



**AGENDA AND NOTICE OF A MEETING
Housing & Community Development Committee
Tuesday, April 18, 2023**

**Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201 Room 2404
7:00 PM**

This meeting will take place in-person, with an opportunity for community members to watch via Zoom.

Those wishing to make public comments may submit written comments or sign-up with the [public comment form](#), by 5 pm the day of the meeting, or by calling/texting 847-448-4311.

Public comment form: <https://forms.gle/WgWDFMDtuZksPnPs7>

Join Zoom Meeting:

<https://us06web.zoom.us/j/83028735282?pwd=YkdITTU1ZnY2TmxZZkJVOTIEa0FSUT09>

Passcode: 467209

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 830 2873 5282

Passcode: 467209

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. PUBLIC COMMENT

3. APPROVAL OF MEETING MINUTES

- A. **Approval of minutes from March 21, 2023 meeting.** 3 - 7
[Housing & Community Development Committee - Mar 21 2023 - Minutes - Pdf](#)

4. NEW BUSINESS/OLD BUSINESS

- A. **Request from Reba Place Development Corporation of up to \$150,000 of CDBG Housing Rehab Assistance for 707-713 Seward, a 25-unit Affordable Rental Building** 8 - 13

For Action

[Request from Reba Place Development Corporation of up to \\$150,000 of CDBG Housing Rehab Assistance for 707-713 Seward, a 25-unit Affordable Rental Bui - Pdf](#)

- B. **One Stop Shop Update** 14

For Discussion

[One Stop Shop for Resilient Home Update](#)

- C. **Staff Updates**

5. ADJOURNMENT

Agenda items and order are subject to change.

Questions can be sent to Sarah Flax, Housing & Grants Manager at sflax@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 (TYY) 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).

Draft



City of
Evanston™
MINUTES

Housing & Community Development Committee

Tuesday, March 21, 2023 @ 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201 Room 2404

**COMMITTEE MEMBER
PRESENT:**

Hugo Rodriguez, Committee Member, Loren Berlin, Committee Member, Joanne Zolomij, Committee Member, Devon Reid, Councilmember, Eleanor Revelle, Councilmember, and Juan Geracaris, Councilmember

**COMMITTEE MEMBER
ABSENT:**

Monika Bobo, Committee Member, Bobby Burns, Councilmember, and Kathy Feingold

STAFF PRESENT:

1. CALL TO ORDER/DECLARATION OF A QUORUM

A. Chair Revelle called the meeting to order at 7:06pm.

2. APPROVAL OF MEETING MINUTES

A. Draft minutes from February 21, 2023

Committee member Rodriguez identified a typo in the second line of public comment. The typo was corrected.

Motion to approve minutes from the February 21, 2023 meeting.

Moved by Rodriguez
Seconded by Councilmember Geracaris

Ayes: Rodriguez, Berlin, Zolomij, Councilmember Reid, Councilmember Revelle, and Councilmember Geracaris

Approved 6-0 on a recorded vote

3. PUBLIC COMMENT ON 2022 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

A. Tina Paden -- Tina Paden, a local landlord, said that her family has been providing affordable housing in Evanston for 50 years, including to people with housing vouchers. She noted that the City provides funding to developers and agencies and that agencies' programs would not be successful

without small landlords. She said it is disheartening to see affordable housing developers and agencies get millions of dollars in funding, while she gets none. Ms. Paden stated that she feels overlooked for funding and provided the one million dollars allocated from American Rescue Act Plan (ARPA) for sustainable and energy-efficient housing rehabilitation as an example. Referencing the Small/Medium Landlord Assistance Program recently passed by City Council and also funded with ARPA, Paden said that \$15,000 would not cover the bullet hole damages from a gunshot in one of her buildings. Ms. Paden would like more funding from the City of Evanston for small landlords like herself. Ms. Paden provided information about the scale and cost of repairs for some of her units.

4. PUBLIC COMMENT

Tina Paden -- Ms. Paden made comments about changes being considered to the Evanston Residential Landlord-Tenant Ordinance (RLTO). She stated tenants should have renter's insurance and provided examples of situations in which renter's insurance would benefit tenants. She also stated she doesn't approve of provisions restricting evictions or lease non-renewals to tenant fault, and explained her reasons why.

Michael Thomas -- Michael Thomas, a local landlord, made comments about changes being considered to the Evanston Residential Landlord-Tenant Ordinance (RLTO). Mr. Thomas stated the changes being considered are too broad, and that it's unclear to what extent the considered provisions apply, and that overall, the considered provisions make it difficult for landlords to respond to issues with tenants. Mr. Thomas also provided an example of where the committee should consider adding a limitation to the provision of relocation assistance.

Eileen Thomas -- Eileen Thomas, a local landlord, made comments about changes being considered to the Evanston Residential Landlord-Tenant Ordinance (RLTO). She expressed her opposition to the relocation assistance provision being considered, and stated landlords shouldn't be held responsible for the costs of tenants having to move at no fault of their own. Ms. Thomas added that if the City makes it difficult for landlords to operate their business, small landlords may leave the housing market.

Dominic Voz - Open Communities--Dominic Voz submitted written comment in support of the changes being considered to the Evanston Residential Landlord-Tenant Ordinance (RLTO). Mr. Voz stated Open Communities encourages the committee to seek tenant feedback on the RLTO. He stated advocacy agencies do not stand in for feedback from tenants. Furthermore, he stated that the Just Cause for Eviction, Tenant First Right of Refusal, and limiting rent-to-income ratios requirements stand out as considerations that would provide tenant stability.

Keith Jacobson -- Keith Jacobson submitted written comment in opposition of the Evanston Residential Landlord-Tenant Ordinance. Mr. Jacobson stated the limits on lease non-renewals or evictions are poorly defined and expressed concerns of litigation. He stated it does not seem to offer the tenant much benefit, either. Mr. Jacobson added that protections like these deter investment in rental housing and only serve to increase rent.

Darlene Cannon -- Ms. Cannon expressed her support for the Affordable Housing Considerations being presented by the Equity & Empowerment Commission that were on the agenda. Ms. Cannon stated that these ordinances are intended to provide us with measure that allow residents to stay in their homes.

Sue Loellbach - Connections for the Homeless -- Ms. Loellbach expressed her support for the Affordable Housing Considerations being presented by the Equity & Empowerment Commission that were on the agenda. She stated the Equity & Empowerment Commission presented the items up for consideration at her organization's housing coalition, Joining Forces.

Alex Naylor -- Alex Naylor submitted written comment in regards to the Affordable Housing Considerations being presented by the Equity & Empowerment Commission, and also attended the meeting in person. Mr. Naylor described his 2-flat home as having previously been intended as a single-family home and expressed concerns about his ability to sell to a prospective buyer interested in de-converting the home into a single family home. He stated that the provisions being considered will not make impactful change in the availability of housing but will negatively impact homeowners at the individual level. Mr. Naylor posed several questions in regard to whether the ordinance would have limitations on time, homeowner type, and distinctions such as landmark homes and investment properties.

5. NEW BUSINESS/OLD BUSINESS

- A. Approval of the 2022 Consolidated Annual Performance Evaluation Report (CAPER) for the City's Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant, and a Recommendation of Its Approval to City Council

The Housing and Community Development Committee recommends approval of the 2022 CAPER to City Council.

Moved by Councilmember Reid
Seconded by Zolomij

Ayes: Rodriguez, Berlin, Zolomij, Councilmember Reid, Councilmember Revelle, and Councilmember Geracaris

Approved 6-0 on a recorded vote

- B. Affordable Housing Considerations

Equity & Empowerment Commission Chair Thomas presented three affordable housing ordinances for consideration that were developed by the Equity & Empowerment Commission based on outcomes from an equity survey administered last year: the Anti-Predatory Ordinance; the Raising Demo Fee Ordinance; and Preservation of Building Unit Count. The Committee discussed how the ordinances would be implemented, where revenue from the fines might go, and the impact the ordinances could have on the community. The committee suggested that three different options for implementation be drafted for the Preservation of Building Unit count to allow for further discussion and clarification of these concerns. The committee would like the first two ordinances prioritized and for the third to be discussed further.

The Housing and Community Development Committee recommends the advancement of the Anti-Predatory Ordinance to the ordinance-drafting stage.

Moved by Councilmember Reid
Seconded by Berlin

Ayes: Rodriguez, Berlin, Zolomij, Councilmember Reid, Councilmember Revelle,
and Councilmember Geracaris

Approved 6-0 on a recorded vote

The Housing and Community Development Committee recommends the advancement of the Demo Fee Increase Ordinance to the ordinance-drafting stage.

Moved by Councilmember Reid
Seconded by Berlin

Ayes: Rodriguez, Berlin, Zolomij, Councilmember Reid, Councilmember Revelle,
and Councilmember Geracaris

Approved 6-0 on a recorded vote

The Housing and Community Development Committee recommends advancement of the Preservation of Building Units to the ordinance-drafting stage, requesting three different versions of the ordinance be drafted for further consideration by the committee.

Moved by Councilmember Reid
Seconded by Zolomij

Ayes: Rodriguez, Berlin, Zolomij, Councilmember Reid, Councilmember Revelle,
and Councilmember Geracaris

Approved 6-0 on a recorded vote

- C. Approval to Recommend the Final 2023 Action Plan Incorporating 2023 Entitlement Grant Amounts to City Council

The Housing and Community Development Committee recommends the Final 2023 Action Plan incorporating 2023 Entitlement Grant Amounts to City Council.

Moved by Councilmember Reid
Seconded by Councilmember Geracaris

Ayes: Rodriguez, Berlin, Zolomij, Councilmember Reid, Councilmember Revelle,
and Councilmember Geracaris

Approved 6-0 on a recorded vote

6. STAFF UPDATES

A.

Draft

Housing & Community Development Committee
March 21, 2023

Chair Revelle reminded committee members of obligation to return to in-person meetings beginning in May 2023. It was decided that the committee would meet in-person for the April 2023 meeting also.

7. ADJOURNMENT

Chair Revelle adjourned the meeting at 9:45pm.



Memorandum

To: Members of Housing & Community Development Committee
From: Marion Johnson, Housing & Grants Supervisor
CC: Sarah Flax, Community Development Director
Subject: Request from Reba Place Development Corporation of up to \$150,000 of CDBG Housing Rehab Assistance for 707-713 Seward, a 25-unit Affordable Rental Building
Date: April 18, 2023

Recommended Action:

Staff recommends approval by the Housing and Community Development Committee of up to \$150,000 from the City's Community Development Block Grant (CDBG) Revolving Loan Fund to Reba Place Development Corporation to replace their roof. Funding would be provided as a deferred loan at 0% interest.

Funding Source:

CDBG Revolving Loan Fund 220.21.5285.XXXX which has an uncommitted balance of approximately \$286,000

CARP:

Building Efficiency

Committee Action:

For Action

Summary:

Staff is bringing this request to the Committee for approval based on the process put in place by the Housing and Community Development Act Committee, the predecessor of HCDC, to seek approval before committing CDBG resources to rehab housing owned and operated by non-profit housing providers. In addition, HCDC expressed a desire to prioritize housing rehab funding for owner-occupied properties in prior discussions. Historically, the CDBG Rehab program has been used for properties owned by non-profits, including Shore Community Services, Rimland, and Housing Opportunity Development Corporation, for needs such as roof replacement that are ineligible for funding sources for comprehensive rehabs such as HOME.

The funding request is to replace the roof on a 25-unit rental building located at 707-713 Seward Street, comprising nineteen 2-bedroom and six 3-bedroom units. Rents range from approximately \$890 to \$1,300 for the 2-bedroom units, and \$1,350 to \$1,600 for the 3-bedroom units, making them affordable to households at 50 to 60% of the Area Median Income (AMI), so serve households with significantly lower income than CDBG's 80% AMI restriction for 51% of units in a multi-family building with eight or more units.

The estimated project cost, which includes paying Davis-Bacon prevailing wages, will not exceed \$150,000. Approximately \$286,000 of Revolving Loan funds are currently available for housing rehab projects due to reduced rehab activity resulting from COVID-19 and the addition of funding from the Illinois Housing Development Authority that Community Partners for Affordable Housing has secured for owner-occupied rehabs. This does not include the additional \$147,000 of Neighborhood Stabilization Program 2 (NSP2) program income that will be available pending guidance from HUD on how to implement the transfer of those funds to CDBG as part of the NSP2 grant closeout.

The CDBG loan would be deferred, payable in full at the sale of the property or if the affordability requirements are not met. Staff recommends requiring at least 13 units affordable to households at or below 80% AMI based on CDBG income eligibility. The funding request amounts to a maximum expenditure of \$6,000 per unit which is much lower than the typical cost of \$35,000 - \$40,000 for a single-family home rehab and the maximum of \$20,000 per unit for multi-family units.

Reba Place Development Corporation lacks the resources to address this immediate need due to limited reserves, large increases in property taxes over the last few years, and additional routine maintenance projects being undertaken in 2023 including hallway renovations, updates to a storage room, and the creation of a Recyclery. RPDC is also repaying City mortgages from the acquisition and rehab of the building in 1999, including a \$625,000 HOME loan and a \$150,000 Mayor's Special Housing Fund loan. The HOME loan has a balance of approximately \$244,000 and a term ending in 2033; the Mayor's Special Housing Fund loan has a balance of approximately \$75,000 and its term ends in 2038. Low rent rates for the totality of the building's units have not allowed RPDC to build up reserves, however, they are actively working towards that goal.

While the Housing Rehab program currently focuses on homeownership, approval for this funding request would allow Reba Place Development Corporation to continue to provide affordable rental units and ensure that the building does not fall into disrepair. It would also help meet the City's housing rehab goals set as part of the 2020-2024 Consolidated Plan that fell behind due to COVID-19.

Attachments:

[RPDC letter](#)

[2022 Financial Analysis](#)



*Renewing
Housing,
People and
Community
Since 1995*

April 14, 2023

**Board of
Directors**

David Janzen,
President
Doug Bradshaw
Dan Coyne
Mary Goering
Michelle Macklin
Allie Payne
Ileana Valencia
Keith Banks,
Executive
Director,
ex officio

City of Evanston
Community Development Department
2100 Ridge Avenue
Evanston, Illinois 60201

Attention: Marion Johnson, Housing & Grants Supervisor, City of Evanston

Re: Funding for a new roof at 707-713 Seward, Evanston, Illinois 60202

Dear Ms. Johnson,

Reba Place Development Corporation owns a 25-unit rental property at 707-713 Seward in Evanston, Illinois. We have twenty - two bedrooms at (1000 sq. ft.) and five three bedrooms at (1150sq. ft). The property was acquired in 1999, and we have maintained affordability to today's date. Currently, the majority of our rents are at 60 percent of AMI. We also enjoy an ongoing 100% occupancy rate. This is due to our ability to match tenants who we feel will thrive in the building. Additionally, we have been able to keep up with the necessary repairs, and affordability is also a major factor in our 85% retention rate.

While we have been able to maintain the needed repairs and upgrades over the years, the past four years our financial expenses have changed significantly, and we are unable to afford a new roof and have exhausted all of the patchwork that can be done. We received two bids, the lower of which is \$100,000.00 that was done last year. In the past three years, our property taxes went from \$37,000.00 to \$80,000.00. We have sought assistance from former Commissioner Suffredin and they have appealed our taxes. Now, we are working with a pro bono attorney for the assessor to reassess our taxes. Also, our maintenance costs have went up during the pandemic we too have felt the material uptick and increase in labor costs.

Page Two – Roof Funding
Community Development Department
City of Evanston

As the winter months are behind us, and we are into spring, replacing the roof will improve the health and safety of residents by preventing future water infiltration, lengthen the useful life of the building by installing a long-lasting, high quality roof, and improve energy conservation by preventing heat loss through replacing an old inefficient roof with a modern energy-efficient roofing system.

As a nonprofit, RPDC continues to live our mission: To develop safe, decent and affordable housing that demonstrates how the diverse racial and cultural groups in Evanston can thrive together. We cultivate and promote a neighborly environment for those who wish to raise their families in peace.

We ask that you consider our request for funding for the roof at our Seward property.

Best regards,



Keith Banks, Executive Director
Reba Place Development Corporation

Reba Place Development Corp
Analysis of Revenues & Expenses - vs PY
January to December 2022

Accounts	YTD Actual (This Year)	YTD Actual (Last Year)
INCOME		
Rental Income		
4040.30 - Rental Income	\$342,884.15	\$332,899.01
Total Rental Income	<u>\$342,884.15</u>	<u>\$332,899.01</u>
Laundry Income		
4230.30 - Laundry Income	\$3,484.35	\$4,012.02
Total Laundry Income	<u>\$3,484.35</u>	<u>\$4,012.02</u>
Interest Income		
4810.10 - Interest Income	\$64.84	\$18.58
4830.30 - Interest Income	\$773.92	\$318.05
Total Interest Income	<u>\$838.76</u>	<u>\$336.63</u>
Grants and Contributions		
4915.10 - Grants & Contributions	\$38,788.00	\$56,969.53
4930.30 - Grants & Contrib - 707-13 Sew	\$3,000.00	\$15,600.00
Total Grants and Contributions	<u>\$41,788.00</u>	<u>\$72,569.53</u>
Other Income		
4940.30 - HOP Management Services	\$3,906.00	\$3,305.00
4952.30 - 602 Mulford Management Services	\$4,314.12	\$5,670.00
Total Other Income	<u>\$8,220.12</u>	<u>\$8,975.00</u>
Total INCOME	<u><u>\$397,215.38</u></u>	<u><u>\$418,792.19</u></u>
EXPENSES		
Administrative Expenses		
5020.30 - Marketing	\$1,088.00	\$142.50
5030.30 - Security Depos Int	\$101.11	\$229.47
5045.10 - Developing New Projects	\$517.50	\$21,262.20
5055.30 - Board Development Expenses	\$663.33	\$952.55
5056.30 - Staff Development Expenses	\$349.25	\$0.00
5065.30 - Legal Expense	\$0.00	\$10.00
5065.40 - Legal Expense	\$315.00	\$0.00
5066.30 - Accounting	\$3,162.50	\$2,412.50
5070.30 - Audit Expense	\$4,865.00	\$4,825.00
5080.30 - Office Expenses	\$8,100.22	\$6,280.06
5086.10 - Bank Charges	\$7.50	\$0.00
5086.30 - Bank Charges	\$104.77	\$371.29
5090.30 - Miscellaneous Expense	\$6,627.05	\$9,853.16
5180.10 - Executive Director	\$1,850.45	\$0.00
5180.20 - Executive Director	\$4,579.42	\$0.00
5180.30 - Executive Director	\$19,621.24	\$65,856.47
5180.40 - Executive Director	\$22,027.12	\$0.00
5180.50 - Executive Director	\$13,656.45	\$0.00
5180.60 - Executive Director	\$8,431.79	\$0.00
Total Administrative Expenses	<u>\$96,067.70</u>	<u>\$112,195.20</u>
Operating Expenses		
5110.30 - Exterminating	\$130.84	\$0.00
5120.30 - Garbage Removal	\$3,285.26	\$4,076.70
5190.30 - Misc Operating Expenses	\$1,085.17	\$50.00
Total Operating Expenses	<u>\$4,501.27</u>	<u>\$4,126.70</u>
Maintenance Expenses		
5210.30 - Grounds Maintenance	\$1,030.00	\$2,320.00
5230.30 - Carpeting	\$0.00	\$500.00
5240.30 - Heating & Air Cond	\$364.31	\$5,137.00
5250.30 - Snow Removal	\$1,092.50	\$2,497.15
5251.30 - Boiler Maintenance	\$700.00	\$0.00

Reba Place Development Corp
Analysis of Revenues & Expenses - vs PY
January to December 2022

Accounts	YTD Actual (This Year)	YTD Actual (Last Year)
5255.30 - Plumbing Maintenance	\$440.00	\$7,135.00
5260.30 - Electrical Maintenance	\$2,723.36	\$40.00
5265.30 - Painting & Decorating	\$1,120.00	\$11,048.57
5270.30 - Appliance Repairs	\$164.60	\$999.65
5275.30 - Carpentry & Masonry Repair	\$6,475.00	\$0.00
5290.30 - Janitorial	\$8,532.50	\$21,780.28
5291.30 - Turnovers	\$11,018.51	\$270.00
5389.30 - General Repairs & Maintenance	\$6,367.10	\$0.00
5390.30 - Other Mater & Supp	<u>\$229.28</u>	<u>\$4,751.81</u>
Total Maintenance Expenses	\$40,257.16	\$56,479.46
Materials and Supplies		
5310.30 - Janitor's Supplies	\$0.00	(\$185.35)
5320.30 - Maintenance Supplies	<u>\$11,536.98</u>	<u>\$9,280.03</u>
Total Materials and Supplies	\$11,536.98	\$9,094.68
Salaries, Wages, & Benefits		
5040.10 - Senior Advisor	\$720.00	\$0.00
5040.20 - Senior Advisor	\$144.00	\$0.00
5040.30 - Senior Advisor	\$14,774.96	\$23,214.96
5040.40 - Senior Advisor	\$6,336.00	\$0.00
5040.50 - Senior Advisor	\$864.00	\$0.00
5040.60 - Senior Advisor	\$576.00	\$0.00
5050.20 - Staff Associate	\$487.80	\$0.00
5050.30 - Staff Associate	\$11,928.64	\$31,050.00
5050.40 - Staff Associate	\$9,058.92	\$0.00
5050.50 - Staff Associate	\$6,077.31	\$0.00
5050.60 - Staff Associate	<u>\$11,634.83</u>	<u>\$0.00</u>
Total Salaries, Wages, & Benefits	\$62,602.46	\$54,264.96
Utility Expenses		
5510.30 - Natural Gas	\$21,437.40	\$13,352.77
5520.30 - Electricity	\$2,050.58	\$1,969.92
5530.30 - Water	<u>\$11,772.39</u>	<u>\$12,405.04</u>
Total Utility Expenses	\$35,260.37	\$27,727.73
Taxes & Insurance Expenses		
5610.30 - Property Tax	\$35,561.42	\$96,342.95
5620.30 - Insurance	<u>\$18,400.04</u>	<u>\$9,624.89</u>
Total Taxes & Insurance Expenses	\$53,961.46	\$105,967.84
Debt Service Expenses		
5710.30 - Interest Expense	<u>\$10,654.26</u>	<u>\$15,648.15</u>
Total Debt Service Expenses	\$10,654.26	\$15,648.15
Other Expenses		
5915.30 - Amortization of Mortgage Fees	\$0.00	\$385.00
5980.30 - Depreciation Expense	<u>\$0.00</u>	<u>\$37,524.46</u>
Total Other Expenses	\$0.00	\$37,909.46
Total EXPENSES	<u>\$314,841.66</u>	<u>\$423,414.18</u>
Net Total	\$82,373.72	(\$4,621.99)

Agenda – Update on Evanston One-Stop Shop for Resilient Homes Pilot
Evanston Housing and Community Development Committee – April 18, 2023



Presenters:

- Bob Dean, Center for Neighborhood Technology
- Robbie Markus, Evanston Development Cooperative

Agenda Items:

1. Summary of pilot one-stop shop program background
2. Advisory group and focus group involvement
3. Pilot program goals
4. Pilot design and eligibility
 - Eligible geographies
 - Eligible income limits and affordability preservation
 - Eligible improvements
5. Participant engagement
 - Affordable housing residents
 - Landlords
 - Contractors
6. Program scaling and inclusion of additional funding sources
7. Next steps