

Minutes of Regular Meeting  
**HOUSING PROGRAMS ADVISORY COMMITTEE**  
Village of Oak Park  
March 16, 2016  
7:00 pm – Room 215

**CALL TO ORDER:** The meeting was called to order by Chair Steven Glass at 7:02 p.m.

**ROLL CALL:**

PRESENT: Steven Glass, Frank FioRito, Garth Katner, Mary Mauney,  
Catharine Schutzius

ABSENT: Debby Macey, Trisha Girdwood,

STAFF PRESENT: Andrew Williams-Clark, Neighborhood Services Manager

GUESTS: None

**REVIEW AND APPROVAL OF MEETING AGENDA:** Chair Glass asked if there were any changes to the Agenda. Mr. Williams-Clark requested the addition of an overview of the recently approved update to the Village's Human Rights Ordinance (Chapter 13) under "other business." With that change the agenda was approved unanimously.

**NON-AGENDA PUBLIC COMMENT:** There was no non-agenda public comment.

**APPROVAL OF MINUTES:** Chair Glass asked if there were any changes to the minutes of the January 20, 2016 meeting. Noting no changes, a motion to approve the minutes was made by Mr. Glass and seconded by Mr. FioRito. The motion passed unanimously.

**Review and Recommend Board Approval of a Single Family Rehab Loan (SFR-64-A):** Mr. Williams-Clark provided an overview and summary of the proposed loan and lead grant for a single family rehab project. This is a one-story frame bungalow owned and occupied by a married couple and three children under the age of eighteen. The household qualifies as low-income. Last income verification was conducted on 11/18/2015 and it will not require recertification prior to Board Approval in April. A lead inspection and risk assessment were done before the start of specification writing. In accordance with federal requirements for projects with a rehab cost below \$24,999, interim controls will be used to address all lead paint hazards. Three contractors bid on the project, and two were within the acceptable bid range established by the Village. The owner selected a contractor that is within the acceptable bid range at \$51,109 for the entire project. The rehab loan and lead grant will have a \$4,149 and \$4,185 contingency, respectively. The post-rehab equity meets the program guideline requiring post-rehab equity of at least 10%. Two typos in the summary were identified and corrected in the minutes and materials submitted to the Board. Mr. Glass noted the method of estimating existing home value changes from proposal to proposal. Staff agreed to facilitate a discussion of the sources and methods for estimating home value at the next meeting. Chair Glass

chose to abstain from the vote, because of the potential for conflict of interest. His employer is the Cook County Hospital System, whose “parent” agency is the Cook County Department of Public Health. The Village anticipates investing funds from a lead control grant from the County in this project. Mr. Williams-Clark agreed to seek direction from the Village Attorney on future votes. Mr. Katner moved to recommend the loan and lead grant for Board approval. The motion was seconded by Ms. Mauney.

ROLL CALL VOTE:	Frank FioRito	Aye
	Trisha Girdwood	Absent
	Garth Katner	Aye
	Debby Macey	Absent
	Mary Mauney	Aye
	Catharine Schutzius	Aye
	Chair Glass	Abstain

The motion passed.

**Schedule Special Meeting of the Committee to Review and Recommend Board Approval of a Single Family Rehab Loan (SFR-68):** The committee scheduled a special meeting on Wednesday, March 23, 2016 at 8:15AM in room 215 of Village Hall.

**Approve HPAC Application to Participate in A Day in Our Village:** The committee approved an application to host a table for the distribution of literature on housing programs and water saver kits at the annual A Day in Our Village event. This year the event will take place on Sunday, June 5, 2016. Members instructed Mr. Williams-Clark to invest Village funds allocated to the committee to print program brochures and a banner and to rent a tent, a table, chairs, and a table cloth.

**Review a List of Applications Received for Multi-Family Incentives Program Grants and MSAs:** Mr. Williams-Clark presented the committee with the list of MFI Program applicants, which included 31 grant and 13 MSA-only applications. There was a fairly good distribution of non-profit and private applicants as well as applications from larger and smaller buildings. Mr. Williams-Clark promised to bring a model MFI application evaluation packet to the April meeting to acclimate new members to the review process. The committee will formally review all grant materials in May for recommendation to the Board at a meeting in June. Chair Glass requested that staff look into a budget amendment to reallocate Rental Reimbursement funding (\$50,000) to grants. In discussing the Oak Park Regional Housing Center’s role in the program, committee members raised the question of why the organization is not allowed to collect listing fees. Mr. Williams-Clark agreed to bring the answer to the next meeting.

**Upcoming Volunteer Appreciation Night (April 28):** Chair Glass described the Village’s annual appreciation night event and encouraged all to attend. All members received an invitation via email.

**Other Business:** Mr. Williams-Clark presented an overview of an update to the Village's Fair Housing Ordinance, which is Chapter 13 (Human Rights) of the Village Code, The update includes the addition of several protected classes, an extended timeframe to file complaints, and a new hearing process. The Board voted to approve the update on Monday, March 21.

**ADJOURNMENT:** Meeting was adjourned at 8:18 p.m.

Respectfully submitted,  
Andrew Williams-Clark, Staff Liaison