

**PROPERTY ENHANCEMENT COMMITTEE
LANDLORD/MANAGERS MEETING
MEETING MINUTES
January 22, 2025**

Present: Jim Hilborn, Paul Gasiiecki, Gyanila Naqvi, Jim Sullivan

Also Present: *Staff liaison:* Lead Code Enforcement Officer Rachel Fabiani, Deputy Director Tom Bialas, Trustee Chester Pojack

Absent: Chairman Bill Schmidt, Trustee Mohammad Siddiqi, Michael Ontiveroz

Committee Member Jim Hilborn called the meeting to order at 6:30 PM.

Minutes

The October 23, 2024 meeting minutes were approved.

No meetings in November and December 2024.

Discussion Items:

2025 Rental Licensing Renewal and Online Submission. Lead Code Enforcement Officer Rachel Fabiani presented information regarding the online rental licensing program implemented for the 2025 renewals. Discussions included introduction to the Cloudpermit online licensing software and the steps ownership, and their management companies, will need to use for rental license renewals. Attendees were reminded the submission due date per the ordinance in February 1, 2025.

- 2025 Single Family Rental License Renewal notices were mailed in November with Cloudpermit information and the requirement to use the online system to renew.
 - Cloudpermit allows applicants to apply, view, update, renew, pay and communicate with Community Development online regarding their individual rental properties.
 - The system will eliminate the annual mailing of notices, while improving reminder notification of a pending renewal period by sending automated notices.
- Applicants will create a Cloudpermit account at the login/create account page to start.
 - The system browser address was provided in the renewal notification mailing.
 - Cloudpermit is also available on the Community Development Rental Licensing webpage as a quick link.
 - Applicants will follow the prompts in the Create Account steps.
 - A step-by-step tutorial presentation is available to help complete the sign in.
 - The user account will be the base account for Cloudpermit activities.
- Step one is to apply per rental property.
 - Once an account is established, follow the prompts to “Create Your First Application”.
 - Select the State (Illinois) and City (Glendale Heights).
 - Choose a Category or type of rental (Single Family (\$300)/Single Family Condo (\$200).
 - Choose a Work Type (New or Renewal) - 2025 Renewal customers will select New for the initial year.
 - Choose a Work Target or specific fillable application type (Single Family Rental).
 - Enter the property address to be licensed / renewed.
 - Enter required applicant and owner information.
 - Complete the Application Form (A fillable form formatted based on the traditional renewal form.)
 - Attach any needed information based on New or Renewed submission.
 - The 2025 initial process has been established with no required attachments.
 - Should an attachment be needed, files are easily dropped into a property record in Cloudpermit.
 - Follow the prompts to sign and submit an application for the first step in the licensing process.

- Step two is the Staff Review of applications.
 - The application will be sent to Community Development for staff to review for completeness.
 - Once approved, notification and invoice will be sent that license fee can be paid.
 - Unapproved applications will result in email notification that the submittal must be updated, attachments may be required and resubmitted via Cloudpermit.
- Step three is payment and issuance of the 2025 license.
 - Online payment is available in Cloudpermit through a link to the authorized payment processing service.
 - Applicants will be redirected to the online payment service website to pay and then returned to Cloudpermit.
 - As was the case with our prior online payment service, there is a 3% service charge.
 - Upon online payment, notification that the Rental License is issued will be emailed from Cloudpermit with a copy of the 2025 Rental License.
 - Online payment receipt and license delivery via Cloudpermit take place promptly.
 - Non-online payments can be accomplished; however:
 - A Cloudpermit account and license application must be established in Cloudpermit by applicants to take payment.
 - Payments/Checks must include the rental property address and license application number designated in Cloudpermit for submitted applications.
 - Community Development staff will provide assistance as needed.
 - Step four relates to scheduling inspections during the rental year.
 - If your property has not scheduled an inspection in the prior year, you need to call the Community Development office to speak with your inspector.
 - If you passed the prior year's inspection, you will have received direction from your inspector regarding the 2025 inspection requirements.

Attendees were reminded the information from this meeting's presentation, as well as additional information about the Cloudpermit process, are available at the Community Development page of the Village website.

Additional modules of Cloudpermit related to permitting, contractor licensing, code enforcement and zoning are currently in development from implementation.

Topic of Discussion – Miscellaneous Discussion by Committee

- No items.

Next Meeting:

- The next Property Enhancement Committee Meeting is scheduled for February 26, 2025 at 6:30 pm in the Floyd Brown Room on the 1st Floor of Village Hall.
- The next Property Enhancement Committee Meeting and Landlord/Managers Meeting is scheduled for April 23, 2025 at 6:30 pm in the Council Chamber, 2nd Floor of Village Hall.

Adjourn: Committee Member Jim Hilborn adjourned the meeting at 7:45 PM.