

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

**THURSDAY, JANUARY 9, 2025 - 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 October 30, 2024 meeting of the Housing Commission**
- 5. Discussion with Habitat for Humanity of Northern Fox Valley – Home Rehab Program**
- 6. Project Updates**
- 7. Additional Business**
- 8. Future Meeting Dates**
  - a. Thursday, February 13, 2025 at 7:00pm Dens A & B
  - b. Thursday, March 13, 2025 at 7:00pm Dens A & B
  - c. Thursday, April 10, 2025 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  
WEDNESDAY, OCTOBER 30, 2024  
DENS A & B**

**Members Present:** Sean Baker, Louis Dries, Liz Eakins, Jeff Funke, John Glenn, Karrsten Goettel, Milupa King

**Members Absent:** David Pietryla

**Others Present:** Ellen Johnson, Planner

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**1. Call to Order**

Chair Funke called the meeting to order at 7:00pm.

**2. Roll Call**

Ms. Johnson called roll with six members present. Mr. Goettel arrived at 7:05.

**3. Approval of Agenda**

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

**4. Approval of minutes from the August 8, 2024 meeting of the Housing Commission**

A motion was made by Mr. Dries and seconded by Ms. Eakins with a unanimous voice vote to approve the August 8, 2024 meeting minutes.

**5. Review of Affordable Housing Fund Development Proposal for 2024:**

**a. 3 Diamond Development LLC – Carroll Tower Rehabilitation Project**

Ms. Johnson stated the City has received a request from the new owner of Carroll Tower, requesting \$1.1 million from the Kane County Affordable Housing Fund. This would be put towards a \$42 million renovation project. The Kane-Elgin HOME Commission met earlier this month and recommended \$558,319 in federal funds for the project, and the remainder from the City's Housing Trust Fund, pending City approval.

She said there is only \$147,088 left from the City's initial allocation of Trust Fund dollars into the Affordable Housing Fund back in 2018. The Housing Commission can approve this amount for the project, and recommend City Council amend the Intergovernmental Agreement with Kane County to allocate the remainder: \$397,793.

She said the current balance of the Housing Trust Fund is \$2,292,220. If the \$544,881 is approved from the Housing Trust Fund, we will have a remaining balance of \$1,747,339.

She introduced Scott Berger, Director of the Kane County Office of Community Reinvestment.

Mr. Berger presented the information included in the County's Staff Report for the project. He explained that Carroll Tower is a project-based Section 8 housing project, operating under a Housing Assistance Payments Agreement (HAP). This means rents are subsidized by HUD and tenants pay no more than 30% of their income on rent. A new HAP agreement is expected to be approved by HUD upon closing of the financing which would enact a new 20-year affordability period.

Mr. Berger explained that other funding sources for the renovation project have longer affordability requirements, including up to 30 years.

Commissioners inquired about tenant income-targeting. Mr. Berger stated 6 units will be reserved for tenants at 30% AMI and 102 units will be reserved for tenants at 60% AMI. He stated he believes this is the same as currently, but does not have that information.

Mr. Berger explained how the developer will handle housing of current residents during the renovation. No residents will be displaced. The project will be undertaken in phases, with residents being moved between units as renovation occurs. If residents will need to be housed off-site, the developer will be required to facilitate moving and pay all associated moving and housing costs.

Commissioners expressed support for the project, recognizing the importance of preserving and supporting the City's existing affordable housing stock. Commissioners expressed the proposal is a good use of the Housing Trust Fund and leaves a large balance for future projects.

A motion was made by Mr. Baker and seconded by Mr. Goettel to approve funding in the amount of \$147,088 from the Housing Trust Fund in the form of a 0% interest, 30-year loan to 3 Diamond Development LLC for the Carroll Tower project, with a recommendation to the City Council to allocate an additional \$397,793 from the Housing Trust Fund for this project, for a total award of \$544,881.

Roll Call Vote:

Ayes: Funke, Eakins, Dries, Glenn, Goettel, Baker, King

Nays:

Abstain:

Absent Pietryla

Motion carried: 7-0

## **6. Project Updates**

Ms. Johnson said a building permit is currently under review for the house Habitat for Humanity is constructing on the Dean Street lot donated by the City. A volunteer work day will be arranged for those interested.

## **7. Additional Business**

None.

**8. Future Meeting Dates**

- a. Thursday, November 14, 2024 at 7:00pm Dens A & B – To be cancelled
- b. Thursday, December 12, 2024 at 7:00pm Dens A & B
- c. Thursday, January 9, 2025 at 7:00pm Dens A & B

**9. Public Comment- None****10. Adjournment at 8:16pm.**