



Village of Arlington Heights
Housing Commission
Virtual Meeting
Arlington Heights, IL 60005
June 16, 2021
7:00 PM

I. CALL TO ORDER

- A. In response to the COVID-19 pandemic, this meeting is being held virtually, which permits the public to fully participate via their computers or using their phones.

To participate in the virtual meeting, please follow these instructions: <https://bit.ly/3pJ8AF0>

Individuals who wish to comment or ask a question on an item on the Agenda may either participate virtually or send an email to the Village at nboyer@vah.com. Please limit emails to 200 words or less. To be shared at the meeting, the email must be received by 3:00 p.m. on the day of the meeting.

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 5/19/21

IV. REPORTS

V. OLD BUSINESS

- A. Affordable Housing Trust Fund Priorities & Process
B. Rental Registry
C. Senior Citizens Commission Memo Regarding Inclusionary Zoning Ordinance
D. Draft Annual Action Plan/Draft CDBG Budget Update
E. Single Family Rehab Program Update

VI. NEW BUSINESS

- A. Statements of Economic Interest

VII. OTHER BUSINESS

VIIIADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



**Housing Commission
6/16/2021**

Item: Minutes 5/19/21

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 May 19, 2021

IN ATTENDANCE:

Commissioners

Present: John Eggum Ken Kiefer
David Miller William Delea

Commissioners Andrew Tripp Jennifer Sweis
Absent:

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER

The meeting was called to order by substitute chairman John Eggum at 7:00 p.m. It was announced that Commissioner Hageli has resigned from the Housing Commission.

II. Roll Call

The following Commissioners responded to roll: Eggum, Kiefer, Miller, & Delea.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Kiefer, seconded by Commissioner Miller to approve the minutes of the April 21, 2021 meeting.

The motion was approved

Ayes: Eggum, Miller, Delea & Kiefer

Nays: 0.

IV. REPORTS

No Reports

V. OLD BUSINESS

A. Affordable Housing Trust Fund Process

The Commission has gone over the priorities as reflected in the last meeting minutes. The next subject for discussion is the process for the Trust Fund. Commissioner Eggum listed the following options for consideration:

1. Issuing a general Request for Proposals (RFP) stating that there is a certain amount of money available for to support an affordable housing development and inviting proposals that align

- with the Village's priorities as reflected in the rankings.
2. Issuing a Request for Proposals (RFP) stating that there is a certain amount of money available for to support an affordable housing development and inviting proposals that align with certain of the Village's priorities.
 3. Address specific developers (for-profit and non-profit developers) to seek their input on how to proceed with the RFP process.

Commissioner Eggum commented that the discussion tonight will be a beginning of the discussion regarding developing a process for awarding money from the Trust Fund. He asked if any of the members had comments on the three options presented.

Commissioner Miller said that he thinks that an RFP should be firmed up as much as possible regarding what the Village is looking for before an RFP is issued. Otherwise there will be a wide range of responses that will be difficult to evaluate.

Commissioner Kiefer said that it would be helpful to have more information about the a specific direction the Village Board would prefer to go in, and he asked about exchanging information with the Village Board. He said that issuing a general RFP would provide information on what's out there.

Commissioner Delea agreed that it would be good to know what the possibilities are and what the interest is; and a general RFP would be a way to find out what can be done.

Commissioner Eggum pointed out that a general RFP may result in a wide variety of responses, but could also result in limited interest. Commissioner Eggum suggested:

1. Soliciting interest by contacting developer, providing information on the Village's priorities, and asking if they would be interested in responding to an full RFP. A meeting would be held with those developers who responded to gather information that would be helpful in developing the full RFP.
2. The release a full, focused RFP informed by the information gathered at the meeting with the interested parties.

Commissioner Eggum said that we don't want to waste peoples' time, and the developers could help develop RFP.

Commissioner Miller said that he likes this idea and we would need to give some direction on how the Trust Fund monies could be used (purchase of land, supplement construction, etc.). He suggested that in response to the solicitation of interest, the developers could submit a 1 page response and make a 5 minute presentation at the meeting. This would put the Village in touch with people who are interested without wasting peoples' time on an extensive proposal.

Ms. Boyer said that the Village Board has asked that the Housing Commission provide recommendations on the priorities for the Trust Fund and the process. She said that it may be possible for the Housing Commission to address the Village Board before making its recommendations (in the form of a motion(s)) as an intermediate step for feedback. The Village Board is looking to receive the recommendations regarding priorities and process by the end of the summer.

Commissioner Eggum suggested that this be tabled for now and discussed at the next meeting; and at the

next meeting talk about a specific framework about how to use the priorities that have been developed and a bullet point process. These can be put into a recommendation to the Village Board that would then be followed up on (with Village Board approval), or there may be open questions that need to be clarified. There was concurrence that this will be taken up again at the June meeting.

Commissioner Miller suggested that any final discussion on the priorities be taken up at the next meeting and that the recommendation regarding the priorities then be formalized by way of a Housing Commission motion/vote so that portion of this endeavor is completed.

B. Village Owned Property

A map was included in the packet identifying the Village owned property discussed previously. Ms. Boyer said that the activity observed at the location was limited to tree removal on an adjacent property. Commissioner Kiefer said that he brought the site up at the last meeting because he observed the tree removal and wondered if the property was still owned by the Village and if anything was happening there. He reminded the Housing Commission that this property has been looked at for the possibility of a development project utilizing the Trust Fund. Ms. Boyer confirmed that the parcel is still owned by the Village and there is no activity going on in that area other than the tree removal

C. Rental Registry

Commissioner Eggum suggested this be tabled for now. Some responses were received from Staff. The responses included that previously Staff had not viewed a need to inspect individuals rental units as a high priority and funding for this is not currently available.

The other purpose for expanding the rental registry that has been discussed is data gathering, and Staff was open to discussing this further. There is also a program some communities use called “Crime Free Housing” that might be something the Village could look at to enhance security at rental developments.

This topic will be discussed further at a later meeting.

D. Single-Family Rehab Program

Ms. Boyer reported that there is one active project. Mold remediation and HVAC work has been completed at the home. Tiling work in the bathroom is expected to be put under contract with the week.

Another application was received, but the household was found to be ineligible because their household income exceeded the maximum permitted by HUD for eligibility.

Another case is being worked on now. Ms. Boyer said that she met with the homeowners at the home to begin putting together a scope of work. There are a number of small items. The largest item is work in a bathroom (mainly drywall replacement) due to excessive moisture.

Ms. Boyer had no projects for approval at this meeting.

VI. NEW BUSINESS

A. Letter from Senior Commission

A letter from the Senior Citizens Commission to the Village Board concerning the removal of senior residential communities from the Inclusionary Housing Ordinance was distributed to the members of the Housing Commission. The letter was not discussed specifically at this meeting since it was not on the agenda for the meeting. The Housing Commission has stated previously that the Ordinance was too new to consider amendments yet. The letter will be appended to the minutes.

Commissioner Kiefer agreed that when this was brought up that there had not been an opportunity to apply the Ordinance as adopted. He commented that there is nothing to preclude senior citizens from residency in units developed under the existing program. However, he said that the Housing Commission could spend some time on a more thorough response.

Commissioner Delea asked about the independent living units mentioned in the letter and whether they tend to be more often for-profit developments.

Commission Eggum stated that the issue was mainly around senior residential communities with various levels and care and services where there are complexities such as spouses needing different types of housing/services, and some people move into independent living units in these communities with the expectation of moving into a unit that comes with a higher level of care. He said that the complexity is that the pricing of the levels of housing/services are often inter-connected in their pricing as opposed to a simply age-restricted housing. He said that he did not think that there was anything in the Ordinance that would exclude developments that are just age-restricted.

VII. OTHER BUSINESS

Commissioner Eggum opened the meeting to public comment. Mr. Fred Feldman from the Senior Citizen's Commission joined the meeting. He stated that a survey under the Village's Age-Friendly Initiative reveals that affordable housing was the top priority of seniors who responded to the survey. Mr. Feldman received a summary of the earlier discussion regarding the Trust Fund. He was not able to log in for that part of the meeting.

VI. ADJOURNMENT

A motion was made by Commissioner Kiefer, seconded by Commissioner Miller, to adjourn the meeting. The motion was approved.

Ayes: Eggum, Kiefer, Delea & Miller
Nays: 0.

NEXT MEETING: The next meeting be held on Wednesday, June 16, 2021 at 7 pm.



Housing Commission
6/16/2021

Item: Affordable Housing Trust Fund Priorities & Process

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Affordable Housing Trust Fund Priorities & Process	Exhibits

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Re: Affordable Housing Trust Fund

Date: June 9, 2021

At the May meeting of the Housing Commission, it was suggested that the Housing Commission may wish at its June 2021 meeting to formally recommend the tables of priorities for the Affordable Housing Trust Fund discussed at prior Housing Commission meetings to the Village Board. The tables were excerpted from the April Housing Commission minutes and appear below. They are being provided for the Housing Commission's convenience and for consideration at the June 16, 2021 Housing Commission meeting.

ACTIVITY TYPE 1: Creation and preservation of Attainable Housing including, without limitation, new construction, rehabilitation and adaptive reuse			
FOR-PROFIT Developer Activities			
High	Medium	Low	HOMEOWNERSHIP Activities:
		X	New construction of single-family homes
		X	New construction of multi-family units
	X		Preservation/Rehabilitation of existing single-family homes
	X		Preservation/Rehabilitation of existing multi-family units
		X	Adaptive Reuse of existing structures
			RENTAL Activities
		X	New construction of single-family homes
X			New construction of multi-family units
	X		Preservation/Rehabilitation of existing single-family homes
X			Preservation/Rehabilitation of existing multi-family units
	X		Adaptive Reuse of existing structures
NOT-FOR-PROFIT Developer Activities			
High	Medium	Low	HOMEOWNERSHIP Activities:
		X	New construction of single-family homes
		X	New construction of multi-family units
	X		Preservation/Rehabilitation of existing single-family homes
	X		Preservation/Rehabilitation of existing multi-family units
		X	Adaptive Reuse of existing structures
			RENTAL Activities
		X	New construction of single-family homes
X			New construction of multi-family units

	X		Preservation/Rehabilitation of existing single-family homes
X			Preservation/Rehabilitation of existing multi-family units
X			Adaptive Reuse of existing structures
X			New construction of group homes or supportive housing
X			New construction of transitional housing

ACTIVITY TYPE 2: Acquisition and disposition, including without limitation, vacant land, single family homes, multi-family buildings, and other existing structure that may be used in whole or in part to provide Attainable Housing

High	Medium	Low	
		X	Land acquisition for affordable housing development (ex. Community Land Bank or Community Land Trust)
		X	Land acquisition for mixed income housing development
		X	Acquisition/disposition of single-family homes
X			Acquisition/disposition of multi-family buildings
X			Acquisition/disposition of housing to be used as group homes or supportive housing
	X		Acquisition/disposition of housing to be used as transitional housing
		X	Homebuyer assistance (ex. down payment assistance program)
		X	Tenant based rental assistance (rent subsidies to landlords for low/mod income households)
		X	Project based rental assistance (monthly rent subsidies to make units affordable)
			Other

ACTIVITY TYPE 3: Payments for costs incurred in connection with administering the Housing Trust Fund

High	Medium	Low	
X			Costs incurred in connection with administering the Housing Trust Fund (5 – 15% is typical)
X			Payment for costs of consultant services for concepts, architectural services, or other pre-construction services for Village-initiated developments
	X		Payment for costs of consultant services for concepts, architectural services, or other pre-construction services for developer-initiated developments
X			Costs associated with working with a non-profit partner to develop concepts or other pre-construction work for Village-initiated projects
	X		Costs associated with working with a non-profit partner to develop concepts or other pre-construction work for developer-initiated projects

Other considerations for uses of the Trust Fund:

PRIORITY POPULATIONS: For Trust Fund Activities			
High	Medium	Low	
X			Senior/Elderly: Households with at least one household member ____ years of age or older
X			Veterans: Households in which one or more persons is a military veteran
X			Disabled: Households in which one or more persons 18 years of age or older is severely disabled
X			Current Arlington Heights Residents
X			Employees of Arlington Heights Businesses
			Other

FORMS OF ASSISTANCE: To be provided through the Trust Fund			
<u>FOR-PROFIT</u> DEVELOPER assistance to create more affordable units or make units affordable to lower income levels			
High	Medium	Low	
		X	Predevelopment costs (ex. feasibility studies, design)
		X	Grants
	X		Zero or low interest loans
	X		Deferred zero or low interest loans
	X		Forgivable loans
	X		Long term (ex. 99 year) lease of Village owned property
X			Zero or low interest loans to private, for-profit developers to make units more affordable
	X		Long term lease (ex. 99 years) of property purchased by the Village
<u>NOT-FOR-PROFIT</u> DEVELOPER assistance to create more affordable units or make units affordable to lower income levels			
High	Medium	Low	
	X		Predevelopment costs (ex. feasibility studies, design)
	X		Grants
X			Zero or low interest loans
X			Deferred zero or low interest loans
X			Forgivable loans
	X		Long term (ex. 99 year) lease of Village owned property
	X		Grants to non-profit developers to make units more affordable
X			Long term lease (ex. 99 years) of property purchased by the Village

OTHER CONSIDERATIONS			
High	Medium	Low	
X			Leveraging of other funds
	X		Sustainability (Green/LEED)
X			Proposals to provide units lower than maximum income eligibility (ex. affordable to 30% or 50% AMI rather than 60% AMI for rental)



Housing Commission
6/16/2021

Item: Rental Registry

Department: Planning & Community Development

ATTACHMENTS:

Description

Type

No Attachments Available



Housing Commission
6/16/2021

Item: Senior Citizens Commission Memo Regarding Inclusionary Zoning Ordinance

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Memo - Inclusionary Zoning Ordinance	Memorandum

To: President and Board of Trustees, Village of Arlington Heights

From: Arlington Heights Senior Citizens' Commission

Re: Village Inclusionary Housing Ordinance exempting Senior Residential Communities from its guidelines

Date: March 23, 2021

At its meeting on January 11, 2021, the VAHSSC discussed and adopted the Senior Citizens' Commission Age-Friendly Initiative Sub-Committee's update on its findings and recommendations as a result of the AARP Age-Friendly Community survey which was completed in late 2019. The survey of seniors identified the top three areas of concern which needed focus and actions:

- Affordable Housing
- Affordable Transportation
- Centralized Information and Communication System.
- In the discussion of an action plan to address the area of Senior Affordable Housing it was noted that, although the Village did adopt an Inclusionary Housing Ordinance, Senior Residential Communities were excluded. Review of the VAH Inclusionary Housing Ordinance development process revealed that on initial drafts of the ordinance, senior residential communities had been included (only the Independent Living components) but excluded from the final draft which the Board of Trustees adopted as an ordinance on August 3, 2020.

The Senior Citizens' Commission is dismayed and concerned by the exclusion of Senior Residential Housing from the ordinance as Senior Affordable Housing is now one of its main focus of action. Seniors in the Village, consisting 19% of its current population, clearly indicated that affordable housing is their top concern for aging within the Village not only for current seniors but those aging into the senior population.

In view of the above, the Senior Citizens' Commission respectfully requests that as a positive step in increasing affordable housing for Seniors that discussion toward amending the Inclusion Housing Ordinance to include Senior Residential Communities specifically independent living units, be undertaken.



Housing Commission
6/16/2021

Item: Draft Annual Action Plan/Draft CDBG Budget Update

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Draft Annual Action Plan/Draft CDBG Budget Update	Exhibits

Staff Recommendation

		2020-2021	2021-2022	2021-2022
	EXPENDITURES	Allocations	Grant	Staff
	<i>Public Services (2021-2022 Cap \$55,000)</i>	<i>To 2021 Applicants</i>	<i>Requests</i>	<i>Recommends</i>
1	District 214 Education Foundation	1,500	1,500	1,500
2	Faith Community Homes	2,500	3,000	3,000
3	NW CASA - Sexual Assault Program	2,500	3,500	3,500
4	Children's Advocacy Center	2,500	4,000	3,500
5	Connections to Care (former name: Escorted Transportation Service NW)	3,500	4,000	4,000
6	Resources for Community Living	5,000	5,000	5,000
7	Life Span	3,000	5,000	3,500
8	Suburban Primary Health Care Council	4,337	7,000	6,000
9	WINGS Program	6,000	9,000	6,500
10	Journeys The Road Home	4,500	10,000	5,000
11	Arlington Heights Park District	9,113	30,000	9,000
12	Northwest Compass	4,000	15,000	4,500
Na	Catholic Charities	4,000	0	Na
Na	Little City Foundation	4,000	0	Na
Na	Covid Services	25,000	0	Na
		81,450	97,000	55,000
	<i>Construction/Econ. Development (2021-2022 Cap \$323,465)</i>			
13	Shelter, Inc.	0	33,050	Review under #19
14	Little City Foundation	0	34,525	Review under #19
15	Clearbrook	25,000	36,600	Review under #19
16	Journeys The Road Home (2019 Allocation: \$28,000)		100,000	28,000*
17	Full Circle Communities	0	100,000	0
18	Single Family Rehab Loan Program	39,310	67,000	60,465
19	Group Residence/Transitional Housing Program	0	105,000	85,000
20	Public Infrastructure	150,000	150,000	150,000
		214,310	626,175	323,465
	<i>Administration (2021-2022 Cap \$66,800)</i>			
21	CDBG Administration/Salaries/Audit/Legal Notice	65,000	66,800	66,800
	Total Allocations or Requests	360,760		445,265

* The staff recommendation of \$28,000 for the Journeys capital project is a re-budgeting of \$28,000 approved for this project as a **jointly funded project** with other area CDBG entitlement communities in the 2019 Annual Action Plan.



Housing Commission
6/16/2021

Item: Single Family Rehab Program Update

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Single Family Rehab Program Report	Exhibits

06/09/21
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
20-05 GA938	8/3/2020		Basement waterproofing, repair of water damage, a/c replacement, possibly replace 2 windows.	10,000	8599	2,060	10,659		Active File. Determined eligible. Air conditioning and mold remediation work completed. Bathroom work is being re-bid.
20-06 MC536	12/15/20		Requesting: Furnace, Windows, Electrical						Determined eligible. Working on scope of work.
21-01 BA1628	2/10/21		Requesting: Roofing, Furnace, & Windows,						Determined ineligible. Over maximum income.
21-02 DO1217	6/7/2021		TBD	TBD					Determining eligibility.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2020/2021 CDBG ALLOCATION:	\$ 39,310.00
19-02	3,500.00 (reserved)
20-05 Estimate	10,659.00
20-06 Estimate	15,000.00
21-02 Estimate	TBD
TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS: -	0.00
LESS PROGRAM INCOME NOT YET RECEIVED:	- 0.00
Total:	\$ 29,159.00

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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06/09/21

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
			83,385	\$33,385 over budgeted as revenue