Planning & Development Committee Meeting
Minutes of February 13, 2017
7:15 p.m.
James C. Lytle Council Chambers - Lorraine H. Morton Civic Center


STAFF PRESENT: M. Muenzer, S. Clement

OTHERS PRESENT:

PRESIDING OFFICIAL: Ald. Revelle

I. CALL TO ORDER/DECLARATION OF QUORUM: ALDERMAN REVELLE, CHAIR
A quorum being present, Ald. Revelle called the meeting to order at 7:34 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF JANUARY 23, 2017
Ald. Rainey moved to approve the minutes of the January 23, 2017 meeting, seconded by Ald. Holmes.

The committee voted unanimously 5-0, with two abstentions, to approve the January 23, 2017 minutes (Ald. Fiske abstained & Ald. Wynne absent).

III. ITEM FOR CONSIDERATION
(P1) Community Partners for Affordable Housing Proposal for the Administration of the Inclusionary Housing Ordinance Waitlist
The Housing, Homelessness and Human Relations Commission and staff recommend approval of a proposal from Community Partners for Affordable Housing (CPAH) for $20,778 to administer a centralized wait list for affordable units as part of the implementation of the Inclusionary Housing Ordinance. This recommendation is based on CPAH’s experience implementing other municipal inclusionary housing ordinances. Funding is from the Affordable Housing Fund Account 250.21.5465.62490, which has a budget of $75,000, out of a total FY 2017 Fund budget of $1,658,793.

For Action

Ald. Tendam moved to approve the proposal for the administration of the Inclusionary Housing Ordinance waitlist, seconded by Ald. Wilson.

Savannah Clement, Housing Policy and Planning Analyst, discussed Community Partners for Affordable Housing (CPAH) infrastructure and resources. CPAH has administered Highland Park’s affordable housing waitlist, they also complete HUD Part 5 income certifications to determine eligibility, and CPAH also has affordable housing units in Evanston.
Ald. Rainey asked about where to find the available housing waitlist. Ms. Clement noted that CPAH will allow the City to provide a more centralized waitlist for management of Inclusionary Housing Ordinance units. There is not currently a list of units, as no housing units have been built under the Inclusionary Housing Ordinance. Ald. Rainey clarified that the units included on this waitlist are only intended to be units under the Inclusionary Housing Ordinance (IHO). Ms. Clement stated that the list could also be expanded to include market rate developers that have affordable units within their housing developments.

CPAH has their waitlist and the City of Evanston has an interested parties list for IHO units. The City hopes to merge this interested parties list with the CPAH waitlist.

Ald. Holmes asked about whether there were affordable units in Evanston at 1717 Ridge and other locations. Mr. Muenzer noted that there are affordable units, but this proposal is specifically for units built through the IHO. The City hopes that working with CPAH will provide a more comprehensive approach for working with other affordable units in market rate developments currently monitored in the City.

Ms. Clement stated that the City is currently working with developers that have some affordable units in market rate developments, and that they have been receptive to using a centralized list for affordable units.

Ald. Wilson asked about the timeline for this proposal and when affordable units are coming online for the IHO. Ms. Clement confirmed that there are four IHO units in development for 2018, and that there are two additional affordable units coming on line in a planned development in April 2017.

Ald. Wilson asked whether the contract cost will increase by bringing non-IHO units into the comprehensive list. Ms. Clement confirmed that the cost of this contract is for managing up to 10 units.

Ald. Fiske asked about the length of time that these units are to be kept affordable. Mr. Muenzer noted that some of the existing units will be affordable for approximately 25 years, but that the City unfortunately cannot guarantee that these units remain affordable in perpetuity.

Ald. Tendam asked about whether this proposal would allow for oversight into affordability compliance. Ms. Clement noted that the City wanted to work with CPAH because of their experience with HUD compliance and regulations and affirmed that the City would review CPAH’s work to ensure compliance with affordability requirements.

The committee voted unanimously 6-0 to approve the proposal for administration of the IHO waitlist.
(P2) **Ordinance 13-O-17, Granting a Special Use for a Micro-Distillery at 600 Main Street**

The Zoning Board of Appeals and City staff recommend adoption of Ordinance 13-O-17 granting special use approval for a Micro-Distillery at 600 Main St. in the B2 Business District and the oDM Dempster-Main Overlay District. The applicant has complied with all zoning requirements and meets all of the standards for a special use for this district. Alderman Wynne requests suspension of the Rules for Introduction and Action by City Council on February 13, 2017.

**For Introduction and Action**

Ald. Rainey moved to introduce and approve Ordinance 12-O-17, seconded by Ald. Wilson.

Mr. Muenzer stated that this proposed business falls under the Micro-Distillery special use as defined in the Zoning Ordinance.

Ald. Wilson clarified that the waiting room at the station will remain open along with the Micro-Distillery.

The committee voted unanimously 6-0 to introduce and approve Ordinance 13-O-17.

**IV. ITEM FOR DISCUSSION**

There were no items for discussion.

**V. COMMUNICATIONS**

There were no communications.

**VI. ADJOURNMENT**

Ald. Rainey moved to adjourn, seconded by Ald. Fiske.

The committee voted unanimously 6-0 to adjourn.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Nicholas Zettel