Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
April 17, 2024
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Approval of Minutes 3/20/2024

IV. REPORTS

A. Status Update on Inclusionary/Affordable Housing Projects

V. OLD BUSINESS

A. Single Family Rehab Program Update
B. Rental Registry Recommendation Update

VI. NEW BUSINESS

A. 2024 Annual Action Plan and CDBG Budget

VII. OTHER BUSINESS

A. May 15, 2024 Meeting & Agenda

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.

Housing Commission
4/17/2024

Item: Approval of Minutes 3/20/2024

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Approval of Minutes 3/20/2024	Minutes

DRAFT

MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
MARCH 20, 2024

IN ATTENDANCE:

Commissioners Present:	Ken Kiefer	Dave LoSavio	David Miller
	Janice Krinsky	William Delea	
Commissioners Absent:	Andre Arrington	John Eggum	
Staff Present:	Nora Boyer, Housing Planner/Staff Liaison		
Others Present:	Keith Moens,	Village Resident	

I. CALL TO ORDER

The meeting was called to order at 7:00 pm.

A motion was made by J. Krinsky, seconded by D.Miller to select Commissioner Kiefer to chair the meeting in the absence of Commissioner Eggum.

The Motion: Passed
Ayes: J. Krinsky, D. Miller, W. Delea, D. LoSavio, & K. Kiefer
Nayes: None
Absent: J. Eggum & A. Arrington

II. ROLL CALL

Present: J. Krinsky, D. Miller, W. Delea, D. LoSavio, K. Kiefer
Absent: J. Eggum & A. Arrington

III. APPROVAL OF MINUTES

A motion was made by Commissioner Miller, seconded by Commissioner Krinsky to approve the minutes of the February 21, 2024 meeting with two typographical corrections. The motion was approved unanimously by voice vote.

III. REPORTS

Ms. Boyer provided the following report on projects that are subject to the Inclusionary Housing Ordinance.

Crescent Place: Opened on November 15, 2023.
Grace Terrace: This project was recommended for denial by the Plan Commission. It is expected that the developer will hold a neighborhood meeting in April. The project is expected to go to the Village Board sometime after the neighborhood meeting.
International Plaza: No update
116-120 W Eastman: Has been approved by the Village Board. A building permit application has not yet been received.
Arlington Gateway: Has been approved by the Village Board. Application for a building permit has been received.
5 N Douglas: Housing Commission recommended approval of the Affordable Housing Plan. Has not yet gone to the Plan Commission.
Arlington 425: Has submitted for a building permit for the Campbell Building. The affordable housing requirements will be applied to the Campbell Building and the Chestnut buildings separately according to the number of total units in each building. The fee-in-lieu will also be separated by building and charged at the time of permit for each building.
ADRIII/Salt Creek: No update. This project will be taken off the list of projects for updates since the Village has not heard from the developer for over a year.

There is a multi-family, senior development called Berkshire-Arlington Heights that passed the Illinois Housing Development Authority preliminary assessment for low-income housing tax credits. It is not proposed for the International Plaza location. The Housing Commission will receive more information after the developer submits an application to the Village. The developer has expressed an interest in appearing before the Conceptual Plan Review Committee.

V. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reviewed the open cases. She reported that just under $25,000 in CDBG funds was transferred from the Infrastructure/Street Resurfacing Program to the Single-Family Rehab Program. This increased the Single-Family Rehab Program budget enough to consider funding the roof repair for Case 23-03.

Ms. Boyer presented the request by the homeowner for Case 23-03 for the roof re-shingling and replacement of the flat roof over the attached garage. Three bid amounts were presented ($19,441, $20,342, & $22,900). The homeowner is requesting approval of the lowest bid ($19,441) and staff concurs.

Ms. Boyer said that she has not spoken yet with the contractors, and if the lowest bidder does not agree to provide services under the terms of the Single-Family Rehab Program, staff would want to be able to move on to the next lowest bidder. She said she has not had a contractor refuse the terms of the Single-Family Rehab Program before, but since the program requires that contractors wait up to 30 days for payment rather than being paid by the homeowner right away, it could happen. Ms. Boyer also mentioned that due to the extent of the interior water damage caused by the leaking roof, there may be change orders to replace roof decking. This cannot be known until the work is under contract and the roof shingles are removed. Change orders are approved by staff. If change orders are necessary, the total cost of the work for the home is likely to go over the standard $25,000 maximum (i.e. electrical work done at the home in January 2024 for $5,375 + the roofing work at a minimum of $19,441 = total of $24,816).

A motion was made by Commissioner Miller, seconded by Commissioner Krinsky to approve the staff recommendation to finance the roofing work for SFR Case 2023-03 with the work to be contracted with the lowest bidder, but with the understanding that staff may proceed with the next lowest bidders (in order starting with the lower of those two bids) if necessary to get the work under contract.

Ayes: K. Kiefer, D. Miller, D. LoSavio, W. Delea, & J. Krinsky
Nayes: None
Absent: J. Eggum & A. Arrington

B. Rental Registry Recommendation

Ms. Boyer reported that the Housing Commission's recommendations concerning expanding the Multi-Family Rehab Licensure program to include non-owner-occupied duplexes and to collect certain affordability information has been included in a research report going to the Village Board concerning creation of a more comprehensive rental registration process. The research report to the Village Board will explain the Housing Commission's request for information through the registration system. The administration is in agreement that questions may be added to the Multi-Family Rehab License application/renewal form independently of the other potential changes in the rental registration process and requirements.

Staff will be working on the questions to be added to the license application/renewal form. At this stage, staff suggests that the questions regarding unit rent will be presented in ranges. The administration asked that the question about the number of persons residing in the residence not be included. The goal is to add the questions to the licensure process when licenses are due for renewal in November. Ms. Boyer will provide an update on the questions for the Housing Commission to review.

VI. NEW BUSINESS

A. 2024 Annual Action Plan and CDBG Budget

Ms. Boyer reviewed that the 2024-2025 CDBG grant application form will soon be released. The release date is April 1, 2024 with applications due on April 30, 2024. She said that the CDBG revenue is lower than usual for 2024-2025 due to the low number of repayments of Single-Family Rehab Program loans and a decrease in carry-over funds due to the number of recent group home renovation projects. The grant for the new program year from HUD is expected to be around $300,000, but the amount has not been announced yet by HUD. After funding public services (social services) and administrative costs, there may be around $200,000 total for the Single-Family Rehab Program, a Group Home Rehab Program, Street Resurfacing Program, and any other activities. She said that the Department of Public Works is aware that there may be insufficient funds for a $150,000 allocation (the amount allocation for the past several years) for a street resurfacing project in the 2024-2025 program year. Ms. Boyer clarified that CDBG funds may be used for street resurfacing projects only in Census Block Groups that are identified as low/moderate-income Block Groups.

Ms. Boyer also stated that Public Works has indicated that there may be no more CDBG-eligible streets needing resurfacing after the 2024-2025 year for some time. This means it may be necessary to identify a new use for the CDBG funds that have been allocated for street resurfacing. Commissioner Miller asked that Ms. Boyer refresh the Housing Commission on the types of activities that are eligible for CDBG funding at a future meeting. Ms. Boyer responded that this will be added to a future agenda.

There was a discussion of the amounts the Housing Commission should recommend for the Single-Family Rehab Program and the Group Home Rehab Program. Commissioner Miller recommended that after accounting for an amount for the street resurfacing program that the request should reflect the same proportions as this year with 25% allocated to the Single-Family Rehab Program and 75% to the Group Home Rehab Program. Since there are still some unknowns with regard to revenue, making recommendations will be placed on the April agenda.

VII. OTHER BUSINESS

A. April 17, 2024 Meeting and Agenda

Making the 2024-2025 CDBG recommendations will be on the April agenda.

Commissioner Kiefer asked about a comment in the February meeting minutes concerning staff researching criteria for evaluating possible applications to the Trust Fund for gap financing. Ms. Boyer said that developers frequently ask the Village if gap financing is available from the Village. She said that staff will be working on how to evaluate those requests and the amounts of those requests. Commissioner Kiefer commented that there are sources of financing, such as from the Federal Home Loan Bank, that could be brought into projects. He suggested that these other resources be looked into and that representatives of the organizations be invited to come out to a Housing Commission meeting so that the Village can learn more. Ms. Boyer commented that the Cook County HOME program may be open to conversations about goals and possible projects as well. Commissioner Miller asked whether there would be a heavy administrative burden to provide Trust Fund monies as loans rather than grants. He commented that it would be better to make the Trust Fund perpetual, if possible, through loan repayments.

B. Public Comment

Mr. Moens commented on the Grace Terrace project saying that the project was approved by the Village Board but the requested variations (that required a super majority vote, excluding the Mayor) failed by one vote. He said that the first vote should have been taken to the ordinance stage. He commented that the Trustees who voted against the variations did not have problems with the variations; rather, they voiced other concerns. The variations had to do with parking and a loading dock. He said that the Village Board was required to set a meeting date for re-review of this matter when they asked staff and the developer to address their concerns and come back. Mr. Moens said that not stipulating the future meeting date makes it difficult for the public to stay informed and participate. He is concerned that the super majority threshold will be required for the next Village Board vote when a simple majority is what is required.

VIII. ADJOURNMENT

A motion was made by Commissioner Delea, seconded by Commissioner Miller to adjourn the meeting at 8:20 pm. The motion was approved unanimously by voice vote.

Next Meeting: Wednesday, April 17, 2024 7:00 pm in the Commissions Room – Village Hall 2nd Floor

Housing Commission
4/17/2024

Item: Single Family Rehab Program Update

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Single Family Rehab Program Update	Report

March 20, 2024

SINGLE-FAMILY REHAB PROGRAM STATUS REPORT – October 1, 2023 to September 30, 2024

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
23-03 JU-631	8/22/2023	By Owner	Priorities: Upgrade electric Roof	$5,000 Revised: $30,000	Electric: $5,375 Roof: $19,441 Total: $24,816	$0	$5,375 (electric) $19,441 (roof)	$5,375	Electrical work completed. Roof work is under contract.
23-04 CR810	9/8/2023	By Owner	Roof & gutters	$8,000	$9,775	$912.50	$10,687.50	$10,687.50	Completed.
24-01 CO1535	2/26/2024	By Owner	HVAC	$10,000	$9,876	$0	$9,876	$9,876	Emergency request. Project completed.
24-02 HE408	3/26/2024								New application. Determining Eligibility

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2023/2024 CDBG allocation:		$32,419.00	
SFR Case 23-03	-	5,375.00	
SFR Case 23-04		10,687.50	
SFR Case 24-01	-	9,876.00	
Title Searches/Appraisals/ Lead based paint tests/Permits:	-	650.00	
		5,830.50	
Budget transfer	+	25,000.00	
Total available 3/2024		30,830.50	
SFR Case 23-03 cont. (est. for roof)	-	19,441.00	
Estimated balance		11,389.50	Some of this amount may be needed for Change Orders (decking, etc.) for SFR 23-03 re-roof

Loans Repaid CDBG Fiscal Year To Date: 10/1/23 – 9/30/24

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)
14-03	11/1/2023	9	$8,815.00	Refinanced to reverse mortgage (see also 23-02)
23-02	11/1/2023	0	$5,723.96	Refinanced to reverse mortgage (see also 14-03)
92-20	Expected	32	26,785	**Expected** to be repaid in April 2024
TOTAL			$41,323.96	