

Minutes of Regular Meeting  
**HOUSING PROGRAMS ADVISORY COMMITTEE**  
Village of Oak Park  
August 17, 2016  
7:00 pm – Room 215

**CALL TO ORDER:** The meeting was officially called to order at 7:20pm.

**ROLL CALL:**

**PRESENT:** Frank FioRito, Trisha Girdwood, Catharine Schutzius, Dominic Tocci (Chair)

**ABSENT:** Garth Katner, Debby Macey, Mary Mauney,

**STAFF PRESENT:** Andrew Williams-Clark (staff liaison)

**REVIEW AND APPROVAL OF MEETING AGENDA:** It was agreed that item 8 would be moved to the top of the agenda, following the approval of minutes.

**NON-AGENDA PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:** Mr. FioRito moved to approve the June 2016 meeting minutes without revision. Ms. Schutzius seconded the motion, which passed unanimously.

**Appointment of New Committee Chair:**

With the Consent of the Village Board of Trustees, Mayor Abu-Taleb appointed Dominic Tocci to Chair the committee on August 1. Mr. Tocci is currently a Deputy Director of Cook County's Department of Planning and Development. His work covers Community Development Block Grants administration and projects. He is very familiar with the requirements and regulations covering housing rehabilitation and is well suited to the role of Chair.

**Review and Recommend Board Approval of a Small Rental Rehab Loan (SRP-31):** Mr. Williams-Clark provided an overview of the loan application to the committee. The Small Rental Rehabilitation Loan Program is open to rental buildings with seven or fewer units. The Program has two major purposes: (1) upgrade the physical conditions of small rental buildings; and (2) expand the housing choices of renters to encourage economic and racial diversity. The Program has two types of assistance: (1) forgivable loans which are limited to \$5,000 per unit; and (2) a Marketing Services Agreement for the Oak Park Regional Housing Center to affirmatively market the units in the building. In exchange for the forgivable loan funds, owners agree to match the loan funds by 25% and to rent at least 51% of their units to households earning at or below 80% of the Area Median Income (AMI).

SRP-031 is a four unit apartment building located at 1110 South Austin Boulevard. As required by CDBG regulations, three rental households qualify as low income. A lead inspection and risk assessment were not required since the total federal funding

is limited to \$5,000 per unit. Lead safe work practices will be used for all work that disturbs painted surfaces. The Small Rental Properties Rehab Loan Program has no equity requirement. The Loans are forgiven after a short time, in this case two years. The owners have committed to paying all costs beyond the \$20,000 Village loan amount. This contribution will be at least \$6,666.

The rehabilitation loan will be used to replace outlets, replace windows, replace a door, repair a ceiling, and tuck point an exterior wall.

This project was put out to bid twice. Nine contractors were invited to the first contractor walkthrough and four attended. Twelve contractors were invited to the second walk-through and only one contractor indicated that they would attend. As a result, the second walk through was canceled. Only one bid was received. Federal regulations allow the building owner to accept the bid under these circumstances. In this case, the building owner agreed to accept the bid from C & J Home.

ROLL CALL VOTE:	Frank FioRito	Aye
	Trisha Girdwood	Aye
	Garth Katner	Absent
	Debby Macey	Absent
	Mary Mauney	Absent
	Catharine Schutzius	Aye
	Dominic Tocci	Aye

**Review 2016 Work Plan in preparation for 2017 Work Plan:** Citizen Commissions must all recommend their 2017 work plans for approval by the Village Board at the September meetings. Mr. Williams-Clark provided an overview of the 2016 HPAC work plan and asked for input and feedback on the development of a draft 2017 work plan. Committee members in general felt that the work plan was too aggressive compared to their perception of the core mission of HPAC, which is to focus on review and recommendation of rehab loans. With that in mind, they directed Mr. Williams-Clark to send the ordinance that enables HPAC to the committee for review along with the draft 2017 work plan ahead of the September meeting.

**Other Business:** In the event that HPAC action were needed in order to put a loan before the Board for approval on September 19, Mr. Williams-Clark asked the committee for permission to reschedule the September meeting to the 14<sup>th</sup>. Three, of the four members present, indicated that they would be able to attend the meeting if it were rescheduled.

**ADJOURNMENT:** Meeting was adjourned at 8:35 p.m.

Respectfully submitted,  
Andrew Williams-Clark, Staff Liaison