

# **Village of Carol Stream**

## **Special Meeting of the Village Board Rental Housing Licensing Program**

Gregory J. Bielawski Municipal Center  
500 N. Gary Avenue, Carol Stream, IL 60188

August 18, 2014  
6:00 p.m. – 7:23 p.m.

### **Meeting Notes**

#### **ATTENDANCE:**

**Mayor Frank Saverino, Sr.**  
**Trustee Matt McCarthy**  
**Trustee Don Weiss**  
**Trustee Mary Frusolone**  
**Trustee Rick Gieser**  
**Trustee John LaRocca**  
**Clerk Beth Melody**

**Joseph E. Breinig, Village Manager**  
**Robert Mellor, Asst. Village Manager**  
**Chris Oakley, Asst. to the Village Manager**  
**Ed Sailer, Acting Chief of Police**  
**James Knudsen, Dir. Engineering Services**  
**Robert Glees, Dir. of Community Dev.**  
**Jon Batek, Finance Director**  
**Tom Eby, Police Officer**  
**Tom Miller, Police Commander**  
**Jason Guisinger, Village Attorney**  
**Michelle Moore, Village Prosecutor**  
**Rick Brogan, Hanover Park Crime Free  
Housing Coordinator**

The meeting was called to order at 6:00 p.m. by Mayor Saverino and the roll call read by Village Clerk Melody. The result of the roll call vote was as follows:

Present: Mayor Saverino, Trustees LaRocca, Gieser, Frusolone, Weiss and McCarthy  
Absent: Trustee Schwarze

### **Rental Housing Licensing Program**

Rick Brogan, Hanover Park Crime Free Housing Coordinator made a presentation regarding crime free housing. Crime Free Addendum allows problem tenant to be evicted. Excludes domestic violence from crime free lease addendum, dealt with as a crime. Do not evict spouse due to domestic violence issue. Landlord is responsible for crime free, not the tenants. The landlord, not the Village makes sure the housing is crime free. We will work with landlords, do not bring to court. Warning letter from the Chief of Police for the first violation. Any subsequent offense would be a \$750.00 fine to the landlord, not the tenant. You need to educate the landlords. Section 8 housing is much better now. Over 18 years of age, you must sign the crime free addendum. Rental Properties need to take the class also. Let landlords know you have social workers.

Acting Police Chief Ed Sailer presented a power point presentation on Crime Free Housing which consisted of the following:

- ***What it is***  
It partners property owners, residents, and law enforcement personnel in an effort to eliminate crime in multi-housing properties.  
Provides additional resources for owners and landlords  
Extend our community policing philosophy to work in conjunction with all owners and neighborhoods.
- ***Benefits***  
Lower maintenance and repair costs.  
Increased property values  
Improved personal safety for tenants, landlords and managers  
Reduced exposure to civil liability  
A stable, more satisfied tenant base  
Increased demand for rental units with a reputation for active management.
- ***Village Statistics***  
There are approximately 4500 rental units within the Village.  
Of these, approximately 700 are single family homes/townhomes.
- ***Program Phases***  
Phase I-Mandatory eight hour training seminar.  
Phase II-Inspection and CPTED survey.  
Phase III-Crime Free Commitment
- ***Phase 1 – Training***  
Crime Prevention Theory  
CPTED (Crime Prevention Through Environmental Design) Theory  
Benefits of resident Screening  
Lease Agreements and Eviction Issues  
Crime Free Lease Addendum
- ***Phase 2 – CPTED Survey***  
CPTED Survey  
Minimum window, door and lock standards  
Minimum exterior lighting standards  
Key control procedures  
Landscape and maintenance standards
- ***Phase 3 – Crime Free Commitment***  
Landlords Written Commitment  
Tenant Screening  
Crime Free Lease Addendum  
Maintenance of Property  
Working with the Police
- ***Training Seminars***  
Seminars will be held at the Village Hall  
Instructors will include the Crime Free Housing Coordinator and Crime Prevention Officer. They also may include the Fire Department and our local prosecutor.  
Dates and times will be alternated from weekdays, weekends, and split days (4 hours each)  
Classes held approximately four times a month
- ***Seminar Topics***  
Crime Free Lease Addendum  
Application Process  
Background and Credit Checks  
CPTED and Crime Prevention

Active Property Management  
Crime Problems  
Non-Compliance

- ***Seminar Guidelines***

- Initial seminars held for large properties
  - Subsequent seminars held for all others
  - Mandatory attendance to receive rental license
  - Recertification not required.

- ***Exceptions***

- All elderly, retirement and nursing facilities
  - Belmont Village, Colony Park and Windsor Park

- ***Recommendations***

- Adopt an ordinance with a fee schedule
  - Adopt a Nuisance Abatement Ordinance specifically for Crime Free Housing
  - Hire a coordinator and send to training if necessary
  - Purchase computer tracking software
  - Advertise and announce the program to renters and to the public
  - Focus on collecting information for licensing
  - Educate owners/managers

- ***Short Term Recommendations***

- Only Require Phase I
  - Educate owners/managers about the possible ramifications of non-compliance and violations

- ***Long Term Recommendations***

- Perform inspections on a rotating basis
  - Hire an additional person to assist the coordinator with inspections and the identification of code violations

- ***Fee Options***

- Flat fee for apartments
  - Flat fee for all others
  - Sliding scale fee per apartment building

- ***Fines***

- Non-compliance of obtaining a license is \$750
  - Criminal activity/nuisances on property for owner is \$750
  - Materials for eviction will be provided to owners upon request
  - Fines for property violations will be last resort

- ***Notices for Eviction***

- 5 day notice (non-payment of rent)
  - 10 day notice (violation of Crime Free Addendum)
  - 30 day notice (when there is a month to month lease)
  - When notice is served a Forcible Entry and Detainer Action is filed
  - Landlord must serve tenant Order of Possession paperwork (County may assist)

- ***Notices for Eviction***

- Order of Possession is entered in court. Generally the Judge will provide the tenant 7-14 days to leave.

- Order of Possession must be placed with the Sheriff for eviction. If tenant has not left within the time period, the Sheriff will evict.

- We can purchase and supply copies of paperwork, provide a CD or they can be obtained from the Clerk's Office.

- Attorney is not needed, but recommended, unless familiar with the process.

- ***Evictions***

Crime Free Lease Addendum provides Illinois Statute 735 ILCS 9/120 that eviction can commence for criminal acts on the property.

- ***Carol Stream Options***

Phase 1 Includes:

No physical inspection of property is required

Encourage voluntary compliance from all owners on minimum security and building standards

Phase 2 Includes:

Inspections upon request

Phase 3 Includes:

If owners have their tenants attend a training session, the property will qualify as an "Official"

Crime Free Housing Property and can use it in advertising along with signs on their property.

- ***Once We Are In***

We are All in.

This program is honest and direct. It is solution oriented. It is designed to be easy, yet very effective in reducing the incident of crime in rental property.

This will enhance the quality of life for all residents within the Village.

Ed Sailer stated no property inspections initially by Community Development Department – only crime free aspect. There are 3 phases initially, concentrating on Phase 1 training while Phase 2 and 3 are voluntary. There will be a flat fee of \$100.00 per building of 4 or more. Fee would be set to recoup costs to administer the program. Staff can show impact of fees for various complexes in the Village of Carol Stream. An example would be Lakehaven at \$100 per unit would equal \$49,200 or \$100 per building which would equal \$3,000.

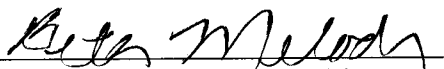
Village Manager Breinig suggested waiving the license fee of \$25.00. The Village already has a working relationship with multi-family landlords. It is the Village's intent not to be heavy handed, but to work with the landlords.

There being no further business, a motion was made by Trustee McCarthy and seconded by Trustee Frusolone to adjourn the Special Board meeting. The meeting was adjourned unanimously at 7:23 p.m.

FOR THE BOARD OF TRUSTEES



Frank Saverino, Sr., Mayor



Beth Melody, Village Clerk

Minutes approved by the President and Board of Trustees on this

2<sup>ND</sup> day of SEPTEMBER 20 14.

*Ruth Melody*

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Village Clerk