, at a later date)
- Non-allowance for off-site
- Applicability to acquisition/re-hab (when city \$\$ are involved)
- Applicability
 - New and acq/re-hab?
 - Threshold (20 units or more)
- Plan and Agreement (time to monitor and enforce)
- Affordability applicability
 - At what level?
 - At time of rental or on-going?

Draft Policy

Income Eligibility

Income criteria: Recommend 60% of AMI and 115% for owner occupied

Draft Policy

How does it work?

1. Takes a very similar form to many inclusionary programs throughout the metro area (less complicated)
 2. Applies only when a development asks for city money/land write downs
 3. Administered through city land use process and development agreement
1. Requires a plan and annual reporting

Draft Policy

Pros and Cons

Pros	Cons
Provides affordable housing integrated into projects	Can be costly in public subsidy
Adds to the supply of affordable housing	Interferes in “market” transactions
Accompanies resources	May not be enough to meet gap
Shows commitment to housing for all	Requires more development negotiation, more legal costs, and annual reporting/enforcement

Draft Policy

Next Steps

1. Incorporate Feedback/Direction (offline)
2. Bring back final policy for adoption (May/June)

Timeline

TASK ID	TASK NAME	START DATE	END DATE	WEEKS	V45	V46	V47	V48	V49	V50	V51	V52	V53	V2	V3	V4	V5	V6	V7	V8	V9	V10	V11	V12	V13	V14	V15	V16	V17	V18	V19	V20
1	Project Kick-Off and Duration	11/4/2025	3/4/2026	18	[Green bar]																											
1.1	Bi-Monthly staff check ins	11/4/2025	3/4/2026			X		X		X		X		X		X		X		X		X		X		X		X		X		X
1.2	EDC/Council priority exercise	11/25/2025	11/25/2025																													
1.2	History, data, and analysis	11/4/2025	11/19/2025		[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]
1.3	Current plan summary	11/4/2025	11/19/2025	3	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]
1.4	slide deck	11/25/2025	11/25/2025	1	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]
1.5	council presentation-priorities	11/25/2025	11/25/2025	1	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]
1.6	Policy Survey	11/1/2025	12/1/2025		[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]	[Green bar]
2	Draft housing action items	12/1/2025	1/14/2026	7																												
2.1	Slide deck	12/15/2025	1/1/2026	3																												
2.2	EDC/Equity Commission Review	1/7/2026	1/15/2026																													
2.3	Council presentation	1/13/2026	1/13/2026	1																												
3	Policy #1																															
3.1	Draft Policy	1/13/2026	2/10/2026	5																												
3.2	Slide deck	1/13/2026	1/30/2026	3																												
3.3	EDC/Equity Commission Review	2/1/2026	2/4/2026																													
3.4	Policy #1 -Presentation to Council	2/10/2026	2/10/2026	1																												
4	Policy #2																															
4.1	Draft policy	2/10/2026	3/3/2026	4																												
4.2	Slide deck	2/15/2026	2/20/2026	2																												
4.3	EDC/Equity Commission Review	2/7/2026	2/20/2026																													
4.4	Policy #2 - Presentation to Council	3/3/2026	3/3/2026	1																												
5	Policy #3																															
5.1	Zoning Audit and Strategy Development	3/3/2026	4/7/2026	6																												
5.2	Slide deck	3/15/2026	3/20/2026	2																												
5.3	EDC/Equity Commission Review	3/15/2026	3/20/2026	2																												
5.4	Presentation to Council	4/7/2026	4/7/2026	1																												
5	Final Approval of All Policies	5/12/2026	5/12/2026	1																												



Agenda Section:	Business Items
Meeting Date:	April 1, 2026

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: Draft 2026-27 Work Plan

Action Requested: Future Discussion

Form of Action: Recommendations

Votes Needed: N/A

Summary Statement:	<ul style="list-style-type: none"> - Each year, the Commission prepares a draft work plan to identify the potential topics of discussion for each meeting between April and March of the following year. - Staff has largely filled out this year's calendar with potential topics based on items we know are coming down the road, but we want to hear from commissioners on other topics or ideas you'd like to see addressed in the coming months. - Traditional breaks in summer and over the holidays are reflected in the draft schedule. - Keep in mind that staff and the commission always have the right to deviate from the generalized work plan as circumstances in the community dictate. The work plan is a guide and is not set in stone. - Council may ultimately add to or amend the draft work plan (which will be less detailed than this template), but this is your opportunity to set the stage on what you would like to focus on in the coming year.
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Recommendations:	As we will likely not have time to discuss this item on 4/1/26, give it a look now for future discussion on 5/6/26.
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Applicable Deadlines:	None. The work plan is a fluid document each year.
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Community Impact:	EDC work has many positive impacts on the community.
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Legislative History:	
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Strategic Priority:	<u>Financial Sustainability</u> <u>Economic Development</u> <u>City Assets</u> <u>Community Engagement & Belonging</u>
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Fiscal Impact:	Financial Consideration?	<u>No</u>
	Revenue/Expenditure Amount:	\$
	Financing Source:	<u>N/A</u>
	Notes:	

Attachments:	<table border="1"> <tr> <td>1.</td> <td>2026-2027 potential workplan</td> </tr> </table>	1.	2026-2027 potential workplan
1.	2026-2027 potential workplan		

COMMISSION'S OVERARCHING FOCAL POINTS (reaffirmed by Council on 4/4/23)

- A. Business Retention & Expansion
- B. Housing Programs
- C. Place-making Initiatives (*i.e., Establishing a sense of place within the community*)
- D. Physical Redevelopment Opportunities (*New Brighton Exchange, New Brighton Elementary, etc.*)

IDENTIFIED TOPICS FOR DISCUSSION LAST YEAR

Items to examine as needed:

- 1) Discuss how/if the community can take steps to combat rising prices.
- 2) Promote housing programs (existing and desired) to assist those in need.
- 3) Identify ways to partner with the local farmers market to encourage local sourcing of food and better promotion for the farmer's market.
- 4) Establish regular commissioner attendance at the farmer's market at the City table.
- 5) Explore and address the expansion of transportation options for the community.
- 6) Make the business outreach program a monthly topic of discussion.
- 7) TIF educational session / review the success or failure of past TIF districts.
- 8) Explore how Commissioners could be further engaging with local business owners, Ramsey County, and/or the Met Council outside of monthly meetings.
- 9) Work with the Twin Cities North Chamber of Commerce & their new manufacturing cohort / ID ways to complement each other's efforts and support the connection of schools with local employers.
- 10) Continue the Event/Identity Tourism discussion (i.e. festivals, races, night markets etc.). Anything replacing Brave the Burr?
- 11) Continued work on entry monuments (find funds) & sense of place issues
- 12) Determine if subcommittees are needed to address any identified issues.
- 13) Continue to refine the business outreach program and efforts, and make sure it is a consistent priority for all commissioners.
- 14) New Housing initiatives/programs, and promotion of existing programs to help those in need.

- 15) Promotion of transit options and expansion of services as opportunities arise (i.e. Metro Transit Guaranteed ride program, new bus routes, local links to access the Met Transit system, etc).
- 16) Encourage local businesses to enroll in energy efficiency programs (CAP)

PROPOSED CALENDAR (SUBJECT TO CHANGE)

Meeting Date	Task/Project	Proposed Action/Outcome
April 1, 2026	<ul style="list-style-type: none"> • New member introductions • Inclusionary Housing Policy Review • EDC Member Orientation Directions • Yearly Training Directions 	<ul style="list-style-type: none"> • <i>Housing Action Plan Item #2 completed</i> • <i>Commission meets all new members</i> • <i>Commission understands their role in City Government</i> •
May 6, 2026	<ul style="list-style-type: none"> • Zoning Audit Review • Previous Year Review • Work Plan development • Proactive Commissioner Duties Review 	<ul style="list-style-type: none"> • <i>Housing Action Plan Item #3 completed</i> • <i>Commission directs changes to draft 2026/2027 work plan</i> • <i>Commissioners understand business connection role</i>
June 3, 2026	<ul style="list-style-type: none"> • TIF Overview with Baker Tilley • Baker Tilly 2026 TIF Management Plan/Report 	<ul style="list-style-type: none"> • <i>Refresher on TIF and latest developments</i> • <i>Commission understands current status of all active TIF districts</i>
July 1, 2026	<ul style="list-style-type: none"> • Housing Development Promotional Materials • Stockyard Days Promotion? 	<ul style="list-style-type: none"> • <i>Housing Action Plan Item #4 completed</i> • <i>Tasks on promoting Stockyard Days assigned</i>
August 5, 2026	Summer Break – no meeting unless deemed necessary (TBD)	
September 2, 2026	<ul style="list-style-type: none"> • Downtown Zoning & Residential Zoning updates 	<ul style="list-style-type: none"> • <i>New regulations for future development within the Downtown District</i> • <i>Review and updated of residential standards</i>
October 7, 2026	<ul style="list-style-type: none"> • Comprehensive Plan Update visioning 	<ul style="list-style-type: none"> • <i>Guiding process for the next comp plan update or discussing initial update work</i>

November 4, 2026	<ul style="list-style-type: none"> Follow up on most pertinent/active topic(s) from 2026 	<ul style="list-style-type: none"> <i>Bringing on-going item(s) to conclusion</i>
December 2, 2026	Holiday Break – no meeting unless deemed necessary (TBD)	

Meeting Date	Task/Project	Proposed Action/Outcome
January 6, 2027	<ul style="list-style-type: none"> Open To Business 2026 Year-End Report Follow up on most pertinent/active topic(s) from 2026 	<ul style="list-style-type: none"> <i>Commission learns how successful Open to Business was in 2025</i> <i>Bringing on-going item(s) to conclusion</i>
February 3, 2027	<ul style="list-style-type: none"> Follow up on most pertinent/active topic(s) from 2026 	<ul style="list-style-type: none"> <i>Bringing on-going item(s) to conclusion and/or setting them up for continuation in 2026/27</i>
March 3, 2027	<ul style="list-style-type: none"> Review of Year's Accomplishments & Outstanding To-do Items 2026/2027 work plan visioning 	<ul style="list-style-type: none"> <i>Commission and staff review accomplishments, and identify ways to improve moving forward</i> <i>Commission provides direction on the coming year's tasks</i>

2026/2027 WORK PLAN BEGINS		
April 7, 2027	<ul style="list-style-type: none"> EDC Member Orientation / Yearly Training Review final 2026/2027 work plan 	<ul style="list-style-type: none"> <i>Commission meets all new members and assigned Chair and Vice Chair roles</i> <i>Commission understands their role in City Government</i> <i>Commission agrees upon target items for the coming year</i>