

Approved

**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 Delea 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 year and a reminder email the Friday before the meeting. Commissioner Kiefer stated that this commission does not typically 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.