



Village of Arlington Heights  
Housing Commission  
Commissions Room  
Arlington Heights Village Hall  
33 S. Arlington Heights Road  
Arlington Heights, IL 60005  
March 1, 2016  
7:00 PM

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Minutes 1/5/16

**IV. REPORTS**

**V. OLD BUSINESS**

- A. Group Home and Transitional Housing Program Update
- B. Single Family Rehab Program

**VI. NEW BUSINESS**

- A. 2016-2017 CDBG Grant Applications - VOTE TO BE TAKEN
- B. Proposed Substantial Amendments to the 2015 - 2019 Consolidated Plan and 2015 Action Plan
- C. Discussion of Inclusionary Zoning Policy and Types of Housing

**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.



**Item:** Minutes 1/5/16

**Department:** Planning & Community Development

**ATTACHMENTS:**

**Description**

Minutes

**Type**

Minutes

# **DRAFT**

## **MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS JANUARY 5, 2016**

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### **IN ATTENDANCE:**

#### **Commissioners**

Present: Mark Hellner Namrita Nelson  
Alex Hageli Anisa Jordan

#### **Commissioners**

Absent: Karen Conway

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Michael D. Dalton – Clearbrook Center  
Carrie Carnaghi – Little City Foundation  
Rizik Mohammad – Little City  
Kori Larson – Glenkirk  
Linda Berkowitz - Glenkirk

### **I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:25 p.m. and the Pledge of Allegiance was recited.

### **II. ROLL CALL**

Commissioners Hellner, Nelson, Jordan and Hageli were present.

### **III. APPROVAL OF MINUTES**

A motion was made by Commissioner Jordan, seconded by Commissioner Hageli, to approve the minutes of the November 17, 2015 meeting with one correction with respect to Chairman Hellner having recused himself only from the discussion regarding Clearbrook's application for funding under the Group Home and Transitional Housing Program rather than from the entire discussion of this topic. The motion was approved.

move The motion carried unanimously.

### **IV. OLD BUSINESS**

#### **A. Group Home and Transitional Housing Program**

The applications for funding were reviewed. The applicants had all submitted additional information as was requested at the last meeting.

St. Coletta of Wisconsin, Inc. was not in attendance at the meeting, but their request is for \$4,000 toward the cost of a new roof for their group home at 1819 E. Avon Lane. St. Coletta submitted three bids for the roof work the lowest of which is for \$8,060. St. Coletta would pay the difference between the actual cost and the \$4,000 requested.

Clearbrook was represented by Michael D. Dalton. Mr. Three bids for the re-roofing work were submitted the lowest of which is for \$12,000. Therefore, the requested funding amount was reduced from \$13,000 to \$12,000

Glenkirk was respresented by Kori Larson and Linda Berkowitz. Ms. Larson said that the agency's priority is to remodel the handicapped accessible bathroom at the home. Glenkirk's request is for \$15,000 toward the cost.

Little City Foundation was represented by Carrie Carnaghi. She explained that Little City's priority is the cutting of the passage in the wall between the kitchen and living room. Little City's revised request is for \$10,550 for this work.

Commissioner Jordan thanked the agency representatives for responding to the Housing Commission's request for additional information. Commissioner Nelson commented that all of the applications in order.

The revised requests are:

|              |                 |
|--------------|-----------------|
| St. Coletta: | \$4,000         |
| Clearbrook:  | \$12,000        |
| Little City: | \$10,550        |
| Glenkirk:    | <u>\$15,000</u> |
| Total:       | \$41,550        |

Total funding for the Group Home and Transitional Housing Program that is currently available is \$21,915.

Chairman Hellner stated that the Housing Commission had discussed reallocating from the Single Family Rehab Program to the Group Home and Transitional Housing Program to cover more of the group home requests.

**A motion was made by Commissioner Nelson, seconded by Commissioner Jordan to recommend to the Village Board of Trustees that \$20,000 in 2015 – 2016 CDBG funds be transferred from the Single Family Rehab Program to the Group Home and Transitional Housing Program. The motion was approved with 3-yes votes, 0-no votes. Chairman Hellner recused himself from the voting.**

**A motion was made by Commissioner Hageli, seconded by Commissioner Jordan, to approve the requests to the Group Home and Transitional Housing Rehab Program in the following amounts: St. Coletta - \$4,000; Clearbrook - \$12,000; Little City - \$10,550; and Glenkirk - \$15,000 for projects as described in their applications to the Group Home and Transitional Housing Program. This funding is contingent upon approval by the Village Board of the transfer of \$20,000 in CDBG funds from the Single Family Rehab Program to the Group Home and Transitional Housing Program. The motion was approved with 3-yes votes, 0-no votes. Chairman Hellner recused himself from the voting.**

**B. Single Family Rehabilitation Program**

Ms. Boyer reviewed the open projects. Ms. Boyer was asked whether case 15-02 might now qualify. This applicant did not qualify for a loan due to insufficient equity. Ms. Boyer stated that the home was severely underwater and wouldn't qualify despite property values having gone up recently.

Ms. Boyer described new application 15-03. The anticipated work is: a new roof, replacing a water-damaged bathroom ceiling, basement waterproofing, and a few miscellaneous items.

**V. PLAN COMMISSION UPDATE**

Ms. Boyer stated that the proposed apartment building for 13 E. Miner was approved by the Village Board with a condition that retail space be provided on the first floor. The owner was opposed to this condition. It is up to the owner whether he will proceed with this condition in place.

**VI. NEW BUSINESS**

None.

**VII. OTHER BUSINESS**

None.

**VIII. ADJOURNMENT**

A motion was made by Commissioner Jordan, seconded by Commissioner Nelson, to adjourn the meeting.

**NEXT MEETING: February 9, 2016, 7:00 pm**



**Item:** 2016-2017 CDBG Grant Applications - VOTE TO BE TAKEN

**Department:** Planning & Community Development

**ATTACHMENTS:**

| <b>Description</b>               | <b>Type</b> |
|----------------------------------|-------------|
| 2016-2017 CDBG Grant Application | Exhibits    |

## COMMUNITY DEVELOPMENT BLOCK GRANT ANNOUNCEMENT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To:</b><br>Village President and Board of Trustees<br>Village Manager<br>All Village Department Heads<br>A. H. Park District<br>Elk Grove Township<br>Arlington Economic Alliance<br>Housing Commission<br>Senior Citizen Commission<br>Youth Commission<br>Commission for Citizens with Disabilities<br>US Department of Housing and Urban Development<br>Northwest Compass<br>Goedke House<br>Arlington Heights Senior Center<br>Girl Scout-Illinois Crossroad Council<br>Hope Fair Housing Center<br>Clearbrook Center<br>Avenues for Independence<br>Suburban Primary Health Care Council<br>Little City Foundation<br>Rebuilding Together, NW Suburban Chicago<br>Wings<br>Hands On Suburban Chicago<br>Cook County Planning Department<br>Office of the Governor<br>Arlington Backstretch Coordinating Committee<br>Fellowship Housing Corporation<br>Faith Community Homes<br>Arlington Park Racetrack<br>The Center for Enriched Living<br>Cross & Crown Community Church | The Harbour<br>Northwest Housing Partnership<br>Children's Advocacy Center of NW Cook County<br>National Alliance for the Mentally Ill – Barrington Area<br>Friends of Children in Therapy<br>Wheeling Township<br>Northwest CASA<br>Glenkirk<br>Escorted Transportation Service - NW<br>Arlington Heights Memorial Library<br>Cook County Clerk<br>The Center of Concern<br>Lutheran Home & Services<br>Cedar Village<br>Salvation Army<br>Linden Place<br>Resources for Community Living<br>Shelter, Inc.<br>Special Leisure Services Foundation<br>Il Hunger Coalition<br>Journeys   The Road Home<br>Catholic Charities<br>Countryside Association<br>Chicago Workforce Partnership<br>Life Span<br>The Center: Resources for Training & Learning<br>District 214 Community Education Foundation<br>Housing Authority of Cook County<br>Arlington Heights Historical Museum<br>Alexian Center for Mental Health<br>Barrington Career Development Center |
| <b>From:</b> Charles Witherington-Perkins, AICP, Director of Planning and Community Development<br><b>Subject:</b> 2016 Annual Action Plan & Community Development Block Grant Program - Fiscal Year 2016-2017<br><b>Date:</b> February 18, 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

The Village is preparing its 2016-2017 Annual Action Plan. Applications for funding are being accepted for the 2016-2017 Community Development Block Grant (CDBG) program year. The 2016/2017 fiscal and program year starts on October 1, 2016 and ends on September 30, 2017. Notices are being sent to commissions and interested citizens to facilitate the public input process. The deadline for the receipt of funding proposals from citizens, commissions, non-profit groups, or other organizations is Friday, April 1, 2016. If you are interested in submitting any funding proposals for this program, please submit an electronic application as per the Grant Application Instructions that follows this memorandum on or before the deadline date. **All proposals must include all of the items listed in the Grant Application and Application Instructions.**

**The Village Board of Trustees' Committee of the Whole will hold two public hearings on this topic. All applicants will be notified of the dates of the public hearings, and the dates will be posted on the Village's website.**

**2016-2017 CDBG Grant Applications - VOTE TO BE TAKEN**  
**Village of Arlington Heights**  
**2016 Community Development Block Grant**  
**Grant Application**  
**CFDA 14.218**  
**(Program Year October 1, 2016-September 30, 2017)**

Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Organization Website \_\_\_\_\_  
\_\_\_\_\_

DUNS (Dun and Bradstreet)  
Number\* \_\_\_\_\_

\* A DUNS Number is required to receive any federal funding. Your application may be automatically rejected if you do not provide this number.

Name of Proposed Program or Service \_\_\_\_\_

Project Location \_\_\_\_\_

Arlington Heights CDBG Funding Requested \_\_\_\_\_ Program Budget \_\_\_\_\_

**A. PROGRAM**

1. Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program:

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2. Has your organization received CDBG funds before? If so, what municipalities have you worked with?

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3. Will any funds be used for research and development?      Yes                      No

If yes, please specify how funds will be used: \_\_\_\_\_  
\_\_\_\_\_

## **B. SERVICE AREA**

1. Describe your agency's service area (list any municipalities served): \_\_\_\_\_

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2. Does this program serve residents of the Village of Arlington Heights? \_\_\_\_\_

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3. Describe any additional criteria for your program: \_\_\_\_\_

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4. What facilities, services, or programs are operated in Arlington Heights?

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5. Are there other agencies in the same service area that provide the same service? If so, what agency/agencies provide(s) similar services?

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### C. PROGRAM CLIENT STATISTICS

1. List services provided to clients (meals served, shelter, counseling, day care, etc.):

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2. Complete the following table for **low and moderate income persons** assisted for the primary purpose of the program, excluding complimentary services such as referrals:

|                                                 | Total Persons Served | Total Arlington Hts Residents Served | Total Arlington Hts Residents Served by CDBG Funds |
|-------------------------------------------------|----------------------|--------------------------------------|----------------------------------------------------|
| October 1, 2016 - September 30, 2017 (proposed) |                      |                                      |                                                    |
| October 1, 2015 - current                       |                      |                                      |                                                    |
| October 1, 2014 – September 30, 2015            |                      |                                      |                                                    |

3. How will you meet your CDBG goals for Arlington Heights residents identified above? \_\_\_\_\_

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4. If you receive CDBG funds, how many additional Arlington Heights residents could you serve? \_\_\_\_\_

Would this program exist without CDBG funding?                      Yes                      No

### D. STAFF FOR FUNDED PROGRAM

1. Total number of staff employed by agency for this program:

- a. Full time \_\_\_\_\_
- b. Part time \_\_\_\_\_
- c. Volunteers \_\_\_\_\_

2. Provide the name of the Staff that will be coordinating the CDBG grant with the Village of Arlington Heights (i.e. submitting invoices, completing reports, monitoring

visits, etc.): \_\_\_\_\_  
\_\_\_\_\_

How long has the Staff identified above been with the agency? \_\_\_\_\_  
\_\_\_\_\_

## E. FEES AND FUNDING SOURCES

1. Describe any client fees collected\*: \_\_\_\_\_

\_\_\_\_\_  
\*Any client fees collected must be used for program costs.

2. Describe how client fees are used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List all other funding sources received for this program and portion allocated for Arlington Heights residents:

| Source                                                                 | Total Funds | Amount Utilized for<br>Arlington Heights<br>Residents |
|------------------------------------------------------------------------|-------------|-------------------------------------------------------|
| Section 108 Loan Guarantee                                             | \$          | \$                                                    |
| HOME Funds                                                             | \$          | \$                                                    |
| ESG Funds                                                              | \$          | \$                                                    |
| HOPWA Funds                                                            | \$          | \$                                                    |
| Appalachian Regional<br>Commission                                     | \$          | \$                                                    |
| Other Federal Funds                                                    | \$          | \$                                                    |
| State/Local Funds                                                      | \$          | \$                                                    |
| Private Funds                                                          | \$          | \$                                                    |
| Program Income (Client<br>fees)                                        | \$          | \$                                                    |
| Other Funding (i.e.<br>donations, fundraisers, etc.)<br>Please specify | \$          | \$                                                    |

4. Does your agency receive more than \$750,000 in federal funds?      Yes  
No

## F. BUDGET

1. Please complete the following table:

| Program Year       | Agency Budget | Program Budget | Arlington Hts. CDBG Portion |
|--------------------|---------------|----------------|-----------------------------|
| 2016<br>(Proposed) | \$            | \$             | \$                          |
| 2015               | \$            | \$             | \$                          |
| 2014               | \$            | \$             | \$                          |

2. Indicate how CDBG are proposed to be utilized

| Use of CDBG Funds                                     | CDBG Amount |
|-------------------------------------------------------|-------------|
| Payroll of employees providing direct client service* | \$          |
| Payroll for general administration of the CDBG grant* | \$          |
| Rent**                                                | \$          |
| Utilities**                                           | \$          |
| Other administrative costs (please specify)           | \$          |
| Construction/Rehabilitation                           | \$          |
| Total CDBG Grant Request                              | \$          |

\*Payroll time sheets documenting staff hours and pay rates will be required with invoices.

\*\* These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made..

## G. PERFORMANCE MEASUREMENT SYSTEMS

1. Please check one of the following to identify your agency's proposed objectives.

(This should reflect the purpose of your agency's proposed program.)

- ☐ Creating a Suitable Living Environment
- ☐ Providing Decent Affordable Housing
- ☐ Creating Economic Opportunities

2. Please check one of the following to identify your agency's proposed outcomes.

(This should reflect the result your agency would like to accomplish.)

- ☐ Availability/Accessibility
- ☐ Affordability
- ☐ Sustainability

## H. OTHER INFORMATION

The following documents **must be included** with your application:

1. Mission statement.
2. Budget for the proposed budget for next fiscal year, including proposed funding sources.
3. Current budget, including proposed funding sources.
4. Most recent audit.
5. Additional documentation may be attached if provided space is not adequate.
6. Proof of non-profit determination.
7. Organizational chart.

The information on this application is accurate to the best of knowledge. Inaccurate, missing or misleading information may cause this application to be rejected.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPLICATIONS SHOULD BE RETURNED TO:

VILLAGE OF ARLINGTON HEIGHTS  
ATTENTION: NORA BOYER, HOUSING PLANNER  
33 S ARLINGTON HEIGHT ROAD  
ARLINGTON HEIGHTS, IL 60005  
or to [nboyer@vah.com](mailto:nboyer@vah.com)

**APPLICATION DEADLINE: FRIDAY, APRIL 1, 2016 BY 5:00 P.M.**

ANY APPLICATIONS RECEIVED AFTER THE DEADLINE  
WILL NOT BE ACCEPTED.

**VILLAGE OF ARLINGTON HEIGHTS  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION INSTRUCTIONS**

The Village of Arlington Heights is accepting grant applications to be funded from its FY 2016-2017 Community Development Block Grant (CDBG) allocation. The CDBG Application Form is available on the Village of Arlington Heights' website in the Document Center. The document is named **2016-2017 CDBG Application**. Paper copies of the application are available upon request to the Village by calling (847) 368-5214.

Applications are to be submitted electronically to [nboyer@vah.com](mailto:nboyer@vah.com). Applications must be received no later than 5:00 p.m. on **Friday, April 1, 2016**.

**Submission Requirements**

The electronically submitted application must include the following as attachments to the email sent to [nboyer@vah.com](mailto:nboyer@vah.com):

- 1) A single pdf file titled: "2016-2017 VAH CDBG Application.*agency's name*" containing the completed application form; and
- 2) A second pdf file containing the attachments listed on page 6 (Part H Other Information) of the application form. This file is to be titled: "2016-2017 VAH CDBG Grant Proposal.Other Information.*agency's name*." If the applicant's audit cannot reasonably be sent electronically in this manner, the applicant may: 1) submit the audit electronically in a separate file, 2) send a hardcopy to the Village, or 3) provide a link to a web address where the audit is available.

If the applicant is not able to submit its application electronically, or has difficulty submitting the application as directed above, the applicant may submit one paper copy of the application and other information described above under Submission Requirements. The paper application must be delivered to the Department of Planning & Community Development, 33 S. Arlington Heights Rd., Arlington Heights, IL 60005 by **5:00 p.m. on Friday, April 1, 2016**. Paper applications will be scanned and provided electronically to the Village Board.

**Grant Application Evaluation**

The Village will apply the following criteria to each request during its evaluation:

1. The program or service must conform to CDBG requirements.
2. The program or service must be consistent with the Village's CDBG and Consolidated Plan objectives.
3. The program or service will be evaluated for program efficiency, including the number of Arlington Heights residents assisted per dollar of CDBG funding, the extent to which CDBG funds will leverage funding from other sources, the avoidance of program duplication, and the intended outcomes of the service or program.
4. The applicant's ability to meet administrative requirements.

**The Village Board of Trustees' Committee of the Whole will hold two public hearings and there will be a 30 day public comment period on this topic. All applicants will be notified of the dates of the public hearings and public comment period. The dates will also be posted on the Village's website.**

Past funding is not a guarantee the Village will fund a program or service in the future. The Village reserves the right to increase or decrease any or all funding requests to maximize effectiveness or to satisfy budget parameters.

If you have any questions regarding this program or the application requirements, please contact Nora Boyer at the Village of Arlington Heights, Department of Planning & Community Development, (847) 368-5214.



**Item:** Proposed Substantial Amendments to the 2015 - 2019 Consolidated Plan and 2015 Action Plan

**Department:** Planning & Community Development

**ATTACHMENTS:**

| <b>Description</b>     | <b>Type</b> |
|------------------------|-------------|
| Substantial Amendments | Exhibits    |

**Substantial Amendments**  
**Village of Arlington Heights 2015 - 2019 Consolidated Plan**

The Village of Arlington Heights 2015 – 2019 Consolidated Plan and 2015 Annual Action Plan are proposed to be amended as follows:

1. As a result of the Village of Arlington Heights having joined the Cook County HOME Consortium, the Village of Arlington Heights will coordinate its planning and reporting with Cook County. The Village will be a participating community in the Cook County Consolidated Plan, and the Village of Arlington Heights' 2015-2019 will terminate its separate 2015 – 2019 Consolidated Plan as of September 30, 2016.
2. The Village of Arlington Heights will continue to plan, draft and approve Annual Action Plans, Comprehensive Annual Performance and Evaluation Reports (CAPER), financial reports, etc. as required by HUD. However, certain plans and reports, including the Village's Annual Action Plans, will be submitted to Cook County which will then submit them to U.S. Department of Housing and Urban Development (HUD) along with the County's own plans and documents as well as the plans and documents of the other municipalities that are participants in the Cook County HOME Consortium.
3. As a result of joining the Cook County HOME Consortium, HUD requires that the Village of Arlington Heights change its fiscal and program year for its federally funded activities, including its Community Development Block Grant (CDBG) program, to coincide with the Federal fiscal year. Therefore, the Village of Arlington Heights' fiscal/program year for its CDBG program is changing from start date of May 1<sup>st</sup> and an end date of April 30<sup>th</sup> to a start date of October 1<sup>st</sup> and an end date of September 30<sup>th</sup>. This change will begin with the fiscal and program year beginning on October 1, 2016.
4. The Village will extend its 2015 fiscal/program year for the CDBG program for the five month period from the date the fiscal/program year would otherwise end (on April 30, 2016) to September 30, 2016. This is being done in order to maintain continuity and service under the programs funded by the Village through its CDBG program.
5. During the five month period from May 1, 2016 – September 30, 2016, the public service projects and administrative costs as approved in the Village's 2015 Annual Action Plan will continue on a monthly prorated basis as approved in the 2015 Annual Action Plan. Funding for public services and administration costs during this time paid is being provided by Cook County. All other programs included in the 2015 Annual Action Plan (ex. Single Family Rehabilitation Loan Program, Group Home and Transitional Housing Program, etc.) will also continue through September 30, 2016 utilizing the funds as approved in the 2015 Annual Action Plan except as noted in 6 and 7 below.
6. The Village proposes to change the allocation in the 2015 Annual Action Plan to reduce the Single Family Rehabilitation Loan Program's allocation from \$121,735 to \$101,735 (a decrease of \$20,000) and increase the allocation for the Group Home and Transitional Housing Program from \$46,815 to

\$66,815 (an increase of \$20,000). In order to effectuate this change, the Village Board must also approve an amendment to the Village's 2016 budget.

7. If additional funds are needed to address applications to the Single Family Rehabilitation Loan Program during the May 1, 2015 – September 30, 2016 extended fiscal/budget year, the Village Board may allocate up to an additional \$50,000 to the Single Family Rehabilitation Loan Program from prior years' program income/carry over funds, if the program income/carryover funds are available. An increase in the allocation to the Single Family Rehabilitation Loan Program from prior years' program income/carry over funds would be effectuated through approval by the Village Board and an amendment to the Village's 2016 budget.

An important part of the process of developing the original 2015 – 2019 Consolidated Plan, Annual Action Plans, and this Substantial Amendment is to allow citizen participation and input. All interested parties are invited and encouraged to provide comments.

Comments may be made in-person at the public hearings listed below or orally or in writing during the 30-day public comment period. Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language Interpreter or written materials in alternate formats, and who wish to participate in one or both public hearing or provide comments during the public comment period should contact David Robb, Disability Services Coordinator at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847) 368-5793 (Voice) or (847) 368-5980 (Fax) or [drobb@vah.com](mailto:drobb@vah.com).

#### Public Hearing #1

Meeting of the Village Board of Trustees

March 7, 2016, 8:00 PM

33 S. Arlington Heights Road, 3<sup>rd</sup> Floor

Arlington Heights, IL 60005

#### 30-Day Public Comment Period - March 8, 2016 – April 7, 2016

Comments may be made in-person between the hours of 8 am and 5 pm or made in writing to the Department of Planning & Community Development, 33 S. Arlington Heights Road, Arlington Heights, IL 60005. Comments may also be made by contacting Nora Boyer, Housing Planner, at telephone number 847-368-5214, facsimile number 847-368-5988 or email address [nboyer@vah.com](mailto:nboyer@vah.com).

#### Public Hearing #2

Meeting of the Village Board of Trustees

April 18, 2016, 8:00 PM

33 S. Arlington Heights Road, 3<sup>rd</sup> Floor

Arlington Heights, IL 60005