

VILLAGE OF LIBERTYVILLE
Human Relations Commission

Minutes
March 4, 2020

A meeting of the Human Relations Commission was held on March 4, 2020 at 4:00 p.m. at the Libertyville Village Hall. Those in attendance included Commission Members: Tom Gore, Andy Robinson, Sharon Starr, Wolfgang Josenhans, Duke Ehemann and David Young. Also in attendance was Deputy Village Administrator Ashley Engelmann, David Smith, Senior Planner and Dave Pardys, Village Attorney.

Approval of Minutes

Chair Robinson called for a motion to approve the minutes of the February 5, 2020 Human Relations Commission Meeting. Member Starr made a motion to approve the minutes, Member Young seconded. The minutes were approved unanimously.

Review of Neighboring Communities

Deputy Administrator Engelmann provided a review to The Human Relations Commission regarding neighboring communities and how their ordinances related to affordable housing are administered.

Highland Park

The City of Highland Park has a blend of city-owned affordable housing facilities and scattered sites that have been developed throughout the community.

Housing Commission

The City's Housing Commission is responsible for reviewing development agreements with respect to the City's affordable housing requirements. Developments typically are reviewed first by the Plan Commission then the Housing Commission and then the City Council. It falls under the authority of the City Council and is a recommending body. They manage, along with the Finance Department the Housing Trust Fund. They make recommendations regarding scattered site developments that CPAH procures.

Housing Trust Fund

The housing trust fund is made up of monies received from the demolition tax and pay in lieu fees. The fund is used to develop scatter sites, there is no loan program.

Pay in Lieu

A developer can request to pay in lieu at any time. There are no specific requirements that they must meet but they must make their case to the City Council.

CPAH

CPAH began as the Highland Park Land Trust. They own the land of the affordable housing properties, but the homes are sold. They are deed restricted to maintain an affordable rate. CPAH helps to identify tenants for the properties and they screen them for income eligibility. They also conduct their annual income recertification. For developments that come to the Village CPAH is not involved until the building has been built. At that point CPAH helps to identify eligible tenants. Developers are required to use the waiting list that CPAH has. CPAH's agreement with Highland Park is developed annually. They request an amount from Highland Park. They then utilize funds within the Housing Trust to buy scatter sites and develop them as affordable housing.

Wilmette

The Village of Wilmette has a housing assistance program that residents can apply for that provides a subsidy of \$200/month. Seniors can apply for a property tax relief subsidy in the amount of \$1,800. Funds for these programs come from a Village foundation which is a non-profit that does private fundraising as well as collects

donations on vehicle sticker sales and through developer donations. There are approximately 20 users of this program. The township takes care of income eligibility for this program.

The Village has an Affordable Housing Plan, not an Ordinance. They have worked with CPAH to leverage tax credits and develop permanent scatter sites. They currently have 14 sites throughout the community. These sites were developed using \$1.6 million in developer donations that were levered by CPAH. There are no Village owned sites. They do not have a direct agreement with CPAH.

Lake Forest

CPAH Relationship

The City does not have any stand-alone developments. They take a multi-pronged approach. They have acquired 9 single family homes through their housing trust fund working with CPAH and made them permanent scattered sites throughout the community. Often the properties are identified as ones that have had code enforcement issues. The City waives permit fees and uses community groups to help with improvements, if possible. The City allocates \$150,000-\$175,000 for the purchase and improvements. CPAH does the acquisition and income verification. The City tries to acquire two properties per year. Funds for this program come from fee in lieu and demolition tax dollars. Each time an expenditure is authorized a separate agreement is entered into with CPAH. CPAH typically has a service fee of \$12,000-\$15,000 for each property.

Housing Trust Fund Board

The Board makes recommendations to the City Council. They meet with potential developers. They have term limits and it is a board of 3 members. They meet 2-3 times per year. The Board usually consists of the former Mayor who acts as the Chair. The City manages the funds and the Board makes recommendations on how the funds should be allocated. Developments go through the Plan Commission first then the Housing Trust Fund Board. The Plan Commission does not discuss the affordable housing piece.

Recent Developments

They recently had a development that is under review that would have required 20 affordable units. The City decided they would prefer only 12 on-site and for the remaining 8 units to be a fee in lieu.

Review of Draft Ordinance

The Commission finished reviewing the draft Ordinance. The following comments were made:

- Is there an annual income recertification requirement through the IDPH
- What would implementation look like with respect to the Plan Commission vs. the Housing Commission? How would they be involved going forward once the ordinance is in effect?
- What are our legal requirements to include low-income in the ordinance. Without it these individuals could still qualify but may not be able to afford the property.
 - The lower income bracket is specifically called out in the State Statute
- Need to get a better understanding of what our low-income housing opportunities are currently in the community
- Look at Section 8 as it relates to the Lake County Housing Authority
- Get some statistics on low-income in the community currently
- Need to understand if the Lake County Housing Authority is filling the role needed for low income housing

The Commission recommended that Chair Robinson and Deputy Administrator Engelmann meet with the Mayor and Village Administrator to review the draft Ordinance and discuss next steps. A meeting will be scheduled prior to the next meeting.

Other

None.

Adjournment

Chair Robinson made a motion to adjourn the meeting and Member Young seconded the motion. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Ashley Engelman
Deputy Village Administrator