

# Housing Improvement Area Application Process

## APPLICATION

An application is required for the City to consider creating a HIA. Failure to include any required element of the application may be grounds for dismissal or denial. Applications are required to be submitted to the Executive Director of the HRA by emailing [HRA@goldenvalleymn.gov](mailto:HRA@goldenvalleymn.gov).

In addition to the completed application, the following items are required by the City for consideration:

- petition with signatures from at least 60 percent of owners
- evidence that the association has had meetings with property owners about the proposed financing
- letters or other documentation showing efforts to secure private financing
- Association bylaws and declaration; Approved: [Month, Year]
- information provided to Association members on HIA financing, including estimates of the fee per owner, an amortization schedule showing estimated payments, how the payments are to be made, and the interest rate being charged
- audited financial statements for previous two years
- Certificate of Good Standing from the Office of the Secretary of State
- adopted financial plan, verified for accuracy by a third party acceptable to the City, identifying how maintenance and operation of the common elements will be funded and long-range plan/reserve study to conduct and finance future capital improvements
- project cost estimates and concept plans as prepared by a qualified firm
- legal description(s) of the property subject to the HIA
- \$5,000 non-refundable application fee payable to the City of Golden Valley

These documents must be submitted electronically.

## PETITIONS REQUIRED

No HIA application will be accepted unless accompanied by petitions signed by 60 percent of housing units that would be subject to fees in the proposed. Only if all owners of a property submit a petition will it be counted. The petition must describe the proposed project to be financed and a proposed not-to-exceed amount for project costs.

All petitions must be submitted to [HRA@goldenvalleymn.gov](mailto:HRA@goldenvalleymn.gov) or hand-delivered in person to the Community Development Department in Golden Valley City Hall.

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## NOTIFICATIONS

State law outlines several required notifications to owners within the HIA before the City takes official action. The City will facilitate the following notifications:

- Public Hearing Notice in the City's Official Publication, posted to the City's website, and mailed to property owners
- Summary of Ordinance published in the City's Official Publication
- Summary of Ordinance and final resolution and notice of property owners' right to veto and mailed to property owners

## ORDINANCE

The Council will consider an ordinance to establish a HIA following the requirements for ordinance procedures established in the Golden Valley City Charter and in the HIA Act, and only if all elements of a HIA application are complete. An ordinance will be crafted in collaboration with the City Attorney and consultants. The ordinance may not be adopted until a public hearing has been held regarding the ordinance and the ordinance has been read at two Council meetings. The ordinance may be adopted at any time within six months after the public hearing and by a majority vote of the Council. Within five days after adoption of an ordinance, a summary of the ordinance and resolution will be mailed to the owner of each unit. The notice will inform owners of their right to veto the ordinance or resolution by filing the required Veto form before the effective date of the ordinance.

## PUBLIC HEARING

Prior to the Council approving a HIA ordinance or fee resolution, the Council will hold a public hearing to take comments. Notice of the hearing will be posted in the Official Publication, posted to the City's website and mailed to property owners within the HIA. The notice will identify all affected properties and include a list of the improvements to be made in the area and conform with the requirements of the HIA Act.

## OBJECTION TO BENEFIT

Before the ordinance is adopted, the owner of a unit within the HIA may file a written objection with the City Clerk objecting that the owner's property should be included in the HIA, or not subject to a fee based on reasoning that the property would not benefit from the improvements. The Council will decide on the objection within 60 days of its filing.

## FEES RESOLUTION

The fee resolution will be crafted in collaboration with the City Attorney and the City's municipal advisor. Within six months of the public hearing, the Council may adopt a resolution imposing a fee within the HIA not exceeding the amount expressed in the notice of public hearing. Within five days after adoption of an ordinance, a summary of the ordinance and resolution will be mailed to the owner of each unit. The notice will inform owners of their right to veto the ordinance or resolution by filing the required Veto form before the effective date of the ordinance.

## COLLECTING FEES

The City will collect fees for the HIA pursuant to [M.S. § 428A.05](#).

## VETO

Within 45 days of approval of a HIA ordinance and fee resolution, owners subject to a HIA fee have a right to veto the ordinance or resolution by filing a Veto to the City Clerk. All vetoes must be submitted electronically to [HRA@goldenvalleymn.gov](mailto:HRA@goldenvalleymn.gov) or hand delivered in person to the Community Development Department in Golden Valley City Hall.

Vetoes may not be collected and delivered to the City by groups or individuals collecting vetoes on behalf of others. All vetoes must be submitted by individual owners on their own behalf. Submitting a veto does not rescind or repeal a petition. A veto will be counted if any owner of a unit submits a veto.

A successful veto requires 45 percent or more of the housing units or 45 percent or more of the housing units' tax capacity in the area file an objection to the ordinance or resolution with the City Clerk.

## VERIFICATIONS

To ensure the accuracy and integrity of petitions or vetoes filed with the City, staff will:

- count the number of petitions or vetoes submitted
- verify the signer of a petition or veto is listed with the County as the owner of record
- attempt to call or email the signers of a petition or veto to confirm they signed the petition or veto

## FINANCING IMPROVEMENTS

Pursuant to [M.S. Chapter 428A](#), the Council has sole discretion to use any allowable sources available to the City, including the issuance of bonds to finance improvements.

## QUESTIONS

If you have questions about the information shared in this Policy, contact a member of the Housing and Redevelopment Authority at 763-593-3983 or via email at [HRA@goldenvalleymn.gov](mailto:HRA@goldenvalleymn.gov).



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

