

**AGENDA
CITY OF ST. CHARLES
HOUSING COMMISSION
SEAN BAKER, CHAIR**

**WEDNESDAY, DECEMBER 10, 2025 - 7:00 P.M.
DENS A & B
2 E. MAIN STREET, ST. CHARLES, IL 60174**

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentation of minutes from the November 13, 2025 meeting of the Housing Commission**
- 4. Housing Trust Fund Account Status**
- 5. Review of Affordable Housing Fund Development Proposal for 2025:**
 - a. Spillane & Sons – Scattered Site Housing Redevelopment Project**
- 6. New Program Updates**
 - a. Urgent Need Home Rehab Program with Habitat for Humanity of Northern Fox Valley**
 - b. Permanent Supportive Housing Program with Lazarus House**
- 7. Project Updates**
- 8. Additional Business**
- 9. Future Meeting Dates**
 - a. Thursday, January 8, 2026 at 7:00pm Dens A & B**
 - b. Thursday, February 12, 2026 at 7:00pm Dens A & B**
 - c. Thursday, March 12, 2026 at 7:00pm Dens A & B**
- 10. Public Comment**
- 11. 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 (TTY), or via e-mail at 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, NOVEMBER 13, 2025
DENS A & B**

Members Present: Sean Baker, Kate Bell, Louis Dries, Liz Eakins, John Glenn, Karrsten Goettel, Milupa King

Members Absent: Jeff Funke, Vicki Spellman

Others Present: Ellen Johnson, Planner II

1. Call to Order

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

2. Roll Call

Ms. Johnson called roll with seven members present.

3. Presentation of minutes from the July 9, 2025 meeting of the Housing Commission

A motion was made by Ms. Bell and seconded by Mr. Glenn with a unanimous voice vote to approve the July 9, 2025 meeting minutes.

4. Urgent Need Home Rehab Program with Habitat for Humanity of Northern Fox Valley – Update

Ms. Johnson reported that the Service Agreement between the City and Habitat was approved by Planning & Development Committee on Monday. P&D Committee set the program budget at \$85,000 as recommended by the Housing Commission. The intent is to reassess the program in one year and allocate more funds if needed. Final City Council approval is expected 12/1. The next step would be to promote the program. Ms. Johnson plans to work with the Communications Division on preparing promotional materials including a press release and social media postings.

5. Permanent Supportive Housing Program with Lazarus House

a. Discussion

Ms. Johnson provided a draft program outline which she worked on with the executive director of Lazarus House. The program is modeled after Lazarus' existing Permanent Supportive Housing program which is funded by HUD. The City would fund one household for a period of 10 years. Funds from the Housing Trust Fund would be provided to Lazarus House in the form of a grant. The grant amount would be \$17,850 per year; the cost covers rent and case management from Lazarus House. The grant amount can increase by up to 5% annually based on rental market conditions. The maximum budget over the 10-year period is \$224,515.

Ms. Johnson reviewed the program parameters. Income eligibility is at or below 30% AMI and the tenant must qualify as “chronically homeless” and have a “disabling condition” as defined by HUD. The tenant must meet weekly with a Lazarus House case manager and pay 10% of their income to Lazarus House. The rental unit must be located within the City of St. Charles and inspected annually by Lazarus House. The unit would be rented to Lazarus House with the tenant as sub-lessee. Rent is paid to the landlord by Lazarus House. The tenant is responsible for up-keep of the unit. Lazarus House acts as a liaison between the tenant and the landlord. Lazarus House will request quarterly disbursement of funds from the City; City will pay out a portion of the grant on a quarterly basis. Funds will be earmarked in the Housing Trust Fund for the program. The City could renew the funding commitment after 10 years.

Ms. Eakins provided more information about Lazarus House’s existing program. The purpose of the program is to house people who would otherwise be unable to obtain stable housing on their own. The first person housed in the program in 2006 still lives in the same apartment and has been stably housed for 19 years. There is not an expectation that tenants will move on from the program, due to their disability. Case managers at Lazarus House identify appropriate people for the program; tenants typically come from Lazarus’ population.

Mr. Dries asked how Lazarus House finds a lower-rent unit. Ms. Eakins said Lazarus has established relationships with landlords. Having a consistent renter is a benefit for landlords. The inspection process is very important. The units are decent, not fancy or new. HUD sets what the rent can be for the program. Lazarus House has not had issues finding units in the past.

Commissioners discussed adding information to the program outline regarding maximum allowable rent and how rent is determined. Ms. Johnson said she would request this information from Lazarus House.

b. Recommendation

Mr. Dries made a motion to recommend to Planning & Development Committee approval of the Permanent Supportive Housing Program with Lazarus House. Seconded by Ms. Bell. Motion passed by unanimous voice vote.

Ms. Johnson said the next step will be to present the program to P&D Committee, likely in December. Then City Council would need to approve a service agreement between the City and Lazarus House and allocate Housing Trust Funds for the program.

6. Project Updates

Ms. Johnson said the Kane-Elgin Home Commission will be reviewing developer proposals for the 2025 Kane County Affordable Housing Fund on November 20th. If there are any proposals in St. Charles to be funded by the City’s Housing Trust Fund, the Housing Commission will review in December.

Ms. Johnson said construction continues at the Dean Street Habitat for Humanity house. Commissioners reported that they had a positive experience at the volunteer day in September; they built the garage roof. Ms. Baker said there is usually an open house for volunteers once the house is finished and before the family moves in.

Ms. Bell said the School District owns property. She can ask D303 if they have anything that might be buildable that could be donated to Habitat for housing. City trust funds could be used only if the property is within City limits.

7. Additional Business

Jackie Bakker and Susan Cechner from Fox River Valley Initiative (FRVI) were in attendance. They shared information about FRVI. FRVI is an organization made up of a variety of organizations in Kane County; many are churches and there are also mental health organizations, affordable housing developers, and non-profits that are involved. They focus on projects that make a difference and are win-able. For example, they helped get a crises stabilization unit established at Mercy Hospital in Aurora. Affordable housing is another area of interest for FRVI. They assisted with the affordable supportive housing project at 1212 Larkin in Elgin. Full Circle Communities was the developer. FRVI advocated for the project and helped get it approved.

Ms. Bakker said FRVI would like to see the City use its trust fund on a similarly sized project (48 units) in St. Charles. FRVI would like to help the City achieve that by gaining community support for such a project proposed by an affordable housing developer.

Commissioners discussed various local affordable housing projects with Ms. Bakker and Ms. Cechner. Commissioners thanked them for attending and sharing about FRVI.

8. Future Meeting Dates

- a. Thursday, December 11, 2025 at 7:00pm Council Committee Room
- b. Thursday, January 8, 2026 at 7:00pm Council Committee Room
- c. Thursday, February 12, 2026 at 7:00pm Council Committee Room

9. Public Comment- None

10. Adjournment at 8:12pm