



**AGENDA AND NOTICE OF A MEETING  
Housing & Community Development Committee  
Tuesday, July 15, 2025**

**Lorraine H. Morton City Hall, 909 Davis Street, Evanston, IL 60201 Council Chambers  
7:00 PM**

Those wishing to make public comments may submit written comments or sign-up to provide in-person comment with the public comment form or by calling/texting 847-448-4311 by 5pm the day of the meeting.

The purpose of public comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but a response is not required. The length of the public comment period will be **15 minutes**; the time allocated for each commenter is dependent on the number wishing to speak, but will not exceed **5 minutes per person**. The length of the public comment may be extended at the discretion of the Chairperson depending on the number of commenters and time needed to address the items on the agenda.

Public comment form: <https://forms.gle/juR6pAK1NMmWNQCJA>

To listen to the meeting, join the Zoom meeting online:

Please click the link below to listen online via Zoom:

<https://us06web.zoom.us/j/89903481176>

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+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

Page

**1. CALL TO ORDER/DECLARATION OF A QUORUM**

## 2. PUBLIC COMMENT

## 3. APPROVAL OF MEETING MINUTES

- A. **Approval of meeting minutes from the June 12, 2025 Joint HCDC-SSC Committee** 3 - 5  
[Joint Meeting of the Social Service Committee and the Housing & Community Development Committee - Jun 12 2025 - Minutes](#)
- B. **Approval of meeting minutes from the June 17, 2025, meeting. Housing & Community Development Committee - Jun 17 2025 - Minutes - Pdf** 6 - 9  
[Minutes - Pdf](#)

## 4. NEW BUSINESS/OLD BUSINESS

- A. **Discussion on the Inclusionary Housing Ordinance (IHO) Waitlist Management Process** 10 - 23  
**For Discussion**  
[IHO Wait list management slides-CPAH](#)
- B. **Discussion on the Housing4All (Strategic Housing Plan) Refresh** 24 - 34  
**For Discussion**  
[Housing4All \(Strategic Housing Plan\) Refresh - Attachment - Pdf](#)

## 5. STAFF REPORTS AND UPDATES

## 6. ADJOURNMENT

*Agenda items and order are subject to change.*

*Questions can be sent to Marion Johnson, Housing & Grants Supervisor at [marionjohnson@cityofevanston.org](mailto:marionjohnson@cityofevanston.org).*

*The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made. La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).*



City of  
**Evanston™**  
**MINUTES**

**Social Services Committee  
AND**

**Housing & Community Development Committee**

**Thursday, June 12, 2025 @ 7:00 PM**

Lorraine H. Morton City Hall, 909 Davis Street, Evanston, IL 60201 Council Chambers

**SSC & HCDC MEMBERS  
PRESENT:**

Juan Geracaris, Councilmember  
Chloe Thurston, HCDC Member  
Emily Maloney, HCDC Member  
Fran Sweeney, HCDC Member  
Trina Ntamere, HCDC Member  
Bobby Burns, Councilmember  
Shawn Iles, Councilmember  
Matt Rodgers, Councilmember  
Kathelyn Hayes, SSC Chair  
Amanda Ngola, SSC Member  
Ken Rolling, SSC Member  
Mercedes Fernández, SSC Member  
Krissie Harris, Councilmember  
Renee Phillips, SSC Member  
Samantha Olds Frey, SSC Member  
Shairee Lackey, SSC Member

**HCDC COMMITTEE  
MEMBERS ABSENT:**

Bobby Burns, Councilmember  
Emily Maloney, HCDC Member  
Trina Ntamere, HCDC Member

**SSC COMMITTEE  
MEMBERS ABSENT:**

Shairee Lackey, SSC Member

**STAFF PRESENT:**

Marion Johnson, Housing & Grants Supervisor  
Jessica Wingader, Grants & Compliance Specialist

**1. CALL TO ORDER/DECLARATION OF A QUORUM**

SSC Chair Hayes called the meeting to order at 7:11 PM

**2. PUBLIC COMMENT**

Tina Paden provided public comment.

**3. PUBLIC COMMENT ON THE DRAFT 2025-2029 CONSOLIDATED PLAN AND CITIZEN PARTICIPATION PLAN**

Tina Paden and Carlis Sutton provided public comment on the Draft 2025-2029 Consolidated Plan and Draft 2024 Citizen Participation Plan.

**4. APPROVAL TO RECOMMEND THE DRAFT 2025-2029 CONSOLIDATED PLAN INCORPORATING 2025 ENTITLEMENT GRANTS TO CITY COUNCIL**

**A. Approval to Recommend the Draft 2025-2029 Consolidated Plan incorporating 2025 Entitlement Grants to City Council**

Housing & Grants Supervisor Johnson outlined changes made to the draft plans based on finalized grant amounts for FY2025, including updates to allocations by goals. There was discussion about use of federal funds for economic development activities; staff explained that local funds were available to support small businesses and funds were less restrictive than federal awards.

**Housing & Community Development Committee**

**Action:** Staff recommends that HCDC approve and recommend the draft 2025-2029 Consolidated Plan and 2025 Action Plan with finalized FY2025 grant amounts to City Council for approval at the July 14, 2025 meeting.

**Motion:** Councilmember Geracaris

**Second:** Thurston

**Motion Passed 6-0-3**

**Ayes:** Geracaris, Thurston, Sweeney, Iles, Rodgers, Zolomij

**Nayes:** None

**Absent:** Maloney, Ntamere, and Burns

**Social Services Committee**

**Action:** Staff recommends that SSC review and place on file the draft 2025-2029 Consolidated Plan and 2025 Action Plan updated with finalized FY2025 grant amounts.

**Motion:** SSC Member Olds Frey

**Second:** SSC Vice Chair Ngola

**Motion Passed 7-0-1**

**Ayes:** Hayes, Ngola, Rolling, Fernández, Harris, Phillips, and Olds Frey

**Nayes:** None

**Absent:** Lackey

**5. APPROVAL TO RECOMMEND THE DRAFT 2024 CITIZEN PARTICIPATION PLAN**

**A. Approval to Recommend the Draft 2024 Citizen Participation Plan to City Council**

Housing & Grants Supervisor Johnson outlined how changes would provide more efficiency in the public hearing process; SSC member Olds Frey spoke in support of the changes.

**Housing & Community Development Committee**

**Action:** Staff recommends that HCDC approve and recommend the draft 2024 Citizen Participation Plan to City Council for approval at the July 14, 2025 meeting.

**Motion:** Councilmember Geracaris

**Second:** Thurston

**Motion Passed 6-0-3**

**Ayes:** Geracaris, Thurston, Sweeney, Iles, Rodgers, Zolomij

**Nays:** None

**Absent:** Maloney, Ntamere, and Burns

**Social Services Committee**

**Action:** Staff recommends that SSC review and place on file the 2024 Citizen Participation Plan.

**Motion:** SSC Member Olds Frey

**Second:** SSC Vice Chair Ngola

**Motion Passed 7-0-1**

**Ayes:** Hayes, Ngola, Rolling, Fernández, Harris, Phillips, and Olds Frey

**Nays:** None

**Absent:** Lackey

**6. ADJOURNMENT**

Chair Hayes called the meeting adjourned at 7:55 PM



City of  
**Evanston™**  
**MINUTES**

**Housing & Community Development Committee**

**Tuesday, June 17, 2025 @ 7:00 PM**

Lorraine H. Morton City Hall, 909 Davis Street, Evanston, IL. 60201 Council Chambers

**COMMITTEE MEMBER  
PRESENT:**

Shawn Iles, Councilmember  
Bobby Burns, Councilmember  
Matt Rodgers, Councilmember  
Juan Geracaris, Councilmember  
Chloe Thurston, Committee Member  
Fran Sweeney, Committee Member  
Trina Ntamere, Committee Member  
Joanne Zolomij, Committee Member

**STAFF PRESENT:**

Elizabeth Williams, Planning Manager/Interim Housing & Grants Manager; Erin Baynes, Planning & Policy Supervisor; Marion Johnson, Housing & Grants Supervisor; Ana Elizarraga, Housing & Economic Development Analyst

**GUESTS PRESENT:**

Miram Savad, Chief Strategy and Program Officer at the Center for Neighborhood Technology; Phil Devon, Attorney at the Metropolitan Tenants Organization

**1. CALL TO ORDER/DECLARATION OF A QUORUM**

Chair Burns called the meeting to order at 7:03 p.m.

**2. PUBLIC INPUT ON AMENDED CITIZEN PARTICIPATION PLAN**

No public comment received.

**3. PUBLIC INPUT ON 2025-2029 CONSOLIDATED PLAN/ 2025 ACTION PLAN**

No public comment received.

**4. PUBLIC COMMENT**

S. Roberts, M. Rosinski, and S. Loellbach provided public comment on the Envision Evanston 2045 plan.

**5. APPROVAL OF MEETING MINUTES**

**A. Approval of meeting minutes from April 15, 2025.**

Motion to approve meeting minutes from the April 15, 2025 meeting.

**Motion:** Zolomij

**Second:** Councilmember Geracaris

**For Action**

**Motion Passed 7-0-0**

**Ayes:** Iles, Burns, Geracaris, Thurston, Sweeney, Ntamere, and Zolomij

**Nays:** None

**Abstained:** Rodgers

**6. NEW BUSINESS/OLD BUSINESS**

**A. Nomination and Vote for Vice-Chair of the Housing & Community Development Committee**

Nomination and vote for the new Vice-Chair of the Housing & Economic Development Committee. The role supports meeting facilitation in the absence of the Chair. Committee Member Zolomij confirmed interest in continuing in the Vice-Chair position.

Motion to approve Joanne Zolomij as Vice-Chair of the Housing & Economic Development Committee.

**Motion:** Councilmember Geracaris

**Second:** Thurston

**Motion Passed 7-0-0**

**Ayes:** Iles, Burns, Geracaris, Thurston, Sweeney, Ntamere, and Zolomij

**Nays:** None

**Abstained:** Rodgers

**B. Evanston Green Homes Pilot Update**

Cara Pratt, Sustainability and Resilience Manager, and Miram Savad, Chief Strategy and Program Officer at the Center for Neighborhood Technology, presented the report and answered questions from the committee.

Motion to accept and place on file the Evanston Green Homes Pilot Update.

**Motion:** Councilmember Geracaris  
**Second:** Zolomij

**Motion Passed 7-0-0**

**Ayes:** Iles, Burns, Geracaris, Thurston, Sweeney, Ntamere, and Zolomij  
**Nayes:** None  
**Abstained:** Rodgers

C. **Update on the MTO Landlord/Tenant Walk-In Hours Program Pilot and MTO Report**

Staff seeks direction from the Housing and Community Development Committee (HCDC) on the MTO Walk-In Hours Program Pilot. Ana Elizarraga, Housing & Economic Development Analyst, presented results from the program pilot and sought guidance to continue the program pilot for an additional three months. Staff also presented the 2024 and 2025 MTO Reports. Phil Devon, Attorney at the Metropolitan Tenants Organization, was present to answer questions from the committee.

D. **CPAH Inclusionary Housing Ordinance (IHO) Waitlist Report**

Staff presented the CPAH Inclusionary Housing Ordinance (IHO) Waitlist Report. Housing & Grants Supervisor, Marion Johnson, was available remotely to answer questions from the committee.

Motion to accept and place on file the CPAH Inclusionary Housing Ordinance (IHO) Waitlist Report.

**Motion:** Councilmember Geracaris  
**Second:** Thurston

**Motion Passed 7-0-0**

**Ayes:** Iles, Burns, Geracaris, Thurston, Sweeney, Ntamere, and Zolomij  
**Nayes:** None  
**Abstained:** Rodgers

E. **Discussion and Vote to Recommend Approval of an Amendment to the HOME-ARP Allocation Plan**

Staff presented the receipt of \$1,490 increase due to a prior year under-allocation. Staff proposed allocating the additional amount to Administration and Planning. Staff were present to answer questions from the committee.

**Draft**

Motion to recommend approval by the Housing and Community Development Committee (HCDC) of the Amendment to the HOME-ARP Allocation Plan funding.

**Motion:** Councilmember Geracaris

**Second:** Thurston

**Motion Passed 7-0-0**

**Ayes:** Iles, Burns, Geracaris, Thurston, Sweeney, Ntamere, and Zolomij

**Nays:** None

**Abstained:** Rodgers

F. **Discuss Envision Evanston 2045**

Chair Burns and staff request that the Housing and Community Development Committee review and discuss the draft Comprehensive Plan, as recommended by the Land Use Commission. Elizabeth Williams, Planning Manager/Interim Housing & Grants Manager, and Erin Baynes, Planning & Policy Supervisor, were present to answer questions from the committee.

**7. STAFF REPORTS AND UPDATES**

No staff reports or updates.

**8. ADJOURNMENT**

Chair Burns adjourned the meeting at 9:32 p.m.



COMMUNITY  
PARTNERS for  
**AFFORDABLE  
HOUSING**

**Everyone should have a place to call home.**





## What is inclusionary housing?

- ▶ Affordable units in market rate developments.
- ▶ 84 units with more in the pipeline (late '26 - 28).
- ▶ 97% occupancy rate.
- ▶ Inclusionary units are not subsidized.
- ▶ Rents do not change based on the income of a tenant.
- ▶ Tenants pay the rent in its entirety or have a voucher which covers a portion of the rent.



## Facts about Inclusionary Housing

- ▶ CPAH manages the inclusionary housing waiting list in partnership with the City of Evanston.
- ▶ To be eligible for an inclusionary rental unit, households must submit a pre-application for Evanston's centralized waiting list and be added to the waiting list.
- ▶ Only those on the waiting list can be notified of available inclusionary units.



## Facts about Inclusionary Housing

Household Size	1	2	3	4	5	6	7	8
50% AMI	\$42,000	\$48,000	\$54,000	\$59,950	\$64,750	\$69,550	\$74,350	\$79,150
60% AMI	\$50,400	\$57,600	\$64,800	\$71,940	\$77,700	\$83,460	\$89,220	\$94,980
80% AMI	\$67,150	\$76,750	\$86,350	\$95,900	\$103,600	\$111,250	\$118,950	\$126,600

## Inclusionary and Waitlist Criteria



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HOUSING**

Rents for inclusionary units are set by developers and must comply with the maximum rents that are published by IHDA.

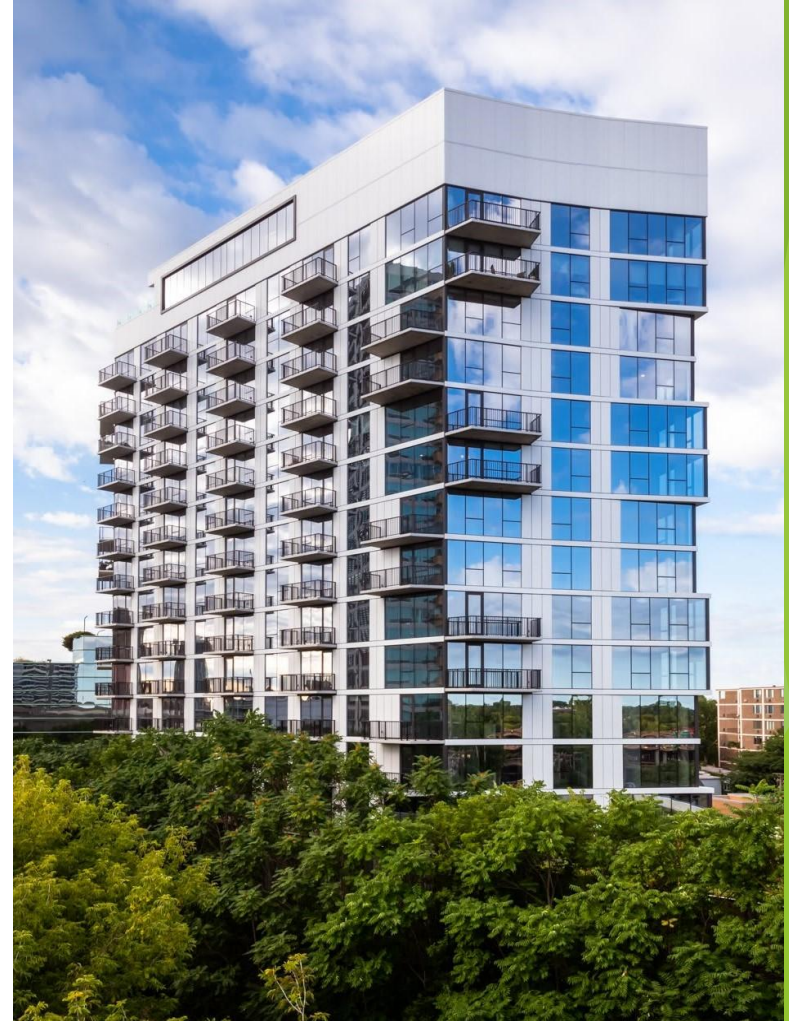
Qualified applicants will not spend more than 33% of gross household income on rent at initial lease up. (33% housing payment ratio)

Minimum income needed (based on rent for a specific unit and 33% housing payment ratio) is different for each unit. Maximum income allowed is based on IHDA income limits.

Minimum income needed, maximum income allowed, and household size determine which households could be eligible for a specific unit.

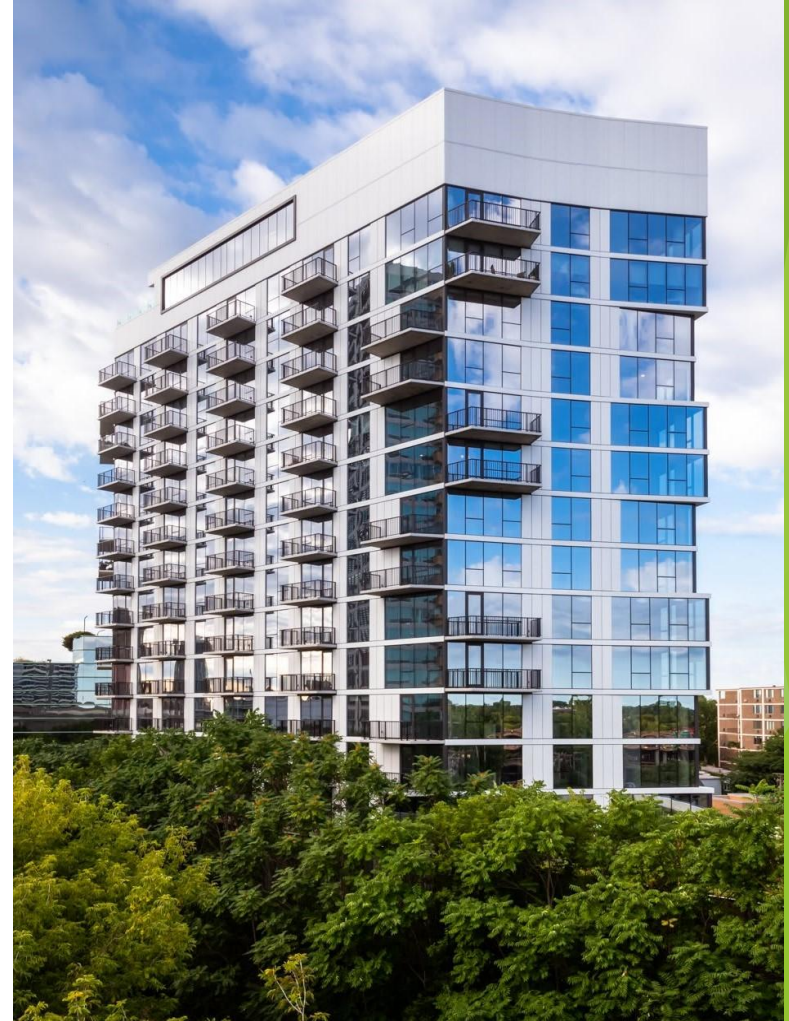
## Example

- ▶ If the rent for a 1-bedroom apartment is \$1400 month, the minimum income needed is \$4242 ( $1400 / .33 = 4242$ ) or \$50,909 annually.
- ▶ The maximum for 2 -person household (maximum occupancy for a 1-bedroom) at 60% AMI is \$57,600.
- ▶ Only households of 1 or 2 that have income between \$50,909 - \$57,600 will be contacted about this unit.



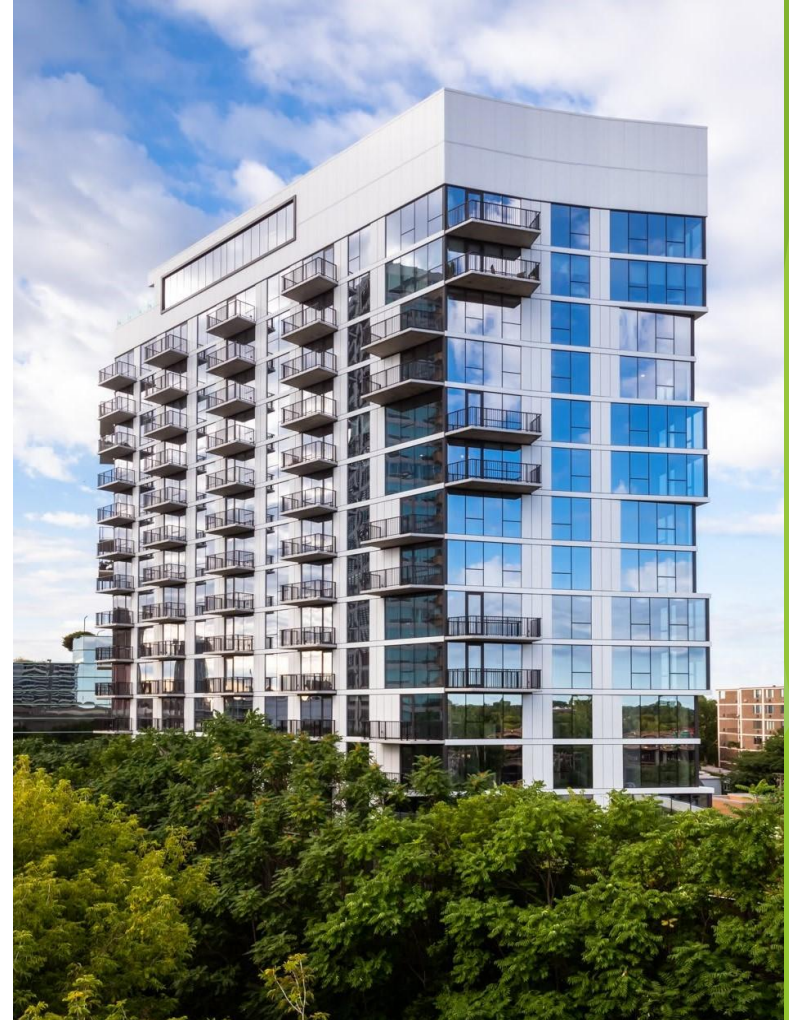
## Waitlist Management

- ▶ Households that submit a pre-application are added to the waiting list if their income meets or exceeds the income minimum threshold.
- ▶ The minimum was updated recently to be \$30,000 for households of 1 or 2 because the lowest rent in the program requires \$31,000 in income (50% AMI studio). For households of 3 or more, the threshold is now \$40,000 as rents for larger units are higher and require a higher minimum income threshold.
- ▶ Those not added to the waiting list receive an email stating the reason.



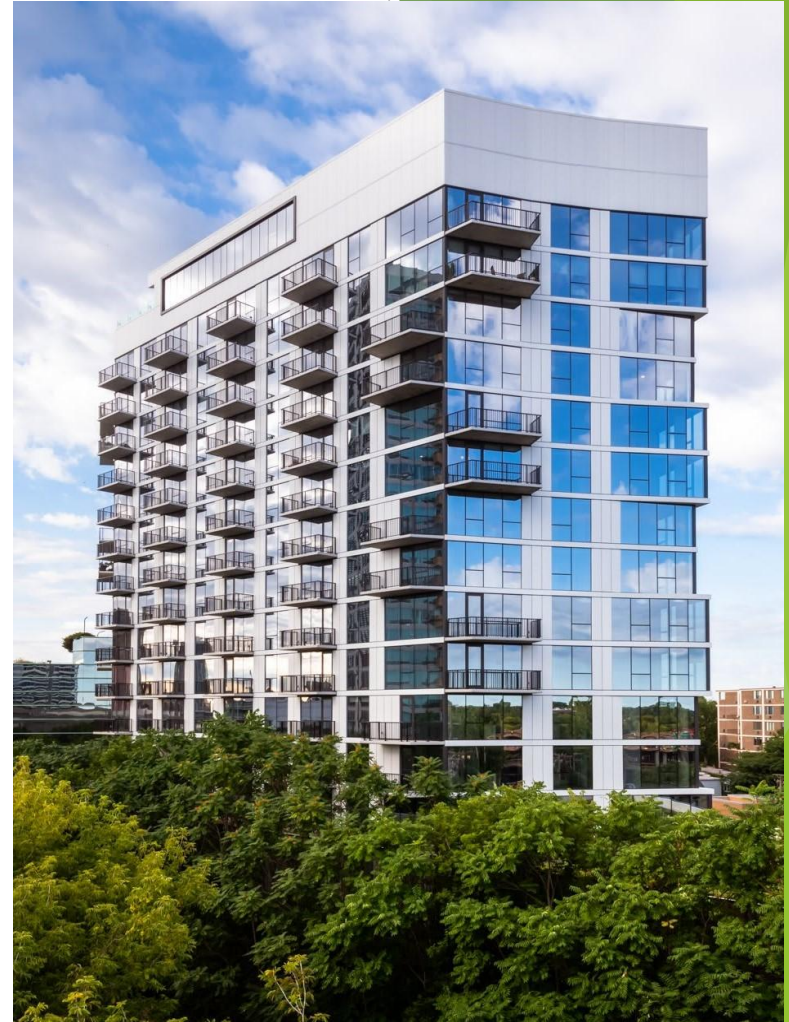
## Waitlist Management

- ▶ When a unit is available, the waiting list is sorted based on the:
  - ▶ minimum income needed
  - ▶ household size
  - ▶ maximum income limit
  - ▶ local preference
  - ▶ Example: Based on the rent, if the minimum needed is \$43,000 and the maximum income allowable is \$49,000, the list is sorted to identify households that:
    - ▶ fit the unit size (e.g., 1 or 2 for studio or 1-bedroom)
    - ▶ have at least the minimum income required (in this example, at least \$43,000 of household income)
    - ▶ and are below the maximum income allowed (in this example household income of \$49,000 or below)
  - ▶ Those identified are notified of the available unit in order of the waiting list, in groups of approximately 40 at a time, local preference first.



## Waitlist Management

- ▶ If a household has “lingered” on the waiting list without receiving notice of available units, it is most likely because their criteria do not match the available units.
- ▶ Once sorted, emails with the unit information are sent to the group that could be eligible. The email gives unit details, and an application is attached that requires additional information along with income and asset documentation.
- ▶ For units with 2+ bedrooms, larger households are contacted first.



## What happens once I apply?

- ▶ CPAH staff process complete applications as they come in.
  - ▶ Place on the waiting list is honored until the deadline stated in the email.
  - ▶ At the deadline, if there are no likely candidates for the available unit, the next batch is sent out.
- ▶ The number of complete applications we receive is a small percentage of the number of households contacted about the available units. This has mostly to do with their interest in the available unit, whether they are in a lease and are able to move, location of the unit, wanting to keep their children in the same schools, and if their income or household size has changed since they submitted their pre-application.



## What happens once I am qualified by CPAH?

- ▶ Once we have identified a qualified household, they are referred to the property manager who does a showing. The household then decides whether to move forward and apply for the unit with the property manager. There are many times when households that have been qualified by CPAH pass on a unit because of size, location, unit layout, rent, etc.
- ▶ If they do proceed, the property manager does their own screening and can accept or deny the applicant for any non-discriminatory reason. (e.g., credit score or history, evictions, etc.)
- ▶ If the applicant we referred is denied, we work to identify another qualified household for the unit, repeating the process outlined above. We also leave the applicant on the waiting list.



## Waiting List Management

- ▶ Sometimes we have to go very deep into the waiting list – even to the end – to identify a qualified applicant who wants the unit and is offered a lease by the property manager. And sometimes we identify a qualified applicant who goes on to lease the unit during the first round of notifications. (Most recently the inclusionary tenants ranged from 44 - 613 on the waiting list.)



## Increasing Transparency for those on the Waiting List

- ▶ Increasing the minimum income threshold to help prevent those who will not currently qualify for any existing unit from lingering on the waiting list.
- ▶ Providing additional resources and language to communications with pre-applicants to manage expectations.
- ▶ Public education about the program, and new City of Evanston and CPAH inclusionary housing pages and FAQs on our websites.
- ▶ Providing access to their information and their “number” on the waiting list would not address the transparency concern because:
  - a) Those leasing units come from the top, middle and bottom of the waiting list. Knowing your number will not help you determine if you are on the cusp of being notified or qualified for an available unit.
  - b) Seeing your place can be both falsely encouraging and discouraging. Just because you are near the top does not mean there will be unit for you soon, and just because you are at the bottom does not mean there will not be a unit for you soon!





## Contact Information

- ▶ Amy Kaufman
- ▶ 847-263-7478 ext 20
- ▶ [akaufman@cpahousing.org](mailto:akaufman@cpahousing.org)



## Memorandum

To: Members of Housing & Community Development Committee  
From: Uri Pachter, Senior Housing Planner  
CC: Erin Baynes, Policy and Planning Supervisor; Liz Williams, Planning Manager  
Subject: Housing4All (Strategic Housing Plan) Refresh  
Date: July 15, 2025

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Recommended Action:  
For Discussion

Funding Source:  
N/A

CARP:  
Building Efficiency, Vulnerable Populations

Committee Action:  
For Discussion

Summary:

Housing4All (the Strategic Housing Plan) will guide the City's housing policy and investments through 2035. The plan aims to identify current and future housing needs, establish shared priorities, and, most importantly, lead to impactful action steps to improve the quality of life of Evanston community members. Housing4All seeks to align with other key City initiatives, such as the Climate Action and Resilience Plan (CARP), Evanston Thrives, and Preserve 2040.

This discussion is intended to serve as a refresher for committee members and the public. It is an opportunity to revisit the plan's structure and priorities and to support productive feedback in response to the draft plan this fall.

Refresher:

Housing4All kicked off in June 2024 with in-person and online feedback opportunities, including an introductory discussion at the Housing and Community Development Committee.

This input led to a draft framework, which was discussed with the Housing and Community Development Committee in September 2024. The project was put on hold through April 2025.

The project relaunched in May 2025 and has since expanded its collaborative team.. The expanded team includes Development Planning Partners, assessing the City's housing needs across the housing continuum, and Revolve CD, researching best practices and contributing to the development of the plan.

Looking ahead:

The City will release a draft plan, accompanied by a stand-alone housing gap analysis, in September 2025 and provide virtual and in-person opportunities for community member feedback. The draft plan will be an agenda item at the September, October, and November Housing and Community Development Committee meetings, with recommended revisions before City Council for approval in December 2025.

As a reminder, the City's webpage for Housing4All is [cityofevanston.org/housing4all](https://cityofevanston.org/housing4all). For additional questions, please contact [housing@cityofevanston.org](mailto:housing@cityofevanston.org).

Attachments:

[Strategic Housing Plan Slide Deck HCDC 7.15.25](#)



# HOUSING4ALL

## The City of Evanston's Strategic Housing Plan

[cityofevanston.org/housing4all](https://cityofevanston.org/housing4all)

City Council Meeting  
Monday, June 23, 2025



## What is Housing4All?

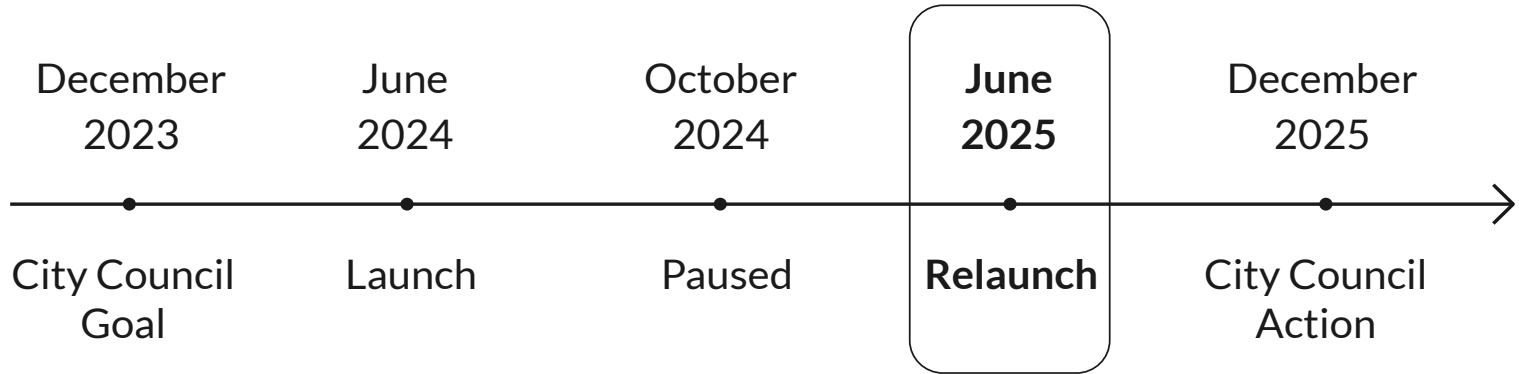
- Climate Action → CARP
- Public Health → EPLAN
- Historic Preservation → Preserve 2040
- Business Districts → Evanston Thrives
- **Housing** → **Housing4All**



## What is Housing4All?

- 10-year Plan
- Assess Needs
- Establish Priorities
- Focused on Action

## Progress to date



## Progress to date

2024	June	Introduction - Housing and Community Development Committee (HCDC)
	July	Housing Conversation (in-person)
	July	Preliminary Feedback (digital)
	September	Draft Framework - HCDC
2025	April	Hired Revolve CD to assist with plan development
	June	Hired Development Planning Partners to perform Housing Gap Analysis



## Plan Components

- Executive Summary
- Introduction
- Needs
- Objectives
- SMART Goals
- Implementation
- Oversight
- Appendix



## Key Inputs

- Housing Gap Analysis → Quantitative Data (Need + Priorities)
- Community Feedback → Qualitative Data (Need + Priorities)
- Case Studies → Best Practices (Action + Impact)

## Upcoming Milestones

July	Refresh - Housing and Community Development Committee (HCDC)
September	Draft Plan Release
September - November	Community Feedback
September - November	HCDC Feedback + Recommendation
December	Accept and Place on File - City Council



# HOUSING4ALL

The City of Evanston's  
Strategic Housing Plan

[cityofevanston.org/housing4all](http://cityofevanston.org/housing4all)

City Council Meeting  
Monday, June 23, 2025