

**PROPERTY ENHANCEMENT COMMITTEE**  
**Citizen's Code Academy**  
**MEETING MINUTES**  
**March 28, 2018**

Present: Chair Bill Schmidt, Sandy Gresak, Jim Hilborn, Paul Gasiiecki,

Also Present: *Staff liaison:* Tom Bialas (Steve Kalish – Excused), Trustee Chester Pojack,

Absent: Syed Razvi, Mohammed Siddiqi, Don Williams, Bill Burger

Chair Bill Schmidt called the meeting to order at 6:30 PM.

**Minutes**

The February 28, 2018 minutes were approved as corrected.

Correction: The meeting was adjourned by Trustee Pojack rather than Chairman Schmidt on 2/28/18.

**Discussion Items: Citizens Code Academy**

- Seasonal Property Maintenance Issues – Winter into Spring – Exterior Areas presentation by Assistant to the Director Tom Bialas.
  - Power Point presented regarding common exterior maintenance issues encountered by Code Enforcement Officers as the season changes. Discussion included windblown debris, potholes, growing weeds, dead diseased trees and properly securing waste once it has been collected and placed for removal.

**Topic of Discussion – Miscellaneous Discussion by Committee**

- Committee Member Gresak provided information on several location related to the topic:
  - Hilltop Center at Army Trail and Gladstone had debris blown into the corner of the rear property and dumpsters in the rear area were not stored in their garbage corrals.\*
  - Garbage / recycling trucks were heard collecting waste at 4:00 AM prior to permitted hours of between 7:00 AM through to 9:00 PM.\*
  - Holiday lights from were observed as several locations that have not been taken down yet. Seasonal Decorations may be displayed until April 1<sup>st</sup>.\*
  - Auto Zone, Bloomingdale and Dale has dead / dying bushes.\*
  - Polo Club and Polo Club Ct. has a fence in disrepair. Gate is held up/secured with elastic cords.\*
- Trustee Pojack provided information regarding the following:
  - Garbage cans have been left out repeatedly past the time frame to bring the in after pick up days at a residence at the end of Hilldale on the west side of the street.\*
  - Garbage piles up and cans are left out at 2170 Payson Circle.\*
- Member Gresak inquired about proper disposal of items such as e cigarettes and smoke detectors. Chairman Schmidt and Trustee Pojack recommended contacting the waste hauler for her area for specific information as well as inquiring with the local fire department regarding any special disposal methods for smoke detectors.
- Trustee Pojack reminded the committee that a paper shredding event was coming up on April 7<sup>th</sup> at the Village after Member Gresak inquired.
- Chairman Schimdt reported the siding was missing from 1324 Leslie Lane and a screen from one of the windows was laying on the roof.\*

\*The information will be forwarded for Community Development inspectors to investigate.

**Next Meeting:**

- The next Property Enhancement Meeting will be include a Landlord/Managers Meeting is scheduled for April 25, 2018 at 6:30 pm in the Council Chamber at Village Hall.

**Adjourn:** The meeting was adjourned by Chairman Schmidt at 7:10 PM.

## Property Enhancement Committee Partnership with Community Development

The Property Enhancement Committee members assist the Department of Community Development with monitoring businesses and residences for maintenance violations or needed improvements on properties within the Village of Glendale Heights.

- Property Enhancement Committee Partnership

- Chaired by Trustee Bill Schmidt

- Members appointed by the Village President Linda Jackson

- Current Membership

- James Hilborn

- Sandy Gresak

- Bill Burger

- Paul Gasiiecki

- Syed Razvi

- Mohammed Siddiqi

- Don Williams

Community Development Liaisons  
Lead Code Enforcement  
Officer Steve Kalish  
Assistant to the Director  
Tom Bialas

- Committee Responsibilities

- Attendance at Committee meetings on the 4<sup>th</sup> Wednesday of the month as scheduled by the Village.
  - Dates are provided on the Village website and on the Village calendar.
- Committee review and discussion of ongoing Code Enforcement efforts.
- Committee input, review, consultation and recommendation of various programs and possible ordinance changes related to Code Enforcement ordinances and the Property Maintenance Code as adopted and amended by the Village as may be needed.
  - Recent examples include the Adopt a Street Program, Well Kept Property Resident Recognition Program and the Rental Program ordinance update.
- Provide a forum for public discussion on property maintenance issues at businesses and residences within the Village.
- Facilitate education programs on Code Enforcement issues, including:
  - The Citizen's Code Academy
  - The Landlord/Manager's Meetings

## 2018 Village of Glendale Heights Citizen's Code Academy



- March 28, 2018 - Topic:
  - Seasonal Property Maintenance Issues - Winter into Spring
    - Exterior Areas



As winter exits and spring blooms, the impact of the season's weather on property maintenance issues becomes more evident.

- Open areas that can catch debris due to the location of structures, trees and bushes are no longer covered by snow.
- Blustery winter winds drive the debris into these natural snares.



Property owners are required to clean and maintain their properties.

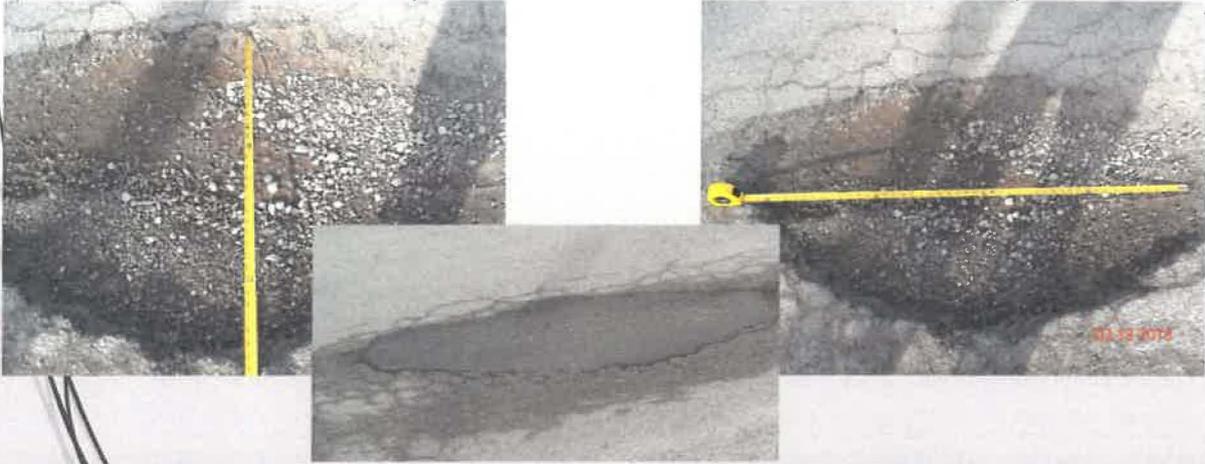
One aftermath of winter encountered by inspectors is potholes. Whether on the roads or private parking lots, the damage inflicted can have a big price tag to repair when cars hit potholes.



While potholes in the roadway are the responsibility of the jurisdiction maintaining the roads, private property potholes are a matter of property maintenance for ownership.



Code Enforcement notified this private property owner of the over 4 foot long by 2 ½ foot wide pothole in the access drive. Patch was applied in the hole within 3 days.



Other common exterior complaints Officers frequently will identified or respond to in the coming Spring include:

- \*Tall Weeds/Grass.
- \*Diseased / Dead Trees.
- \*Debris escaping from waste containers.



**SECTION 301  
GENERAL**

**301.1 Scope.** The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property.

**301.2 Responsibility.** The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

**301.3 Vacant structures and land.** All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

The Village Code: Chapter 3 of the 2006 International Property Maintenance Code is the primary enforcement tool to clean property up after the winter thaw when maintenance issues remain unresolved.

Section 301 holds the owner of a property responsible for the maintenance and cleanup.

Code Enforcement Officers and Community Service Officers initiate and respond to complaint about exterior property maintenance issues year round.

Complaints about residential, commercial and industrial locations are handled similarly.

## The typical Code Enforcement process for non-compliance.

- Identification of the property maintenance issue:
  - On-view or citizen complaint initiates a case.
  - Notification is provided to the property owner or occupant of a violation.
  - A time frame for compliance is established.
  - During that period the issue is monitored.
  - Observing compliance results in closing the Code Enforcement case.

## When compliance is not occurring:

- Citations resulting in fines and other costs can be issued.
  - Each day = a separate violation.
- Cleanup activities performed by the Village due to non-compliance result in additional costs to property owners for such services.
- Unpaid fines, court costs and expenses for services provided result in liens being filed against the property and the owner.

The goal is to obtain compliance; however, where enforcement is needed fines can add up.

## What can owners/occupants do?

- Be proactive.
  - Inspect the exterior of the house, building, and/or property year round, but especially in spring when the wear and tear of winter is more easily observed.
  - Clean up debris in yards, clear dead plants and shrubs, and make sure refuse collected stays in the cans by ensuring lids are closed securely.
  - Take inventory of the repairs that need to be done.
    - Painting \* Cleaning gutters \* Repairing damaged screens \* Patching holes in yards and driveways \* Repairing damaged fences.
  - Performing property maintenance equates to adding value to property. So, make needed repairs when needed. Failing to do so can be costly.

Using the Village website and quarterly newsletter, the Village proactively reminds residents of the importance of maintaining their property and ensuring rubbish and waste are disposed of properly.

### Glendale Heights Community Development Reminders#

Springtime is here and the annual spring-cleaning has begun.!!

Residents are reminded that rubbish and yard waste from cleanup efforts should be placed at the curb no earlier than 6:00 pm on the day preceding the day when waste is to be collected during April 1 to October 31.

Securely close containers to prevent items from blowing around the area. Remember that all waste containers and receptacles must be removed from the parkway no later than 7:00 am the day following collection. Following these neighborly requirements helps to maintain our beautiful neighborhoods as we head into summer.!!



Residents are also reminded that spring rains may cause standing water and possible flooding. It is natural for there to be some standing water after a rain, but residents should make sure that drainage areas are not blocked. Allowing water to run to storm sewers will reduce potential flooding and protect your home.!!

When owners / occupants provide the appropriate amount of property maintenance the community as a whole is enhanced.



- Next month's Property Enhancement Committee Meeting will be a Landlord/Managers Meeting and is scheduled for April 25, 2018 at 6:30 pm in the Council Chamber at Village Hall.
- For more information about the rental program and meetings check the Community Development webpage at the Village website: [www.glendaleheights.org](http://www.glendaleheights.org).

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**MEETING MINUTES**  
**February 28, 2018**

Present: Trustee Chester Pojack, Jim Hilborn, Paul Gasiiecki,

Also Present: *Staff liaison:* Tom Bialas (Steve Kalish – Excused)

Absent: Chair Bill Schmidt, Sandy Gresak, Syed Razvi, Mohammed Siddiqi, Don Williams, Bill Burger

Trustee Pojack called the meeting to order at 6:32 PM.

(Chairman Schmidt was excused and asked Trustee Pojack to start the meeting.)

**Minutes**

The January 24, 2018 minutes were approved.

**Discussion Items: Citizens Code Academy**

- Flood Protection and Drainage presentation by Assistant to the Director Tom Bialas.
  - Power Point presented regarding the drainage systems of the Village utilized to provide flood protection and proper drainage of water resulting from rainfall, melted snow & runoff. The Village's participation in Community Rating System (CRS) with the goal of reducing flooding and educating the public was discussed. Additionally, discussions with attendees included the importance of maintaining proper drainage; from individual properties, into and through the stormwater system, and on to the last outflow.

**Topic of Discussion – Miscellaneous Discussion by Committee**

- Trustee Pojack indicated the home at the corner of Gladstone and Brahm's Ct. appeared to have interior remodeling going on but no permit placard was noticed.
- Committee Member Gasiiecki reported a fence was down on Bloomingdale Road south of Gladstone and had not been repaired after having been down for some time.

\*The information will be forwarded for Community Development inspectors to investigate.

**Next Meeting:**

- The next Property Enhancement Committee Meeting will be March 28, 2018 at 6:30 pm in the Floyd Brown Room.
- The next Landlord/Managers Meeting is scheduled for April 25, 2018 at 6:30 pm in the Council Chamber at Village Hall.

**Adjourn:** The meeting was adjourned by Trustee Pojack at 7:11 PM.