



AGENDA
HOUSING COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
June 18, 2025
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. May 21, 2025
- IV. REPORTS
 - A. Status Update on Inclusionary Affordable Housing Projects
- V. OLD BUSINESS
 - A. Single Family Rehab Program
 - B. Affordable Housing Trust Fund - Review of Affordable Housing Trust Fund Ordinance
 - C. 2025 - 2029 Consolidated Plan/2025 Annual Action Plan & CDBG Update
- VI. NEW BUSINESS
- VII. OTHER BUSINESS
 - A. Next Meeting Date and Agenda Items
- VIII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS May 21, 2025

IN ATTENDANCE:

Commissioners

Present: Ken Kiefer William Delea
Janice Krinsky Dave LoSavio

Commissioners

Absent: David Miller Gabriel Nagy

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Keith Moens, Arlington Heights resident
Fred Vogt, Senior Citizens Commission

I. CALL TO ORDER

The meeting was called to order at 7:25 pm by Chairman Kiefer.

II. ROLL CALL

Present: K. Kiefer, J. Krinsky, W. Delea & D. LoSavio

Absent: G. Nagy, & D. Miller

III. APPROVAL OF MINUTES

A motion was made by Commissioner Krinsky, seconded by Commissioner Delea to approve the minutes of the April 16, 2025 meeting. The motion was approved by voice vote.

IV. REPORTS

Ms. Boyer gave a status update on the Arlington Heights projects subject to Inclusionary Housing Ordinance.

- Grace Terrace – Approved by Village Board
- Urban Street Group/International Plaza – A formal Plan Commission application has not yet been received but is expected soon.
- 116-120 W Eastman – Demolition expected to begin this summer
- 5 N Douglas – A Plan Commission application is expected in around May or June
- Arlington 425 – This project has been formally withdrawn
- Berkshire Arlington Heights (bowling alley site) – A re-worked proposal is expected to go to the Conceptual Plan Review Committee sometime this summer
- Country Lane Townhomes (Old AH Rd and Country Lane) – The project was approved by Village Board. The ordinance for approval is expected go to the Village Board meeting possibly on April 21, 2025

- Old Arlington Heights Rd/County Lane Townhomes – This project has been approved by the Village Board. Approval of the ordinance is being scheduled.

V. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reviewed the monthly program report and presented the project for Case 25-01. The scope of work for project 25-01 is the replacement of the home’s windows. Ms. Boyer said that she went to the home and verified that the windows need to be replaced. Three bids were presented. The homeowner is requesting the lowest bid in the amount of \$12,600. The approval of this project would result in the loan amount on this home being over the program maximum of \$25,000. Ms. Boyer confirmed that the Housing Commission has approved loans over the maximum in the past, and this project would be consistent with those other exceptions. It was noted that the homeowner has owned the home since 2004, has a low/fixed income, and there are sufficient funds available in the program allocation for this project.

A motion was made by Commissioner Krinsky moved, seconded by Commissioner LoSavio to approve the window replacement project for SFR Case 25-01 including the approval of a variation from the maximum loan amount under the program of \$7,061 with the work to be performed at the home by the contractor who bid \$12,600 for the job.

Ayes: K. Kiefer, J. Krinsky, W. Delea & D. LoSavio

Nays: None

Absent: D. Miller & G. Nagy

B. Affordable Housing Trust Fund

Ms. Boyer has been looking at some other municipalities’ trust fund programs and processes. She has suggested that the Housing Commissioners look at the Village of Oak Park’s process as a possible model. Ms. Boyer reviewed how the Village of Oak Park administers its trust fund and the types of programs and projects funded by the Village of Oak Park. Oak Park has broader or more types of activities that are eligible to be funded by their trust fund. Several housing commissioners had favorable comments regarding Oak Park’s process saying that it was transparent and clear.

Ms. Boyer will provide copies of the Arlington Heights trust fund ordinance for review at the next meeting. It was mentioned that the eligible activities under the trust fund may need to be reviewed if the Community Development Block Grant (CDBG) is eliminated but the Village wants to continue some programs (such as the Single-Family Rehab Program) that are currently funded under the CDBG grant.

C. 2025-2029 Consolidated Plan and 2025 Annual Action Plan including 2025-2026 CDBG Funding Applications

Ms. Boyer said that the 2025-2029 Consolidated Plan, including the 2025 Annual Action Plan, is being developed. The expected revenue for the 2025-2026 program year is approximately \$405,000. Community Development Block Grant (CDBG) applications were due in April. Ms. Boyer stated that under the construction project category:

- Two group home applications were received;
- There is a grant application for public improvements with respect to Full Circle Communities’ Grace Terrace project;
- The requests for the Single-Family Rehab Loan program (\$100,000) and the Group Home Rehab Grant Program (\$110,000) as requested by the Housing Commission were submitted; and
- There is a public work request (\$150,000) for infrastructure improvements.

There will be a public hearing on the 2025-2029 Consolidated Plan and 2025 Annual Action Plan including 2025-2026 CDBG Funding Applications on June 2, 2025.

VI. NEW BUSINESS

A. 2025 CDBG Community Needs Survey Results

The results of the survey were included in the meeting packet. Affordable housing (rental, senior housing, and aging-in-place) was identified by respondents as a high need area. The top three priorities were: 1) affordable housing, 2) crime prevention, and 3) homeless prevention and support.

The housing commissioners were disappointed that there were only 163 responses to the survey, and some said they did not receive any notices or information about the survey. They suggested ways to expand publicity of this type of survey in the future including making the survey available at polling places, advertising the survey on the community events sign, and piggy-backing announcements and access to the survey with other Village announcements and business.

B. Shelter Inc. Fire Alarm and Sprinkler System Update

Ms. Boyer said that the Building Department is assisting with looking into the change orders for the project. Another update will be provided after the Village goes through this process with the agency and the contractor.

VII. OTHER BUSINESS

A. NEXT MEETING DATE AND AGENDA

The next Housing Commission meeting: Wednesday, June 18, 2025, 7:00 pm

The Housing Commissioners are asked to review the Village of Oak Park's trust fund allocation process (<https://www.oak-park.us/Community/Housing/Housing-Trust-Fund>), and the eligible activities and other provisions of the Arlington Heights Trust Fund ordinance will be review.

VIII. PUBLIC COMMENT

Mr. Vogt said that the Senior Citizens Commission will be working on conducting an assessment of senior housing needs that they will share with the Housing Commission.

Mr. Moens asked whether the Memorandum of Understanding with respect to the Urban Street Group/International Plaza proposal will be re-worked. He asked whether Urban Street Group has an affordable housing developer they are working with. Ms. Boyer responded that the last she heard was that they were still working with Northpointe Development. Mr. Moens suggested that that while the Housing Commission is looking at the trust fund that it would be a good time to look at the inclusionary housing requirements including increasing the required percentages of affordable units in developments.

VIII. ADJOURNMENT

A motion was made by Commissioner Krinsky, seconded by Commissioner LoSavio to adjourn the meeting. The motion was approved by voice vote. The meeting ended at 8:45pm.

Next Meeting: Wednesday, June 18, 2025 at 7:00 pm

SINGLE-FAMILY REHAB PROGRAM STATUS REPORT – October 1, 2024 to September 30, 2025

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
24-02 HE408	3/26/2024	By Owner	Replace pipes in basement	\$10,000	\$9,600		\$9,600	\$9,600	Work completed.
25-01 BR2014	3/18/2025	By Owner	Replacement windows	\$12,000	\$12,600				Project approved by Housing Commission 5/21/2025. Doing lead-based paint inspection prior to proceeding to construction contract.
25-02 MA1204	4/15/2025								Determining eligibility. Cost of work expected to exceed \$25,000 program maximum.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2024/2025 CDBG allocation:	\$62,688.00
SFR Case 24-02	- \$9,600.00
SFR Case 25-01	- <u>\$12,600.00</u>
Estimated balance	\$40,488.00

Loans Repaid CDBG Fiscal Year To Date: 10/1/24 – 9/30/25

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Date: June 9, 2025

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Subject: Affordable Housing Trust Fund Ordinance and Application Process

Attachments: 1) Affordable Housing Trust Fund Ordinance #13-037
2) Affordable Housing Trust Fund Priorities

Background

At the May 21, 2025 meeting of the Housing Commission, the members discussed the Village of Oak Park's application process for their affordable housing trust fund as a possible model for the Village of Arlington Heights' application process.

The members of the Housing Commission are asked to carefully review the Village of Oak Park's application form, program guidelines, and process on Oak Park's website prior to the June 18, 2025 meeting of the Arlington Heights Housing Commission:

<https://www.oak-park.us/Community/Housing/Housing-Trust-Fund>

In particular, the members of the Housing Commission are asked to examine the Village of Oak Park's criteria for review and scoring process (pages 6 – 11 of the Program Guidelines

https://www.oak-park.us/files/assets/oakpark/v/1/neighborhood-services/housing/htf_program_guideline_final.pdf)

and consider how the criteria could be amended to be responsive to the Village of Arlington Heights eligible activities (see the attached Affordable Housing Trust Fund Ordinance, Section 7-1205(a)) and Arlington Heights Trust Fund Priorities. Staff is also working on recommendations concerning criteria and a scoring system which will be brought to the Housing Commission as a future meeting.

**AN ORDINANCE AMENDING CHAPTERS 6 AND 7 OF THE
MUNICIPAL CODE OF THE VILLAGE OF ARLINGTON HEIGHTS**

WHEREAS, one of the Village Board's goals is to explore and encourage affordable private housing; and

WHEREAS, in furtherance of that goal, the Board created an Affordable Housing Trust Fund Task Force; and

WHEREAS, the Task Force has recommended and the Board has agreed that creation of an Affordable Housing Trust Fund will further the aforementioned goal; and

WHEREAS, creation of an Affordable Housing Trust Fund requires amendments to the Arlington Heights Municipal Code,

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Section 504 of Chapter 6 of the Municipal Code of the Village of Arlington Heights, pertaining to the Housing Commission, is amended by adding the language as set forth below to Section 6-504 e:

4. Affordable Housing Trust Fund
 - a) The Housing Commission shall make recommendations to the Village Board regarding the following:
 - 1) Goals for the use of Housing Trust Fund resources;
 - 2) Annual Budget for the Housing Trust Fund;
 - 3) Procedures for reviewing applications and awarding Housing Trust Fund resources to applicants;
 - 4) Criteria to be used in reviewing applications and programs that utilize Housing Trust Fund resources;
 - 5) Procedures to be used for disbursing Housing Trust Fund resources;
 - 6) Review of applications and programs for Housing Trust Fund awards;
 - 7) Procedures to be used to monitor Eligible Activities funded by the Housing Trust Fund to ensure that Housing Trust fund resources are used in conformance with all applicable requirements; and
 - 8) Evaluation of Housing Trust Fund activities.

SECTION TWO: That Chapter 7 of the Municipal Code of the Village of Arlington Heights is amended by adding the following new Article XII, pertaining to an Affordable Housing Trust Fund:

Article XII Affordable Housing Trust Fund

Section 7-1201 Creation. There is hereby established a Housing Trust Fund, to be held as a separate fund within the Village, for the sole purpose of providing and preserving Attainable Housing opportunities within the Village The Village, by and through its Director of Finance, shall be responsible for the day-to-day investment and fiscal maintenance and management of

the Housing Trust Fund. The day-to-day fiscal maintenance and management shall be undertaken pursuant to the approved investment policies and practices used by the Village for other similarly held funds. Except for disbursements and other actions taken as part of the day-to-day fiscal maintenance and management of the Housing Trust Fund, the Director of Finance shall not disburse funds held by the Housing Trust Fund except upon the written direction of the Village Board or otherwise pursuant to the provision of an approved program. The Arlington Heights Housing Commission shall assist the Village with the organization, operation, and implementation of the Housing Trust Fund as directed by the Village Board.

Section 7-1202 Purpose. The purpose of the Housing Trust Fund is to address the attainable housing goals, policies and programs of the Village Board as stated in the Village Board's annual goals, the Village Code, and other Village policies by providing sustainable financial resources to address the Attainable Housing needs of Eligible Households in Arlington Heights; and preserving and producing dedicated Attainable Housing.

Section 7-1203 Definitions. The following words and phrases, when used in this Chapter, shall have the following meaning:

- a. **Attainable Housing:** Housing that has a sales price or rental amount that is within the means of an "Eligible Household" as defined herein. In the case of dwelling units for sale, housing that is attainable means housing in which the annual mortgage, amortization, taxes, insurance, and condominium or association fees (if any), constitute not more than 30% of the gross annual household income of a household of the size that may occupy the unit. In the case of dwelling units for rent, housing that is attainable means housing for which the annual rent and utilities constitute no more than 30% of the gross annual household income for a household of the size that may occupy the unit.
- b. **Applicant.** Any individual or entity, including but not limited to developers, not-for-profit organizations, housing owner/operators, and units of government, that apply for a grant, loan, or other resources from the Housing Trust Fund.
- c. **Eligible Activities.** Those activities that are eligible to receive funding or other resources from the Housing Trust Fund, as set forth in this Article.
- d. **Eligible Household.** A household with an annual income at or below 80% of the Area Median Income (AMI) for for-sale units and at or below 60% of AMI for rental units as determined annually by HUD for the Chicago area.
- e. **Gaming Revenue.** Those monies received by the Village from slot machines or video gaming machines.

Section 7-1204 Distribution of Funds. Distribution of funds from the Housing Trust Fund shall be in the form of grants or loans or such other funding mechanisms that support the purposes of the Housing Trust Fund.

Section 7-1205 Eligibility Requirements. Each Applicant shall be required to demonstrate that the requested Eligible Activity will advance and support the purpose of the Housing Trust Fund, as set forth in this Article.

- a. The use of Housing Trust Fund resources shall be limited to supporting, in whole or in part, one or more of the following Eligible Activities:
 - 1. Creation and preservation of Attainable Housing including, without limitation, 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;
 - 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.

- b. All Housing Trust Fund resources shall be applied exclusively to Eligible Activities within the corporate limits of the Village. Criteria shall be developed by the Village, in consultation with the Housing Commission, for the award of grants and loans prior to accepting any applications.

Section 7-1206 Review and Approval of Applications and Programs. The Village Board shall be solely responsible for the approval of all programs and applications that utilize the expenditure of Housing Trust Funds. Applications for Housing Trust Fund awards shall be submitted to the Planning and Community Development Department. Applications/programs that comply with the applicable requirements shall be forwarded to the Housing Commission. Any applications/programs that do not comply shall be returned to the applicant with a written explanation of why the application will not be considered. With respect to housing construction or rehabilitation projects, applications may be submitted but funds will not be disbursed until factors such as zoning compliance, site control, other funding sources in place, etc. have been established to the satisfaction of the Village. The Housing Commission shall review and make recommendations to the Village Board as to which applications/programs are awarded Housing Trust Funds.

The Village Board may, at its discretion, approve a program that delegates the approval of applications and the dispersal of Housing Trust Fund moneys to the Housing Commission or the Planning and Community Development Department, provided that provision for the disbursement of Housing Trust Fund moneys are specifically set forth within the scope of that program, and the program complies with the provisions of this Article.

Section 7-1207 As a condition of any Housing Trust Fund award for any Eligible Activity, the Applicant shall execute and record such agreements, conditions, restrictive covenants, and other similar instruments as may be required by the Village to ensure that Housing Trust Fund resources will be used efficiently and for the intended purposes.

Among other requirements, these conditions shall require the applicant and the property to comply with the requirements of this Article and provide that all awards shall be used in strict compliance with the requirements of the Village Code and any added conditions.

Additionally, for any property or development that ceases to be used for Attainable Housing pursuant to the requirements of the specific award, the Applicant or successor owner of the property or development shall be required to reimburse the Housing Trust Fund in accordance

with the development, grant, or loan agreement executed with respect to the specific award involving funds from the Housing Trust Fund.

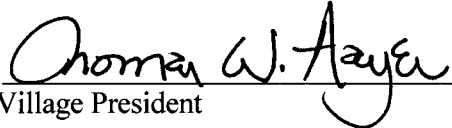
Section 7-1208 Sources of Funds. The Village Manager, for the benefit of the Housing Trust Fund, is authorized to accept funds, property, and other resources from all proper and lawful public and private resources including, without limitation: 1) cash payments in lieu of constructing Affordable or Attainable Units as per the Village's inclusionary housing policies; 2) income from fees collected from the transfer of Village annual tax exempt bond cap; and 3) 1% of all gaming revenue received annually by the Village after the first full fiscal year the Village receives any gaming revenue, as well as 10% of any gaming revenue from slot machines received by the Village in the first full fiscal year that any gaming revenue from slot machines is received by the Village. The Village Board, at its sole discretion, may make funds available as it deems necessary and appropriate.

SECTION THREE: This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, in the manner provided by law.

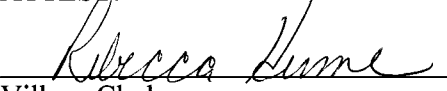
AYES: SCALETTA, LABEDZ, BLACKWOOD, FARWELL, GLASGOW, TINAGLIA, ROSENBERG, HAYES

NAYS: NONE

PASSED AND APPROVED this 15th day of July, 2013.


Village President

ATTEST:


Village Clerk

**Village of Arlington Height, IL
Affordable Housing Trust Fund Priorities**

The Village of Arlington Heights Housing Commission and Village Staff underwent a process of developing priorities for the use of the Affordable Housing Trust Fund. On January 10, 2022, the Arlington Heights Village Board of Trustees concurred with the list of priorities. The Village may continue to further refine priorities for the Affordable Housing Trust Fund.

**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

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)