



**AGENDA AND NOTICE OF A MEETING**  
**Housing & Community Development Committee**  
**Tuesday, July 16, 2024**

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

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

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Passcode: 467209

Page

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

## 2. PUBLIC COMMENT

## 3. APPROVAL OF MEETING MINUTES

- A. **Approval of the June 18, 2024 meeting minutes.** 3 - 4  
**For Action**  
[Housing & Community Development Committee - Jun 18 2024 - Minutes - Pdf](#)

## 4. NEW BUSINESS/OLD BUSINESS

- A. **Committee Training/Refresher**  
**For Discussion**
- B. **Discussion and vote to recommend the allocation of \$75,000 of CDBG Economic Development funds to the Small Business Recovery Program** 5 - 7  
**For Action**  
[Discussion and vote to recommend the allocation of \\$75,000 of CDBG Economic Development funds to the Small Business Recovery Program - 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).*

**Draft**



## **Housing & Community Development Committee**

**Tuesday, June 18, 2024 @ 7:00 PM**

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

**COMMITTEE MEMBER PRESENT:** Hugo Rodriguez, Committee Member, Joanne Zolomij, Committee Member, Bobby Burns, Councilmember, Eleanor Revelle, Councilmember, Juan Geracaris, Councilmember, and Chloe Thurston, Commission Member

**COMMITTEE MEMBER ABSENT:** Devon Reid, Councilmember

**STAFF PRESENT:** Sarah Flax, Community Development Director, Elizabeth Williams, Planning Manager/Interim Housing & Grants Manager, Uri Prachter, Senior Housing Planner

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

Chair Revelle called the meeting to order at 7:00 p.m.

**2. PUBLIC COMMENT**

W. Carter, G. Schechter, A. Bida, D. Cannon, B. Ester, R. Sutherland, T. Connolly, S. Nells, J. Trujillo

**3. APPROVAL OF MEETING MINUTES**

A. Approval of minutes from the April 16, 2024 meeting.

Motion to approve the minutes from the April 16, 2024 meeting.

Moved by Councilmember Geracaris

Seconded by Zolomij

**Ayes:** Rodriguez, Zolomij, Burns, Revelle, Geracaris, and Thurston

**Motion Passed 6-0 on a recorded vote**

**4. NEW BUSINESS/OLD BUSINESS**

A. Discussion: 2024 Inclusionary Housing Ordinance Update

Uri Pachter, Senior Housing Planner, introduced the committee to the upcoming Inclusionary Housing Ordinance update process including focus topics and the legislative schedule.

Committee members indicated the following areas would create a successful update - increased minimum requirements (per City Council goals), increased in-lieu fees paired with the Consumer Price Index, incentivizing larger units, incentivizing more than the minimum requirements, eliminating parking minimums or establishing parking maximums, aligning zoning bonuses with the new Cook County property tax incentives, increased housing production, and achieving climate action goals. The final two areas were not included in the staff memo or presentation and will be incorporated moving forward.

Committee members also requested information on inclusionary housing policies from other jurisdictions with a focus on both best practices and poor practices.

B. Discussion: Strategic Housing Plan

Uri Pachter, Senior Housing Planner, introduced the committee to the upcoming Strategic Housing Plan process including the plan outline, legislative schedule, and engagement.

Committee members indicated the following areas would create a successful plan, based on the plan outline:

**Housing Needs Assessment:** Address people we are and are not currently serving, various living arrangements including co-housing, multi-generational housing, and the aging population

**Objectives and Goals:** Ambitious, specific, measurable; a diversity of housing types for a diversity of needs; promote home ownership and efficient housing; the centralized housing waitlist is empty and temporary shelter and housing subsidies are available

**Local Policy Tools:** Leverage community land trusts; expand homeowner incentives, i.e. One Stop Shop; decarbonize residential buildings

**Monitoring and Evaluation:** Regular reporting

**5. STAFF REPORTS AND UPDATES**

S. Flax provided updates on the Wesley properties.

**6. ADJOURNMENT**

Chair Revelle adjourned the meeting at 9:58 p.m.



## Memorandum

To: Members of Housing & Community Development Committee

From: Katheryn Boden, Economic Development Coordinator

CC: Marion Johnson, Housing and Grants Supervisor; Paul Zalmezak, Economic Development Manager; Elizabeth Williams, Interim Housing & Grants Manager/Planning & Zoning Manager; Sarah Flax, Community Development Director

Subject: Discussion and vote to recommend the allocation of \$75,000 of CDBG Economic Development funds to the Small Business Recovery Program

Date: July 16, 2024

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Recommended Action:

Staff recommends the Housing & Community Development Committee allocate \$75,000 in Community Development Block Grant (CDBG) Economic Development funds to the Small Business Recovery Program

Funding Source:

G/L 215.21.5260.63065: \$75,000 was allocated for Economic Development effort from the City's FY2020 CDBG grant as part of the FY2020 Action Plan.

Committee Action:

For Action

Summary:

Staff is seeking approval from the Housing & Community Development Committee to allocate \$75,000 in CDBG Economic Development funding to the [Small Business Recovery Program](#), a grant program administered by the Economic Development Division to assist Evanston's small businesses with their post-pandemic recovery efforts, to increase the number of grant recipients.

The application period for this program was February 14, 2024, through April 15, 2024. The city received 84 applications with a total funding request of approximately \$1.2 million from 75 eligible applicants, exceeding the \$400,000 budget. Grant awards were up to \$25,000 for building improvements and up to \$10,000 for other operating expenses. In their May 29, 2024, meeting, the Economic Development Committee approved using \$94,000 in Legacy

Business funds and \$124,000 in TIF funds to approve additional applications, however there are still 34 grant requests that were unable to be funded.

With additional funding, staff would be able to approve roughly seven to ten additional grants, up to a maximum of \$10,000 per award. Staff will conduct outreach to applicants that were not approved and determine which meet CDBG eligibility criteria. Grants would be approved administratively as stated in the program guidelines.

Background

The Small Business Recovery Program was designed to help small businesses recover from the sustained negative economic impacts of the pandemic. The program was heavily marketed through the City e-news, the Economic Development newsletter, in business district meetings, and by Councilmembers and other business district partners. A program website was also added to the City's website.

Since this program was initially an ARPA-funded initiative, the applicants needed to meet certain eligibility requirements. Based on those requirements, staff implemented a scoring system to prioritize applicants. Each applicant was rated on a scale of one to five, receiving one point for each criterion summarized in the table below.

<b>Small Business Recovery Grant Scoring Rubric (Max Score = 5)</b>
Complete application submitted
Located in a Qualified Census Tract/High Need Area
Suffered negative economic impact (demonstrated revenue loss)
Woman or Minority Owned Business (Disproportionately Affected)
Has not previously received money from the City (>\$5k) (within 5 years)

Staff will use the above scoring rubric to prioritize applicants still seeking funding, and request the additional documentation to ensure eligibility.

CDBG Funding and Requirements

As part of the FY2020-2024 Consolidated Plan and FY2020 Action Plan, \$75,000 have been allocated to fund Economic Development efforts to assist CDBG eligible businesses. In the recent year, economic development efforts have been funded through local or COVID-19 federal funding (CDBG-CV and American Rescue Plan act funds) as these sources of funding can sometimes be more flexible and better suited to economic development activities.

To be considered for CDBG funding, the applicants will need to meet 2 key CDBG requirements:

- Owner(s) must be low-to-moderate income household(s) ( $\leq 80\%$  Area Median income)
- Businesses must be a micro-enterprise: a commercial enterprise that has 5 or fewer total employees, including all owners.

Due to the high cost of meeting CDBG requirements related to construction activities, CDBG funds will only be considered for eligible applicants who did not include building improvements in their application. Out of the remaining 34 applicants, 24 applicants did not request funds for building improvements.

Approving this allocation would help support more businesses through the Small Business Recovery Program while meeting the CDBG economic development plan goals set for FY2020-2024, which projected to assist 7 businesses. It would also limit the administrative burden on small business owners by not requiring a new application and limit City administrative costs by leveraging an existing program.

Legislative History:

The Small Business Recovery Program was approved by the Economic Development Committee on December 6, 2023. An additional funding allocation was made by the Economic Development Committee on May 29, 2024.