

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: March 1, 2019

TO: Housing Advisory Commission

FROM: Allison Laff, AICP, Deputy Director – TED Business Group

SUBJECT: 2/4/19 HAC Meeting Follow-Ups

PURPOSE:

To provide follow-up information regarding questions raised by the Housing Advisory Commission (HAC) at their February 4, 2019 meeting.

BACKGROUND:

At their February 4, 2019 meeting, the HAC raised several topics that required follow-up information from staff. Those items, as well as additional information, are provided below.

DISCUSSION:

Planning Team Workload

The HAC noted their interest in completing more AI implementation items in the coming year. Based on available resources, staff is committed to bi-monthly HAC meetings, responding to and processing all housing complaints received, and undertaking **either** 2 low/medium complexity AI implementation items per year **or** 1 high complexity AI implementation item per year. Further information regarding the team's workload analysis is included in the attached (as was provided to the HAC in February 2018).

HAC Meetings

Based on the bi-month HAC meeting schedule, the Commission asked if they would be able to meet without staff present in order to continue working on implementation items. Section 2-5-4 (Cooperation of Other Agencies) of the Naperville Municipal Code provides that: "The City Manager, the City Attorney, the Director of Community Development, and other officers, departments and agencies of the City shall assist and cooperate with the Commission, and upon request of the Commission Chairman, shall attend Commission meetings, furnish information, advise and provide access to facilities respecting such matters as the Commission may reasonably require in order to fulfill its purposes, as set forth herein." Based on this section, the Naperville Legal Department recommends that staff be present for any HAC meeting at which a majority of a quorum is present; staff attendance at such meetings is also important to ensure compliance with Open Meetings Act requirements.

Residential Development Review

The HAC also noted their interest in reviewing proposed residential developments to understand their affordability levels. For such cases, while the Commission can recommend the inclusion of affordable units, in most cases (except for annexation requests), this recommendation cannot

be legally mandated by the City Council unless it is required in the Naperville Municipal Code. Staff recommends that if HAC would like to comment on a pending residential development case, representatives of the HAC should attend the Planning and Zoning Commission (PZC) public hearing at which said cases are being presented so that this testimony may be officially entered into the public record. Commissioners can subscribe to the City's e-news software (<https://www.naperville.il.us/enews/>) to receive notice of PZC meeting agendas and packets.

RECOMMENDATION:

FYI