



Village of Arlington Heights
Housing Commission
Virtual
Arlington Heights, IL 60005
May 19, 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/3hfzUs9>

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 4-21-21

IV. REPORTS

V. OLD BUSINESS

- A. Single Family Rehab Program Report
- B. Rental Registry
- C. Village Owned Property
- D. Affordable Housing Trust Fund Process

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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
5/19/2021**

Item: Minutes 4-21-21

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 April 21, 2021

IN ATTENDANCE:

Commissioners

Present: Andrew Tripp Ken Kiefer John Eggum
David Miller Jennifer Sweis William Delea

Commissioners

Absent: Alex Hageli

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: Tripp, Kiefer, Eggum, Miller, Delea & Sweis.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Miller, seconded by Commissioner Kiefer to approve the minutes of the March 2, 2021 meeting.

The motion was approved

Ayes: Tripp, Kiefer, Eggum, Miller, Delea & Sweis

Nays: 0.

IV. REPORTS

Ms. Boyer announced that the developer for the Arlington 425 project has elected to comply with the Inclusionary Housing Ordinance with respect to the amended development.

V. OLD BUSINESS

A. Affordable Housing Trust Fund Priorities

The Housing Commissioners discussed the matter of priorities for the Village's Affordable Housing Trust Fund. A consensus reached and it reflected in the tables below.

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

FOR-PROFIT 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

NOT-FOR-PROFIT 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)

The public was asked for any comments they may have. Melissa Cayer asked if the people who determine people's eligibility for housing funding are certified. Ms. Boyer said that there is no certification process and that she determines whether applicants are eligible for the Single-Family Rehab Program.

B. Single-Family Rehab Program

Ms. Boyer reviewed the active cases. There was no project for presentation at this meeting.

VI. NEW BUSINESS

A. 2021-2022 Annual Action Plan – Community Development Block Grant Budget

Ms. Boyer stated that the Housing Commission traditionally makes a request to the Village Board for CDBG funds to support the Single-Family Rehab Program, and for the past several years has made a request under which group home projects have been funded.

Ms. Boyer said that she prepared and submitted applications for these two programs since the Housing Commission did not meet between the date the application process was opened up for the 2021-2022 year and the application deadline. She requested \$250,000 for each program which far exceeds the amount that would likely be needed with the intention that the Housing Commission would adjust the

requested amounts. She said that under the application process, applicants are able to decrease (but not increase) their requested amounts after the deadline date. Ms. Boyer stated that the Village received individual grant applications from a few non-profit organizations for group home renovations totaling approximately \$105,000.

A motion was made by Commissioner Eggum, seconded by Commissioner Miller to recommend to the Village Board that it allocate \$67,000 for the Single Family Rehab Program and \$105,000 for the Group Home Acquisition and Rehab Program from the Village CDBG funding for the 2021-2022 program year.

Ayes: Tripp, Kiefer, Eggum, Miller, Delea & Sweis

Nays: 0.

Commissioner Delea had left the meeting at this point.

VII. OTHER BUSINESS

The members of the Housing Commission asked that the following items be added to the agenda for the next meeting:

1. Rental Registry
2. The Village owned property off Rand Rd. including a map

The public was invited to make any comments. Keith Moens complimented the Housing Commission on having stuck to the requirements of the Inclusionary Housing Ordinance at the April meeting when discussing the Arlington 425 and 310 Arlington developments. He commented that the Village should look at updating the ordinance in the future with regard to the amounts of affordable housing required and because senior housing is not included. He mentioned that State Senator Ann Gillespie is looking into proposing State law to require inclusionary affordable housing.

VI. ADJOURNMENT

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

Ayes: Tripp, Kiefer, Eggum, Sweis & Miller

Nays: 0.

NEXT MEETING: The next meeting be held on May 19, 2021 at 7 pm.



Housing Commission
5/19/2021

Item: Single Family Rehab Program Report

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Single Family Rehab Program Report	Report

05/12/21
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
19-05 MA 830	12/9/2019		Initially requested garage and driveway. Revised request; central air conditioning, general carpentry, bathroom vanity, kitchen remodel						Application not yet complete. Lacking income verification. Requested in March 2020 and again 7/16/2020. To be sent a letter stating that he will need to reapply if he wishes to participate in the program.
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.
20-05 GA938	8/3/2020		Basement waterproofing, repair of water damage, a/c replacement, possibly replace 2 windows.	10,000	9,490				Active File. Determined eligible. Air conditioning and mold remediation work completed. Bathroom work is being put under contract. Collecting bids on kitchen flooring.
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,						Determining ineligible. Over maximum income.

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
TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS: -		0.00
LESS PROGRAM INCOME NOT YET RECEIVED:		- 0.00
Total:	\$	29,159.00

05/12/21

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



Housing Commission
5/19/2021

Item: Village Owned Property

Department: Planning & Community Development

ATTACHMENTS:

Description

Village Property Memo & Map

Type

Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

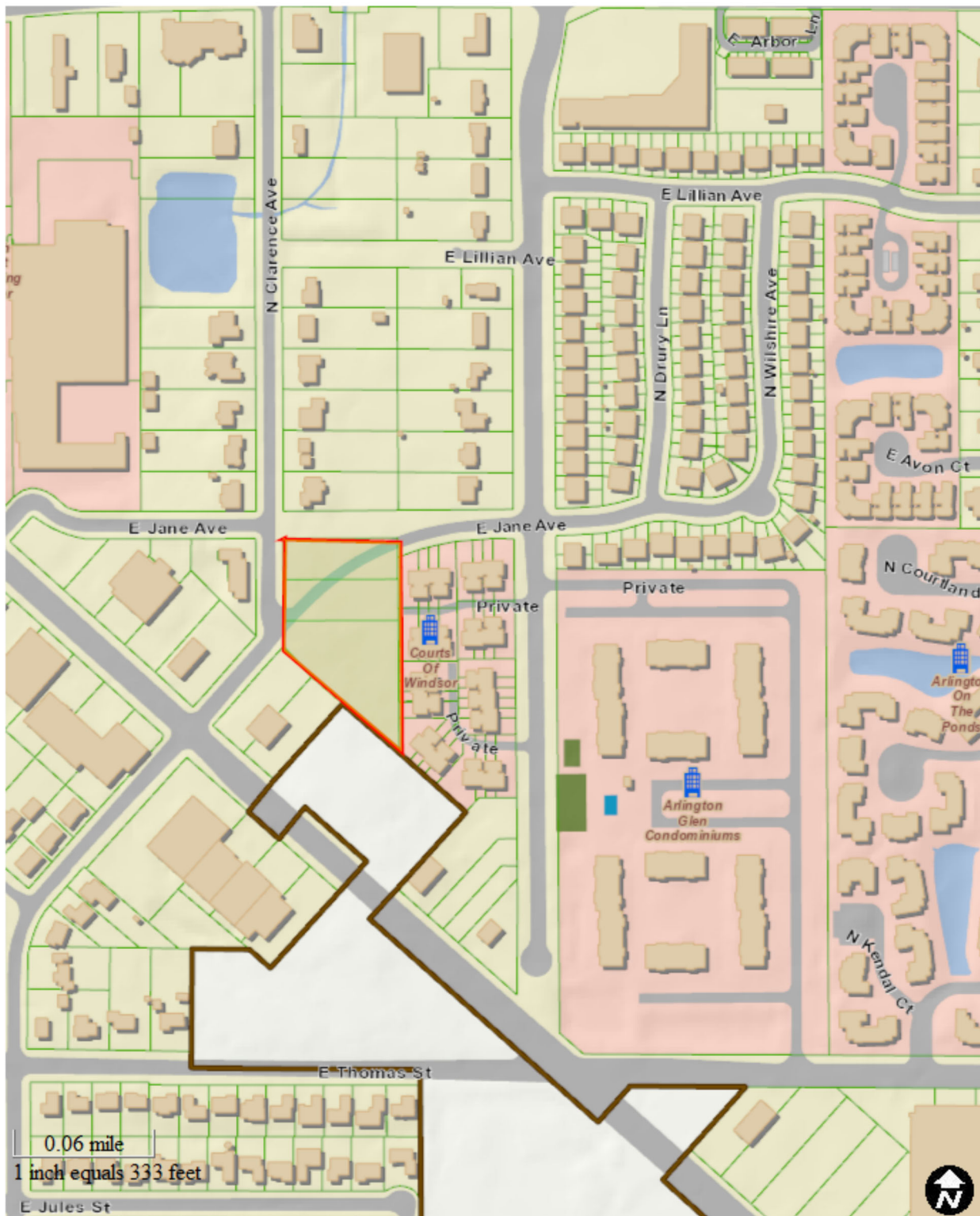
From: Nora Boyer, Housing Planner

Re: Village Owned Property

Meeting Date: May 19, 2021

At the April 2021 Housing Commission meeting, it was requested that a map of the Village-owned property previously discussed as a potential residential development site be provided.

The map is attached.



Map created on May 11, 2021.

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