



Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
September 22, 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

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Housing Commission
9/22/2021

Item: Minutes 8-18-21

Department:

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.

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Re: Rental Registry Background Materials

Date: September 14, 2021

Meeting Date: September 22, 2021

At the last meeting of the Housing Commission, the topic of an Arlington Heights Rental Registry was briefly discussed with further discussion tabled until the next Housing Commission meeting.

A question was asked regarding the amount of revenue received by the Village from fees paid in connection with the Multi-Dwelling License requirement. The answer to that question is that \$76,448.20 of revenue was received in 2020 and \$31,289.00 has been received to date in 2021.

For your convenience, the Section of the Village Code concerning Multi-Dwelling licensing (Chapter 14, Section 14-1701-14-1708) and the Village's Multi-Dwelling License Application Form are attached.

ARLINGTON HEIGHTS MUNICIPAL CODE

Per coin or card operated amusement device for the 11th and each additional device, \$230

The tax may be in one or two equal installments payable on the first day of January and the first day of July.

- m. Any person, firm or corporation violating the provisions of this Section shall be fined not more than \$750 for each such offense. If a licensee shall be convicted of violating a provision of this Section, his or her licenses for all coin-operated devices shall be suspended for one year.

Section 14-1607 Exemption. Coin or card operated newspaper vending machines are exempt from the licensing and permit provisions of this Article.

Section 14-1608 Permit Variation. In the event that more than one machine, but not more than six machines are located at a specific location and physically connected and placed on a rack or similar device, and the overall size is not more than three feet wide and five feet high, only one permit fee in the amount of \$35 shall be required.

Section 14-1609 Report Required. Any person, firm or corporation making application for machine(s) or device(s) as defined in this Article shall, in addition to applications, renewals and any other reports, also submit to the Finance Director, a semi-annual report (January 1st and July 1st) containing the total number of machine(s) and/or device(s), the name and address of the business establishment where each is located, the permit number of each machine and the owner's name, address and phone number.

Section 14-1610 Penalty. Any person violating any provision of this Chapter, where no other penalty is specifically provided, shall be fined not less than \$5 nor more than \$750 for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

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.

(Ord. #09-038)

Article XVIII Gun Dealers

Section 14-1801 Definition. For the purpose of this Article, "firearm" shall not mean an antique firearm (other than a machine-gun) which, although designed as a weapon, is by reason of the date of its manufacture, value, design and other characteristics primarily a collector's item and is not likely to be used as a weapon, or which is designated as a collector's item or antique firearm by State or Federal law.

Section 14-1802 Gun Dealers - License Required. No person shall engage in the business of selling firearms, ammunition, black powder, smokeless powder, or any other propellant, without first having obtained a business license therefor from the Village pursuant to the provisions of Chapter 9, General Licensing Procedures, of this Code.

(Ord. #09-038)

Section 14-1803 Application. An application for a gun dealer license shall be made in conformity with the general requirements of this Code relating to applications for licenses.

Section 14-1804 Maintenance and Display of Firearms. Any person or firm licensed pursuant to the provisions of this Article:

- a. Shall not be permitted to display firearms or ammunition in exterior display windows;
- b. Shall maintain all handguns in a securely locked place (i.e., cabinet, showcase, etc.) at all times during normal business hours, except when they are actually viewed for purchase by a customer or when in the process of repair;
- c. Shall equip premises in which firearms, ammunition and components thereof, are stored, with a device capable of transmitting a signal to the duly authorized and/or accepted alarm board approved by the Police Chief. Refusal of the Police Chief to approve a specific alarm device may be appealed to the Village Board. The alarm device shall be activated at all times during non-business hours.



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

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MULTI-DWELLING LICENSE APPLICATION

SECTION #14-1701

NAME OF COMPLEX: _____

NUMBER OF UNITS IN COMPLEX: _____

COMPLEX ADDRESS: _____
ARLINGTON HEIGHTS, IL 6000 _____

MANAGER'S NAME: _____

MANAGER'S ADDRESS: _____

MANAGER'S PHONE #: _____

ON-SITE PROPERTY MANAGER NAME: _____

TELEPHONE #: _____

BILL TO: _____

ATTENTION: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE #: _____

EMERGENCY CONTACT INFORMATION (24 HOUR CONTACT REQUIRED).

NAME: _____ TELEPHONE #: _____

FEE SCHEDULE

1-5 UNITS.....\$60.00 PER BUILDING
OVER 5 UNITS.....\$13.00 PER UNIT/PER BUILDING

☐ SOLE OWNER ☐ PARTNERSHIP ☐ CORPORATION ☐ LLC ☐ LLP TRUST #: _____

OTHER: _____

PLEASE PROVIDE THE NAME OF THE INDIVIDUAL OR INDIVIDUALS WHO SHALL BE THE RESPONSIBLE PARTIES FOR THE ACTIVITIES UNDERTAKEN WITHIN THE VILLAGE OF ARLINGTON HEIGHTS.

NAME: _____ TITLE: _____ HOME PHONE: _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ DRIVERS LICENSE #: _____ STATE WHERE ISSUED: _____

I UNDERSTAND THE ISSUANCE OF THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL VILLAGE ORDINANCES. FALSIFICATION OR OMISSION OF ANY INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR DENIAL OR REVOCATION.

HAVE YOU BEEN CONVICTED OF A CRIME EXCEPT MINOR TRAFFIC VIOLATIONS? ☐ YES ☐ NO IF YES PLEASE PROVIDE BELOW THE DATE, CITY AND STATE WHERE THE ARREST(S) TOOK PLACE, THE SPECIFIC CHARGES THAT WERE FILED AND THE DATE OF THE COURT DISPOSITION AND SENTENCE IMPOSED IF APPROPRIATE. _____

SIGNATURE OF APPLICANT: _____ TITLE: _____ DATE: _____

FOR OFFICE USE ONLY

CONTROL #: _____ LICENSING DEPARTMENT: ☐ APPROVED ☐ DENIED

COPY SENT TO: ☐ FIRE SAFETY ☐ FIRE DEPARTMENT ☐ POLICE



Housing Commission
9/22/2021

Item: Single Family Rehab Program Status Report

Department: Planning & Community Development

ATTACHMENTS:

Description

Sing Family Rehab Program

Type

Exhibits

09/14/21
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						Income-eligible for program. Ordered appraisal in order to determine maximum loan amount. Homeowner put application on-hold 9/2020. Contacted Village about re-initiating application. Staff is verifying income eligibility.
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.
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

09/14/21

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

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)
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	
			89,223	\$39,223 over budgeted as revenue



**Housing Commission
9/22/2021**

Item: Housing Commission 2022 Budget Request

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	\$ -	\$ -	