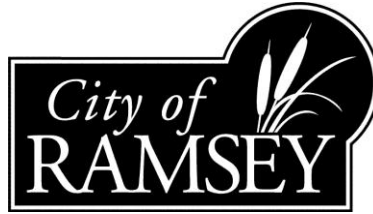


Approved \_\_\_\_\_



## **Housing Assistance Program Guidelines**

### **The Program**

The Housing Assistance Policy has been developed in order to achieve one of the many goals established by the community related to housing:

- Increase tax base
- Provide housing to support growth of jobs
- Achieve goals as outlined in Housing Action Plan (Livable Communities – Metropolitan Council) and the City's Comprehensive Plan
- Increase affordable housing (30%, 50%, 60% AMI Thresholds)
- Mix of housing types (workforce, market-rate, high amenity, etc.)
- Mix of higher end housing as well as affordable housing
- Increase ridership on Northstar Commuter Rail
- Achieve high architectural standards
- Increase walkability and pedestrian connections
- Maintain high level of property maintenance standards
- Promote revitalization in aging neighborhoods
- Achieve market demand for senior housing
- Protect sensitive natural resources while maintaining ability to develop consistent with the Comprehensive Plan
- Achieve quality density transitioning
- Complete timely studies to ensure market relevance
- Achieve safe neighborhoods through design

The purpose of the program is to encourage high-quality residential development throughout the community. The program is intended to prioritize the City's efforts in securing various forms of funding opportunities related to housing. The program applies to all residential developments within the City limits. The program can be used for new development or revitalization of existing developments. The program can be used for scattered site projects.

### **Eligibility**

Eligible applicants are residential property owners that desire to construct new housing development or re-habilitate existing housing developments. Eligible businesses must meet at least one of the housing goals referenced above. All applicants must be a permitted use in

compliance with all laws, zoning ordinances, rules and regulations applicable to the business. The Ramsey HRA will review each application on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community.

### **Application Process**

The applicant must submit a completed Housing Assistance Application and all required attachments to the City's Community Development Department. City staff will make every effort to review completed applications within a three-week period of time. The Ramsey Housing and Redevelopment Authority will make a recommendation on the Housing Assistance Application to the Ramsey City Council. Applicants will be notified of HRA and City Council meetings and may be asked to attend to present their request for assistance. Any financial assistance to housing programs as part of this program is subject to City Council approval. Moreover, such financial assistance is limited by the availability of City funds.

### **Implementation Procedures**

The program does require the applicant pay upfront permit fees. To be in good standing with the City, applicant and/or landlords must be current on all municipal taxes, special assessments, City utility bills, or EDA loans. Principal forgiveness will cease if the applicant and/or landlords fail to be current on these obligations. Principal forgiveness will cease if the applicant discontinues the business, moves the business, or fails to comply with any and all building, fire, health, or zoning codes or regulations.

### **Sunset Date**

The Housing Assistance Policy and Program Guidelines will expire \_\_\_ years (and at the end of the month) from the date this policy is approved. Financial assistance that has been approved for projects that have not yet begun by the sunset date would still be valid, unless otherwise determined by the City Council.

## **DRAFT Requested Responses to Application**

1. What is the total amount being requested?
2. What is the estimated increase in valuation added to the community?
3. What is the estimated increase in tax base to be added to the community?
4. Is the project consistent with the City's Comprehensive Plan and Zoning? If not, when do you anticipate requesting a Comprehensive Plan/Zoning Amendment?
5. Does the Applicant have site control of the project? If not, when is the expected closing date? Is there a valid purchase agreement? Please provide a copy of a valid purchase agreement or deed transfer.
6. Has any environmental review been completed on the site?
7. Is this a new development project or a redevelopment project?
8. Please describe the type of housing proposed to be constructed.
  - a. Single Family
  - b. Townhome (own)
  - c. Townhome (rental)
  - d. Multi-family (own)
  - e. Multi-family (rent)
  - f. Senior Housing
9. Please describe the type of housing proposed to be constructed:
  - a. Market Rate
  - b. 80% AMI
  - c. 60% AMI
  - d. 50% AMI
  - e. 30% AMI
10. Please describe the density of the project.
11. Please describe the size of project (acres).
12. Please describe any unique physical conditions to consider (wetlands, uplands, existing vegetation, etc.)
13. How will the project contribute to the life-cycle housing goals of the community?
14. Is the project located within a half-mile of the Ramsey Station – Northstar Commuter Rail?
15. For projects seeking assistance to develop affordable housing, how will the project ensure that the affordable housing component will remain sustainable?
16. How will the project ensure long term sustainability of proper maintenance and high-quality architecture and aesthetics?
17. For rental housing, please describe the proposal to provide on-site maintenance and management.
18. Will the project complete roadway and pedestrian connections for current gaps in the City's network of roads and trails?
19. What is the estimated contribution to the City's Development Fees (fill-in table)?
20. Will the project remove a blight condition? If so, please describe.
21. How will the project contribute to safer neighborhoods through design?

Required enclosures:

1. Proof of ownership or purchase agreement

2. Site plan prepared by licensed civil engineer
3. Architectural renderings prepared by a licensed architect
  - a. List of colors and materials
4. Sources and uses spreadsheet

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