

# **APPROVED**

**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- Arlington 425 – This project has been formally withdrawn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

**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 reviewed.

## **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 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**