

**AGENDA  
CITY OF ST. CHARLES  
HOUSING COMMISSION  
JEFFREY FUNKE, CHAIR**

**WEDNESDAY, OCTOBER 30, 2024 - 7:00 P.M.  
DENS A & B  
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of minutes from the August 8, 2024 meeting of the Housing Commission**
- 5. Review of Affordable Housing Fund Development Proposal for 2024:**
  - a. 3 Diamond Development LLC – Carroll Tower Rehabilitation Project**
- 6. Project Updates**
- 7. Additional Business**
- 8. Future Meeting Dates**
  - a. Thursday, November 14, 2024 at 7:00pm Dens A & B
  - b. Thursday, December 12, 2024 at 7:00pm Dens A & B
  - c. Thursday, January 9, 2024 at 7:00pm Dens A & B
- 9. Public Comment**
- 10. Adjournment**

***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov). Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**MINUTES  
CITY OF ST. CHARLES  
HOUSING COMMISSION  
THURSDAY, AUGUST 8, 2024  
DENS A & B**

**Members Present:** Sean Baker, Louis Dries, Liz Eakins, Karrsten Goettel, David Pietryla

**Members Absent:** Jeff Funke, John Glenn, Milupa King

**Others Present:** Ellen Johnson, Planner

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**1. Call to Order**

Vice Chair Baker called the meeting to order at 7:06pm.

**2. Roll Call**

Ms. Johnson called roll with five members present.

**3. Approval of Agenda**

A motion was made by Mr. Goettel and seconded by Mr. Dries with a unanimous voice vote to approve the Agenda.

**4. Approval of minutes from the January 11, 2024 meeting of the Housing Commission**

A motion was made by Mr. Dries and seconded by Mr. Goettel with a unanimous voice vote to approve the January 11, 2024 meeting minutes.

**5. Election of Officers**

**a. Chair**

**b. Vice Chair**

Motion was made by Mr. Goettel to elect Jeff Funke as Chair and Sean Baker as Vice Chair. Seconded by Ms. Eakins; unanimously passed by voice vote.

**6. Housing-related Staff Updates**

**a. Planning & Development Committee Discussion**

Ms. Johnson reported that in February, staff presented housing-related information to P&D Committee. This included info on the City's affordable housing policies like the Inclusionary Housing Ordinance, Housing Trust Fund, and programs that we have in place: Home Rehab, First-Time Homebuyer, and participation in the Kane County Affordable Housing Fund. Staff also presented the 2023 Housing Affordability Analysis & IHDA's updated finding of St. Charles' affordable housing share, followed by an update on the Housing Trust Fund, including the current balance and current, past and future use of the fund. Next staff presented the Housing Commission's recommendation on setting the 2024 Inclusionary Housing Fee. The Committee set the fee as

recommended by Housing Commission, which was to use the same calculation and 3-tiered approach as previously and updating the fees based on the new affordable home price identified by IHDA. This increased fees for all developments- multi-family, townhome, and single-family. Those fees are now in place.

Staff also requested the Committee's feedback on the City's IHO policy, acceptance of fee in-lieu, use of funds, etc. Committee members expressed support for the IHO and a preference for affordable units in new developments over collecting fee in-lieu. There was some question as to why fee in lieu has been accepted. Staff explained that it is a Council decision for each development. Members expressed that in the future, they would prefer units and discussed the importance of pushing for units as a City Council.

Mr. Pietryla reiterated his feedback from the P&D Committee meeting, that we should be getting affordable units because we have the ordinance, as opposed to accepting the fee.

Commissioners were pleased with the positive and supportive feedback from P&D Committee.

**b. Metropolitan Mayors Caucus- Housing & Community Development Committee meeting**

Ms. Johnson explained the MMC Housing & Community Development Committee is made up of Chicago area mayors and city staff, and meets quarterly. Ms. Johnson was asked to present as part of an agenda item in May. The topic was Home Repair Resources & Strategies. Ms. Johnson presented on the City's Home Rehab Program as an example of a community that has created a repair program using funds collected from an Inclusionary Housing Program, instead of a CDBG program, which is a more common funding source, but one that many municipalities don't have access to. The Committee was interested to hear St. Charles' experience.

**c. Homes for a Changing Region follow-up meeting**

Ms. Johnson said she had a call with Metropolitan Mayors Caucus staff to discuss implementation of the *Homes for a Changing Region* Study 10-years out. They interviewed all communities in our cohort- St. Charles, Geneva, Batavia, and North Aurora. MMC was very complementary to St. Charles, particularly with regards to how much diverse housing supply we've added over the past 10 years (about 1,500 units). Ms. Johnson said she went through each of the recommendations from the study and found that we have followed the recommendations fairly well. This includes approving zoning for a mix of housing types – we've added multi-family rental, condos, townhomes, small-lot single-family, downtown residential, and affordable housing (Anthony Place). We looked into Employer Assisted Housing and held a program in 2015, inviting large employers to hear from Brick Partners about EAH. We have added housing along major transportation corridors, particularly near Randall corridor – Prairie Centre, Prairie Winds. We have not pursued residential rental licensing. Council direction would be needed for that.

Ms. Johnson said she told MMC that St. Charles would be interested in participating in an update to the study. Unfortunately MMC does not currently do study updates.

## **7. Project Updates**

**a. Dean Street Parcel Donation**

Ms. Johnson reported that this spring, City Council approved donation of the City-owned parcel at the corner of Dean and 15<sup>th</sup> streets to Habitat for Humanity of Northern Fox Valley. This also included Council approval of vacating a strip of right-of-way along 15<sup>th</sup> Street to donate along with the parcel, so the parcel could be buildable. The closing was June 25<sup>th</sup>. Habitat has not yet submitted for permit. Commissioners expressed interest in volunteering at a work day.

**b. Kane County Affordable Housing Fund**

Ms. Johnson said the 2024 application round is going on now. Applications are due August 12. Any projects for St. Charles would be reviewed in the fall.

**8. Additional Business**

Commissioners discussed the Home Rehab Program and its low usage. Mr. Dries suggested approaching contractors so they can tell their clients about the program. A letter included in the permit packets informing contractors about the program was mentioned. Commissioners discussed the issue that Community Contacts which administers the program on behalf of the County and City is at capacity and cannot do more rehabs than currently, even if we were to find more applicants. Ms. Eakins said the way the program is now set up with piggybacking on the County's program and the County's application requirements and program administrator is not working to help St. Charles homeowners who can't afford to get work done on their homes.

Mr. Pietryla suggested Habitat for Humanity; they have repair programs that serve this area. Commissioners expressed interest in looking into a working with Habitat.

Ms. Johnson informed the Commission about a Concept Plan submitted by Pulte Homes called Charles Farm, a 970-acre annexation and residential development on the west side. There would be 2,000 units; about half would be Del Web senior age-restricted, the rest single-family. It is in the beginning stages of discussion. A public meeting will be held by Plan Commission in September.

**9. Future Meeting Dates**

- a. Thursday, September 12, 2024 at 7:00pm Dens A & B
- b. Thursday, October 10, 2024 at 7:00pm Dens A & B
- c. Thursday, November 13, 2024 at 7:00pm Dens A & B

**10. Public Comment- None**

**11. Adjournment at 8:10pm.**