

PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
August 28, 2024

Present: Chairman Bill Schmidt, Jim Hilborn, Paul Gasiiecki, Gyanila Naqvi, Jim Sullivan Michael Ontiveroz, Trustee Mohammad Siddiqi

Also Present: *Staff liaison:* Lead Code Enforcement Officer Rachel Fabiani, Building Inspector Steve Kalish, Operations Supervisor Tom Bialas, Trustee Chester Pojack, Mayor Chodri Ma Khokhar

Chairman Bill Schmidt called the meeting to order at 6:35 PM.

Minutes

The June 26, 2024 meeting minutes were approved.

Discussion Items:

Licensing Requirements – Lease Addendum. Operations Supervisor Tom Bialas and Building Inspector Kalish presented information regarding Village code related to the Lease Addendum requirement for rental licensing. Discussions included:

- The Rental Ordinance related to licensing is administered by the Community Development Department.
- Local Ordinance requires the appropriate rental license or association registration.
 - It is unlawful to fail to obtain and maintain a current license or registration.
 - It is unlawful to occupy properties that require such license without a current license.
 - It is unlawful to rent or occupy a vacant qualifying property when a license is revoked or suspended.
 - In cases where a property owner persists in failing to obtain a proper license, the Village would notify tenants when enforcement action leads to the property being required to be vacated. Committee member Gasiiecki inquired about the impact on tenants. This particular action would only result after significant effort to bring a property into compliance has been unsuccessful.
 - Community Development as administer of the program enforces violations of the ordinance.
 - Fines for such violations range from \$100.00 to \$1,000.00.
- Local Ordinance requires that rental properties have written lease agreements between tenants and landlords. As a part of the ordinance, a lease addendum, which is provided by the Village, is required to be included as a part of the lease. The addendum provides notification to both parties about the Crime Prevention Partnership Program which, as part of the ordinance, requires, the following.
 - A signed lease shall identify tenants eighteen and older.
 - Temporary guests at a property staying longer than 7 days must be reported to landlords.
 - Tenants shall be informed of the occupancy of the property.
 - Lease addendums shall be signed by tenants eighteen and older.
 - Upon request of a police or code enforcement official, the owner or owner's agent shall provide a copy of the signed Crime Prevention Partnership Lease Addendum.
 - 5-2-1 et seq., Nuisance Ordinance: This ordinance prohibits chronic nuisance activity on properties located within the corporate limits of the Village of Glendale Heights. The tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant or his or her household:
 - Shall not engage in criminal activity or violations of laws on or near the rental unit, common areas or appurtenances (accessories).
 - Shall not engage in any act intended to facilitate any violation of law on or near the rental unit, common areas or appurtenances.
 - Shall not permit on or near the rental unit, common areas or appurtenances to be used for or to facilitate any violations of law.
 - Is informed violations of the addendum constitute a material noncompliance with the lease and shall further constitute grounds for termination of tenancy and eviction.

- Is informed that the owner(s), manager(s) or other persons in charge of the property, tenant(s) in possession thereof may raise any affirmative defense delineated in Section 5-2-8 of the Nuisance Ordinance;
 - Is informed that this Ordinance is not intended to deter those persons in need of Police, Fire or Paramedic services from calling for those services.
 - Tenants and all persons who reside in the leased premises, by assuming possession of the same, agree that the landlord or his agents may release to the Police Department any information concerning the identity of all occupants.
 - State the maximum occupancy on the addendum.
 - The tenant(s) is(are) hereby notified that, upon proper notice, the Village of Glendale Heights may conduct reasonable inspections of the rental residential property, with the consent of the tenant, for purposes of determining compliance with the Village of Glendale Heights' requirements for Licensing and Inspection of Rental Residential Properties and other relevant provisions of the Village Code. Members Naqvi and Sullivan inquired about the amount of time required for tenants to be notified an inspector is coming. BI Kalish advised we have a 48 hour notification requirement landlords must give tenants. Should an inspector arrive for an inspection and the tenant is not aware of the scheduled inspection or refuses entry, landlords would have to arrange to reschedule an inspection and be subject to a re-inspection fee.
 - Tenant signatures denote the above information was provided by the landlord and tenants have read and understand the information regarding the Crime Prevention Partnership Program and Village Ordinance, and are 18 years of age or older.
 - Landlord signatures denote understanding of the above information and that the information has been provided to the tenant(s) in accordance with the Crime Prevention Partnership Program and Village Ordinance.
- Owners are required to keep a record of the legal name of tenants, provide each tenant with the name and telephone number of a responsible person that will be available on a twenty-four (24) hour basis and who has the authority to make repairs as needed, provide the property occupancy in writing and upon change of owner, managing agent or property agent report such change to Community Development.
 - Owners are reminded Owners and their managers should establish the rules at their properties from the start. Utilize a good lease agreement that specifies owner's rights at the beginning of the relationship with tenants. Ensure their attorney regularly reviews the lease being used and include the required Lease Addendum.

Topic of Discussion – Miscellaneous Discussion by Committee

- Building Inspector Kalish introduced Community Developments new Lead Code Enforcement Officer Rachel Fabiani to the Committee. LCEO Fabiani was promoted to the position with the promotion of BI Kalish to Building Inspector. LCEO Fabiani will be attending future meetings in BI Kalish's stead as they take on the responsibilities of their new positions.
- Member Ontiveroz inquired about efforts of Code Enforcement to identify non-compliant rental properties. BI Kalish explained staff examines various sources of information to identify and investigate properties that are not in compliance. Sources include records on water billing, transfer of properties, non-renewal and citizen complaints to name a few. Inspectors. Violators typically receive notification of the violation and then citations are issued requiring payment or appearance in an Adjudication Hearing.

Next Meeting:

- The next Property Enhancement Committee Meeting will be September 25, 2024 at 6:30 PM in the Floyd Brown room.
- The next Property Enhancement Committee Meeting and Landlord/Managers Meeting is scheduled for October 21, 2024 at 6:30 pm in the Council Chamber, 2nd Floor of the Village Hall.

Adjourn: Chairman Schmidt adjourned the meeting at 7:15 PM.