

DRAFT

MINUTES OF A MEETING OF HOUSING COMMISSION COMMISSIONS ROOM, VILLAGE OF ARLINGTON HEIGHTS NOVEMBER 19, 2025 - 7:00 PM

IN ATTENDANCE:

Commissioners

Present: Ken Kiefer - Chairman
Dave LoSavio David Miller
William Delea Marina Reynaga

Commissioners

Absent: Janice Krinsky

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 Citizens Commission
Keith Moens, Resident

I. CALL TO ORDER

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

II. ROLL CALL

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

III. APPROVAL OF MINUTES

A motion was made by Commissioner Delea, seconded by Commissioner LoSavio to approve the amended minutes of the October 15, 2025 meeting. The motion was approved by a majority voice vote.

IV. REPORTS

A. Status Update on Inclusionary Housing Projects

Ms. Rodman did not have any specific project updates. She noted that the packet included an invite to the groundbreaking for the Grace Terrace development. The Commission is invited to attend on December 4th at 10 am at the Arlington Heights Library.

B. Affordable Housing Trust Fund Balance

Ms. Rodman shared that the fund balance is \$1,334,000. The agenda packet includes a breakout of the revenue and expenses. Ms. Rodman noted that the proposed 2026 Village Budget includes \$125,000 from the Housing Trust Fund to support a Housing Study. She explained the purpose and general scope of the study and its anticipated timeline.

Commissioner Kiefer inquired as to whether the Village Board considered an alternate funding source for the Study besides the Housing Trust Fund?

Ms. Rodman explained that if the Study were not funded from the Housing Trust Fund, it would likely be funded through the General Fund, from which a significant number of projects, including the Village's operating budget, is funded. Completion of this study is being included as part of the Business Action Plan for the 2026-2027. She noted the Village Board has the authority to determine from where the funds for the Study are taken.

Commissioner Miller inquired as to where the Housing Study ranked in priority to the other priorities of the Board.

Ms. Rodman confirmed expanding housing affordability and attainability strategies ranked as the Village Board's second priority.

Commissioner Miller stated the Commission has wanted to do something for the community for a long time with the Trust Fund dollars. There is a lot of money here and the Village has gone years without spending it. He also noted the Village has gone years without seeing anything come out of it, so perhaps it will take a study to move forward. He believes it is a big expense and was curious if this is an eligible expense of the Housing Trust Fund.

Ms. Rodman explained that the value of the Housing Study is to provide the Village staff and Village Board the information it needs to be able to appropriately plan for housing needs in the community. She noted that the housing market is really explosive in the Chicagoland area, and Arlington Heights is experiencing interest from multi-family developers interested to redevelop both residentially and commercially zoned property. Staff believes it necessary to evaluate whether it's appropriate to rezone our commercial corridors to allow large multi-family developments. The Village needs a better understanding of the potential impacts to the community and Village services. The Housing Trust Fund Ordinance specifically allows the Village Board to determine how to use the funds regardless of whether the proposed use is specifically outlined in the Ordinance.

Commissioner Miller shared that he would be disappointed if the Trust Fund money was spent in this manner and expansion of affordable housing development did not result from the Study.

Mr. Lysicatos explained that the Study is going to help us better understand community needs.

Commissioner Kiefer questioned why would only the Housing Commission fund this Study when the entire Village will benefit from the results, and what input will the Housing Commission have with process of the study.

Ms. Rodman reminded the Commission that Housing Trust Fund is Village money under the purview of the Village Board. While the Housing Commission has the authority to make recommendations on how to spend it, they are not the final authority. Ms. Rodman noted that the total estimate for the Study is \$175,000, so additional funds will likely need to be allocated in future budgets.

Mr. Lysicatos explained that the expressed purpose of the Study is to evaluate affordable housing needs within the community, and the data that will be collected is needed to better understand how the Village can address specific affordable housing needs.

Ms. Rodman shared that from staff's perspective, the Housing Commission would have logical role in the Housing Study project. The Commission could have a role the scope and moving the study forward. The Village Board will ultimately determine the Housing Commission's role in the study.

Commissioner Kiefer reiterated that if the Housing Trust Fund will be funding the Study, he hopes that the Housing Commission would be the driver of the Study.

Commissioner Reynaga shared that it would be helpful as we are working on the scope and the outcomes of that Study, that we be able to link those outcomes to what the Housing Commission is trying to do. For example, how would the Study findings actually help us with providing affordable housing? Would the Study help us define what affordability should be? It would also be helpful to better understand why the Village is undertaking this Study and how it aligns with the Commission's mission.

Ms. Rodman stated the Study results are intended to guide future policy decisions – providing direction to the Housing Commission and potentially other Village Boards/Commissions in terms of action items related to affordable housing. The Village Board will also give direction to the Housing Commission and potentially to others on how they would like to move forward as result of the Study findings. A Commissioner suggested the Housing Commission write a letter to the Village Board indicating their interest in helping to define the scope of the Study.

Commissioner Delea inquired about the \$30,000 budgeted in the Trust Fund for administration.

Ms. Rodman stated that this same amount has been budgeted each year, although it has not been utilized in the past. Staff has been evaluating the opportunity to partner with a local non-profit to administer the Inclusionary Housing Program on behalf of the Village. This could provide additional, expanded program benefits, such as assisting developers with identifying appropriate tenants and conducting more thorough annual compliance checks to ensure the units are serving the intended populations.

Commissioner LoSavio shared his concern for the high cost of the Study and how the analyzed data will be implemented.

Ms. Rodman acknowledged their concerns and said she would pass them along. She committed to keeping the Commission informed as the Housing Study moves forward and the Village Board provides further direction.

V. OLD BUSINESS

A. Affordable Housing Trust Fund Guidelines

Ms. Rodman thanked the Commission for all of the feedback from the last meeting. There were a few discussion points that were brought up at the last meeting that staff has worked to address. She explained the changes were made to the draft Guidelines document, including the scoring matrix.

Ms. Rodman explained the options for how the Commission could proceed, depending on if they were satisfied with the draft Affordable Housing Trust Fund Guidelines document. She noted that should the Commission recommend approval of the Guidelines, the next step would be for staff to present them to the Village Board for discussion and adoption.

Commissioner Kiefer asked for a motion to approve the Affordable Housing Guidelines.

Commissioner Delea stated he would make that motion, and Commissioner LoSavio seconded the motion.

Commissioner Reynaga confirmed that once the Guidelines are approved, the commission will be able to create a timeline for applications and other things.

Ms. Rodman affirmed that yes, once the Village Board reviews and any additional revisions are complete, the next step would be for staff to develop the actual application form and to advertise via the website, etc.

Commissioner Kiefer called for a vote for the motion on the floor. On a voice vote the Affordable Housing Trust Fund Guidelines were approved 5-0.

VI. NEW BUSINESS

A. 2026 Meeting Calendar

Ms. Rodman presented the 2026 meeting dates, the third Wednesday of every month. It was confirmed that there is one open seat on the commission, and that Mayor Tinaglia has been asked to appoint someone to the vacancy.

Ms. Rodman confirmed that staff does not have any business to be brought to the December meeting.

Commissioner Kiefer asked the commissioners if anyone had anything for the December agenda. Nothing was brought forward. The next meeting will be in January, 2026.

VII. OTHER BUSINESS - None

VIII. PUBLIC COMMENT

Mr. Moens asked for a Plan Commission application update for Urban Street Group.

Ms. Rodman confirmed that the application has been received, however no Plan Commission date has been set.

Mr. Vogt with the Arlington Height Senior Citizen Commission, in attendance with Mr. Raminiak, are here to discuss the memo that was distributed at the last meeting.

Mr. Raminiak asked for their memo be added to a future agenda to discuss the Senior Citizens Commission's ideas for a program to utilize the proposed Affordable Housing Trust Fund dollars. He also expressed Commissioner LoSavio's concern related to the expense of the Housing Study.

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 8:05 pm.