

Tenant and Landlord Commission Meeting Minutes

Wednesday, February 10, 2010

Meeting was held on February 10, 2010 at 6:30 p.m. in Room 1301B of the Village Hall.

Present: Mayor Larry Hartwig; Commission Members Diane Gosling, Megan Johnson, John Ladesic, Toni Leventis, Bill Lopiccolo, and Mark Lantrip; John Berley (Community Development); Ron Zaylik (Community Development), Commander Karen Miller (Addison Police Department); Clerk Mary Heneghan (Addison Police Department); five landlords, and one tenant.

1. Call to Order

The meeting was called to order by Mayor Hartwig. He welcomed the Commission members and the attendees and thanked them for their participation.

2. Roll Call

The sign in sheet was distributed to all in attendance to fill out.

3. Approval of the Minutes

Mayor Hartwig asked for a motion to approve the minutes from the January 12, 2010 meeting, which was approved by Diane Gosling and seconded by Toni Leventis.

4. New Business

A. Comparison of Rental Inspection Grades 2007-2010

- John Berley reviewed a spreadsheet distributed to the Commission members comparing rental inspection grades from the past three years. In summary, the number of sites receiving a grade of “Satisfactory” or higher remains the highest percentage, and those receiving a grade of “Unsatisfactory” averages out to be approximately 10% over the last three years.
- According to John, the property owners in this 10% are most likely the “part-time” owners of smaller buildings, those that do not invest a lot of time and/or money into their buildings. He stressed that the good owners should be rewarded and encouraged not to become complacent staying in the “Satisfactory” category.
- Mayor Hartwig emphasized that the goal is to put pressure on those property owners that need it and to reward the active owners. This ties in with the Crime Free Multi-Housing Program, which teaches property owners how to get quality tenants in their buildings by doing background checks. Commander Miller emphasized that another crucial aspect of the program is the Crime Free Lease Addendum, which is a tool for owners to ensure quality residents and lower the likelihood of nuisance activities. She also pointed out the importance of getting tenants involved to help manage the building.
- Mayor Hartwig requested that Commander Miller prepare a report for the next meeting summarizing how many Crime Free classes have been held, how many owners have gone through the program, and how the classes have been received. He also suggested bringing a copy of the Lease Addendum with to discuss with the group (to be included on the next meeting agenda).
- Mayor Hartwig stated that tenant behavior is important to focus on, not just the physical shape of the building. Bill Lopiccolo suggested providing the police with keys to certain buildings in town to allow them to do periodic walk-throughs. Commander Miller stated that this idea was previously explored, but

not recommended per the recommendation of the Village attorneys. The Mayor asked Commander Miller to explore and verify this finding.

- Toni Leventis suggested having open meetings, possibly twice a year, similar to the Commission meetings, where all property owners would be encouraged to attend and share their thoughts and ideas. This suggestion was agreed upon by the Mayor.
- Mayor Hartwig thanked Community Development for their update on the inspection process and emphasized that the spreadsheet distributed illustrates that a high percentage of the rental properties are complying with code requirements.

B. Carbon Monoxide Safety

As a follow up from the last meeting, a handout regarding carbon monoxide safety was included in the meeting packet. To summarize, when installing carbon monoxide detectors, the key is to follow the manufacturer's instructions for proper placement.

C. Commission Member E-mail

Also included in the meeting packet was a copy of an e-mail sent to Mayor Hartwig from John Ladesic. In this email, John stated his beliefs on what he believes to be the real problems here in Addison. Mayor Hartwig thanked John for sharing his views, but stated that the regulations he has issues with are not the responsibility of this Commission to set or change.

5. Old Business

A. Consideration of Amending the Village of Addison Code regarding Housing Standards

- At this point, John Berley reviewed the proposed changes to the Village Code standards to be reviewed by the Commission. These suggestions will be brought to the attention of the Board for approval.
 - The annual license fees remain the same; however, the annual re-inspection fees for sites receiving a "Very Good" are waived as are the Exterior Only Inspections. For a "Satisfactory" grade, re-inspection fees are still applicable; however, only one Exterior Only will be required. For an "Unsatisfactory," the re-inspection fees are doubled, and for a "Very Unsatisfactory," they are tripled. (As Ron stated, the main goal is compliance.)
 - The appeal process now requires the input and opinion of the inspector who initiated the inspection report or notice of correction as the first step in responding. (Issues should first be brought to the attention of the inspector in an attempt to expedite the process.)
 - The creation of a "Very Unsatisfactory" grade, for tripled re-inspection fees only.
 - Required snow removal is changed back to an accumulation of the original 4 inches (from 2 inches). (Ron further explained that the Village only requires snow removal from driveways and the portion of the sidewalk that connects with the driveway.)
 - The adoption of the 2009 International Property Maintenance Code.
 - The code for the clearance of trees and shrubs is deleted and left as a recommendation only. (Ron explained that the Village will follow the recommendations set by the Police Department's Crime Prevention Through Environmental Design inspection as part of the Crime Free Program.)
 - Only two (not three) contacts are required on the Residential Rental License application. (The first contact is still required to reside within the Village limits.)
 - Window guards are only required when children are routinely present.

- One window air-conditioner per unit may be installed on the front of the building if there are no other reasonable alternatives. (The Commission Members suggested considering a time limit to have these up, possibly May 1 through September 30. The issue of side panels was again brought up, and John stated that this will be considered on a case by case basis and that they should be a durable material that matches the color of the building.)
- One satellite dish may be installed within 12 feet of the front wall if there are no available alternatives for reception. (The issue of capping the wires was discussed, and the Mayor asked John to work with Don Weiss on obtaining contact information for Comcast to inform them of our ordinance. John stated that he would also look into notifying other cable and satellite providers to inform them as well. The question then arose regarding telephone wires, and the Mayor asked Ron to get clarification from AT&T regarding the policies on their wires being covered.)
- Allowable window treatments are permitted to use any type of attachment that is adequate. (Ron clarified that as long as it is presentable from the outside then it will not be a problem.)
- Heat must be available from October 1 through May 1. (The code currently requires having the boiler on year round. Bill Lopiccolo suggested amending this to read “if temperature is above __degrees.”)
- Open light sockets in ceiling fixtures located within a dwelling unit are no longer a violation.
- CO and smoke detectors must be permanently affixed to a wall or ceiling. (This will be clarified to allow for plug-in detectors.)

6. Audience Participation

The audience participated in the discussion of the above items throughout the meeting.

7. Agenda for Next Meeting

The next meeting is scheduled for Wednesday, March 10, 2010 at 6:30 p.m. Mayor Hartwig will not be present at this meeting, and he requested Karen to run the meeting and discuss in detail the Crime Free program. The agenda will be sent out to the Commission Members one week prior to the meeting. Any questions on the agenda can be addressed to the Community Development Department at 630-693-7530 or emailed to Ron Zaylik at RZaylik@addison-il.org.

8. Adjournment

At 8:35 p.m., Mayor Hartwig asked for a motion to adjourn the meeting, which was approved by Diane Gosling and seconded by Megan Johnson.