



AGENDA

President and Board of Trustees

Village of Arlington Heights

Committee-of-the-Whole

Board Room

33 S. Arlington Heights Road, Arlington Heights, IL 60005

January 10, 2022

7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. Senior Center Utilization, Modernization, & Programming Study Update
- B. Affordable Housing Trust Fund Priorities and Process

V. OTHER BUSINESS

VI. ADJOURNMENT

Any member of the public wishing to speak will be given the opportunity to do so. If the item is on the Agenda, that opportunity will be while that Agenda item is being discussed. Any member of the public wishing to speak on an item not on the Agenda will be given the opportunity during the Other Business portion of the meeting. Please limit comments to three minutes.

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.



Committee-of-the-Whole
1/10/2022

Item: Senior Center Utilization, Modernization, & Programming Study Update

Department: Planning & Community Development

As part of the Village Board's 2020-2021 Business Plan, a strategic priority included *Update the Senior Center - Conduct Feasibility Assessment based upon facility changes to meet future generation senior age cohort needs.*

The Village retained the services of BKV Group in partnership with Lifespan Design Studios who specialize in Senior programming needs across the country and Jill Jackson Ledford who provides leadership and specialty in senior center designs and community partnerships

Current Phase

A preferred conceptual floor plan has been developed to best fit the future needs and program areas for the Senior facility, as well as addressing the numerous physical deficiencies within the structure that were presented at the September Committee of the Whole meeting.

One of the major goals of the space planning has been to accommodate future needs of seniors that would utilize the facility, as well as accommodating uses and agencies that interact on a regular daily basis with seniors.

It is important to keep in mind that this study is just the first step regarding modernization alternatives for the existing Senior Center and full implementation is subject to funding and will take several years to accomplish.

Next Steps

BKV Consultants will present concept floor plans and the space needs programming in more detail to the Village Board at a Committee of the Whole meeting on January 10.

ATTACHMENTS:

Description	Type
Senior Center Utilization Modernization & Programming Study Update	Memorandum
Existing Floor Plan	Exhibits

Program Fit Concept
Senior Center Space Utilization,
Modernization & Programming Plan

Exhibits

Exhibits

MEMORANDUM

TO: Randy Recklaus, Village Manger

FROM: Charles Witherington-Perkins
Director of Planning and Community Development

DATE: January 3, 2022

SUBJECT: Senior Center Utilization, Modernization, & Programming Study Update

As part of the Village Board's 2020-2021 Business Plan, a strategic priority included *Update the Senior Center - Conduct Feasibility Assessment based upon facility changes to meet future generation senior age cohort needs.*

The Village retained the services of BKV Group in partnership with Lifespan Design Studios who specialize in Senior programming needs across the country and Jill Jackson Ledford who provides leadership and specialty in senior center designs and community partnerships. Lifespan Design Studio has completed over 75 senior center planning and design projects, and Jill Jackson Ledford has conducted over 21 senior center planning needs assessments.

In July 2021 a virtual public information session was hosted to overview a wide variety of Senior Centers and programs around the country.

In September 2021 at the Committee of the Whole meeting, the consultants presented an overview of the project approach, initial physical assessment summary, and general observation of the Senior Center. The presentation also focused on the findings of the Senior Center survey that was completed. 634 responses were received to the survey, which is an important part of assessing the Senior Center Feasibility Need Study.

Current Phase

Since the September 2021 Committee of the Whole meeting, the consultant team has moved forward with the Space Planning Needs Assessment and Facility Programming. Each existing space has been evaluated on its function and square footage, as well as identifying the square footage of future needs, based upon input of all the community partners and stakeholders, as well as the surveys and needs of future users of the facility.

A preferred conceptual floor plan has been developed to best fit the future needs and program areas for the Senior facility, as well as addressing the numerous physical deficiencies within the structure that were presented at the September Committee of the Whole meeting. The project team, along with the consultants also engaged in meetings with the key stakeholders, including the Arlington Heights Park District, the Arlington Heights Memorial Library and the nonprofit agencies that operate out of the existing Senior Center.

One of the major goals of the space planning has been to accommodate future needs of seniors that would utilize the facility, as well as accommodating uses and agencies that interact on a regular daily basis with seniors. For the most part, agencies such as the Arlington Heights Park District and the Arlington Height Memorial Library, their needs have been provided through maintaining existing square

footages or expanding, and through a function of utilization of shared spaces. Individual meetings are being held with these agencies as well as other non-profit agencies whose space with the proposed concept may ultimately end up being reduced in size.

One agency in particular, Catholic Charities has a sizable space within the existing Senior Center, much of that space is occupied by general staffing, file cabinets and storage needs. They currently have a Staff of approximately 35, which not only utilizes a significant amount of space for general office, but also is a significant parking user. Discussions have begun with Catholic Charities regarding downsizing their operation at the Senior Center in the future plan. The modified plan does incorporate a small office suite for Catholic Charities social services for the aging and Disabilities Resource Network. It also accommodates through a combination of individual space and shared space, the room for continued home delivered meal assembly, operated by that agency. Since the onset of COVID-19, the Catholic Charities had most of their Staff working virtually. More recently, approximately 3-5 Staff have been attending and operating out of the Senior Center.

Another significant program change outlined in the space needs is a move from a more cafeteria/full meal service to a more contemporary café.

It is important to keep in mind that this study is just the first step regarding modernization alternatives for the existing Senior Center and full implementation is subject to funding and will take several years to accomplish.

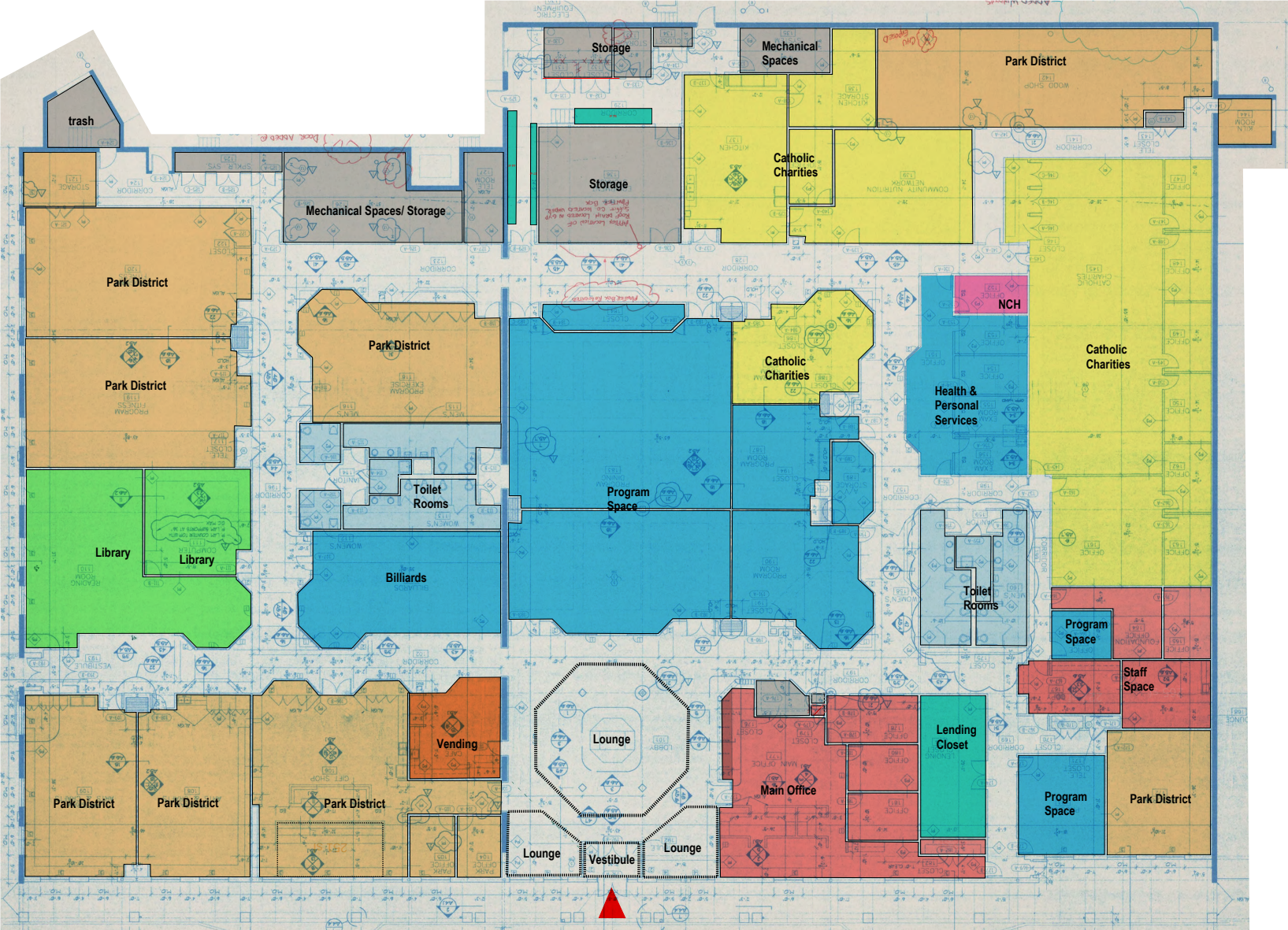
Next Steps

The next steps in the process will be to continue discussions with the agencies as noted above and BKV Consultants will present these options and the space needs programming in more detail to the Village Board at a Committee of the Whole meeting on January 10.

C: BVK Group Consultant Team
James McCalister: Director of Health & Human Services
Tracey Colagrossi: Manager Senior Center
Cris Papierniak: Director of Public Works
Nora Boyer: Housing Planner

CW-P:Imp

Existing Plan





 MODIFIED PROGRAM C

ARLINGTON HEIGHTS SENIOR CENTER SPACE UTILIZATION, MODERNIZATION AND PROGRAMMING PLAN

Presentation of Phase II Findings and Materials

January 10, 2022

Phase I Recap and Key Takeaways

The presentation will begin with a brief re-cap of the findings presented at the September Committee of the Whole.

1. Methods
 - a. Stakeholder interviews
 - b. Public presentation and forum
 - c. Public survey
 - d. Focus groups
2. Key findings
 - a. Re: Senior Center-based programs, services and amenities
 - b. Re: Improving the physical facility and site
3. Consultant's observations and suggestions
4. Design values extracted from this effort

Phase II overview and work product

The presentation will continue with a comprehensive overview of the tasks completed (and stakeholders engaged) in development of a Program of Requirements and Preliminary Layout Concept for proposed modifications to the Arlington Heights Senior Center.

1. Completed a building condition assessment and identified implications for this effort
2. Met with current partner agencies and Village Senior Center staff to discuss their future vision for programs, services, drop-in activities, staffing and corresponding operational/space needs.
 - a. Arlington Heights Park District
 - b. Arlington Heights Memorial Library
 - c. Catholic Charities Northwest Suburban Senior Services
 - d. Catholic Charities Nutrition Services
 - e. Arlington Heights Nursing Club (Lending Closet)
 - f. Connections to Care
 - g. Northwest Community Healthcare
 - h. Village of Arlington Heights Human Services/Senior Center
3. Developed the **Program of Requirements** for the improved facility

After gathering information from the partner agencies and Village, the Study Team drafted a descriptive list (with square footage projections) of dedicated- and shared-use rooms and spaces proposed to accommodate the expressed functions and space needs– the Program of Requirements. Some rooms/spaces were identified for **Dedicated Use** by a designated

ARLINGTON HEIGHTS SENIOR CENTER SPACE UTILIZATION, MODERNIZATION AND PROGRAMMING PLAN

partner, some for **Shared Use with Priority Scheduling** assigned to a designated partner, and some as **General/Shared Use**.

Along with a **Full Program** accommodating all expressed needs/goals, a variety of Options and Alternatives for accommodating various functions were identified and discussed with the Executive Committee.

a. **Full Program Overview – Dedicated and Scheduled Shared Use Rooms**

The dedicated and shared use spaces incorporated in a first look at accommodating the partners' expressed space needs ("Full Program") are listed below. Totalling an estimated 43,500 square feet, it became clear that the Full Program could not be accommodated in the ~41,755 square foot existing structure without significant compromise to project goals. A "program fit" layout concept developed to illustrate this issue will be presented.

After reviewing options, the Executive Committee directed the Study Team to develop additional layout concepts based upon a **Modified Option** program in which space allocated for use by Catholic Charities Northwest Suburban Senior Services would be limited to space required to accommodate their Aging & Disabilities Resource Network (which delivers services on-site), for a significant savings in square footage. Allocation of space in the Modified Program is further detailed in the chart included at the end of this section.

The components of the **Full Program** included:

- i. Arlington Heights Park District – Dedicated use: Athletic Club (significant expansion), Exercise/Dance Studio, Offices, Guest Services, Gift Shop, Storage accommodations, Wood Shop
- ii. Arlington Heights Park District – Shared use with Priority Scheduling: "Wet" Arts Studio, "Dry" Arts Studio, Card/Games Room
- iii. Arlington Heights Memorial Library – Dedicated use: "Reading Room" area incorporating circulation desk, shelving/display/seating areas with capacity similar to current, private office, storage, counter area and "tech bar" kiosk
- iv. Arlington Heights Memorial Library – Shared use with Priority Scheduling: Flex Training Center/Classroom
- v. Catholic Charities Northwest Suburban Senior Services – Dedicated use: Office suite accommodating the expressed staffing, direct service and storage needs. (Note that square footage projections in the full program were 10% more than the agency currently utilizes, to address shortcomings. **Significant reductions were made for the Modified Option, which includes a small 4-office suite, eliminating space not associated with direct service to seniors on-site.**)
- vi. Catholic Charities Nutrition Services – Dedicated use: Storage room/office for needs associated with operating the Home Delivered Meals program out of the Center
- vii. Catholic Charities Nutrition Services – Shared use with Priority Scheduling: "Work Room" for receiving Home Delivered Meals (HDM) from caterer and distributing to a Center-based volunteer crew for delivery. Flex-use space can be used for a variety of other purposes after HDM each day. The current congregate meals program will be phased out at the Center or incorporated in the vision for a café

ARLINGTON HEIGHTS SENIOR CENTER SPACE UTILIZATION, MODERNIZATION AND PROGRAMMING PLAN

- viii. Arlington Heights Nursing Club Lending Closet – Dedicated use: Lending Closet with adjacent Storage/Work room (remote in existing conditions)
- ix. Connections to Care – Shared use with Priority Scheduling: Flex-use office suite with very limited on-site storage of files/equipment
- x. Northwest Community Healthcare – Dedicated use: consultation room/office, storage closet
- xi. Northwest Community Healthcare – Scheduled shared use: appropriately-appointed health services room in suite that includes their consultation room
- xii. Village of Arlington Heights Senior Center – Dedicated use (and spaces directly managed by Village staff or others TBD): Pool/Billiards Room, Café service counter, workspace and storage, Concierge/Welcome Center, Customer Service Counter, Village Staff Offices and Work Areas, Copy/Mail Room, General Storage, Furniture Storage, Maintenance and other “back of house” spaces
- xiii. Village of Arlington Heights Senior Center – Spaces proposed for shared use by partners: Assembly/Dining Room, Catering & Demonstration Kitchen, Classroom, Conference Rooms (2 sizes), Personal Services Suite, Volunteer Center (except Coordinator’s Office), Staff Conference Room, Staff Break Room, Staff Restroom
- xiv. Village of Arlington Heights Senior Center – Spaces and amenities proposed for general/public use: Airlock Entry Vestibule, Main Lobby-Lounge, Café seating, Lifelong Learning Area Lounge, Fitness Area Lounge

4. Parking Needs Analysis

Parking needs to accommodate staff and patrons’ vehicles on-site under various conditions ranging from “everyday” operations to special events were analyzed through the lens of what is typical for facilities and patron populations of this type.

- a. Projected parking spaces required for **staff** (all partners): 56 (full program), 36 (modified option)
- b. Projected **patron** parking spaces required for typical daily operations (~2/3 of maximum building capacity, assumes 70% of patrons drive alone): 174
- c. Total projected parking requirements for typical daily operations: 230 (full program), 210 (modified program)
- d. Current parking spaces on site: 190 in front (including 10 accessible spaces), 12 in rear

5. Concept Plan Development, Parking Lot Review, and Partner Meetings

The Study Team developed conceptual floor plans for the allocation of space as described in the Full and Modified Programs of Requirements for review with the Executive Committee. A **Preferred Option** was identified, and a concept plan for outdoor activity space to the east added. Phase II concluded with presentations to and feedback from the partner agencies. Catholic Charities acknowledged the importance and need for this study. They would prefer to keep their employees all together but do not know what their post Corvid work environment will look like. They would like to maintain some presence at the Center for elements that interact with the Seniors and will be further evaluating their future space needs, work environment (virtual, hybrid, office) and long-term office locations. Further discussions will continue with the agency.

ARLINGTON HEIGHTS SENIOR CENTER SPACE UTILIZATION, MODERNIZATION AND PROGRAMMING PLAN

- a. The presentation will continue with a brief walk-through of the existing floor plan (attached) and the program-fit concept developed to evaluate feasibility of the full program (Concept A). The continuing evolution of the concept plan will be demonstrated in Concept B, which incorporates the Modified Program and utilizes a courtyard to inject natural light into interior space, and finally with Concept C (attached), which incorporates the Modified Program and injects natural light via skylights and clerestory windows, deemed the **Preferred Option** by the Executive Committee.

6. Next Steps – Study Tasks

- a. Base Drawings & Facilities Condition Assessment Update
- b. Project Visioning
- c. Review with Village Trustees
- d. **Facility Programming**
- e. **Conceptual Design**
- f. **Review with Village Trustees - 1/10/2022**
- g. Concept Design of Exterior / Interior Finishes – January / February 2022
- h. Cost Estimating – February 2022
- i. Draft Report – March/April 2022
- j. Final Report and Presentations to Trustees – April/May 2022

ARLINGTON HEIGHTS SENIOR CENTER SPACE UTILIZATION, MODERNIZATION AND PROGRAMMING PLAN

Arlington Heights Senior Center: Preferred Space Use Concept for Renovations

Square Footage Allocation for Key Program Spaces (Modified Option): Existing vs. Proposed

Areas in **red** are proposed with significant increases in square footage allocated

Areas in **blue** are proposed with significant decreases in square footage allocated

Name	Notes	Existing Sq. Ft.	Preferred Concept Sq. Ft.
Nurses Club Lending Closet	Lending Closet, processing/storage space	545	574
Connections to Care	Offices, support space	329	391
NW Community Healthcare	Office/consultation room	116	140
Arlington Heights Memorial Library	Reading Room, Training Room, office, storage	1608	2206
Arlington Heights Park District	Customer service desk, offices, copy area, gift shop, Athletic Club , exercise/dance studio, wet art studio, dry art studio , cards/game room , wood shop, storage	9067	10234
Catholic Charities NW Suburban Senior Services	Offices, cubicle areas, conference room, copy room, file storage (Preferred concept only accommodates direct service staff and services)	3827	658
Catholic Charities Nutrition Services	Kitchen (shared use), dining area , receiving/processing area, storage (Preferred concept only accommodates Home Delivered Meals functions)	1891	956
Village of Arlington Heights dedicated use space	Concierge/customer service areas, copy room, offices	1572	849
Lounges	Main lounge, various lounges scattered throughout building	1231	1948
Café	Restricted access area, customer service, seating	375	1369
Billiards	4 tables existing & proposed	899	997
Assembly/Dining	Including program & table/chair storage	3053	3926
Kitchen	Equipped for caterer use and demonstration	451	374
Classroom	Including associated storage	550	1058
Conference Rooms	One existing, two proposed	673	712
Virtual Gaming Room	None existing, uses flex space	0	1277
Personal Services Suite	3 private consultation rooms (plus one included in NWCH), waiting area	781	691
Restrooms	Multi-fixture, personal/companion, staff	1060	1554

Additional square footage has been assigned as deemed appropriate for building systems, maintenance & janitorial needs, general storage, furniture storage, air lock vestibule at main entrance, corridors, etc.

ARLINGTON HEIGHTS SENIOR CENTER SPACE UTILIZATION, MODERNIZATION AND PROGRAMMING PLAN

Existing Plan



Floor Plan



Modified Program C



Floor Plan





Committee-of-the-Whole
1/10/2022

Item: Affordable Housing Trust Fund Priorities and Process

Department: Planning & Community Development

In 2013, the Village Board approved an Affordable Housing Trust Fund to support the creation and preservation of affordable housing units in the Village of Arlington Heights. Revenue to the Affordable Housing Trust Fund comes mainly from the payment of fees-in-lieu of affordable housing units required under the Village's Inclusionary Housing Ordinance.

The balance in the Affordable Housing Trust Fund has been growing especially since the approval of the Inclusionary Housing Ordinance in August 2020. The balance is currently approximately \$800,000.

The Village Board asked Staff and the Housing Commission to make recommendations concerning priorities for the Affordable Housing Trust Fund and the process for distributing funds for eligible project.

Next Steps

Staff will present priorities and potential next steps for the Affordable Housing Trust Fund for Village Board feedback and direction at a Committee of the Whole meeting on January 10.

ATTACHMENTS:

Description	Type
Affordable Housing Trust Fund Motion and Report	Memorandum

MEMORANDUM

To: Charles Witherington-Perkins, Director of Planning & Community Development

From: Nora Boyer, Housing Planner

RE: Affordable Housing Trust Fund – Priorities and Process

Date: December 27, 2021

Background

In 2013, the Village Board approved the creation of the Arlington Heights Affordable Housing Trust Fund. The purpose of the Arlington Heights Affordable Housing Trust Fund (Village Code Chapter 7, Sections 1201-1208) “is to address the attainable housing goals, policies and programs of the Village Board by providing sustainable financial resources to address the Attainable Housing needs of Eligible Households in Arlington Heights; and preserving and producing dedicated Attainable Housing.”

Revenue into the Trust Fund may come from several sources specified in the Trust Fund Ordinance. To date, the revenue into the Trust Fund has come from the sale of the Village’s tax-exempt bond cap and fees in lieu of affordable housing units paid by multi-family housing developers.

In 2020, the Village Board approved and Inclusionary Housing Ordinance that formalized the Village’s affordable housing unit and fee-in-lieu requirements.

The Affordable Housing Trust Fund Ordinance discusses three activity types for the use of funds:

1. Creation and preservation of Attainable Housing including, without limitations, new construction, rehabilitation, and adaptive reuse;
2. Acquisition and disposition, including without limitation, vacant land, single family homes, multi-unit buildings, and other existing structures that may be used in whole or part to provide Attainable Housing; and
3. Payments for costs incurred in connection with administering the Housing Trust Fund. No costs shall be reimbursed except pursuant to a written agreement between the Village and any third-party approved by the Village to administer a program or a funded program.

The Village Board asked Staff and the Housing Commission to make recommendations by the end of the summer 2021 regarding specific priorities and processes for making Trust Fund allocations.

Priorities for the Affordable Housing Trust Fund

Staff prepared lists of possible priority activities for the Affordable Housing Trust for the Housing Commission’s review. The possible activities were grouped into tables according to the three general activity areas discussed in the Affordable Housing Trust Fund Ordinance. Staff suggested its rankings for the activities using a standard of high, medium, or low priority. The Housing Commissioners discussed the

priority rankings at their February and April 2021 meetings. The high priorities identified by the Housing Commission are as follows. Attachment A represents all priorities ranked by the Housing Commission.

Trust Funds High Priorities

Creation and Preservation of Affordable Housing

For-Profit Developers:

- New construction of multi-family rental units
- Preservation/rehab of existing multi-family rental units

Non-Profit Developers:

- New construction of multi-family rental units
- Preservation/rehab of existing multi-family rental units
- Adaptive reuse of existing structures for rental units
- New construction of group homes, supportive housing and transitional housing

Acquisition and Disposition of Property

- Acquisition/disposition of multi-family buildings
- Acquisition/disposition of housing to be used as group homes and supportive housing

Payment of Costs Incurred in Connection with the Trust Fund

- Costs to administer the Trust Fund (typically 5 – 15%)
- Payments for costs of consultant services for concepts, architectural services, or other pre-construction services for Village-initiated development
- Costs associated with working with a non-profit partner to develop concepts or other pre-construction work for Village-initiated projects

Priority Populations

- Senior/Elderly households
- Veterans
- Persons with disabilities
- Current Arlington Heights residents
- Employees of Arlington Heights businesses

Forms of Assistance

For-Profit Developers:

- Zero or low interest loans to private, for-profit developers to make units more affordable

Non-Profit Developers:

- Zero or low interest loans
- Deferred zero or low interest loans
- Forgivable loans
- Long term (ex. 99 years) leases of property purchased by the Village

Other Considerations

- Leveraging of other funds
- Proposals to provide units lower than the maximum income eligibility (ex. affordable to 30% or 50% of Area Median Income (AMI) rather than 60% of AMI for rental)

Steps/Process for Affordable Housing Trust Fund

At its May and June meetings, the Housing Commission discussed possible options for taking applications and distributing/utilizing funds from Arlington Heights' Affordable Housing Trust Fund. The options were:

1. Request for Letters of Interest (LOI). Issue a Request for Letters of Interest to be sent to non-profit and for-profit affordable housing developers.
2. Request for Proposals (RFP). Draft and issue Request for Proposals (RFP) informed by the received letters of interest and possible group discussions with developers submitting letters of interest.
3. Evaluation Requests for Proposals. Staff to evaluate submittals and make recommendations to the Housing Commission and Village Board.

Housing Commission Motion

At the June 16, 2021 Housing Commission meeting, a motion was made by Commissioner Eggum, seconded by Commissioner Kiefer to recommend to the Village Board:

1. Approval of the priorities identified by the Housing Commission in consultation with Staff created for use in operating the Affordable Housing Trust Fund provided as Attachment A; and
2. That the Village Board authorize the publication of information about the Affordable Housing Trust fund including the priorities for the purpose of requesting Letters of Interest from developers to be used by the Housing Commission to create a formal Request for Proposals targeted to those developers who submitted Letters of Interest.

Ayes: A.Tripp, J. Sweis, J. Eggum, K. Kiefer, W. Delea, and D. Miller.

Nays: None

Absent: None

Recommendation

It is recommended that the Village Board:

- a) **Provide any feedback on the Trust Fund priority rankings; and**
- b) **Concur with staff proceeding with the steps as outlined.**

Attachments

Attachment A - Full List of Priority Rankings as Approved by the Housing Commission June 16, 2021

Attachment B – Minutes of the Housing Commission April 21, 2021, May 19, 2021 and June 16, 2021

ATTACHMENT A

Full List of Priority Rankings (High, Medium and Low)
as Approved by the Housing Commission and Recommended to
the Village Board on June 16, 2021

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)

As recommended by Housing Commission June 16, 2021

Attachment B

Minutes of the Housing Commission:

- April 21, 2021
- May 19, 2021
- June 16, 2021

APPROVED

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
<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)

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.

APPROVED

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 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 pay 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.

APPROVED

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS June 16, 2021

IN ATTENDANCE:

Commissioners

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

Commissioners

Absent: None

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, & W. Delea. Commission Sweis was absent at the time of roll call but soon after joined the meeting.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Eggum, seconded by Commissioner Miller to approve the minutes of the May 19, 2021 meeting.

The motion was approved

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

Nays: 0.

IV. REPORTS

None

V. OLD BUSINESS

A. Affordable Housing Trust Fund Priorities & Process

The progress on developing recommendations on the priorities and process for the Trust Fund were reviewed. It was stated that since there is such a broad list of priorities that there may also be too broad a response to a

general Request for Proposals (RFP). It was suggested that inviting developers to indicate their interests in a 1 page summary of the types of project they might propose was a good way to start, and then develop an RFP based on the responses.

It was suggested that the list of priority has some redundancies and could be pared down. It was also suggested that only the high and medium priorities be emphasized for make the list less overwhelming, and then the full list could also be attached. Ms. Boyer said that she will be working on a transmittal of the Housing Commission's work on this matter and will try to incorporate these suggestions.

The letters of interest would be one to two-pages and would be a test of the market to see where interest lies. Out of respect to our community partners, the letters of interest would be one- to two-pages as opposed to a full RFP which would take a lot of time and resources.

A motion was made by Commissioner Eggum, seconded by Commissioner Kiefer to recommend to the Village Board:

- 1. Approval of the priorities identified by the Housing Commission in consultation with Staff created for use in operating the Affordable Housing Trust Fund provided as Attachment A; and**
- 2. That the Village Board authorize the publication of information about the Affordable Housing Trust fund including the priorities for the purpose of requesting Letters of Interest from developers to be used by the Housing Commission to create a formal Request for Proposals targeted to those developers who submitted Letters of Interest.**

Ayes: A.Tripp, J. Sweis, J. Eggum, K. Kiefer, W. Delea, and D. Miller.

Nayes: None

Absent: None

B. Rental Registry

This was tabled at the last meeting. Commissioner Eggum said that she will follow up with people who have made comments on this. He said that there was not an indication of a need for a comprehensive inspection process and there is not a budget for that at this time. It appears that we may be headed in the direction of creating the rental registry. Ms. Boyer stated that the current multi-family license only applied if an owner owns more than two units in a building. Therefore, the rental of single-family homes and duplexes is not included. She also mentioned the Crime Free Housing program offered by several of our neighboring communities. In addition to crime awareness and prevention, this national program encouraged landlord training on a variety of topics as a condition of being licensed.

Ms. Boyer was asked to circulate the provisions of the Code on the Village's current multi-family licensing program. Commissioner Eggum stated that the ultimate goal of looking at this is to gather data to better understand the rental situation, and especially affordable rental, in the community. The topic was tabled again until the next meeting.

C. Senior Citizens Commission Memo Regarding Inclusionary Zoning Ordinance

Commissioner Tripp moved on to the agenda item concerning the memo to the Village Board from the Senior Citizens Commission concerning the Inclusionary Housing Ordinance. He asked Ms. Boyer if a written response was needed. Ms. Boyer said that one has not been requested. Commission Tripp said then that the matter can be discussed and Commissioner reactions included in the meeting minutes.

Commissioner Eggum commented that he thinks that what he previously said last month when members of Senior Citizens Commission (Fred Feldman or Dr. Motto) were present still applies. He said that he thinks that the at some point, after there is more experience with enforcing the ordinance, that a comprehensive assessment of the ordinance would be appropriate. However, he thinks that such a review or assessment is premature at this point. He pointed out that the Housing Commission has looked at two development since the ordinance was adopted. One was a previously approved development back for a re-review and the other was a development that exceeds the requirements of the ordinance since it is a 100% affordable development. He stated that the Housing Commission understands and appreciates the Senior Citizens Commissions concerns, and they can be looked at when it is appropriate to do a comprehensive review of the ordinance. He also pointed out that the Housing Commission expressly discussed and came to a consensus that the senior communities differed from other types of housing and that applying the ordinance to the communities is not economically viable or practical. He recommended tabling this matter.

Public input was received from Mr. Keith Moens who asked when the review of the ordinance will occur. He said that two senior developments have come through the approval process since the ordinance was approved – Ryan Properties and Trammel Crowe. They included independent living components and the original draft ordinance included requirements for independent senior units including how those requirements would apply. He said that the senior communities were removed from the ordinance at the January 2020 Committee of the Whole meeting by a 5-4 vote. He commented that this is a good time to review this at the anniversary of the adoption of the ordinance on August 3. He commented on reasons the Trustee gave for removing the senior communities from the ordinance and that he thinks it is clear that they did not want to burden developers with affordable housing requirements. He stated that the ordinance should go

farther and require developers to build senior housing. He said that's what is missing in the ordinance.

Commissioner Tripp stated that he does not think that the Housing Commission is the correct forum to debate proposed changes to ordinance. That why this Senior Citizens Commission Memo is directed to Village Board. He commented that the Housing Commission did a lot of work on the ordinance, and the Village Board did with it as is saw fit. He said that if there are problems with the ordinance, those should be taken up with the Village Board and the Village Board can decide if the Housing Commission should look at possible changes.

Commissioner Eggum said that the Senior Citizens Commission's Memo can be attached to the minutes for this Housing Commission meeting to document that the Housing Commission is aware of the Senior Citizen Commissions' concerns. However, he said that the Housing Commission has not had that much experience with applying the ordinance. The comment from the public about developments to which the ordinance does not apply bypassing the Housing Commission is a question that could be directed to Village Board.

Commissioner Delea said that he appreciated the comments. He agreed that, at this point, this is a matter that should be taken up by the Village Board. He pointed out that senior citizens have been identified as a priority by the Housing Commission and that the Housing Commission is doing what it can.

Commissioner Kiefer said that he also agrees with the other Commissioners' comments. The Village has not had the opportunity to work with the ordinance yet because it is still new. He concurred that the public should that this matter up with the Village Board directly.

No action taken.

D. Draft Annual Action Plan/Draft CDBG Budget Update

Ms. Boyer said that the draft Annual Action Plan including the CDBG budget is available for a 30-day public comment period that ends on July 9. She stated that the Housing Commission had requested \$67,000 for the Single-Family Rehab Program and \$105,000 for the Group Home Rehab Project. However, her previous estimate of available funds did not include a re-budgeting of \$28,000 that was previously allocated for Journeys|The Road Home's new building. Draft allocations needed to be adjusted for that re-budgeting and the draft allocations being considered by the Village Board are \$60,465 for the Single-Family Rehab Program and \$85,000 for the Group Home Rehab Program. No action by the Housing Commission was needed.

Ms. Boyer said that there will be a second public hearing on July 21st and it is expected that the Annual Action Plan will be adopted later at the meeting

after considering public comment during the public hearing and the 30-day public comment period. After approval by the Village Board, the Annual Action Plan will be submitted to HUD which has a 45-day review period. Funding is then made available by HUD.

Commissioner Eggum asked if there is an indication from Journeys that they will use the money. He said that he understood that there was a ground breaking. Ms. Boyer said that Cook County made a \$100,000 allocation for the project and allocations of around \$25,000 have been made by other nearby suburbs. Cook County is taking the lead in coordinating communication and compliance around the CDBG funding from all of the CDBG funding entities.

E. Single Family Rehab Program Update

Ms. Boyer said that one project that as expected to be completed last month is ongoing due to a conflict with a contractor, but a new contractor is now working on the project. Bids are being collected on another project which she hopes to present to the Housing Commission soon, and a new application was just received.

VI. NEW BUSINESS

A. Statements of Economic Interest

Commissioners who have not turned in their Statements of Economic Interest are asked to do so.

VII. OTHER BUSINESS

As a procedural comment, Commissioner Eggum stated that Item C (Senior Citizens Commission Memo Regarding Inclusionary Zoning Ordinance) has been discussed and resolved and should be removed for the next meeting's agenda.

VIII. ADJOURNMENT

A motion was made by Commissioner Eggum, seconded by Commissioner Tripp to adjourn the meeting.

Ayes: A. Tripp, J. Sweis, J. Eggum, K. Kiefer, and D. Miller.

Nays: None

Absent: None

The next meeting was tentatively set for July 28, 2021 but was later postponed to August 18, 2021 at 7:00 pm.