



AGENDA
HOUSING COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
March 18, 2026
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. November 19, 2025
- IV. REPORTS
 - A. Inclusionary Housing Program Update
 - B. Single Family Rehab Program Update
- V. OLD BUSINESS
 - A. Affordable Housing Trust Fund Guidelines Update
- VI. NEW BUSINESS
 - A. 2026-2027 Business Plan Action Items
- VII. OTHER BUSINESS
 - A. Public Meeting Rules Discussion/Adoption
- 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

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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 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 a 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 actions 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 the 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 Delia 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.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

3/18/2026

Item: Inclusionary Housing Program Update

Department: Planning & Community Development

Item Description:

A. Staff will provide an update on current projects in the entitlement and construction phases.

B. In accordance with the Inclusionary Housing Ordinance, Village staff updates the fee-in-lieu amounts annually. The 2026 fee-in-lieu amounts are attached for your reference.

ATTACHMENTS:

1. Updated Fee In Lieu Amounts 2026

II. Annually adjusted linkage fee and fee in lieu amounts

The Inclusionary Housing Ordinance contains the affordable unit requirements for developments. In specified instances, linkage fees are required and there are fee in lieu options. Effective January 1, 2021, the linkage fee and fee in lieu amounts (below) shall be adjusted each year by the annual percentage change in the Consumer Price Index (CPI-U) for the Chicago-Elgin-Naperville area.

Schedule of Linkage Fees and Fee in Lieu Amounts	
Single Family Dwelling Units	2026 Linkage Fees and Fee in Lieu Amounts
New Single Family Dwelling Unit (One and Two Family Detached Dwellings) Linkage Fee including Teardown/Rebuilds. Due as part of building permit fees.	\$4,350/per market rate unit
Multi-Family Rental Developments	
Developments of 9 or fewer units (Village-wide) pay a linkage fee. Due as part of building permit fees.	\$4,350/per market rate unit
Downtown (B-5) developments of 10 or more total units <ul style="list-style-type: none"> • Up to 2.5% of required units may be provided in the form of a fee in lieu. Fees are payable prior to issuance of a building permit. 	\$31,113 per affordable unit
All Zoning Districts other than B-5 developments of 10 or more units, if affordable units are not provided pay a fee in lieu for 10% of the total units. Fees are payable prior to issuance of a building permit.	\$93,337 per affordable unit
Publicly Assisted Developments of 10 or more units, there is no fee in lieu option.	Not applicable
Multi-Family For-Sale Developments	
Developments of 9 or fewer units pay a linkage fee.*	\$4,350/per market rate unit
Developments of 10 or more pay a fee in lieu of providing affordable units for 10% of the total units.**	Up to \$93,337 per affordable unit (cap)

*Due as part of building permit fees.

**Due at time of occupancy permit for first unit.

Calculations

a. Required Affordable Housing Units

To calculate the number of affordable housing units required in a covered development, the total number of proposed housing units in the development shall be multiplied by the percentage of affordable housing units required by the Inclusionary Housing Ordinance. When the requirement results in a fractional unit, the following rules apply:

1. Fractions of one-half ($\frac{1}{2}$) and more are counted as a whole.
2. Fractions less than one-half ($\frac{1}{2}$) are disregarded.

b. Fractional for fees in lieu

To calculate the amount of the fee in lieu of affordable units, the number of required affordable units shall be multiplied by the applicable fee in lieu amount as defined in the Inclusionary Housing Ordinance. When the requirement results in a fractional amount of the fee amount assessed for a whole unit, the fractional amount shall not be rounded up or down.



VILLAGE OF
ARLINGTON HEIGHTS
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3/18/2026

Item: Single Family Rehab Program Update

Department: Planning & Community Development

Item Description:

Attached is a status report on the FY2026 Single-Family Rehab Program which encompasses the time period from October 1, 2025 through September 30, 2026.

ATTACHMENTS:

1. 3.18.26 SFRP Update

SINGLE-FAMILY REHAB PROGRAM STATUS REPORT – October 1, 2025 to September 30, 2026

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESTIMATE	PROJECT COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
25-01 BR2014	3/18/2025	By Owner	Replacement windows	\$12,000	\$12,600				Home was found to be lead-based paint free. Estoppel Agreement executed in October.
25-02 MA120 4	4/15/2025		Extensive list. Will need to prioritized and narrow scope of work.						Determined eligible for the SFR program. Narrowing scope of work. Likely to be a program year 2025- 2026 project.
25-03 KW250 5	7/23/2025		Roof replacement						Eligible for the SFR program. Environmental review completed.
26-01 JA1680	2/2/2026		Accessibility modification						Ineligible for SFR program. Household income exceeds 80% of area median income.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2025/2026 CDBG allocation: \$75,547.00

Loans Repaid CDBG Fiscal Year To Date: 10/1/25 – 9/30/26

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)



3/18/2026

Item: Affordable Housing Trust Fund Guidelines Update

Department: Planning & Community Development

Item Description:

Background

The Village Board had previously identified “Seek, maintain, and expand attainable housing within the community” as their eighth 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-evaluated 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 2025, the Housing Commission concurred with a staff recommendation to develop Housing Trust Fund Guidelines based on Village of Oak Park’s model. Staff worked in concert with the Housing Commission to produce the Village’s Affordable Housing Trust Fund Guidelines. The Housing Commission forwarded a favorable recommendation to adopt the Guidelines to the Village Board at their November 19, 2025 meeting.

The 2026-2027 Business Plan identifies the following as the second Strategic Priority: “Expand housing affordability and attainability strategies that are impactful on the local level and provide a variety of housing options for residents at all stages of life.” The Business Plan includes the following action items related to this priority: “Finalize the Affordable Housing Trust Fund Program Guidelines” and “Create program materials and application process.”

Updates and Next Steps

As of January 20, 2026, the Affordable Housing Trust Fund Guidelines have been adopted by the Village Board, thus completing the first action item: “Finalize Affordable Housing Trust Fund Program Guidelines.”

Staff is finalizing work for the application and the associated process. This will include a public relations campaign to garner interest, a program announcement, and an updated webpage to house the Affordable Housing Trust Fund information as well as the related documents. Most of the public

relations campaign will consist of contacting developers that were previously contacted for a Request for Expressions of Interest (REOI). At the time, the Village was unable to proceed with reviewing submissions, but will now be fully equipped for interested parties to apply. Interested applicants will be directed to the new web page, where the Affordable Housing Trust Fund Guidelines will be located, along with a link to an online application. This application will closely follow the requirements listed in the Guidelines and is expected to be available online April 1st.

ATTACHMENTS:

1. AHTF Guidelines - Adopted 1.20.26
2. AHTF Draft Announcement

Affordable Housing Trust Fund Guidelines

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



January 2026

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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 & 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	Points Earned/Available
	100%	50%	0%	
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 three 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	Points Earned/Available
	100%	50%	0%	
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) 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) 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) 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+ years	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.

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.

**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.

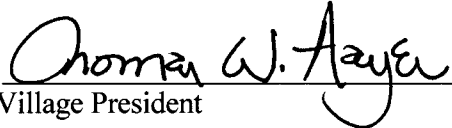
Section 7-1208 Sources of Funds. The Village Manager, for the benefit of the Housing Trust Fund, is authorized to accept funds, property, and other resources from all proper and lawful public and private resources including, without limitation: 1) cash payments in lieu of constructing Affordable or Attainable 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.

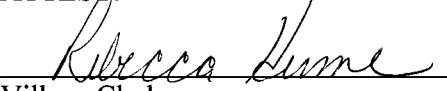
AYES: SCALETTA, LABEDZ, BLACKWOOD, FARWELL, GLASGOW, TINAGLIA, ROSENBERG, HAYES

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)

REQUEST FOR APPLICATIONS

Affordable Housing Trust Fund (AHTF)

Background

In 2013, the Village of Arlington Heights created the Affordable Housing Trust Fund. The Village established this fund to address the attainable housing goals, policies, and programs of the Village Board. Through the provision of a sustainable financial resource, the Village aims to address the attainable housing needs in Arlington Heights in addition to preserving and producing dedicated attainable housing.

The Affordable Housing Trust Fund is primarily funded through the payment of linkage fees and fees-in-lieu of providing affordable housing units, as outlined in the Village's Inclusionary Housing Ordinance. The fund balance, as of December 31, 2025, is approximately \$1.3 million.

In January 2026, the Village Board adopted the Affordable Housing Trust Fund Guidelines. These Guidelines establish a process by which to review requests from public, private, and non-profit entities to access fund monies to support projects furthering the Village's attainable housing goals.

Application Process

The Village is now accepting applications on an annual basis for use of the Affordable Housing Trust Fund with a deadline date of June 30th. Applications will incur a preliminary review through Village staff. Those that comply with the applicable requirements of the Affordable Housing Trust Fund Ordinance and Guidelines will be forwarded to the Village's Housing Commission for consideration. The Housing Commission will evaluate and make recommendations to the Village Board as to whether the application should be funded from the Affordable Housing Trust Fund.

Village staff is available to discuss potential project ideas with applicants and answer your questions about applying for these funds. All projects must be located in the Village of Arlington Heights and meet the criteria set by the Affordable Housing Trust Fund Guidelines. Any applications for projects that do not meet these criteria, as well as any late submissions, will not be considered.

Additional information is provided via the links below. Questions may be directed to the Department of Planning & Community Development by emailing planningmail@vah.com or calling (847) 368-5200.

Eligible Activities

Applications shall be limited to those supporting the following eligible activities:

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.

Instructions for Interested Applicants

1. Review the [Affordable Housing Trust Fund webpage](#) for all available resources.
2. Review the requirements of the [Affordable Housing Trust Fund Ordinance](#) and [Inclusionary Housing Ordinance](#).
3. Follow guidance provided by the [Affordable Housing Trust Fund Guidelines](#). Applications will be evaluated using a scoring system found in these Guidelines.
4. Review the required information and documentation for the application.
5. Contact Village staff with any questions.
6. Prepare documents.
7. Apply using the [online application](#) for the Affordable Housing Trust Fund by June 30th.

Links to:

[Affordable Housing Trust Fund Ordinance](#)

[Inclusionary Housing Ordinance](#)

[Application](#)

[Guidelines \(including criteria for evaluation point system\)](#)



3/18/2026

Item: 2026-2027 Business Plan Action Items

Department: Planning & Community Development

Item Description:

Background

The Village Board has identified “Expand housing affordability and attainability strategies that are impactful on the local level and provide a variety of housing options for residents at all stages of life” as their second Strategic Priority in the 2026-2027 Business Plan. This Strategic Priority includes several actions items administered by the Department of Planning & Community Development, listed below. Generally, these efforts will be completed in tandem with the Housing Commission.

- Complete a Housing Study
- Enhance Effectiveness of Inclusionary Housing Program
- Expand Single-Family Rehabilitation Program
- Implementation of Affordable Housing Trust Fund Guidelines

Housing Study

Staff will work with a consultant to complete a housing study providing insights on housing, such as affordability, availability, unit types, age, and housing demand. The study results will provide the context needed to effectively develop housing affordability strategies.

Success for this project is defined by the completion of a housing study which provides context on the overall housing affordability and availability for owner and renter-occupied units throughout the Village. The study will provide a snapshot of how existing housing is meeting demand and inform strategies for creating more attainable housing options with future development and redevelopment.

Enhance Effectiveness of Inclusionary Housing Program

Staff, in concert with the Housing Commission, will evaluate opportunities to expand the effectiveness of our existing Inclusionary Housing Program. This will include a review of the current administration of the Program, consideration of alternatives to expand access to units made available through the Program, review of opportunities to improve monitoring of Program compliance, consideration for partnering with non-profits for

administration of the Program, etc.

Success for this project is defined by improving public access to units created under the Program, providing enhanced support to property owners managing units under the Program, and ensuring compliance with the Inclusionary Housing Program.

Expand Single-Family Rehabilitation Program

Staff, in concert with the Housing Commission, will evaluate the existing Single-Family Rehabilitation Program to identify opportunities for expansion. This includes consideration of how to expand access to the Program, streamlining the application process, considering other resources to support the homeowner application process, and evaluating Program funding limits.

Success for this project is defined by increased participation in the Program, faster application processing, and more efficient administration of the Program.

Implementation of the Affordable Housing Trust Fund Guidelines

Staff, in concert with the Housing Commission, will finalize the Affordable Housing Trust Fund Guidelines, draft the supporting application and marketing materials, and initiate a call for proposals. Proposals will be vetted by the Housing Commission and then forwarded to the Village Board for consideration for funding from the Affordable Housing Trust Fund.

Success for this project is defined by greater access and better compliance with inclusionary housing.

ATTACHMENTS:

1. 2026-2027 Strategic Priorities Summary

Strategic Priorities for 2026 – 2027

The Village Board recognizes **the Village's highest priorities will always be the maintenance of public safety, the provision of core services, and the continuing of fiscal responsibility with taxpayer resources**. However, given the unique needs of the community at this time, the specific Strategic Priorities for 2026-2027 shall be:

1. Continue collaborative efforts with the Chicago Bears Football Club, Village residents and businesses, and all other local, regional, and state-wide partners to deliver a transformative, responsible, and one-of-a-kind redevelopment of Arlington Park that reflects community interests and strives to meet the Village's Strategic Priorities.
2. Expand housing affordability and attainability strategies that are impactful on the local level and provide a variety of housing options for residents at all stages of life.
3. Promote economic development initiatives to encourage timely progress on approved projects, support commercial districts by filling available storefronts, and attract unique business development to vacant properties to set Arlington Heights apart from neighboring communities.
4. Establish policies and engage in efforts that improve street safety conditions for motorists, pedestrians, and other modes of transportation.
5. Engage with stakeholders regarding the historic preservation of residential areas to determine what further regulations and resources should be implemented.
6. Advance environmental sustainability through Village-led programs, green infrastructure investment, and encouraging eco-conscious residential and business practices.
7. Reinvigorate, support, and review the roles of the Village's existing Boards and Commissions in pursuit of their purpose, and establish short-term task forces, as needed, to provide targeted, collaborative input on key initiatives.
8. Support and enhance the Village's efforts related to arts, entertainment, and community identity.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

3/18/2026

Item: Public Meeting Rules Discussion/Adoption

Department: Planning & Community Development

Item Description:

In an effort to create consistency across all of the Village's Boards and Commissions, Planning and Community Development staff, in conjunction with the Village Attorney, have provided an informational memo regarding how to conduct the public comment portion of Board/Commission meetings (along with public hearings) in compliance with the Open Meetings Act. Staff has also included "Rules Concerning Public Comment and Participation", which are being recommended for adoption by the Village Manager's Office and Village Attorney.

Please review both documents in preparation for discussion and adoption at this meeting.

ATTACHMENTS:

1. Memo - Public Comment and Public Hearings
2. Draft Public Comment Rules - 2026

Hart M. Passman
312.528.5193
hart.passman@elrodfriedman.com

Memorandum

Date: December 11, 2025
To: Village Department of Community Development
From: Village Attorney
Cc: Village Manager
Re: Best Practices for Public Comment and Public Hearings

At your request, our office has prepared this best practice guide regarding public comment and public hearings during board and commission meetings. The purpose of this memorandum is to summarize the legal framework governing public comment, outline recommended best practices for managing public comment time, and clarify key differences between public comment periods and public hearings.

I. Public Comment and Public Meetings

Section 2.06(g) of the Illinois Open Meetings Act, 5 ILCS 120/2.06(g), requires that every single public body – including all Village boards and commissions – provide time at public meetings for public comment. Further, the Illinois Public Access Counselor has interpreted Section 2.06(g) to require all public bodies to establish and record written rules for public comment at public meetings.

Public comment time is intended to allow members of the public to address a public body. Accordingly, Village boards and commissions may not cancel or truncate public comment time at their public meetings.

II. Establishing Rules and Best Practices

Municipalities may establish time place and manner restrictions for public comment, just as they can under the First Amendment for any other public forum. A few examples of rules for public comment time are as follows:

- Individual Speaker Limit:
 - Limit each speaker to a fixed time (e.g., three minutes), unless the Chair decides otherwise before the comment period begins.
 - The same time limit must apply uniformly to all speakers during public comment at that meeting.
- Group Representation:

- A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
- A speaker may not yield time to another speaker.
- Overall Time Limit: Some local governments have established a total maximum time for public comment (e.g., 30 minutes), unless extended by the Chair prior to the start of the comment period. If adopted, such a rule should include clear parameters for selection of the commenters at each meeting (and those parameters must be agnostic as to the substance of the comments).

While the First Amendment protects a wide range of speech, a local government may restrict speech and conduct in certain circumstances. Specifically:

- Speakers may not engage in conduct or speech that is threatening, incites violence, or is obscene.
- Speakers may not engage in disorderly conduct that disrupts the meeting (and speakers and attendees alike should be discouraged from clapping, cheering, or booing).
- The public body may prohibit public comment that is not related to the public body's jurisdiction or purpose.
- The Chair may interrupt or limit a speaker's comments to enforce the adopted rules.
- The Chair may require a speaker who violates the rules to end their remarks or leave the meeting.

Public comment time is not intended to be a forum for open dialogue or engagement. Neither the Chair, nor any member of the commission or of Village Staff, is under any obligation to respond to any public comment, or engage with any speaker, during the public meeting. Indeed, as a general rule, we discourage debate or back-and-forth exchanges with speakers during a public meeting. To debate in public allows the commenter to hijack the meeting, and also denies the Village the opportunity for more careful, planned dialogue of sensitive issues. However, the Chair may direct Village Staff to respond to questions or issues raised in a public comment at an appropriate time after the meeting.

It is generally advisable for public bodies to adopt rules for public comment. At your direction, we can prepare form rules for consideration.

III. Public Hearings

In contrast to general public comment time, public hearings are formal proceedings, often required by statute or ordinance, focused on a specific matter, such as a zoning application or development proposal. Key distinctions that differentiate public hearings from public comment are as follows

- Testimony during a public hearing is given under oath.
- Participants may be examined or questioned by the Plan Commission, staff, or others present.
- A public hearing record is legally significant and forms part of the evidentiary basis for the Plan Commission's decision.
- Whereas public comment time can be used for discussion of *any* topic germane to the public body, testimony during a public hearing must be restricted to the subject of that hearing.

- Whereas a public body can decide when, during a meeting, it will entertain public comment – and can refuse to entertain public comment at all other times – the body must allow public testimony during the hearing itself, as part of the hearing.
- Whereas public bodies should get a uniform time limit for speakers during public comment, and should extend the same uniformity requirement to the general public that offers testimony during a formal hearing, public bodies should not limit the applicant to that time limit. This is because the applicant for relief bears the burden of persuasion, and therefore should be afforded the full time needed to present its case.

The rules and best practices set forth above for public comment time should also be applied during a public hearing. Most importantly, the public body should provide the same amount of time to each speaker during a public hearing.

IV. Summary of Recommendations

- Provide public comment at *all* board and commission meetings.
- Set a time limit for each public commenter, and apply it uniformly.
- As a general rule, refrain from responding to or debating public commenters.
- Adopt rules to govern public comment.



Rules Concerning Public Comment and Participation

Housing Commission

Overview

1. Authority

These rules concerning public comment and participation ("**Rules**") are adopted pursuant to Section 2.06 (g) of the Illinois Open Meetings Act ("**OMA**"), and are intended to provide an opportunity for members of the public to address public officials during a public meeting ("**Public Comment Time**").

2. Applicability

These Rules apply to meetings of the Housing Commission ("**Public Body**"). These Rules supersede any rules governing public comment at public meetings previously adopted by the applicable Public Body. These Rules are not intended to govern "public hearings" of the Public Body.

3. Intent

- a. Public Comment Time is intended to allow members of the public to address the Public Body on a topic that is germane to matters within the specific purview and jurisdiction of the Public Body.
- b. Unlike a "public hearing," at which testimony is presented under oath and may be subject to examination by, and dialogue with, public officials and others in attendance, Public Comment Time is strictly limited to comments made by a speaker to the Public Body. Public Comment Time is not intended to be a forum for open dialogue or engagement. The Public Body is under no obligation to respond to any public comment, or engage with any speaker, during the public meeting. The Chair may direct Village staff to respond to questions or issues raised in a public comment at an appropriate time after the public meeting.

Governing Rules

1. Public Comment Required

- a. Except as expressly provided in these Rules, the agenda of every regular and special meeting of the Public Body must include a reservation of time during the meeting for Public Comment Time.
- b. Subject to these Rules, the Chair will recognize any person desiring to speak during Public Comment Time.
- c. Public Comment Time is reserved for comments on matters that are not the subject of a specific agenda item at the same meeting. If a person desires to speak during Public Comment Time about a matter that is the subject of a specific agenda item at the same meeting, public comment will be allowed at the discretion of the Chair during that agenda item. If no public comment will be allowed during the specific agenda item, then the person must be allowed to speak about the matter during Public Comment Time, subject to these Rules.
- d. Unless the meeting is a remote meeting in accordance with the provisions of the OMA, any person desiring to make a public comment must do so in person at the location at which the public meeting is taking place. As provided in Section B.6 of these Rules, written comments may be submitted to the Public Body, but written comments will not be read aloud during Public Comment Time.

2. Time Allotted

- a. No speaker may speak during the Public Comment Time for more than three minutes, unless the Chair designates a longer time period for that meeting, which designation must occur prior to the commencement of Public Comment Time on the agenda and must be applicable to all persons making comments during Public Comment Time at that public meeting.
- b. A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
- c. A speaker may not yield time to another speaker.

3. Speaker Guidelines and Requirements

- a. Each speaker must state and spell their name in a clear manner so that it can be recorded in the minutes of the meeting.

- b. Speakers will not be required to state their home address; however, the Chair may ask the speaker to state whether or not they are a resident of the Village.
- c. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must disclose that representation.
- d. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own comments and comments that have previously been provided to the Public Body by other speakers.
- e. All public comments must be directed to the Chair and the members of the Public Body, and not to any member of the audience or Village staff.
- f. All speakers should be respectful of the Public Body and the audience members, and should be courteous, polite, and civil.
- g. No speaker may engage in conduct or speech that is imminently threatening to any person, that incites violence, or that is obscene.
- h. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Public Body to conduct the public meeting.

4. Public Comment Procedure

- a. All persons intending to speak during Public Comment Time must sign up on the Village's written sign-up form supplied in the meeting room, and deliver that form to the Chair prior to the commencement of Public Comment Time on the agenda.
- b. The speaker must speak only from the specific location in the public meeting room designated by the Chair.

5. Enforcement by the Chair

- a. The Chair has the authority and the direction to strictly enforce these Rules, and to do so in a fair and consistent manner.
- b. The Chair may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the Chair determines is violating these Rules.
- c. Any person that the Chair determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the Chair. Additionally, the Chair or a majority of the members of the Public Body may require that person to leave the premises of the meeting.

6. Written Submissions

- a. Any person has the right to provide written comments to the Public Body by addressing those comments to:

Housing Commission
33 S Arlington Heights Road
Village of Arlington Heights, IL 60005

-or-

Housing Commission
planningmail@vah.com

and delivering the comments via any of the following methods:

- i. by personal delivery at the front desk of Planning and Community Development between 8:00 a.m. and 4:00 p.m. Monday through Friday;
 - ii. by mail, courier, or any similar delivery service; or
by email to planningmail@vah.com
- b. All written submissions received for the Public Body will be provided to the members of the Public Body. The Chair may, in the Chair's sole discretion, elect to read aloud any written comment received by the Public Body during a Public Comment Time of a public meeting, but has no obligation to do so.