



AGENDA
HOUSING COMMISSION
Buechner Room, 1st Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
September 9, 2025
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. August 20, 2025 Minutes
- IV. REPORTS
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. Affordable Housing Plan Review – Golf Crossing Apartments/Urban Street Group/International Plaza/TIF 4
- VII. OTHER BUSINESS
 - A. Next Meeting Date & 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
August 20, 2025**

IN ATTENDANCE:

Commissioners

Present: William Delea David Miller Marina Reynaga
Gabriel Nagy Janice Krinsky

Commissioners

Absent: Ken Kiefer Dave LoSavio

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present:

Keith Moens, Arlington Heights resident
Fred Vogt, Senior Citizens Commission
Christeon Mayfield, Glenkirk
Don Frick, Clearbrook

I. CALL TO ORDER

A motion was made by Commissioner Krinsky, seconded by Commissioner Delea to select Commissioner Miller to chair the meeting in Chairman Kiefer’s absence. The motion passed by voice vote.

The meeting was called to order at 7:00 pm by Commissioner Miller. Commissioner Reynaga was welcomed to her first Housing Commission meeting after recently having been appointed.

II. ROLL CALL

Present: D. Miller, W. Delea, J. Krinsky, G. Nagy, & M. Reynaga

Absent: K. Kiefer & D. LoSavio

III. APPROVAL OF MINUTES

A motion was made by Commissioner Krinsky, seconded by Commissioner Delea to approve the minutes of the June 18, 2025 meeting with a few typographical corrections. 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 Plan Commission application has not yet been approved. The Affordable Housing Plan is expected to come to the Housing Commission soon for review.
- 116-120 W Eastman – No update.

- 5 N Douglas – The changes in the proposal did not necessitate the project returning to the Housing Commission for re-review of the affordable housing plan. The number of affordable units required in the building under the Inclusionary Housing Ordinance is 6. The petitioner’s Affordable Housing Plan is in full compliance with the Inclusionary Housing Ordinance.

There was a discussion about whether Affordable Housing Plans that are in full compliance with the Inclusionary Housing Ordinance should require review by the Housing Commission. Ms. Boyer stated that projects that are fully compliant have been brought to the Housing Commission in part because it has been useful for the commissioners to observe how the Ordinance has been effectuated. The commissioners stated that they would prefer to continue to receive presentation of all Affordable Housing Plans.

V. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reported provided the following updates:

SFR Case 25-01 is a window replacement project that is proceeding. The work is under contract.

SFR Case 25-02 is a project with a wide-ranging scope of work. Ms. Boyer has been working with the homeowner to prioritize the work items, and the homeowner is collecting contractor proposals.

SFR Case 25-03 is a roof replacement only project. The homeowners are eligible for the program.

SFR Case 25-04 was not approved. The applicants’ annual household income exceeds the maximum under the program for eligibility.

There was a discussion of trying to get the project 25-03 completed before the end of the program year on September 30, 2025. However, the project (roof replacement) will likely need to return to the Housing Commission for approval in September or later.

B. Affordable Housing Trust Fund

Ms. Boyer stated that staff is continuing to work on the draft application and process for the Affordable Housing Trust Fund. The review criteria for proposals is the final focus on the staff review prior to bringing a draft to the Housing Commission.

VI. NEW BUSINESS

A. Group Home Rehabilitation Grant Program – 2025-2026 CDBG Grant Requests

Ms. Boyer explained that two grant applications were received in April 2025, during the open CDBG grant application period, for renovations to group homes. They were from Glenkirk and Clearbrook.

Glenkirk: Ms. Christeon Mayfield presented Glenkirk’s grant application. The application is for \$13,078 to replace a front door at one group home and the driveway at another group home. The front door at the first group home is worn and the replacement door will include sidelights for enhanced security. The driveway at the second group home is work in part due to the

weights of the large van that is used to transport the residents. The driveway now presents trip hazards and is difficult to use by residents who use wheelchairs.

Glenkirk has owned the homes for about 20 years. There are currently 6 residents in each home.

The commissioners commented that this is a reasonable request and that the cost is also reasonable.

Ms. Boyer commented the Housing Commission may wish, later in the program year, to open a new application period under this program if it finds there is a sufficient balance in the program to warrant a second round.

A motion was made by Commissioner Nagy, seconded by Commissioner Krinsky to approve Glenkirk's request for up to \$13,028 for the replacement of the front door at the Kingsbury home and the replacement of the driveway at the Chestnut group home. This approval is contingent upon compliance with all program requirements and HUD's approval of the Village's 2025-2026 Annual Action Plan and the Village receiving its 2025-2026 CDBG grant from HUD.

The motion was approved by voice vote.

Clearbrook. Ms. Don Frick presented Clearbrook's grant application. The requested CDBG funds of \$27,950 would be used to renovate the kitchen at one of Clearbrook's group homes. The renovations would make the kitchen more accessible to current and future residents who have disabilities. Modifications to assist with managing food items for residents with dietary restriction and other food issues would be included.

This home is a ranch style which is ideal for residents with disabilities. The home was built new by Clearbrook approximately 20 years ago. There home was built for up to 8 residents, and there are currently 6 male residents, two of whom use wheelchairs.

A motion was made by Commissioner Krinsky, seconded by Commissioner Delea to approve Clearbrook's request for up to \$27,950 for the proposed kitchen renovation at the Eastman home. This approval is contingent upon compliance with all program requirements and HUD's approval of the Village's 2025-2026 Annual Action Plan and the Village receiving its 2025-2026 CDBG grant from HUD.

The motion was approved by voice vote.

VII. OTHER BUSINESS

A. PUBLIC COMMENT

Commissioner Miller acknowledged that Ms. Boyer has submitted her resignation to the Village due to her retirement that is to start in late September. Ms. Boyer was congratulated.

Mr. Fred Vogt said that the Senior Citizens Commission conducted a survey of senior citizens on the subject of their housing needs. 80 responses were received. 30% - 40% of respondents said that they have difficulty making financial ends meet. A draft of the results was email by Ms. Boyer to the members of the Housing Commission. The Senior Citizens Commission is putting together a more formal report with a target date from completion of August 31st and would like to present the report to the Housing Commission at one of its future meetings.

Commissioner Nagy said that he has developed a proposal for utilizing the 712-716 Frederick Village-owned lots for affordable housing. He said that he would like to discuss the concept to the Housing Commission. He provided copies of the proposal to Ms. Boyer. He also intends (as an individual not a Housing Commissioner) to discuss the concept with the Plan Commission.

There was concern expressed about the potential conflict of interest if a development proposal is brought forward by a commissioner particularly if it could be profited on. It was recommended that this could be added to agenda if staff finds it is appropriate and when the Housing Commission is also looking at other proposals. It may be that a more formal approach needs to be taken with regarding what to do with the Village-owned lots.

Ms. Boyer said that she provided Commissioner Nagy's written concept to Emily Rodman, Director of Planning & Community Development, who will provide guidance on how this should be procedurally handled.

B. Next Meeting and Agenda Items

Ms. Boyer requested that the Housing Commissioners who have not already done so let her know if they would be available for a special Housing Commission meeting on September 9, 2025 regarding the Affordable Housing Plan for the Urban Street Group/Northpointe Development/International Plaza/Golf Crossings/TIF 4. If this meeting is held on September 9th, the regularly scheduled monthly meeting on September 17th may be cancelled.

VIII. ADJOURNMENT

A motion was made by Commissioner Nagy, seconded by Commissioner Krinsky to adjourn the meeting. The motion was approved by voice vote. The meeting ended at 7:45pm.

Next Regularly Scheduled Meeting: Wednesday, September 17, 2025 at 7:00 pm



9/9/2025

Item: Affordable Housing Plan Review – Golf Crossing
Apartments/Urban Street Group/International Plaza/TIF 4

Department: Planning & Community Development

Item Description:

ATTACHMENTS:

1. Staff Report HC Golf Crossing Apartments final
2. 1 Cover Letter 07-24-25
3. 2 NorthPointe - Affordable Housing Letter Pricing Strategy
4. 3 Site Plan
5. 4 Unit Counts by number of BRs
6. 5 Bedroom Mix Letter
7. 6 Pricing Schedule 08-15-25
8. 7 Community Amenity and Finishing Examples
9. 8 Golf Crossing Tenant Selection Plan
10. 9 Marketing Plan
11. 10 Golf Crossing Reporting Verification
12. 11 Golf Crossing Elevations and Floor Plate
13. 12 Golf Crossing Floor Plans 2025-07-10
14. 13 Golf Crossing Project Phasing
15. 14 2022.8.3 Staff Report to Housing Commission
16. 15 2022.8.3 Housing Commission Meeting Minutes



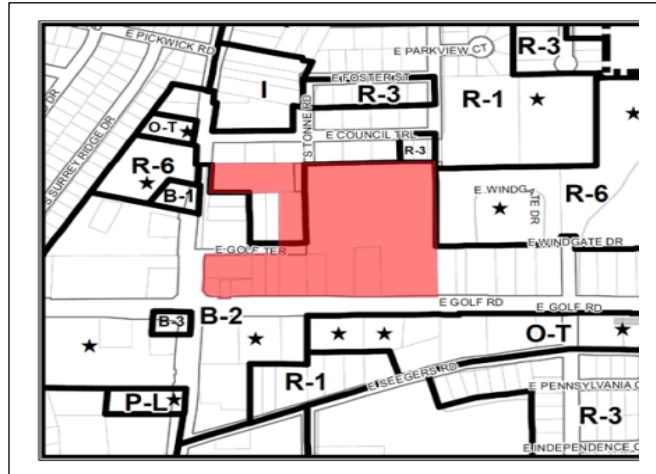
Village of Arlington Heights Staff Report to the Housing Commission

Project Title: Golf Crossing/Urban Street Group/International Plaza Redevelopment

Address: 100 E Golf Road, Arlington Heights, IL

To: Housing Commission
Prepared By: Nora Boyer, Housing Planner
Meeting Date: September 9, 2025
Action: Review of Affordable Housing

Developer Representative:
 Teresa Bateman
 Urban Street Group, LLC
 2250 Progress Parkway
 Schaumburg, IL 60173



Background

Background

Urban Street Group (petitioner) has submitted an Affordable Housing Plan with respect to the proposed Golf Crossing development on the former International Plaza site. The subject property includes multiple parcels and is located at the northeast corner of Golf Road and Arlington Heights Road, within the TIF IV Redevelopment Area. The petitioner is proposing to construct a mixed used development. The development would include approximately 39,000 square feet of commercial space fronting Golf Road, and 305 multi-family rental units, across seven buildings. Forty of the units, located in a singular building, would be restricted for affordable senior housing. The remaining 265 units would be market rate.

The Village has been working with the petitioner since 2022, providing them preliminary feedback on the proposed development and discussing the potential for a public/private partnership to assist with the redevelopment of this challenging site. Below is a timeline of how the project has progressed through the Village's development review process:

- On June 22, 2022, the petitioner appeared before the Conceptual Plan Review Committee (CPRC) to present their conceptual plans and obtain initial feedback from the Committee. Feedback from the CPRC was favorable.
- On August 3, 2022, the petitioner sought a preliminary review from the Housing Commission on their proposed affordable housing approach for the development. There was a robust discussion on the proposal and feedback was provided by both the Housing Commission and the general public, however, no formal direction was provided. A copy of the August 2, 2022 staff report and meeting minutes are attached to this report for reference.

- On August 15, 2022, the petitioner sought Early Review from the Village Board. Feedback from the Village Board was favorable and the petitioner was encouraged to continue through the review process.
- On August 23, 2022, the petitioner appeared before the Design Commission for preliminary review of the proposed architecture for the residential component of the development. The Design Commission provided feedback on suggested modifications and enhancements to the structures.

Following these preliminary meetings, Village staff continued to engage with the petitioner on potential terms for a public/private partnership. The Village and the petitioner entered into a Memorandum of Understanding (MOU) on November 20, 2023 outlining the preliminary (non-binding) terms of such a partnership. In June 2024, the Village provided the petitioner with a draft Redevelopment Agreement (RDA) for their review and consideration. *It should be noted that while both the MOU and draft RDA are closely intertwined with the petitioner's development proposal, the content of these documents are not within the purview of the Housing Commission.*

In February 2025, the petitioner re-engaged with the Village on the draft RDA and indicated they were ready to proceed with the formal entitlement process for the proposed development. Village staff has been working closely with the petitioner to refine the proposed development concept and design in order to be responsive to the preliminary feedback received by the CPRC, Housing Commission, Design Commission, and Village Board. On June 24, 2025, the petitioner appeared before the Design Commission for a second time, seeking a formal recommendation for the residential component of development (seven buildings). The Design Commission unanimously recommended approval of the design to the Village Board.

The next step in the process is for the petitioner to seek a recommendation from the Housing Commission on the residential component of the development, after which, they will submit for Plan Commission review for the entire development. As it relates to the Housing Commission's purview, the petitioner in proposing a stand-alone, 40-unit, affordable, senior, rental building as an alternative to meeting requirements of the Village's inclusionary Housing Ordinance (Ord. 2020-025 as amended) and associated Inclusionary Housing Guidelines.

This overall proposed residential/commercial Golf Crossing development has requested TIF funding (public funding), and the proposed affordable housing is anticipated to include public affordable housing financing (Low-Income Housing Tax Credits). Therefore, this development falls under the requirements of publicly funded covered projects under the Inclusionary Housing Ordinance.

2025 Affordable Housing Plan

Below is a comparison of the Village's inclusionary housing requirements to the stand-alone affordable building proposed by the petitioner. The Village Board may grant relief from the strict application of the standards set forth in the Code upon finding that due to specific and unique circumstances which are set forth in writing undue hardship would be caused by the strict application of the standards and requirements.

Village Inclusionary Housing Requirement	Proposed Golf Crossing Apartments (affordable building)
<p><u>Affordability Period.</u> Units required by the Inclusionary Housing Ordinance are required to be affordable in perpetuity.</p>	<p>Compliant. The senior building (all residents 62+ years of age) will meet the affordability requirements of the Village's Inclusionary Housing Ordinance and Guidelines in perpetuity.</p>
<p><u>Number of Affordable Units.</u> For publicly assisted development, 10% of the total number of units in the development must be affordable on-site units and affordable in perpetuity.</p> <p style="text-align: center;"> Total Units including affordable building: 305 x .10 30.5 30.5 affordable units required, rounds to 31 affordable units. </p> <p><i>Inclusionary Housing Ordinance Section 7-1707(b)(3)</i></p>	<p>Compliant. Number of units proposed in the senior building is: 40</p> <p>The number that will meet the Village's definition of an affordable unit (affordable at 60% of Area Median Income (AMI) or below): 31</p> <p>The building must remain affordable according to the Village's Inclusionary Housing Ordinance and Guidelines in perpetuity.</p>
<p><u>Affordability.</u> The maximum gross rent, including a utility allowance for utilities not included with the rent, shall be the gross rent affordable to households with annual incomes at 60% of area median income devoting no more than 30 percent of their gross incomes to monthly housing expenses as calculated by the Illinois Housing Development Authority based on the number of bedrooms in the unit.</p> <p><i>Inclusionary Housing Ordinance Section 7-1707(b)(4)</i></p>	<p>Compliant. Proposed Affordability Levels: -12 units at 30% AMI (8 Statewide Referral Network Units) -19 units at 60% AMI -9 units at 80% AMI</p> <p>The total number at or below 60% AMI: 31 affordable units</p> <p>The petitioner provided rent samples. The rent samples comply with the maximum rents for 2025. The rents would be adjusted annually at initial occupancy and thereafter as per the Inclusionary Housing Guidelines.</p>
<p><u>Disbursement.</u> Affordable units shall be disbursed among the market rate units.</p> <p><i>Inclusionary Housing Ordinance Section 7-1710(a)</i></p>	<p>Non-Compliant. The petitioner proposes a stand-alone affordable senior building.</p>
<p><u>Exterior Appearance.</u> The exterior appearance of the affordable units shall be compatible with the market rate units.</p> <p><i>Inclusionary Housing Ordinance Section 7-1710(b)</i></p>	<p>Compliant. The affordable building is proposed to have the same exterior appearance as the market rate buildings.</p>
<p><u>Interior Features.</u> Affordable units may differ from market rate units with regard to interior finishes provided standards in the Ordinance are met.</p> <p>Interior features, amenities, and structural elements shall be contractor grade or higher. Affordable units shall have the same energy efficiency features as the market rate units.</p>	<p>Compliant. The petitioner has provided sample images of interior finishes that are comparable to the sample market rate finishes. Compliance would be determined upon completion of building specifications and prior to permits being issued.</p>

<p><i>Inclusionary Housing Ordinance Section 7-1710(c)(1)&(2)</i></p>	
<p>Floor Areas. Interior gross area for affordable units shall be no less than 75% of the gross floor area of market rate units for units with comparable numbers of bedroom or the minimum size requirements of the Zoning Code. <i>Inclusionary Housing Ordinance Section 7-1710(c)(3)</i></p>	<p>Compliant. The petitioner has proposed floor areas for the one- and two-bedroom affordable units that are the same as for the market rate units.</p>
<p>Bedroom Mix. The bedroom mix of affordable units shall be in equal proportion to the bedroom mix of the market rate units unless otherwise approved by the Village. <i>Inclusionary Housing Ordinance Section 7-1710(c)(4)</i></p>	<p>Non-Compliant. Justification Attached. The proposed bedroom mix for the senior building is:</p> <ul style="list-style-type: none"> - 75% one-bedroom units - 25% two-bedroom units <p>This bedroom mix varies from the mix of the market rate units:</p> <ul style="list-style-type: none"> - 42% one-bedroom units - 49% two-bedroom units - 9% three-bedroom units <p>The petition has provided a letter, included with this report, explaining the rationale for the 75% one-bedroom and 25% two-bedroom units based on the senior tenant type.</p>
<p>Construction Phasing. Affordable units shall be constructed with the development of market rate units. Construction phasing of affordable units shall not be delayed unless authorized by the Village and only after it has been demonstrated by the developer to the satisfaction of the Village that a delay is necessary in order to account for the different financing and funding requirements, economies of scale and/or infrastructure needs applicable to the development of the market rate and affordable units. <i>Inclusionary Housing Ordinance Section 7-1710(c)(5)</i></p>	<p>Compliant based on IHDA LIHTC Calendar. The petitioner has proposed a two-phase project plan. The first phase would include all site and infrastructure work, including that for the pad for the affordable building, and the start of construction of the market-rate apartment buildings. The second phase would include the construction of the affordable building and the construction of the retail lots. A later start date is consistent with the IHDA calendar for projects requesting low-income housing tax credits.</p>
<p>Parking. For rental projects where a fee is charged for parking (i.e., parking spaces are leased) separately from the monthly rent for the housing unit, the monthly parking fee shall be reduced by the same proportion as the tenant's monthly rent is reduced compared to the monthly rent of an equivalent market rate unit. <i>Inclusionary Housing Guidelines Section IV</i></p>	<p>Compliant. Parking is included in the rent with no additional fee.</p>
<p>Preferences. Preference for affordable dwelling units will be given by the developer to qualified households who meet one or more of the following unranked qualifications.</p>	<p>Substantially Compliant. The petitioner indicates in the Tenant Selection Plan that preferences will be given to veterans and persons with disabilities which is consistent with the preferences in the Village's Inclusionary</p>

<ul style="list-style-type: none"> - Veterans - Persons with Disabilities - Arlington Heights Residents (at least past 2 years) - Employees of Arlington Heights business or organizations <p><i>Inclusionary Housing Guidelines Section VI</i></p>	<p>Housing Guidelines. The petitioner reports that IHDA does not permit developers to apply for HUD approval for residency preferences except from public housing authority sponsored projects.</p>
<p><u>Tenant Selection Plan.</u> A Tenant Selection Plan is to be provided as part of the Affordable Housing Plan. The Tenant Selection Plan is to contain at a minimum 1) the marketing plan for the affordable units, 2) how the preferences in the Affordable Housing Guidelines will be applied, 3) how the wait list will be managed, and 4) the procedure for verifying income-eligibility and income recertification.</p> <p><i>Inclusionary Housing Guidelines Section I</i></p>	<p>Compliant. The petitioner has provided a Tenant Selection plan using the standard Illinois Housing Development Authority (IHDA) template. The Tenant Selection Plan addresses preferences, wait lists, and procedures for eligibility verification. The petitioner has also provided a marketing plan.</p>
<p><u>Compliance Report.</u> Compliance Reports are due annually on March 1.</p> <p><i>Inclusionary Housing Guidelines Section IX</i></p>	<p>Compliant The petitioner has agreed to the Village compliance reporting requirements.</p>

Recommendation:

The Housing Commission recommends to the Village Board approval of the Golf Crossing Apartments Affordable Housing Plan as presented at the September 9, 2025 Housing Commission meeting.

July 24, 2025

Ms. Nora Boyer
Village of Arlington Heights
33 S. Arlington Hts Road
Arlington, IL 60005

Re: Affordable Housing Plan Application
International Plaza – Golf Crossing Redevelopment
NE Corner Arlington Hts Rd & Golf Rd

Dear Ms. Boyer:

We are pleased to submit our Affordable Housing Plan Application for the redevelopment project known as International Plaza Golf Crossing located at the northeast corner of Arlington Hts Rd and Golf Rd.

Our plan includes the necessary documents needed for review and discussion with the Commission to support village board approval. You will find we have provided or uploaded into system the following documents.

- General description of the master development
- The total number of market rate dwelling units and affordable housing units
- Project Plan Matrix – Indicating number of bedrooms for the affordable housing and the match market rate units, square footages
- Site Plan – Master Development - Building #7 showing location of affordable units
- Northpointe Affordable Letter sharing pricing strategy for the development
- Proposed Pricing Schedule for each affordable dwelling unit and parking spaces per Northpointe Letter
- Project Phasing
- Community Amenity and Finishing Examples – Interior Finishes
- USG-AHGC Elevations and First Floor Plate – Exterior Finishes and designated Amenity space
- Tenant Selection Plan
- Project Reporting Verification

If you should have any questions regarding the information provided, please feel free to contact me. Thank you and we look forward to meeting with the Commission.

Sincerely,

Teresa Bateman

Teresa Bateman, Director of Development
UrbanStreet Group, LLC – ACQ
tbateman@urbanstreetgroup.com

July 16, 2025

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

RE: Golf Crossing Senior Living

To Whom it may concern,

UrbanStreet Group and Northpointe Development II Corporation have come together in a strategic partnership to deliver a robust and meaningful response to the Village of Arlington Heights' Inclusionary Housing Ordinance. As part of UrbanStreet's broader 265-unit market-rate development, our proposed 9% Low-Income Housing Tax Credit (LIHTC) project—**Golf Crossing Senior Living**—will not only fulfill the Village's requirement of providing 10% of units (27 units) at or below 60% Area Median Income (AMI), but will significantly **exceed both the quantity and depth of affordability required** under the ordinance.

Through Northpointe's extensive experience with the LIHTC program, we have structured a solution that allows us to deliver a total of **40 affordable units**, broken down as follows:

- **12 units at 30% AMI**
- **2 units at 50% AMI**
- **13 units at 60% AMI**
- **13 units at 80% AMI or below**

This approach not only increases the number of affordable homes available to the community but also ensures a mix of affordability levels that serve households with incomes significantly lower than the 60% AMI threshold defined in the ordinance.

Importantly, the affordable units at Golf Crossing Senior Living will be built to the **same quality standards as the market-rate units** and residents will have **equal access to all on-site amenities**—ensuring a seamless and inclusive community experience.

Northpointe Development has a proven track record of delivering high-quality affordable housing throughout the Chicagoland suburbs, including **Greenhaven Apartments & Townhomes in Palatine**, which attracted an interest list of over 300 individuals prior to opening. The demand for affordable housing across the region is staggering, and our ability to provide deeper and more extensive affordability through this partnership directly responds to that need. We applaud the Village of Arlington Heights for its leadership in adopting an Inclusionary Housing Ordinance and share their commitment to building an inclusive, attainable future. The Golf Crossing Senior Living proposal represents a meaningful opportunity to go above and beyond in addressing the growing housing crisis—and we are proud to be part of that effort.

Sincerely,



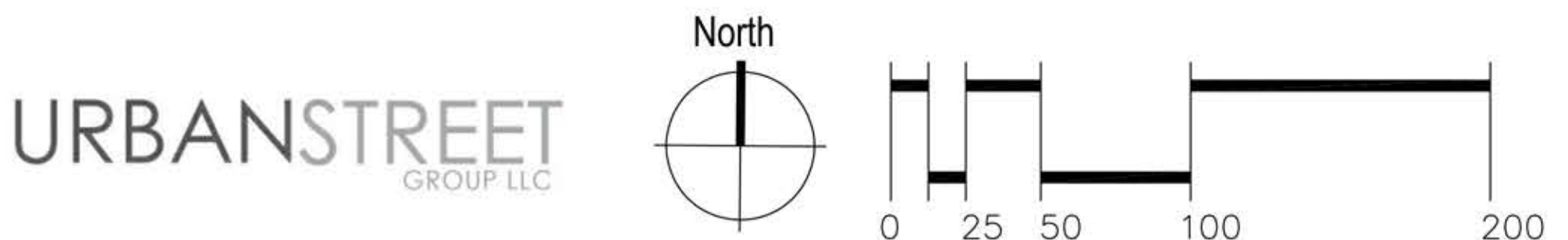
Jacob Victor
Northpointe Development Corporation
www.northpointedev.com

SITE DATA

Existing Zoning B-2
Proposed Zoning PUD

Market Rate Apartments Rental

Unit Type	Bldg One Units	Bldg Two Units	Total Units	RSF
1 BR Unit A1	6	30	36	635 sf
1 BR Unit A2	10	60	70	759 sf
1 BR Unit A3	1	5	6	892 sf
				112 One Bedroom Units (42.26%)
2 BR Unit B1	3	15	18	1,150 sf
2 BR Unit B2	9	15	24	1,111 sf
2 BR Unit B3	12	75	87	1,244 sf
				129 Two Bedroom Units (49.06%)
3 BR Unit C1	3	20	23	
				23 Three Bedroom Units (8.68%)
Total Market Rate Apartments			264	
Building Seven Rental (Building 7)				
Total Apts.			40	
Total Units (Site)			304	
MARKET RENTAL APARTMENT PARKING				
Surface Spaces	313			
Garage -Apartments	51			
Garage Detached	48			
Total Parking	412 (1.56:1 Ratio)			
BUILDING SEVEN APARTMENT PARKING				
Surface Spaces	50			
Garage -Apartments	0			
Total Parking	50 (1.25:1 Ratio)			
SITE AREA				
Lot 1 Bldg. Seven Rental	.375 Acres			
Lot 2 Market Rental	11.248 Acres			
Commercial	6.020 Acres			
	17.644 Acres			
COVERAGE CALCULATIONS (LOTS 1 AND 2)				
Total Res. Site Area	11.623 Ac.	560,298 SF		
Impervious Coverage		363,726 SF (.65)		
Building Coverage		116,100 SF (.21)		
Floor Area		432,600 SF (.78 FAR)		



Revised Concept Site Plan
GOLF CROSSING
Arlington Heights, IL



Date: July 16, 2025

Golf Crossing Apartments

Senior Affordable Housing (SAH)

Unit	Description	NRSF	Total	Percent	Total NRSF
One Bedroom Units					
A2	1 Bed / 1 Bath	759	30	75.0%	22770
Total 1 Br Units			30	75.0%	
Two Bedroom Units					
B1	2 Bed / 2 Bath	1150	5*	12.5%	5750
B2	2 Bed / 2 Bath	1039	5*	12.5%	5195
Total 2 Br Units			10	25.0%	
Total SAH Units			40	100.0%	33715

Market Rate Matching Plans

Unit	Description	NRSF		
One Bedroom Units				
A2	1 Bed / 1 Bath	759		
Total 1 Br Units				
Two Bedroom Units				
B1	2 Bed / 2 Bath	1150		
B2	2 Bed / 2 Bath	1039		
Total 2 Br Units				

* Qty Plans to be finalized upon permit submittal

7/21/2025

**Golf Crossing
Market Rate Unit Mix
8/1/2025**

Unit Type	Total	Percent
One Bedroom Units		
Total 1 Br Units	112	42%
Two Bedroom Units		
Total 2 Br Units	130	49%
Three Bedroom Units		
Total 3 Br Units	23	9%
Totals	265	100%

August 26, 2025

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

RE: Golf Crossing Senior Living

To Whom it may concern,

On behalf of Northpointe Development, I am writing to provide context regarding the proposed unit mix for the affordable senior housing component of Urban Street Group's master planned community in Arlington Heights. While the adjacent market-rate building includes a range of one-, two-, and three-bedroom units, the senior housing building has been designed with 75% one-bedroom and 25% two-bedroom apartments. This unit mix is intentional and reflects both the unique needs of the senior population and the goal of aligning with the Village's broader housing objectives.

Meeting the Needs of Seniors

For seniors, one-bedroom apartments are overwhelmingly the preferred unit type. Many seniors are downsizing from larger homes, prioritizing affordability, accessibility, and ease of maintenance. A one-bedroom unit provides the right balance of space and independence while allowing residents to live comfortably without the burden of unused square footage. By predominantly offering one-bedroom apartments, we ensure that the building serves the largest segment of the senior population who are seeking efficient, affordable, and well-designed homes.

Providing Flexibility Through Two-Bedroom Units

At the same time, we recognize that not all seniors have the same housing needs. Some residents may require an additional bedroom for a caregiver, visiting family, or simply for extra space to accommodate their lifestyle. By incorporating 25% two-bedroom apartments, we are ensuring that the building can meet the needs of a broader spectrum of seniors—those who want flexibility, multigenerational living options, or room for supportive services.

Alignment with the Market-Rate Building

While the market-rate building includes three-bedroom apartments to serve families and working households, this need is less relevant in a senior-focused building. Instead, the mix of one- and two-bedroom units in the senior building reflects an appropriate adaptation of the market-rate unit composition to the unique characteristics of the senior population. In this way, the two buildings remain complementary: the market-rate building serves a variety of household types including families, while the senior building prioritizes the distinct needs of older adults.

We believe this thoughtful unit mix will ensure the success of the senior housing development by meeting demand, supporting aging in place, and providing housing options that are both functional and desirable. Most importantly, it ensures the project contributes to the Village's vision of creating diverse and inclusive housing opportunities for residents at all stages of life.

Thank you for your consideration. We welcome any questions or further discussion regarding the proposed unit mix.

Sincerely,



Jacob Victor
Northpointe Development Corporation

Golf Crossing Apartments

Proposed Pricing Schedule Sample**

Senior Affordable Housing (SAH)

Unit	Plan Type	Qty*	NRSF	Rent \$/Mo**	\$ Per SF	% AMI
One Bedroom Units						
A2	1 Bed / 1 Bath	10	759	\$ 562.00	\$ 0.74	30.0%
		2	759	\$ 990.00	\$ 1.30	50.0%
		11	759	\$ 1,204.00	\$ 1.59	60.0%
		7	759	\$ 1,631.00	\$ 2.15	80.0%
Total 1 Br Units		30				

Two Bedroom Units

B1/B2	2 Bed / 2 Bath	1	1150	\$ 675.00	\$ 0.59	30.0%
		0	1150	\$ 1,188.00	\$ 1.03	50.0%
		1	1150	\$ 1,445.00	\$ 1.26	60.0%
		3	1150	\$ 1,958.00	\$ 1.70	80.0%
Total 2 Br Units						
B2	2 Bed / 2 Bath	1	1039	\$ 675.00	\$ 0.65	30.0%
		0	1039	\$ 1,188.00	\$ 1.14	50.0%
		1	1039	\$ 1,445.00	\$ 1.39	60.0%
		3	1039	\$ 1,958.00	\$ 1.88	80.0%
Total 2 Br Units		10				

Total SAH Units

40

Parking Spaces

All

Included No Fee

Market Rate Matching Plans

Unit	Description	Qty	NRSF	Rent \$/Mo**	\$ Per SF
One Bedroom Units					
A2	1 Bed / 1 Bath		759	\$ 2,095.00	\$ 2.76
Total 1 Br Units					
Two Bedroom Units					
B1	2 Bed / 2 Bath		1150	\$ 2,935.00	\$ 2.55
B2	2 Bed / 2 Bath		1039	\$ 2,775.00	\$ 2.67
Total 2 Br Units					

** All pricing is approximate and will be based on market and final square footages.

* Qty of Plan types to be finalized upon permit submittal

7/21/2025

Golf Crossing

Featured Community Amenities and Unit Finishes

Community Amenities	Market Rate	Senior Affordable Housing
Leasing Center/Office	✓	✓
Clubroom with tv and fireplace	✓	✓
Kitchen/Dining area	✓	✓
Fitness	✓	✓
Games (pool table/foosball/shuffleboard, tables)	✓	✓
Package/Parcel Room	✓	✓
In-house trash enclosure	✓	✓
Unit Patio or Balconies (where applicable)	✓	✓
Access to Community Pool/Pool deck/Bathhouse	✓	✓

Unit Finishes	Market Rate	Senior Affordable Housing
Decorative wood cabinets	✓	✓
Upgraded Cabinet hardware	✓	✓
Kitchen island with overhangs	✓	✓
Quartz Countertops	✓	✓
White Painted Trim	✓	✓
LVT and Carpet Flooring	✓	✓
Full Appliance Package		
Refr, range oven, microwave, dishwasher, disposal		
Full size washer/dryer in units	✓	✓

Sr. Affordable Housing Unit Finish and Amenity Examples



COMMUNITY ROOM

- TV AND/OR FIREPLACE WALL
- SEATING - INDIVIDUAL LOUNGE OR SECTIONAL /MODULAR
- MULTIPLE AREAS FOR GROUPS & INDIVIDUALS TO GATHER
- GAMES - POOL OR FOOSBALL, GAME / CARD TABLES, SHUFFLEBOARD TABLE
- DINING - SEATING FOR HOW MANY? ONE TABLE, MULTIPLE TABLES
- KITCHENETTE - APPLIANCES - COOKING, COFFEE SERVICE
- ISLAND SEATING - BAR OR COUNTER HEIGHT



COMMUNITY ROOM DESIGN

3



Fitness



Senior Affordable Unit Sample Finishes



Market Rate Unit Finish and Amenity Examples



Unit Sample Finishes





COMMUNITY ROOM

- TV AND FIREPLACE
- SEATING – INDIVIDUAL OR SECTIONAL
- MULTIPLE AREAS FOR GROUPS & INDIVIDUAL TO GATHER
- GAMES – POOL OR FOOSBALL, GAME TABLES, SHUFFLEBOARD
- DINING –
- KITCHENETTE –
- ISLAND SEATING –





Fitness

TENANT SELECTION PLAN

(For Other Non-Section 8 Program Developments)

Golf Crossing

DEVELOPMENT NAME

IHDA PROJECT IDENTIFICATION NUMBER (PID)

DEVELOPMENT ADDRESS, CITY, STATE AND ZIP CODE

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TENANT SELECTION PLAN



(For Other Non-Section 8 Programs and Developments)

Gold Crossing Senior

DEVELOPMENT NAME

IHDA PROJECT IDENTIFICATION NUMBER (PID)

OWNER'S ORGANIZATION NAME (the "Owner")

I. INTRODUCTION

This Tenant Selection Plan ("Plan") outlines the procedures that will be followed in selecting tenants for the Development. Management is responsible for implementing these procedures in accordance with guidelines set forth by the Illinois Housing Development Authority ("IHDA").

A. Development Description

(Check the one that applies)

The Development does not offer subsidized rents.

The Development offers subsidized rents. This means the rent that a tenant pays is based upon the tenant's household income. Therefore, the rent paid by tenants may vary among individual households and other tenants. The rents attached to this Plan as Exhibit A reflect the market or contract rent for the Development and not the typical tenant portion of the rent. (Subsidized rents are usually made available through participation in rental assistance housing programs: (i) the HUD Section 8 Program or (ii) Section 811 PRA. It should be noted that such programs have household income limitations.

In addition, the Development **does** **does not** accept Housing Choice Vouchers. *(Check the one that applies)*

B. Tenant Type

The Development is designated as housing for: *(check all that apply)*

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Elderly | <input type="checkbox"/> Near Elderly |
| <input type="checkbox"/> Elderly Special Needs | <input type="checkbox"/> Family |
| <input checked="" type="checkbox"/> Special Needs | |

If the “Elderly” and/or “Special Needs” designation is selected, the age restriction, for the units designated Elderly will be: *(check all that apply)*

- 55 and above (households whose head or spouse or co-head or sole member is at least 55 years of age) or;
- 62 and above (a requirement for **all** household members) or;
- 62 and above (households whose head or spouse or co-head or sole member is at least 62 years of age) or;

The age restriction for the units designated “Near Elderly Family” will be: *(check the one that applies)*

- 50 but below the age of 62 (households whose head or spouse or co-head, or sole member is a person who is at least 50 years of age) or;
- 50 but below the age of 62 (households consisting of one or more persons who are at least 50 years of age but below the age of 62, living with one or more live-in aides).

Identify all applicable special needs population(s) served by the Development: *(Check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Foster Care Families |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Transient Families |
| <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Ex-offenders |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Substance Abusers |

Veterans

Mental Illness

Other 8 SRN Units

C. Unit Distribution

1. Development

The Development will offer a total of 40 rental units.

This includes does not include a management unit.
(Check the one that applies)

The income limitations of these units are as follows:

0	Market rate (no income restriction) units
12	Units at 30 % Median Income
0	Units at 50 % Median Income
19	Units at 60 % Median Income
9	Units at 80 % Median Income

Total Number of Management Units

2. Development (Unit Breakdown per Written Agreement)

Per Regulatory Agreement
Program: LIHTC

Per Extended Use Agreement:

	Market rate units	Market rate units
12	Units at 30% Median Income	Units at % Median Income
0	Units at 50% Median Income	Units at % Median Income
19	Units at 80% Median Income	Units at % Median Income
9	Units at 60% Median Income	Units at % Median Income
	Management Units	Management Units

Per Regulatory Agreement Program:

Market rate units
Units at ³⁰ % Median Income
Units at ⁵⁰ % Median Income
Units at ⁸⁰ % Median Income
Units at % Median Income
Management Units

Per Extended Use Agreement:

Market rate units
Units at % Median Income
Units at % Median Income
Units at % Median Income
Units at % Median Income
Management Units

3. Other Agreements

Per SRN Written Agreement (if applicable)

Market rate units
8 Units at ³⁰ % Median Income
Units at % Median Income
Units at % Median Income
Units at % Median Income
Management Units

Per Section 811 PRA Contract (if applicable)

Market rate units
Units at ³⁰ % Median Income
Units at % Median Income
Units at % Median Income
Units at % Median Income
Management Units

Per LTOS Agreement (if applicable)

Market rate units
Units at % Median Income
Units at % Median Income
Units at % Median Income
Units at % Median Income
Management Units

D. Rent Structure

The current rent structure for the Development, by unit size and income distribution, is attached to this Plan (**Exhibit A**).

E. Civil Rights and Non-Discrimination Requirements

1. General

Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants based on race, color, national origin, religion, sex, familial status, and disability. The Illinois Human Rights Act addressing fair housing prohibits discrimination against applicants or tenants on the basis of race, color, religion, sex (including sexual harassment), pregnancy, national origin, ancestry, age (40 and over), order of protection status, marital status, sexual orientation (which includes gender-related identity), unfavorable military discharge, physical and mental disability, and familial status.

HUD's Office of General Counsel issued a memo dated [April 4, 2016](#), providing guidance on the Fair Housing Act and how it applies to the use of criminal history by providers or operators of housing and real estate related transactions.

The remaining paragraphs in this section provide brief descriptions of key federal civil rights laws regarding fair housing and accessibility.

The owner and management shall be familiar and comply with the regulations implementing these applicable federal civil rights laws and any state civil rights laws or local ordinance regarding fair housing and accessibility.

2. Fair Housing Act

The Fair Housing Act Amendment of 1988 ("Fair Housing Act") prohibits discrimination in housing on the basis familial status, disability, religion, race, skin color, nationality (national origin), and sex regardless of any federal financial assistance.

Under the Fair Housing Act, the owner and management shall not take any of the actions listed below based on familial status, disability, religion, race, skin color, nationality (national origin), and sex:

- a. Deny anyone the opportunity to apply to rent housing, or deny to any qualified applicant the opportunity to lease housing suitable to his or her needs;

- b. Provide anyone housing that is different from that provided to others;
- c. Subject anyone to segregation, even if by floor or wing;
- d. Restrict anyone's access to any benefit enjoyed by others in connection with the housing program;
- e. Treat anyone differently in determining eligibility or other requirements for admission, in use of the housing amenities, facilities or programs, or in the terms and conditions of a lease;
- f. Deny anyone access to the same level of services;
- g. Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program;
- h. Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons; and
- i. Retaliate against, threaten, or act in a manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

The Fair Housing Act provides additional protections for persons with disabilities. It requires that management make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling. Moreover, it contains specific accessibility requirements that apply to the design and construction of new multi-unit housing.

Owners of federal assisted housing programs shall display the [Fair Housing Poster](#) as required by the Fair Housing Act.

3. Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 ("Civil Rights Act") prohibits all recipients of federal financial assistance from discriminating based on race, color, or national origin.

4. Age Discrimination Act of 1975

The Age Discrimination Act of 1975 ("Age Discrimination Act") prohibits discrimination based upon age in federally funded and assisted programs, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program, or if age

distinctions are a factor necessary for the normal operation of the program, or the achievement of a statutory objective of the program or activity.

5. Section 504 of the Rehabilitation Act of 1973 (for Federal Programs)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the owner to make their programs, accessible to persons with disabilities. Section 504 obligations include the following:

- a. Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
- b. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- c. Providing auxiliary aids and services necessary for effective communication with persons with disabilities;
- d. Performing a self-evaluation of Management's programs and policies to ensure that they do not discriminate based on disability; and
- e. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
- f. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.

If the owner, management agent and/or development company employ 15 or more persons, regardless of their location or duties, a Section 504 Coordinator must be designated.

Does the Section 504 Coordinator requirement apply?
(Check the one that applies)

Yes No

If “Yes” was checked, provide the name of the Section 504

Coordinator: Name:

Telephone Number:

6. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (for Federal Programs)

Effective March 5, 2012, HUD implemented new regulations intended to ensure that their core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).

Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.

All otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the equal opportunity to participate in HUD programs.

Owners and operators of HUD-assisted housing or housing financially insured by HUD are prohibited from asking about an applicant or occupant’s sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

7. Executive Order 13166 – Limited English Proficiency (for Federal Programs)

Executive Order 13166 requires the owner and/or management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with Limited English Proficiency. This may include interpreter services and/or written materials translated into other languages.

8. Violence Against Women and Justice Department Reauthorization Act of 2005 and 2013 (for Federal Programs and LIHTC Developments ONLY)

The Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA 2005, and reinstated in the HUD Reauthorization Act of 2013 and 2019) protects victims of domestic violence, sexual assault, dating violence or stalking, as well as their immediate family members

generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed. In accordance with federal and IRS guidelines, owners and agents must obtain tenant signatures on the [Violence Against Women's Act Lease Addendum](#).

Owners and managers responding to an incident of actual or threatened domestic violence, dating violence or stalking that could potentially have an impact on an tenant's participation in the housing program may request in writing that an individual complete, sign and submit within 14 business day of the request, the HUD-approved certification form ([HUD-5382](#)).

Alternatively, in lieu of the certification form or in addition to it, the owner or manager may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.

The owner or manager is encouraged to carefully evaluate abuse claims to avoid conducting an eviction based upon false or unsubstantiated accusations.

II. PREFERENCES

A. Establishing Preferences

Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing requirements. The following preferences apply to the Development:

1. Existing Tenant Preferences

The following actions are always given priority if applicable. If not, State Mandated Preferences take precedence.

- a. A unit transfer based on household size.
- b. A unit transfer based on the need for an accessible unit.
- c. A unit transfer must occur for a tenant who actively occupies but does not require the features of an accessible unit to accommodate a physically disabled applicant on the Waiting List. To ensure a full and complete understanding of this requirement, a Lease Addendum (**Exhibit B**) will be entered into with non-physically disabled tenants living in an accessible unit.

2. State Mandated Preferences

The Development must comply with the three Illinois mandatory preferences required in Section 11 and 12 of 20 ILCS 3805 as described below:

- a. Displaced from an urban renewal area.
- b. Displaced as a result of a governmental action.
- c. Displaced as a result of a major disaster.

3. Optional Preferences

In addition to the preferences mandated by the State of Illinois and the Existing Tenant Preferences listed above, the Development may establish the following preferences. The preferences listed below are subordinate to State Mandated Preferences and Existing Tenant Preferences.

(Check all that apply and rank in the order of highest preferences (1) to lowest preference):

a. Pre-Approved Preferences

- i. Preference for Working Families Order #
 - ii. Preference for Persons with Disabilities including SRN or 811 Order # 1
 - iii. Preference for Victims of Domestic Violence Order #
 - iv. Preference for elderly, displaced, homeless, or disabled single person over other single persons Order #
- b. Residency Preferences (with HUD approval) Order #
- c. Local Preference – Public Housing Agency governing the jurisdiction in which a property is located (as established by HUD) Order #
- d. Veterans Preference Order # 2
- e. Existing Tenant Transfers (other) – A deeper rent subsidy Order #

B. Verification of Preferences

The State Mandated Preferences will be verified by third-party verification (**Exhibit C**). Third party verification will also be utilized if the owner has adopted any of the Former Federal Preferences. If management has selected any of the optional preferences and will not be using third-party verification the following means of verification will be utilized:

third party verification

C. Selection of Families for Program Participation based upon Preference

1. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicant's placed on the Waiting List, or date of submission of application.
2. Applicants will be informed of the availability of preferences and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

D. When a Preference is Denied

1. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive written notice of this determination from Management (**Exhibit D**). The notice will contain a brief statement of the reasons for the determination, further informing the applicant of their right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
2. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or the Owner.

E. Exceptions to the Preference Rule

1. Relocation and/or Unit Transfers - Management must give priority to current households:
 - a. When their units are designated for rehabilitation and/or;

- b. For current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities, or Management due to fire, flood, or other natural disaster.

III. PRE-APPLICATION CARD PROCESSING

Application Intake

Owners must accommodate persons with disabilities who cannot utilize the owner's preferred application process, by providing alternative methods of application intake (e.g. accepting mailed or on-line applications).

(Please check which method will be used)

The Development will use Pre-Application Cards or;

The Development will use Pre-Applications

A. Distribution of Pre-Application or Pre-Application Cards

1. A letter will be sent to households who respond to the marketing efforts **(Exhibit E)**. This letter will include a Pre-Application Card or Pre-Application **(Exhibit F)** to be completed and mailed to Management. This letter will also inform persons about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.
2. The letter will state that those persons qualifying for a preference will receive housing any other applicant who is not so qualified.
3. In addition, the letter will inform all applicants that for those persons not claiming a preference, screening will be conducted according to the order in which the Pre-Application Cards or Pre-Applications are received.
4. All returned Pre-Application Cards or Pre-Applications will be logged in, indicating the time and date received **(Exhibit G)**. The Pre-Application log will indicate whether the applicant has claimed a preference or has requested an accessible unit.

B. Processing Pre-Application Cards or Pre-Applications

1. Pre-Application Cards or Pre-Applications will be filed in the order of receipt. In addition, Pre-Application Cards or Pre-Applications will also be categorized according to preferences, unit size and Special Occupancy Categories (as described in **Section X**).

2. All persons making inquiries will be provided a Pre-Application Card or Pre-Application with instructions to mail the Pre-Application Card or Pre-Application to Management. Pre-Application Cards or Pre-Applications received after initial sorting will be categorized in accordance with the process stated above.
3. For Developments beginning their initial marketing efforts (start-up), no Pre-Application Cards or Pre-Applications will be accepted after the date on which 95% occupancy of the Development has been reached and the applicable Waiting List has been closed.
4. For Developments, which have completed their initial marketing efforts (Up and Running), no Pre-Application Cards or Pre-Applications will be accepted after the date on which the applicable Waiting List has been closed.
5. All Pre-Application Cards or Pre-Applications **will** be retained on-site permanently and must not be purged, destroyed nor discarded.

IV. WAITING LIST PROCEDURES

A. Creation of Waiting List

If an applicant is eligible for tenancy, but no appropriately sized unit is available (as referred to in **Section VII**), Management will place the applicant on a waiting list (the "Waiting List") for the Development (**Exhibit H**). The Waiting List will be maintained in either:

(Check the one that applies)

- Basic File Management System
- Digitally in electronic systems or tools

The Waiting List will contain the following information for each applicant listed:

1. Applicant Name
2. Household unit size (number of bedrooms household qualifies for based upon the developments occupancy standards. *(*Note: Applicant may qualify for multiple unit sizes).*)
3. Date and time application received
4. Qualification for any preferences and ranking

5. Annual income level
6. Targeted program qualifications
7. Accessibility requirements
8. Number of persons in the household

The Waiting List will be maintained in accordance with the following guidelines:

1. The Pre-Application Card or Pre-Application will remain on file permanently.
2. All applicants will be maintained in the order of preference. Applications of equal preference will be maintained by date and time sequence.

B. Changes to Income or Household Composition

Once placed upon the Waiting List, applicants will be informed to notify Management when the following change occurs:

- Address and/or phone number
- Household composition
- Preference status
- Income

If an applicant's income changes to an amount which is no longer eligible, written notice will be given advising the applicant that: (1) they are not presently eligible; (2) the applicant could be eligible if the household income decreases, the number of household member changes, or the Income Limit changes; and (3) they may choose to remain or not remain on the Waiting List.

If an applicant's household composition changes resulting in a need for a different apartment size, Management will, upon notification by applicant, place the applicant on the appropriate Waiting List. Management's policy for handling changes in household composition are indicated below: (*check the one that applies*)

- Applicant will maintain the original application date. (*Note: Applicant will be placed on a new bedroom list according to the original application date)
- Applicant will receive a new application based on redetermination. (*Note: Applicant will be placed at the bottom of the new bedroom list.)

C. Contacting Persons on the Waiting List

1. Applicants on the Waiting List will be contacted as follows:

When a unit becomes or will become available within ³⁰ days, Management will select the next applicant who meets applicable preference criteria or whose name is chronologically at the top of the appropriate Waiting List. Management will contact the selected applicant utilizing the following procedure: (*i.e. certified mail, regular mail, telephone or other.*) Modifications will be made to reasonably accommodate persons with disabilities who request or require such modifications.

Describe process:

Telephone calls made 2-3 per day for 3 days and a letter mailed.

- a. If Management does not receive a response within 3 days, the applicant will forfeit the opportunity to apply for the offered unit: (*Check the one that applies*)

and will be removed from the applicable Waiting List.

but will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within days or fails to accept the second unit, the applicant's name will be removed from the applicable Waiting List.

Other When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 3 days or fails to accept the second, unit, the applicant's name will remain at the top of the list. When a third unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond with 3 days or fails to accept the third unit, the applicant's name will be removed from the Waiting List.

- b. If Management receives a timely response but the applicant rejects the first offered unit, the applicant: (*Check the one that applies*)

will be removed from the applicable Waiting List.

will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will again attempt

to contact the applicant and will explain that if the applicant does not respond within _____ days, or fails to accept the second unit, the applicant's name will be removed from the applicable Waiting List.



(Other) When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 3 days or fails to accept the second, unit, the applicant's name will remain at the top of the list. When a third unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond with 3 days or fails to accept the third unit, the applicant's name will be removed from the Waiting List.

2. If after an interview has been scheduled, the applicant fails to attend or to contact Management to reschedule the interview, the policy regarding how applicants will be addressed is: (Indicate Management's policy below)

When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within 3 days or fails to accept the second, unit, the applicant's name will remain at the top of the list. When a third unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond with 3 days or fails to accept the third unit, the applicant's name will be removed from the Waiting List.

3. If applicable, SRN/811 Applicants: Management must request a referral of an applicant from IL Housing Search Wait List Manager (Emphasys).
 - a. If Management does not receive a response within **5 business days** as stated in the SRN Agreement, the applicant will forfeit the opportunity to apply for the offered unit.
 - b. Management will send an email to the Wait List Manager that the applicant did not respond and will remain on the IL Housing Search Pre-Screening, Assessment, Intake, and Referral (PAIR) Module Wait List.

D. Updating the Waiting List

1. The Waiting List will be updated at least one every twelve months in the following manner:



A letter will be sent via regular/certified mail to each applicant on the Waiting List(s) (**Exhibit I**). The letter will include a Reply Card (**Exhibit J**) to be returned if the applicant is still interested in living at the Development. The applicant will be given 30 days (excluding weekends and designated federal holidays) from the date the letter was mailed in which to respond. If no response is received, the applicant's Pre-Application Card will be removed from the Waiting List and a letter will be sent informing the applicant of this action. If the letter is returned with a forwarding

address, it will be re-sent to the mailing address provided and a new response time as outlined above will begin.

(Other)

2. After each of the Waiting List(s) is updated based upon the Reply Cards received, an acknowledgement letter (**Exhibit K**) will will not (Check the one that applies) be sent to each applicant. It is the applicant's responsibility to notify the Management office of any change in Address, Telephone Number or Telecommunications Device for the Deaf (TDD) number (if applicable).
3. If it is determined an applicant failed to respond to a Waiting List update due to a disability and as such, the applicant was either removed or lowered on the Waiting List, the applicant must be reinstated at the original place on the Waiting List.

E. Closing and Re-opening the Waiting List

1. Closing the Waiting List

The Waiting List for the Development will be closed when the following occurs:

- i. The Waiting List will not be closed.
- ii.
- iii.
- iv.

When Management decides to close the Waiting List, future applicants will be advised that the Waiting List is closed, and additional applicants will not be taken. Once Management decides to no longer accept applications, a notice to that effect will be published in the following publication(s):

- i. The Waiting List will not be closed.
- ii.
- iii.

iv.

The notice must state the reasons for Management's refusal to accept additional applications.

2. Re-opening the Waiting List

Prior to each re-opening of the Waiting List, a notice announcing the re-opening and providing information on the rules regarding how, when, and where to apply, will be placed in the advertisements/publications listed below:

Note: IHDA now requires all Tenant Selection Plans to include ILHousingSearch.org, a housing locator resource for marketing purposes. Include a screen shot of the "Property Profile" with the Tenant Selection Plan as evidence of enrollment.

The Waiting List will be re-opened once the following occurs:

- i. The Waiting List will not be closed.
- ii.
- iii.
- iv.

3. Affirmative Marketing Plan Requirements

Management will affirmatively market the Development in its outreach efforts during the re-opening of the Waiting List. Management will provide a copy of the Affirmative Fair Housing Marketing Plan to applicants upon request for review.

V. THE (INTERVIEW) SCREENING PROCESS

A. Application Requirements

The following information will be used to determine program eligibility for anyone who is seeking housing at the Development.

Live-in aides, new household members and police officers, security personnel or managers residing in HUD subsidized units will be subject to the same screening for drug abuse and other criminal activity applied to other applicants.

1. The head of household must complete a written application certifying the accuracy of all information that is provided. The applicant will be provided with the appropriate disclosures concerning the [Privacy Act \(5 U.S.C. § 552a\)](#). In addition to providing applicant(s) the opportunity to complete applications at the Development, Management may also send out and receive applications by mail. Management shall accommodate persons with disabilities who, because of their disabilities, cannot utilize the Management's preferred application process by providing alternative methods of taking applications.
2. A credit report will be ordered.
 A credit report will not be ordered.
3. A criminal background search will be obtained.
 A criminal background search will not be obtained.
4. Verification of employment, income, bank accounts, and other assets, etc. is required as applicable for each applicant.
5. Verification of previous housing for 0 _____ years is required. This will include references from previous landlords. If applicable, it will also include verification for those who were homeowners or lived with parents or guardians. Applicants will not be rejected solely for a lack of rental history.
6. Verification of Social Security Numbers **for all members** of the household is required.
7. **Section 811 PRA ONLY** – All household member(s) 18 and older will be screened using the Enterprise Income Verification (EIV) Existing Tenant Search to determine if any household member is currently receiving rental assistance. [The EIV & You Brochure](#) further explains this requirement.
8. Other:

B. Home Visits

- Home Visits will be conducted to inspect the current dwelling of the applicant to determine that the housekeeping practices

are acceptable. Details of this process are outlined in (**Exhibit L**). Home Visits will be conducted for all applicants who reside within _____ miles of the Development. Home Visits will be conducted for every applicant household reaching the final stages of the approval process.



Home Visits will not be conducted.

C. Completion of Application Process

All applications will be processed within thirty (30) days after the date of the applicant's initial interview or within five business days of receipt of all required documentation, whichever is later (*excluding weekends and designated federal holidays*).

VI. ELIGIBILITY REQUIREMENTS

A. Income

The annual gross income of the applicant(s) must be equal to or less than the Income Limit established by the applicable program's administrative rules for the appropriate household size.

B. Date of Birth

Dates of birth must be disclosed for all household members.

C. Social Security Numbers

The head of household/spouse/co-head must disclose Social Security Numbers (SSN) for all household members. An explanation of acceptable documentation is provided in Addendum 1.

*Note: For household members without a SSN living in properties that do not require tenants to be citizens, you should enter the 9-digit code "000-00-0000" in place of a SSN.

D. Student Eligibility Requirements (Tax Credit Only)

Households consisting entirely of full-time students are not eligible for Tax Credits unless the household is income eligible and one or more of the following exceptions applies to the household:

1. All members of the household are married (they do not need to be married to each other) and are entitled to file a joint return.

2. The household consists of single parent(s) and their child/ren, and no other household member is a dependent of a third-party.
3. At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF).
4. At least one member of the household is participating in an officially sanctioned job training program.
5. At least one member of the household was formerly in foster care.

*Note: Full-time student status for the purpose of the LIHTC program include regular attendance at such facilities for five or more months during the calendar year in which the taxable year for the taxpayer begins.

In 2013, HUD revised regulations governing the HOME program and decided that HOME funded properties should follow HUD's student restrictions.

E. Student Restrictions for HUD/HOME Programs

A household is not eligible for occupancy if the household contains a full or part-time student at an institution of higher education and each of the following statements are true for the student:

1. Is under the age of 24
2. Is not a veteran of the United States military
3. Is unmarried (if married, the couple cannot live apart from each other)
4. Does not have a dependent child who resides with the household member at least 50% of the time.
5. Is not a person with disabilities receiving Section 8 assistance as of November 30, 2005
6. Is not otherwise individually eligible or has parents who (individually or jointly) are not income-eligible to receive Section 8 assistance, unless the student can demonstrate his or her independence from his/her parents
7. Not residing with parents who are receiving or applying for Section 8 assistance

VII. OCCUPANCY STANDARDS

The unit must have enough space to accommodate the household. Occupancy standards must comply with federal, state, and local occupancy standards, and/or laws in connection with occupancy requirements, fair housing, and civil rights laws, as well as landlord-tenant laws and zoning restrictions.

1. To determine the unit size for which a household may be eligible, the following will be counted as members of the household:

- a. Full-time household members
- b. Unborn children
- c. Children in the process of being adopted
- d. Children whose custody is being determined
- e. Foster children
- f. Children temporarily in a foster home
- g. Children in joint custody 50% of the year or more
- h. Children away at school but home for recess
- i. Live-in aides
- j. Foster adults

The Occupancy Standards for the development are:

1-2 people per bedroom

- 2. Upon request, an applicant or tenant may be placed on as many of the Development's Waiting List that the household size qualifies.
- 3. A household may be required to provide proof of custody of related or unrelated occupants to be considered for a change in unit size.

VIII. SECURITY DEPOSITS

If applicable, a security deposit equal to one month's total tenant payment or tenant rent will be collected. The security deposit must be paid upon signing the lease for the unit. The amount of the security deposit established at move-in does not change when a tenant's rent changes.

***Note:** The Owner may collect the security deposit on an installment basis ([HUD Handbook 4350.3, rev.1 Chapter 6, Section 2](#)).

IX. REJECTION CRITERIA

The ability of the applicant to fulfill Lease obligations will be considered. An applicant may be rejected for one or more of the following reasons:

A. Insufficient/Inaccurate Information on Application

Refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.

B. Credit and Financial Standing

1. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgements, or a history of late payment of bills) will be considered. If an applicant is rejected based on the credit report, they will be provided with the reasons for rejection and given the name of the credit bureau that performed the credit check. Applicants will also be given the name of the credit bureau that performed the credit check. Applicants will also be given two weeks to dispute any information on the credit report.
2. The inability to verify credit references may result in rejection of an applicant. Special circumstances will be considered in which credit has not been established (income, age, marital status, etc.) and lack of credit history will not cause an applicant to be rejected. In such circumstances, a person with a history of creditworthiness may be required to guarantee the Lease.
3. The applicant's financial inability to pay his/her monthly contribution toward the rent of the unit may be assessed. Ordinarily, the total of the applicant's monthly contributions plus other long-term obligations (payments extending more than twelve months) should be less than 40 % of their monthly gross income. Income ratios may be considered in the context of the applicant's credit and employment history and potential for increases in income.

C. Criminal Convictions/Current Drug Use

1. Applicants who fall into the following categories will be rejected:
 - a. any household in which any member uses marijuana, or whose use of marijuana, or current addiction to or engagement in the illegal use of a controlled substance interferes with the health, safety or right to peaceful enjoyment of the premises by other residents will be denied admission and, if an occupant, will be subject to termination of tenancy. ***See note at the bottom of this paragraph.**
 - b. any household containing a member(s) who was evicted in the last three years from housing for drug-related criminal activity. Exception: if the evicted household member has successfully completed an approved supervised drug rehabilitation or the circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
 - c. any household member that is subject to a state sex offender lifetime requirement. In order to comply with this provision, a criminal

background check will be conducted on all applicants over the age of 18 that includes a check of all state sex offender registration program lists, or a national registration list that includes the information from all states.

- d. any household member for whom there is a reasonable cause to believe that the member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other tenants. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
2. Applicants who fall into the following categories may be rejected. In addition, if other persons that will be living in the unit fall into these categories, the applicant may be rejected.

The Owner shall ensure that the relevant "reasonable" time- period is uniformly applied to all applicants in a non-discriminatory manner and in accordance with applicable local fair housing and civil rights laws.

- a. criminal convictions that involved physical violence to persons or property or endangered the health and safety of other persons within the last 10 year(s).
- b. criminal convictions in connection with the manufacture or distribution of a controlled substance within the last 3 year(s); or
- c. Other:

***Note:** Developments with federal funding must adhere to the 2014 HUD Memorandum for Multifamily Assisted Properties titled, [Use of Marijuana in Multifamily Assisted Properties](#), which "categorizes marijuana as a Schedule 1 substance and therefore the manufacture, distribution, or possession of marijuana is a federal criminal offense. Because the CSA prohibits all forms of marijuana use, the use of "medical marijuana" is illegal under federal law even if is permitted under state law."

D. Household Characteristics

Household size or household characteristics were not appropriate for the specific type of unit available at the time of application.

E. Unsanitary Housekeeping

Housekeeping will be considered because Home Visits are conducted. Housekeeping criteria is not intended to exclude households whose housekeeping is only superficially unclean or disorderly if such conditions do not appear to affect the health, safety, or welfare of other tenants.

Housekeeping will not be considered because Home Visits are not conducted.

F. Exception to Rejection Criteria

The Development has adapted the following policy regarding Extenuating Circumstances:

Extenuating circumstances will be considered in cases when applicants would normally be rejected. The applicants will have to provide in writing, the circumstances under which they would be considered an acceptable tenant in the future.

If the applicant is a person with disabilities, Management must consider extenuating circumstances in matters involving Reasonable Accommodation.

Note: Additional references include the Guidance for PHA's and Owners of Federally Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions, [HUD Notice H-2015-10](#) dated November 2, 2015. Additionally, [HUD Memo dated April 4, 2016](#), Office of General Counsel Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate Related Transactions.

X. REJECTION PROCEDURES

A. Written Notification

Each rejected applicant will be promptly notified in writing of the reason(s) for rejection (Exhibit M). This notice will advise the applicant that they may, within 14 days of receipt of the notice (excluding weekends and designated federal holidays), respond in writing or request to meet with Management to discuss the notice.

B. Review of Rejected Applications

Meeting with the applicant or review of the applicant's written response will be conducted by a member of Management's staff who did not participate

in the initial decision to reject the applicant.

If the applicant appeals the rejection, the applicant will be given a final written decision from Management within five-days (*excluding weekends and designated federal holidays*) of the applicant's written response if it does not change the outcome of the rejection. If the response needs further discussion, a meeting will be scheduled, and the applicant will be notified within five-days. If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next appropriate unit.

XI. SPECIAL OCCUPANCY CATEGORIES

Applicants will be interviewed and processed as authorized in Sections V through VIII, with exceptions made as follows:

A. Persons with Disabilities

An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.

If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Development's Waiting List, as applicable.

XII. AMENDING THE TENANT SELECTION PLAN

This Plan may be amended only with the prior written approval of the Illinois Housing Development Authority.

XIII. CERTIFICATION

By signing this Plan, Management certifies that the contents of this Plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Development at this time, or will be executed in the future without written approval from the Illinois Housing Development Authority.

Counterparts and Electronic Signatures. This Plan may be executed in counterparts, each of which shall be deemed an original, and all which together shall constitute one and the same instrument. A signed copy of this Plan transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Plan.

EXHIBIT B

LEASE ADDENDUM FOR ACCESSIBLE UNIT AVAILABILITY

This addendum to the Lease Agreement between _____
(Lessor)

and _____
(Lessee)

entered into a lease agreement on _____
(Date)

To comply with Section 8.27 of Section 504 of the Rehabilitation Act of 1973, the landlord or its agent must first lease vacant accessible units to current occupants requiring accessibility features of the vacant unit and occupying a unit not having such features. If no such occupants exist, the unit would be leased to an eligible qualified applicant on the waiting list, who requires the accessibility features of the vacant unit. When offering an accessible unit to an applicant not having a disability requiring the accessibility features of the unit, the landlord must require the applicant to agree to move to a non-accessible unit when available.

The resident noted above has been offered an accessible unit and does not have a disability requiring such a unit. The resident noted above hereby agrees, upon request of the landlord to transfer to a non-accessible unit to accommodate a person or person(s) on the wait list who have required such an accessible unit. The resident noted above will be responsible for all moving expenses they incur.

Agreed to this _____ day of _____, 20____

(Lessor)

Date Signed: _____

(Lessee)

Date Signed: _____

Accepted:

Owner or its Agent

Date Signed: _____

EXHIBIT C

VERIFICATION OF PREFERENCE STATUS

Dear _____:

_____ (Applicant) SSN# _____,

has applied for housing at _____ and has indicated that they are eligible for a housing preference given the following circumstance:

1. **State Preferences**

- A. Displaced from an urban renewal area.
- B. Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.
- C. Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.

2. **Former Federal Preferences**

- A. An action by an owner which resulted in the applicant's having to vacate his/her unit where:
 - * the reason for the owner's action is beyond the applicant's ability to control or prevent.
 - * the action occurred despite the applicant's having met all previously imposed conditions of occupancy.
 - * the action taken is other than a rent increase.
- B. Actual or threatened physical violence directed against applicant or one or more members of the applicant's household by a spouse or other member of the applicant's household; or, the applicant lives in a housing unit with such an individual who engages in such violence
- C. Applicant is living in substandard housing because:

- D. Applicant lacks a fixed, regular, and adequate nighttime residence.
- E. Existing Tenant transfer for a deeper rent subsidy.



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
WWW.IHDA.ORG

111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

To determine the preference status, we are required to verify the preference. Therefore, we would appreciate you completing the certification below and returning this form in the enclosed envelope. This information will be used only for purpose of determining the preference for this applicant.

Sincerely,

I hereby authorize the release of the requested information.

Property Manager

Signature of Applicant

.....
(Please complete items below, sign and date).

I verify that _____ (Applicant's) current living situation meets
_____ preference(s) as cited on the previous page.

Firm or Agency Name _____

Signature

Print Name _____

Title _____

Firm or Agency Address _____

Phone Number _____

Date _____

EXHIBIT D

REJECTION LETTER FOR PREFERENCES

Re: _____ Apartments

Dear _____:

In your recent application for _____ Apartments, you indicated that you qualify for the following preference(s):

- Displaced from an urban renewal area.
- Displaced by a disaster, such as a fire or flood, that resulted in extensive damage or has destroyed the unit.
- Displaced by an activity carried on by an agency of the United States or by any State or local government body or agency.
- (List the preferences adopted by the owner)

After reviewing the documentation, which you submitted, we regret to inform you that you do not meet the criteria for receiving a preference based on the following reason(s):

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).



111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

Name

Address

City State Zip

Telephone (voice)

Telephone (TDD)

If you feel this decision has been made in error and wish to provide additional documentation,
please contact the rental office at _____ (voice) or

_____ (TDD).

Sincerely,

Property Manager

EXHIBIT E

APPLICANT INQUIRY

Date: _____

Dear _____:

Thank you for your initial inquiry regarding housing at _____ . Residents will be selected only from those eligible persons who make formal application. We had numerous inquiries for our apartments.

We are now accepting pre-application cards from interested households. If you are still interested in living at _____ , please return the enclosed pre-application card by mail as soon as possible.

You may be eligible for a preference if one of the following conditions applies to you have been displaced: from an urban renewal area; by a disaster, such as a fire or flood, or by an activity carried on by an agency of the United States or by any State or local government body or agency. (Also list the preferences adopted by the owner). Households qualifying for a preference will receive assistance before any other applicant households that are not so qualified. If you feel you qualify for a housing preference, complete the appropriate certification form attached to this letter and return it along with your pre-application card by mail.

For households not claiming housing preference, screening will be conducted according to the order in which the pre-application cards were received.

Interviews will be conducted at _____ . Leasing personnel will be unable to see applicants prior to their scheduled interview. If you have any questions, we will be happy to answer them at the time of your interview.



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111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City

State

Zip

Telephone (voice)

Telephone (TDD)

Sincerely,

Property Manager

EXHIBIT F
PRE- APPLICATION CARD

Date Received: _____

Time Received: _____

Interested person for 1 BR 2 BR 3 BR other _____
(Check all that apply)

Name (Head of Household): _____

Address: _____

Phone (Home): _____

Phone (Work): _____

Cell phone: _____

E-Mail: _____

Would you be interested in an accessible unit? Yes No

Do you feel you qualify for a housing preference? Yes No

Do you live/work in the _____

Community? Yes No

Annual Household Income: \$ _____

Date Apartment Needed? _____



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111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

Household data: Please list all persons who will occupy the unit:

Name

Age

Relationship

EXHIBIT H

SAMPLE WAITING LIST

Date Rec'd	Time Rec'd	Head of Household	Unit Size	Income Level			Need for Accessible Unit		Comment/Contact	Remove/Rejected Date	Move-in Date	Preference Type
				EL	VL	L	Y	N				
12/3/01	10:30 AM	Mary Tate	2	X				X				Working household preference; Elderly Preference
12/4/01	1:00 PM	Hiroshi Kihara	2		X		X					



111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

EXHIBIT I

ANNUAL WAITING LIST UPDATE

Date: _____

Dear _____:

We are currently in the process of updating our waiting list for _____

_____. Some time ago, you expressed an interest in living at our development, and your name was placed on the waiting list.

If you are still interested in living at _____,

enclosed is a card that must be returned to _____, management office, within 15 days (excluding weekends and designated Federal Holidays). Failure to return this information within this time period will result in your name being permanently removed from the waiting list.

It is not necessary to call or come into the office at this time, as we do not have anything immediately available.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
WWW.IHDA.ORG

111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

Address

City

State

Zip

Telephone (voice)

Telephone (TDD)

Thank you for your interest in _____.

Sincerely,

Property Manager

EXHIBIT J

REPLY CARD

I AM STILL INTERESTED IN LIVING AT

DEVELOPMENT
NAME

APPLICANT NAME

CURRENT
ADDRESS

HOME PHONE#

-

WORK PHONE#

-

E-MAIL
ADDRESS

CELL PHONE #

UNIT SIZE DESIRED

0 BR

1 BR

2 BR

3 BR

OTHER



111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

EXHIBIT K

WAITING LIST ACKNOWLEDGEMENT

Date _____

Dear _____:

This letter is to acknowledge receipt of your waiting list update card. Currently you are on

_____ bedroom waiting list(s).

We do not have an exact time in which you will be contacted regarding an apartment; however, please remember to keep us advised of your current address and phone number.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City

State

Zip

Telephone (voice)

Telephone (TDD)

Sincerely,

Property Manager

EXHIBIT L

HOME VISIT REPORT

Applicant Name _____

Current Address _____

- The person conducting the Home Visit report is employed by the Management
- The person conducting the Home Visit is a hired agent of the Management and is employed by _____

Person Conducting Home Visit _____

Date of Applicant's Tenancy in this Unit: From _____ To _____

1. GENERAL CLEANLINESS

A. Bedrooms, Living/Dining Room Good Acceptable

Explain: _____

B. Kitchen Appliances Good Acceptable

Explain: _____

C. Bathroom Good Acceptable



Explain:

D. Are there any cleaning supplies in the unit?

Yes

No

E. Is there evidence of vermin infestation?

Yes

No

Explain:

2. OTHER COMMENTS

A. Did the applicant have any comments on the unit or its conditions?

B. Other comments by staff

**3. I HAVE READ THE ABOVE HOME VISIT REPORT AND I AM AWARE OF ITS
CONTENTS.**

Applicant Signature

Date

Inspector's Signature

Date

EXHIBIT M

APPLICANT REJECTION

Date _____

Dear _____:

Thank you for your interest in renting an apartment at _____. After careful consideration and review of your application, we regret we are not able to accept your application for tenancy currently for the following reasons:

If you wish to appeal this decision, please contact the _____

Management office at _____ (voice) or _____ (TDD) within 14 days of the date of this letter (excluding weekends and designated federal holidays) to schedule an appointment.

Regardless of whether you decide to respond to this notice, you may still exercise other avenues of relief available to you if you believe that you have been discriminated against on the basis of race, color, religion, sex (including sexual harassment), pregnancy, national origin, ancestry, age (40 and over), order of protection status, marital status, sexual orientation (which includes gender related identity), unfavorable military discharge, physical and mental disability, and familial status.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**

WWW.IHDA.ORG

111 E. Wacker Drive
Suite 1000
Chicago, IL 60601
312.836.5200

Name

Address

City

State

Zip

Telephone (voice)

Telephone (TDD)

Sincerely,

Property Manager

ADDENDUM 1

SOCIAL SECURITY NUMBER REQUIREMENTS **(Applicable to developments that require disclosure of SSNs)**

The head of household/spouse/co-head must disclose social security numbers (SSN's) for all household members. In addition, applicants must provide adequate documentation or acceptable evidence of the SSN including any of those listed below:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, state or local agency, a medical insurance provider, or an employer or trade union
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Applicants do not need to disclose or provide verification of a SSN to be placed on the waiting list; however applicants must disclose a SSN and provide adequate documentation to verify each SSN for all non-exempt household members before they can be housed.

If household members have not disclosed and/or provided verification of the SSN at the time a unit becomes available, the next eligible applicant must be offered the available unit. **EXCEPTION: For household members without a SSN living in properties that do not require tenants to be citizens, you should enter the 9-digit code "000-00-0000" in place of a SSN.** The applicant who has not provided required SSN has 90 days from the date they are first offered an available unit to disclose/verify the SSN. During this 90-day period, the applicant may retain its place on the waiting list. After 90 days, if the applicant has been unable to supply the SSN documentation the applicant will be determined ineligible and removed from the waiting list. An additional 90 days will be granted if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the applicant.

Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose their SSN, but unable to supply the cards for documentation. SSN are assigned to these persons when they apply for amnesty. The cards are forwarded to the Department of Homeland Security (DHS) until the persons are granted temporary lawful resident status. Until that time, their acceptable documentation is a letter from the DHS indicating social security numbers have been assigned.

ADDENDUM 2 **(Section 811 Only)**

ENTERPRISE INCOME VERIFICATION (EIV)

HUD has developed a web-based computer system containing employment and income information on individuals participating in HUD's rental assistance programs.

The EIV system provides the owner and/or manager of the property with income information and employment history for applicants and residents. This information is used to meet HUD's requirement to independently verify employment and/or income when applicants certify for rental assistance.

This development will use EIV to perform an Existing Tenant Search Report for all applicants. This report identifies applicants applying for assisted housing that may be receiving rental assistance at the time of application processing at another location.

Owners/Agents must:

1. Run this report at the time they are processing an applicant for admission to determine if the applicant or any applicant household members are currently being assisted at another Multifamily Housing or Public and Indian Housing (PIH) location.
2. Provide a copy of the handout "EIV & You" (see attached) for all new applicants.

Marketing Plan – Arlington Heights Senior Housing

Project Overview

The proposed senior housing development in Arlington Heights will provide high-quality, affordable apartments designed to meet the needs of older adults. Our marketing efforts will focus on ensuring Village residents are fully aware of the application process, have equitable access to information, and receive timely updates about available units. The strategy is designed to be transparent, accessible, and collaborative with the Village.

Outreach & Marketing Strategy

1. Information & Awareness Campaign

- **Community Presence:** Marketing materials will be distributed through senior centers, libraries, local nonprofits, places of worship, Village newsletters, and neighborhood associations.
 - **Digital Presence:** A project-specific website will be launched to serve as the central information hub, featuring FAQs, floor plans, income qualifications, and updates on application timelines.
 - **Media Engagement:** Press releases and notices will be provided to local newspapers and radio stations to broaden outreach to residents who may not engage online.
-

2. Interest List & Sign-Up Process

- **Centralized Interest List:** Prior to the application period, we will open an online and phone-based interest list. Residents may register their name, contact information, and preferred communication method.
 - **Accessibility:** Paper sign-up forms will also be available at Village Hall, senior centers, and other community partners to ensure that individuals without internet access are not excluded.
 - **Notifications:** Registrants will receive direct communication (email, mail, or phone call) once the application period opens, ensuring they are among the first notified.
-

3. Application Period Communication

- **Village Notification:** The Village of Arlington Heights will be provided with advance notice of the application opening date, no less than 30 days prior to the start.

- **Public Announcements:** Notices will be posted on the project website, social media, Village communication channels, and through partner organizations.
 - **Information Sessions:** We will host at least one informational meeting (in-person and virtual) prior to the application opening to walk through eligibility, application requirements, and key deadlines.
-

4. Ongoing Updates & Unit Availability

- **Vacancy Reporting:** As units become available due to turnover, the Village will be notified at the same time as the public. The notice will include the unit type, AMI band, and application process.
 - **Village Coordination:** Quarterly updates will be provided to Village staff summarizing current occupancy, waitlist activity, and anticipated availability.
 - **Transparency:** All notices of availability will be published on the project website and distributed to local partners, ensuring ongoing accessibility for Arlington Heights residents.
-

5. Partnerships & Community Integration

- **Local Organizations:** Collaboration with Arlington Heights senior-serving organizations (e.g., senior centers, healthcare providers, advocacy groups) to distribute information and support applicants.
 - **Village Resources:** Integration with the Village's existing communication channels, such as e-newsletters, utility bill inserts, and website postings.
 - **Resident Services:** Coordination with property management to connect residents with supportive services, enhancing stability and quality of life.
-

6. Accessibility & Fair Housing Compliance

- **Equal Opportunity:** All marketing materials will include Fair Housing logos and nondiscrimination statements.
- **Language Access:** Materials will be translated into languages most commonly spoken in Arlington Heights to ensure inclusivity.
- **ADA Compliance:** Application portals and information sessions will comply with ADA standards, and accommodations will be made upon request.

Conclusion

This marketing plan prioritizes transparency, accessibility, and collaboration with the Village of Arlington Heights. By ensuring early communication with the Village, broad outreach within the community, and simple, accessible methods for residents to sign up for updates and apply, the project will guarantee that Arlington Heights seniors have equitable access to these new housing opportunities.

**Golf Crossing
Redevelopment at Golf Road and Arlington Heights Road
Project Applications and Reporting Verification
July 17, 2025**

The affordable housing developer or its successors, assignee, or designee shall comply with all required Affordable Housing Plan Applications and reporting procedures and information per the Inclusionary Housing Ordinance as defined in Chapter 7, Section 1704b.



URBANSTREET
GROUP

Architectural Character
Buildings 6, 1 & 2

GOLF CROSSING
Arlington Heights, IL





URBANSTREET
GROUP

Architectural Character
Buildings 6, 1, 5 & 2

GOLF CROSSING
Arlington Heights, IL





URBANSTREET
GROUP

Architectural Character
Building 7

GOLF CROSSING
Arlington Heights, IL



The drawings presented are illustrative of character and design intent only, and are subject to change based upon final design considerations (i.e. applicable codes, structural, and MEP design requirements, unit plan / floor plan changes, etc.) © 2024 BSB Design, Inc.

July 15, 2025



Front Perspective

URBANSTREET
GROUP

Building 7
GOLF CROSSING
Arlington Heights, IL



July 15, 2025



Rear Perspective





Rear Elevation
Scale: 1/8" = 1'-0"

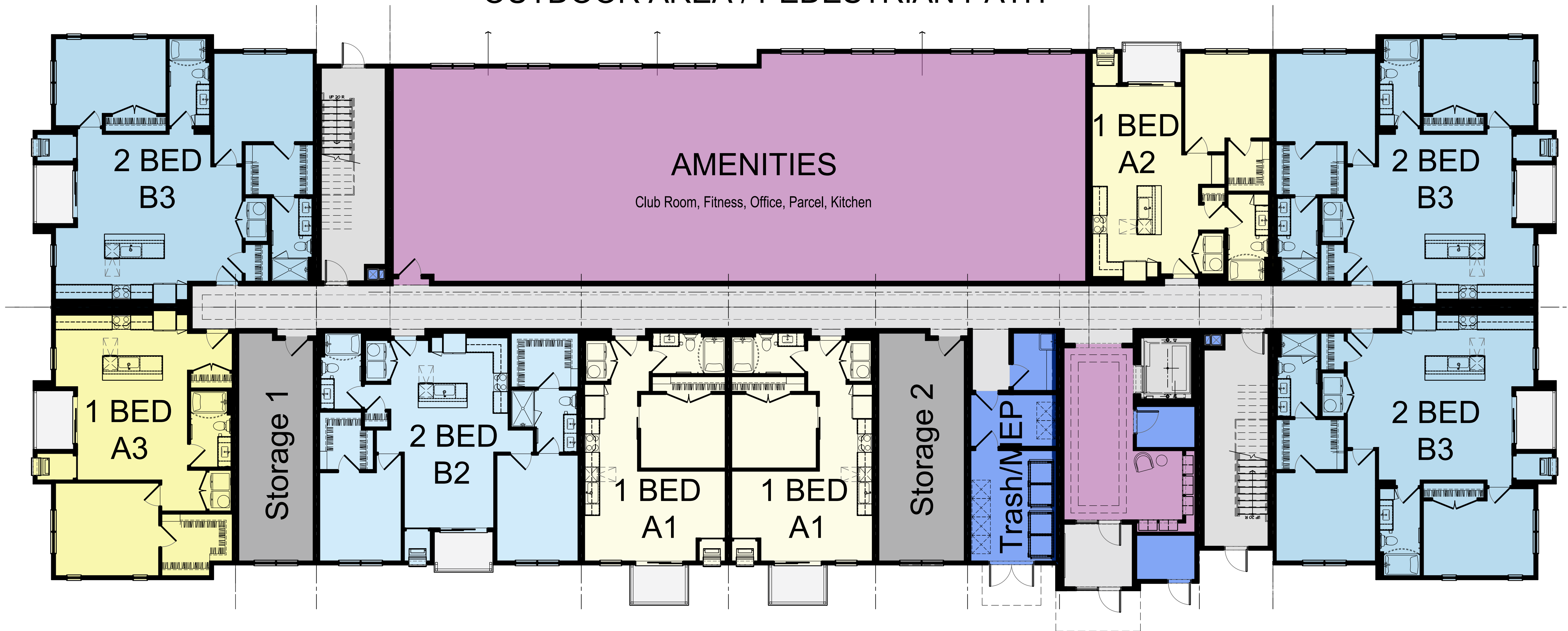
VINYL DOORS
METAL BALCONY & RAILINGS



Left Side Elevation
Scale: 1/8" = 1'-0"

VINYL DOORS
METAL PATIO DOORS
METAL BALCONY & RAILINGS

OUTDOOR AREA / PEDESTRIAN PATH



Building 7 Plan: Level 1

SCALE: 1/8"=1'-0"



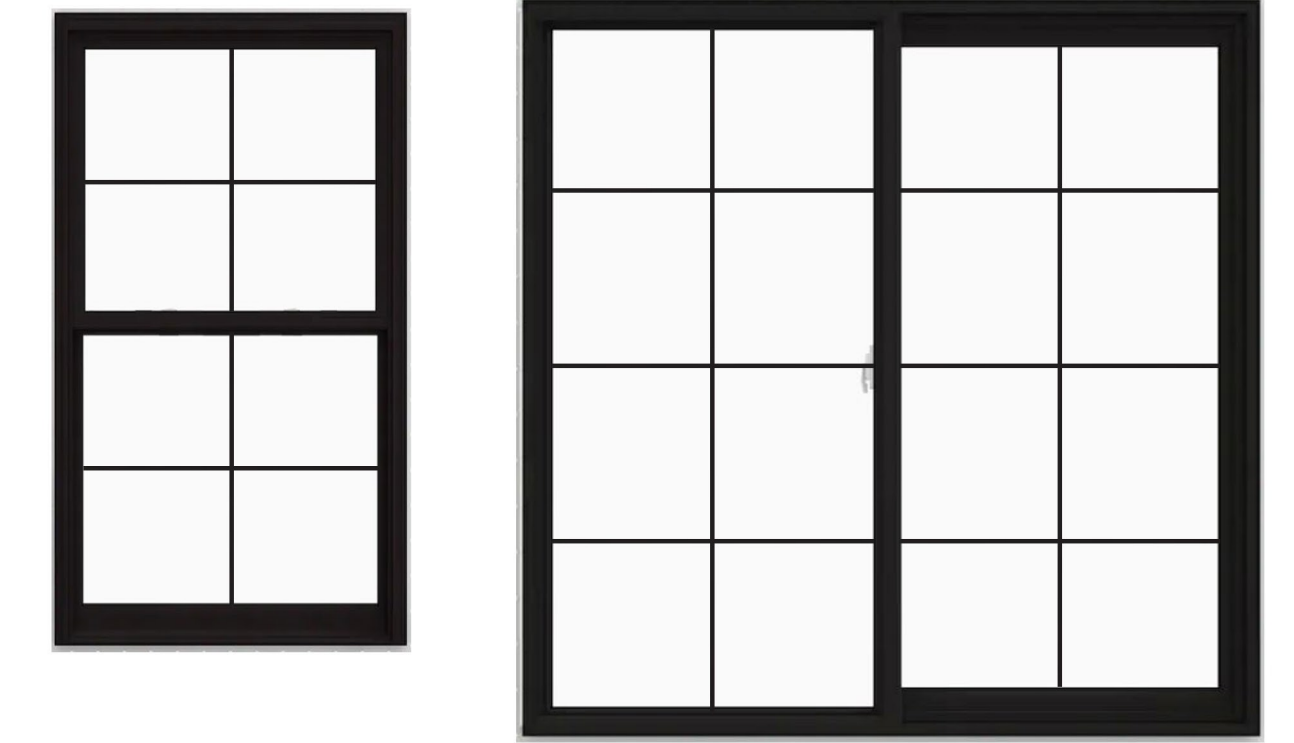
Cast Stone Sills / Banding "Greystone"



Metal Coping
"Matte Black Steel"



Balconies and Railings
Metal "Black Sandtex"



"Black" Vinyl Single Hung Windows
"Black" Vinyl Patio Doors



Meridian Brick
Terra Haute Collection
"Vintage Port" - Utility Size

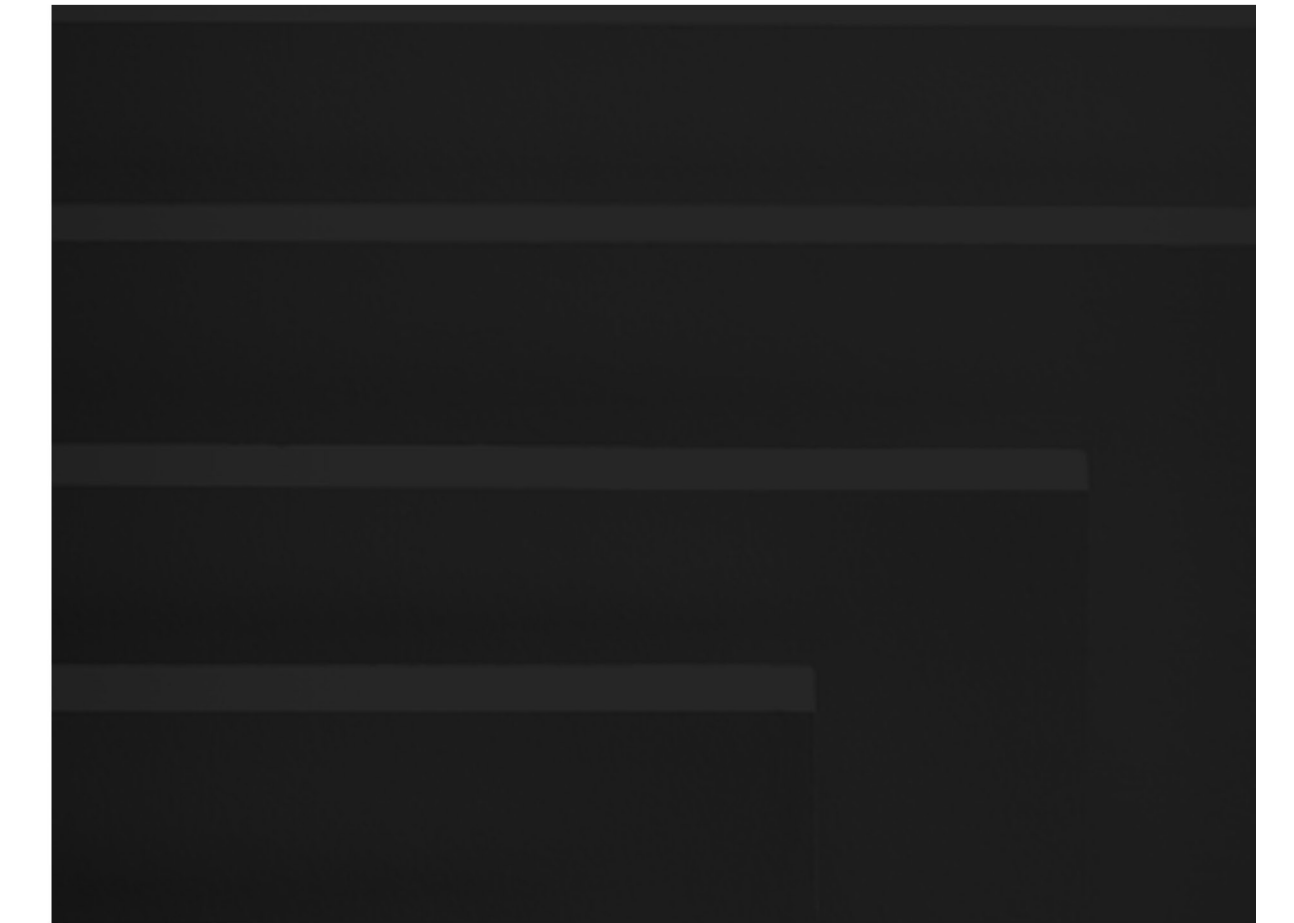
Solomon Colors
Mortar Color "94X"



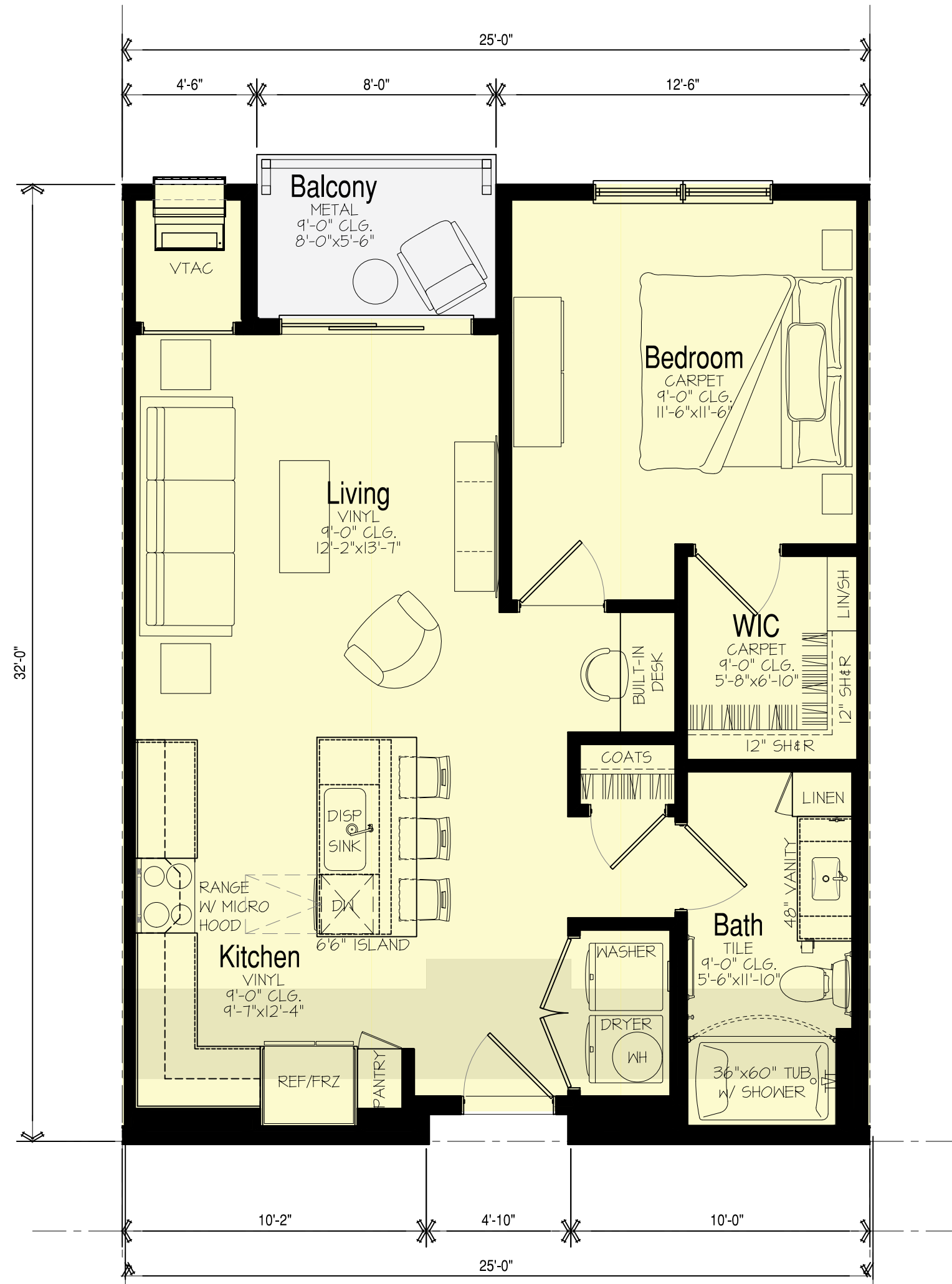
Fiber Cement Panel
James Hardie "Anchor Black"
Smooth Finish



Fiber Cement Panel
Painted Fiber Cement Trim
James Hardie "Aged Pewter"
Smooth Finish



Painted Nominal Fiber Cement Trim
James Hardie "Anchor Black"
Smooth Finish



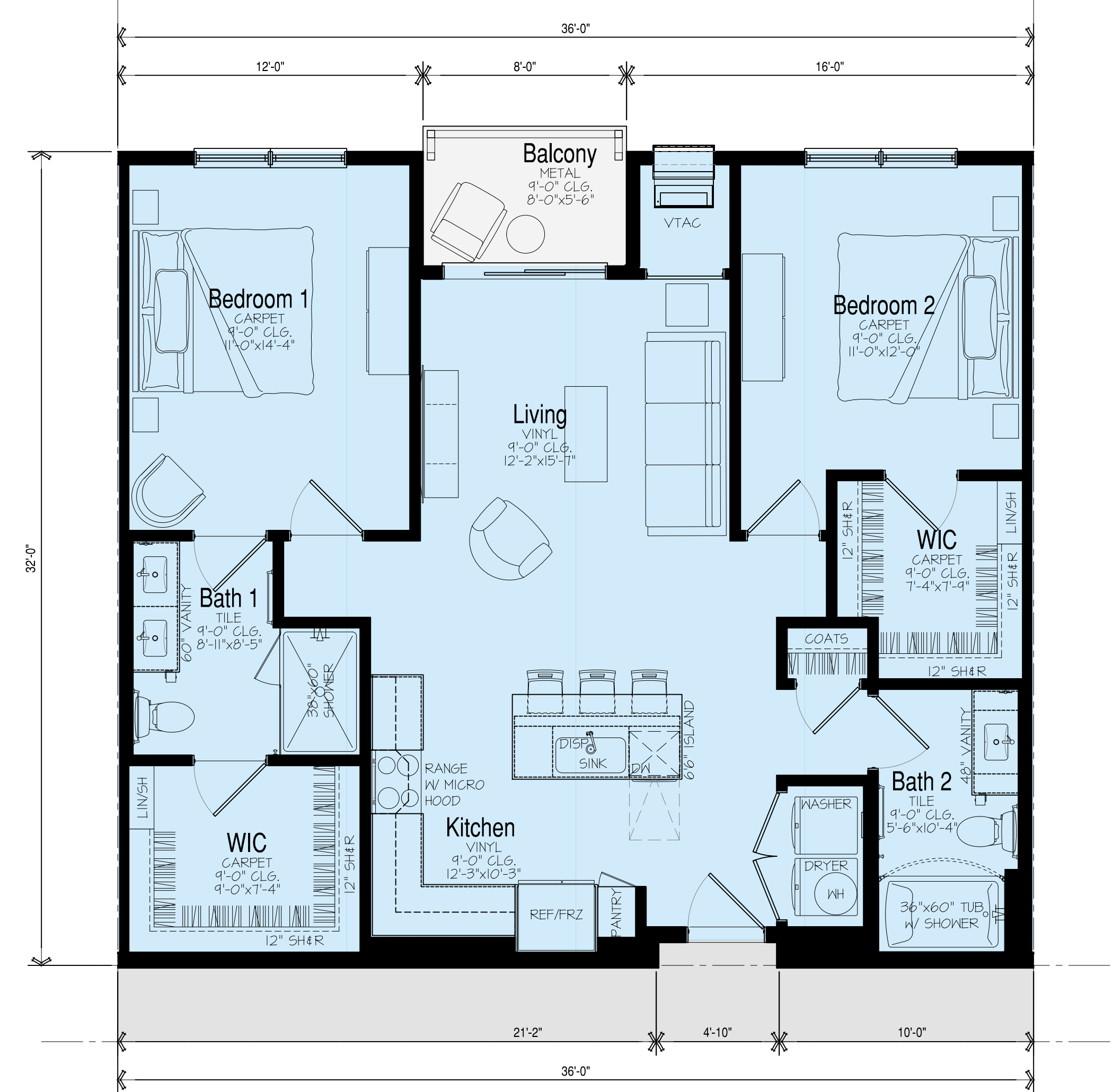
ANSI Type B: 1 Bedroom / 1 Bath
 NRSF: 759
Unit - A2 Floor Plan

SCALE: 1/4"=1'-0" xfr-A2



ANSI Type B: 2 Bedroom / 2 Bath
 NRSF: 1150
Unit - B1 Floor Plan

SCALE: 1/4"=1'-0" xfr-B1



ANSI Type B: 2 Bedroom / 2 Bath
 NRSF: 1111
Unit - B2 Floor Plan

SCALE: 1/4"=1'-0" xfr-B2

Golf Crossing Redevelopment at Golf Road and Arlington Heights Road Project Phasing

UrbanStreet Group, LLC-ACQ anticipates a phased development approach. Phase 1 will include demolition of existing infrastructure, all site development related utility installation and roadway improvement, improvements along the Golf Road right of way with a “pad ready” sites for the retail lots and the senior affordable housing building #7, and the construction start of multi-family buildings #1-6.

Phase 2 will include the anticipation construction start of the retail lots, and upon receiving affordable housing funding, anticipated start of construction Building #7 senior affordable housing units by our affordable housing development partner.

The anticipated schedule is set to start site improvements by Spring 2026. The overall development’s first move ins are anticipated to start late 2027 with targeted completions by Fall of 2028 to 2029 pending the award cycle of state funding applications.

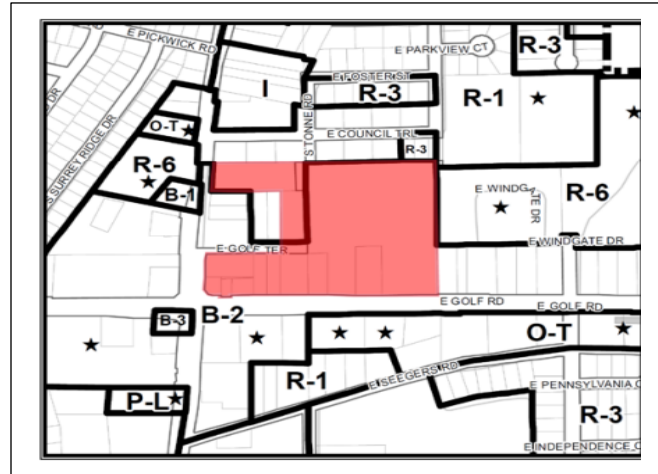


Village of Arlington Heights Staff Report to the Housing Commission

Project Title: UrbanStreet Group, International Plaza Development
Address: 4-214 E Golf Rd., 15 & 139 E Golf Terrace, 1665 S Arlington Heights Road

To: Housing Commission
Prepared By: Nora Boyer, Housing Planner
Meeting Date: August 3, 2022
Action: Preliminary Review

Developer Representative:
Jon Dennis
UrbanStreet Group, LLC
2250 Progress Parkway
Schaumburg, IL 60173



Project Background:

UrbanStreet Group, is proposing a plan for the redevelopment of Tax Increment Financing (TIF) 4 area that includes the International Plaza Shopping Center and certain other adjacent lots. The proposal calls for the demolition of the existing shopping center for redevelopment as a 302unit multi-family apartment complex at the rear of the site and approximately three new commercial outlots fronting along Golf Road.

The multi-family apartments would be located across seven buildings, each four stories in height and together totaling just under 400,000 square feet of residential floor area. Six of the seven buildings would consist of market rate units (total of 265 units). The seventh building, at the northwest corner of the site, would be reserved for affordable units (37 units). The developer proposes to partner with an affordable housing developer for construction of the seventh building.

Preliminary Review

UrbanStreet Group is seeking preliminary review of its affordable housing approach from the Housing Commission. The purpose of a preliminary review is to give the developer an opportunity to receive feedback from the Village to assist the developer in refining their plan and deciding whether or not it appears feasible for them to proceed forward with the proposal. It is not required that a developer address all of the Code requirements for a development plan at this stage, including for the affordable housing component. The Housing Commission's purview for review is limited to only the affordable housing aspect of the proposal.

This affordable housing proposal addresses several of the Village’s inclusionary housing requirements while others would be reviewed if the developer proceeds with submitting a Plan Commission application, including a full Affordable Housing Plan, for the development. UrbanStreet Group is seeking feedback on the aspects of the affordable housing approach that are being presented at this time.

The developer’s preliminary affordable housing approach is attached. Below, the affordable housing approach is summarized and compared to the Village’s inclusionary housing requirements.

Preliminary Affordable Housing Approach and Inclusionary Housing Requirements:

According to the Village’s Inclusionary Housing Ordinance (Village Code Chapter 7, Section XVII) the affordable housing requirement for publicly-assisted developments is 10% of the total units. As proposed, the development would be required to have 27 affordable units (i.e., 10% of the 265 market rate units), and the developer states that they intend to meet or exceed this 10% requirement.

The developer proposes to partner with a professional affordable housing developer to create the building containing the affordable units. In their preliminary proposal, the developer discusses the use of Low-Income Housing Tax Credits (LIHTC) that are widely used to provide financing for affordable housing and explains that they would partner with a professional affordable housing developer that has experience with using LIHTC financing. The developer states that they have identified affordable housing developers that are interested in being part of this project; and they are currently in negotiations with Northpointe Development which is a national affordable housing developer that has used the LIHTCs as well as other resources to develop affordable housing.

UrbanStreet Group states that the affordable housing building would be built on a lot that they anticipate would be subdivided from the rest of the development and owned by the affordable housing developer. This lot would be included in the overall site Master Plan, and the affordable building would have the same exterior design as the market-rate buildings. UrbanStreet Group states that they plan to deliver the affordable building site “build ready” with “utilities extended to its property line, graded and cleared for development” and that the Master Plan “will also provide for central stormwater detention for the entire master plan that will accommodate the affordable site.” The Master Plan will include cross access easements and possible shared surface parking.

**UrbanStreet Group Preliminary Affordable Housing Proposal
Comparison of Requirements to Preliminary Affordable Housing Approach**

Village Inclusionary Housing Requirement	Developer Preliminary Proposal
10% affordable is required for publicly-assisted developments	Exceeds requirement. 10% of the market rate units would be 27 affordable units. The developer is proposing a building of 37units, or 10 affordable units beyond the minimum required.
Affordable units are to be available to households at or below 60% or area	Complies.

median income at rents affordable as calculated by IHDA (at 60% of area median income) based on bedroom size	
Affordable units shall be dispersed among the market rate units	Does not comply. Affordable units would all be in one building with the building integrated into the development Master Plan.
Affordable units are required to be affordable in perpetuity	The proposal discusses possible financing through Low-Income Housing Tax Credits that have a 15-year compliance period. Staff notes that LIHTCs approved by the Illinois Housing Development Authority require an “extended use period” of an additional 15 years of affordability requirements. Village will require affordable units remain affordable in perpetuity per the ordinance.
Exterior appearance shall be compatible with the market rate units	Complies.
Interior features, amenities and structural elements to be contractor grade or higher and energy efficiency improvements to be the same as for market rate units	To be addressed.
Unit square footages to be no less than 75% of the gross floor areas for market rate units with comparable number of bedrooms	To be addressed.
Bedroom mix to be in equal proportion to the bedroom mix of the market rate units unless otherwise approved by the Village	To be addressed based on the proposed tenant mix and any targeted populations such as seniors, singles, couples, or families. However, with increased unit count it is anticipated that this requirement will be met.
Affordable units to be constructed concurrently with the market rate units unless delay is authorized by the Village for reasons such as financing requirements, economies of scale and/or infrastructure needs	Developer has explained that the timing to secure financing for the affordable building (e.g. Low Income Housing Tax Credits) may delay that building while the developer would begin construction on the market-rate buildings. The Village will require controls to ensure the affordable units are constructed within a reasonable schedule.

According to the preliminary proposal, the development would exceed the number of affordable units required by 10 affordable units. Staff's opinion is that this justifies an exception to permit all of the affordable units to be located in one building within the development and all contained within the redevelopment site. Further, Staff is open to discussions concerning the timeline for the construction of the affordable building, but there would need to be controls to ensure that the affordable building is developed.

RECOMMENDATION

Staff has reviewed the proposed affordable housing components presented by the developer and are **supportive** of the project which would increase the number of much needed affordable housing in the Village of Arlington Heights subject to the following. Staff's initial review and the Housing Commission's preliminary review are limited to the affordable housing aspect of the project and do not include other topics that are contained in the developer's preliminary proposal:

1. Staff recommends proceeding with development of the concept of a separate affordable building within the redevelopment area project for 37 affordable residential units (10 more than required) subject to the perpetuity of required units and other details to be worked out between the Village and the developer. The developer shall submit a full Affordable Housing Plan, containing the items listed in the Inclusionary Housing Guidelines, as part of the developer's Plan Commission application and appear before the Housing Commission. At which time specific conditions will be drafted for consideration.

Attachment:

1. UrbanStreet Group's Affordable Housing Approach for the Redevelopment of International Plaza in Arlington Heights dated July 26, 2022
2. Development Site Plan
3. Village of Arlington Heights Inclusionary Housing Ordinance
4. Village of Arlington Heights Inclusionary Housing Guidelines

APPROVED

MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
August 3, 2022

IN ATTENDANCE:

Commissioners

Present: David Miller Ken Kiefer
 William Delea Janice Krinsky

Commissioners

Absent: John Eggum Andre Arrington

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Presenters Present: Jon Dennis, UrbanStreet Group
 Jim Wells, UrbanStreet Group
 Teresa Bateman, Urban Street Group
 Jake Victor, Northpointe Development

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Commissioner Miller.

II. Roll Call

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

Absent: J. Eggum & A. Arrington

A motion was made by Commissioner Kiefer, seconded by Commissioner Delea that Commissioner Miller serve as the chairman of the meeting in Chairman Eggum's absence.

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

Nays: None

Abstain: None

III. APPROVAL OF MINUTES

A motion was made by Commissioner Delea, seconded by Commissioner Kiefer to approve the minutes of the May 18, 2022 meeting with two typographical corrections.

Ayes: K. Kiefer, W. Delea & D. Miller

Nays: None **Abstain:** J. Krinsky

IV. AMENDMENT OF AGENDA

A motion was made by Commissioner Miller, and seconded by Commissioner Krinsky to amend the meeting agenda and move New Business Item: Preliminary Review of UrbanStreet Group Affordable Housing Approach for International Plaza/TIF 4 to next on the Agenda.

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

Nays: None

Abstain: None

V. Preliminary Review of UrbanStreet Group Affordable Housing Approach for International Plaza/TIF 4

Commissioner Miller introduced staff Nora Boyer who provided a summary of the purpose of the preliminary review. She also provided a summary of the Staff Report that was included in the Housing Commission packet. This summary described the overall development as including a total of 302 apartments of which 37 would be affordable. She reviewed the comparison of the preliminary proposal with the Village's Inclusionary Housing Ordinance and pointed out where the preliminary proposal exceeds, complies with, does not comply with, or does not address the provisions of the Ordinance. She concluded by stating that Staff recommends proceeding with the development concept as presented including a separate affordable housing building within the redevelopment area at the proposed 37 affordable units pointing out that the proposal has 10 affordable units than is required. Staff emphasizes that the affordable units are to be affordable in perpetuity.

Commissioner Miller introduced Jon Dennis with UrbanStreet Group and Jake Victor with Northpointe Development. Jim Wells and Teresa Bateman with UrbanStreet Group were also present.

Mr. Dennis provided an overall overview of the proposed redevelopment pointing out that it currently contains a largely-vacant shopping center. He said they have been working on the project for about a year. The proposed redevelopment is a mixed-use project that would include retail/commercial/medical uses along Golf Rd. The rest of the space would be residential. There would be 7 multi-family, apartment buildings with six at market rate and one affordable. He described his company's experience with similar projects in the Chicago area.

Mr. Dennis stated that under the proposed approach, the planned 37 affordable units would all be included in one building. He said that UrbanStreet Group believes in affordable housing and they are taking an approach that not only meet but exceeds the number of affordable units required by the Inclusionary Housing Ordinance. They think they can do this by developing the market rate buildings and an affordable building.

Mr. Dennis stated that they believe in and support inclusionary housing and want to support or exceed the affordable housing goals. To accomplish this, UrbanStreet Group (which has experience and expertise in market-rate rental development) plans to partner with Northpointe Development (which is an experienced affordable housing developer). He stated that this is a challenging site to redevelop, but they found a way to include 37 affordable units. He explained that UrbanStreet Group found a development partner in Northpointe Development has developed 1,200+ affordable housing units and that can access resources that UrbanStreet Group cannot.

Jake Victor thanked the members of the audience from coming and stated that as an affordable housing developer he appreciates their support of affordable housing. He acknowledged the hard work put into the Inclusionary Housing Ordinance.

Mr. Victor described his company's experience in developing affordable housing and the benefits of partnering with UrbanStreet Group. He said the plan here is to do a senior affordable building (age 55+).

Mr. Victor explained that Northpointe Development uses Low-Income Housing Tax Credit (LIHTC) financing, awarded through the Illinois Housing Development Authority (IHDA), to build affordable housing. He provided details on the proposed affordable building stating that it would be composed of 37 units, be a senior building, would be for tenants with annual incomes at a maximum of 60% of area median income (and possibly lower), would include amenities suitable for seniors. It is expected that 25% of the units would be 2-bedroom units which is something that is desirable to seniors who are downsizing. He said that Northpointe Development provides a building management company with experience in running affordable housing. He also stated that affordable housing Northpointe Development develops is designed to be affordable in-perpetuity, and there is agreement with the Village's Inclusionary Housing Ordinance that point. He said they may partner with a non-profit at the building.

Mr. Dennis addressed how the development is planned to be developed. He said that they are at the beginning of the entitlement process and that the market rate and affordable components are both part of the overall master plan. He stated that the affordable building will be subject to a somewhat different timeline than the market rate buildings due to the IHDA calendar for awarding LIHTC which are awarded annually.

Questions from the audience were taken. There was a question about the likelihood of receiving the LIHTC funding. Mr. Victor responded that the proposed affordable housing plan scores well against IHDA's scoring criteria and that funding for senior rather than family housing is more likely to be approved. His opinion is that the greatest challenge with regard to IHDA funding is it is a very competitive process and sometimes proposal must be submitted more than once before receiving financing. Northpointe Development intends to keep applying until the funding is awarded. The anticipated timeline is an award from IHDA in June of next year with construction to begin in November unless they need to reapply.

George Motto from the Senior Commission said that there is a concern about the affordable housing element of the development falling by the wayside. However, he also said that a survey done in connection with the Village's Age-Friendly Community effort revealed that senior housing was the number 1 concern of seniors in the community. He said that the news that the affordable units in this development would be for 55+ is phenomenal.

The developers were asked about affordable units for persons with disabilities. Mr. Victor responded that the design would be ADA compliant. A percentage of the units would be developed according to Universal Design Standards. Mr. Victor was asked about serving persons with mental illness and responded that they are welcome to live in the building and the management company is experienced with assisting tenants with making connections with services.

The developers were asked why it was not being proposed that the affordable units be disbursed among all 7 buildings. Mr. Victor responded that one building is the only way they could get up to 37 affordable units

and may also enable them to provide units at rent levels to even lower-income tenants (lower than 60% of area median income).

Commissioner Miller asked the developer to explain if it is the funding that would prevent the affordable units from being disbursed. Mr. Dennis said that the LIHTC program is not available to Urban Street Group which is a reason from bringing in Northpointe as a partner. He said that he does not think the tax credit financing would allow disbursement, and Mr. Victor stated that it would not. Mr. Dennis said that this is the approach and that has been used in other places. Mr. Victor said this is no different from other buildings they have built which are alongside market rate units, but in this case, it is being done at the same time.

Commissioner Miller asked what would happen if the LIHTC financing does not come through. Mr. Dennis said that they are confident that it will due to the high scoring. He said they have a good partnership with Northpointe Development, but if it came to that, UrbanStreet Group would seek another partner and UrbanStreet Group will keep at it until the financing is approved. Mr. Victor said that there is an advantage to working with UrbanStreet Group on this project because normally if a proposal is not funded by IHDA on the first funding round, Northpointe usually needs to negotiate with the property owner to reserve the property through a second funding round. In this case, the owner is UrbanStreet Group which understands and is prepared for the possible eventuality of needing to go through a second LIHTC application round with IHDA.

Commissioner Miller said that the challenge will be that it was intentional in the Ordinance that the affordable units be disbursed, and there is also an issue with the question of the affordable housing being delayed. Mr. Victor was asked about timing and reported that they anticipate that the LIHTC will be awarded for the project in June and group breaking would take place in November of next year.

Jim Wells said that there will be 5 – 6 months needed for demolition, burying utilities, installing underground detention, etc. to make the site ready. After discussion of the required site work and anticipated construction schedules it was thought that the timing for construction of the affordable and market rate buildings are not that far apart and it is possible that the one affordable building could even be ahead of completion of the six market rate buildings. UrbanStreet Group said that they do not open until construction is completely finished including the club house. Even if the LIHTC application goes into a second cycle, all buildings may be ready to open about the same time.

The audience asked about the proposed location of the affordable building to one side of the development and advocated for a more central location of the building in order for the affordable building and tenants to be fully integrated into overall site. Several reasons were discussed for the affordable building location including how the buildings fit on the site and avoiding on-site construction conflicts between the affordable building and the market-rate buildings. Mr. Victor stated that they usually build next to market rate buildings, and that the proposed location is still incredible and will have would have access to overall site amenities such as shared parking. He said that his company has built affordable housing next to market rate housing and this has been beneficial for both. Mr. Dennis said that the utilities will be delivered to the location of the affordable housing building and the affordable building to one side will enable Northpointe to work at its own pace without conflicts with the rest of the area. He pointed out that the distance from the affordable building to a market rate building is only about 60 feet.

Commissioner Kiefer thanked UrbanStreet Group and Northpointe Development for considering our community for this development. He also thanked the audience from coming and stated that public input is

welcome. He said that the Village is serious about the affordable housing topic and cares about its Inclusionary Housing Ordinance. He asked Ms. Boyer about staff's reaction to the overall proposal. Ms. Boyer said that staff's view of the overall, mixed-use proposed development is favorable. Staff is supportive of proceeding with the concept of the separate affordable housing building with more information about that and the issue of timing. She said this preliminary review process is helpful in gathering more information.

Commissioner Kiefer reviewed the standard in the Inclusionary Housing Ordinance for granting relief from the Ordinance requirements and said that the developer would have to demonstrate undue hardships that justify the relief. He said that the developer will need to demonstrate their hardship that would make disbursing the affordable units not feasible.

Mr. Dennis said that exceeding 10% is not possible if the affordable units are disbursed. Mr. Dennis responded that financing is a strong factor in how the plan was put together including the issue that there are only 16 years remaining on the TIF. He said that they are looking for solutions to the challenges of the site and think they found a solution on the affordable housing. He said their goal is to exceed the number of affordable units called for by the Affordable Housing Ordinance, and therefore, sees the project as positively responding to the Ordinance rather than seeing it as one that needs relief.

Commissioner Kiefer expressed that the timing of the development of the seventh (affordable) building is a factor that needs to be considered moving forward. He asked about the exterior and interior construction materials and assurances that the affordable building would be of equal quality as the market rate buildings. Ms. Dennis responded that the master plan will set design and material standards and that the affordable building will not be discernable from the market rate buildings. It was also discussed that the exterior property management of the full site would be handled by the same management company for consistency in the exterior maintenance and appearance of the full site. There was a question about rent rates. The response was that the rents for the 2-bedroom market rate units would be around \$2,500 - \$2,600 and the affordable units for a two-bedroom would be around a \$1,400. Mr. Victor stated that some of the affordable unit building space would likely be proposed as amenity space rather than garages. Some in the audience said that seniors need covered parking.

There was a discussion regarding which amenities would be shared between the affordable building property and the market rate property. Some in the audience advocated for access by the affordable building tenants to amenities such as the club house in the market rate area. Security concerns were touched on, and it was stated that how amenities will be shared will need further exploration.

Commissioner Kiefer concluded his feedback by stating that he agrees with the focus on a senior community and providing the affordable units to tenants at 60% of area median income. Below 60% of area median income would be even better. Those are his recommendation with regard to the affordable component.

Commissioner Delea returned to the question of what would happen if the affordable housing funding does not come through. Mr. Dennis said that they are subject to the Village's affordable housing requirements and will find a way to comply. Commission Delea said that he has no complaint about the affordable units being in a separate building based on the developers' explanations for the reasons.

Commissioner Krinsky stated that she likes the plan and the location of the proposed affordable building. She said that the market rate buildings are more likely to have children and the location of the affordable

building may possibly be quieter. She said that as laid out, children in the market rate units would be closer to the park and elementary school. She said that most of her questions were answered, but she had a question about whether use of the pool would be available to the affordable building tenants and encouraged the further discussion about the shared amenities. She said that redevelopment of this area has been needed for a long time and pointed out that the TIF has already been extended once.

Fred Vogt identified himself as a member of the Senior Citizens Commission and said that the Village needs to consider making sure that the affordable component of the project gets built. He said that he has seen too many developments where the affordable housing component has not happened. He urged the Village use whatever means necessary to ensure that the affordable housing is built. Otherwise, he said the project is very good.

Sue Viecelli, who is a member of the Senior Citizens Commission, stated that they are happy to hear that the affordable building would be for persons 55+. She mentioned the age-friendly survey and pointed out that this housing would be in close proximity to the Senior Center.

John Dyer stated that his concern is the protection of the Inclusionary Housing Ordinance. He is concerned that granting relief may weaken the Ordinance for when the next developer comes along seeking relief.

Mr. Victor was asked if there would be 24-hour, on-site management of the building and about the affordable building's amenities. He said that there would be on-site management, but it may not be overnight. He said that the amenities inside the building would include things such as a library, pool room, and community space for board games. He said that Northpointe Development is a for-profit company but may partner with a non-profit organization. It was pointed out that the affordable building would likely fill right away.

There was a question about whether the Village is putting any money into the project. Ms. Boyer said that question was not the purview of the Housing Commission, she did not have information on that topic, and that topic would be covered at other meetings. Mr. Dennis generally talked about the TIF and the need for the public/private partnership at this location.

Linda Waycie said that she is a representative of Southminster Presbyterian Church's Faith in Action Team. She said that she is thankful for the Inclusionary Housing Ordinance. She said that she knew the Ordinance would be challenged and that this developer is challenging it. She pointed out that the Ordinance calls for the integration of the units. She asked that the Village look into everything that was said by the developers tonight including what they were told by IHDA. She said that she did not know if it is true that LIHTC are not available at this time in Arlington Heights for more general housing. She said that it is been stated that senior housing is difficult to develop, but an affordable senior development was just built in Mt. Prospect. She said that the Village should look into Evanston's experience in developing lots of affordable housing and that Evanston has been successfully integrated affordable units into market rate buildings. She said that she questions whether the amenities of the buildings 1-6 area will be fully shared with the affordable building. She said that she thought that affordable units developed under the Ordinance were supposed to be available to all residents that meet the income guidelines in the Village of Arlington Heights. She said that rents are going up for everyone and hopes that the Village will not be blindsided by offer of 10 more units than are required.

Doug Harrison said that he came to represent Our Saviors Lutheran Church. He stated that the Village should do thorough research on this project.

Keith Moens stated that the developer would need relief from two requirements. One is the segregation of the affordable units from the other units, and the second is that it is not being proposed that the affordable building be built concurrent with the market rate buildings. He said that there is a good chance the affordable building will not get built. He said that it is stigmatizing to the tenant segregate the affordable units and that the affordable units need to be integrated into the market rate buildings. He said that the proposal goes against intent of Ordinance. He said that UrbanStreet Group is benefitting from TIF goodies so they can comply now, not in future. He also questioned one developer being allowed to use another developer to fulfill its obligations.

Commission Krinsky stated that she is confident that the Village will take this seriously, look into everything, and make sure we get a fair deal. Commissioner Krinsky said that she had hoped for affordable housing for families since there is such a great need, but she understands that there is a great need for affordable senior housing too. She asked for clarification on whether this as a LIHTC project needs to be senior housing rather than family housing. Mr. Victor responded that he spoke with IHDA on the phone last week and asked about options. The IHDA representative said that since Arlington Heights was approved for tax credits for a family development just last year that just broke ground that family housing (not age-restricted) would likely not get funded at this point, and that senior housing would be more likely to be funded.

Ms. Cayer suggested that if the building were less extravagant that it would not need TIF money.

Miel Johnson introduced herself as representing the League of Women Voters. She said they were delighted by the redevelopment of International Plaza and proposed housing for seniors. She said they are concerned about the segregation of the affordable housing, sharing of amenities, and concerned that the affordable building will not be built. She said the League of Women Voters is asking the Village to uphold the spirit and intent of the Inclusionary Housing Ordinance.

There was a question about whether tenants in the senior building would be allowed to have grandchildren they are raising in the building. Mr. Victor said that he would look into this.

Commissioner Miller concluded the input at this meeting was a good representation of what the developers will hear throughout the process. He recommended taking the comments seriously and elaborating on those items. Mr. Miller said that this is a pro-affordable housing community. Mr. Victor said that it is rare for a community to have a Housing Commission and so many residents supporting affordable housing.

V. REPORTS

None

VI. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reported that there are three open projects. She said that the applicants for Case 2022-02 are requesting a waiver from the requirement that a homeowner have owned their home for at

least 2 years prior to being eligible for the program. The applicants purchased the home in May 2022. The Housing Commission's direction was that the 2-year residency requirement be upheld but staff can suggest to the applicant that they can come back in 1 year for reconsideration of a waiver.

B. 2022-2023 Annual Action Plan CDBG Allocations

Ms. Boyer reported that the Village Board allocated \$100,000 for the Single-Family Rehab Program and \$68,240 for the Group Home Rehab Program. The pending grant applications for the Group Home Rehab Program total \$104,175 and the Housing Commission will need to make some funding decisions in the next couple of months.

C. Affordable Housing Trust Fund – Request for Expressions of Interest (REOI) Update

Ms. Boyer said that mailing lists are being finished and she hopes that the REOI will be released soon.

D. Rental Registry Recommendation Update

Ms. Boyer said the Administration responded that this is not a project that can be moved forward at this time.

VII. NEW BUSINESS

A. Housing Commission 2023 Budget Request

A motion was made by Commissioner Delea and seconded by Commissioner Kiefer to submit a 2023 Housing Commission budget request in the amount of \$1,300.

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

Nays: None

Abstain: None

VIII. OTHER BUSINESS

Ms. Cayer asked if anyone knew when Cook County would be sending out the property tax bills that are normally sent out in July but have not gone out. Commissioner Krinsky responded that it is not a Housing Commission matter but she happened to see online that there is a data sharing problem and the bills may not go out until 2023. Ms. Cayer also said that she heard that there are more homeless people and asked if the Housing Commission addresses this. Ms. Boyer said that CDBG funds are provided to address homelessness to Journeys|The Road Home, Northwest Compass, and WINGS shelter. Ms. Boyer said she does not know the plan for restarting the PADS program.

Keith Moens urged the Housing Commission to stick form on the requirements of the Inclusionary Housing Ordinance.

VIII. ADJOURNMENT

A motion was made by Commissioner Delea, seconded by Commissioner Kiefer to adjourn the meeting. The meeting ended at 8:40 pm.

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

Nays: None

Abstain: None

Cancelled: August 17, 2022 Meeting

Next Meeting: Wednesday, September 21, 2022 at 7 pm