

APPROVED

**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