

VILLAGE OF LIBERTYVILLE  
Human Relations Commission

Minutes  
January 8, 2020

A meeting of the Human Relations Commission was held on January 8, 2020 at 5:00 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 December 4, 2019 Human Relations Commission Meeting. Member Young made a motion to approve the minutes, Member Ehemann seconded. The minutes were approved unanimously.

**Review of CPAH Sample Agreement**

The Commission discussed the agreement that CPAH and Highland Park have agreed to. The agreement is in the amount of \$85,000. There is an extensive scope that is attached for projects and work that CPAH is agreeing to complete. It was determined that the Commission needs to better understand the relationship between CPAH and Highland Park. The following questions were raised:

- Is the \$85,000 an annual amount?
  - Many grants were referenced in the agreement that CPAH has received for Highland Park- is this typical year to year
- Does the City have an annual affordable housing plan?
- How is the trust fund used?
- What is the long-term sustainability of the plan?
- Does CPAH have more of a “starter” contract?

The Commission recommended that Village staff meet with Highland Park staff to better understand the relationship between CPAH and Highland Park. Deputy Administrator Engelmann and Senior Planner Smith will set up a meeting and report back to the group.

**Review of DRAFT Ordinance**

The Commission began discussing the Ordinance where they left off from the previous meeting. Page 8 of the Ordinance under Section C 3. A summary of the comments may be found below:

- The table that is included in the draft which outlines the livable space per the building code needs to be updated- the minimum gross square footage should be changed to “habitable” per the building code
- Strike reference to \$130,000 for pay in lieu
- Under Section 8- Alternatives to On-Site Affordable Housing Units the commission asked that Attorney Pardys review and bring back some possible hardship criteria
- Section 8 (1) the group would like the 15<sup>th</sup> percentile formula used
- Section 10 A (1) eligibility for parents of existing residents who are 65 and older should be moved to the lowest priority level, highest priority should be given to those who have children already enrolled in the schools and civil servant needs to be more clearly defined to not just include those that work for the Village
- Top of pg. 11 it should note that the selection of eligible households shall be done by the Village Administrator or other entity

- Remove Section 8 C- Is there a need for it? Is there a time provision? Language needs to be tightened up.
- Fee in lieu will be locked in with the development agreement
- Remove low-income reference in Section 9A- should only reference moderate income
  - 80% AMI for owners and 60% for rental

Attorney Pardys will draft an updated ordinance for the meeting in March. Deputy Administrator Engelmann recommended that the February meeting be cancelled to allow for time to complete the work on the draft and to meet with Highland Park. The Commission concurred with this recommendation.

**Other**

None.

**Adjournment**

Chair Robinson made a motion to adjourn the meeting and Member Young seconded the motion. The meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Ashley Engelmann  
Deputy Village Administrator