



AGENDA
HOUSING COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
November 19, 2025
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. October 15, 2025
- IV. REPORTS
 - A. Status Update on Inclusionary Housing Projects
 - B. Affordable Housing Trust Fund Balance
- V. OLD BUSINESS
 - A. Affordable Housing Trust Fund Guidelines
- VI. NEW BUSINESS
 - A. 2026 Meeting Calendar
- VII. OTHER BUSINESS
- 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
HOUSING COMMISSION
COMMISSIONS ROOM, VILLAGE OF ARLINGTON HEIGHTS
OCTOBER 15, 2025 - 7:00 PM**

IN ATTENDANCE:

Commissioners

Present: Ken Kiefer - Chairman
Dave LoSavio Janice Krinsky
William Delea Marina Reynaga

Commissioners

Absent: David Miller

Staff Present:

Emily Rodman, Dir. Planning & Community Development
Michael Lysicatos, Asst. Dir. Planning & Community Development

Others Present:

Fred Vogt, Senior Citizens Commission
Steve Raminiak, Senior Citizen Commission

I. CALL TO ORDER

The meeting was called to order at 7:00 pm by Commissioner Kiefer.

II. ROLL CALL

Present: W. Delea, M. Reynaga, D. LoSavio, J. Krinsky & K. Kiefer
Absent: D. Miller

III. APPROVAL OF MINUTES

A motion was made by Commissioner Delea, seconded by Commissioner LoSavio to approve the amended minutes of the September 9, 2025 meeting. The motion was approved by majority voice vote.

IV. REPORTS

A. Status Update on Inclusionary Housing Projects

Mr. Lysicatos gave an update on projects with most relevance. First, East County Lane Townhomes, were recently entitled and are going through the final plat process, permits are also being review at this time. Full Circle permits have been approved, fees have been assessed, once paid they will move forward. The Gateway Project, Arbor House, expected to be done in April, 2026. 5 North Douglas, is currently under review, this is in the Hickory/Kensington redevelopment area.

V. OLD BUSINESS - None

VI. NEW BUSINESS

A. Affordable Housing Trust Fund Guidelines

Ms. Rodman began by refreshing the commissioners about the Oak Park Affordable Housing Guidelines that are pretty robust guidelines that govern how they evaluate proposals to request funds from their Trust Fund. This commission reviewed those and

gave staff direction you were comfortable using them as a model for Arlington Heights. Staff has taken and modified the document to fit what our Trust Fund requirements are and what we believe are the needs of our community. At this point, this is a product of staff, but wanted to bring it to this group so that we could have you evaluate it and provide us some feedback. Ultimately, the goal is for the commission to recommend to the Village Board this be a document we adopt and be the process that we use going forward.

Ms. Rodman walked the commissioners through a presentation outlining the Trust Fund. Created in 2013 with the objective of producing and preserving attainable housing units within the Village. The fund is funded through linkage fees for new residential construction, a fee at time of permit that goes in directly into the Affordable Housing Trust Fund and then developers who are building more than 10 multi-family units are required to provide a percentage of those units as affordable and if they don't then they pay a fee in lieu and that fee goes into the Affordable Housing Trust Fund. Access those units must have annual incomes at or below 60% of the Chicago, Joliet, Naperville metropolitan statistical area. The Trust Fund ordinance is very clear about how the monies can be used. The Comprehensive Plan has both population and housing goals and population and policy goals.

Ms. Rodman highlighted policy number 3 is to prepare and maintain results of demographic and housing studies to assist in planning future developments. In the strategic priorities for 2026 - 2027 business plan is to conduct a housing study, both a census or an inventory of our existing housing stock, renter versus owner occupied, looking at the number of units, the condition of the units, the price point of the units, to get a full picture of the housing stock that exists in Arlington Heights. The other side of that is the demand side of the study, evaluating where is the demand for units, where are the gaps, and at what income levels are there gaps in housing, giving us a full picture of what our housing needs are in the community. We have not finalized exactly how that will be implemented; however, we certainly envision the Housing Commission will play a large role in that process, and we will be utilizing an outside consultant as well.

The Housing Commission essentially is in place to ensure that people have access to housing by increasing the number of housing units for low- and moderate-income families and individuals. The Affordable Housing Trust Fund ordinance does identify target populations to be served, seniors, elderly veterans, persons with disabilities, current residents, and then employees of those businesses or organizations within the Village. This commission established priorities in 2022 and recommended to the Village Board under each of those 3 categories of activities that are available or eligible for funding and so this group ranked these items as high, medium, or low priority. The Village Board generally concurred with the priorities. The target populations listed here the Housing Commission had them all ranked as high priority and the Village Board did not agree with that, they felt that the seniors, veterans, and persons with disabilities should be ranked as high priority, and that current residents and employees and businesses and other organizations should be lower priority. Staff has been looking at how we can improve and enhance the administration of the Trust Fund.

The application process is a 3-step process. The first step is the initial review which is done by staff, if it is complete, it would be forwarded to the Housing Commission for discussion at a meeting. The next step is the commission's review of the application. Staff would forward the applications to review and then at a public meeting the applications would be discussed, going through the criteria, discussing rankings for the criteria and then ideally collectively the commission would come to a consensus on what applications warrant funding. Those recommendations would be forwarded to the

Village Board for their consideration. If the Village Board approves, funding would be dispersed once they have obtained any approvals they need and fully complied with all other Village regulations.

Applicants cannot use the Housing Trust Fund dollars to satisfy the requirement to provide units under the Inclusionary Housing Ordinance. The reason for this is we do not want a developer coming in who is required to provide a 7.5% of their units as affordable, but comes to us saying they will provide 3%, and use Housing Trust Fund money to make the payment in lieu for the rest that exceeds the 2.5%. This is not how the Trust Fund is intended to be used. There will also be some language in the agreements that they would ultimately execute whereby if they did not fulfill the requirement for how long the units remain affordable or attainable there may be a requirement that they have to repay funds or some other remedy that the Village would be included as well. Ms. Rodman then reviewed the process of the application and criteria.

Commissioner Delea asked a question about what was mentioned to the Village attorney about the current Village population, and some of us have questions about trying to keep the population that way, knowing our diversity is not what it could be, but are we giving priority to the population that is already here.

Ms. Rodman stated that with these particular criteria, it can be problematic when there is federal funding involved, federal funding does not allow you to have the local preference. For example, the International Plaza project can first be offered to local residents first, but then they would select from that group via a lottery.

Commissioner Dela understood that when the Trust Fund was put together, it gave the Arlington Heights worker the opportunity to live in Arlington Heights affordably, based on wages from their employer. This was a strong selling point.

Commissioner Kiefer inquired about detailed revenue information; he does not recall receiving this in the past. Would this be something we could receive on a semi or annual basis in writing giving an overview?

Ms. Rodman stated that could share a list from the accounting system that outlines the revenues coming in. There are no expenses in the Trust Fund. Currently there is approximately \$1.2M in the fund. The commission agreed that the having the information in the packet quarterly would be sufficient.

Ms. Rodman mentioned in the future the process for applications might be to have an initial call for projects and then accept applications on a rolling basis. Staff is open to suggestions.

Commissioner Reynaga suggested only once a year to simplify and to be able to compare the different projects and budget accordingly.

Commissioner Krinsky is concerned about the limits on only once a year, if there is need for a project and the timeline for the next application period is six months away, that may be difficult. She supports the rolling application process.

Ms. Rodman expressed that a review, based on a complete application and staff's availability could be about 2 weeks. Then it would be forwarded to the commission for review and voted on at the next commission meeting, so max two months.

Commissioner Delea shared his experience with builders over the last 5 years, life has changed as we knew it. It would be a lot of work put on us to review only once a year. If the commission is keeping up with the due diligence along the way, a slow and steady stream of builders and developers would work better.

Commissioner Krinsky suggested on coming up with an independent rating and trying it out for 6 months or a year and then re-evaluating. She also emphasized that we all need to be aligned on the objectives moving forward.

Commissioner Kiefer would like to move forward on a trial basis and work through the time frame that works for staff and the commission. The bottom line is we need to give the commissioners enough time to review, and even discuss it when we come together.

Ms. Rodman pointed out the scoring of the application would take place at a meeting when the applicant presents their project to the commission. Then on a subsequent meeting the scoring would be revealed. The intent is to assess the overall project, and the applicant bringing the project forward the applicant has had experience in the past. These categories can be shifted to weigh them as the commission sees fit.

Mr. Lysicatos stated if we are going to have a scoring system, it would be more efficient to have applications once or twice a year, because if it is on a rolling basis, you will not be able to compare the score to others.

Ms. Rodman mentioned that the commission can put a limit on the amount that the applicant can request, and then through the Trust Fund budget we will can award the project.

Commissioner Kiefer questioned if a limit of X% of the Trust Fund in the criteria, something to protect, allocate or give flexibility of funds to a particular project. The commission will want to serve as much of the community as possible. Hence, this commission is responsible to provide a budget to the Village Board, so perhaps a cash flow report would help this part of the process.

Ms. Rodman assured the committee that staff has been preparing the budget. No projects are currently being proposed. Going forward if the commission would like to recommend a budget and not exceed that budgeted amount that would protect the commission, this would be one option.

Commissioner Kiefer directed staff to go back and make a recommendation as to the commission's options.

Commissioner Reynaga suggested adding the importance of a detailed marketing strategy that would support Arlington Heights residents and was supported by Commissioner Krinsky. However, it may not be good to put in writing if it gives a perception of being biased.

Ms. Rodman suggested rather than creating a separate marketing category under the service of Village priority populations, add something here that specifically references the marketing plan. For example, the project serves "X" amount of the target population and includes a detailed marketing plan. No need to say who they are marketing to we can just call out the marketing plan and then the commission can talk at the meeting about the specifics of whatever is in that plan.

Commissioner Kiefer stated that the commission does not have a consensus on how to get Arlington Heights residents into these buildings. Questioning if it can just be asked of the applicant at the time of application or does it need to be in the scoring criteria.

Ms. Rodman confirmed that the commission can certainly ask the question, it is your decision if you choose to make it part of the formal scoring. This can certainly be revisited at the next meeting.

Commissioner Kiefer confirmed that this was discussed under fair housing a couple years back, so perhaps the Village attorney could review on the commission's behalf. Perpetuity should be required in the ordinance. He also questioned how would a project regenerate the funds for the trust.

Ms. Rodman stated that is a challenge, staff has met with non-profits that work with affordable housing developers, and it really does not get paid back unless it is over 30 or 40 years. They may ask for a loan, and it could come back.

Commissioner Kiefer inquired if there were any opportunity to relax zoning standards for these types of projects.

Ms. Rodman confirmed that there is currently a density bonus in Inclusionary Housing Ordinance. Which means they can increase their total unit count above the inclusionary housing units within the development. Parking is separate. The commission potentially could put in place regulations whereby they are getting some relief from some of the requirements if they are providing affordable housing. This is currently not in place.

Commissioner Delea asked if a profit developer vs a non-profit developer get scored differently, in favor of a non-profit getting a 10 automatically?

Commissioner Krinsky does not like that solution, however believes that the commission needs to come up with a consistent solution across all categories.

Ms. Rodman suggested as the commission continues to evaluate all of this, this is an example of framework, there can be yes/no, check boxes, point scores, etc. Scores will be shared with the applicants; however, the applicant could ask about the commission's score and take the public comment but would not have to respond, maintain transparency.

VII. OTHER BUSINESS

A. Next Meeting and Agenda Items – November 19, 2025

Ms. Rodman asked if the commission would like to receive an annual Outlook invite. The commission liked both, so it was decided to send Outlook invite for the entire years and a reminder email the Friday before the meeting. Commissioner Kiefer stated that this commission does not meet in December.

VIII. Public Comment

Mr. Vogt with the Senior Citizens Commission, stressed the need for senior housing. A lot of data has been collected on the need, and would like to present to the Housing Commission in the near future. This data would present a use for the Trust Fund money. Mr. Raminiak reiterated the need for the senior population housing, and how this Trust Fund money could be allocated.

Ms. Rodman confirmed that it was brought her attention of the data and has spoken to Ms. Colagrossi and Ms. Tsagalis, Director of Health & Human Services. The Village Board through their Strategic Planning process has indicated they continue to be interested in supporting and pursuing attainable housing in the community. As part of that process, staff builds out action items to support that priority in a business plan, and that process is underway. The direction from the Board currently is to establish guidelines for how to use the Trust Fund. From a staff perspective we need to establish these guidelines before we add programs. The Planning and Community Development has been tasked with 6 strategic priorities; at this time, we are prioritizing the work currently. More to come and staff will be bringing back what non-profit organizations can help with our programs.

Mr. Raminiak questioned how all this data was collected and now staff is telling us we cannot present the data?

Ms. Rodman stated that presenting the data is not objectionable. The issue is that consideration of new programs this evening is not part of this commissions work plan for this year. The priority for this commission is to meet their obligations under their current work plan. It is not that they are not willing to consider it, it is not that there is not merit, there absolutely is. Rather, the commission have been charged with putting together a program for how to utilize these funds. Staff is trying to help them do that because they've been charged to do that by the end of the year.

Mr. Raminiak asked that their 10-page report be presented and discussed.

Mr. Vogt reiterated the need for support and to discuss the Trust Fund money.

Commissioner Krinsky asked if there is a way for the Housing Commission to review the data even if it is not being talked about at a meeting.

Commissioner Kiefer acknowledged the work the Senior Citizen Committee has done, please share the information. He also stated would like to have this put on a future agenda, after the commission has completed its current work.

Ms. Rodman confirmed that staff will share the memo.

IX. ADJOURNMENT

A motion was made by Commissioner Krinsky, seconded by Commissioner Delea to adjourn the meeting. The motion was approved by voice vote. The meeting ended at 9:02 pm.



GRACE TERRACE

Groundbreaking Celebration

1519 S Arlington Heights Rd.
Arlington Heights, IL 60005

Thursday December 4th 2025
10 am - 12 pm

The vision for this project has been many years in the making. This event celebrates important progress in the journey toward bringing that vision to life. The project is anticipated to open in the winter of 2026.

We hope you'll be part of this special event as we come together with community members, partners, and supporters to mark the beginning of construction.

Please RSVP at:
<https://forms.gle/AsEnFJtPhaBkYPit9>



About Grace Terrace

This project is a permanent supportive housing (PSH) development that will provide quality housing and services targeted to persons with disabilities and veterans. The project will include:

- 25-units, one- and two-bedrooms
- Amenities such as community room, laundry room, library and computer lab, on-site property management and service provision.





11/19/2025

Item: Affordable Housing Trust Fund Balance

Department: Planning & Community Development

Item Description:

Fund Balance

At the October 15, 2025 Housing Commission meeting, the Commission requested information regarding the Affordable Housing Trust Fund balance, revenues and expenditures. As of November 1, 2025 the current **fund balance is \$1.334 million.**

The annual revenues to the fund are listed below. There have been no expenditures from the fund.

Year	Amount
2020	\$130,500
2021	\$377,310
2022	\$84,498
2023	\$105,755
2024	\$106,340
2025*	\$72,100

Proposed Budget

The 2026 Proposed Operating Budget includes \$155,000 budgeted in the Affordable Housing Trust Fund (217-4001-520050 Professional Services). This includes \$30,000 budgeted for administration of the fund and \$125,000 for a consultant to assist with conducting a Housing Study.

ATTACHMENTS:

None



11/19/2025

Item: Affordable Housing Trust Fund Guidelines

Department: Planning & Community Development

Item Description:

Background

The Village Board identified "Seek, maintain, and expand attainable housing within the community" as their 8th Strategic Priority in the 2024-2025 Business Plan. The Business Plan included the following action item related to this priority: "Complete Review and Evaluation of Affordable Housing Trust Fund Prioritization and Pursue Implementation." The Housing Commission re-reviewed the identified priorities accepted by the Village Board in the first quarter of 2024. Throughout 2024 and into 1Q 2025 the Housing Commission and staff researched how other communities utilized their housing trust fund dollars. In June of 2025, the Housing Commission concurred with a staff recommendation to develop Housing Trust Fund Guidelines based on Village of Oak Park's model.

Comments/Revisions to Affordable Housing Trust Fund (AHTF) Guidelines

At the October 15, 2025 Housing Commission Meeting, the Commission reviewed and discussed the draft Guidelines as presented by staff. The Commission was generally supportive of the Guidelines as outlined but requested the following changes:

- Corrections of various typos on pages 6, 8 (Scoring Criteria Table) and 9
- Addition of reference to project completion, which has been added to Section VIII "Distribution of Funds" on page 9
- Modifications to the Scoring Criteria table to separate "Overall Project Design" into two categories, now labeled "Overall Project Design" and "Applicant Experience"
- Addition of a requirement for a marketing plan targeting the identified priority populations to be served has been added to the Scoring Criteria Table under "Service of Village Priority Populations" on page 9

The Commission also raised a few issues for further discussion and consideration. These included:

- Discussion of whether the Village should restrict how much money (either a specific dollar amount or percentage of AHTF balance) a particular applicant can request.

Staff does not recommend placing restrictions on funding requests at this time, as the number and type of requests we may receive is unknown. Staff has revised the language in Section V "Budget" to more clearly state recommendations for project funding will be based on application content, scoring criteria, and available funding. As currently envisioned, the Housing Commission would have the authority to recommend full or partial approval of funding requests to the Village Board.

- Discussion of how frequently the Village should accept applications (annually, semi-annually, rolling basis).

After further consideration of the discussion at the Housing Commission meeting and review of Department workflows, staff recommends accepting applications on an annual basis. This would allow the Housing Commission to review applications in relation to each other and the overall availability of funding and make recommendations accordingly. Staff recommends applications be due in June. This timing aligns with the Village's award of Community Development Block Grant (CDBG) funding and is well in advance of preliminary deadlines with the Illinois Housing Development Authority (IHDA) for their funding programs.

- Question whether the Village can request a marketing plan and score projects more favorably if they demonstrate a preference for renting//selling to Arlington Heights residents.

The Village can provide preference in scoring to projects serving Arlington Heights residents. However, this may result in projects receiving state/federal funding scoring lower than non-state and federally funded projects, as such projects are not permitted to restrict the populations they serve based on municipal boundaries. The Village Attorney has recommended the Village consider eliminating the Arlington Heights resident preference from the Village's Inclusionary Housing Ordinance. However, this would require Village Board action.

Additional comments from the Housing Commission did not result in direct changes to the Guidelines document, but will be reflected elsewhere as noted below:

- The addition of a checkbox where the applicant indicates whether their entity is a for-profit or not-for-profit entity will be included on the application form (to be developed).

Next Steps

Village staff will present the revised AHTF Guidelines to the Housing Commission at the November 19, 2025 meeting for review and discussion. If the Housing Commission is supportive of the revised Guidelines, it should make a formal recommendation to the Village Board to implement the Guidelines. The motion would be as follows: *Motion to recommend approval to the Village Board of Trustees of the Affordable Housing Trust Fund Guidelines.*

If the Commission would like additional revisions to the Guidelines, Commissioners should direct staff accordingly. If revisions are requested, the Commission should consider whether holding a special meeting in December would be warranted to further review the Guidelines.

Once the AHTF Guidelines are forwarded to the Village Board, they will be reviewed and discussed by the Village Board at a future meeting. If adopted, Village staff will then draft the appropriate supporting documentation (application form, agreements, etc.)

ATTACHMENTS:

1. AHTF Guidelines_Clean
2. AH TF Guidelines_Redline
3. Attachment A Trust Fund Ordinance
4. Attachment B Trust Fund Priorities

Affordable Housing Trust Fund Guidelines

For Affordable Housing Trust Fund Ordinance see Village Code Chapter 7, Sections 7-1201 - 7-1208



DRAFT
Released for Housing Commission Review
11.19.25

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I. Executive Summary

The Village of Arlington Heights' Affordable Housing Trust Fund (AHTF) was created to produce and preserve attainable housing units within the geographical boundaries of Arlington Heights.

The AHTF is primarily funded through contributions from linkage fees assessed for new construction and small (under 10 unit) multi-dwelling buildings and from fees paid by developers in lieu of providing required affordable units in larger (10 units and above) multi-dwelling buildings, in accordance with the Village's Inclusionary Housing Ordinance (Ord. 2020-025).

Eligible households for supported affordable rental are those households with annual household incomes at or below 60% of the Chicago-Naperville-Joliet MSA. For ownership units, eligible households must have annual household incomes at or below 80% of the Chicago-Naperville-Joliet MSA.

AHTF resources may be used, in whole or in part, for the eligible activities listed below. This application procedure applies only to eligible activities 1 and 2 below. The Village is not accepting applications under eligible activity 3 at this time.

1. Creation and preservation of attainable housing including without limitation, new construction, rehabilitation, or adaptive reuse.
2. Acquisition and disposition, including without limitation, vacant land, single-family homes, multi-unit buildings, or other structures that may be used in whole or in part to provide attainable housing.
3. Payments for costs incurred in connection with administering the Affordable Housing Trust Fund.

Applications to the AHTF are reviewed for eligibility and completeness by Village Staff. Eligible and complete applications are then reviewed by the Village's Housing Commission that makes recommendation for funding to the Village Board. The Village Board is solely responsible for the approval of all programs and applications utilizing the expenditure of AHTF monies.

II. Introduction

Purpose of the Affordable Housing Trust Fund (AHTF)

In 2013, the Village Board enacted the Affordable Housing Trust Fund Ordinance (Ord. #2013-037) establishing the AHTF (see Attachment A). The purpose of the AHTF is to address the attainable housing goals, policies and program of the Village Board as stated in the Village Board's strategic priorities, the Village Code, and other Village policies. This is to be achieved by providing sustainable financial resources to address the attainable housing needs of eligible households in Arlington Heights and preserving and producing dedicated attainable housing.

Comprehensive Plan Population and Housing Goals

The Village of Arlington Heights Population and Housing Goals as stated in its current Comprehensive Plan are:

1. To preserve the basic single-family character of the Village.
2. To preserve and protect existing and future residential neighborhoods in the Village.
3. To encourage construction of necessary housing to meet present and future residential needs consistent with Population & Housing Goals #1 and #2.
4. To encourage a wide variety of housing alternatives by type, size, and price range.
5. To maintain and improve property values.
6. To maintain the social and economic viability of neighborhoods.
7. To utilize good housing redevelopment concepts in areas where rehabilitation of existing housing is not practical.
8. To encourage the development of an adequate residential population base in and around the Downtown to improve economic viability.

Comprehensive Plan Population and Housing Policies

The Village of Arlington Heights Population and Housing Policies as stated in its current Comprehensive Plan are:

1. To construct a necessary amount of single-family detached and attached single-family houses and multi-family housing to meet market demands while maintaining a proper housing balance.
2. To protect present and future residential areas from encroachment by other less desirable land uses or improvements that could diminish quality of life or property values.
3. To prepare and maintain results of demographic and housing studies to assist in planning future developments.
4. To utilize Federal, State, and local programs to assist in the development of affordable housing while retaining Village controls pursuant to the Village's affordable housing tool kit for homeownership and rental units.
5. To construct smaller housing units necessary to maintain smaller households in the community.
6. To provide a wide variety of housing for young, elderly, disabled and single households, including rental housing.
7. To enforce Village codes and regulations in order to prevent housing deterioration and, when appropriate, to utilize State, Federal, or local assistance programs.
8. To preserve and renovate housing of historic or aesthetic value and upgrade and renovate public improvements and facilities in Village neighborhoods.
9. To designate future development sites and proceed with necessary steps leading to redevelopment of selected sites pursuant to the Comprehensive Planning Program.
10. To prepare realistic plans for the areas in and around downtown with all necessary safeguards for fine residential and historical properties.

Housing Commission

The Arlington Heights Housing Commission is advisory to the Village Board. The intent and purpose of the Housing Commission is to "Promote adequate housing for all of the community's people, to create and/or maintain sound viable neighborhoods, to meet the needs for housing by increasing the number of housing units for low-and-moderate income families and individuals, and to expand housing opportunities for all members of the community."

III. Affordable Housing Trust Fund Project Priorities

In 2022, the Village Board of Trustees concurred on the list of AHTF project priorities and target populations as recommended by the Housing Commission. The project priorities are provided as Attachment B. The priority populations (also included in Attachment B) are:

- a. seniors/elderly
- b. veterans
- c. persons with disabilities
- d. current Arlington Heights residents
- e. employees of businesses/entities in Arlington Heights

IV. Eligible Activities

The Village is accepting AHTF applications for the following two types of eligible activities:

1. Creation and preservation of attainable housing including, without limitation, new construction, rehabilitation, and adaptive reuse.
2. Acquisition and disposition, including without limitation, vacant land, single-family homes, multi-unit buildings, and other existing structures that may be used in whole or in part to provide attainable housing.

“Attainable Housing” has a sale price or rental amount that is within the means of an “Eligible Household” as defined below. In the case of dwelling units for sale, housing that is attainable means housing in which the annual mortgage, amortization, taxes, insurance and condominium or association fees (if any), constitute not more than 30% of the gross annual household income of the household size that may occupy the unit. In the case of dwelling units for rent, housing that is attainable means housing for which the annual rent and utilities constitute no more than 30% of the gross annual income for a household of the size that may occupy the unit.

An “Eligible Household” is one whose annual income is at or below 80% of the HUD Chicago-Joliet-Naperville area median income (adjusted for household size) for for-sale housing programs and at or below 60% of the HUD Chicago-Joliet-Naperville area median income (adjusted for household size) for rental housing programs.

V. Budget

The AHTF is a special fund within the Village’s annual budget. The Housing Commission will review applications and make recommendations to the Village Board, based on the application content, scoring criteria and available funding.

VI. Application & Review Process

The Village of Arlington Heights will use an annual application cycle for the AHTF, with applications being due in June of each year. Applicants are permitted one active application at a time. Applicants may submit subsequent applications only after prior applications have

completed the review process. In the case of applications awarded funding, another application may not be submitted until after the completion of the funded project.

Initial Review

1. After an application is submitted, Village Staff will review all applications for eligibility and completeness within a 30-day period.
2. Applications which meet the eligibility criteria and are complete will be forwarded to the Housing Commission for consideration at their next meeting.
3. Applications which are either incomplete or ineligible will be returned to the applicants with a written explanation of why the application will not be considered.
4. Applications submitted for activities for which there is an existing Village-sponsored program will be returned to the applicant who will be directed to that open program.

Housing Commission Review

The Housing Commission review may take place over one or more open meetings of the Commission.

1. The Housing Commission will review eligible applications. The Housing Commission may invite applicants to present their proposals at a meeting of the Housing Commission.
2. At the meeting, the Housing Commission will use the criteria found in the Affordable Housing Trust Fund Guidelines to review, evaluate, and score the proposals. At the conclusion of presentations and discussion, each Housing Commissioner will submit their individual evaluation scores for the application.
3. At a subsequent Housing Commission meeting, Staff will provide the Housing Commissioners with the tally of Housing Commission cumulative scores for the project including the cumulative lowest score, highest score, and the average score. The Housing Commission will discuss each project considering its scoring, amount of available funding, risk, impact, and other implications.
4. The Housing Commission will make a recommendation about the application to the Village Board.

Village Board Review

1. Following the Housing Commission review and recommendation, the application will be submitted to the Village Board for further consideration and potential for approval at the next available meeting.
2. Funds will not be disbursed until factors such as zoning compliance, site control, other funding sources in place, etc. have been established to the satisfaction of the Village.

Conditions and Requirements

As a condition of any AHTF award for any eligible activity, the applicant shall execute and record such agreements, conditions, restrictive covenants, and other instruments as may be

required by the Village to ensure that AHTF resources will be used efficiently and for the intended purpose.

Among other requirements, these conditions shall require that the applicant and the property comply with the requirements of the AHTF Ordinance (Ord. #13-037) and provide that all awards shall be used in strict compliance with the requirements of the Village Code and any added conditions.

AHTF funds may not be used to satisfy a developer’s obligations under the Inclusionary Housing Ordinance (IHO) (Ord. 2020-025), but applications may be submitted that would increase the number of attainable units over that required under the IHO or achieve deeper levels of affordability (e.g., units affordable to households at 30% or 50% of AMI).

For any property or development that ceases to be used for “Attainable Housing” pursuant to the requirements of the specific award, the applicant or successor owner of the property or development shall be required to reimburse the AHTF in accordance with the development, grant, or loan agreement executed with respect to the specific award involving funds from the AHTF.

VII. Criteria for Review

Initial Review Criteria

Village staff will review the application for each of the criteria below. If the application fails any category, the application will be deemed to be ineligible or incomplete and the applicant will be notified in writing as to the reasons. The applicant will have the opportunity to amend the application to address the issues and re-submit for the next funding round.

Category	Pass	Fail
Program Purpose and Intent Compliance	Application addresses the purpose of the AHTF in Village Code Chapter 7, Section 7-1202 and is an eligible activity under Village Code Chapter 7, Section 7-1205.	Application does not address the purpose of the AHTF in Village Code Chapter 7, Section 7-1202 and is not an eligible activity under Village Code Chapter 7, Section 7-1205.
Application Description	Application provides information on who will be served, which housing needs are addressed, and the anticipated outcomes.	Application does not clearly provide information on who will be served, which housing needs are addressed, and the anticipated outcomes.
Application Completeness	Applicant turned in a completed application and all required materials.	Applicant did not turn in a completed application and/or all required materials.

If the application is deemed complete, Village will prepare the application for review by the Housing Commission. The review process will proceed as outlined in Section VI “Application & Review Process”.

Application Scoring Criteria & Threshold

All completed applications will be scored by the Housing Commission in accordance with the following table (“Scoring Criteria”). An application must earn a minimum of 80 points to be considered for funding. However, achievement of the minimum score does not guarantee funding.

SCORING CRITERIA (Maximum 100 points total)

Category	Excellent	Adequate	Needs Improvements	Total Points Earned / Available
	20 points	10 points	0 points	
Overall Project Design	Project is well-planned and a detailed description is provided. Applicant clearly and comprehensively outlines project goals and objectives, measurables, project phasing, and ongoing maintenance/management.	Project is thoroughly described. Applicant provides some details but does not comprehensively outline project from inception to completion.	Project is described only in a high-level way and/or components of the project description are omitted.	/10
Applicant Experience	The applicant has extensive demonstrated experience leading programs of similar size and scope. Detailed references are provided.	The applicant has some experience related to programs of similar size and scope. This includes experience where the applicant has been involved in, but perhaps not led, the similar program.	Applicant lacks demonstrated experience on programs of similar size and scope, whether as lead or partner.	/10
Impact on Village Housing Goals and AHTF Priorities *	The project falls within one of the two project activity priorities identified by the Village Board and advances a <u>high</u> -level priority within that activity	The project falls within one of the three project activity priorities identified by the Village Board, and advances a <u>medium</u> -level priority within that activity.	The project falls within one of the three project activity priorities identified by the Village Board, and advances a <u>low</u> -level priority within that activity.	/20
Category	Excellent	Adequate	Needs Improvements	Total Points Earned / Available
	10 points	5 points	0 points	
Service of Village Priority Populations	The project serves at least <u>three</u> of the target populations listed below: 1) seniors/elderly 2) veterans 3) persons with disabilities 4) current Arlington Heights residents 5) employees of businesses/entities in Arlington Heights A detailed marketing plan targeting these populations has been provided.	The project serves at least <u>two</u> of the target populations listed below: 1) seniors/elderly 2) veterans 3) persons with disabilities 4) current Arlington Heights residents 5) employees of businesses/entities in Arlington Heights A detailed marketing plan targeting these populations has been provided	The project serves at least <u>one</u> of the target populations listed below: 1) seniors/elderly 2) veterans 3) persons with disabilities 4) current Arlington Heights residents 5) employees of businesses/entities in Arlington Heights A limited (or no) marketing plan targeting these populations has been provided.	/10
Leveraging of non-Village funds	More than 95% of the total project financing is sourced from non-Village funds	Between 85%-95% of the total project financing is sourced from non-Village funds	Less than 85% of the total project financing is sourced from non-Village funds	/10
Financial Feasibility	Applicant has secured funding needed to carry out the project and, if applicable, ensure its long-term viability	The application identifies all funding needed to carry out the project, but has not secured key funding sources. A clear plan is provided to demonstrate how the applicant will obtain funding.	The application does not identify all funding needed to carry out the project. Most of the funding has not been secured. No plan is provided to demonstrate how the applicant will obtain additional funds.	/10
Readiness	The project will begin within one year of award with a high degree of certainty in doing so.	The project will begin within one year of award but there is uncertainty about the ability to do so.	The project will not begin within one year.	/10
Period of Affordability	Village supported units will be affordable in perpetuity	Village supported units will be affordable for 15+	Village supported units will be affordable for less than 15 years	/10
Regeneration of Funds	The project will continuously generate revenue stream for the AHTF	The project will generate a one-time revenue stream for the AHTF	No revenue stream will be generated	/10
<i>*See Attachment B for description of high, medium, and low-level activities</i>				Application Score

VIII. Distribution of Funds

The distribution of AHTF resources shall be executed through grants, loans, or other funding mechanisms aligned with the objectives of the AHTF. These funds are to be used strictly for eligible activities as defined in the Affordable Housing Trust Fund Ordinance (Ord. #13-037). The Village reserves the right to provide funding only upon project completion and verification of costs incurred.

IX. Monitoring Approved Applications

Staff will regularly report on the status of each approved application to the Housing Commission.

- **Timeline:** The Housing Commission, in consultation with Staff, will develop and determine individual timelines for monitoring each approved application at the time of approval.
- **Metrics:** Staff will develop and create an evaluation tool that will be used to assess and monitor approved applications.
- **Extension:** During the monitoring period, the Housing Commission has the authority to make a recommendation to the Village Board it grant one extension for time after review of a written request for such from the applicant.
- **Callback:** The Housing Commission has the authority to make a recommendation to the Village Board funding be pulled back from an applicant for lack of performance or not meeting the timeline of activities as outlined in the approved application.

For approved applications creating housing units, Staff will undertake long-term monitoring to ensure units are occupied by eligible households in accordance with the funding agreement and the AHTF ordinance. Such applications are required to report to the Village annually on occupant eligibility.

X. Evaluation of Funded Activities

The Housing Commission will generate an annual report outlining activities undertaken over the previous 12-month period. The report will evaluate the work undertaken and recommend changes in operation of the AHTF if applicable. Once complete, the Housing Commission will submit the final report to the Village Board for its consideration.

Affordable Housing Trust Fund Guidelines

For Affordable Housing Trust Fund Ordinance see Village Code Chapter 7, Sections 7-1201 - 7-1208



DRAFT
Released for Housing Commission Review
~~10.15.25~~ 11.19.25

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I. Executive Summary

The Village of Arlington Heights' Affordable Housing Trust Fund (AHTF) was created to produce and preserve attainable housing units within the geographical boundaries of Arlington Heights.

The AHTF is primarily funded through contributions from linkage fees assessed for new construction and small (under 10 unit) multi-dwelling buildings and from fees paid by developers in lieu of providing required affordable units in larger (10 units and above) multi-dwelling buildings, in accordance with the Village's Inclusionary Housing Ordinance (Ord. 2020-025).

Eligible households for supported affordable rental are those households with annual household incomes at or below 60% of the Chicago-Naperville-Joliet MSA. For ownership units, eligible households must have annual household incomes at or below 80% of the Chicago-Naperville-Joliet MSA.

AHTF resources may be used, in whole or in part, for the eligible activities listed below. This application procedure applies only to eligible activities 1 and 2 below. The Village is not accepting applications under eligible activity 3 at this time.

1. Creation and preservation of attainable housing including without limitation, new construction, rehabilitation, or adaptive reuse.
2. Acquisition and disposition, including without limitation, vacant land, single-family homes, multi-unit buildings, or other structures that may be used in whole or in part to provide attainable housing.
3. Payments for costs incurred in connection with administering the Affordable Housing Trust Fund.

Applications to the AHTF are reviewed for eligibility and completeness by Village Staff. Eligible and complete applications are then reviewed by the Village's Housing Commission that makes recommendation for funding to the Village Board. The Village Board is solely responsible for the approval of all programs and applications utilizing the expenditure of AHTF monies.

II. Introduction

Purpose of the Affordable Housing Trust Fund (AHTF)

In 2013, the Village Board enacted the Affordable Housing Trust Fund Ordinance (Ord. #2013-037) establishing the AHTF (see Attachment A). The purpose of the AHTF is to address the attainable housing goals, policies and program of the Village Board as stated in the Village Board's strategic priorities, the Village Code, and other Village policies. This is to be achieved by providing sustainable financial resources to address the attainable housing needs of eligible households in Arlington Heights and preserving and producing dedicated attainable housing.

Comprehensive Plan Population and Housing Goals

The Village of Arlington Heights Population and Housing Goals as stated in its current Comprehensive Plan are:

1. To preserve the basic single-family character of the Village.
2. To preserve and protect existing and future residential neighborhoods in the Village.
3. To encourage construction of necessary housing to meet present and future residential needs consistent with Population & Housing Goals #1 and #2.
4. To encourage a wide variety of housing alternatives by type, size, and price range.
5. To maintain and improve property values.
6. To maintain the social and economic viability of neighborhoods.
7. To utilize good housing redevelopment concepts in areas where rehabilitation of existing housing is not practical.
8. To encourage the development of an adequate residential population base in and around the Downtown to improve economic viability.

Comprehensive Plan Population and Housing Policies

The Village of Arlington Heights Population and Housing Policies as stated in its current Comprehensive Plan are:

1. To construct a necessary amount of single-family detached and attached single-family houses and multi-family housing to meet market demands while maintaining a proper housing balance.
2. To protect present and future residential areas from encroachment by other less desirable land uses or improvements that could diminish quality of life or property values.
3. To prepare and maintain results of demographic and housing studies to assist in planning future developments.
4. To utilize Federal, State, and local programs to assist in the development of affordable housing while retaining Village controls pursuant to the Village's affordable housing tool kit for homeownership and rental units.
5. To construct smaller housing units necessary to maintain smaller households in the community.
6. To provide a wide variety of housing for young, elderly, disabled and single households, including rental housing.
7. To enforce Village codes and regulations in order to prevent housing deterioration and, when appropriate, to utilize State, Federal, or local assistance programs.
8. To preserve and renovate housing of historic or aesthetic value and upgrade and renovate public improvements and facilities in Village neighborhoods.
9. To designate future development sites and proceed with necessary steps leading to redevelopment of selected sites pursuant to the Comprehensive Planning Program.
10. To prepare realistic plans for the areas in and around downtown with all necessary safeguards for fine residential and historical properties.

Housing Commission

The Arlington Heights Housing Commission is advisory to the Village Board. The intent and purpose of the Housing Commission is to "Promote adequate housing for all of the community's people, to create and/or maintain sound viable neighborhoods, to meet the needs for housing by increasing the number of housing units for low-and-moderate income families and individuals, and to expand housing opportunities for all members of the community."

III. Affordable Housing Trust Fund Project Priorities

In 2022, the Village Board of Trustees concurred on the list of AHTF project priorities and target populations as recommended by the Housing Commission. The project priorities are provided as Attachment B. The priority populations (also included in Attachment B) are:

- a. seniors/elderly
- b. veterans
- c. persons with disabilities
- d. current Arlington Heights residents
- e. employees of businesses/entities in Arlington Heights

IV. Eligible Activities

The Village is accepting AHTF applications for the following two types of eligible activities:

1. Creation and preservation of attainable housing including, without limitation, new construction, rehabilitation, and adaptive reuse.
2. Acquisition and disposition, including without limitation, vacant land, single-family homes, multi-unit buildings, and other existing structures that may be used in whole or in part to provide attainable housing.

“Attainable Housing” has a sale price or rental amount that is within the means of an “Eligible Household” as defined below. In the case of dwelling units for sale, housing that is attainable means housing in which the annual mortgage, amortization, taxes, insurance and condominium or association fees (if any), constitute not more than 30% of the gross annual household income of the household size that may occupy the unit. In the case of dwelling units for rent, housing that is attainable means housing for which the annual rent and utilities constitute no more than 30% of the gross annual income for a household of the size that may occupy the unit.

An “Eligible Household” is one whose annual income is at or below 80% of the HUD Chicago-Joliet-Naperville area median income (adjusted for household size) for for-sale housing programs and at or below 60% of the HUD Chicago-Joliet-Naperville area median income (adjusted for household size) for rental housing programs.

V. Budget

The AHTF is a special fund within the Village’s annual budget. ~~Each year, Staff provides the Housing Commission with detailed revenue information. When the Housing Commission will reviews applications, and make recommendations to the Village Board, based on the application content, scoring criteria and available funding. Staff will review the budget with the Housing Commission to provide context on the application’s request relative to available funding. The Housing Commission will then make recommendations for expenditures from the AHTF to the Village Board.~~

VI. Application & Review Process

The Village of Arlington Heights will use an ~~an~~ semi-annual application cycle for the AHTF, with applications being due in June of each year. Applicants are permitted one active application at a time. Applicants may submit subsequent applications only after prior applications have completed the review process. In the case of applications awarded funding, another application may not be submitted until after the completion of the funded project.

Initial Review

1. After an application is submitted, Village Staff will review all applications for eligibility and completeness within a 30-day period.
2. Applications which ~~meeting~~ the eligibility criteria and are complete will be forwarded to the Housing Commission for consideration at their next meeting.
3. Applications which are either incomplete or ineligible will be returned to the applicants with a written explanation of why the application will not be considered.
4. Applications submitted for activities for which there is an existing Village-sponsored program will be returned to the applicant who will be directed to that open program.

Housing Commission Review

The Housing Commission review may take place over one or more open meetings of the Commission.

1. The Housing Commission will review eligible applications. The Housing Commission may invite applicants to present their proposals at a meeting of the Housing Commission.
2. At the meeting, the Housing Commission will use the criteria found in the Affordable Housing Trust Fund Guidelines to review, evaluate, and score the proposals. At the conclusion of presentations and discussion, each Housing Commissioner er will submit their individual evaluation scores for the application.
3. At ~~a the same or~~ subsequent Housing Commission meeting, Staff will provide the Housing Commissioners with the tally of Housing Commission cumulative scores for the project including the cumulative lowest score, highest score, and the average score. The Housing Commission will discuss each project considering its scoring, amount of available funding, risk, impact, and other implications.
4. The Housing Commission will make a recommendation about the application to the Village Board.

Village Board Review

1. Following the Housing Commission review and recommendation, the application will be submitted to the Village Board for further consideration and potential for approval at the next available meeting.
2. Funds will not be disbursed until factors such as zoning compliance, site control, other funding sources in place, etc. have been established to the satisfaction of the Village.

Conditions and Requirements

As a condition of any AHTF award for any eligible activity, the applicant shall execute and record such agreements, conditions, restrictive covenants, and other instruments as may be required by the Village to ensure that AHTF resources will be used efficiently and for the intended purpose.

Among other requirements, these conditions shall require that the applicant and the property comply with the requirements of the AHTF Ordinance (Ord. #13-037) and provide that all awards shall be used in strict compliance with the requirements of the Village Code and any added conditions.

AHTF funds may not be used to satisfy a developer's obligations under the Inclusionary Housing Ordinance (IHO) (Ord. 2020-025), but applications may be submitted that would increase the number of attainable units over that required under the IHO or achieve deeper levels of affordability (e.g., units affordable to households at 30% or 50% of AMI).

For any property or development that ceases to be used for "Attainable Housing" pursuant to the requirements of the specific award, the applicant or successor owner of the property or development shall be required to reimburse the AHTF in accordance with the development, grant, or loan agreement executed with respect to the specific award involving funds from the AHTF.

VII. Criteria for Review

Initial Review Criteria

Village staff will review the application for each of the criteria below. If the application fails any category, the application will be deemed to be ineligible or incomplete and the applicant will be notified in writing as to the reasons. The applicant will have the opportunity to amend the application to address the issues and re-submit for the next funding round.

Category	Pass	Fail
Program Purpose and Intent Compliance	Application addresses the purpose of the AHTF in Village Code Chapter 7, Section 7-1202 and is an eligible activity under Village Code Chapter 7, Section 7-1205.	Application does not address the purpose of the AHTF in Village Code Chapter 7, Section 7-1202 and is not an eligible activity under Village Code Chapter 7, Section 7-1205.
Application Description	Application provides information on who will be served, which housing needs are addressed, and the anticipated outcomes.	Application does not clearly provide information on who will be served, which housing needs are addressed, and the anticipated outcomes.
Application Completeness	Applicant turned in a completed application and all required materials.	Applicant did not turn in a completed application and/or all required materials.

If the application is deemed complete, Village will prepare the application for review by the Housing Commission. The review process will proceed as outlined in Section VI "Application & Review Process".

Application Scoring Criteria & Threshold

All completed applications will be scored by the Housing Commission in accordance with the following table ("Scoring Criteria). An application must earn a minimum of 80 points to be considered for funding. However, achievement of the minimum score does not guarantee funding.

SCORING CRITERIA (Maximum 100 points total)				
Category	Excellent	Adequate	Needs Improvements	Total Points Earned / Available
	20 points	10 points	0 points	
Overall Project Design	Project is well-planned and a detailed description is provided. Applicant clearly and comprehensively outlines project goals and objectives, measurables, project phasing, and ongoing maintenance/management. The applicant has extensive demonstrated experience leading programs of similar size and scope. Detailed references are provided.	Project and applicant experience are is thoroughly described. Applicant provides some details but does not comprehensively outline project from inception to completion. The applicant has some experience related to programs of similar size and scope. This includes experience where the applicant has been involved in, but perhaps not led, the similar program.	Project and applicant experience are is described only in a high-level way and/or components of the project description are omitted. Applicant lacks demonstrated experience on programs of similar size and scope, whether as lead or partner	/20
Applicant Experience	The applicant has extensive demonstrated experience leading programs of similar size and scope. Detailed references are provided.	The applicant has some experience related to programs of similar size and scope. This includes experience where the applicant has been involved in, but perhaps not led, the similar program.	Applicant lacks demonstrated experience on programs of similar size and scope, whether as lead or partner.	/10
Impact on Village Housing Goals and AHTF Priorities *	The project falls within one of the three two project activity priorities identified by the Village Board and advances a high-level priority within that activity	The project falls within one of the three project activity priorities identified by the Village Board, and advances a medium level priority within that activity.	The project falls within one of the three project activity priorities identified by the Village Board, and advances a low-level priority within that activity.	/20
Category	Excellent	Adequate	Needs Improvements	Total Points Earned / Available
	10 points	5 points	0 points	
Service of Village Priority Populations	The project serves at least three two of the target populations listed below: 1) seniors/elderly 2) veterans 3) persons with disabilities 4) current Arlington Heights residents 5) employees of businesses/entities in Arlington Heights A detailed marketing plan targeting these populations has been provided.	The project serves at least two one of the target populations listed below: 1) seniors/elderly 2) veterans 3) persons with disabilities 4) current Arlington Heights residents 5) employees of businesses/entities in Arlington Heights A detailed marketing plan targeting these populations has been provided.	The project serves at least one zero of the target populations listed below: 1) seniors/elderly 2) veterans 3) persons with disabilities 4) current Arlington Heights residents 5) employees of businesses/entities in Arlington Heights A limited (or no) marketing plan, targeting these populations has been provided.	/10
Leveraging of non-Village funds	Less More than 95% of the total project financing is sourced from non-Village funds	Between 85%-95% of the total project financing is sourced from non-Village funds	Less than 85% of the total project financing is sourced from non-Village funds	/10

Financial Feasibility	Applicant has secured funding needed to carry out the project and, if applicable, ensure its long-term viability	The application identifies all funding needed to carry out the project, but has not secured key funding sources. A clear plan is provided to demonstrate how the applicant will obtain funding.	The application does not identify all funding needed to carry out the project. Most of the funding has not been secured. No plan is provided to demonstrate how the applicant will obtain additional funds.	/10
Readiness	The project will begin within one year of award with a high degree of certainty in doing so.	The project will begin within one year of award but there is uncertainty about the ability to do so.	The project will not begin within one year.	/10
Period of Affordability	Village supported units will be affordable in perpetuity	Village supported units will be affordable for 15-30 years 15+	Village supported units will be affordable for less than 15 years	/10
Regeneration of Funds	The project will continuously generate revenue stream for the AHTF	The project will generate a one-time revenue stream for the AHTF	No revenue stream will be generated	/10
Application Score				

*See Attachment B for description of high, medium, and low-level activities

VIII. Distribution of Funds

The distribution of AHTF resources shall be executed through grants, loans, or other funding mechanisms aligned with the objectives of the AHTF. These funds are to be used strictly for eligible activities as defined in the Affordable Housing Trust Fund Ordinance (Ord. #13-037). [The Village reserves the right to provide funding only upon project completion and verification of costs incurred.](#)

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IX. Monitoring Approved Applications

Staff will regularly report on the status of each approved application to the Housing Commission.

- **Timeline:** The Housing Commission, in consultation with Staff, will develop and determine individual timelines for monitoring each approved application at the time of approval.
- **Metrics:** Staff will develop and create an evaluation tool that will be used to assess and monitor approved applications.
- **Extension:** During the monitoring period, the Housing Commission has the authority to make a recommendation to the Village Board to grant one extension for time after review of a written request for such from the applicant.
- **Callback:** The Housing Commission has the authority to make a recommendation to the Village Board funding be pulled back from an applicant for lack of performance or not meeting the timeline of activities as outlined in the approved application.

For approved applications creating housing units, Staff will undertake long-term monitoring to ensure units are occupied by eligible households in accordance with the funding

agreement and the AHTF ordinance. Such applications are required to report to the Village annually on occupant eligibility.

X. Evaluation of Funded Activities

The Housing Commission will generate an annual report outlining activities undertaken over the previous 12-month period. The report will evaluate the work undertaken and recommend changes in operation of the AHTF if applicable. Once complete, the Housing Commission will submit the final report to the Village Board for its consideration.

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

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

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

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

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

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

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

4. Affordable Housing Trust Fund

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

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

Article XII Affordable Housing Trust Fund

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

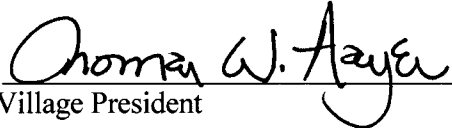
Section 7-1208 Sources of Funds. The Village Manager, for the benefit of the Housing Trust Fund, is authorized to accept funds, property, and other resources from all proper and lawful public and private resources including, without limitation: 1) cash payments in lieu of constructing Affordable or Attainable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

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

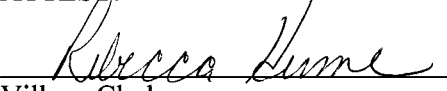
AYES: SCALETTA, LABEDZ, BLACKWOOD, FARWELL, GLASGOW, TINAGLIA, ROSENBERG, HAYES

NAYS: NONE

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


Village President

ATTEST:


Village Clerk

Village of Arlington Height, IL
Affordable Housing Trust Fund Priorities

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

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

ACTIVITY TYPE 1: Creation and preservation of Attainable Housing including, without limitation, new construction, rehabilitation and adaptive reuse			
<u>FOR-PROFIT</u> Developer Activities			
High	Medium	Low	HOMEOWNERSHIP Activities:
		X	New construction of single-family homes
		X	New construction of multi-family units
	X		Preservation/Rehabilitation of existing single-family homes
	X		Preservation/Rehabilitation of existing multi-family units
		X	Adaptive Reuse of existing structures
			RENTAL Activities
		X	New construction of single-family homes
X			New construction of multi-family units
	X		Preservation/Rehabilitation of existing single-family homes
X			Preservation/Rehabilitation of existing multi-family units
	X		Adaptive Reuse of existing structures
<u>NOT-FOR-PROFIT</u> Developer Activities			
High	Medium	Low	HOMEOWNERSHIP Activities:
		X	New construction of single-family homes
		X	New construction of multi-family units
	X		Preservation/Rehabilitation of existing single-family homes
	X		Preservation/Rehabilitation of existing multi-family units
		X	Adaptive Reuse of existing structures
			RENTAL Activities
		X	New construction of single-family homes
X			New construction of multi-family units

	X		Preservation/Rehabilitation of existing single-family homes
X			Preservation/Rehabilitation of existing multi-family units
X			Adaptive Reuse of existing structures
X			New construction of group homes or supportive housing
X			New construction of transitional housing

ACTIVITY TYPE 2: Acquisition and disposition, including without limitation, vacant land, single family homes, multi-family buildings, and other existing structure that may be used in whole or in part to provide Attainable Housing

High	Medium	Low	
		X	Land acquisition for affordable housing development (ex. Community Land Bank or Community Land Trust)
		X	Land acquisition for mixed income housing development
		X	Acquisition/disposition of single-family homes
X			Acquisition/disposition of multi-family buildings
X			Acquisition/disposition of housing to be used as group homes or supportive housing
	X		Acquisition/disposition of housing to be used as transitional housing
		X	Homebuyer assistance (ex. down payment assistance program)
		X	Tenant based rental assistance (rent subsidies to landlords for low/mod income households)
		X	Project based rental assistance (monthly rent subsidies to make units affordable)
			Other

ACTIVITY TYPE 3: Payments for costs incurred in connection with administering the Housing Trust Fund

High	Medium	Low	
X			Costs incurred in connection with administering the Housing Trust Fund (5 – 15% is typical)
X			Payment for costs of consultant services for concepts, architectural services, or other pre-construction services for Village-initiated developments
	X		Payment for costs of consultant services for concepts, architectural services, or other pre-construction services for developer-initiated developments
X			Costs associated with working with a non-profit partner to develop concepts or other pre-construction work for Village-initiated projects
	X		Costs associated with working with a non-profit partner to develop concepts or other pre-construction work for developer-initiated projects

PRIORITY POPULATIONS: For Trust Fund Activities			
High	Medium	Low	
X			Senior/Elderly: Households with at least one household member ___ years of age or older
X			Veterans: Households in which one or more persons is a military veteran
X			Disabled: Households in which one or more persons 18 years of age or older is severely disabled
X			Current Arlington Heights Residents
X			Employees of Arlington Heights Businesses
			Other

FORMS OF ASSISTANCE: To be provided through the Trust Fund			
FOR-PROFIT Developer Assistance to create more affordable units or make units affordable to lower income levels			
High	Medium	Low	
		X	Predevelopment costs (ex. feasibility studies, design)
		X	Grants
	X		Zero or low interest loans
	X		Deferred zero or low interest loans
	X		Forgivable loans
	X		Long term (ex. 99 year) lease of Village owned property
X			Zero or low interest loans to private, for-profit developers to make units more affordable
	X		Long term lease (ex. 99 years) of property purchased by the Village
NOT-FOR-PROFIT Developer assistance to create more affordable units or make units affordable to lower income levels			
High	Medium	Low	
	X		Predevelopment costs (ex. feasibility studies, design)
	X		Grants
X			Zero or low interest loans
X			Deferred zero or low interest loans
X			Forgivable loans
	X		Long term (ex. 99 year) lease of Village owned property
	X		Grants to non-profit developers to make units more affordable
X			Long term lease (ex. 99 years) of property purchased by the Village

OTHER CONSIDERATIONS			
High	Medium	Low	
X			Leveraging of other funds
	X		Sustainability (Green/LEED)
X			Proposals to provide units lower than maximum income eligibility (ex. affordable to 30% or 50% AMI rather than 60% AMI for rental)



11/19/2025

Item: 2026 Meeting Calendar
Department: Planning & Community Development

Item Description:

Below are the 2026 Housing Commission meeting dates for review and discussion. Staff will email Outlook meeting invites for all meetings in early December.

- January 21, 2026
- February 18, 2026
- March 18, 2026
- April 15, 2026
- May 20, 2026
- June 17, 2026
- July 15, 2026
- August 19, 2026
- October 21, 2026
- November 18, 2026
- December 16, 2026 (*tentative*)

ATTACHMENTS:

None