



Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
October 20, 2021
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 8-18-21

IV. REPORTS

V. OLD BUSINESS

- A. Rental Registry
- B. Single Family Rehab Program Status Report

VI. NEW BUSINESS

- A. Housing Commission 2022 Budget Request
- B. Fair Housing Discussion

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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**Housing Commission
10/20/2021**

Item: Minutes 8-18-21

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS August 18, 2021

IN ATTENDANCE:

Commissioners

Present: Andrew Tripp Ken Kiefer John Eggum
 David Miller

Commissioners

Absent: William Delea Jennifer Sweis

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. Roll Call

The following Commissioners responded to roll: A. Tripp, K. Kiefer, J. Eggum, D. Miller

III. APPROVAL OF MINUTES

A motion was made by Commissioner Eggum, seconded by Commissioner Miller to approve the minutes of the June 16, 2021 meeting.

The motion was approved

Ayes: A. Tripp, K. Kiefer, J. Eggum, & D. Miller

Nays: 0

IV. REPORTS

None

V. OLD BUSINESS

A. Affordable Housing Trust Fund Priorities & Process

Ms. Boyer reported that staff provided a memorandum containing background and the Housing Commission's recommendations concerning the priorities and process for the Affordable Housing Trust Fund. She will let the Housing Commission know when and how the information will be transmitted

to the Village Board and whether/when it will be discussed at a future meeting of the Committee of the Whole or Village Board.

B. Rental Registry

There was a brief discussion about the Rental Registry. It was suggested that questions could be added to the existing Multi-Dwelling License Application. The discussion included whether the questions about how specific the requested information should be (i.e. request numbers of units at different bedroom counts and rent ranges per unit type, or request exact rents and number of bedrooms tied to unit numbers).

Chairman Tripp pointed out that the information would provide snapshots of information. Commissioner Eggum commented that the information, after 5 years, would show trends.

Commissioner Eggum stated that he would write something up on this topic for the Housing Commission to discuss with a recommendation possibly being made to the Village Board. Chairman Tripp commented that it will be necessary to think about who will analyze the data and how.

Ms. Boyer was asked to find out the amount of revenue generated from the Multi-Dwelling License program over the past couple of years.

C. Single Family Rehab Program

Ms. Boyer provided an update on the active projects.

SFR Case 20-06 was presented for the Housing Commission's consideration. In this case, there are two adult homeowners over age 65. Their taxable income is \$32,958/year and their taxable plus non-taxable income is \$57,353. Under the program, only taxable income is used to determine income-eligibility. The maximum taxable annual income for a household of 2 persons is \$59,650. Therefore, they are income-eligible for the program.

Ms. Boyer described the proposed work which includes a new furnace; replacement of a hazardous wood deck; a small section of fencing; a new storm door; gutter guards; re-grouting, wall repair and painting in a bathroom (damaged by excessive moisture); window film, dryer vent cleaning, and various electrical repairs and work.

There was a discussion concerning the disparities in bids on the cost of the wood deck. It was commented that the cost of wood has been at an all-time high. Ms. Boyer said that she talked to the low-bidder (who had the lowest price on the deck) and he is verifying his costs. Ms. Boyer said that she could continue to work with the low bidder and the Building Department inspector

to make sure the scope of work and cost is clear and reasonable. A detailed scope of work and drawing will be required from the contractor for the permit. Ms. Boyer suggested that the low bidder be approved under the condition that she and Building Inspector continue to work with the contractor and that the cost of the deck did not ultimately exceed the cost bid by the second lowest bidder with respect to the deck. The members of the Housing Commission agreed with this approach.

The bids requested for approval by the homeowners and agreed to by Staff were a bid for \$980 for the window film, \$4,246 for the furnace, and \$15,125 for the remainder of the scope of work (including the deck) for a total of \$20,351.

In order to avoid needing to bring the project back for re-review if the cost of the deck changes, the total project cost was calculated up to a maximum that it would be if the next lowest bid on the deck were included as the cost of the deck.

Commissioner Kiefer commented that this is the type of project for which the program is intended and recommended approval.

A motion was made by Commissioner Eggum, seconded by Commissioner Kiefer to approve the scope of work for Single Family Rehab Program Case 20-06 not to exceed a total of \$33,130.

The motion was approved

Ayes: A. Tripp, K. Kiefer, J. Eggum, & D. Miller

Nays: 0

VI. NEW BUSINESS

None

VII. OTHER BUSINESS

None

VIII. ADJOURNMENT

A motion was made by Commissioner Eggum, seconded by Commissioner Miller to adjourn the meeting at 7:35 pm.

Ayes: A. Tripp, J. Eggum, K. Kiefer, and D. Miller.

Nays: None

The next meeting was set for September 22, 2021 at 7 pm.



Housing Commission
10/20/2021

Item: Rental Registry

Department: Planning & Community Development

ATTACHMENTS:

Description

Rental Registry

Type

Exhibits

M E M O R A N D U M

TO: Members of the Housing Commission

FROM: John Eggum, Housing Commission Member

DATE: September 22, 2021

RE: Increasing Transparency in Housing Affordability By Modifying Existing Multiple Dwelling Licensing Provisions of Village Municipal Code

OVERVIEW

This memorandum provides proposals for discussion in connection with the Commission's consideration of amendments to the Village's Municipal Code, as it relates to Multi-Dwelling Licenses required by Arlington Heights Municipal Code Section 14-1702. This matter has come under consideration for the following reasons:

As set forth on the Village's website, the purpose of the Housing Commission is to:

[P]rovide an appointive advisory body which shall:

Promote adequate housing for all of the community's people, to create and/or maintain sound viable neighborhoods, to meet the needs for housing by increasing the number of housing units for low-and-moderate income families and individuals, and to expand housing opportunities for all members of the community

Additionally, the Village's website advises that the activities of the House Commission include:

Researches, initiates, and makes recommendations to the Village Board concerning Arlington Height programs and issues.

This is consistent with the Municipal Code provisions providing for the Housing Commission, Section 6-504, which addresses the Commission's duty to "evaluate, set

priorities and determine future affordable housing needs (if any), and to make appropriate recommendations to the Village Board,” and which empower the Commission: “To analyze local housing needs and related social service needs on a continuing basis.”

Last year, in connection with the Commission’s assessment of the Village’s Affordable House Guidelines, which have now been memorialized and enacted as the Village’s Affordable Housing Ordinance (Section 7-1701 *et seq.*), the Commission had numerous discussions about the “inventory” of affordable housing in Arlington Heights. In connection with those discussions, it came to the attention of the Commission that the data used by the Village to assess the number of affordable units and overall “stock” of affordable housing in the Village, as well as the location/dispersion of such housing throughout the Village, is not robust. Current data is based on surveys and estimates – often outdated – and there is no mechanism to track year-to-year affordability.

In recent months, the Commission discussed ways to increase transparency into the housing affordability within the Village. This was initially addressed as a “rental registry,” which would provide extremely robust data about rental rates charged in the Village, and, in turn, give true insight on housing affordability. Tracking the number of occupants, unit type (studio, 1 bedroom, etc...), and monthly rent would allow the Village to determine exactly how affordable the housing in the Village was, where it was located, and how affordability changed year to year.

During these discussions, Village staff brought it to the Commission’s attention that the Village has a multi-dwelling licensing program already, and discussion then turned to amendments to that currently in-force program, since it would provide the affordability data necessary to allow the Commission, and in turn, the Village, to better understand and address housing affordability. This data would be useful to staff, the Commission, and the Village Board to evaluate housing affordability in the Village, and to assess whether current and future initiatives are having their intended effect, whatever that may be. There are many aspects to housing affordability – it is not simply a questions of “affordable” or “unaffordable.” For example, HUD has various affordability metrics, for various purposes. See *Schedule of Fair Market Rents*, https://www.huduser.gov/portal/datasets/fmr/fmr2022/FY2022_FMR_Schedule.pdf; see also *FY 2021 Income Limits Summary*, addressing various “Income Limit Categories”, <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>; Eliminating Regulatory Barriers to Affordable Housing: Federal, State, Local, and Tribal Opportunities

<https://www.huduser.gov/portal//portal/sites/default/files/pdf/eliminating-regulatory-barriers-to-affordable-housing.pdf>. Better data will provide an ongoing benefit to the Village by allowing up-to-date information that can be considered for many different purposes relating to housing affordability.

PROPOSALS

I. ANTICIPATED EXPENSE

Currently, the Commission understands that the currently in-force multi-dwelling license process generated revenue in excess of \$70,000 in 2020. The below proposals would likely require some web-development costs to facilitate changes to online forms and the creation of a reporting tool that would aggregate submitted data in Microsoft Excel or another appropriate software platform. GIS or similar mapping integration would be beneficial as well, to show the distribution of housing affordability throughout the Village. Costs for such work would likely be less than \$15,000 in light of the normal range for website development. Based on the limited information available to the Commission, it would appear that minor adjustments to the current fee structure for the multi-dwelling licensing program would be sufficient to cover costs of the program, without any material burden on property owners, or taxpayers, generally.

II. SCOPE OF LICENSING PROGRAM

Section 14-1701 of the Village Code, entitled Definitions, provides as follows in relevant part:

d. Multiple dwelling. Any dwelling containing more than two dwelling units under common ownership.

Based on this definition, two-flats are current excluded from the multi-dwelling licensing program, even when not owner-occupied.

Owner-occupied rentals with just two total units present unique issues, as they may be rented on terms that are not arms-length, such as rentals to family members. Their affordability data presented by those units is less likely to be helpful, compared to other data. Additionally, in a two-unit structure that is owner occupied, it would be unnecessarily

burdensome to require the owner to pay a fee in connection with the multi-dwelling licensing program. Two-unit, owner occupied structures should remain exempt.

Two unit structures that are not owner occupied are more likely to be “true” rentals. Accordingly, there would not seem to be any reason to exempt dwellings with two-dwelling units, which are not owner occupied, from the multi-dwelling licensing process.

Accordingly, in connection with updating the multi-dwelling license program to provide affordability data, it is suggested that Section 14-1701 be amended as follows:

CURRENT VERSION

d. Multiple dwelling. Any dwelling containing more than two dwelling units under common ownership.

PROPOSED VERSION

d. Multiple dwelling. A dwelling is a multiple dwelling if:

- (i) The dwelling contains more than two dwelling units under common ownership; or
- (ii) The dwelling is not owner occupied, and contains two dwelling units under common ownership.

For the avoidance of doubt, dwellings with more than two dwelling units under common ownership are multiple dwellings, even if one or more units is owner-occupied. Dwellings with two dwelling units are not a “multiple dwelling” under this section if either one or both units are owner-occupied.

III. AFFORDABILITY INFORMATION

The Village Code, under Section 14-1702, entitled License Required, provides the requirements for persons and associations that operate multiple dwellings (as defined in 14-1701). The Code has sections (a) to (e). The affordability information addressed herein could be obtained by amending the Code to add a subsection (f), as follows:

PROPOSED VERSION

- (f) To obtain an operating license issued by the Village, the following information must be provided on an annual basis for every “dwelling unit” at the time of license application:
- i. Unit number
 - ii. Number of Bedrooms
 - iii. Number of Occupants
 - iv. Monthly Rent

This subsection (f) does not apply to owner-occupied dwelling units that meet the definition of “Condominium” or “Townhouse”.

Solely for purposes of this subsection, “monthly rent” means the current monthly rate charged for the rental of the unit, as of the date of the license application. For units that are vacant on the date of the license application, the operator will list the last monthly rent actually charged to a renter, so long as the unit was occupied by a renter at any time during the preceding 12 months. If the unit was vacant for longer than the 12 months preceding the date of the license application, the license applicant will report “Unit Vacant for More Than 12 Months” on the license application.

IV. ENSURING ACCURACY OF PROVIDED INFORMATION

Section 14-1707 current requires owners and operators of multiple dwellings to maintain certain records. To ensure the information submitted under proposed section 14-1702(f) is accurate, the following proposal is made:

CURRENT VERSION

Section 14-1707 Records Required. Every owner or operator of a licensed multiple dwelling shall keep, or cause to be kept, records of all requests for repair and complaints by tenants or members of the association which relate to the applicable provisions of Chapter 23, Building Regulations, of this Code, and of all corrections made in response to such requests and

complaints. These records shall be made available by the owner or operator to the Village Manager for inspection and copying upon request.

PROPOSAL (new language underlined):

Section 14-1707 Records Required. Every owner or operator of a licensed multiple dwelling shall keep, or cause to be kept, records of all requests for repair and complaints by tenants or members of the association which relate to the applicable provisions of Chapter 23, Building Regulations, of this Code, and of all corrections made in response to such requests and complaints. Every owner or operator of a licensed multiple dwelling shall keep, or cause to be kept, records sufficient to verify information submitted under Section 14-1702(f) for not less than six years from the date of license application. These records shall be made available by the owner or operator to the Village Manager for inspection and copying upon request.

Exhibit A

ARLINGTON HEIGHTS MUNICIPAL CODE

Article XVII Multiple Dwellings

Section 14-1701 Definitions. For the purposes of this Article, the following words and phrases shall have the meanings set forth below:

- a. **Condominium.** Any dwelling unit under individual ownership in a multi-unit structure as provided in the Condominium Property Act of the Illinois Compiled Statutes.
- b. **Condominium association.** Any organization or association which governs the operation of common areas or services for two or more condominiums.
- c. **Dwelling unit.** Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

OTHER BUSINESSES

- d. Multiple dwelling. Any dwelling containing more than two dwelling units under common ownership.
- e. Townhouse. Any dwelling joined to another dwelling or dwellings at one or two sides by a party wall or walls and designed exclusively for use or occupancy by one family of the internal space from lowest basement or floor level to roof.
- f. Townhouse association. Any organization or association which governs the operation of common areas of two or more townhouses.
- g. Village Manager. The Village Manager of Arlington Heights or designated representatives. Designated representatives for the administration and enforcement of this Ordinance include the Finance Director, Director of Building, Director of Health Services, the Fire Chief and their representatives.

Section 14-1702 License Required.

- a. No person or association shall operate a multiple dwelling without holding a current, unrevoked operating license issued by the Village in his or her name for the specific named multiple dwelling.
- b. Every operating license shall be issued for a period of one year from its date of issuance unless sooner revoked, and may be renewed for successive periods of not to exceed one year.

(Ord. #99-018)

- c. The Village Manager is hereby authorized to issue new operating licenses and renewals, in the names of applicant owners or operators of multiple dwellings. No licenses shall be issued unless the multiple dwelling is found to meet all requirements of Chapter 23, Building Regulations, of this Code and all applicable rules and regulations.
- d. No operating license shall be issued or renewed unless the applicant, owner or operator has first made application on a form provided by the Village.
- e. Condominium and townhouse associations shall register with the Village annually with the specific information, listed below, including the number of rental units per building/complex and are subject to the licensing provisions of this Article if they meet the minimum required provisions of this Article:
 - 1. Legal Name and location of the condominium/townhouse complex,
 - 2. Names, Titles of Officers of the Association,
 - 3. Name, address and phone number of registered management agent,
 - 4. Name and phone number of emergency contact (24 hour),
 - 5. Number of rental units per building; percentage of rental units per complex.

(Ord. #99-018)

Section 14-1703 Investigations and Inspections. No operating license shall be issued or renewed until an inspection is made pursuant to Chapter 23, Building Regulations, as the Village

ARLINGTON HEIGHTS MUNICIPAL CODE

Manager may require to determine whether the multiple dwelling is in compliance with the provisions of Chapter 23 and with applicable rules and regulations.

Section 14-1704 Designation of Agent.

(Ord. #99-018)

- a. No operating license shall be issued or renewed for a nonresident applicant, unless the applicant designates in writing to the Village Manager the name of an agent for receipt of service of notice of violations and for service of process, pursuant to Chapter 23, Building Regulations, of this Code.
- b. No operating license shall be issued or renewed for a resident applicant, unless such applicant has first designated an agent for the receipt of service of violations of the provisions of this Code and for service of process pursuant to this Code when the applicant is absent from Arlington Heights for 30 or more days. This designation shall be made in writing and shall accompany each application form.

Section 14-1705 Renewal. No operating license shall be renewed unless an application has been made within 60 days prior to the expiration of the present operating license.

Section 14-1706 Notice of Change. Each license shall be displayed in a conspicuous place within the common ways of the multiple dwelling. Every person holding an operating license shall give notice in writing to the Village Manager within 24 hours after having transferred or otherwise disposed of the legal control of any licensed multiple dwelling. This notice shall include the name and address of the person or persons succeeding in the ownership or control of the multiple dwelling.

(Ord. #99-018)

Section 14-1707 Records Required. Every owner or operator of a licensed multiple dwelling shall keep, or cause to be kept, records of all requests for repair and complaints by tenants or members of the association which relate to the applicable provisions of Chapter 23, Building Regulations, of this Code, and of all corrections made in response to such requests and complaints. These records shall be made available by the owner or operator to the Village Manager for inspection and copying upon request.

Section 14-1708 Violations and Suspensions.

(Ord. #99-018)

- a. Whenever, upon inspection of the licensed multiple dwelling or of the records required to be kept by Section 14-1707, Records Required, the Village Manager finds that conditions or practices exist which are in violation of the provisions of this Code or of any applicable rules and regulations, the owner or operator shall be served with notice of such violation as provided in Chapter 23, Building Regulations. The notice shall state that unless the violations cited are corrected within a reasonable time, the operating license may be suspended.
- b. At the end of the time allowed for correction, the Village Manager shall reinspect the multiple dwelling, and if conditions have not been corrected, he or she may issue an order suspending the operating license.

OTHER BUSINESSES

- c. Any person whose license to operate a multiple dwelling has been suspended may make a written request for reconsideration. Upon receipt of a request for reconsideration, the Village Manager shall have the premises reinspected to determine if they are in compliance. If no request for reconsideration or petition for hearing reaches the Village Manager within 21 days following the issuance of the order of suspension, a notice of license revocation shall issue. The licensee shall then have 30 days to either bring the premises into compliance and request a reinspection or request a hearing. If the licensee fails to take either action, the license shall be revoked.

(Ord. #99-018)

- d. If, upon reinspection, the Village Manager finds that the multiple dwelling is in compliance with this Article and with applicable rules and regulations, he or she shall reinstate the license. A request for reinspection shall not extend the suspension period, unless the Village Manager grants such requests.



Housing Commission
10/20/2021

Item: Single Family Rehab Program Status Report

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Single Family Rehab Program Status Report	Report

10/12/21
SINGLE-FAMILY REHABILITATION LOAN PROGRAM - 2020-2021 Report

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESTIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
19-02 LE3300	9/16/2019		Air conditioning	\$3,500					Postponed to spring 2021
20-01 UL1415 (condo)	6/10/20		Requesting plumbing, furnace, electrical and 2 patio doors						Contacted Village about re-initiating application. Is income-eligible. Needs appraisal to determine loan to value ratio.
20-05 GA938	8/3/2020		Basement waterproofing, repair of water damage, a/c replacement, possibly replace 2 windows.	10,000	9,380	-525	8,855		Project completed August 2021. Closing file.
20-06 MC536	12/15/20	7/15/21	Requesting: Furnace, Windows, Electrical	25,000	\$21,764				All work is under contract as of 9/13/2021. Work has started.
21-01 BA1628	2/10/21		Requesting: Roofing, Furnace, & Windows,						Determined ineligible. Over maximum income.
21-02 DO1217	7/7/2021		TBD	TBD					Determining eligibility.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2020/2021 CDBG ALLOCATION:	\$	39,310.00
19-02		3,500.00 (reserved)
20-01		TBD
20-05 Estimate		8,855.00 (final)
20-06 Estimate		21,764.00
21-02 Estimate		TBD
TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS: -		0.00
LESS PROGRAM INCOME NOT YET RECEIVED:	-	0.00
Total:	\$	34,119.00

Loans Repaid CDBG Fiscal Year To Date: 10/1/20 – 9/30/21

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)
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10/12/21

14-05	October 1, 2020	6 years	\$14,114	Moved to be closer to their adult children and grandchildren
08-02	December 22, 2020	12 years	\$29,525	Unknown
00-11 & 09-08	March 12, 2021	11 years	\$10,386	Unknown
92-03	March 12, 2021	28 years	\$29,360	Unknown
90-14	June 18, 2021	30 years	\$5,838	Unknown
			89,223	\$39,223 over budgeted as revenue



**Housing Commission
10/20/2021**

Item: Housing Commission 2022 Budget Report

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Housing Commission 2022 Budget Report Exhibits	

VILLAGE OF ARLINGTON HEIGHTS BOARDS & COMMISSIONS 2022 BUDGET REQUESTS

Name of Board or Commission: HOUSING COMMISSION

Chair: ANDREW TRIPP

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Estimated Actual	2022 Proposed Budget	Accounts
CONTRACTUAL SERVICES:						
Postage	\$ 943	\$ -	\$ 100			101-1011-502.22-05
Photocopying	-	-	100			101-1011-502.22-15
COMMODITIES:						
Publications (subscription to on-line foreclosure data service)	-	-	-			101-1011-502.30-01
Other Supplies (marketing of programs)	-	-	1,100			101-1011-502.33-05
OTHER CHARGES:						
Rental Housing Assistance Program Grant	-	-	-			101-1011-502.40-05
TOTAL EXPENDITURES	\$ 943	\$ -	\$ 1,300	\$ -	\$ -	