

Tenant and Landlord Commission Meeting Minutes

Wednesday, April 14, 2010

Meeting was held on April 14, 2010 at 6:30 p.m. in Room 1301B of the Village Hall.

Present: Commander Karen Miller (Addison Police Department), Officer A. Monroy (Addison Police Department), Community Service Officer J. Sampson (Addison Police Department); Ron Zaylik (Community Development); Commission Members Diane Gosling, Megan Johnson, Mark Lantrip, Toni Leventis, Bill Lopiccolo, and David McNulty; and ten property owners.

1. Call to Order

The meeting was called to order by Commander Miller. She 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

Commander Miller asked for a motion to approve the minutes from the March 10th, 2010 meeting, which was approved by Toni Leventis and seconded by Mark Lantrip.

4. New Business

A. Discussion of Property Maintenance and Safety Standards

- Ron Zaylik wanted to review these standards one by one to get the Commission's approval. Bill Lopiccolo suggested going through the Housing Manual item by item; however, Ron Zaylik suggested reviewing the sheets included in the agenda where lines were included for notes to be taken. He stated that each standard should be reviewed, and this process would take approximately three to four months; the underlined text is the new language.
- Toni Leventis stated that she would like to have the Mayor present for this discussion, and Commander Miller stated that the audience should have input and it could be discussed further at the next meeting. Ron Zaylik pointed out that the Commission represents the audience, at which point Commander Miller suggested that the audience get a copy of these standards as well and then the Commission could represent the audience. She further pointed out that time was needed for everyone to review them, at which point Ron Zaylik suggested that they begin.
- **Accessory Structures:** *All accessory structures including garages, fences, gates, pools, walls, sheds, and similar structures shall be maintained to be structurally sound, in good repair, kept plumb, weather resistant, clean and sanitary. All accessory uses and structures must be properly located in compliance with the current Village of Addison Zoning standards and the applicable building codes. This was agreed upon by the Commission.*
- **Address Display:** *Every building must have its address displayed and visible from the street. The numbers must be at least 4 inches high and have a contrasting color to the surface it is applied on, so it is more visible. Script and roman numerals are not allowed. Building addresses may be required on the rear of the building for certain situations. Use of the DuPage County numbering system is prohibited within the incorporated limits of the Village. This was agreed upon by the Commission.*
- **Air Conditioners:** *All window or wall units must be properly maintained, secured, and installed with the proper enclosure and side panels, if required. Ground (free standing) units must be in the proper location (side or rear yards) and have the proper enclosure. Typically following the manufacturer's installation instructions will provide sufficient compliance for securing the unit. Side panels or enclosures must be part of the manufactured window unit or a durable and weather resistant material that is the same color as the*

adjacent window and window trim. Window units shall not be located in any window on the front side of the building (closest to the street) or on the side of the building within 12 feet of the front wall between October 1 and May 1. Each sleeping area is required to have one window for an emergency means of egress unless a door directly to the exterior is provided. Such windows must be maintained in operable condition without the use of keys, tools, or special knowledge and may not be blocked by the installation of any fan, air conditioner, or other such obstruction. All changes proposed by the Commission were added. This was agreed upon by the Commission.

- **Animals:** Every person keeping or harboring any dog or cat must register it with the Collectors Office. Three or more animals, over the age of four months, owned, bred, boarded, or offered for sale, at any given time in the same dwelling unit are ruled to be a kennel and are prohibited. Aquariums and bird cages used with the typical occupants of the same, that are not classified as dangerous or vicious by this code are exempt. Dangerous or vicious animals are prohibited (a complete listing of these animals is included in the Village Code). Bill Lopiccolo discussed setting a maximum number for birds allowed and stated that he would research the issue. It was explained that this standard applies to every residence in the Village. Pit bulls were discussed.
- **Appliances:** All appliances must be in proper working order, including having all of the required connections, power and fuel supplies, switches, handles and components properly in place and operational. All appliances must be kept clean, safe and in proper repair and working order. Where required, appliances will be properly secured, to prevent the unit from tipping over, falling over or vibrating. Compliance with the manufacturer's installation instructions, will typically address these issues. All clothes dryer exhaust system will be independent of all other systems and install per the manufacturer's recommendations. Megan Johnson discussed that washing machines were not being secured to the wall or bolted to the floor, which was determined to be a leveling issue.
- **Basement, Sleeping:** Basements that have a finished floor elevation more than three feet six inches below the average outside grade are prohibited from being used as a sleeping area or as a bedroom. English/garden apartments are acceptable. This was agreed upon by the Commission.
- **Basement, Windows:** All openable basement windows will be protected against the entry of rodents. Storm windows, screens, rodent shields or other such devices must be in place. This was agreed upon by the Commission.
- **Bathrooms:** All common area bathrooms and washrooms shall have a lockable door, (with a privacy style lock) all tenant bathrooms and washrooms shall have a latchable door. Unless mechanical ventilation is provided in each bathroom or toilet room an openable window will be required. The window must have a minimum glazed area, equal to eight percent of the total floor area of the bathroom. The clear opening of this window, under normal operation must be equal to at least 45 percent of the minimum glazed area. Air exhausted by a mechanical ventilation system from all other bathrooms or toilet rooms shall be exhausted to the exterior without recirculation to any space. This was agreed upon by the Commission.
- **Boilers:** All hot water supply boilers in multifamily buildings having six or more dwelling units and a heat input of 200,000 BTUs or more shall be inspected and approved by the office of the Illinois State Fire Marshall, in conjunction with the Illinois Boiler and Pressure Vessel Safety Act. A current certificate of inspection (approval) shall be displayed in the room containing the boiler, so that it is readily visible for confirmation. This is completed every two years and was agreed upon by the Commission.
- **Building Permits:** For any new construction, additions, alterations or repairs such as plumbing, electrical or framing building permits are required. Building permits are not required for painting, decorating, the removal and replacement of kitchen cabinets, counter tops, low voltage wiring or similar work. It was discussed that the Village has no jurisdiction over this standard. For plumbing repairs such as the replacement of a toilet, no permit is required; however, a permit is required to replace a sink. The Commission suggested taking this standard out.
- **Carbon Monoxide:** Each dwelling unit using fossil fuel to heat, cook, ventilate, produce hot water or connected to an attached garage shall be equipped with at least one approved carbon monoxide detector within 15 of each sleeping area, except as where exempt by the State of Illinois. Such detectors must be permanently affixed to a wall or ceiling or plugged into an electrical receptacle. This was agreed upon by the Commission.

- **Dog Droppings:** Any person who has under his control or custody any dog shall be responsible to remove and properly disposed of all defecation immediately upon knowledge of such a nuisance. David McNulty suggested taking this standard out, and the Commission agreed.
- **Doors, Interior:** All doors shall be kept in good repair, properly secured and with the proper handles and locks. All other doors with locks shall be kept in proper working order. This was agreed upon by the Commission.
- **Door Bells:** Door bells are not required. However, when they are provided they must be properly maintained, including their functioning and maintenance, as intended by the manufacturer, and each bell must be properly labeled, with at least the unit number. This was agreed upon by the Commission.
- **Doors, Exterior:** All exterior doors opening to an interior common area shall be self-closing and self locking. The opening or unlocking of the door from the interior (egress) side shall not require the use of a key, any tools or any special knowledge. If required by the Addison Fire Protection District code standards or by other adopted code an exterior key box and key(s) for emergency access (ingress) by the Addison Fire Protection District must be installed. The use of a remote access system from each tenant space is optional but shall require a building permit before such installation is permitted. All exterior doors shall remain useable in the manner they were intended. The blocking or barring the use of any exterior door, ~~even if not a required door or exit~~ that is part of a required means of egress is prohibited. The elimination of such doors is only permitted by sealing the opening in the same manner as the adjacent walls areas, through the building permit process. This was agreed upon by the Commission.
- **Doors, Dwelling Unit:** All egress doors providing access to a dwelling unit shall be equipped with a deadbolt lock, designed to be readily open from the egress side of the door without the use of a key, any tools or any special knowledge and shall have a lock throw of not less than one inch. A sliding bolt is not an acceptable alternative. This was agreed upon by the Commission.
- **Drainage:** No standing water on the exterior of the site, regardless of where it occurs is permitted, unless it is in an approved detention or retention area. No discharge or drainage shall be allowed to be a public nuisance or safety hazard. This was agreed upon by the Commission.
- **Driveways, general:** All driveways and driveway approaches shall be maintained free of weeds and grass, cracks and potholes, tripping hazards or defects that limit the drivability of the same and will be constructed of a hard surface, impervious material; concrete, asphalt or paving bricks. All driveway approaches (that portion within the public right-of-way) must be constructed of concrete or asphalt. Ron Zaylik wants the Commission to define “cracks.” The Commission discussed the subjective nature of terms, and they stated that they want inspections simplified. The standard is 30 days, and if more time is needed, they should be able to ask for it in writing. This topic will be discussed next month.
- **Egress:** All means of egress, whether required or not shall be kept clear of all obstructions that could impede or delay the purpose it was intended for. All egress doors shall be openable from the egress or occupied side without the use of a key, tools or special knowledge. Bars, hasps, and key or combination locks are not allowed. Each sleeping area is required to have one window for an emergency means of egress unless a door directly to the exterior is provided. Such windows must be maintained in operable condition without the use of keys, tools or special knowledge and may not be blocked by the installation of any fan, air conditioner or other such obstruction. Existing stairs in the means of egress, outside of a dwelling unit, may remain if the rise does not exceed 8.25 inches and the run is not less than 9 inches. The use of all means of egress shall be free from any obstructions that would prevent its use, including the accumulation of snow and ice. This was agreed upon by the Commission.
- **Ejector Pits:** All ejector pits shall have a gas tight lid and be properly vented. This was agreed upon by the Commission.
- **Electric Meters:** When there is more than one electrical meter servicing a building, except for obvious separation, it must be identified as to which unit or area it serves. Electrical meters within three feet of a paved area for vehicles must be protected from impact by the same. This was agreed upon by the Commission.
- **Electrical System:** Exposed wiring or recently installed Romex wiring must be eliminated. Any hazardous or dangerous, devices or installations found must be eliminated. Extension cords shall not be used in place of permanent wiring. When permitted for temporary uses, such cords shall be properly sized and connected

of the proper type and shall not be placed beneath any flexible walking surface. Appliances such as television sets, refrigerators, or other similar appliances are not allowed to be powered through the use of an extension cord. Multiple Outlet receptacles and power strips are not permitted without the device having a (built in) fuse or circuit breaker. Single power strips are allowed, multiple strips in series are not permitted. All conduits must be properly supported. The general rule is that vertical runs will be supported three feet from any box and ten feet thereafter. Abandoned conduit that is not concealed must be removed. All circuit panels and fuse boxes will be properly labeled as to indicate the specific use of each breaker and the main. Multiple panels will be labeled on the exterior panel door to indicate the unit or area it services. A minimum clearance of three feet in front of each panel with a minimum of width 30 inches is required. Open breakers spaces or conduit holes are prohibited. All electrical outlets and wiring will be properly maintained. Outlets that are painted over must be replaced. Loose outlets must be properly secured. Cracked receptacles or cover plates that are unsafe or do not provide the function they are intended for must be replaced. Missing cover plates must be replaced. Every bathroom will have at least one grounded type electrical receptacle. New, added or replaced receptacles will have ground fault interrupter protection. Every laundry area will have at least one grounded-type electrical receptacle. This was agreed upon by the Commission.

- **Exhaust Fan / Grills:** *Fan filters and grills must be in place to prevent the accumulation of grease build up and/or dirt. Filters and grills that appear ineffective must be replaced or cleaned. David McNulty wants clarification on whether this means “prevent” or “be free of.”*
- At this point, David McNulty moved to adjourn this discussion for the evening, seconded by Diane Gosling.

B. Battery Backups for Sump Pumps – To be addressed at a later meeting.

5. **Old Business** – No items to discuss.

6. **Audience Participation**

- Cathy Gau discussed some issues with Inspector Mike O’Leary. She mailed in Tenant Compliance letters, and he did not have them on file. She stated that she thought they were no longer required, but he insisted on having them. Ron Zaylik explained that these letters are not required as of May 1. Cathy also stated that Mike O’Leary wrote her up for having a vehicle with expired plates parked in one of the visitor spots at her building. This began a discussion on whether expired registration should be a landlord or police issue. She was very unhappy with his behavior toward her regarding these matters.
- Ken Kielar stated that he also received a \$150 fine for expired registration, and he appealed it. The fee was waived, and he believes it should not be a landlord issue to police their parking lots.

7. **Agenda for next meeting**

- The next meeting is scheduled for Wednesday, May 12, 2010 at 6:30 p.m.
- 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 8:21p.m., Diane Gosling moved to adjourn the meeting, which was seconded by Toni Leventis.