



Village of Arlington Heights
Housing Commission
Planning Department Conference Room, 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
December 17, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes

IV. REPORTS

V. OLD BUSINESS

- A. Group Home and Transitional Housing Program
- B. Single Family Rehab Program

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Minutes - 11/17/15

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS NOVEMBER 17, 2015

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Karen Conway Namrita Nelson
Alex Hageli Anisa Jordan

Commissioners

Absent: None

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Anna Panzarino – 13 E Miner St.
Frank Panzarino – 13 E Miner St.
Michael D. Dalton – Clearbrook Center
Rizik Mohammad – Little City Foundation
Carrie Carnaghi – Little City Foundation
Kori Larson – Glenkirk

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:05 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, Conway, Nelson, Jordan and Hageli were present.

III. OLD BUSINESS

A. 13 E Miner Street

Ms. Boyer described the apartment building project that has been proposed to be located at 13 E Miner Street. It is proposed to be a 12-unit apartment building, and the owner has agreed to provide one affordable unit as called for in the Arlington Heights Affordable Rental Housing Guidelines. The owner, Mr. Panzarino, was present to answer questions.

Ms. Boyer reported that the Plan Commission's recommendation concerning this project includes the condition which appears below concerning affordable housing, and the Housing Commission is being asked if it concurs:

"One affordable housing unit shall be required as follows:

- One affordable unit shall be maintained as affordable in perpetuity under the Village's affordable rental housing guidelines.
- With the approval of the Village, the affordability requirements of another local, State or Federal affordable housing program which are consistent with the requirements of the Village's affordable rental housing guidelines, may be temporarily followed with respect to the unit but at all times the requirements of the Village's affordable rental housing guidelines shall apply in perpetuity.
- The owner or owner's designee shall be responsible for reporting to the Village on a quarterly basis in compliance with the affordable housing requirements utilizing a form prescribed by the Village of Arlington Heights."

Chairman Hellner asked how many bedrooms will be in the affordable units. Mr. Panzarino stated that it will be one of the 1-bedroom units. It was commented that reporting monthly may be overly burdensome and unnecessary, and reporting annually may be more appropriate.

Ms. Panzarino was asked if he agrees with the affordable housing conditions, and he stated that he does agree to them. Ms. Boyer agreed that reporting less frequently than quarterly seems reasonable since only one affordable unit is involved in this project.

A motion was made by Commissioner Hageli, seconded by Commissioner Conway to concur with the Plan Commission's affordable housing condition but that the reporting to the Village should be required no less frequently than annually rather than being required monthly. The motion carried unanimously.

B. Group Home and Transitional Housing Program

Funding currently available under this program is \$21,915. Four preliminary applications were received in response to the Request for Applications.

Chairman Hellner stated that he would be recusing himself from the discussion under this topic and will not participate in any voting because his wife is an employee at Clearbrook, one of the applicant agencies.

St. Coletta of Wisconsin, Inc. was not in attendance at the meeting, but their request is for \$4,000 toward the cost of a new roof for their group home at 1819 E. Avon Lane. The total estimated cost of the roof is \$12,500. St. Coletta would pay the difference between the actual cost and the \$4,000 requested.

Clearbrook was represented by Michael D. Dalton. Mr. Dalton stated that Clearbrook is celebrating its 60th anniversary and has strong ties to Arlington Heights including the location of the office's agencies in Arlington Heights. He stated that Clearbrook's request is for \$13,000 to be used to replace the roof of the group home at 235 S. Kennicott. Clearbrook has owned this home since June 2002. There are eight, male residents residing in the home.

Glenkirk was represented by Kori Larson. Ms. Larson stated that Glenkirk has a total of four group homes in Arlington Heights. Glenkirk's request is for \$15,000 toward the cost of renovating two bathrooms of the group home at 729 Kingsbury. The total cost for the renovations of the two bathrooms is estimated at \$20,000. This residence is the home to 8 women. Glenkirk has owned the home since 1995. She described the renovations as primary being for the purpose of making the bathrooms more handicapped accessible.

One bathroom is large enough to make the needed improvements, but the other bathroom may need to be enlarged. Commissioner Nelson requested photographs of the bathrooms. Ms. Larson stated that their cost estimates are based on the costs of similar renovations that were done to the bathroom in a group home owned by the agency that is located in Lake County.

Little City Foundation was represented by Rizik Mohammad and Carrie Carnaghi. The proposed improvements would include the following modifications to the group home at 2634 N. Raleigh which has been owned by the agency since 1996: Cutting a large hole in the wall between the kitchen and living room thus opening the layout of the home, installing overhead lighting in the bedrooms, relocating the washer and dryer into the attached garage, and removing an old ramp on the front of the home and installing railings at the front entrance.

It was stated that the opening between the kitchen and living room will enable staff to better supervise the residents, increasing safety. The ramp is a slip hazard and is not needed because the rear entrance is accessible. The purpose of moving the laundry facilities to the garage is so that there is more room for teaching the residents laundry life skills. The laundry machines are currently located in a hallway. The overhead lights in the bedrooms are for safety and convenience.

Commissioner Nelson requested that the agencies provide photographs of the areas of the homes proposed to be renovated and a minimum of two cost proposals from contractors. Ms. Boyer pointed out that 3 cost estimates will be required for any projects that are funded, but the members of the Housing Commission said that they believed that a minimum of two estimates would be sufficient as the basis for funding decisions, and the third cost estimates could be obtained later. The agencies are also asked to provide the number of people who reside in the homes.

The representatives of the agencies were asked whether they would be able to do the proposed work if their requests were not fully funded. Glenkirk said that they might renovate one bathroom initially instead of two. Little City Foundation prioritized their items as: the opening between the kitchen and living room, the overhead lighting, the moving of the washer/dryer, and lastly the removal of the ramp. Clearbook stated they have been making repairs to the room that they are seeking to replace and would continue with repairs (delaying the roof replacement) if the re-roofing is not fully funded. The agencies were asked to firm up their priorities, and were asked to explore whether they may have funds (or more funds) from other sources that could be used to partially fund their projects if the Village is not able to fully fund their requests.

The Housing Commission will discuss the proposals again at their meeting set for December 17, 2015. The agencies were asked to provide the Village with number of residents in the homes (if not previously provided), photographs, and two contractor proposals for all proposed work by the end of the week before the December 17th meeting. The agencies are invited to this meeting to discuss the supplemental information and answer questions.

C. Single Family Rehabilitation Program

Ms. Boyer was asked to provide the figures on expenditures from the Single Family Rehab Program over the past several years to be used for possibly discussing the reallocation of some 2015/2016 funds to the Group Home and Transitional Housing Program.

Ms. Boyer stated that SFR Case 15-01 is underway. She also stated that she gave a presentation at the Senior Center regarding the program and expects to receive one or two applications as a result.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Hageli, seconded by Commissioner Nelson to move up agenda Old Business agenda items V. A. 13 W. Miner and V. C. Group Home and Transitional Housing Program. The motion carried unanimously.

V. OTHER

Chairman Hellner mentioned the recently broadcast programs on radio station WBEZ concerning affordable housing in the Chicago area. The programs can be accessed on the station's website.

The developer Chairman Hellner mentioned at the meeting last week that was looking for a senior housing site is focusing on a site other than the ones listed in the Village's publication of sites suitable for senior and institutional housing. At the Housing Commission's request, Ms. Boyer will email the Housing Commission members the document that contains the list of sites.

NAMI has started construction of a supportive housing site in Wheeling, and Palatine is providing some suggested sites for housing for persons with disabilities.

IV. ADJOURNMENT

A motion was made by Commissioner Jordan, seconded by Commissioner Conway to adjourn the meeting. The motion carried unanimously.

NEXT MEETING: THURSDAY, DECEMBER 17, 2015 AT 7 PM