

AGENDA
BLOOMINGTON PROPERTY MAINTENANCE REVIEW BOARD
REGULAR MEETING - 4:00 P.M.
THURSDAY, JANUARY 26, 2017
COUNCIL CHAMBERS, CITY HALL
109 EAST OLIVE STREET
BLOOMINGTON, ILLINOIS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

A public comment period not to exceed thirty (30) minutes will be held during each Board and Commission meeting, as well as all regularly scheduled City Council meetings, Committee of the Whole meetings, meetings of committees and/or task forces (hereinafter "committees") created by the City Council, work sessions, and special meetings of the City Council. Nothing herein shall prohibit the combination of meetings, at which only one public comment period will be allowed.

Anyone desiring to address the Board, Commission, Committee or City Council, as applicable, must complete a public comment card at least five (5) minutes before the start time of the meeting. Public comment cards shall be made available at the location of the meeting by City staff at least 15 minutes prior to the start time of the meeting. The person must include their name, and any other desired contact information, although said person shall not be required to publicly state their address information. If more than five individuals desire to make a public comment, the order of speakers shall be by random draw. If an individual is not able to speak due to the time limitation and said individual still desires to address the individuals at a future meeting of the same type, said individual shall be entitled to speak first at the next meeting of the same type. (Ordinance No. 2015-46))

5. MINUTES: Consideration, review and approval of Minutes from the October 27, 2016 regular quarterly meeting.

6. REGULAR AGENDA

- A. WELCOME NEW BOARD MEMBER:** Recognize Mr. Rodney Smithson for his official appointment on December 19, 2016 to the Property Maintenance Review Board.
- B. DISTRIBUTE 2012 IPMC CODE:** Present each board member with a copy of the code sections from the 2012 International Property Maintenance Code, as authored by the International Code Council and adopted by the City of Bloomington.
- C. CHECKLIST DISCUSSION :** Provide a question and answer period for Board to inquire about procedural methods for rental inspections.

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

For further information contact:

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DRAFT MINUTES
PROMERTY MAINTENANCE REVIEW BOARD
REGULAR MEETING
Thursday, October 27, 2016, 3:00 P.M.
Council Chambers, City Hall
109 East Olive Street, Bloomington, Illinois

Members present: Mr. John Capodice, Mr. Mark Fetzer, Ms. Brittany Mitchell, Ms. Julie Morgan

Members absent: Mr. Brent Moore, Mr. Mark Williams

Also present: Mr. Carey Snedden, Code Enforcement Division Manager
Mr. Tom Dabareiner, AICP, Community Development Director

Mr. Dabareiner opened the meeting and introduced himself. Mr. Snedden introduced himself. The members of the Board introduced themselves. Brittany Mitchell is a tenant member; John Capodice is a Large Landlord representative; Julie Morgan is an At-Large member, Mark Fetzer is the Contractor member. Overall membership requirements were reviewed.

The roll of the Administrative Court versus this Board was discussed. Mr. Capodice asked that landlords understand they have the PMRB as an option. Mr. Snedden explained that the violation notices provide this option. Mr. Snedden added that a majority of the cases in Administrative Court are landlord cases. Mr. Fetzer stated that the Administrative Court process is fair because the hearing officer provides time to comply; he added there is a need for this court.

Mr. Capodice wants to make sure the rules remain reasonable. He asked if there are guidelines or a list of what inspectors are looking for when they conduct a rental inspection. Mr. Dabareiner indicated that at a future meeting inspectors could be present to respond to questions. Ms. Morgan asked if there were any annual special focuses. Like stairwells this year and windows the next; Mr. Dabareiner replied in the negative.

ELECTION OF CHAIR

Mr. Dabareiner introduced the topic. Mr. Morgan nominated Mr. Capodice for chairman; seconded by Ms. Mitchell. The nomination was **approved** by a 4-0 vote as follows: Ms. Mitchell— yes; Mr. Fetzer— yes; Mr. Capodice—yes; Ms. Morgan—yes.

PUBLIC COMMENT Mr. Dabareiner explained the reason for including this item on the agenda. He asked for anyone who is interested in speaking to come forward. There was no public comment made.

MINUTES

There were no meeting minutes to review or approve.

TEXT CHANGE

Consideration and action to revise language in Chapter 45 Section 900.2 – Paragraphs (a), (f) and (g).

Mr. Snedden introduced the case and reviewed the proposed changes. He highlighted that the changes are under the Definitions section under “Acceptable Building.” He noted that in the existing code the phrase “few or no” is not clear and stated that staff proposes to replace the language with “less than three.” He stated other language remained from a prior process and staff seeks to replace it with the process already in existence.

Mr. Dabareiner explained that the City’s attorney recommended the phrase “less than three.”

Chairman Capodice asked the status of any building that fails, then passes upon reinspection. Mr. Dabareiner explained the passing building becomes a building that has passed and would no longer be subject to inspections beginning the following year when the records are updated.

Ms. Mitchell asked about the prior system and confirmed that that system is no longer used. Mr. Snedden concurred that the old grading system is no longer in use.

Ms. Morgan noted the pass-fail system was considered a couple years ago and put in place then. She added that the Board is supposed to recognize use of the 2012 Property Maintenance Code and requested copies for everyone. Mr. Dabareiner recommended bringing the 2012 code adoption issue up under New Business.

Chairman Capodice called for a motion on the proposed text amendment. Ms. Mitchell motioned to accept staff’s recommendation; seconded by Ms. Morgan. The **motion passed** with a 4-0 vote in favor as follows: Ms. Mitchell— yes; Ms. Morgan—yes; Mr. Fetzer— yes; Chairman Capodice—yes.

2017 MEETING SCHEDULE

Mr. Snedden introduced the discussion and highlighted that the meeting schedule proposed would retain the fourth Thursday schedule and on a quarterly basis. He asked for a vote of support from the Board. Ms. Mitchell asked if the meeting time could be after 4:00PM. Mr. Fetzer agreed that the later time may also be easier for any landlords who come before the Board. Chairman Capodice motioned to approve the proposed meeting schedule with a 4:00PM start; seconded by Ms. Morgan. The **motion passed** with a 4-0 vote in favor as follows: Ms. Mitchell— yes; Ms. Morgan—yes; Mr. Fetzer— yes; Chairman Capodice—yes.

OTHER BUSINESS

None

NEW BUSINESS

Ms. Morgan asked that everyone on the Board have a copy of the 2012 International Property Maintenance Code.

Mr. Fetzer asked for a list of typical inspection items to be sent with the registrations. Mr. Dabareiner stated such a list would not be ready this time, but could be for the future; he added that this will be an agenda item for the next meeting so it may change.

ADJOURNMENT

Ms. Morgan motion to adjourn; seconded by Chairman Capodice. The motion passed unanimously by voice vote. Meeting was adjourned at 3:34 PM.

Respectfully,

Tom Dabareiner AICP
Community Development Director
Acting Secretary