

DRAFT

**MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
HELD AT ARLINGTON HEIGHTS VILLAGE HALL
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
AUGUST 5, 2014**

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Karen Conway Siobhan White
 Alex Hageli Anisa Jordan

Commissioners

Absent: Namrita Nelson

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present:

Kori Larson	Glenkirk
Jay Ilg	AH resident
Phil and Adele Krueger	AH residents
Bill Slankard	AH resident
Carol Coffman	AH resident
David Weinen	AH resident

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

For the benefit of the audience, the member of the Housing Commission introduced themselves. Commissioners Hellner, Conway, White, Hageli, and Jordan were present. Commissioner Nelson was absent.

III. APPROVAL OF MINUTES

A motion was made by Commissioner White, seconded by Commissioner Jordan, to approve the minutes of the April 2, 2014 meeting as presented. The motion was carried unanimously.

A motion was made by Commissioner Hageli, seconded by Commissioner Conway, to approve the minutes of the July 1, 2014 meeting as presented. The motion was carried unanimously.

IV. REPORTS

V. OLD BUSINESS

- A. Parkview Apartments – Commissioner Hellner explained that the project has returned to the Housing Commission because of a change in the commitment that the petitioner is making regarding the affordable housing component. The petitioner is now committing to provide 15% of the units in the building, which is 7 units, as affordable in perpetuity as called for in the Village's Affordable Rental Housing Program Guidelines. The petitioner still has a goal of providing 19 affordable units, but is able to commit to more than the 7 units or more units in perpetuity until the financing for the project has been put together.

Commissioner White stated that she wants the 7 units to reflect the bedroom mix that was proposed by the petitioner for the originally proposed 19 affordable units. To achieve this, 7 of the affordable units should be 2 one-bedroom units, 4 two-bedroom units, and 1 three-bedroom units. Commissioner White pointed out that at the project at the north end of town, one-bedroom units did not provide effective affordable housing and she would not want to see an adjustment in the total number of affordable units result in a higher ratio of one-bedroom units than was previously presented.

Chairman Hellner telephoned Michael Ezgur, the attorney for the petitioner, and left a voicemail message stating that Housing Commission would like for the allocation of the 7 units to be allocated as follows: 2 units to be one-bedroom units; 4 units to be two-bedroom units; and 1 unit to be a three-bedroom unit. He said that he was calling to see if the petitioner was amenable to that bedroom size allocation and whether the petitioner was willing to commit to that.

Commissioner Hellner asked for comments from the audience. A member of the audience asked about a statement in the Housing Commission's minutes of the July 1, 2014 that there will be some dirt cleanup at the site. Chairman Hellner commented that the environmental concerns relating to the soil have been addressed by the staff and were discussed at the Plan Commission meeting. Ms. Boyer said that petitioner may have been referring to the site cleanup that was already done and perhaps the wording in the minutes was incorrect. Another member of the audience also expressed concerns about remaining contaminated soil that will be disturbed during construction and possible contamination of the water table. It was explained that the environmental issues are not a matter within the jurisdiction of the Housing Commission and no additional information on this subject is available at this meeting of the Housing Commission, but the concerns will be communicated to the staff working on this aspect of the project. There was a brief discussion of other zoning considerations concerning the project, but it was repeated that these issues are not within the Housing Commission's jurisdiction.

The members of the Commission returned to formulating a motion concerning the petitioner's commitment regarding the affordable housing units. It was stated that the ratios with respect to the bedroom mix for the 7 required units should be as close as possible to the ratios proposed for the 19 originally proposed affordable units as the mix was discussed at the July 1, 2014 Housing Commission meeting. Therefore, the mix for the 7 required affordable units should be: 2 one-bedroom units, 4 two-bedroom units, and 1 three-bedroom unit. It was also stated that the same approximate ratios with regard to bedroom sizes should also be applied to affordable units provided beyond the 7 that are required.

A motion was made by Commissioner White, seconded by Commissioner Hageli, to recommend approval of 7 permanently affordable units at Parkview Apartments, 212 N. Dunton Avenue with the following conditions:

- 1. The 7 affordable units shall be maintained as affordable in perpetuity under the Village's Affordable Rental Housing Guidelines.**
- 2. The affordability requirements of an affordable housing financing program secured for the project (e.g. the Low Income Housing Tax Credit program), which are consistent with the requirements of the Village's Affordable Rental Housing Guidelines, may be temporarily followed with respect to the 7 units during the compliance period of the financing, but at all other times the requirements of the Village's Affordable Rental Housing Guidelines shall apply in perpetuity.**
- 3. Any additional affordable units in the project, beyond the 7 affordable units required, are recommended for approval and shall comply with the affordability requirements associated with the project financing.**
- 4. The owner, or the owner's designee, shall be responsible for reporting to the Village on a quarterly basis on compliance with the affordable housing requirements utilizing a form prescribed by the Village of Arlington Heights.**
- 5. The bedroom mix of the 7 required affordable units shall be provided according to the ratios as proposed by the petitioner at the July 1, 2014 Housing Commission meeting resulting in 2 one-bedroom units, 4 two-bedroom units, and 1 three-bedroom unit. Any additional affordable units provided shall also comply as much as practical with the bedroom mix ratios proposed by the petitioner at the July 1, 2014 Housing Commission meeting, those approximate ratios being 20% one-bedroom units, 60% two-bedroom units, and 15% three-bedroom units.**

The motion carried unanimously.

Michael Ezgur, the attorney for the petitioner, telephoned into the meeting. He said that he had spoken to his client Jessica Berzac and the petitioner understands and agrees with the Housing Commission's request regarding the allocation of the affordable housing unit mix.

- B. Glenkirk CDBG Request – At the last meeting, the Housing Commission requested additional details and photographs with respect to the proposed kitchen renovation at one of their group homes. A scope of work and photographs were provided in the meeting packet.**

Ms. Kori Larson, representing Glenkirk, stated that they are planning a renovation that will be beneficial for the physically and intellectually challenged residents of the home. An open concept is planned that will enable the residents to be more involved in kitchen activities by improving visual access to the space. Countertops, cabinets, drawers, faucet handles, etc. will be accessible. Ms. Larson said that Glenkirk has made these types of kitchen improvements at other sites and they have been very successful.

Chairman Hellner asked whether Glenkirk has funds available if costs exceed the amount of financing provided by the Village. He further stated that Village funds are to be used for reasonable and necessary items. Ms. Larson said that Glenkirk can make up the difference in cost between the total cost and financing provided by the Village.

Ms. Boyer stated that the staff's recommendation is that up to \$24,900 in financing be provided by the Village. The remainder of the project cost would be covered by Glenkirk.

Commissioner Conway asked if the member of the Commission can see the final product when the project is completed. Commissioner Conway said that it would be beneficial from an educational standpoint to learn how far the money goes and the impact. Ms. Larson said that Glenkirk would be please to show the completed kitchen to the members of the Commission.

Chairman Hellner asked if Glenkirk has identified contractors who are available to do this kind of specialized work and at reasonable prices. Ms. Larson said that some of the materials, such as the custom, accessible cabinets, will be more expensive than standard materials but they are much better suited to the resident's needs and abilities. She said that Glenkirk has identified contractors who have experience in installing the specialized materials and that they are comfortable that they receive good value from these contractors.

Chairman Hellner suggested that Glenkirk may want to donate the discarded materials to the Habitat for Humanity store in Elgin, IL.

A motion was made by Commissioner Hageli, seconded by Commissioner Conway to approve CDBG funding to Glenkirk from the 2014-2015 Group Home and Transitional Housing Rehabilitation Program for the renovations to the kitchen at its group home located at 1008 S. Haddow under the following conditions:

- 1. The funding amount shall not exceed \$24,900.**
- 2. Competitive bids shall be obtained for the renovation work as required federal regulations and staff must concur with the choice of bidder(s) and amount prior to Glenkirk entering into construction contract(s).**
- 3. As per the policy approved by the Village Board, 1/3 the funded amount shall be provided in the form of a grant and 2/3 of the funded amount shall be provided as a 0% interest loan, secured by an agreement and recorded against the property, with payment due in full upon the sale of the property by the agency.**
- 4. Glenkirk must comply with all other CDBG, procurement, and other laws and regulations that apply to this project.**

- C. Plan Commission Calendar – Ms. Boyer said that the possible development of a small apartment building in downtown Arlington Heights may be discussed at the Plat & Subdivision Committee meeting on August 13, 2014. She will provide more information if/when the project goes to the Plat & Subdivision Committee and/or Plan Commission. The petitioner's response to the Village's affordable housing policies would not be due until the submittal of the Plan Commission application.
- D. Single Family Rehabilitation Loan Program – Ms. Boyer described the anticipated scope of work for application 14-01. The homeowners are a young couple with two small children. If the application proceeds, the proposed work involves: 1) replacing a deteriorated front, concrete porch stoop, 2) replacing wooden posts that sit on top of the front porch stoop and support part of the roof; 3) repairing a portion of the roof that has been damaged due to loss of support by the posts on the stoop; and 4) covering the remaining wooden/painted portions of the mostly vinyl sided home in order to reduce long-term maintenance costs of the home. Ms. Boyer said that a lead based paint inspection has been ordered. The inspection is required but is particularly important because a 2 year old and 4 year old reside in the home. Ms. Boyer is also expecting to receive an application soon from an elderly couple in need of a new roof.
- E. NW Suburban Housing Collaborative – The Collaborative did not have a meeting in July. The Handyman Program has received some applications and services have been provided. Ms. Boyer said that she will be giving copies of the flyer to the Village nurses to pass at home visits. It was also suggested that flyers be provided to the gerontology department of NW Community Hospital. Ms. Boyer said that she will follow up on that suggestions.

VI. NEW BUSINESS – None

VII. OTHER BUSINESS

Commissioner White asked for an update of the proposed Goedke House renovations. Ms. Boyer reported that the Village Board approved the conditional commitment letter in support of the project. Commissioner White requested that a representative of the Goedke House management be invited to a future meeting of the Housing Commission. There is particular interest in eligibility qualifications for the units and how the management does tenant selection.

Ms. Boyer said that there was a Resolution passed by the Village Board when Goedke House was developed that provides that current Arlington Heights residents are to be given preference (but not exclusive access) to the units in Goedke House. There has been some discussion about this Resolution. Local preference policies have been less frequently enacted in recent years. The Village's Legal Department and the Housing Authority of Cook County are both looking at the Resolution.

Commissioner Jordan asked about the Arlington Downs project. Chairman Hellner commented that they are advertising for leasing and working on leasing retail space. They developers bought some more property to the north. There were some questions about the connection with the park district and discussion about the pathway to the train station. Commissioner Jordan said that they are going to start charging for parking at the court house in Rolling Meadows, and that may cause some issues in the surrounding area.

VIII. ADJOURNMENT

A motion was made by Commissioner White, seconded by Commissioner Jordan to adjourn the meeting. The motion carried and the meeting was adjourned at 8:10 PM.

NEXT MEETING:

**SEPTEMBER 2, 2014 7:00 P.M.
IN THE COMMISSIONS CONFERENCE ROOM
SECOND FLOOR OF VILLAGE HALL**