



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 10, 2014
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 Update
- B. Single Family Rehabilitation Loan Program
- C. NW Suburban Housing Collaborative
- D. Plan Commission Calendar

VI. NEW BUSINESS

- A. 2015-2019 Consolidated Plan Update
- B. 2015-2016 Housing Commission Budget Request

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Minutes 11/12/14

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes 11/12/14	Minutes

DRAFT

**MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
HELD AT ARLINGTON HEIGHTS VILLAGE HALL
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
NOVEMBER 12, 2014**

IN ATTENDANCE:

Commissioners

Present:

Mark Hellner
Namrita Nelson

Karen Conway
Anisa Jordan

Siobhan White

Commissioners

Absent:

Alex Hageli

Staff Present:

Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, Conway, White, Nelson, and Jordan were present. Commissioner Hageli was absent.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jordan, seconded by Commissioner Nelson, to approve the minutes of the October 7, 2014 meeting. The motion was carried unanimously.

IV. REPORTS

None

V. OLD BUSINESS

A. Group Home/Transitional Housing

Ms. Boyer reported that she visited the Glenkirk group home where the kitchen remodeling will be done with the Village's Disabilities Services Coordinator David Robb. Mr. Robb has agreed to work with Ms. Boyer on the project, particularly with respect to reviewing the scope of work, specifications, and selection of materials and equipment. Ms. Boyer said that a wall is being removed in the home to open up the kitchen to the living room area. This will provide greater accessibility into the kitchen space and movement in the area. She further reported that Glenkirk hired an architect to design the kitchen and prepare the bid packets. This architect has experience working on this type of project with Glenkirk at others of its group homes.

B. Single Family Rehabilitation Loan Program

There was a discussion about tools for publicizing the program. Ms. Boyer was asked to get endorsements from participants, if possible. Ms. Boyer will also take before and after photographs of projects. Commissioner Nelson ran the Daily Herald article about the program on Facebook around mid-October. She also suggested putting information on the Village's landing page and sending out an Eblast. Ms. Jordan suggested that brochures could be put at the Cook County Courthouse.

Chairman Hellner commented that projects need to be under contract by around February in order for them to be completed and paid for out of the 2014/2015 project budget. There was a discussion about reallocating some of the funds to the Group Homes/Transitional Housing program where they may be more likely to be spent before the end of the fiscal year. Ms. Boyer commented that the Village is in the process of preparing the 2015/2016 CDBG budget unused funds will be reallocated under that process, but there was interest among members of the Commission to reallocate the funds for expenditure in 2014/2015. Ms. Boyer said that the CDBG funding applications for the 2015/2016 program year will be due before the December Housing Commission, and therefore, a separate request for applications for group home renovations may not be needed if some applications of that type come are submitted.

C. NW Suburban Housing Collaborative – Ms. Boyer passed around the activity report for The Handyman Program.

D. Plan Commission – The only residential item on the Plan Commission's upcoming draft agenda was a single family home lot resubdivision.

VI. NEW BUSINESS

A. 2015-2019 Consolidated Plan Update

Ms. Boyer reported that she is continuing to work on the draft of the Village's next 5-year Consolidated Plan. The draft is expected to be presented to the Village Board in January. There will be a 30-day public comment period. Therefore, the Housing Commission will have the opportunity to comment on the Plan at its February 2015 meeting. Commissioner White commented that TIF funding should be included in the Consolidated Plan as a tool that the Village may access for affordable housing development.

B. 2015-2016 CDBG Budget Requests

A motion was made by Commissioner Conway and seconded by Commissioner White to recommend to the Village Board of Trustees that it renew the Single-Family Rehabilitation Loan Program and allocation \$125,000 for this program in the 2015/2016 CDBG budget. The motion was approved unanimously.

A motion was made by Commissioner Nelson and seconded by Commissioner White to recommend to the Village Board of Trustees that it renew the Group Home & Transitional Housing Rehabilitation Program and allocation \$75,000 for this program in the 2015/2016 CDBG budget under the terms that 1/3 of each project allocation be provided as a grant and 2/3 of allocation project allocation be provided as a 0% interest, deferred loan to be repaid when the property is sold by the owner (the same terms approved by the Village Board under the program approved for the 2014/2015 program year). The motion was approved unanimously.

VIII. ADJOURNMENT

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

NEXT MEETING:

**WEDNESDAY, DECEMBER 10, 2014 7:00 P.M.
IN THE PLANNING DEPARTMENT CONFERENCE ROOM
SECOND FLOOR OF VILLAGE HALL**