

Lake County Illinois

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



Minutes Report - Draft

Wednesday, February 12, 2014

3:30 PM

**2nd floor Conference Room - Central Permit Facility
500 W. Winchester Road, Libertyville, IL 60048**

Community Development Commission

1. ROLL CALL

Guests: Linda Berkowitz and Kori Larson of Glenkirk; Joel Williams of PADS; Mary Ellen Saunders of ElderCARE @ Christ Church; Terri Rizzo of YouthBuild Lake County; Betsy Lassar of Lake County Homeless Action Coalition; Mark Guest and Kara Grubb of Prairie State Legal Services; Lisa Pugliese of the Affordable Housing Corporation; Rob Anthony of Community Partners for Affordable Housing; and Mary Ellen Tamasy of Lake County Residential Development Corporation

Staff: Eric Waggoner, Brittany Sloan, Jodi Gingiss, Agnes Monton, Sarah Ciampi, Janel Gomez, Jordan Bartle, and Laura Walley

Present 11 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

Absent 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

2. APPROVAL OF MINUTES

2.1 14-0128

Approval of January 15, 2014 Minutes

Attachments: [1.15.14.pdf](#)

A motion was made by Commissioner Hewitt, seconded by Commissioner Rosenthal, to approve the January 15, 2014 minutes. The motion carried by the following vote:

Aye: 11 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal, Commissioner Swanson and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

3. CHAIR'S REMARKS

The Chair offered no remarks.

4. PUBLIC COMMENTS (items not on the agenda)

There were no public comments.

5. OLD BUSINESS

5.1 14-0021

Presentation on Duty to Affirmatively Further Fair Housing

- Since 2012, the County has contracted with Prairie State Legal Services as its fair housing services provider. Prairie State's scope includes providing fair housing training to government officials and grant-making decision makers such as the CDC.
- As the By-Laws of the CDC state, one of the goals of the CDC is to "Actively compile and

disseminate information on trends, issues and best practices impacting community development” and fair housing - as both a federal and state law - is one of those best practices.

- To prepare for the 2014 Analysis of Impediments to Fair Housing, the CDC will hear three short presentations on the County’s duty to affirmatively further fair housing at its first three meetings of 2014.

Ms. Jodi Gingiss introduced Ms. Kara Grubb, Outreach and Training Coordinator from Prairie State Legal Services (PSLS), who gave a presentation on the definition of fair housing during the CDC’s January meeting and would speak during this meeting on the Analysis of Impediments to Fair Housing (AI). As part of the County’s duty to further fair housing, a new AI must be prepared every five years, a process that the County is currently undergoing. Ms. Grubb spoke of the content and purpose of an AI and how it can be used to assess a community’s impediments to fair housing choice, and to propose recommendations to overcome those impediments. She then detailed some of the common impediments that occur throughout the country, such as discrimination, lack of affordable or accessible housing, steering, land-use restriction, lack of public transportation, and public resistance. Ms. Grubb distributed a handout that detailed common impediments and identified steps toward addressing those impediments. She said that the AI should be used as a planning document, to overcome the identified impediments to furthering fair housing. Objectives, with a set of goals and measurable results, should be determined to directly relate to the AI’s recommendations. Small steps toward the achievement of each goal, along with a timetable, will help a community move toward the accomplishments of these objectives. Further, those responsible for the completion of each step must be identified. Ms. Grubb stressed that the planning document should be specific to the AI’s community, with public hearings providing input for the plan, and that the plan’s progress must be regularly monitored. She said that these are all requirements mandated by HUD. Ms. Grubb suggested that there should be a method in place for mid-course corrections, if the plan is not proceeding as expected and goals have not been addressed. The jurisdiction should report its progress toward the plan’s goals during its annual performance report. She then informed the CDC of the topics for next month’s meeting.

5.2 14-0013

Review of PY2014 Emergency Solutions Grant (ESG) Funding Recommendations from the Homeless Application Review Committee (ARC)

- The Homeless ARC met on December 9, 2013 to review applications for PY2014 ESG funding and anticipated contingency funding from prior years’ grants .
- The ARC recommends funding programs in shelter, homelessness prevention, rapid rehousing and homeless management information systems (HMIS) as consistent with the consolidated plan and Lake County’s strategic plan.
- Specific program allocations are detailed in the attached memo, which has been updated with a slightly higher contingency funding amount since approved by the CDC Executive Committee on December 16, 2013.

Attachments: [2014 ESG Funding Recommendations Memo Revised](#)

This item was included as reference for agenda Item 6.2.

6. NEW BUSINESS

6.1 14-0122

February 12, 2014 Community Development Watch List

- The Feb 12, 2014 watch list contains seven troubled programs and one troubled project.
 1. ESG homelessness prevention by Maristella*
 2. ESG homelessness prevention by Prairie State Legal Services*
 3. HOME down payment assistance program by Affordable Housing Corporation*
 4. Owner-occupied Rehab Loan Program by Affordable Housing Corporation
 5. Commission Administration by Affordable Housing Corporation
 6. HOME construction project funding - canceled project 2127 (2129) Honore Avenue by YBLC (YouthBuild Lake County)*
 7. HOME green construction project funding on lots owned by YBLC*
 8. Community Housing Development Organization (CHDO) operating funding by YBLC*
- The items above marked with an asterisk (*) require additional action (funding reallocation or amendment) as presented in later agenda items. Others may be remedied by staff and agency action.

Attachments: [CD Watch List 021214](#)

Ms. Gingiss reminded the CDC of the purpose of the CD Watch List policy and informed them of the seven programs and a project currently on the Watch List. She said that, as many of the Watch List items would be addressed during this meeting's action items, she would begin this informational item discussing the Affordable Housing Corporation's (Corporation) Owner-occupied Rehabilitation program. Due to the program's restrictions, few loans have been initiated during each program year. Staff has been working with the Corporation to help restructure the program's terms, so that more homeowners may be assisted in bring their homes up to code. Upon Ms. Gingiss' request, Ms. Lisa Pugliese, the Corporation's Executive Director, stated that she was excited about the upcoming changes to the program. One of the major roadblocks was that homeowners were required to have equity in their homes, which the recent drop on property values made all but impossible to meet. Ms. Pugliese looks forward to continued work with CD staff to make this program more accessible and, thereby, increase the number of homeowners assisted. Ms. Gingiss then spoke about the Corporation's grant for the administration of the Affordable Housing Commission, which advocates for affordable housing in Lake County. She said that the Affordable Housing Commission had recently lobbied the State legislature for the establishment of an affordable housing trust fund for Lake County. Staff had concerns about how HUD would view the billing of the lobbying-related activities, as lobbying is specifically excluded as a CDBG expense. Staff is working with the Corporation to credit those funds and to apply them to other eligible expenses. Ms. Pugliese stated that the Corporation saw those efforts as educational, rather than as lobbying, and she would have preferred that this had been discussed during prior years. She added that the Corporation had not set out to do anything questionable, but had proceeded on the request of County staff and Board members on those efforts.

6.2 14-0123

Vote to reallocate ESG funds to meet two-year expenditure deadlines

- Given the restrictiveness of recent changes to the Emergency Solutions Grant (ESG) program, homelessness prevention programs to which 2011, 2012 and 2013 ESG funds were allocated are unlikely to meet stringent two-year ESG expenditure deadlines.
- In order not to return these ESG funds to HUD, staff recommends the CDC reallocates funds to homelessness prevention programs that have proven track record spending ESG funds in timely and compliant ways.
- 2011 ESG: \$25,496.00 allocated to Maristella, but not contracted due to issues with 2012 ESG contract. Expenditure deadline is September 28, 2014.
- 2012 ESG: \$17,991.08 remaining unspent of \$32,500 contracted with Prairie State Legal Services (\$14,444.70 unspent of \$20,000 contract) and Maristella (\$3,546.38 unspent of \$12,500 contract). Expenditure deadline is June 4, 2014.
- 2013 ESG: \$10,000.00 allocated to Maristella, but not contracted due to issues with 2012 ESG contract. Expenditure deadline is May 1, 2015.
- Total unspent amount of \$53,487.08 would be reallocated to ESG contingency projects recommended by Homeless Assistance ARC at December 9, 2013 meeting and approved by CDC on January 15, 2014 (see Old Business for ESG funding recommendation memo).

Ms. Gingiss presented an overview of staff's recommendations of several projects that are nearing their Emergency Solutions Grant (ESG) expenditure deadlines, as explained on pages 31 and 32 in the agenda packet. Maristella and Prairie State Legal Services (PSLS) have encountered difficulties finding eligible expenses that meet the new, more restrictive ESG regulations, placing these funds in jeopardy of mandatory return to HUD. To prevent the loss of these funds, the County must reallocate them to agencies that can quickly put them to use for the benefit of the County's homeless. Staff worked with the Homeless Assistance ARC, at its December meeting, to determine contingency projects, which were then approved by the CDC during its January meeting.

Ms. Gingiss called upon audience members that had requested the opportunity to speak on the item.

Mr. Joel Williams, Vice-President of the Lake County Coalition for the Homeless, asked the CDC to recognize that the ESG time limit does not apply to the money within each specific allocation, but rather to the amount of funds spent within a certain time frame, no matter from which program year. As long as the necessary amount of funds is expended by the deadline, the federal requirements would be met. He asked that the CDC consider PSLS' upcoming new request to not repurpose its grant funds, as its program is unique and important to the County's Continuum of Care.

Ms. Gingiss clarified for the CDC that PSLS' program helps households with legal issues concerning their leases, to help them from becoming homeless.

Mr. Mark Guest, of PSLS, said that his agency had not yet used all of these funds due to HUD's new requirement of home inspections, for which the agency was not prepared. It took time for PSLS to create new policies which would satisfy both HUD's and the County's requirements for these inspections. He then presented information on the recent increase in expenditures after PSLS had adapted to the new requirement. He requested that PSLS be allowed to retain the funds, but could not promise that the entire amount would be spent by the expenditure deadline.

The CDC discussed PSLS' request, the amount of funds that the agency might be able to use by the deadline, and the time needed to reallocate any funds that the agency was not able to expend. Mr. Guest requested additional time to gather the information needed to present a strong estimate for the amount that PSLS could spend by the deadline. A discussion of the method used to account for the timing of expenditures ensued, with Ms. Gingiss stating that she would look more closely at this issue. It was suggested to postpone the decision on PSLS' funds until the March CDC meeting.

A motion was made by Commissioner Venturi, seconded by Commissioner Hart, to approve reallocation of the specified ESG funds that are approaching their expenditure deadlines, with the money to be utilized for the PY2014 ESG program contingency funding recommendations with the exception of Prairie State Legal Services' funds, with this determination to be deferred to the March 12, 2014 CDC meeting. The motion carried by the following vote:

- Aye:** 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Commissioner Swanson
- Nay:** 1 - Chairman Rose
- Absent:** 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

6.3 14-0124

Vote to amend terms for Homebuyer Downpayment Assistance Program

- In the existing homebuyer Downpayment Assistance Program funded by both HOME and LCAHP, the Affordable Housing Corporation ("Corporation") has been charging Lake County a \$2,000 fee per homebuyer assisted. In the same program provided for North Chicago, the Corporation has been charging a \$1,000 fee per homebuyer assisted.
- When the Corporation learned of these fee eligibility problems, it agreed to reduce its fee per Lake County homebuyer assisted to \$1,000 comprised of an industry-standard \$500 counseling fee, a \$400 underwriting fee and a \$100 loan origination fee.

Mr. Gingiss said that staff has been working with the Affordable Housing Corporation (Corporation) to reduce the fee that the agency charges the County on each Homebuyer Downpayment Assistance loan processed. The Corporation has agreed to reduce the \$2,000 fee to \$1,000, which would include a \$500 counseling fee, a \$400 underwriting fee, and a \$100 loan origination fee. Staff is helping the Corporation to identify other sources to help cover the costs of the program.

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the amended terms for the Homebuyer Downpayment Assistance Program. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

Not Present: 1 - Commissioner Swanson

6.41 14-0136

Vote to reallocate PY2011 HOME Investment Partnerships Program agreement with YouthBuild Lake County

- Under the PY2011 Annual Action Plan, HOME funds totaling \$121,000 were allocated and committed via written agreement to YouthBuild Lake County for new construction of a single-family home at 2129(2127) Honore, North Chicago.
- As of January 2014, YouthBuild Lake County has not commenced construction of the home, and the project was subsequently canceled by HUD.
- Community Development staff recommends ending the written agreement with YouthBuild Lake County and reallocating the resulting balance of funds during the PY2014 HOME application round. The written agreement also included references to other HOME agreements related to acquisition and green agreements that are consequently also ended. The acquisition portion was resolved previously; the green portion is a separate agreement to be resolved at a later time.
- Upon approval of this reallocation, staff will submit complete the amendment process for the 2011 Annual Action Plan and amend existing contract documents accordingly.

Ms. Gingiss reminded the CDC that YouthBuild Lake County's PY2011 project for construction of a single-family home at 2129 (2127) Honore in North Chicago had been canceled by HUD. Ms. Terri Rizzo, of YouthBuild, said that the agency had been acting in good faith, but that HUD seemed to have changed some of the rules. At this point, staff needs to cancel YouthBuild's contract and receive CDC approval to reallocate the \$121,000, for use during the upcoming funding round.

A motion was made by Commissioner Swartz, seconded by Vice-Chairman Pedersen, to approve the reallocation of the PY2011 YouthBuild funding. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

Not Present: 1 - Commissioner Swanson

6.42 14-0130

Vote to authorize reallocation of PY2012 HOME Investment Partnerships Program (HOME)

Community Housing Development Organization (CHDO) operating expenses

- Under the PY2012 Annual Action Plan, HOME funds were allocated to four CHDO organizations for operating expenses: Community Partners for Affordable Housing, Habitat for Humanity of Lake County, Lake County Residential Development Corporation, and YouthBuild Lake County; each entity was awarded \$12,439.00.
- As of January 2014, YouthBuild Lake County had not been certified as CHDO, so was not under contract for the reserved 2012 CHDO operating funds. Due to the approach of the HOME 2012 commitment deadline, Community Development staff recommends reallocation of the funds to the three other funded CHDO organizations to use as operating as follows: Community Partners for Affordable Housing (\$4,146.00), Lake County Residential Development Corporation (\$4,146.00), and Habitat for Humanity of Lake County (\$4,147.00).
- Upon approval of this reallocation, staff will submit complete the amendment process for the 2012 Annual Action Plan and amend existing contract documents accordingly.

Ms. Gingiss explained that HUD imposed a two-year expenditure deadline for CHDO operating funds, for which any agency receiving these funds must first be certified as meeting specific federal requirements. As YouthBuild Lake County, has opted not to meet those requirements, the funds were never placed under contract and need to be reallocated prior to the upcoming HOME commitment deadline. Staff recommended dividing the reserved amount of \$12,439 in CHDO operating funds between the three remaining approved agencies in the following manner: Habit for Humanity at \$4,147; and Community Partners for Affordable Housing and Lake County Residential Development Corporation at \$4,146 each.

A motion was made by Commissioner Rosenthal, seconded by Commissioner Cunningham, to approve the reallocation of unspent PY2012 CHDO operating funds. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

Not Present: 1 - Commissioner Swanson

6.43 14-0137

Vote to allocate of Lake County Affordable Housing Program (AHP) funds to YouthBuild Lake County for construction related costs of a failed project

- YouthBuild Lake County was in receipt of a HOME 2011 written agreement for the new construction of a single-family home at 2129 (2127) Honore, North Chicago; a project subsequently canceled.
- No expenses related to this site were previously vouchered to Lake County for reimbursement per the HOME 2011 agreement, however YouthBuild Lake County incurred \$4,490 in project related expenses and seeks reimbursement for costs that were incurred prior to withdraw of the agreement.
- The County has unallocated AHP funds that can be used to pay for such eligible expenses.

Ms. Gingiss said the YouthBuild requested reimbursement of \$4,490 in project-related expenses, which had not yet been vouchered, for the project indicated in Item 6.41. As the project was no longer eligible for HOME funds, staff recommended that these allowable expenses be paid with available AHP funds.

A motion was made by Member Cunningham, seconded by Member Hart, to approve the allocation of AHP funds for construction-related costs of a canceled YouthBuild Lake County project. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

Not Present: 1 - Commissioner Swanson

6.5 14-0131

Vote to broaden scope of AHP 2013 Foreclosure Counseling and Mediation Grant

- Given the success in funding its new Foreclosure Counseling and Mediation Program with the Lake County Courts, the Affordable Housing Corporation of Lake County (AHC) has requested to repurpose this new initiative's recent \$45,000 grant from the Lake County Affordable Housing Program (AHP).
- AHC is requesting, and staff is recommending, that the scope of the AHP 2013 grant to AHC for \$45,000 be expanded for use by the agency for a broader range of needs, such as general operating and homeownership education/counseling for clients who don't buy a home in the near-term. (On such clients, AHC operates at a loss because it doesn't earn the \$500 counseling fee earned when a client buys a home with County assistance.)

Attachments: [Repurposing AHP-1391 Ltr 2-6-14](#)

Ms. Gingiss stated that the Affordable Housing Corporation (Corporation) recently signed a substantial contract with the Lake County Court system for its Foreclosure Counseling and Mediation program, as well as receiving a large grant from the Illinois State Attorney General's office. Therefore, the Corporation requested that the scope of its \$45,000 PY2013 AHP grant be repurposed to help with the uncovered expenses incurred when educating and counseling those households that do not buy a home or to help pay other operating expenses.

Ms. Pugliese, of the Corporation, said that this would help the agency to cover the costs of the Homebuyer Downpayment Assistance Program, as the counseling is a critical service, but is very expensive. The agency does not have another source to pay for these educational services, so the ability to use the funds for this purpose would be very helpful.

A motion was made by Vice-Chairman Pedersen, seconded by Commissioner Hart, to approve the request to broaden the scope of The Corporation's LCAHP PY2013 Foreclosure Counseling and Mediation grant. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

Not Present: 1 - Commissioner Swanson

6.6 14-0135

Public Comments (2012 and 2013 Action Plan Amendments)

Ms. Gingiss explained that the 2012 and 2013 Action Plan Amendments, as detailed in the agenda packet on pages 44 – 62, are the technical changes that reflect the CDC's actions during January's and tonight's meetings. The amendments will proceed through the County Board's approval process, prior to submission to HUD. Ms. Gingiss then asked for any public comments.

Public Comments session was opened at 4:46 p.m.

There were no public comments.

Public Comments session was closed at 4:47 p.m.

6.7 14-0132

Joint resolution approving 2012 and 2013 Housing and Urban Development (HUD) Action Plan Amendments.

- At the January 15, 2014 Community Development Commission (CDC) meeting, the CDC approved several items related to funding allocations and project scopes that require Action Plan amendments per HUD regulations.
- Attached is a brief summary of changes to the 2013 and 2012 Annual Action Plans. While amendments were also required of the 1994, 2002, 2005, 2008 and 2011 Annual Action Plan, those amendments are recognized as part of the Program Year 2013 Amendment as the end-use of reallocated funding resulting from such amendments is governed under the Program Year 2013 Plan.
- Both Action Plan Amendments reflect activity and/or policy changes previously approved by the Community Development Commission.
- The attached amendment document contains detailed information.

Attachments: [MasterAmendMultAPFinal_HCS F&A](#)

Ms. Gingiss invited CDC discussion on the amendments mentioned in Item 6.6. There was no discussion on this item.

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the 2012 and 2013 Action Plan Amendments and send to the Health and Community Services Committee. The motion carried by the following vote:

Aye: 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose

Absent: 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino

Not Present: 1 - Commissioner Swanson

6.8 14-0133

Previous Recommendations from 2004 Analysis of Impediments to Fair Housing

The last completed Analysis of Impediments to Fair Housing was released by Lake County in 2004. At that time, this HUD-required Analysis resulted in the recommended action steps attached. These previous recommendations serve as useful background information as the County prepares its 2014 Analysis of Impediments to Fair Housing, including an updated action plan.

Attachments: [Pages from Final Report - 2004 Excerpt](#)

Ms. Gingiss presented excerpts from the 2004 Analysis of Impediments to Fair Housing (see pages 64 – 68 of the agenda packet), which show that, although there have been changes, many of the dynamics have stayed the same. These include high housing costs, the concentration of low-income populations in certain areas within the County, and minority concentration within a few communities. The 2004 Analysis recommended that the County consider a variety of housing types throughout municipalities in order to break up concentration of low-income housing and to enhance housing choice. Other issues included the need for units with three or more bedrooms and the need to develop and adopt a fair housing ordinance for the County. Upon question, Ms. Gingiss stated that staff and a consultant group are preparing the 2014 Analysis, and will work with the CDC and other stakeholders to gain acceptance of the document over the next several months. She hoped that the County Board will vote to adopt the Action Plan, based on the Analysis, at the June or July Board meeting.

7. STAFF REPORTS

Ms. Gingiss informed the CDC that Ms. Brenda O’Connell had given birth to a healthy baby boy on Friday, February 7th. She also announced that the AREA consultant who is working with staff on the Analysis has major health problems and it is unknown at this time when she will be well enough to resume work on the project. Other AREA employees are working on a new timeline for the delivery of the agency’s portions of the document. CD staff will present an updated timeline, once this information is available. CD will begin the next round of the Affordable Housing application and review process over the next month.

8. ADJOURNMENT

A motion was made by Commissioner Cunningham, seconded by Commissioner Venturi, to adjourn the meeting at 4:52 p.m. The motion carried by the following vote:

- Aye:** 10 - Commissioner Russell, Commissioner Swartz, Commissioner Venturi, Commissioner Hart, Commissioner Hewitt, Commissioner Cunningham, Commissioner Calabresa, Vice-Chairman Pedersen, Commissioner Rosenthal and Chairman Rose
- Absent:** 4 - Commissioner Krapf, Commissioner Molek, Commissioner Armstrong and Commissioner Mancino
- Not Present:** 1 - Commissioner Swanson