

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## **Minutes Report - Draft**

**Wednesday, March 15, 2023**

**3:30 PM**

**Central Permit Facility - 2nd Floor**

**500 W. Winchester Rd.  
Libertyville, IL 60048**

**Housing and Community Development Commission**

**1. Roll Call**

*Chair Rose called the meeting to order at 3:38 pm.*

*Guest: Amy Kaufman with Community Partners for Affordable Housing (CPAH), and Eric Foote with PADS Lake County.*

*Staff: Brenda O'Connell, Eric Waggoner, Dominic Strezo, Eric Tellez, Damon Coleman, Yazmin Albino, Michele Slav, and Danielle White.*

- Present** 11 - Mary Ross Cunningham, Angelo Kyle, Kathleen O'Connor, Linda Pedersen, Dan Venturi, Bethany Williams, Michael Meehan, Ray Rose, Marah Altenberg, Michael Knight and Stephanie Victor
- Absent** 8 - Mary Dominiak, Sandy Hart, Janet Swartz, Billy McKinney, Anne Flanigan Bassi, Gina Roberts, Paras Parekh and Marc Jones

**2. Approval of Minutes**

**2.1 23-0331**

Approval of the February 27, 2023 minutes.

**Attachments:** [2023-02-27 HCDC Minutes Draft.pdf](#)

**approval of minutes**

- Aye** 11 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Venturi, Commissioner Williams, Commissioner Meehan, Commissioner Rose, Commissioner Altenberg, Commissioner Knight and Commissioner Victor
- Absent** 8 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Swartz, Commissioner McKinney, Commissioner Flanigan Bassi, Commissioner Roberts, Ex-Officio Member Parekh and Commissioner Jones

**3. Chair's Remarks**

*There were no Chair remarks.*

**4. Public Comments (items not on the agenda)**

*There were no public comments.*

**5. Old Business**

*There was no old business.*

**6. New Business**

**6.1 23-0427**

Presentation and Discussion - United States Department of Housing & Urban Development (HUD) Program Year 2023 Proposed Annual Action Plan (AAP).

*Brenda O'Connell, Community Development Administrator, presented HUD's PY2023 Annual Action Plan. Funding recommendations presented last month were revised to reflect HUD's entitlement grant allotments.*

**6.2 23-0428**

PUBLIC HEARING - Proposed Program Year 2023 Proposed Annual Action Plan (AAP).

*Eric Foote, Interim Executive Director of PADS Lake County, started by thanking the Committee for their great consistent support. Eric said that 80% of the people they see are first timers to the system. Eric estimated about 245 people being sheltered by PADS Lake County that evening, and number has gone as high as 270 during their peak season.*

**approved**

- Aye** 11 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Venturi, Commissioner Williams, Commissioner Meehan, Commissioner Rose, Commissioner Altenberg, Commissioner Knight and Commissioner Victor
- Absent** 8 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Swartz, Commissioner McKinney, Commissioner Flanigan Bassi, Commissioner Roberts, Ex-Officio Member Parekh and Commissioner Jones

### 6.3 23-0429

Joint resolution approving the Program Year (PY) 2023 United States Department of Housing and Urban Development (HUD) Annual Action Plan (AAP) and authorizing an emergency appropriation in the amount of \$39,874.10.

- Lake County is the recipient of United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) entitlement funding.
- As a condition of entitlement funds HUD requires the development and submission of a Housing and Community Development Annual Action Plan (AAP).
- The Program Year (PY) 2023 AAP includes annual funding recommendations totaling \$2,630,951 CDBG, \$2,356,220 HOME, and \$220,057 ESG.
- The PY 2022 AAP was approved by the Lake County Housing and Community Development Commission (HCDC) on March 15, 2023.
- A total of \$1,000 of LCAHP, \$12,150.77 of CDBG and \$26,723.33 of HOME program income has been generated and has not been previously appropriated.
- The program income received was the result of loan payments in the amount of \$3,499.66, mortgage payoffs in the amount of \$35,165.67, and \$1,208.77 home sales proceeds.

**Attachments:** [PY23 AAP\\_DRAFT](#)

[Emergency Appropriation 2023-04 PY2023](#)

**approve and send to Committee**

- Aye** 11 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Venturi, Commissioner Williams, Commissioner Meehan, Commissioner Rose, Commissioner Altenberg, Commissioner Knight and Commissioner Victor

**Absent** 8 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Swartz, Commissioner McKinney, Commissioner Flanigan Bassi, Commissioner Roberts, Ex-Officio Member Parekh and Commissioner Jones

**6.4 23-0431**

Presentation - Community Partners for Affordable Housing - Inclusionary Zoning Ordinances.

*Amy Kaufman, with Community Partners for Affordable Housing (CPAH), presented on their program and inclusionary zoning ordinances. Amy explained that the distance between wages and housing prices are getting farther apart, with more than 31% of owners using more than 30% of wages for housing. She suggested that properly crafted inclusionary housing ordinances create a more diverse, inclusive, and welcoming communities by providing housing opportunities for people of all life circumstances. Amy explained CPAH's role in maintaining a client wait list; drafting policies; training and supporting municipals staff; and annual recertifications. They never close their wait list, as needs always vary based on changes in current situations, leases, and other reasons families may not be able to move forward.*

**7. Staff Reports**

*Brenda O'Connell presented the results from the CDBG timeliness test, that assures entitlement communities are spending CDBG funding. The ratio of unspent funds to last annual award must be less than 1.5, Lake County's ratio was 1.84 resulting in a timeliness deficiency letter and required plan of action. The drivers of spending delays are HUD's delayed release of funds, delayed capital projects, supply chain disruptions, and prioritization of COVID funding.*

*Brenda also previewed the proposed revisions to the by-laws: reducing the Executive Committee role, the definition of quorum, and switching to two-thirds of meetings being scheduled in Libertyville versus Waukegan.*

*She highlighted the launching of the final round of the Lake County Rental Assistance Program (LCRA). As of the meeting 319 applications had already been submitted. At the end of this application round remaining funds will be applied to Lake County Eviction Prevention Program.*

**8. Adjournment**

*Meeting adjourned at 4:46 pm.*