

# **Lake County Illinois**

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



## **Minutes Report - Final**

**Wednesday, October 11, 2023**

**3:30 PM**

**18 N County St, 10th floor Assembly Room  
Join on Zoom: <https://us02web.zoom.us/j/84477065324>**

**WAUKEGAN**

**Housing and Community Development Commission**

**1. Roll Call**

*Chair Rose called the meeting to order at 3:37 PM.*

*Guests: Joel Williams of Habitat for Humanity Lake County, Valerie Kretchmer and Ryan Holmes of Kretchmer Associates, Allen Swilley and Eric Foote of PADS Lake County, Lake County Board Member Carissa Casbon, Kevin Censidine and Ron Lanz of Lake County Partners, and Andrea Moore, Lake County Resident.*

*Via Zoom: Taylor Gendel with Lake County Planning and Building Department, Richard Koenig of Housing Opportunity Development Corporation, Bev Saiz of Clearbrook, Griffin Goza, Marlon Bell*

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

**Present** 14 - Mary Ross Cunningham, Angelo Kyle, Kathleen O'Connor, Linda Pedersen, Janet Swartz, Dan Venturi, Billy McKinney, Bethany Williams, Anne Flanigan Bassi, Ray Rose, Gina Roberts, Marah Altenberg, Stephanie Victor and Marc Jones

**Absent** 5 - Mary Dominiak, Sandy Hart, Michael Meehan, Paras Parekh and Michael Knight

**2. Approval of Minutes**

**2.1 [23-1450](#)**

Approval of Minutes September 13, 2023

**Attachments:** [2023-09-13 Minutes Draft.pdf](#)

**approval of minutes**

**Aye** 11 - Commissioner Ross Cunningham, Commissioner Kyle, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Chair Rose, Commissioner Roberts, Commissioner Victor and Commissioner Jones

**Absent** 5 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Meehan, Ex-Officio Member Parekh and Commissioner Knight

**Not Present** 3 - Commissioner O'Connor, Commissioner Flanigan Bassi and Commissioner Altenberg

**3. Chair's Remarks**

*The Chair had no remarks.*

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

*There was a public comment from Andrea Moore concerning the outdated Lake County Consortium Citizen Participation Plan posted to the website. The posted Plan says the public may take complaints to the regularly scheduled HCDC Executive Committee meeting, however, recent bylaws changes have eliminated regular Executive Committee meetings. Andrea suggests the states the Lake County Consortium Citizen Participation*

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*Plan should be updated to better reflect citizen participation in regard to complaints and inquiries so that citizens may receive due process.*

**5. Old Business**

*There was no old business.*

**6. New Business**

**6.1 [23-1440](#)**

Presentation and Discussion - Lake County Housing Analysis Report, presented by Kretchmer Associates.

**Attachments:** [Lake County Partners Housing Analysis Report 10-6-23](#)

*Valerie Kretchmer, of Kretchmer Associates, presented the Lake County Housing Analysis Report. The report was conducted to understand demographic and market factors affecting the county overall and its communities.*

*Current building trends show housing development is lagging behind projected household increases. The analysis projects a shortage of 11,400 housing units for households under the age of 65 countywide by 2027. In addition, the county would need 1,200 more affordable units for seniors with incomes under \$50,000, and an additional 6,700 for families with incomes under \$75,000. The report concludes that to attract and retain residents and businesses in the county, it must have a diverse housing stock that provides options for households at different life stages, ages, incomes, and sizes.*

**6.2 [23-1441](#)**

Presentation and Discussion - Proposed Third Amendment to Program Year 2023 (PY23) Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

*Dominic Strezo, Senior Grant Manager, presented the proposed third amendment to Program Year 2023 (PY23) Department of Urban Development (HUD) Annual Action Plan (AAP). The amendment proposes the reallocation of \$646,456 of Community Development Block Grant (CDBG) funds: \$350,000 to Community Partners for Affordable Housing (CPAH) for the Community Land Trust to acquire and resell two single-family homes, \$200,000 to CPAH to acquire a Lake County Housing Authority single-family home as an affordable rental, and an additional \$96,456 to Clearbrook for the existing Community Mental Health Center project.*

**6.3 [23-1442](#)**

PUBLIC HEARING - Proposed Third Amendment to Program Year 2023 (PY23) Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

*Andrea Moore, Lake County Resident, who is currently un-housed, but is a past resident of Barwell Manor who previously received HOME Grant funds for rehabilitation. She stated in review of the Annual Action Plan, she sees no underlining concept that solidifies that the Housing and Community Development Commission (HCDC) is being effective with money that clearly affects people's lives. The process needs to bring citizens along or it is not going to be effective.*

**6.4 [23-1443](#)**

Joint resolution approving the Third Amendment to Program Year 2023 (PY23) Department of

Housing & Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- The third amendment to the PY23 AAP makes the following changes:
  - Reallocation of \$350,000 of Community Development Block Grant (CDBG) funds to Community Partners for Affordable Housing (CPAH) to acquire two single-family homes to be resold via the Community Land Trust (CLT) model.
  - Reallocation of \$200,000 of CDBG funds to CPAH to acquire a single-family home to be operated as an affordable rental property.
  - Reallocation of \$96,456 of CDBG funds to Clearbrook to acquire a property to be operated as a Community Mental Health Center (CMHC).

**Attachments:** [PY23 AAP THIRD AMENDMENT DRAFT](#)

**approved**

**Aye** 13 - Commissioner Ross Cunningham, Commissioner Kyle, Commissioner O'Connor, Vice Chair Pedersen, Commissioner Swartz, Commissioner Venturi, Commissioner McKinney, Commissioner Williams, Commissioner Flanigan Bassi, Chair Rose, Commissioner Roberts, Commissioner Victor and Commissioner Jones

**Absent** 5 - Commissioner Dominiak, Ex-Officio Member Hart, Commissioner Meehan, Ex-Officio Member Parekh and Commissioner Knight

**Not Present** 1 - Commissioner Altenberg

## 7. Staff Reports

*Brenda O'Connell, Community Development Administrator, informed the HCDC that the application round opens this Friday, October 13th. She walked through the services grant lifecycle from application to monitoring. She emphasized the required partner reporting of outputs and outcomes and the annual on-site monitoring.*

## 8. Adjournment

*Meeting adjourned at 4:53 PM.*