

BOARDS, COMMISSIONS, AND COMMITTEE MEETING SUMMARY FORM

BOARD/COMMISSION/COMMITTEE: Administration Committee

DATE OF MEETING: July 30, 2020

NAMES OF MEMBERS, STAFF AND GUESTS PRESENT:

Members: Chair Kathy Dodd, Trustee Peter Barrow, Trustee Dan Sullivan

Staff: Michael Braiman, Village Manager; John Adler, Director of Community Development; Alex Arteaga, Management Analyst

Agenda Item – Discussion of Boards and Commissions

Housing Commission Roles & Responsibilities

The Committee is recommending to the Village Board the following functions of the Housing Commission, presented in the order in which the Commission will be asked to begin their work:

- Assist in the review of the Housing Chapter of the Comprehensive Plan and subsequent review of the Village's Affordable Housing Plan as directed by the Village Board
- Conduct a housing needs assessment as directed by the Village Board
- Work with and monitor Community Partners for Affordable Housing's (CPAH) community land trust related to the Optima development (and any future land trust related projects)
- Conduct public education regarding the Village's Fair Housing requirements
- Coordinate with Housing Our Own- Wilmette (HOOW) regarding the housing assistance rental and property tax subsidy programs (HOOW retains its independence as a not-for-profit corporation)
- Assess sales data at the Village Green Atrium to ensure units remain affordable; make recommendations to the Village Board should units sell at prices deemed not affordable
- Research methods to preserve existing affordable housing units
- Research methods on how to increase the number of affordable housing units in concert with the Village's Affordable Housing Plan
- Research methods and policies to encourage developers to include affordable units in new multi-family buildings in concert with the Village's Affordable Housing Plan
- Review with Village staff IHDA's publication of updated affordable housing statistics in Wilmette
- Submit an annual report to the Village Board Administration Committee regarding the Commissions goals, accomplishments, activities, etc. (annual reports will also be requested by the Human Relations and Environmental & Energy Commissions)

Human Relations Commission (HRC) Roles & Responsibilities

The Committee will be considering changes to the HRC's mission and purpose at its next meeting based on the Village Board's June 4 letter to the community as well as Department of Justice guidelines for human relations commissions.

In regards to functions of the HRC, the Commission will be asked to conduct listening sessions/public forums on racism, diversity, inclusion, and the like during the next year and then report back to the Administration Committee with a proposed work plan moving forward.

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Composition of Boards & Commissions

The Committee will be recommending the following:

- Reduce Historic Preservation Commission membership from nine to seven
- Increase Housing Commission membership from five to seven
- Include two students on the Human Relations Commission (membership remains at a total of nine)

The Committee will also be recommending that the boards and commissions without preferred backgrounds or experience have the following preferences:

Board/Commission	Examples of Desired Qualifications
Board of Fire & Police	Human resources, diversity, public safety, legal
Housing	Affordable housing expertise, real estate, development/construction, financing, legal, urban planning
Historic Preservation	Historic preservation, architecture, history, landscape architecture, urban planning
Fire/Police Pension	Financial investments, human resources
Transportation	Transportation-related industries including, civil engineering, site plan development, traffic and parking studies, public transportation systems, bike and pedestrian studies
Plan Commission	Architectural, real estate, legal, finance, landscape, urban planning, development, construction, housing
Zoning Board of Appeals	Architecture, real estate, legal, finance, urban planning, construction

Additionally, the Committee recommends that desired backgrounds for HRC be revised to include senior citizens, veterans and to ensure that the Commission has a diverse membership based on race, gender, religion, sexual orientation, ethnicity. The Committee is also recommending a broad statement that all boards and commissions should work to have diverse membership.

Next Steps for the Committee are as follows:

- Schedule a meeting for August to finalize the mission/purpose of the HRC and to discuss the appointment and selection process of board and commission members
- Schedule further meetings as necessary

DATE & TIME OF NEXT MEETING: TBD (Late August)

PERSON PREPARING SUMMARY: Michael Braiman, Village Manager