Public Notice

In accordance with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, a **Regular Meeting** of the City of Highland Park Housing Commission, the Peers Housing Association, Walnut Housing Association, Ravinia Housing Association and Sunset Woods Association will be held at the hour of **6:30 P.M. on Wednesday, February 4, 2015 at City Hall, 1707 St. Johns Avenue, Highland Park**, **Illinois**. The Meeting will be held in the **Pre-Session Room** on the second floor.

City of Highland Park
Housing Commission
Wednesday, February 4, 2015, at 6:30 p.m.
AGENDA

I. Call to order

II. Roll Call

III. Business from the Public (Citizens Wishing to Be Heard Regarding Items not Listed on the Agenda)

IV. Approval of Minutes – January 7, 2014

V. Scheduled Business

1. Introduction of new Commissioners Dr. Lisa Oldham and Douglas Ross

2. Items for Omnibus Vote Consideration
   - Payment of Invoices: None at present

3. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods
   - Management Report
   - Property Report
   - Sunset Woods

4. Discussion regarding the development of the Affordable Housing Plan for compliance with the Illinois Affordable Housing Planning and Appeals Act

VI. Executive Session for Matters relating to Real Estate Acquisition, Litigation, and Personnel Matters

VII. Other Business

VIII. Adjournment

THIS PAGE LEFT INTENTIONALLY BLANK.

DRAFT

MINUTES OF A REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF HIGHLAND PARK, ILLINOIS

MEETING DATE: Wednesday January 7, 2015

MEETING LOCATION: Pre-Session Mayor's Conference Room, City Hall, 1707 St. Johns Avenue, Highland Park, IL

CALL TO ORDER

At 6:33 p.m., Chair David Meek called to order the regular meeting of the Highland Park Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association. Each of the Commissioners also serves as Directors of each of the Housing Associations. The Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Elder, Kaltman, Meek, and Saret

Commissioners Absent: Adler

Student Representatives: Vacancy

Chair Meek declared that all Commissioners were in attendance, and a quorum was present.

Council Liaison Absent: Blumberg

Staff Liaison Present: Planner M. Smith

BUSINESS FROM THE PUBLIC (Citizens Wishing to be Heard Regarding Items not Listed on the Agenda)

There was no business from the public on items not listed on the Agenda.

APPROVAL OF MINUTES

Regular Meeting December 3, 2014
Commissioner Kaltman moved approval of minutes of the regular meeting held on December 3, 2014 of the Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association. Commissioner Saret seconded the motion.

On a voice vote, Chair Meek declared that the motion passed unanimously.

SCHEDULED BUSINESS

1. Items for Omnibus Vote Consideration

Payment of Invoices: There were no invoices.

2. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods Management Report

The Management Report was in the packet. Planner M. Smith reported that Building Manager Heidi Martin obtained City welcome packets for new residents and will receive the packets quarterly from City staff. The Commissioners suggested that it would be helpful if the information was translated into Russian. Planner M. Smith said that she would ask City staff about this. The Commissioners also discussed the two vacancies at Ravinia Housing. Planner M. Smith said that staff at Community Partners for Affordable Housing contacted the households on their rental waiting list to see if any of them would be interested in applying for Ravinia family housing. She also said that she would contact Ms. Polly Kuehl, Senior Vice President, Evergreen Real Estate Services, to see what other outreach is planned.

Planner M. Smith reported that senior Evergreen staff would investigate strategies for insuring the long-term viability of the properties. This was in response to Commissioners asking about planning for the long-term capital needs of Peers and Walnut Place. Although the Peers Housing Association has significant reserves for capital expenditures at Peers, the Commissioners recognize that neither Peers nor Walnut Place will generate surplus revenue over operations given the capital needs of aging buildings. Ms. Kuehl suggested scheduling a meeting with Chair Meek, another Commissioner, and City staff to discuss Evergreen's recommendations in the early part of 2015. Ms. Kuehl also will update the five-year capital plans for Peers and Walnut Place. Ravinia Housing will not be part of the discussion, because the second mortgage with U.S. Housing and Urban Development in 2012 provided for the complete rehab of that property.

Commissioner Elder asked about the investment strategies for managing the Associations' finances and commented on the low rate of return in the Peers Housing Association's MaxSafe account and certificates of deposit (CDs). Planner M. Smith said that the primary objective of the policy that the former Commission established was to be sure that the funds were safely invested in short-term certificates of deposit (CDs) and money market funds, to receive some return on investment, while keeping the funds accessible. As a result, the CDs mature in six months, scheduled three months apart in case they are needed for capital expenditures. All the assets of the Peer's MaxSafe account are federally insured. This is substantially in excess of the $250,000 that the Federal Deposit Insurance Corporation (FDIC) provides its member banks. The Commissioners agreed that a higher rate of return for Peers CD 1, which matured today, was desirable even if it meant placing the money in a longer term CD, such as for nine months.

After discussion, Chair Meek entertained a motion to authorize him to make a change to the Peers Housing Association CD 1, which matured today, if doing so would generate more revenue than the current six month term. Commissioner Elder moved approval of the motion to authorize Chair Meek to make a change to the Peers Housing Association CD 1, which matured today, if doing so would generate more revenue than the current six month term. Commissioner Kaltman seconded the motion.

On a voice vote, Chair Meek declared that the motion passed unanimously.

Property Report

There was no additional discussion of the financial reports.

Sunset Woods
Chair Meek reported that the Sunset Woods Condominium ownership approved the amendment to the declaration at the Sunset Woods Condominium Association Meeting on December 16th. The amendment permits the leasing of one condominium unit. The main purpose of the Amendment is to meet Federal Housing Administration (FHA) requirements for condominium developments in order to receive FHA-approved status. Other Meeting business included the election of officers.

3. Report regarding review of Inclusionary Housing Ordinance
Planner M. Smith reported that staff submitted a draft memo to Community Development Director Joel Fontane.

4. Review lease agreement issues with City of Highland Park for Pleasant Avenue parking lot
Chair Meek will work with Corporation Counsel attorney Hart Passman on the remaining details for the lease agreement between the City of Highland Park and the Ravinia Housing Association for the parking lot on the east side of the Pleasant Avenue property.

EXECUTIVE SESSION FOR DISCUSSION OF POTENTIAL LITIGATION

At 7:10 p.m., Commissioner Saret made a motion to close the regular meeting to the public pursuant to Section 2(c) of the Illinois Open Meetings Act (5 ILCS 120/2(c)) and to adjourn to Executive Session for the purpose of discussing litigation that is probable or imminent. Commissioner Kaltman seconded the motion. The matter involves a Housing Commission tenant who received a ten-day notice of lease termination. If the resident does not vacate or appeal the notice in the ten-day period, then attorney Marvin Husby will file a lawsuit to evict in Lake County Court. To date, the tenant has not made an appeal to Evergreen Management or vacated the unit. Planner M. Smith called the roll.

On a roll call vote:
Voting Yea: Elder, Kaltman, Meek, and Saret
Voting Nay: Adler

Chair Meek declared that the motion passed unanimously.

Planner M. Smith also was in attendance.

At 7:25 p.m. Commissioner Elder made a motion to close the Executive Session and to re-open the regular meeting. Commissioner Kaltman seconded the motion.

Chair Meek declared that the motion passed unanimously.

The Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Elder, Kaltman, Meek, and Saret

Commissioners Absent: Adler

Chair Meek declared that a quorum was present.

Staff Liaison Present: Planner M. Smith

OTHER BUSINESS
There was no Other Business.

ADJOURNMENT

Chair Meek entertained a motion to adjourn the meeting. Commissioner Elder moved to adjourn. Commissioner Saret seconded the motion.

On a voice vote, Chair Meek declared that the motion passed unanimously.

The Housing Commission adjourned its meeting at 7:26 p.m.

Submitted respectfully:

Mary Cele Smith
Housing Planner

EVERGREEN
Real Estate Services, L.L.C.
566 West Lake Street, Suite 400
Chicago, IL 60661-1414
www.evergreen-housing.com
Phone: 312-234-9400
Fax: 312-382-3220

MEMORANDUM

TO: Highland Park Housing Commission

FROM: Polly Kuehl and Mary Mauney

RE: January Management Report/December Financial Statements

DATE: January 24, 2015

The annual waiting list up-date was sent to all applicants in January, requesting a return date of February 15th. Applicants who do not respond by that date, will be removed from the waiting list and notification sent to them. Also, the annual Happy New Year letter was sent to all residents. This reminds them about reporting any changes in household size, children who have reached the age of 18 and other regulatory requirements.

Frank B. Peers

Occupancy:

There is 1 vacant unit (#102). An applicant from Highland Park will be shown the unit this week.

Physical:

Only routine preventive maintenance and work orders were completed during the month. It was a relatively good month with little snow or ice. Monthly pest control was completed.

Social Programs:

The monthly luncheon was held with "soup and sandwiches" and 25 residents attended. Catholic Charities food packages were delivered to residents and the monthly Visit with Lily (therapy dog) and weekly bingo continued.

Financial:

Net Operating Income (NOI) for December was negative to budget in December by ($8,201) and YTD NOI was positive to budget by $9,544. Cash carryover was good at $64,770, which may create some Surplus Cash in the audit. December is the last month of the fiscal year.

Please note that the "upper level" financial information had not been received when the financials had to be finalized. Once we receive them, adjustments will be made to the balance sheet for the auditors.

Expenses that were significantly negative to budget for the month included:

- Office Supplies (#6310) – This reflected a large postage order (timing) to cover the waiting list mailing and a bulk order of supplies.
- Telephone (#6360) – This included two months of AT&T bills. YTD is only slightly negative to budget.
- Training and Education (#6365) – This reflects the Fair Housing training costs that each employee attended.
- Miscellaneous Administrative (#6390) – This reflects the holiday gift cards given to staff.
- Computer Supplies/Data Processing (#6390-0002) – This reflects technical support that the property required in December (approximately $800).
- Janitorial/Cleaning Supplies (#6515) – This reflects supplies ordered for winter snow.
- Rubbish Removal (#6525) – This reflects two months of Waste Management invoices.
- Water (#6451) – This reflects the final installment payment of the water bill that had not been billed to the property (installment #6 for $2,713).
- Gas (#6452) – Seasonal
- Decorating (#6560) – This reflects cycle painting and turnover painting. YTD was positive to budget.
- Window Washing (#6581) – Timing – YTD is positive to budget.
- Electrical Repairs (#6591) – This reflects a contractor repair needed for an apartment.
- Capital Expenditures (#6991) – This reflects replacement of 10 exterior bollard light fixtures and repair of the concrete bases.

Walnut Place

Occupancy:

There was 1 vacant (Unit #314). An applicant is scheduled to sign all lease paperwork this week, with a move-in date scheduled for February 1st.

Physical:

In addition to routine preventive maintenance and work orders, the property is still waiting for TK to make repairs on the rear elevator door – parts on order. Pest control services occurred, as well.

Social Programs:

The programs at Walnut Place were similar to those at Frank B. Peers (see above).

Financial:

NOI for December was negative to budget by ($17,064) and YTD NOI was positive by $7,565. Cash carryover was low at $918. Income for the month reflected the unit vacancy.

Expenses that were significantly negative to budget included:

- Audit (#6350) – Timing of payment. YTD is positive to budget.

- Telephone (#6360) – Same as Frank B. Peers
- Janitor/Cleaning Supplies (#6515) – Same as Frank B. Peers
- Gas (#6452) – Seasonal
- Window Washing (#6581) – Timing – YTD is positive to budget.
- Property Taxes (#6710) – This reflects a 2014 adjustment (accrual showing the estimated 5% increase)

Ravinia Housing

Occupancy:

There are 2 vacant units (Units #2743, which has been vacant for a while and Lawanda Hall's unit, which just became vacant – #2751). Another applicant is being shown the #2743 unit this week.

Physical:

Only routine preventive maintenance and work orders were completed.

Financial:

NOI for December continued to be negative to budget by ($8,224), as did the YTD NOI ($58,824). Cash carryover was low at $864. Ravinia continues to struggle with cash flow and will do so until the property becomes 100% occupied. However, we continue to utilize Replacement Reserves, as needed, to ensure that the property is well-maintained. Replacement Reserve continues to be excellent with a balance of $414,324.

Expenditures that were significantly negative to budget included:

- Repairs Contractors (#6520) – This reflects the annual fire protection services work ($737) and a plumbing repair ($1,852)
- Snow Removal (#6548) – This reflects the purchase of ice melt for the season and would, normally have been vouchered in #6515.
- Property Taxes (#6710) – Same as above.
- Replacement Reserve Reimbursement and Capital Expenditures (#7105 and #6991) – This reflects the mold repairs, testing and screening for the house and reimbursement from reserves

If there are any questions, please contact me at (312) 382-3228. Thank you.

Walnut Place Capital Improvements Up-Date 12/31/2014

	Task		Date for Bids	Date for Work	Estimated $ Use of Reserves	Estimated $ Use of Operating	Comments	FMCS Role Lead, Assist or None	$ Actual Operating Spent	$ Actual Reserves Spent	Replacment Reserve Request Date
1	Carpet and Tile	6000		periodic	$ 6,000				4,860		
2	Replace Fire Panel	93900		Spring	$ 93,900		city approval received 4/19			94,565	Initial request sent
3							change order received 7/7				1/13 revised quote
4	Appliance Replacement								2,138		sent to city with
5	AC Replacement								1,284		updates in March
6											2014. New cost
7											$77,700
8											Change order sub-
9											mitted 7/17/2014
10											increasing $23,200
11											

Reserves 2014 Cash Flow	
Reserves Starting January 2014	$ 179,876
2013 Annual Escrow Deposit	$ 22,388
Expected Use of Reserves $$ in 2014	$ (94,565)
Balance expected at start of 2015	$ 107,699

Total	99,900	-	8,282	94,565

Frank B. Peers Capital Improvements Up-Date 12/31/2014

	Task	Date for Bids	Date for Work	Estimated $ Use of Reserves	Estimated $ Use of Operating	Comments	FMCS Role Lead, Assist or None	$ Actual Complete Operations	$ Actual Reserves Spent	Replacment Reserve Request Date
1	Kitchen Replacements	On-Hold		120,000	-	per budget, more than				
2	Furniture	On-Hold		1,000		we can take from R&R				
3	Landscape			1,000						
4	Concrete Repairs			1,000						
5	Applicance Replacement			600				2,148		
6	A/C Replacments			1,200				1,925		
7	Carpet and Tile			36,000				12,336		
8	Windows			650,000		to come from owner reserves				
9	Bollard Lighting Replacement				15,885			15,885		
	Windows from Partnership Funds			(650,000)						
	Reserves 2014 Cash Flow									
	Reserves Starting January 1, 2014	$ 162,322								
	2013 Annual Deposit to Reserves	$ 22,368								
	Expected Use of Reserves ($) 2014	$ -	Total	160,800	15,885			32,294	-	
	IHDA Reserves									
	Balance expected at the start of 2015	$ 184,690								

Ravinia Housing Capital Improvements 12/31/2014

	Task	Date for Work	$ Use of R&R	$ Use of Construction	$ Use of Operating	Comments	FMCS Role Lead, Assist or None	Date Complete	$ Actual Complete Operations	$ Actual Reserves Spent	Replacment Reserve Request Date
1	Cameras	Mar/May	$ 102,760		$ -		No			$ 102,760	January-14
2	Parking Lot Paving	August	$ 27,900		$ -		Yes-1	November-14		$ 27,900	October-14
3	Parking Lot repair	May	$ 18,938					November-14		$ 18,938	October-14
4	Appliance Replacement	As Needed			$ 1,924				$ 1,924		
5	Carpet and Tile	As Needed	$ 17,155		$ -					$ 9,709	November-14
6	Mold Remediation St. Johns 2743	November	$ 14,065							$ 14,065	November-14
7											
8											
9											
10											
11											
12											

Reserves Cash Flow											
Reserves Starting January 1, 2014	$ 568,012										
2014 Annual Deposit	$ 16,176										
Use of Reserves in FY	$ (180,818)	TOTAL	180,818	-	1,924			TOTAL	1,924	173,372	
Balance expected January 1, 2015	$ 403,370										

Accounts Receivable Up-Date

December 2014

Frank B. Peers

Tenant A/R decreased from ($6) at the end of November to ($3) at the end of December. The breakdown is as follows:

Current	$ (3)
30 Days	$ 0
60 Days	$ 0
90+ Days	$ 0
Prepaid	$ 0

Subsidy A/R decreased significantly from ($5,010) at the end of November to $2,624 at the end of December. The breakdown is as follows:

Current	$ (2,747)
30 Days	$ 936
60 Days	$ 0
90+ Days	$ (63)
Prepaid	4,498

Walnut Place

Tenant A/R increased slightly from ($14,995) at the end of November to ($15,558) at the end of December. The breakdown is as follows:

Current	$ (2,164)
30 Days	$ (708)
60 Days	$ (1,237)
90+ Days	$(11,343)
Prepaid	$ (106)

Subsidy A/R increased from ($2,741) at the end of November to ($3,204) at the end December. The breakdown is as follows:

Current	$ 775
30 Days	$ 905
60 Days	$ 0
90+ Days	$ (1,328)
Prepaid	$ (2,852)

Ravinia Housing

Tenant A/R decreased slightly from ($35,475) at the end of November to ($34,974) in December. The breakdown is as follows:

Current	$(2,835)
30 Days	$(1,958)
60 Days	$(1,907)
90+ Days	$(27,261)
Prepaid	$(1,013)

Subsidy A/R increased from ($1,502) at the end of November to ($14,637) at the end of December. The breakdown is as follows:

Current	$(95)
30 Days	$ 0
60 Days	$ 0
90+ Days	$(120)
Prepaid	$ 1,717
*HUD recapture	$(13,135)

FRANK B PEERS
Balance Sheet
Month Ending 12/31/14

ASSETS

Current Assets	
1110-0000 - Petty Cash	300.00
1121-0000 - Cash - Operating	64,770.83
1130-0000 - Tenant/member accounts receivable	3.00
1131-0000 - Accounts receivable - subsidy	2,624.00
1240-0000 - Prepaid property and liability insurance	15,241.90
Total Current Assets	82,939.73
Other Assets	
1290-0000 - Misc Prepaid Expenses	831.26
1192-0000 - Tenant Sec Dep	19,111.89
1310-0000 - Real estate tax escrow	102,558.35
1311-0000 - Insurance escrow	18,739.90
1330-0000 - Debt Service Escrow	138,752.69
1320 - Replacement Reserve	185,111.26
1340 - Residual Receipt	17,507.93
Total Other Assets	482,613.28
Fixed Assets	
1420-0000 - Building	1,848,860.15
1420-0001 - Building Improvements	86,413.87
1430-0000 - Land Improvements	1,621,801.79
1450-0000 - Furniture for project/tenant use	530,976.45
1497-0000 - Site improvements	172,218.77
4120-0000 - Accum depr - buildings	(3,326,042.74)
1498-0000 - Current F/A	33,760.89
Total Fixed Assets	967,989.18
Financing Costs	
1900-0001 - Deferred Financing Costs	192,398.85
1999-0000 - Accum Amort - Bond Costs	(65,400.22)
Total Financing Costs	126,998.63
Partnership Assets	
1701-0000 - Cash - Partnership	9,229.66
1702-0000 - Partnership MM	2,128,358.11
1703-0000 - Partnership Receivable	267,013.69
Total Partnership Assets	2,404,601.46
Total Assets	**4,065,142.28**

FRANK B PEERS
Balance Sheet
Month Ending 12/31/14

Liabilities & Equity

Current Liabilities	
2110-0000 - Accounts payable	8,411.96
2113-0000 - Flex Benefit Payable	12.99
2114-0000 - 401K Payable	18.57
2120-0000 - Accrued wages and p/r taxes payable	4,214.60
2150-0000 - Accrued property taxes	121,540.30
2180-0000 - Misc current liabilities	15,750.29
2180-1000 - Prepaid Insurance Claim	4,311.64
Total Current Liabilities	154,260.35
Non-Current Liabilities	
2190-0000 - Sec. Dep. In Transit	25.00
2191-0000 - Security deposits-residential	16,987.00
2191-0001 - Pet Deposit	895.00
2210-0000 - Prepaid Rent	135.00
2211-0000 - Prepaid HUD	5,367.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00
2320-0000 - Mortgage Payable (long term)	1,621,119.68
Total Non-Current Liabilities	3,934,528.68
Owner's Equity	
3100-0000 - Limited Partners Equity	2,402,918.63
3209-0000 - Prior Year Retained Earnings	(2,605,371.26)
3210-0000 - Retained earnings	171,334.59
Current YTD Earnings	7,471.29
Total Owner's Equity	(23,646.75)
Total Liability & Owner Equity	**4,065,142.28**

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	20,288.00	19,861.00	427.00	247,340.00	238,332.00	9,008.00	238,332.00
5121-0000 - Tenant assistant payments	66,386.00	66,490.00	(104.00)	791,779.00	797,880.00	(6,101.00)	797,880.00
5140-0000 - Commercial base rent	60.00	60.00	0.00	1,094.33	720.00	374.33	720.00
TOTAL RESIDENTIAL RENTAL INCOME	86,734.00	86,411.00	323.00	1,040,213.33	1,036,932.00	3,281.33	1,036,932.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(1,285.00)	(2,163.00)	878.00	(17,386.00)	(26,000.00)	8,614.00	(26,000.00)
5221-0000 - Non-Revenue Units	(1,287.00)	(1,287.00)	0.00	(15,425.00)	(15,444.00)	19.00	(15,444.00)
TOTAL VACANCIES & ADJUSTMENTS	(2,572.00)	(3,450.00)	878.00	(32,811.00)	(41,444.00)	8,633.00	(41,444.00)
OTHER INCOME							
5910-0000 - Laundry income	0.00	167.00	(167.00)	1,830.00	2,004.00	(174.00)	2,004.00
5920-0000 - Nsf check fee	0.00	0.00	0.00	100.00	0.00	100.00	0.00
5922-0000 - Late fees	0.00	5.00	(5.00)	77.00	60.00	17.00	60.00
5990-0000 - Misc other income	0.00	0.00	0.00	301.00	0.00	301.00	0.00
5413-0000 - Interest income - escrow	1.18	1.00	0.18	5.08	12.00	(6.92)	12.00
TOTAL OTHER INCOME	1.18	173.00	(171.82)	2,313.08	2,076.00	237.08	2,076.00
GROSS OPERATING INCOME	84,163.18	83,134.00	1,029.18	1,009,715.41	997,564.00	12,151.41	997,564.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	69.19	25.00	(44.19)	69.19	300.00	230.81	300.00
6253-0000 - Credit Report Fees	0.00	28.00	28.00	457.06	336.00	(121.06)	336.00
TOTAL ADVERTISING & RENTING EXPENSE	69.19	53.00	(16.19)	526.25	636.00	109.75	636.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	1,514.61	300.00	(1,214.61)	4,487.05	3,600.00	(887.05)	3,600.00
6316-0000 - Office Equipment	123.03	200.00	76.97	3,693.98	2,400.00	(1,293.98)	2,400.00
6320-0000 - Management fee	4,597.94	4,444.00	(153.94)	52,165.52	53,328.00	1,162.48	53,328.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	1,680.00	1,200.00	(480.00)	1,200.00
6350-0000 - Audit Expense	0.00	0.00	0.00	14,600.00	13,800.00	(800.00)	13,800.00
6360-0000 - Telephone	1,496.68	708.00	(788.68)	8,712.28	8,496.00	(216.28)	8,496.00
6360-0001 - Answering Service/ Pagers	60.70	55.00	(5.70)	728.50	660.00	(68.50)	660.00
6365-0000 - Training & Education Expense	317.38	125.00	(192.38)	707.03	1,500.00	792.97	1,500.00
6370-0000 - Bad debts	0.00	416.00	416.00	2,266.00	4,992.00	2,726.00	4,992.00
6380-0000 - Consulting/study costs	0.00	400.00	400.00	6,439.44	7,000.00	560.56	7,000.00
6390-0000 - Misc administrative expenses	366.34	150.00	(216.34)	2,464.37	1,800.00	(664.37)	1,800.00
6390-0002 - Computer Supplies/Data Processing	1,135.69	150.00	(985.69)	3,443.45	1,800.00	(1,643.45)	1,800.00
6395-0000 - Tenant Retention	742.23	1,000.00	257.77	7,129.41	7,000.00	(129.41)	7,000.00
6431-0000 - Travel & Expense Reimbursement	205.65	235.00	29.35	2,711.16	2,820.00	108.84	2,820.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	27.00	0.00	(27.00)	0.00
6860-0000 - Security Deposit Interest	(0.51)	0.00	0.51	(6.66)	0.00	6.66	0.00
TOTAL ADMINISTRATIVE EXPENSE	10,559.74	8,283.00	(2,276.74)	111,248.53	110,396.00	(852.53)	110,396.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	3,345.43	6,071.00	2,725.57	61,574.70	78,770.00	17,195.30	78,770.00
6510-0000 - Janitor and cleaning payroll	1,210.07	1,154.00	(56.07)	14,985.30	14,972.00	(13.30)	14,972.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6540-0000 - Repairs payroll	4,456.32	3,807.00	(649.32)	55,251.50	49,490.00	(5,761.50)	49,490.00
6900-0000 - Social Service Coordinator	1,240.37	99.00	(1,141.37)	15,263.80	2,412.00	(12,851.80)	2,412.00
6715-0000 - Payroll Taxes	916.33	785.00	(131.33)	13,830.19	14,338.00	507.81	14,338.00
6722-0000 - Workers compensation	840.17	316.00	(524.17)	4,447.54	3,792.00	(655.54)	3,792.00
6723-0000 - Employee health insurance	1,969.35	655.00	(1,314.35)	7,415.22	7,578.00	162.78	7,578.00
6724-0000 - Union Benefits	1,335.99	1,310.00	(25.99)	15,906.08	15,720.00	(186.08)	15,720.00
6726-0000 - Other employee benefits	83.39	0.00	(83.39)	429.21	0.00	(429.21)	0.00
6726-0001 - Contingency	0.00	396.00	396.00	1,078.00	4,684.00	3,606.00	4,684.00
TOTAL PAYROLL & RELATED COSTS	15,397.42	14,593.00	(804.42)	190,181.54	191,756.00	1,574.46	191,756.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	918.47	300.00	(618.47)	4,701.36	3,600.00	(1,101.36)	3,600.00
6516-0000 - Bulbs & Tubes	0.00	100.00	100.00	306.70	1,200.00	893.30	1,200.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	220.00	115.00	(105.00)	1,305.00	1,380.00	75.00	1,380.00
6525-0000 - Rubbish removal	736.80	325.00	(411.80)	4,405.38	3,900.00	(505.38)	3,900.00
6490-0000 - Misc operating expenses	0.00	137.00	137.00	0.00	1,600.00	1,600.00	1,600.00
TOTAL OPERATING EXPENSES	1,875.27	977.00	(898.27)	10,718.44	13,680.00	2,961.56	13,680.00
UTILITIES							
6450-0000 - Electricity	1,557.80	1,666.00	108.20	16,454.23	20,000.00	3,545.77	20,000.00
6451-0000 - Water	3,288.74	700.00	(2,588.74)	24,696.59	8,400.00	(16,296.59)	8,400.00
6452-0000 - Gas	2,761.64	2,000.00	(761.64)	30,986.70	19,000.00	(11,986.70)	19,000.00
TOTAL UTILITIES	7,608.18	4,366.00	(3,242.18)	72,137.52	47,400.00	(24,737.52)	47,400.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	295.00	295.00	86.97	3,540.00	3,453.03	3,540.00
6537-0000 - Grounds Contractor (Landscaper)	600.00	0.00	(600.00)	8,813.00	5,400.00	(3,413.00)	5,400.00
6541-0000 - Repair materials (general supplies)	34.47	300.00	265.53	1,040.88	3,600.00	2,559.12	3,600.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	445.62	600.00	154.38	600.00
6541-0002 - Plumbing Supplies	245.40	100.00	(145.40)	1,614.82	1,200.00	(414.82)	1,200.00
6541-0003 - Electrical Supplies	231.65	100.00	(131.65)	986.26	1,200.00	213.74	1,200.00
6541-0004 - Heating/Cooling Supplies	291.80	50.00	(241.80)	632.05	600.00	(32.05)	600.00
6541-0005 - Hand Tools	0.00	0.00	0.00	81.71	300.00	218.29	300.00
6541-0006 - Expendable Tools	0.00	0.00	0.00	8.60	400.00	391.40	400.00
6541-0007 - Safety Equipment	110.16	50.00	(60.16)	110.16	600.00	489.84	600.00
6541-0009 - Window Supplies	0.00	0.00	0.00	436.88	200.00	(236.88)	200.00
6541-0010 - Carpentry/Hardware	0.00	60.00	60.00	1,271.33	720.00	(551.33)	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	290.00	290.00	4,022.77	3,480.00	(542.77)	3,480.00
6546-0000 - Heating/Cooling Contractor	628.20	215.00	(413.20)	3,394.25	2,580.00	(814.25)	2,580.00
6548-0000 - Snow removal	1,425.00	2,000.00	575.00	13,704.50	6,000.00	(7,704.50)	6,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	125.00	125.00	0.00	1,500.00	1,500.00	1,500.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	2,650.00	1,000.00	(1,650.00)	9,163.00	12,000.00	2,837.00	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	225.00	225.00	1,960.00	2,700.00	740.00	2,700.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6581-0000 - Window Washing	1,010.00	0.00	(1,010.00)	1,010.00	1,500.00	490.00	1,500.00
6582-0000 - Fire Protection	0.00	410.00	410.00	1,437.75	4,920.00	3,482.25	4,920.00
6582-0001 - Fire Safety Equipment	0.00	500.00	500.00	68.75	6,000.00	5,931.25	6,000.00
6589-0000 - Parking Lot Expense	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6590-0000 - Miscellaneous Repair	0.00	125.00	125.00	820.00	1,500.00	680.00	1,500.00
6591-0000 - Electrical Repairs	2,090.00	310.00	(1,780.00)	3,836.51	3,720.00	(116.51)	3,720.00
6592-0000 - Boiler Repairs	0.00	500.00	500.00	4,012.92	6,000.00	1,987.08	6,000.00
6594-0000 - Carpentry Repairs	311.50	120.00	(191.50)	2,508.00	1,440.00	(1,068.00)	1,440.00
6595-0000 - Plumbing Repairs	1,211.98	790.00	(421.98)	9,384.31	9,480.00	95.69	9,480.00
6596-0000 - Floor Repairs/Cleaning	0.00	150.00	150.00	1,435.00	1,800.00	365.00	1,800.00
6598-0000 - Roof Repairs	0.00	100.00	100.00	0.00	1,200.00	1,200.00	1,200.00
TOTAL MAINTENANCE EXPENSES	10,840.16	7,865.00	(2,975.16)	72,286.04	86,680.00	14,393.96	86,680.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	10,092.32	10,130.00	37.68	120,180.57	121,560.00	1,379.43	121,560.00
6720-0000 - Property and liability insurance	1,195.17	2,140.00	944.83	23,266.24	25,680.00	2,413.76	25,680.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	150.00	150.00	150.00
TOTAL TAXES AND INSURANCE	11,287.49	12,270.00	982.51	143,446.81	147,390.00	3,943.19	147,390.00
TOTAL OPERATING EXPENSES	57,637.45	48,407.00	(9,230.45)	600,545.13	597,938.00	(2,607.13)	597,938.00
NET OPERATING INCOME (LOSS)	26,525.73	34,727.00	(8,201.27)	409,170.28	399,626.00	9,544.28	399,626.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	19,054.44	19,110.00	55.56	232,292.43	232,840.00	547.57	232,840.00
TOTAL FINANCIAL EXPENSES	19,054.44	19,110.00	55.56	232,292.43	232,840.00	547.57	232,840.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	7,471.29	15,617.00	(8,145.71)	176,877.85	166,786.00	10,091.85	166,786.00
8005-0000 - Mortgagor Entity Income	0.00	0.00	0.00	2,233.03	0.00	2,233.03	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(305.00)	0.00	(305.00)	0.00
Total Partnership Activity	0.00	0.00	0.00	1,928.03	0.00	1,928.03	0.00
NET INCOME (LOSS)	7,471.29	15,617.00	(8,145.71)	178,805.88	166,786.00	12,019.88	166,786.00
7104-0000 - Replacement Reserve	1,700.00	1,864.00	164.00	22,786.89	22,368.00	(418.89)	22,368.00
7108-0000 - Mortgage Payable (long term)	11,433.10	11,377.00	(56.10)	133,558.05	132,902.00	(656.05)	132,902.00
Total Cash Flow - Financing Activities	13,133.10	13,241.00	107.90	156,344.94	155,270.00	(1,074.94)	155,270.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	(800,000.00)	(800,000.00)	(800,000.00)
6991-0000 - Capital expenditures	15,885.00	0.00	(15,885.00)	17,351.05	120,000.00	102,648.95	120,000.00
6991-0002 - Windows	0.00	0.00	0.00	0.00	650,000.00	650,000.00	650,000.00
6991-0004 - Furniture	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
6991-0013 - Landscape	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
6991-0016 - Concrete Repairs	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
6993-0000 - Appliance Replacement	1,107.00	0.00	(1,107.00)	2,148.00	600.00	(1,548.00)	600.00
6993-0003 - A/C Replacements	0.00	225.00	225.00	1,925.34	1,200.00	(725.34)	1,200.00
6994-0000 - Carpet & tile	7,735.50	650.00	(7,085.50)	12,336.50	36,500.00	24,163.50	36,500.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	24,727.50	875.00	(23,852.50)	33,760.89	11,300.00	(22,460.89)	11,300.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(30,389.31)	1,501.00	(31,890.31)	(11,299.95)	216.00	(11,515.95)	216.00

WALNUT PLACE
Balance Sheet
Month Ending 12/31/14

ASSETS

Current Assets	
1110-0000 - Petty Cash	900.00
1121-0000 - Cash - Operating	918.07
1130-0000 - Tenant/member accounts receivable	15,557.59
1131-0000 - Accounts receivable - subsidy	3,204.00
1240-0000 - Prepaid property and liability insurance	16,289.60
Total Current Assets	36,869.26
Other Assets	
1290-0000 - Misc Prepaid Expenses	1,028.87
1192-0000 - Tenant Sec Dep	19,415.47
1310-0000 - Real estate tax escrow	138,210.59
1311-0000 - Insurance escrow	20,023.10
1330-0000 - Debt Service Escrow	136,098.17
1140-0000 - Accounts Receivable - Other	377.00
1320 - Replacement Reserve	113,264.76
1340 - Residual Receipt	27,094.97
Total Other Assets	455,512.93
Fixed Assets	
1410-0000 - Land	220,000.00
1420-0000 - Building	2,907,088.00
1420-0001 - Building Improvements	23,774.27
1430-0000 - Land Improvements	321,376.00
1440-0000 - Building Equipment Portable	354,185.56
1450-0000 - Furniture for project/tenant use	426,635.94
1497-0000 - Site improvements	4,550.00
4120-0000 - Accum depr - buildings	(3,504,334.74)
1498-0000 - Current F/A	104,933.56
Total Fixed Assets	858,208.59
Financing Costs	
1900-0001 - Deferred Financing Costs	174,813.03
1999-0000 - Accum Amort - Bond Costs	(51,667.51)
Total Financing Costs	123,145.52
Partnership Assets	
1701-0000 - Cash - Partnership	104,501.04
Total Partnership Assets	104,501.04
Total Assets	**1,578,237.34**

WALNUT PLACE
Balance Sheet
Month Ending 12/31/14

Liabilities & Equity

Current Liabilities	
2110-0000 - Accounts payable	13,531.32
2113-0000 - Flex Benefit Payable	13.00
2114-0000 - 401K Payable	(4.64)
2120-0000 - Accrued wages and p/r taxes payable	4,233.02
2150-0000 - Accrued property taxes	143,177.48
2155-0000 - Accrued professional services	14,894.00
2180-0000 - Misc current liabilities	10,419.05
Total Current Liabilities	186,263.23
Non-Current Liabilities	
2190-0000 - Sec. Dep. In Transit	(102.00)
2191-0000 - Security deposits-residential	17,439.00
2191-0001 - Pet Deposit	1,475.00
2210-0000 - Prepaid Rent	106.00
2211-0000 - Prepaid HUD	2,852.00
2320-1000 - Mortgage payable - 2nd note	2,546,000.00
2320-4000 - Deferred Revenue	228,117.00
2320-0000 - Mortgage Payable (long term)	1,619,914.29
Total Non-Current Liabilities	4,415,801.29
Owner's Equity	
3100-0000 - Limited Partners Equity	104,375.87
3209-0000 - Prior Year Retained Earnings	(3,317,026.48)
3210-0000 - Retained earnings	190,696.09
Current YTD Earnings	(1,872.66)
Total Owner's Equity	(3,023,827.18)
Total Liability & Owner Equity	**1,578,237.34**

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	21,986.00	19,360.00	2,626.00	243,362.00	232,320.00	11,042.00	232,320.00
5121-0000 - Tenant assistant payments	66,426.00	68,644.00	(2,218.00)	814,318.00	823,728.00	(9,410.00)	823,728.00
5140-0000 - Commercial base rent	0.00	0.00	0.00	288.56	0.00	288.56	0.00
TOTAL RESIDENTIAL RENTAL INCOME	88,412.00	88,004.00	408.00	1,057,968.56	1,056,048.00	1,920.56	1,056,048.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(1,287.00)	(835.00)	(452.00)	(16,270.00)	(10,020.00)	(6,250.00)	(10,020.00)
5221-0000 - Non-Revenue Units	(1,287.00)	(1,284.00)	(3.00)	(15,420.00)	(15,408.00)	(12.00)	(15,408.00)
TOTAL VACANCIES & ADJUSTMENTS	(2,574.00)	(2,119.00)	(455.00)	(31,690.00)	(25,428.00)	(6,262.00)	(25,428.00)
OTHER INCOME							
5910-0000 - Laundry income	0.00	250.00	(250.00)	2,931.00	3,000.00	(69.00)	3,000.00
5922-0000 - Late fees	15.00	10.00	5.00	161.00	120.00	41.00	120.00
5938-0000 - Cleaning Fee/Turnover	0.00	0.00	0.00	75.00	0.00	75.00	0.00
5413-0000 - Interest income - escrow	1.07	1.00	0.07	5.34	12.00	(6.66)	12.00
TOTAL OTHER INCOME	16.07	261.00	(244.93)	3,172.34	3,132.00	40.34	3,132.00
GROSS OPERATING INCOME	85,854.07	86,146.00	(291.93)	1,029,450.90	1,033,752.00	(4,301.10)	1,033,752.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	25.00	25.00	0.00	300.00	300.00	300.00
6253-0000 - Credit Report Fees	0.00	30.00	30.00	366.92	360.00	(6.92)	360.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	55.00	55.00	366.92	660.00	293.08	660.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	253.39	300.00	46.61	2,889.14	3,600.00	710.86	3,600.00
6316-0000 - Office Equipment	123.03	200.00	76.97	3,833.74	2,400.00	(1,433.74)	2,400.00
6320-0000 - Management fee	4,472.73	4,457.00	(15.73)	53,510.58	53,484.00	(26.58)	53,484.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	2,595.00	1,200.00	(1,395.00)	1,200.00
6350-0000 - Audit Expense	11,000.00	1,083.00	(9,917.00)	11,000.00	12,996.00	1,996.00	12,996.00
6360-0000 - Telephone	1,950.58	790.00	(1,160.58)	11,154.31	9,480.00	(1,674.31)	9,480.00
6360-0001 - Answering Service/ Pagers	60.69	55.00	(5.69)	728.45	660.00	(68.45)	660.00
6365-0000 - Training & Education Expense	317.38	110.00	(207.38)	353.09	1,320.00	966.91	1,320.00
6370-0000 - Bad debts	0.00	583.00	583.00	288.00	6,996.00	6,708.00	6,996.00
6380-0000 - Consulting/study costs	0.00	0.00	0.00	1,400.00	3,500.00	2,100.00	3,500.00
6385-0000 - Temporary Help	0.00	50.00	50.00	0.00	600.00	600.00	600.00
6390-0000 - Misc administrative expenses	366.34	160.00	(206.34)	1,118.67	1,920.00	801.33	1,920.00
6390-0002 - Computer Supplies/Data Processing	178.19	163.00	(15.19)	2,309.70	1,956.00	(353.70)	1,956.00
6395-0000 - Tenant Retention	1,146.15	1,500.00	353.85	6,047.92	7,000.00	952.08	7,000.00
6431-0000 - Travel & Expense Reimbursement	205.65	190.00	(15.65)	2,576.93	2,280.00	(296.93)	2,280.00
6851-0000 - Bank Service Fees	4.50	0.00	(4.50)	4.50	0.00	(4.50)	0.00
6860-0000 - Security Deposit Interest	(0.52)	0.00	0.52	(5.89)	0.00	5.89	0.00
TOTAL ADMINISTRATIVE EXPENSE	20,078.11	9,741.00	(10,337.11)	99,804.14	109,392.00	9,587.86	109,392.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	3,345.43	6,136.00	2,790.57	61,574.70	79,486.00	17,911.30	79,486.00
6510-0000 - Janitor and cleaning payroll	1,210.07	1,154.00	(56.07)	14,985.30	15,002.00	16.70	15,002.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6540-0000 - Repairs payroll	4,471.32	3,807.00	(664.32)	54,576.50	49,490.00	(5,086.50)	49,490.00
6900-0000 - Social Service Coordinator	1,240.37	151.00	(1,089.37)	15,244.54	2,472.00	(12,772.54)	2,472.00
6715-0000 - Payroll Taxes	916.23	800.00	(116.23)	13,714.02	14,372.00	657.98	14,372.00
6722-0000 - Workers compensation	756.50	317.00	(439.50)	4,335.26	3,804.00	(531.26)	3,804.00
6723-0000 - Employee health insurance	1,000.09	417.00	(583.09)	7,428.25	4,830.00	(2,598.25)	4,830.00
6724-0000 - Union Benefits	1,335.99	1,310.00	(25.99)	15,906.08	15,720.00	(186.08)	15,720.00
6726-0000 - Other employee benefits	65.76	0.00	(65.76)	411.58	0.00	(411.58)	0.00
6726-0001 - Contingency	0.00	1,036.00	1,036.00	1,078.00	4,733.00	3,655.00	4,733.00
TOTAL PAYROLL & RELATED COSTS	14,341.76	15,128.00	786.24	189,254.23	189,909.00	654.77	189,909.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	720.91	325.00	(395.91)	4,874.08	3,900.00	(974.08)	3,900.00
6516-0000 - Bulbs & Tubes	0.00	80.00	80.00	49.12	960.00	910.88	960.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	1,280.00	1,500.00	220.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	190.00	150.00	(40.00)	1,125.00	1,800.00	675.00	1,800.00
6525-0000 - Rubbish removal	394.49	360.00	(34.49)	4,363.34	4,320.00	(43.34)	4,320.00
6490-0000 - Misc operating expenses	0.00	50.00	50.00	467.71	600.00	132.29	600.00
TOTAL OPERATING EXPENSES	1,305.40	965.00	(340.40)	12,159.25	13,580.00	1,420.75	13,580.00
UTILITIES							
6450-0000 - Electricity	1,198.35	1,200.00	1.65	12,683.71	14,400.00	1,716.29	14,400.00
6451-0000 - Water	619.73	650.00	30.27	7,100.74	7,800.00	699.26	7,800.00
6452-0000 - Gas	4,312.11	2,000.00	(2,312.11)	31,219.24	24,000.00	(7,219.24)	24,000.00
TOTAL UTILITIES	6,130.19	3,850.00	(2,280.19)	51,003.69	46,200.00	(4,803.69)	46,200.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	335.00	335.00	0.00	4,020.00	4,020.00	4,020.00
6537-0000 - Grounds Contractor (Landscaper)	0.00	0.00	0.00	4,719.50	5,280.00	560.50	5,280.00
6541-0000 - Repair materials (general supplies)	0.00	100.00	100.00	201.52	1,200.00	998.48	1,200.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	350.35	600.00	249.65	600.00
6541-0002 - Plumbing Supplies	43.80	200.00	156.20	1,268.12	2,400.00	1,131.88	2,400.00
6541-0003 - Electrical Supplies	37.39	100.00	62.61	638.98	1,200.00	561.02	1,200.00
6541-0004 - Heating/Cooling Supplies	291.78	85.00	(206.78)	547.02	1,020.00	472.98	1,020.00
6541-0006 - Expendable Tools	0.00	50.00	50.00	77.88	600.00	522.12	600.00
6541-0007 - Safety Equipment	110.16	50.00	(60.16)	110.16	600.00	489.84	600.00
6541-0009 - Window Supplies	0.00	100.00	100.00	2,371.98	1,200.00	(1,171.98)	1,200.00
6541-0010 - Carpentry/Hardware	19.94	60.00	40.06	824.50	720.00	(104.50)	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	300.00	300.00	2,904.80	3,600.00	695.20	3,600.00
6546-0000 - Heating/Cooling Contractor	686.00	385.00	(301.00)	11,582.26	4,620.00	(6,962.26)	4,620.00
6548-0000 - Snow removal	2,190.00	2,000.00	(190.00)	22,809.00	8,000.00	(14,809.00)	8,000.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	100.00	100.00	0.00	1,200.00	1,200.00	1,200.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	660.00	660.00	8,470.00	7,920.00	(550.00)	7,920.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	125.00	125.00	805.00	1,500.00	695.00	1,500.00
6564-0001 - Painting Supplies	0.00	50.00	50.00	0.00	600.00	600.00	600.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6581-0000 - Window Washing	810.00	0.00	(810.00)	810.00	2,000.00	1,190.00	2,000.00
6582-0000 - Fire Protection	0.00	300.00	300.00	1,619.07	3,600.00	1,980.93	3,600.00
6582-0001 - Fire Safety Equipment	0.00	50.00	50.00	118.98	600.00	481.02	600.00
6589-0000 - Parking Lot Expense	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6591-0000 - Electrical Repairs	191.04	300.00	108.96	3,441.79	3,600.00	158.21	3,600.00
6592-0000 - Boiler Repairs	0.00	400.00	400.00	4,793.50	4,800.00	6.50	4,800.00
6594-0000 - Carpentry Repairs	0.00	500.00	500.00	2,141.05	6,000.00	3,858.95	6,000.00
6595-0000 - Plumbing Repairs	252.00	700.00	448.00	5,069.04	8,400.00	3,330.96	8,400.00
6596-0000 - Floor Repairs/Cleaning	0.00	100.00	100.00	175.00	1,200.00	1,025.00	1,200.00
6598-0000 - Roof Repairs	0.00	400.00	400.00	0.00	4,800.00	4,800.00	4,800.00
6599-0000 - Window repairs	0.00	100.00	100.00	159.00	1,200.00	1,041.00	1,200.00
TOTAL MAINTENANCE EXPENSES	4,632.11	7,600.00	2,967.89	76,008.50	84,980.00	8,971.50	84,980.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	18,736.85	11,300.00	(7,436.85)	141,414.42	135,600.00	(5,814.42)	135,600.00
6720-0000 - Property and liability insurance	2,327.08	2,140.00	(187.08)	24,273.54	25,680.00	1,406.46	25,680.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	150.00	150.00	150.00
TOTAL TAXES AND INSURANCE	21,063.93	13,440.00	(7,623.93)	165,687.96	161,430.00	(4,257.96)	161,430.00
TOTAL OPERATING EXPENSES	67,551.50	50,779.00	(16,772.50)	594,284.69	606,151.00	11,866.31	606,151.00
NET OPERATING INCOME (LOSS)	18,302.57	35,367.00	(17,064.43)	435,166.21	427,601.00	7,565.21	427,601.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	20,175.23	20,240.00	64.77	246,247.74	246,997.00	749.26	246,997.00
TOTAL FINANCIAL EXPENSES	20,175.23	20,240.00	64.77	246,247.74	246,997.00	749.26	246,997.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	(1,872.66)	15,127.00	(16,999.66)	188,918.47	180,604.00	8,314.47	180,604.00
8005-0000 - Mortgagor Entity Income	0.00	0.00	0.00	77.46	0.00	77.46	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(172.50)	0.00	(172.50)	0.00
Total Partnership Activity	0.00	0.00	0.00	(95.04)	0.00	(95.04)	0.00
NET INCOME (LOSS)	(1,872.66)	15,127.00	(16,999.66)	188,823.43	180,604.00	8,219.43	180,604.00
7104-0000 - Replacement Reserve	1,833.56	1,837.00	3.44	22,356.15	22,044.00	(312.15)	22,044.00
7108-0000 - Mortgage Payable (long term)	13,311.72	13,248.00	(63.72)	155,595.66	154,849.00	(746.66)	154,849.00
Total Cash Flow - Financing Activities	15,145.28	15,085.00	(60.28)	177,951.81	176,893.00	(1,058.81)	176,893.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	(94,564.93)	(18,000.00)	76,564.93	(18,000.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	96,652.00	0.00	(96,652.00)	0.00
6993-0000 - Appliance Replacement	0.00	0.00	0.00	2,138.00	0.00	(2,138.00)	0.00
6993-0003 - A/C Replacements	0.00	0.00	0.00	1,283.56	0.00	(1,283.56)	0.00
6994-0000 - Carpet & tile	0.00	1,000.00	1,000.00	4,860.00	21,000.00	16,140.00	21,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	0.00	1,000.00	1,000.00	10,368.63	3,000.00	(7,368.63)	3,000.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(17,017.94)	(958.00)	(16,059.94)	502.99	711.00	(208.01)	711.00

RAVINIA HOUSING
Balance Sheet
Month Ending 12/31/14

ASSETS

Current Assets	
1110-0000 - Petty Cash	150.00
1121-0000 - Cash - Operating	864.10
1130-0000 - Tenant/member accounts receivable	34,973.78
1130-1000 - Allowance for Doubtful Accounts	(14,637.40)
1131-0000 - Accounts receivable - subsidy	1,502.00
1240-0000 - Prepaid property and liability insurance	6,868.75
1250-0000 - Prepaid Mortgage Insurance	299.15
Total Current Assets	30,020.38
Other Assets	
1290-0000 - Misc Prepaid Expenses	351.49
1192-0000 - Tenant Sec Dep	6,409.41
1310-0000 - Real estate tax escrow	15,144.84
1311-0000 - Insurance escrow	6,935.50
1312-0000 - Mortgage Insurance Escrow	1,262.76
1350-0000 - Construction Escrow	16.44
1320 - Replacement Reserve	414,324.91
Total Other Assets	444,445.35
Fixed Assets	
1420-0000 - Building	1,074,166.20
1420-0001 - Building Improvements	59,174.00
1430-0000 - Land Improvements	311,214.84
1450-0000 - Furniture for project/tenant use	282,058.44
1497-0000 - Site improvements	193,982.00
4120-0000 - Accum depr - buildings	(1,234,285.70)
1498-0000 - Current F/A	174,816.41
Total Fixed Assets	861,126.19
Financing Costs	
1900-0001 - Deferred Financing Costs	62,658.71
1999-0000 - Accum Amort - Bond Costs	(4,004.30)
Total Financing Costs	58,654.41
Partnership Assets	
1701-0000 - Cash - Partnership	81,896.52
1702-1000 - Partnership F/A	62,063.00
1703-0000 - Partnership Receivable	3,650.00
Total Partnership Assets	147,609.52
Total Assets	**1,541,855.85**

RAVINIA HOUSING
Balance Sheet
Month Ending 12/31/14

Liabilities & Equity

Current Liabilities	
2110-0000 - Accounts payable	47,456.22
2113-0000 - Flex Benefit Payable	3.54
2114-0000 - 401K Payable	29.06
2120-0000 - Accrued wages and p/r taxes payable	1,154.49
2130-0000 - Accrued interest - mortgage	4,457.98
2131-0001 - Accrued Interest - 2nd Note	49,301.38
2131-1000 - Accrued Interest - Notes Payable	7,784.00
2150-0000 - Accrued property taxes	47,444.83
2180-0000 - Misc current liabilities	4,484.15
Total Current Liabilities	162,115.65
Non-Current Liabilities	
2190-0000 - Sec. Dep. In Transit	(1,077.92)
2191-0000 - Security deposits-residential	6,008.92
2210-0000 - Prepaid Rent	1,012.00
2211-0000 - Prepaid HUD	1,717.00
2310-1000 - Notes Payable - (Long Term)	62,062.71
2320-1000 - Mortgage payable - 2nd note	713,396.28
2320-0000 - Mortgage Payable (long term)	396,650.83
Total Non-Current Liabilities	1,179,769.82
Owner's Equity	
3100-0000 - Limited Partners Equity	81,874.21
3209-0000 - Prior Year Retained Earnings	145,358.47
3210-0000 - Retained earnings	(22,928.05)
Current YTD Earnings	(4,334.25)
Total Owner's Equity	199,970.38
Total Liability & Owner Equity	**1,541,855.85**

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	9,466.00	6,300.00	3,166.00	104,495.00	75,600.00	28,895.00	75,600.00
5121-0000 - Tenant assistant payments	12,769.00	15,674.00	(2,905.00)	162,064.00	188,088.00	(26,024.00)	188,088.00
TOTAL RESIDENTIAL RENTAL INCOME	22,235.00	21,974.00	261.00	266,559.00	263,688.00	2,871.00	263,688.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(2,700.00)	0.00	(2,700.00)	(32,005.00)	(3,600.00)	(28,405.00)	(3,600.00)
TOTAL VACANCIES & ADJUSTMENTS	(2,700.00)	0.00	(2,700.00)	(32,005.00)	(3,600.00)	(28,405.00)	(3,600.00)
OTHER INCOME							
5920-0000 - Nsf check fee	0.00	0.00	0.00	25.00	0.00	25.00	0.00
5922-0000 - Late fees	13.00	0.00	13.00	61.00	0.00	61.00	0.00
5990-0000 - Misc other income	0.00	0.00	0.00	123.90	0.00	123.90	0.00
5413-0000 - Interest income - escrow	14.20	37.00	(22.80)	454.34	444.00	10.34	444.00
TOTAL OTHER INCOME	27.20	37.00	(9.80)	664.24	444.00	220.24	444.00
GROSS OPERATING INCOME	19,562.20	22,011.00	(2,448.80)	235,218.24	260,532.00	(25,313.76)	260,532.00
ADVERTISING & RENTING EXPENSE							
6250-0000 - Renting expenses	0.00	60.00	60.00	509.00	720.00	211.00	720.00
6253-0000 - Credit Report Fees	0.00	0.00	0.00	74.16	0.00	(74.16)	0.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	60.00	60.00	583.16	720.00	136.84	720.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	455.63	521.00	65.37	7,415.35	6,252.00	(1,163.35)	6,252.00
6320-0000 - Management fee	776.76	765.00	(11.76)	9,006.80	9,180.00	173.20	9,180.00
6340-0000 - Legal Expense - Project	150.00	170.00	20.00	810.00	2,040.00	1,230.00	2,040.00
6350-0000 - Audit Expense	0.00	0.00	0.00	10,400.00	10,000.00	(400.00)	10,000.00
6365-0000 - Training & Education Expense	86.55	30.00	(56.55)	122.26	360.00	237.74	360.00
6370-0000 - Bad debts	0.00	433.00	433.00	0.00	5,196.00	5,196.00	5,196.00
6390-0000 - Misc administrative expenses	163.31	180.00	16.69	4,668.20	2,160.00	(2,508.20)	2,160.00
6390-0002 - Computer Supplies/Data Processing	79.79	0.00	(79.79)	990.88	0.00	(990.88)	0.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	4.50	0.00	(4.50)	0.00
6860-0000 - Security Deposit Interest	(0.18)	0.00	0.18	(2.16)	0.00	2.16	0.00
TOTAL ADMINISTRATIVE EXPENSE	1,711.86	2,099.00	387.14	33,415.83	35,188.00	1,772.17	35,188.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	912.35	1,800.00	887.65	16,792.65	21,600.00	4,807.35	21,600.00
6510-0000 - Janitor and cleaning payroll	1,541.30	1,465.00	(76.30)	18,963.99	17,580.00	(1,383.99)	17,580.00
6540-0000 - Repairs payroll	15.00	0.00	(15.00)	885.00	0.00	(885.00)	0.00
6900-0000 - Social Service Coordinator	338.25	0.00	(338.25)	4,154.48	0.00	(4,154.48)	0.00
6715-0000 - Payroll Taxes	249.93	330.00	80.07	3,739.98	3,960.00	220.02	3,960.00
6722-0000 - Workers compensation	207.75	88.00	(119.75)	1,278.11	1,056.00	(222.11)	1,056.00
6723-0000 - Employee health insurance	325.14	173.00	(152.14)	2,758.81	2,076.00	(682.81)	2,076.00
6724-0000 - Union Benefits	364.38	378.00	13.62	4,338.05	4,536.00	197.95	4,536.00
6726-0000 - Other employee benefits	24.24	0.00	(24.24)	118.42	0.00	(118.42)	0.00
6726-0001 - Contingency	0.00	77.00	77.00	294.00	1,277.00	983.00	1,277.00
TOTAL PAYROLL & RELATED COSTS	3,978.34	4,311.00	332.66	53,323.49	52,085.00	(1,238.49)	52,085.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	17.75	220.00	202.25	1,674.38	2,640.00	965.62	2,640.00
6520-0000 - Miscellaneous Repair Contractors	4,728.47	2,400.00	(2,328.47)	64,939.73	28,800.00	(36,139.73)	28,800.00
6525-0000 - Rubbish removal	678.34	500.00	(178.34)	6,007.82	6,000.00	(7.82)	6,000.00
6530-0000 - Security Contract	0.00	200.00	200.00	0.00	2,400.00	2,400.00	2,400.00
6490-0000 - Misc operating expenses	0.00	0.00	0.00	510.00	0.00	(510.00)	0.00
TOTAL OPERATING EXPENSES	5,424.56	3,320.00	(2,104.56)	73,131.93	39,840.00	(33,291.93)	39,840.00
UTILITIES							
6450-0000 - Electricity	112.93	250.00	137.07	2,484.64	3,000.00	515.36	3,000.00
6451-0000 - Water	109.77	100.00	(9.77)	848.60	1,200.00	351.40	1,200.00
6452-0000 - Gas	24.90	75.00	50.10	1,458.50	900.00	(558.50)	900.00
6453-0000 - Sewer	0.00	50.00	50.00	8.51	600.00	591.49	600.00
TOTAL UTILITIES	247.60	475.00	227.40	4,800.25	5,700.00	899.75	5,700.00
MAINTENANCE EXPENSES							
6548-0000 - Snow removal	3,015.00	0.00	(3,015.00)	3,015.00	0.00	(3,015.00)	0.00
TOTAL MAINTENANCE EXPENSES	3,015.00	0.00	(3,015.00)	3,015.00	0.00	(3,015.00)	0.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	5,425.26	3,732.00	(1,693.26)	45,908.23	44,841.00	(1,067.23)	44,841.00
6720-0000 - Property and liability insurance	971.57	1,001.00	29.43	10,729.03	12,973.00	2,243.97	12,973.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	50.00	50.00	50.00
TOTAL TAXES AND INSURANCE	6,396.83	4,733.00	(1,663.83)	56,637.26	57,864.00	1,226.74	57,864.00
TOTAL OPERATING EXPENSES	20,774.19	14,998.00	(5,776.19)	224,906.92	191,397.00	(33,509.92)	191,397.00
NET OPERATING INCOME (LOSS)	(1,211.99)	7,013.00	(8,224.99)	10,311.32	69,135.00	(58,823.68)	69,135.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	2,972.71	1,487.00	(1,485.71)	35,824.23	18,001.00	(17,823.23)	18,001.00
6850-0000 - Mortgage Service Fee	149.55	152.00	2.45	1,800.00	1,808.00	8.00	1,808.00
TOTAL FINANCIAL EXPENSES	3,122.26	1,639.00	(1,483.26)	37,624.23	19,809.00	(17,815.23)	19,809.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	(4,334.25)	5,374.00	(9,708.25)	(27,312.91)	49,326.00	(76,638.91)	49,326.00
8005-0000 - Mortgagor Entity Income	0.00	0.00	0.00	60.61	0.00	60.61	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(10.00)	0.00	(10.00)	0.00
Total Partnership Activity	0.00	0.00	0.00	50.61	0.00	50.61	0.00
NET INCOME (LOSS)	(4,334.25)	5,374.00	(9,708.25)	(27,262.30)	49,326.00	(76,588.30)	49,326.00
7104-0000 - Replacement Reserve	1,349.33	1,334.00	(15.33)	16,175.96	16,008.00	(167.96)	16,008.00
7108-0000 - Mortgage Payable (long term)	620.57	621.00	0.43	7,295.73	7,297.00	1.27	7,297.00
Total Cash Flow - Financing Activities	1,969.90	1,955.00	(14.90)	23,471.69	23,305.00	(166.69)	23,305.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	(19,333.34)	0.00	19,333.34	(168,931.34)	(80,000.00)	88,931.34	(80,000.00)
6991-0000 - Capital expenditures	14,065.00	0.00	(14,065.00)	163,183.35	80,000.00	(83,183.35)	80,000.00
6993-0000 - Appliance Replacement	528.00	0.00	(528.00)	1,924.00	0.00	(1,924.00)	0.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 12/31/14			Year To Date 12/31/14			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6994-0000 - Carpet & tile	0.00	0.00	0.00	9,709.06	0.00	(9,709.06)	0.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	(4,740.34)	0.00	4,740.34	5,885.07	0.00	(5,885.07)	0.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	(1,563.81)	3,419.00	(4,982.81)	(56,619.06)	26,021.00	(82,640.06)	26,021.00

Highland Park Housing Commission											
Reserve Balances											
Date:		12/31/2015									
									Sunset		
Account Name			Frank B. Peers		Walnut Place		Ravinia Housing		Woods		TOTAL
Checking	(Property)		64,771		900		864		50,569		
Security Deposit			19,112		19,415		6,409		10,551		
Replacement Reserve			185,111		113,265		414,325		0		
Residual Receipts			17,508		27,095		0		0		
Operating Reserve			0		0		16		9,158		
							(Construction Escrow)				
Association Money					104,501		81,897		119,228		
Market Checking											
Association Small			9,230						9,351		
Business Checking											
Association Receivable/(Liability)									(258,832)		
1) Due from Hsg. Trst. Fd 277 GB			7,492	Total	(Note: The Association						
2) Due from Hsg. Trst Fd. Emerg.			689	A/R	financial information is						
3) Due from Sunset Woods			258,832		from 11/2014; up-dated upper						
					level financial breakdowns						
Association CDs		Maturity			were not received before						
	CD #1	1/7/2015	506,591		financial statements had to be						
	CD #2	4/7/2015	507,233		finalized.)						
Association MaxSafe			1,144,533								
Money Market											
	TOTAL		2,721,102		265,176		503,511		(59,975)		

CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
1150 HALF DAY ROAD
HIGHLAND PARK, ILLINOIS 60035
(847) 432-0867

MEMORANDUM

To: Housing Commissioners

From: Mary Cele Smith, Housing Planner

Date: January 29, 2015

SUBJECT: Discussion regarding the development of the *Affordable Housing Plan* for compliance with the Illinois Affordable Housing Planning and Appeals Act

The *Affordable Housing Plan* that the Illinois Affordable Housing Planning and Appeals Act requires is due by May 31, 2015. Attached is the letter sent to Mayor Rotering that outlines the City's obligation under the Act. As a starting point to begin the discussion regarding developing the new plan, also attached is the *Plan* that the City submitted in 2005 for your review. One approach to meeting the requirements would be to update the attached *Plan*. City staff recommend this approach, because the City's own *Affordable Housing Plan, an Element of the City's Master Plan*, provides a robust housing program, and the update will provide a way to assess the program's success to date.

Below is a proposed timetable for submission of the *Affordable Housing Plan*.

February 4	Housing Commission reviews staff memo and 2005 Affordable Housing Plan to establish policy direction
February 25	Staff sends draft Affordable Housing Plan to Commissioners
March 4	Housing Commission reviews draft Affordable Housing Plan
March 26	Staff sends final draft to Commissioners
April 1	Housing Commission approves final draft for recommendation to City Council
April 15	Staff prepares Council Action
April 27 or May 11	City Council considers and approves Affordable Housing Plan
May 31	State Deadline for Plan Submittal

ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

401 N. Michigan Avenue
Suite 700
Chicago IL 60611
312.836.5200
312.836.5222 TDD
www.ihda.org

Pat Quinn, Governor

October 24, 2014

Honorable Nancy R. Rotering, Mayor
City of Highland Park
1707 St. Johns Avenue
Highland Park, Illinois 60035
Attention: David Knapp, Village Manager

Re: Affordable Housing Planning and Appeal Act Non-Exempt Municipality Affordable Housing Plan Status

Dear Mayor Rotering:

Please be reminded that the City of Highland Park was determined to be a 'Non-Exempt Local Government' (NELG) under the Affordable Housing Planning and Appeal Act (310 ILCS 67/) ("AHPAA"). The City of Highland Park received notification of their non-exempt status on December 2, 2013. An informational public meeting on the AHPAA statute, the AHPAA non-exempt list, and available financial and technical assistance resources was provided to non-exempt communities on December 16, 2013 at Oakton Community College.

The AHPAA encourages affordable housing production in communities (municipalities with populations over 1,000, and counties) throughout the state by requiring communities with less than 10% affordable housing stock (known as 'non-exempt' local governments - NELGs) to participate in activities that promote affordable housing in their communities. NELGs are calculated and identified every five years using data from the U.S. Census. The AHPAA requires NELGs to develop and approve affordable housing plans for their communities within 18 months of being designated. The AHPAA also establishes the State Housing Appeals Board (SHAB), appointed by the Governor, which is responsible for hearing appeals from developers who feel that one of their development proposals have been unfairly denied, or unreasonable conditions were placed upon the tentative approval of the development to make it economically feasible to carry out.

Affordable Housing Plans must consist of at least the following components:

1. A statement of the total number of affordable housing units needed to be exempt from the AHPAA;
2. Identification of lands and structures within the jurisdiction that are most appropriate for the construction, conversion to, or rehabilitation for, affordable housing;
3. Incentives that the local government may provide for the purpose of attracting affordable housing to their jurisdiction; and
4. A selection of one of the following goals for increasing local affordable housing stock:
    a. A minimum of 15% of all new development or redevelopment defined as affordable housing in the AHPAA,
    b. A minimum of a 3% increase in overall percentage of affordable housing within its jurisdiction, or
    c. A minimum of a total of 10% of affordable housing within its jurisdiction.

ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

401 N. Michigan Avenue
Suite 700
Chicago IL 60611
312.836.5200
312.836.5222 TDD
www.ihda.org

Pat Quinn, *Governor*

Representatives at IHDA and its partners (Business and Professional People for the Public Interest (BPI), Metropolitan Mayors Caucus, Chicago Metropolitan Agency for Planning (CMAP), and the Metropolitan Planning Council (MPC)) are available to provide technical assistance as you work to complete your affordable housing plan. IHDA has plans to conduct informational meetings on the AHPAA and related affordable housing resources available to assist in affordable housing development. Please feel free to contact me for additional information or questions.

Additional information related to AHPAA is available on the IHDA website (http://www.ihda.org/government/AHPAA.htm).

Sincerely,

Bill Pluta

Bill Pluta, Director,
Office of Housing Coordination Services
Illinois Housing Development Authority (IHDA)
312/836-5364
wpluta@ihda.org
CC: Mary R. Kenney, Executive Director, IHDA

City of Highland Park

Affordable Housing Plan 2005 Pursuant to
Affordable Housing Planning and Appeals Act

Introduction

In 2003, the Illinois General Assembly adopted Public Act 093-0595, the Affordable Housing Planning and Appeals Act, which became effective on January 1, 2004. Amendments to Public Act 093-0595 were approved on June 28, 2004. Public Act 093-0595 and its amendments are codified at 310 ILCS 67/1 *et seq.* ("Act").

Among other things, the Act requires that communities determined by the Illinois Housing Development Authority (IHDA) to be non-exempt from the operation of the Act (those communities with less than 10% of affordable housing as defined by IHDA) must approve an affordable housing plan that meets the requirements of the Act. On August 10, 2004, IHDA sent a letter to the City of Highland Park informing the City that it is a non-exempt community.

The City of Highland Park recognizes the importance of providing affordable housing and has a long history of taking action to address affordable needs in the community. Its most recent affordable housing initiatives are an outgrowth of an Affordable Housing Planning and Implementation Plan (AHP) adopted by the City Council in January 2001 as an element of the City's Comprehensive Master Plan. In March 2003, the City Council adopted a resolution updating the Plan and reaffirming the Plan's recommendations. See Attachment 1, Affordable Housing Needs and Implementation Plan and March 2003 Update.

Pursuant to the recommendations in its AHP, the City has taken the following actions:

- In May 2002, the City established an Affordable Housing Trust Fund (HTF) to provide financial resources for affordable housing development. The City, by ordinance, has dedicated three sources of public revenue to the HTF. The most important source is the revenue from a new affordable housing demolition tax that the City created specifically to fund the HTF. See Attachments 2, 3, and 4 (HTF ordinance, brochure about Highland Park's HTF, and ordinance establishing the Affordable Housing Demolition Tax, respectively).
- In March 2003, the City launched the Highland Park Illinois Community Land Trust (HPICLT), a private, non-profit, 501(c)(3) organization created to own land for the benefit of the Highland Park community for the purpose of providing permanently affordable housing on the land that it owns. See Attachments 5 and 6 (Resolution establishing HPICLT and brochure about HPICLT, respectively).
- In August 2003, the City adopted an inclusionary zoning ordinance, which requires that 20% of the units in all new developments with a residential component of 5 or more units must be affordable. See Attachments 7 and 8

(Inclusionary Zoning Ordinance and brochure on Highland Park's Inclusionary Zoning Program, respectively).

The Affordable Housing Plan below is intended to comply with the requirements of the Affordable Housing Planning and Appeals Act.

Affordable Housing Plan

1. A statement of the total number of affordable housing units that are necessary to exempt Highland Park from the Affordable Housing Planning and Appeal Act (AHPAA)

Total number of housing units per 2000 Census	11,518
10% of the total number of housing units	1,152
Total number of affordable units per IHDA's Final Report (8/04)	- 876
Number of units needed to exempt Highland Park from AHPAA	**276**

2. Identification of lands and structures most appropriate for affordable housing

- Highland Park is a built-up community, with minimal amounts of developable land remaining.
- By virtue of Highland Park's inclusionary zoning ordinance, which requires that 20% of the units in all developments that include a residential component of 5 or more dwelling units be set-aside as affordable housing, all sites that are suitable and zoned exclusively for residential development or mixed use including residential are suitable sites for affordable housing. See Attachment 9, Zoning Ordinance-District Map.
- All sites that are currently under built to the current zoning are potential sites appropriate for affordable housing – for example, sites where there are single homes in multi-family districts and sites where there is limited multi-family in districts that allow for more intense multi-family development.
- Sites that are currently zoned industrial may be appropriate for residential redevelopment in the future.
- The U. S. Navy is planning to redevelop the southern end of Fort Sheridan as a Public Private Venture (PPV). This site provides a potential opportunity for affordable housing development.

3. Incentives that Highland Park will provide to attract affordable housing

- In August 2003, the City adopted an inclusionary zoning ordinance, which, among other things, provides a by-right density bonus of one market rate unit per each required affordable unit. In Planned Unit Developments, an additional density bonus may be authorized up to 0.5 market rate units for each required affordable unit.
- The inclusionary zoning ordinance also provides for a waiver of all development related fees and costs attributable to the affordable units, including application fees, building permit fees, plan review fees, inspection fees, sewer and water tap-on fees, demolition permit fees, and the demolition tax.
- As a matter of policy, the City will waive development impact fees attributable to affordable units. To implement this policy, the City amended its development impact fee ordinance to allow such waivers. To the extent any impact fees attributable to affordable units are not waived, the inclusionary zoning ordinance provides that such fees will be paid from the City's Affordable Housing Trust Fund.

4. Goal for purpose of compliance with the Illinois Affordable Housing Planning and Appeal Act

Highland Park's goal for complying with the Act is that a minimum of 15% of all new development or redevelopment will be affordable, as defined in the Act.

Attachment 1

Affordable Housing Needs and Implementation Plan
And March 2003 Data Update

Note in included in packet. New Commissioners received a copy in the mail, and other Commissioners received a copy at their Orientation meeting.

Attachment 2

Housing Trust Fund Ordinance

Note: Current Ordinance is attached rather than what was submitted in 2005.

Sec. 33.1133 Housing Trust Fund

(A) Definitions.

The following words, terms, and phrases, when used in this Section, have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

AFFORDABLE HOUSING: Decent, safe, sanitary, and appropriate housing that Low- and Moderate-Income Households can own or rent without having to devote more than approximately 30 percent of their gross income for monthly Housing Expenses.

AFFORDABLE HOUSING PLAN: The "Affordable Housing Needs and Implementation Plan adopted by the City Council on January 22, 2001, as part of the City of Highland Park Master Plan.

COMMUNITY LAND TRUST: The community land trust that may be established for the purposes set forth in the Organizational Framework Recommendations adopted by the Housing Commission on October 24, 2001

ELIGIBLE ACTIVITIES: The housing activities set forth in Paragraph F(3) of this Section for which the Housing Trust Fund may provide financial support.

ELIGIBLE APPLICANTS: Applicants that satisfy eligibility requirements to receive Housing Trust Fund awards, as set forth in Paragraph F(2) of this Section.

HOUSING EXPENSES: The following types of housing expenses: (1) rent and utilities for rental housing; and (2) debt service (principal and interest), property taxes, and home insurance for home ownership.

HOUSING TRUST FUND: The housing trust fund established by this Section with the central purpose to provide financial resources to address the Affordable Housing needs of individuals and families of Low- and Moderate-Income Households who live or work in the City.

LOW-INCOME HOUSEHOLDS: Households that have incomes that do not exceed 80 percent of the median income for the Chicago area, as established and defined in the annual schedule published by the Secretary of Housing and Urban Development, and adjusted for household size.

MODERATE-INCOME HOUSEHOLDS: Households that have incomes that do not exceed 120 percent of the median income for the Chicago area, as established and defined in the annual schedule published by the Secretary of Housing and Urban Development, and adjusted for household size, or such higher income limit as may be established for a local, county, state, or federal housing program. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

(B) Historical Background and Justification.

The housing goals of the City's Master Plan emphasize the City's commitment to cultural and economic diversity, diversity of housing stock and costs, and the availability of affordable housing in neighborhoods throughout the community. The diversity of the City's housing stock has declined as a result of increasing property values and housing costs and a reduction in the availability of affordable housing. Demolition of certain existing structures and developments has also led to a reduction in the diversity of the City's housing stock and affordable housing opportunities and subsequent redevelopment has in many cases contributed to property value increases that further the difficulty of providing affordable housing in the City.

Due to these factors, among others, the City of Highland Park has experienced an increase in housing values, but a decrease in the supply of Affordable Housing and income diversity. In response to these developments, on January 22, 2001, the City Council adopted the Affordable Housing Plan as an element of the City of Highland Park Master Plan. One of the primary recommendations of this Affordable Housing Plan is for the City to establish a Housing Trust Fund. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

(C) Housing Trust Fund Established.

(1) Creations; Management and Administration. There is hereby established the Housing Trust Fund, to be held as a separate fund within the City, for the benefit of the Housing Commission. The City, by and through its Director of Finance, shall be responsible for the day-to-day investment and fiscal maintenance and management of the Housing Trust Fund. The day-to-day fiscal maintenance and management shall be undertaken pursuant to the approved investment policies and practices used by the City for other similarly held funds. Except for disbursements and other action taken as part of the day-to-day fiscal maintenance and management of the Housing Trust Fund, no disbursements of the Housing Trust fund may be made except by the Director of Finance, or his designee, upon the written direction of the Housing Commission, by resolution duly adopted. (Ord. 18-05, J. 31, p. 49, passed 4/11/05; Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(2) Purpose. The purposes of the Housing Trust Fund are to provide financial resources to address the Affordable Housing needs of individuals and families of Low- and Moderate-Income Households who live or work in the City by promoting, preserving, and producing long-term Affordable Housing; provide housing-related services to Low- and Moderate-Income Households, and provide support for not-for-profit organizations that actively address the Affordable Housing needs of Low- and Moderate-Income Households. The Housing Trust Fund will provide financial support for a wide variety of Eligible Activities that serve Low- and Moderate-Income Households, including, without limitation, (a) persons employed in the City but financially unable to live in the City; (b) seniors on fixed incomes; (c) single-parent families; (d) young households; and (e) persons with disabilities who require accessible Affordable Housing. (Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(3) Distribution and Use of Housing Trust Fund. The Housing Commission shall be solely responsible for the distribution of the Housing Trust Fund resources and funds in accordance with the requirements of this Section. Distribution of

funds from the Housing Trust Fund shall be in the form of grants or loans or such other funding mechanisms that support the purposes of the Housing Trust Fund. Any Housing Trust Fund money unused at the end of any year shall remain in the Housing Trust Fund for future Eligible Activities, pursuant to the requirements of this Section. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

(D) Housing Trust Fund Operations.

The Housing Commission shall be solely responsible for the operation of the Housing Trust Fund, including, without limitation, the following:

(1) establishing annually Housing Trust Fund goals, and reporting and presenting those goals to the City Council;

(2) establishing policies, funding priorities, Housing Trust Fund program requirements, procedures for disbursing Housing Trust Fund awards, and an annual budget to be reported to the City Council prior to the beginning of each fiscal year of the Housing Trust Fund;

(3) approving Housing Trust Fund awards for Eligible Activities;

(4) monitoring Eligible Activities funded by the Housing Trust Fund;

(5) evaluating Housing Trust Fund activities; and

(6) reporting no less than annually to the City Council on the expenditures, accomplishments, and activities of the Housing Trust Fund. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

(E) Eligibility Requirements.

(1) Purpose of Eligible Activity. Each Eligible Applicant shall demonstrate that the requested Eligible Activity will advance and support the purpose of the Housing Trust Fund, as set forth in this Section. (Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(2) Eligible Applicants. Developers, not-for-profit organizations, housing owners/operators, and units of government shall be Eligible Applicants for Housing Trust Fund resources. The Housing Trust Fund shall seek proposals from Eligible Applicants and make awards for Eligible Activities based on the priorities set forth in Subsection (E)(4) and on the eligibility guidelines, program requirements, and process established and maintained by the Housing Commission. The Housing Commission shall develop and issue eligibility guidelines, program requirements, and applications forms for Housing Trust Fund grants and loans. Eligible Applicants may apply to the Housing Commission for Housing Trust Fund awards for Eligible Activities. (Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(3) Types of Eligible Activities. The following housing-related activities are the types of activities that may receive Housing Trust Fund resources:

(a) Housing production, including, without limitation, new construction, rehabilitation, and adaptive re-use.

(b) Acquisition, including, without limitation, vacant land, single-family homes, multi-unit buildings, and other existing structures that may be used in whole or part for residential use.

(c) Rental assistance.

(d) Home ownership assistance.

(e) Preservation of existing housing.

(f) Weatherization.

(g) Emergency repairs.

(h) Housing-related support services, including home ownership education and financial counseling.

(i) Capacity grants for not-for-profit organizations that are actively engaged in addressing the Affordable Housing needs of Low- and Moderate-Income Households.

(j) Any other activity that the Housing Commission determines would address the City's Affordable Housing needs.

(4) Priorities For Trust Fund Awards.

Among proposals for Eligible Activities that otherwise meet established program requirements and eligibility criteria, priority shall be given (a) to applications submitted by the Community Land Trust, (b) to applications that provide the longest term of affordability of Affordable Housing, and (c) to applications that provide housing to serve the needs of households with the lowest household incomes. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

(F) Review and Approval of Applications.

All complete applications for Housing Trust Fund awards shall be submitted to the Housing Commission, which shall make the final decision to approve or deny all applications for funding by the Housing Trust Fund. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02; Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(G) Conditions.

As a condition to any Housing Trust Fund award for any Eligible Activity, the Eligible Applicant shall first, among other applicable requirements as established from time-to-time by the Housing Commission, execute and record such agreements, conditions, and restrictive covenants, or other similar instruments, as shall be required by the Housing

Commission ("Conditions"). Among other requirements, the Conditions may bind the Eligible Applicant and the property, if applicable, to the requirements of this Section and provide that all awards shall be used in strict compliance with the requirements of the Housing Commission and the Conditions. The Conditions may also include a requirement that if the property or development is no longer being used for Affordable Housing pursuant to the requirements of the specific award, the Eligible Applicant or successor owner of the property or development may be required to reimburse the Housing Trust Fund for up to 100 percent of the award, plus applicable interest. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

(H) Available Funds.

The Housing Trust Fund is authorized to accept and utilize funds, property, and other resources from all proper and lawful public and private sources, including, without limitation, the funds dedicated to the Housing Trust Fund from the imposition of the demolition permit fee pursuant to Section 170.003.1(11)(108.2-12) of the City Code, and from the affordable housing demolition tax pursuant to Subsection 170.040(I) of the City Code. The City Council may make additional funds available, as it deems necessary and appropriate. The Housing Commission may provide additional financial resources to the Housing Trust Fund from any available, proper and lawful Housing Commission fund or source including, without limitation, transfers from the Frank B. Peers Housing Association, a not-for-profit subsidiary of the Housing Commission, to the Housing Trust Fund. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02; Ord. 38-06, J. 32, p. 133-135, passed 4/24/06; Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(I) Staff.

The City, on behalf of, and in consultation with, the Housing Commission, and pursuant to the City's standard employment policies, may employ such personnel as are approved by the Housing Commission and as are necessary to assist the Housing Commission in the administration of the Housing Trust Fund, including, without limitation, the following: (1) to administer the application and award process; (2) to identify opportunities for providing Affordable Housing; (3) to identify funding sources and possible partners for providing Affordable Housing; and (4) to educate the community, including City residents and employers, about the City's Affordable Housing initiatives. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02; Ord. 72-07, J. 33, p. 509-591, passed 9/24/07)

(Sections 33.1102 through 33.1106 amended in toto; Sections 33.1107 and 33.1108 deleted, and all succeeding Sections shall be appropriately renumbered in succession by Ord. 52-01, J. 27, p. 233-270, passed 8/27/01; Section 33.1133 added by Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

Attachment 3

Brochure: Highland Park's Affordable Housing Trust Fund

Note: Current information is attached rather than what was submitted in 2005.

HIGHLAND PARK'S AFFORDABLE HOUSING TRUST FUND

1. What is the Affordable Housing Trust Fund (HTF)?

The HTF is an affordable housing funding program that the City of Highland Park created and operates. The City Council established it by ordinance in May 2002 to provide financial support for affordable housing activities that address the needs of low- and moderate-income individuals and families who live or work in Highland Park.

2. Why did the City establish the HTF?

Creating the HTF was one of the key recommendations in the City's Affordable Housing Plan, which was adopted as an element of the City's updated comprehensive Master Plan in January 2001. The HTF and other recommendations of the Affordable Housing Plan are state-of-the-art strategies designed to complement each other and to facilitate the City's ability to implement its housing goals and its policy of promoting the economic diversity of its population by maintaining and promoting a variety of housing types and prices in neighborhoods throughout the community.

The Affordable Housing Plan was developed in response to resident concerns that housing market trends – including rising land and housing costs and a loss of affordable units over the years – are threatening Highland Park's diversity, changing neighborhood character, and severely limiting housing options for a broad range of individuals and families currently living and working in the community. The limited availability of modestly-priced housing impacts the ability of local employers – including the City, school districts, other governmental agencies, health care

and other service providers, and downtown businesses – to attract and retain employees. In addition, the large number of workers commuting in and out of Highland Park results in increased traffic congestion.

3. How will the HTF benefit Highland Park?

As a source of funding for affordable housing activities in the community, the HTF will provide critical "gap" financing essential to starting or completing affordable housing development. It will also be an important catalyst to leverage funding from other public and private sources, thereby maximizing the City's investment and making it possible to provide housing at affordable price points in Highland Park. By focusing on activities that ensure long-term affordability, the HTF will maintain the value of its investment for the benefit of the community over time.

4. How is the HTF funded?

The HTF is authorized to accept funds, property, and other resources from public and private sources. The Housing Commission is contributing $1 million in seed money for the HTF from a one-time reserve created through the refinancing of a building that the Commission owns. The City provides on-going funding with revenue derived from demolition permit fees and from a local tax on residential demolitions - $10,000 for single-family homes or, for multi-family buildings, either $10,000 or $3,000 per unit, whichever is greater. The City's Inclusionary Housing Ordinance provides that developer payments in lieu of providing actual units also will be designated for the HTF.

5. How is the HTF administered?

The Housing Commission is responsible for the administration and operation of the HTF and has sole responsibility for approving the distribution of HTF resources. The City's Director of Fiscal and Administrative Services is responsible for the day-to-day fiscal management of the HTF.

6. <u>What types of activities will the HTF fund</u>?

The HTF primarily will fund affordable housing development activities. Development activities can include new construction of sale or rental housing, rehabilitation of existing housing for sale or rent, new construction or rehabilitation of mixed-use buildings, acquisition of property, and adaptive reuse. Housing may be either single-family or multi-family. In addition, the HTF provides operating support to the Highland Park Illinois Community Land Trust, an independent, not-for-profit organization, created to own land for the benefit of the community and to provide and preserve permanently affordable housing on such land. Establishing a community land trust was another key recommendation of the City's Affordable Housing Plan.

7. <u>Who will live in the affordable units developed with HTF funding</u>?

Priority for units will be given to individuals and families who live or work in Highland Park. Income limits are based on Chicago area median income (AMI), as established annually by the Department of Housing and Urban Development and adjusted for household size. Affordability requirements have been established to ensure that HTF units will benefit a range of incomes, with emphasis on those whose incomes do not exceed 80% AMI.

The following table below shows Chicago AMI levels by household size, effective as of March 20, 2008:

Household Size	1	2	3	4	5	6
50% AMI	$ 26,400	$ 30,150	$ 33,950	$ 37,700	$ 40,700	$ 43,750
80% AMI	$ 41,700	$ 47,700	$ 53,650	$ 59,600	$ 64,350	$ 69,150
100% AMI	$ 52,800	$ 60,300	$ 67,900	$ 75,400	$ 81,400	$ 87,500
120% AMI	$ 63,360	$ 72,360	$ 81,480	$ 90,480	$ 97,680	$105,625

8. How long must HTF-assisted units be kept as affordable units?

Units in for-sale developments assisted with HTF funds must be kept affordable in perpetuity or as long as is legally permissible; HTF-assisted units in rental developments must be kept affordable for at least 25 years. The Housing Commission will ensure on-going affordability through a grant agreement and deed restrictions, covenants, or other related instruments that run with the property.

9. How are HTF funds made available for affordable housing development activities?

Funds are available pursuant to an application process in accordance with funding policies that the Highland Park Housing Commission developed.

10. Who is eligible to apply for HTF funding for affordable housing development?

Eligible applicants include housing developers (for-profit and not-for-profit), owners or operators of housing developments, and units of government. Eligible units include affordable housing units that a developer provides in excess of the affordable housing units that the City's Inclusionary Housing Ordinance requires.

FOR MORE INFORMATION, CONTACT THE DEPARTMENT OF COMMUNITY DEVELOPMENT, 847-432-0867.

Attachment 4

Affordable Housing Demolition Tax Ordinance

Note: Current Ordinance is attached rather than what was submitted in 2005.

"The Highland Park Code of 1968"
of the
City of Highland Park, Illinois

Section 170.040 Demolition of Dwellings

(I) Affordable Housing Demolition Tax.

(1) Tax Imposed and Dedicated. Any person granted a demolition permit under this Section for a residential structure (as defined in Chapter 150 of this Code) shall pay an affordable housing demolition tax at the rate set forth in the Annual Fee Resolution (a) for the demolition of any single family residential structure (as defined in Chapter 150 of this Code), or (b) for the demolition of any multiple-family residential structure (as defined in Chapter 150 of this Code), at either the rate set forth in the Annual Fee Resolution or the rate set forth in the Annual Fee Resolution for each unit in the structure, whichever amount is more. The tax imposed pursuant to this Subsection shall be in addition to the demolition permit fee set forth in Section 109.2(12) of the International Building Code, as amended pursuant to Section 170.003.1(11) of this Chapter, and all other applicable fees and charges. Payment of the affordable housing demolition tax shall be due upon issuance of a demolition permit by the Department. The funds received by the City for the amount imposed pursuant to this Subsection 170.040(I) shall be dedicated and transferred to the "Housing Trust Fund" established and operating pursuant to Section 33.1133 of the City Code and to the Multi-Modal Transportation Fund of the City, all according to the percentages set forth in the Annual Fee Resolution. (Ord. 35-03, J. 29, p. 134, passed 5/27/03, Ord. 38-06, J. 32, p. 133-135, passed 4/24/06; Ord. 31-10, J. 36, p. 113-116 , passed 3/22/10; Ord. 87-10, J. 36, p. 310-313, passed 12/13/10; **Ord. 19-11, J. 37, p. 58-103, passed 2/14/11**)

(2) Special Applicability Rules. Notwithstanding the general requirement set forth in Paragraph (1) of this Subsection, the affordable housing demolition tax shall not apply under the following circumstances upon filing of an application on a form provided and prepared by the City; provided however, that this Section 170.040(I) (2) shall not affect an applicant's obligation to pay the demolition permit fee set forth in Section 108.2(12) of the International Building Code, as amended pursuant to Section 170.003.1(11) of this Chapter. (Ord. 45-07, J. 33, p. 251-253, passed 6/11/07; Ord. 31-10, J. 36, p. 113-116, passed 3/22/10; **Ord. 19-11, J. 37, p. 58-103, passed 2/14/11**)

(a) If the applicant and the Housing Commission enter into an agreement for the provision of "Affordable Housing" (as defined in Section 33.1133 of this Code), by the applicant in conjunction with the demolition that would otherwise be the subject of the affordable housing demolition tax. Any such agreement shall specifically set forth the applicability of this Subparagraph with regard to the affordable housing demolition tax otherwise required under this Subsection. The waiver of the affordable housing demolition tax under this Section 170.040(I)(2)(a) shall only apply to affordable units. The affordable housing demolition tax, and all other applicable fees and costs under this Code, shall apply to all market rate units. (Ord. 10-03, J. 29, p. 034-037, passed 1/27/03; Ord. 45-07, J. 33, p. 251-253, passed 6/11/07)

(b) If the applicant establishes, through a professionally prepared appraisal or other reliable evidence, to the satisfaction of the Director of the Department of Community Development, that the building or structure replacing the building or structure that is the subject of the demolition permit constitutes Affordable Housing under Section 33.1133 of this Code.

(c) If: (i) the applicant has been the record title owner of the property on which the demolition is proposed for all of the five years immediately preceding the date of the application ("pre-permit period"); (ii) the property has been the primary residence of the applicant throughout the pre-permit period; (iii) the applicant remains the record title owner of the property at all times after the pre-permit period until the date that is five years immediately after the date on which the certificate of occupancy for the new structure is issued ("post-permit period"); and (iv) the property remains the primary residence of the applicant throughout the post-permit period. To qualify under this Subparagraph, the applicant shall submit, in addition to other required application materials, title documents establishing the applicant's ownership and use of the property as his or her primary residence during the entire pre-permit period, as well as a sworn statement of the applicant's intention to retain ownership of the property and to use the property as his or her primary residence for the entire post-permit period. As a pre-condition to the applicability of this Subparagraph and to the issuance of a demolition permit and certificate of occupancy, the applicant shall provide, for recordation by the City against the property, such covenants, on forms prepared and provided by the City, that will run with and bind the property. The covenant will require the payment of the full amount of the affordable housing demolition tax, including 5 percent per annum interest from the date the permit was issued, if the applicant transfers ownership of the property, or no longer uses the property as his or her primary residence, at any time during the post-permit period. No transfer stamps or other City approvals will be issued in relation to any transfer of the property during the post-permit period unless and until the affordable housing demolition tax, including the required interest, has first been paid in full to the City. (Ord. 39-02, J. 28, p. 297-299, passed 6/24/02, Ord. 10-03, J. 29, p. 034-037, passed 1/27/03; Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(d) If the applicant establishes, to the satisfaction of the Director of the Department of Community Development, (i) that the demolition subject to the demolition permit is necessary due to the medical condition of the owner of the building or structure to be demolished ("Demolition Building"); and (ii) that the building or structure replacing the Demolition Building ("Replacement Building") shall be occupied by the owner and that said owner qualifies as a Low-Income or Moderate-Income Household under the definitions set forth in Section 33.1133(A) of this Ordinance, as evidenced by such documents and information, including without limitation tax returns and pay stubs, as the Director may reasonably require. For purposes of this Subparagraph, in order to establish that a demolition is "necessary due to the medical condition of the owner of the building or structure," the applicant must, at a minimum, provide the following:

(i) A sworn statement by a medical doctor licensed to practice medicine in Illinois, describing the medical condition at issue and verifying that the proposed demolition and construction of the Replacement Building is necessary as a direct result of the medical condition of the owner.

-

(ii) Official medical records describing the medical condition that requires the demolition of the Demolition Building and construction of the Replacement Building.

(iii) Such other relevant information as may be provided by the applicant, or requested by the City, that is necessary to establish the requirements of this Subparagraph. (Ord. 10-03, J. 29, p. 034-037, passed 1/27/03)

(e) If the applicant establishes to the satisfaction of the Director of the Department of Community Development that structural measures must be undertaken that would typically qualify as a "demolition" pursuant to Subsection 170.040(E) of this Code due to extensive damage to the building or structure caused by Force Majeure. For purposes of this Subparagraph, Force Majeure shall mean acts of God beyond the owner's reasonable control and reasonable ability to remedy; provided, however, that for purposes of this Subparagraph Force Majeure shall not include damage caused by the owner, an agent or employee of the owner, or a third party in privity with the owner. (Ord. 47-03, J. 29, p. 161-162, passed 6/28/03; **Ord. 19-11, J. 37, p. 58-103, passed 2/14/11**)

(3) Deferral of Payment of Tax. Payment of the tax imposed pursuant to this Subsection 170.040(I) may be deferred until an application is filed pursuant to this Chapter for a building permit for the property on which the demolition is proposed ("Subject Property"), or until a plat of subdivision is recorded against the Subject Property, in accordance with the following:

(a) The tax imposed pursuant to this Subsection 170.040(I) shall not be deferred for any Subject Property if a title, beneficial, or equitable interest in the Subject Property is held by any person who either: (i) simultaneously holds a title, beneficial or equitable interest in any parcel or tract of land that is adjacent to the Subject Property (an "Adjacent Property"); or (ii) is the child, spouse, sibling or parent of any person who simultaneously holds a title, beneficial or equitable interest in an Adjacent Property; provided, however, that if the person who holds the interest in the Adjacent Property uses such Adjacent Property as his or her primary residence, the tax imposed pursuant to this Subsection 170.040(I) may be deferred pursuant to this Subparagraph 170.040(I)(3) if that person has not previously deferred payment of tax pursuant to this Paragraph 170.040(I)(3). (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(b) Prior to the issuance of a demolition permit for the Subject Property, the owner of the Subject Property shall execute and record against the Subject Property, in the office of the Lake county Recorder, a Tax Payment and Property Maintenance Covenant ("Covenant"), which Covenant shall be in a form provided by the City, and shall contain, at a minimum, the following provisions: (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(i) The then-owners of the Subject Property shall pay to the City the amount of tax required pursuant to Subparagraph 170.040(I)(3)(c) of this Chapter upon either: (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

-

1. The filing of an application pursuant to this Chapter for a building permit for the Subject Property; or (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

2. The recordation of a plat of subdivision or plat of consolidation against the Subject Property. (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(ii) No new structures shall be constructed on the Subject Property until the then-owners of the Subject Property submit payment to the City of the tax required pursuant to Subparagraph 170.040(I)(3)(c) of this Chapter; (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(iii) Until a building permit is issued pursuant to this Chapter for the Subject Property, the Subject Property shall be landscaped and maintained in accordance with a maintenance plan, which maintenance plan shall (A) be approved in advance by the City Director of Community Development; (B) shall be attached as an exhibit to the Covenant; and (C) at a minimum, require the backfill of all excavations on the Subject Property, the removal of all concrete and asphalt pavement and all garbage, debris, and litter from the Subject Property, the trimming and mowing to a neat condition of all trees, bushes, and grass on the Subject Property, the spread of black topsoil over the entire Subject Property at a minimum depth of four inches, and the sodding or seeding of the topsoil; and (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(iv) The City shall have the right, but not the obligation, to enforce the terms of the Covenant. (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(c) For any property for which the tax imposed by this Subsection 170.040(I) is deferred pursuant to this Paragraph 170.040(I)(3), the amount of the tax shall be the greater of: (i) the amount of the tax imposed pursuant to this Subsection 170.040(I) as of the date on which payment of the tax is due, as determined pursuant to Subparagraph 170.040(I)(3)(b)(i) of this Chapter; and (ii) 150 percent of the amount of the tax imposed pursuant to this Subsection 170.040(I) as of the date of recordation of the Covenant. (Ord. 31-10, J. 36, p. 113-116, passed 3/22/10)

(4) General Applicability. Imposition of the tax imposed pursuant to this Subsection shall not apply to any demolition for which a complete and proper application for the demolition permit was on file with the City on or before May 29, 2002, being the effective date of this Subsection. (Ord. 34-02, J. 28, p. 266-279, passed 5/28/02)

-

Attachment 5

Resolution Supporting the Formation of the Highland Park Illinois Community Land Trust

Note: not included in packet

Attachment 6

Brochure: Highland Park Illinois Community Land Trust

Note: Current brochure is attached rather than what was submitted in 2005.

How does CPAH benefit the community?

Benefits:

- Provides **housing opportunities** for low- and moderate-income households
- Promotes cultural and economic **diversity**
- Creates valuable **workforce housing**
- Preserves the community's **existing housing stock** and **neighborhood character**
- Develops an inventory of **permanently affordable** housing for future generations
- Assists **local businesses** to attract and retain employees
- Promotes **live-near-work housing** which helps alleviate **traffic congestion** and the **environmental impacts** associated with long commutes
- Helps communities comply with the **Illinois Affordable Housing Planning and Appeal Act**
- Maximizes the **cost-effectiveness** of public and private investment for long-term **community benefit**

"I never dreamed that I could afford something in the community where I work. I can't believe this program exists!"

Our Mission

To provide access to quality housing that is permanently affordable for current and future generations

Please contact us to learn more about CPAH or to make a tax-deductible contribution to further affordable housing in your community.

COMMUNITY PARTNERS FOR AFFORDABLE HOUSING

www.cpahousing.org
400 Central Avenue #111
Highland Park IL 60035
P 847.681.8746 • F 847.681.8846
E-mail cpah@cpahousing.org

EQUAL HOUSING OPPORTUNITY

Yes, you can afford to live in Highland Park

Affordable Homes for Our Community . . .
Now and in the Future

COMMUNITY PARTNERS FOR AFFORDABLE HOUSING

What is CPAH?

Community Partners for Affordable Housing (CPAH) is a nonprofit 501(C)(3) organization that creates public-private partnerships to preserve, maintain and develop permanently affordable for-sale and rental housing for low- and moderate-income households.

CPAH helps bridge the gap between the high cost of housing and the incomes of many low- to moderate income households who want to live and work in the community — teachers, healthcare workers, retail staff, childcare providers, seniors, municipal employees, nonprofit staff, persons with disabilities and many other valuable community members.

The organization manages the first community land trust program in Illinois and remains at the forefront of affordable housing. CPAH is widely recognized as a leader throughout the region.

How does CPAH work?

CPAH's community land trust program partners with communities to construct new homes or acquire and rehabilitate existing homes in the community. CPAH then sells the homes at an affordable price to low- and moderate-income households while retaining ownership of the underlying land, which is leased to the homeowner for a nominal fee.

The purchase price is typically 20% - 65% below the market value because, in essence, the homebuyer needs only to buy the home, not the land. If the homeowner later wants to sell the home, it is sold to another low- to moderate-income household or back to CPAH at a formula price designed to give the homeowner a fair share of appreciation, while still keeping the home affordable for the next buyer. Some CPAH units are also available for rent.

In addition, CPAH provides consulting services and administers other affordable housing programs on behalf of municipalities.

Comparison of Community Land Trust Home Ownership vs. Traditional Home Ownership

Same

- The homeowner has a **mortgage** with a bank
- The homeowner accumulates **equity**
- The homeowner **can make alterations and improvements**
- The homeowner receives **federal and state tax benefits** for homeownership
- The homeowner pays property taxes
- The home can be **inherited**

Different

- The purchase price is typically **20-65% below** the market value
- The homeowner leases the land for a nominal fee via a 99-year, renewable ground lease
- Resale restrictions require the home to be sold to CPAH or an **income-qualified buyer**
- The resale price is based on a formula designed to ensure the **continued affectability** of the home
- CPAH homeowners **pay lower property taxes** due to these restrictions

Attachment 7

Inclusionary Zoning Ordinance

Note: Current Ordinance is attached rather than what was submitted in 2005.

ARTICLE XXI. INCLUSIONARY HOUSING

SECTION

150.2100 Policy
150.2101 Covered Development Projects
150.2102 Percentage of Affordable Housing Units Required
150.2103 Application and Inclusionary Housing Plan
150.2104 Development Agreement and Other Documents
150.2105 Development Cost Off-Sets
150.2106 Density Bonuses
150.2107 Integration of Affordable Housing Units
150.2108 Alternative to On-Site Affordable Housing Units
150.2109 Target Income Levels for Affordable Housing Units
150.2110 Eligibility of Households
150.2111 Marketing of the Affordable Housing Units
150.2112 Period of Affordability
150.2113 Affordability Controls
150.2114 Departures from Requirements
150.2115 Administrative Guidelines

Sec. 150.2100 Policy.

The purpose of this Article is to promote the public health, safety, and welfare by promoting housing of high quality located in neighborhoods throughout the community for households of all income levels, ages and sizes in order to meet the City's goal of preserving and promoting a culturally and economically diverse population in the City. Based upon the review and consideration of reports and analyses of the housing situation in the City, it is apparent that the diversity of the City's housing stock has declined as a result of increasing property values and housing costs and a reduction in the availability of affordable housing; that demolition of certain existing dwellings has led to a reduction in the diversity of the City's housing stock and affordable housing opportunities, and that subsequent redevelopment has in many cases contributed to property value increases that further the difficulty of providing affordable housing in the City; and that, with the exception of housing developed in partnership with the City or its Housing Commission, the privately developed new residential housing that is being built in the City generally is not affordable to low- and moderate-income households. The City recognizes the need to provide affordable housing to low- and moderate-income households in order to maintain a diverse population and to provide housing for those who live or work in the City. Without intervention, the trend toward increasing housing prices will result in an inadequate supply of affordable housing for City residents and local employees, which will have a negative impact upon the ability of local employers to maintain an adequate local work force and will otherwise be detrimental to the public health, safety, and welfare of the City and its residents. Since the remaining land appropriate for new residential development within the City is limited, it is essential that a reasonable proportion of such land be developed into housing units affordable to low- and moderate-income households and working families.

While this Article provides specific alternatives to the production of on-site affordable housing units, the intent and preference of this Article is for the provision of permanently affordable housing units constructed on-site and privately produced, owned, and managed.

The provisions of this Article may be supplemented by a set of Administrative Guidelines adopted pursuant to Section 150.2115 of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2101 Covered Development Projects.

(A) General. The provisions of this Article shall apply to all developments that result in or contain five or more residential dwelling units. The types of development subject to the provisions of this Article include, but are not limited to, the following:

(1) A development that is new residential construction or new mixed-use construction with a residential component.

(2) A development that is the renovation or reconstruction of an existing multiple family residential structure that increases the number of residential units from the number of units in the original structure.

(3) A development that will change the use of an existing building from non-residential to residential or that will change the type of residential use. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(4) A development that includes the conversion of rental property to private ownership of individual housing units. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) Development on Multiple Parcels. For purposes of this Article, a development that occurs on adjacent parcels under common ownership shall be considered one development. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2102 Percentage of Affordable Housing Units Required.

(A) General Requirement. Except as otherwise specifically provided in Subsection (C) below and Section 150.2108 of this Article, 20 percent of the total number of residential units within any covered development shall be affordable housing units and shall be located on the site of the covered development.

(B) Calculation. To calculate the number of affordable housing units required in a covered development, the total number of proposed units shall be multiplied by 20 percent. If the product includes a fraction, a fraction of .5 or more shall be rounded up, and a fraction of less than .5 shall be rounded down.

(C) Cash Payment In-Lieu of Housing Units.

(1) General Applicability. The applicant may make a cash payment in lieu of constructing some or all of the required affordable housing units

if, and only if, the covered development is a single-family detached development that has no more than nineteen units.

(2) Amount and Use of Cash in Lieu. The per unit payment amount shall be determined by the City Council and set forth in the City's annual fee resolution. The per unit amount shall be based on an estimate of the cost of providing an affordable housing unit and shall be reviewed and modified periodically by the City Council. All cash payments received pursuant to this Article shall be deposited directly into the Affordable Housing Trust Fund for purposes authorized under Section 33.1133 of this Code.

(3) Calculation. For purposes of determining the total in lieu payment amount, the per unit amount established by the City pursuant to Paragraph (C)(2) of this Section shall be multiplied by 20 percent of the number of units proposed in the covered development. For purposes of such calculation, if 20 percent of the number of proposed units results in a fraction, the fraction shall not be rounded up or down. If the cash payment is in lieu of providing one or more but not all of the required units, the calculation shall be prorated as appropriate.

Sec. 150.2103 Application and Inclusionary Housing Plan.

(A) Application. For all covered development projects, the Applicant shall file an application for approval thereof on a form provided and required by the City. The application shall require, and the Applicant shall provide, among other things, general information about the nature and scope of the covered development, as well as such other documents and information as the Director of the City's Department of Community Development, or his or her designee (***"Director"***), may require. The Director shall also have the authority to require, as part of the application submittal, such portions of the inclusionary housing plan required under Subsection (B) of this Section as the Director shall deem necessary to properly evaluate the proposed covered development under the requirements and provisions of this Article.

(B) Inclusionary Housing Plan. As part of the approval of a covered development project, the Applicant shall present to the Housing Commission and the City Council an inclusionary housing plan that outlines and specifies the covered development's compliance with each of the applicable requirements of this Article, in accordance with the following: (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(1) Required Submittals for Inclusionary Housing Plan. The plan shall specifically contain, at a minimum, the following information regarding the covered development project;

(a) Preliminary Plan.

(i) A general description of the development, including whether the development will contain rental units or individually owned units, or both;

(ii) The total number of market rate units and affordable units in the development;

(iii) The total number of attached and detached residential units; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(iv) The number of bedrooms in each market rate unit and each affordable unit;

(v) The square footage of each market rate unit and each affordable unit;

(vi) The location within any multiple-family residential structure and any single-family residential development of each market rate unit and each affordable unit.

(vii) Floor plans for each affordable unit; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(viii) The amenities that will be provided to and within each market rate unit and affordable unit; and (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(ix) The pricing for each market rate unit and each affordable housing unit.

(b) Final Plan.

(i) All of the information required for the preliminary Inclusionary Housing Plan pursuant to Section 150.2103(B)(1)(a) of this Article; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(ii) The phasing and construction schedule for each market rate unit and each affordable unit;

(iii) Documentation and plans regarding the exterior and interior appearances, materials, and finishes of the development and each of its individual units;

(iv) A description of the marketing plan that the applicant proposes to utilize and implement to promote the sale or rental of the affordable units within the development; and

(v) A description of the specific efforts that the applicant will undertake to provide affordable housing units to households pursuant to the priorities set forth in Section 150.2110 of this Article.

(2) Review Procedure.

(a) Preliminary Plan.

(i) Housing Commission Review. Within 60 days after the filing of a complete preliminary Inclusionary Housing Plan, the Housing Commission shall review the Inclusionary Housing Plan, and shall recommend either the approval (with or without modifications) or the rejection of the Inclusionary Housing Plan. The Housing Commission shall transmit its findings of fact and recommendation to the City Council. The failure of the Housing Commission to provide a recommendation within such 60 day period, or such further time to which the applicant may, in writing, agree, shall be deemed a recommendation against the approval of the Inclusionary Housing Plan. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(ii) City Council Consideration.

(A) Upon receipt of the Housing Commission recommendation pursuant to Section 150.2103(B)(2)(a)(i) of this Article, the City Council may, by resolution duly adopted, approve or reject the Preliminary Inclusionary Housing Plan. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) Approval of the preliminary Inclusionary Housing Plan by the City Council shall neither: (1) be deemed or interpreted as obligating the City Council to approve a final Inclusionary Housing Plan; nor (2) vest any right to the applicant other than the right to submit a final Inclusionary Housing Plan for the proposed Covered Development Project. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(b) Final Plan.

(i) Housing Commission Review. Within 60 days after the filing of a complete final Inclusionary Housing Plan, the Housing Commission shall review the Inclusionary Housing Plan, and shall recommend either the approval (with or without modifications) or the rejection of the Inclusionary Housing Plan. The Housing Commission shall transmit its findings of fact and recommendation to the City Council. The failure of the Housing Commission to provide a recommendation within such 60 day period, or such further time to which the applicant may, in writing, agree, shall be deemed a recommendation against the approval of the Inclusionary Housing Plan. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(ii) City Council Consideration. Upon receipt of the Housing Commission recommendation pursuant to Section 150.2103(B)(2)(b)(i) of this Article, the City Council may, by ordinance duly adopted, approve or reject the Inclusionary Housing Plan. Any ordinance approving a final Inclusionary Housing Plan shall include, without limitation, the following: (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(A) All standards, conditions, or restrictions deemed necessary or applicable by the City Council to effectuate the proposed development and protect the public interest, health, safety and welfare; and (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) A provisions requiring the execution and recordation by the applicant of a development agreement, as required pursuant to Section 150.2104 of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(c) Concurrent Review of Preliminary and Final Plans. Notwithstanding any provision of this Article to the contrary, the Housing Commission and City Council shall review the preliminary and final Inclusionary Housing Plans concurrently for all Covered Development Projects that are not Planned Developments, pursuant to the final Inclusionary Housing Plan review procedure set forth in Section 150.2103(B)(2)(b) of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(3) Standards of Review. The Housing Commission shall not recommend the approval of a preliminary or final Inclusionary Housing Plan, and the City Council shall not approve a preliminary or final Inclusionary Housing Plan, except upon making the following findings: (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(a) That the applicant has demonstrated that the proposed affordable housing units are designed to accommodate the needs of the target households; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(b) That the location, floor plan, fixtures and finishes, and amenities of each proposed affordable housing unit satisfy the applicable provisions of this Article and are suitable for the needs of the target households; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(c) That each affordable housing unit is designed to accommodate family living needs for common space and dining areas; and (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(d) That the proposed affordable housing units, and the development as a whole, conform to the applicable standards and requirements of this Chapter. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2104 Development Agreement and Other Documents.

Prior to issuance of a building permit for any covered development, the applicant shall have entered into a development agreement with the City regarding the specific requirements and restrictions regarding affordable housing and the covered development. The applicant shall execute any and all documents deemed necessary by the City, including without limitation, restrictive covenants and other related instruments, to ensure the continued affordability of the affordable housing units in accordance with this Article. The development agreement shall set forth the commitments and obligations of the City and the applicant and shall incorporate,

among other things, the inclusionary housing plan. The development agreement shall also contain the agreements and decisions regarding the applicability of any one or more of the alternatives to the provision of on-site affordable housing units as set forth in Section 150.2108 of this Article.

Sec. 150.2105 Development Cost Off-Sets.

An applicant that fully complies with the requirements of this Article shall, upon written request, receive from the City, with regard to the affordable housing units in the covered development, a waiver of all of the otherwise applicable application fees, building permit fees, plan review fees, inspection fees, sewer and water tap-on fees, demolition permit fees, the demolition tax, and such other development fees and costs which may be imposed by the City; provided, however, that this waiver shall not apply to third-party legal, engineering, and other consulting or administrative fees, costs, and expenses incurred or accrued by the City in connection with the review and processing of plans for the covered development. The waiver of fees and costs under this Section shall only apply to the affordable units. All applicable fees and costs under this Code shall apply to all market rate units. To the extent that there are impact fees attributable to the affordable housing units, those impact fees shall be paid from funds in the Affordable Housing Trust Fund. (Ord. 45-07, J. 33, p. 251-253, passed 6/11/07)

Sec. 150.2106 Density Bonuses.

(A) Bonus Units for Affordable Housing Provided. For all covered developments under this Article, a density bonus shall be provided equal to one market rate unit for each affordable housing unit that is required and provided under this Article. The density bonus set forth in this Section 150.2106(A) shall be provided regardless of whether the affordable housing unit or units are provided on-site pursuant to Section 150.2102 of this Article, or off-site pursuant to Section 150.2108(B)(3) of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) PUD Discretionary Bonus. If an applicant is required or chooses to utilize the Planned Unit Development process as outlined in Article V of this Chapter and provides affordable housing units on the site of the covered development in accordance with this Article, then the applicant may, as part of the Planned Unit Development process, seek a density bonus in addition to the density bonus authorized under Subsection (A) of this Section. The additional density bonus under this Subsection may be authorized up to 0.5 market rate units for each affordable housing unit required under this Article that is provided within the Development, but only upon the recommendation of the Plan Commission and the approval of the City Council, in accordance with and pursuant to the standards and procedures for Planned Developments, as set forth in Article V of this Chapter. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(C) No Density Bonuses with Payment of Fee-In-Lieu. No density bonus shall be provided pursuant to this Section 150.2106 for any development for which a cash payment in lieu of construction of the required affordable units is made pursuant to Section 150.2103 of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2107 Integration of Affordable Housing Units.

(A) Location of Affordable Housing Units. Affordable housing units shall be dispersed among the market rate units throughout the covered development.

(B) Phasing of Construction. The inclusionary housing plan and the development agreement shall include a phasing plan that provides for the timely and integrated development of the affordable housing units as the covered development project is built out. The phasing plan shall provide for the development of the affordable housing units concurrently with the market rate units. Building permits shall be issued for the covered development project based upon the phasing plan. The phasing plan may be adjusted by the Director when necessary in order to account for the different financing and funding environments, economies of scale, and infrastructure needs applicable to development of the market rate and the affordable housing units. The phasing plan shall also provide that the affordable housing units shall not be the last units to be built in any covered development.

(C) Exterior Appearance. The exterior appearance of the affordable housing units in any covered development shall be visually compatible with the market rate units in the development. External building materials and finishes shall be substantially the same in type and quality for affordable housing units as for market rate units.

(D) Unit Amenities: Amenities that are provided with a market rate unit shall also be provided, with the affordable units. For purposes of this Subsection (D), "amenities" shall include, without limitation, basements, front porches, storage lockers, balconies, roof decks, outdoor patios, off-street parking, enclosed parking, appliances, and similar unit features and additions. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(E) Interior Appearance and Finishes. Affordable housing units may differ from market rate units with regard to interior finishes and gross floor area, provided that:

(1) The bedroom mix of affordable units shall be in equal proportion to the bedroom mix of the market rate units.

(2) The differences between the affordable housing units and the market rate units shall not include improvements related to energy efficiency, including mechanical equipment and plumbing, insulation, windows, and heating and cooling systems.

(3) The interior gross floor area for the affordable housing units shall be no less than the lesser of (a) 75 percent of the gross floor area of market rate units with a comparable number of bedrooms, or (b) the minimum size requirements outlined in the table below; provided, however, that interior gross floor area shall not include areas devoted to vertical circulation, basements, off-street parking, lockers and similar storage areas, and mechanical rooms. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

	Unit Type	
Number of Bedrooms	**Single Story Dwelling Units**	**Multi-Story Dwelling Units**
Studio	450 square feet	--
1	750 square feet	--
2	950 square feet	1,000 square feet
3	1,175 square feet	1,350 square feet
4	1,350 square feet	1,600 square feet

(**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2108 Alternatives to On-Site Affordable Housing Units.

(A) Applicability. In lieu of the provision of affordable housing on the site of the covered development as otherwise required by Section 150.2102 of this Article, the City Council, following consideration by and a recommendation from the Housing Commission, may approve one or more of the three alternatives for affordable housing as set forth in Subsection B of this Section. Utilization and the requirements of the provisions of this Section shall be specifically set forth in the affordable housing development agreement for the covered development. This Section shall not be utilized unless the applicant demonstrates to the satisfaction of the City Council that the alternate means of compliance will further affordable housing opportunities in the City to an equal or greater extent than compliance with the otherwise applicable on site requirements of this Article.

(B) Available Alternatives. Any one or more of the following affordable housing alternatives may be utilized in lieu of all or part of the otherwise applicable on site requirements set forth in Section 150.2102 of this Article: (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(1) A cash payment to be deposited directly into the Affordable Housing Trust Fund for purposes authorized under Section 33.1133 of this Code in an amount not less than the per unit payment established pursuant to Section 150.2102(C)(2) of this Article; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(2) A dedication of land to the Highland Park Housing Commission or the Commission's not-for-profit designee; or

(3) The provision of affordable housing units at another site within the City.

Sec. 150.2109 Target Income Levels for Affordable Housing Units.

(A) For-Sale Affordable Housing Units. In covered development projects that contain for-sale units, at least one affordable housing unit and no less than 50 percent of the affordable housing units shall be sold to low-income households at a price, as determined pursuant to Subsection (C) of this Section, that, on average, is affordable to a household with an annual income that is 65 percent of area median income. Any remaining affordable units shall be sold to moderate-income households at a price, as determined pursuant to Subsection (C) of this Section, that, on average, is affordable to a household with an annual income that is 100 percent of

area median income. The owner shall execute and record any documents required by Section 150.2104 of this Article to ensure compliance with this Subsection.

(B) Rental of Affordable Housing Units. In covered development projects that contain rental units: (i) no less than 33 percent of the affordable housing units shall be rented or leased to households with gross incomes from zero percent to 50 percent of the Chicago area median income at a price, as determined pursuant to Subsection (C) of this Section, that, on average, is affordable to a household with an annual income that is 45 percent of area median income; (ii) no less than 33 percent of the affordable housing units shall be rented or leased to households with gross incomes between 51 percent and 80 percent of the Chicago area median income at a price, as determined pursuant to Subsection (C) of this Section, that, on average, is affordable to a household with an annual income that is 65 percent of area median income; and (iii) no more than 33 percent of the affordable housing units shall be rented or leased to households with gross incomes between 81 percent and 120 percent of the Chicago area median income at a price, as determined pursuant to Subsection (C) of this Section, that, on average, is affordable to a household with an annual income that is 100 percent of area median income. If fewer than three affordable units will be provided, such units shall be rented or leased to low-income households at a price, as determined pursuant to Subsection (C) of this Section, that does not exceed what is affordable to a household with an annual income that is 65 percent of area median income.

(C) Pricing Schedule. The City, through the Director of Community Development, shall publish a pricing schedule of rental and sales prices for affordable housing units ("Pricing Schedule"), which Pricing Schedule shall be updated at least once every 12 months. The Director of Community Development may, in his or her discretion, include the Pricing Schedule within administrative guidelines adopted pursuant to Section 150.2115 of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2110 Eligibility of Households.

(A) For-Sale Affordable Housing Units. Only eligible households shall be permitted to purchase an affordable housing unit for purposes of this Article. Priority will be given first to households who live in Highland Park or households in which the head of the household or the spouse or domestic partner works in Highland Park as part of employment by the City of Highland Park, the Highland Park Library District, the Park District of Highland Park, the Lake County Forest Preserve District, the County of Lake, Moraine Township, West Deerfield Township, School Districts 112 or 113, the Northern Suburban Special Education District, the North Shore Sanitary District, or the South Lake County Mosquito Abatement District, and then to households in which the head of the household or the spouse or domestic partner works in Highland Park for any other employer. At the applicant's request, the City or its not-for-profit designee shall select eligible households for the affordable housing units at an additional charge to the applicant at an amount to be determined by the City. If, during possession, the gross income of the eligible household increases above the eligible income levels, set forth in Section 150.2109 of this Article, the eligible household may continue to own the affordable housing unit. The owner shall execute and record any documents required by Section 150.2104 of

this Article to ensure compliance with this Subsection. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) Rental Affordable Housing Units. Only eligible households shall be permitted to rent an affordable housing unit for purpose of this Article. Priority will be given first to households who live in Highland Park or households in which the head of the household or the spouse or domestic partner works in Highland Park as part of employment by the City of Highland Park, the Highland Park Library District, the Park District of Highland Park, the Lake County Forest Preserve District, the County of Lake, Moraine Township, West Deerfield Township, School Districts 112 or 113, the Northern Suburban Special Education District, or the South Lake County Mosquito Abatement District, and then to households in which the head of the household or the spouse or domestic partner works in Highland Park for any other employer. At the applicant's request, the City or its not-for-profit designee shall select eligible households for the affordable housing units at an additional charge to the applicant at an amount to be determined by the City. If, during possession, the gross income of the eligible household increases above the eligible income levels, set forth in Section 150.2109 of this Article, the eligible household may continue to lease the unit and may renew the lease as well. The owner shall execute and record any documents required by Section 150.2104 of this Article to ensure compliance with this Subsection. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2111 Marketing of the Affordable Housing Units.

(A) Good Faith Marketing Required. All sellers and lessors of affordable units are responsible for marketing the affordable units, and shall engage in good faith marketing efforts to inform members of the public who are qualified to purchase or rent affordable units of the availability of such units for sale or rent. Prior to the initiation of public marketing efforts to sell or lease an affordable housing unit, the seller or lessor thereof shall submit to the Director of Community Development a description of the marketing plan that the applicant proposes to utilize and implement to promote the sale or rental of the affordable units within the development to the appropriate income groups. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) City Assistance with Marketing. At the applicant's request, the City or its designee shall assist the applicant in marketing the affordable housing units to eligible households, for an additional charge to be determined by the City. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Sec. 150.2112 Period of Affordability.

(A) Sale of Affordable Housing Units. In covered developments that contain for-sale units, affordable housing units shall be resold to low and moderate income households in perpetuity or as long as permissible by law. The owner shall execute and record any documents required by Section 150.2104 of this Article to ensure compliance with this Subsection.

(B) Rental of Affordable Housing Units. In developments that contain rental units, affordable housing units shall be rented to low and moderate income

households in accordance with Section 150.2110 of this Article for 25 years from the date of the issuance of the certificate of occupancy for the respective unit. The owner shall execute and record any documents required by Section 150.2104 of this Article to ensure compliance with this Subsection.

(1) In the event that the owner of a covered rental development sells the development before the end of the 25-year affordability period, the new owner shall be required to continue to provide the affordable housing units in accordance with Section 150.2110 of this Article for the remainder of the 25-year period.

(2) If the owner of a covered rental development converts the development to condominiums or other form of individual unit ownership, the development shall be subject to the for-sale development requirements set forth in Subsection 150.2109(A) of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(3) The Housing Commission or its designee shall have the right, but not the obligation, to purchase any for-sale affordable housing units in the development pursuant to Section 150.2113 of this Article.

Sec. 150. 2113 Affordability Controls.

(A) For-Sale Affordable Housing Units.

(1) Housing Commission Purchases. The Housing Commission, or a not-for-profit agency designated by the Housing Commission, shall have the pre-emptive option and right, but not an obligation, to purchase each of the for-sale affordable housing units prior to any sale of any such unit. If the City, or the designated not-for-profit, exercises the option and purchases the affordable housing unit, the affordable housing unit shall be subject to such documents deemed necessary by the City, including, without limitation, restrictive covenants and other related instruments, to ensure the continued affordability of the affordable housing units in accordance with this Article. Such documentation shall include the provisions of this Article and shall provide, at a minimum, each of the following: (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(a) The calculated maximum resale price is an upper limit, but shall not be construed as a guarantee that the unit will be resold at that price. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(b) Market conditions, and characteristics of the affordable housing unit, may result in the sale of an affordable housing unit at a price lower than the calculated maximum resale price. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(2) Private Party Purchases. In all other sales of for-sale affordable housing units, the parties to the transaction shall execute and record such documentation as required by Section 150.2104 of this Article to ensure the provision and continuous maintenance of the affordable housing units. Such

documentation shall include the provisions of this Article and shall provide, at a minimum, each of the following:

(a) The affordable housing unit shall be sold to and occupied by an eligible household.

(b) The affordable housing unit shall be conveyed subject to restrictions that shall permanently maintain the affordability of such affordable housing units for eligible households.

(c) Preference for the affordable housing units shall be given to eligible households pursuant to the priorities set forth in Section 150.2110 of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(d) The calculated maximum resale price is an upper limit, but shall not be construed as a guarantee that the unit will be resold at that price. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(e) Market conditions, and characteristics of the affordable housing unit, may result in the sale of an affordable housing unit at a price lower than the calculated maximum resale price. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) Rental Affordable Housing Units. For covered rental developments that contain affordable housing units, the owner of the development shall execute and record such documentation as required by Section 150.2104 of this Article to ensure the provision and continuous maintenance of the affordable housing units. Such documentation shall include the provisions of this Article and shall provide, at a minimum, each of the following:

(1) The affordable housing units must be leased and occupied by eligible households.

(2) The affordable housing units must be leased at rent levels affordable to eligible households for a period of 25 years from the date of the initial certificate of occupancy.

(3) Preference for the affordable housing units shall be given to eligible households pursuant to the priorities set forth in Section 150.2110 of this Article.

(4) The calculated maximum rental price is an upper limit, but shall not be construed as a guarantee that the unit will be rented at that price. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(5) Market conditions, and characteristics of the affordable housing unit, may result in the rental of an affordable housing unit at a price lower than the calculated maximum rental price. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(C) Subleasing Prohibited. Subleasing of affordable units shall not be permitted without the express written consent of the Director. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Section 150.2114 Departures from Requirements.

The Housing Commission may recommend, and the City Council may approve, departures from any of the standards set forth in this Article, upon making each of the following findings: (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(A) Due to specific and unique circumstances, undue hardship would be caused by the literal enforcement of the standards and requirements set forth in this Article; (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(B) By virtue of excellence in design, the proposed departure from the standards does not result in a diminished or lower quality affordable dwelling unit, but provides a functionally equivalent dwelling unit; and (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(C) The proposed affordable housing units otherwise meet the purpose and intent of this Article. (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

Section 150.2115 Administrative Guidelines.

The City Director of Community Development shall have the right, but not the obligation, to adopt, and to amend from time to time, administrative guidelines to assist in the effective implementation of this Article by participants in the Inclusionary Housing Program; provided, however, that any administrative guidelines adopted or amended pursuant to this Section 150.2115 shall not be inconsistent with this Article, and that in the event of a conflict between the administrative guidelines and this Article, this Article shall control (**Ord. 16-09, J. 35, p. 32-48, passed 2/9/09**)

(Article 21 added by Ord. 52-03, J. 29, p. 174-185, passed 8/25/03)

Attachment 8

Brochure: Highland Park's Inclusionary Zoning Program

Note: Current information is attached rather than what was submitted in 2005.

Laurel Court, courtesy of Fulton Developers

HIGHLAND PARK'S INCLUSIONARY HOUSING PROGRAM

1. What is "inclusionary housing"?
Inclusionary housing, also known as inclusionary zoning, is a tool that helps create housing opportunities for people at a variety of income levels. It requires developers to include a specified portion of affordable units alongside the market-priced units in any new housing development that is covered by the ordinance.

2. Why does Highland Park need an inclusionary housing program?
Inclusionary Zoning was a key recommendation of the City's Affordable Housing Plan, which was adopted by the City Council in January 2001 as an element of the City's Comprehensive Master Plan. The inclusionary program implements the City's longstanding policy of preserving and promoting the economic diversity of its population, the variety of its housing stock and costs, and the availability of affordable housing in neighborhoods throughout the community.

Despite the downtown in the housing market, the overwhelming majority of existing homes in the community remain out of reach of low and moderate-income families. This limits housing options for a broad range of households currently living or working in the community. The median market-value for Highland Park homes in 2012 was $465,000 according to information from the Lake County Assessor. The values for new construction are even higher: typically, newly constructed homes sell for between $750,000 and $1,500,000. The supply of rental units has declined due primarily to condominium conversions and demolitions.

Inclusionary housing has the potential to increase the supply of housing for the City's workforce. Such action helps local employers attract and retain employees - the people who keep our community safe, teach our children, and maintain the economic health of our business sector. Furthermore, by providing opportunities for people to live near their place of employment, the City can benefit from reduced traffic congestion on local streets.

3. What is the inclusionary requirement?
Developers of covered projects must provide 20% of the total units for sale or rent at an affordable housing price to income-qualified households. In the case of single-family detached developments of less than 20 units, developers may choose to meet all or part of the inclusionary requirement through a cash payment to the Affordable Housing Trust Fund, a fund established by the City to provide financial support for affordable housing activities. The amount of the cash payment is

$125,000 per required unit. (The per unit cash payment amount is reviewed annually by the City Council.)

4. Who will live in the affordable units created by the inclusionary program?
The inclusionary units will be made available to income-qualified households according to the following priorities:

> (1) Households who live in Highland Park or households in which the head of the household or spouse/domestic partner works in Highland Park for a government entity that serves the City - the City of Highland Park, the Highland Park Library District, the Park District of Highland Park, the Lake County Forest Preserve District, the County of Lake, Moraine Township, West Deerfield Township, School Districts 112 or 113, the Northern Suburban Special Education District, the North Shore Sanitary District, or the South Lake County Mosquito Abatement District
>
> (2) Households in which the head of household or spouse/domestic partner works in Highland Park for any other employer; and
>
> (3) Other income-qualified households.

5. What are the target income levels for the affordable units?
The inclusionary program will assist individuals and families earning up to 120% of the area median income (AMI). For example, the 2013 median income for a household of 4 is $73,600; 120 per cent of AMI is $88,320. (AMI is determined by the U.S. Department of Housing and Urban Development on an annual basis and adjusted for household size.)

In for-sale projects, at least one - and no less than half - of the affordable units must be sold at an affordable price to households whose incomes do not exceed 80% of AMI (e.g., $58,900 for a household of 4). Any remaining affordable units may be sold at an affordable price to households whose incomes do not exceed 120% of AMI. In rental projects, at least one-third of the affordable units must be leased at rents affordable to households whose incomes do not exceed 50% of AMI (e.g., $36,800 for a household of 4); at least one-third must be leased to those whose incomes are between 51% and 80% of AMI; and no more than one-third may be leased to those with incomes from 81% to 120% of AMI.

Households are not required to move out of an affordable unit if their income should increase at a later date.

6. What is an affordable housing price for inclusionary units?
To be considered affordable, units must sell or rent at a price that income-eligible households can own or rent without having to devote more than approximately 30% of their gross income for monthly housing expenses. Housing expenses for home ownership include principal, interest, taxes, insurance, and monthly condominium assessments or homeowner association fees. Housing expenses for rental housing include rent and utilities. The ordinance establishes affordable pricing

requirements to ensure a range of affordability within each required income tier in both for-sale and rental developments.

7. How long must affordable units remain affordable and how will affordability be maintained?
For-sale units created by the inclusionary ordinance must be maintained as affordable in perpetuity or as long as is legally permissible. Rental units must be kept affordable for 25 years. The City ensures permanent affordability through a development agreement and a restrictive covenant, called an affordable unit declaration, that run with the property. Among other things, such covenants include a resale formula designed to provide a fair return to owners of inclusionary units while at the same time ensuring that the units will be resold at a price affordable to future income-qualified buyers.

8. What housing projects are covered by the ordinance?
The ordinance applies to developments that include five or more residential dwelling units:

- New construction, including new mixed-use construction with a residential component
- Renovation or reconstruction of an existing multi-family building that increases the number of residential units in the building
- A change in the use of an existing building from non-residential to residential or conversion from rental property to condominium.

9. Must the affordable inclusionary units be identical to the market-rate units?
To ensure integration of affordable and market-rate units, the affordable units must be dispersed throughout the development, visually compatible with the market-rate units, and built concurrently with the market-rate units. External building materials and finishes for the affordable units must be substantially the same type and quality as for the market-rate units. Interior improvements including finishes and fixtures need not be the same. Affordable units may differ from the market-rate units with regard to interior amenities and gross floor area, provided that:

- The bedroom mix of affordable units is proportionally the same as the bedroom mix of the market rate units
- Differences do not include improvements related to energy efficiency, including mechanical equipment and plumbing, insulation, windows, heating and cooling systems
- The gross floor area is not less than the lesser of 75% of the gross floor area of market rate units with a comparable number of bedrooms or the minimum size requirements outlined in the table below:

	Unit Type	
Number of Bedrooms	**Single Story Dwelling Units**	**Multi-Story Dwelling Units**
Studio	450 square feet	--
1	750 square feet	--
2	950 square feet	1,000 square feet
3	1,175 square feet	1,350 square feet
4	1,350 square feet	1,600 square feet

For more information, contact the Department of Community Development, (847) 432-0867. For information on purchasing a unit, contact Community Partners for Affordable Housing, (847) 681-8746.
k:\inclusionary zoning\inclusionaryzoningpacket\inclusionary faq 12.17.14.doc

10. Is there any density bonus provision for developers of inclusionary projects?
For all covered developments, a density bonus of one additional market-rate unit for each required affordable unit will be provided. In Planned Unit Developments, an additional density bonus may be authorized up to 0.5 market-rate units for each required affordable unit.

11. Are there other cost off-sets for developers of inclusionary projects?
The ordinance provides for a waiver of all development related fees and costs attributable to the affordable units, including application fees, building permit fees, plan review fees, inspection fees, sewer and water tap-on fees, demolition permit fees, and the demolition tax.

12. Can a developer satisfy the inclusionary requirement in other ways?
Following consideration and a recommendation by the Housing Commission and subject to the approval of the City Council, other alternatives may be available to meet all or part of the inclusionary requirement. A developer must show that the alternate means of compliance will further affordable housing opportunities in the City to an equal or greater extent than providing the units on site. Alternatives could include:

- A cash payment to the Affordable Housing Trust Fund
- Dedication of land to the Highland Park Housing Commission or the Commission's not-for-profit designee
- Provision of affordable housing units at another site within the City.

13. How is the inclusionary housing program administered?
The Department of Community Development is responsible for administering the program. Prior to issuance of a building permit, the developer and the City will enter into a development agreement covering all aspects of the proposed development as it relates to the inclusionary program.

14. How many affordable units will the inclusionary housing program generate?
The number of affordable units generated in any particular year is expected to be relatively modest. For example, had the inclusionary zoning ordinance been in effect and applied to private sector development that was initiated and approved between 1999 and 2002, it would have yielded approximately 15 units, or an average of 3.75 affordable units per year in scattered locations throughout the City.

15. What impact will the inclusionary housing program have on property values?
The City's experience with the affordable units that it owns or manages and its research on the experience of other communities with inclusionary housing programs indicates that such programs have no adverse impact on property values.

For more information, contact the Department of Community Development, (847) 432-0867. For information on purchasing a unit, contact Community Partners for Affordable Housing, (847) 681-8746.
k:\inclusionary zoning\inclusionaryzoningpacket\inclusionary faq 12.17.14.doc

Attachment 9

Zoning Ordinance – District Map

Note: not included in packet. Staff will bring a map to the Meeting.

Sunset Woods Housing
Balance Sheet
December 31, 2014

ASSETS

Current Assets		
Assn FBHP Checking	$ 9,350.65	
FBHP General Checking	50,349.48	
FBHP Security Dep. Savings	10,550.91	
Assn FBHP Savings	119,227.80	
FBHP Savings	9,158.43	
Financing Costs	8,135.00	
Tax Reserve	5,257.35	
A/R, Transfers	20.00	
Total Current Assets		212,049.62
Property and Equipment		
Building	1,552,988.40	
Building Unit 231	135,000.32	
Building Unit 319	134,999.62	
Appliances	474.17	
Accum Dep Building	(397,956.00)	
Accum Amort-Financing Fees	(678.00)	
Total Property and Equipment		1,424,828.51
Other Assets		
Total Other Assets		0.00
Total Assets		$ 1,636,878.13

LIABILITIES AND CAPITAL

Current Liabilities		
Due to Peers Housing Assn	$ 258,832.40	
Accrued RE Tax	12,784.40	
Accrued RE Taxes Assn	6,434.84	
Security Deposits	9,585.00	
Total Current Liabilities		287,636.64
Long-Term Liabilities		
Notes Payable, Lake Co	72,231.18	
Notes Payable, FHLB	422,499.35	
Notes Payable, IHDA	138,119.60	
Total Long-Term Liabilities		632,850.13
Total Liabilities		920,486.77
Capital		
Equity-Retained Earnings	699,984.76	
Net Income	16,406.60	
Total Capital		716,391.36
Total Liabilities & Capital		$ 1,636,878.13

Sunset Woods Housing
Income Statement
Compared with Budget
For the Twelve Months Ending December 31, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Rents	$ 9,394.00	$ 8,716.00	678.00	$ 112,488.00	$ 104,584.00	7,904.00
Late & NSF Fees	0.00	0.00	0.00	30.00	0.00	30.00
Interest Income Assn	49.32	0.00	49.32	554.62	0.00	554.62
Interest Income	5.86	0.00	5.86	69.25	0.00	69.25
Total Revenues	9,449.18	8,716.00	733.18	113,141.87	104,584.00	8,557.87
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	9,449.18	8,716.00	733.18	113,141.87	104,584.00	8,557.87
Expenses						
Office Supplies	0.00	8.00	(8.00)	120.32	100.00	20.32
Management Fee	599.82	566.00	33.82	7,376.89	6,798.00	578.89
Legal and Accounting Assn	2,825.00	0.00	2,825.00	10,156.25	0.00	10,156.25
Audit Expense	0.00	0.00	0.00	15.00	0.00	15.00
Exterminating	0.00	0.00	0.00	255.00	0.00	255.00
Credit Ck Fees	0.00	6.00	(6.00)	0.00	50.00	(50.00)
Government Fees	0.00	96.00	(96.00)	0.00	1,150.00	(1,150.00)
Carpet Cleaning	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)
Heating & Air	0.00	42.00	(42.00)	609.89	500.00	109.89
Electrical & Plumbing Maint	125.00	42.00	83.00	490.00	500.00	(10.00)
Painting & Decorating	0.00	83.00	(83.00)	1,395.00	1,000.00	395.00
Appliance Repairs	0.00	42.00	(42.00)	1,159.00	500.00	659.00
Janitor	0.00	0.00	0.00	595.00	0.00	595.00
Supplies Assn	0.00	0.00	0.00	269.58	0.00	269.58
Supplies	0.00	41.00	(41.00)	466.26	500.00	(33.74)
Maintenance Assn	0.00	0.00	0.00	95.00	0.00	95.00
Maintenance	95.00	41.00	54.00	1,055.00	500.00	555.00
Security	0.00	8.00	(8.00)	0.00	100.00	(100.00)
Condo Assessment Rental Units	2,563.48	3,167.00	(603.52)	30,559.50	38,000.00	(7,440.50)
Cable TV	540.00	584.00	(44.00)	6,480.00	7,000.00	(520.00)
Real Estate tax expense	0.00	1,167.00	(1,167.00)	13,157.94	14,000.00	(842.06)
Loan Interest	1,586.84	2,500.00	(913.16)	19,462.86	30,000.00	(10,537.14)
Professional Services	24.60	0.00	24.60	658.78	0.00	658.78
Filing Fees Assn	(15.00)	0.00	(15.00)	(5.00)	0.00	(5.00)
Bldg Insurance	0.00	217.00	(217.00)	2,363.00	2,600.00	(237.00)
Total Expenses	8,344.74	8,693.00	(348.26)	96,735.27	104,298.00	(7,562.73)
Net Income	$ 1,104.44	$ 23.00	1,081.44	$ 16,406.60	$ 286.00	16,120.60

Sunset Woods Housing

Account Register

For the Period From Dec 1, 2014 to Dec 31, 2014

1103M13 - FBHP General Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			49,066.38
12/1/14	12/1/14	Deposit	Tenant	246.00		49,312.38
		Deposit	Tenant	247.00		49,559.38
		Deposit	Tenant	647.00		50,206.38
		Deposit	Tenant	267.00		50,473.38
		Deposit	Tenant	402.00		50,875.38
		Deposit	Tenant	374.00		51,249.38
		Deposit	Tenant	525.00		51,774.38
		Deposit	Tenant	642.00		52,416.38
		Deposit	Tenant	574.00		52,990.38
12/1/14	loan1412	Other	ihda/auto pymt		100.00	52,890.38
12/2/14	1615	Withdrawal	Sunset Woods Condominium Assoc		3,103.48	49,786.90
12/3/14	1616	Withdrawal	Real Page, Inc.		24.60	49,762.30
12/5/14	12/8/14	Deposit	Tenant	207.00		49,969.30
		Deposit	Tenant	417.00		50,386.30
		Deposit	Tenant	418.00		50,804.30
		Deposit	Tenant	329.00		51,133.30
		Deposit	Tenant	480.00		51,613.30
		Deposit	Tenant	397.00		52,010.30
		Deposit	Tenant	262.00		52,272.30
		Deposit	Tenant	865.00		53,137.30
		Deposit	Tenant	280.00		53,417.30
		Deposit	Tenant	795.00		54,212.30
		Deposit	Tenant	332.00		54,544.30
12/15/14	1617	Withdrawal	Housing Opportunity Dev. Corp.		599.82	53,944.48
12/26/14	loan1412	Other	FBHP/auto pymt		3,375.00	50,569.48
12/29/14	1618	Withdrawal	RC Paint & Home Improvements		220.00	50,349.48
			Total	8,706.00	7,422.90	

Sunset Woods -December 31, 2014

Ending balance checking	$	50,569
Ending balance operating reserv	$	9,158
TOTAL	$	59,727

SWA Rental
Balance Sheet
December 31, 2014

ASSETS

Current Assets		
FBHP Checking	$ 28,940.02	
FBHP Security Dep Savings	2,225.97	
A/R, Transfers	20.00	
Total Current Assets		31,185.99
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets		$ 31,185.99

LIABILITIES AND CAPITAL

Current Liabilities		
Security Deposits	$ 2,123.00	
Total Current Liabilities		2,123.00
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		2,123.00
Capital		
Equity-Retained Earnings	21,354.43	
Net Income	7,708.56	
Total Capital		29,062.99
Total Liabilities & Capital		$ 31,185.99

SWA Rental
Income Statement
Compared with Budget
For the Twelve Months Ending December 31, 2014

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Rents	$ 2,123.00	$ 0.00	2,123.00	$ 25,476.00	$ 0.00	25,476.00
Interest Income	0.30	0.00	0.30	3.32	0.00	3.32
Total Revenues	2,123.30	0.00	2,123.30	25,479.32	0.00	25,479.32
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	2,123.30	0.00	2,123.30	25,479.32	0.00	25,479.32
Expenses						
Office Supplies	0.00	0.00	0.00	12.00	0.00	12.00
Management Fee	137.99	0.00	137.99	1,655.94	0.00	1,655.94
Heating & Air	0.00	0.00	0.00	85.00	0.00	85.00
Appliance Repairs	65.00	0.00	65.00	65.00	0.00	65.00
Maintenance	0.00	0.00	0.00	225.00	0.00	225.00
Condo Asst Rental Units	625.66	0.00	625.66	7,458.48	0.00	7,458.48
Cable TV	90.00	0.00	90.00	1,080.00	0.00	1,080.00
Real Estate tax expense	0.00	0.00	0.00	6,623.04	0.00	6,623.04
Professional Services	4.10	0.00	4.10	172.30	0.00	172.30
Bldg Insurance	0.00	0.00	0.00	394.00	0.00	394.00
Total Expenses	922.75	0.00	922.75	17,770.76	0.00	17,770.76
Net Income	$ 1,200.55	$ 0.00	1,200.55	$ 7,708.56	$ 0.00	7,708.56

SWA Rental

Account Register

For the Period From Dec 1, 2014 to Dec 31, 2014

1103M14 - FBHP Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			27,739.77
12/2/14	1119	Withdrawal	Sunset Woods Condominium Assoc		715.66	27,024.11
12/3/14	1120	Withdrawal	Real Page, Inc.		4.10	27,020.01
12/5/14	12/8/14	Deposit	Tenant	1,090.00		28,110.01
		Deposit	Tenant	1,033.00		29,143.01
12/15/14	1121	Withdrawal	Housing Opportunity Developmen		137.99	29,005.02
12/29/14	1122	Withdrawal	U&E Service		65.00	28,940.02
			Total	2,123.00	922.75	