

AGENDA
BLOOMINGTON PROPERTY MAINTENANCE REVIEW BOARD
REGULAR MEETING - 4:00 P.M.
THURSDAY, JANUARY 25, 2018
COUNCIL CHAMBERS, CITY HALL
109 EAST OLIVE STREET
BLOOMINGTON, ILLINOIS

1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **PUBLIC COMMENT**
 4. **MINUTES:** Consideration, review and approval of Minutes from the October 27, 2016 regular quarterly meeting.
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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. **MEETING SCHEDULE FOR 2018:** Board consideration of 2018 quarterly meeting schedule.
 - C. **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.
 - D. **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:

Carey Snedden, Code Enforcement Division Manager
Department of Community Development
Government Center
115 E. Washington Street, Bloomington, IL 61701
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E-mail: csnedden@cityblm.org

DRAFT MINUTES
PROPERTY 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



Carey - FYI
Office of the City Manager

December 20, 2016

Rodney Smithson
53 Brookshire Green
Bloomington, IL 61704

- Your newest PMRB member.
- please call him and explain
the next meeting, etc.

Dear Rodney:

The Mayor officially appointed you to the *Bloomington Property Maintenance Review Board* on December 19, 2016. You will be completing the unfulfilled term previously held by Valerie Dumser whose term will expire April 30, 2017, at which time you will be eligible to reapply. This Committee meets regularly on the fourth Thursday of January, April, July and October at 3:00 p.m. in City Hall. The Staff Liaison of the Board is Tom Dabareiner who can be reached at tdabareiner@cityblm.org.

Public Act 97-504 amended the Open Meetings Act to require all members appointed to City Boards and Commission complete online training. The training is available on the Illinois Attorney General's Office website at www.illinoisattorneygeneral.gov. It is found under the *Ensuring Open Honest Government* box. You must establish an account to complete the training. There are sixty-two (62) slides and twelve (12) questions. Estimated completion time for the training is one (1) hour.

Please print your certificate upon completion and turn it into the City Clerk's Office, 109 E Olive Street, P.O. Box 3157, Bloomington, IL 61702-3157.

If you have any questions and/or require any additional information, please contact the City Clerk's Office at 309-434-2240.

Thank you for volunteering your time to improve the quality of life for all the residents of Bloomington. We hope you enjoy working on the *Bloomington Property Maintenance Review Board*.

Sincerely,


Beth Oakley

Executive Assistant

c: ✓ Tom Dabareiner
Cherry Lawson

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"Jewel of Midwest Cities."

Property Maintenance Review Board
2018 Quarterly Meeting Schedule

Meetings will be on the fourth Thursday in January, April, July and October

Located in the City of Bloomington City Council Chambers at 4:00 PM

Quarterly meeting dates will be as follows:

January 25, 2018

April 26, 2018

July 26, 2018

October 25, 2018

These meeting dates have to be submitted to city council for approval.

The Property Maintenance Review Board must approve these dates before staff can submit to the city clerk for agenda consideration.

Rental Property Checklist

Dear Landlord:

The City of Bloomington is providing this checklist as a tool to evaluate the condition of your rental property prior to a routine inspection. By using this guide, you may avoid a lengthy inspection and potentially costly re-inspection fees. While it is impossible to list every violation of the *Property Maintenance Code*, this list contains violations that are commonly found during a routine inspection.

Exterior of Building

- 1 Are sidewalks, walkways, stairs, driveways, parking spaces and similar areas in a proper state of repair, and maintained free from hazardous conditions?
- 2 Are accessory structures including detached garages, fences and walls structurally sound, good repair with no peeling paint?
- 3 Are exterior wood surfaces, other than decay-resistant woods, protected from the elements and decay by paint or some other protective covering or treatment? Is bare wood visible, does it show signs of rot and decay?
- 4 Are all siding and masonry joints maintained weather resistant and water tight?
- 5 Are the address numbers visible from street? Are apartments properly identified?
- 6 Is the foundation free from holes, large cracks and openings?
- 7 Are exterior walls free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated to prevent deterioration? Are the surface coatings consistent with surrounding areas of the exterior walls?
- 8 Is the roof and flashing sound, tight and not have defects that admit rain? Are the roof drains, gutters and downspouts maintained in good repair and free from obstructions?
- 9 Are all cornices, belt courses, corbels, terra cotta trim, wall facing and similar decorative features maintained in good repair with proper anchorage and in a safe condition?
- 10 Is every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads? Do they have level, uniform treads & risers?
- 11 Are guardrails present for all open porches, decks, and landings that are higher than 30 inches above grade?
- 12 Are all chimneys, cooling towers, and smoke stacks maintained structurally safe and sound, and in good repair?
- 13 Are exterior doors, door assemblies and hardware maintained in good condition?
- 14 Are basement hatchways and doors maintained to prevent the entry of rodents, rain and drainage water?
- 15 Are operable windows located 6ft or less above the ground level equipped with locking devices?
- 16 Are exterior doors equipped with deadbolt locks (slide bolts are not acceptable)?
- 17 Is garbage properly stored (lids on all cans) and cans not visible from the street?

Interior of Building

- 18 Is every window, skylight, door and frame in sound condition, good repair and weather tight? Are all glazing materials free from cracks and breaks? Is every window, other than fixed, easily openable and capable of being held in position by window hardware?
- 19 Are the walls and ceilings free from peeling paint and loose plaster? (Raw and unfinished drywall is not considered clean or sanitary)
- 20 Are all walking surfaces in sound condition and good repair?
- 21 In a multi-family building, are door closures self-closing and latching (if required)?
- 22 Are doors free from cracks, breaks, or holes? Do they fit reasonably well within the frame?
- 23 Are handrails firmly fastened and maintained in good condition? (Required if more than 4 risers)

Light, Ventilation, and Occupancy Limitations

- 24 Is every common hall and stairway in a multi-family building lit at all times?
- 25 Does the bathroom or toilet room have an operable window OR a mechanical means of ventilation?
- 26 Is the clothes dryer vented to the exterior?
- 27 Does the dwelling meet the space needs of the occupants?

Plumbing System

- 28 Does each dwelling contain a bathtub or shower, lavatory, water closet and kitchen sink that is maintained in a sanitary, safe working condition? (no leaking water pipes, sufficient hot and cold water supply and pressure)
- 29 Are plumbing fixtures properly installed and free from obstructions?
- 30 Is the water heater equipped with a temperature/pressure relief valve, relief valve discharge pipe (copper or galvanized) and gas shut off valve?
- 31 Do all plumbing stacks, vents, waste and sewer lines function properly, free of obstructions and leaks?
- 32 Is the washing machine properly connected to the drainage system?
- 33 Are there any open drain lines?

Electrical System

- 34 Are electrical equipment, wiring and appliances installed properly and maintained in a safe manner? (no missing cover plates, open splices or painted receptacles, junction boxes are secured, cover over the electric panel, wiring is supported)
- 35 Does every habitable space contain at least two receptacles? Does every laundry room contain a grounded type receptacle or a GFCI? Does every bathroom contain at least one receptacle?
- 36 Is the electrical system free of hazards?
- 37 Is there a working light fixture present for every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, and furnace room?

Heating System/Mechanical Equipment

- 38 Is the heating system capable of maintaining a room temperature of 68 degrees F in all habitable rooms, bathrooms and toilet rooms (October 1 - May 31)?
- 39 Are all mechanical equipment, fireplaces and solid fuel-burning appliances installed properly and maintained in a safe working condition?
- 40 Are all fuel-burning heating equipment connected to an approved chimney or vent?
- 41 Does the fuel-burning equipment have a proper shut off valve?

Fire Safety

- 42 Are smoke detectors located on each floor of the dwelling, including the basement? Are smoke detectors located **within** all rooms used for sleeping? Are smoke detectors located just outside the immediate vicinity of bedrooms. Do all smoke alarms function properly?
- 43 Does every sleeping/bedroom have a least one operable window that meets emergency egress/rescue standards?
- 44 Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or storage?
- 45 Is there a 3 foot clearance around any heating appliance or other source of ignition within the dwelling? (not including cooking stoves)