

MEETING NOTES
SAFE AND HEALTHY NEIGHBORHOODS – WORKING GROUP

JANUARY 15, 2013

Announcements by the chair:

- John Musante will be attending the Public Forum on January 22nd.
- Phil Jackson has a visual of rental regulations to discuss
- Review meeting schedule
- Complete discussion of the Why, What and How
- Review draft rental registration form
- Need to discuss format for forum and how the Group would like to conduct the Forum
- Staff will have info to present at the January 29th meeting

Janet Keller shared an email that she had received from Adrian Fabos.

Phil Jackson presented a draft graphic that he created to capture the essence of what they are trying to focus on. One of the major concerns he has heard is, that complexes are being targeted. So this is a way to target those fears. Translates the charge, the why, the what and the how into something concrete. Suggested that this type of graphic might be good for making presentation at Town Meeting.

SOK: Reminder - the reason we are working with the lists, is that it is a constructive way to define what it is we are looking for from the rental registration process. Feels that it is critical at a policy level that the group has agreement at this point, but doesn't think they need to get too obsessed with the language of them. The point of all of this has been to move from step 1 to step 2 to step 3.

Step 1 – Why List

Why are we all gathered here to try and deal with rent regs? What are we trying to capture thru the rent reg process?

Group okay w/*Why* list of 1/15/13

Step 2 – What List

What would we want a compliant property to be? What are the elements we would want to have covered by a compliant rental property?

Regarding #1 – list of rental properties – change wording to “comprehensive, **current**” list.

Group okay with *What* list of 1/15/13 with PJ's minor addition

Step 3- How List

How would rental registration ensure compliance?

Continue with where group left off at the last meeting:

#7 Owner/manager understands and provides to tenants the Town's bylaws...

Thoughts/concerns:

- Need to keep registration current; need to certify that it is. Some communities use the requirement that the certificate or permit be posted on the property.
- If requiring the bylaws be posted, that also be part of the inspection
- Concerns that certificate won't stay posted, should be part of lease
- There is a range of options for making renter aware
- Fundamental decision we have to make whatever the requirements are, we need a way to keep a record.
- About consistency, all must be required to provide info the same way, so that inspectors know where to find the info
- Agrees, that landlord to prevent further liability or problems needs something showing the tenant has rec'd info and signed for it. Have separate piece of paper they sign or as part of lease
- Students getting info as freshmen and with reminders from the APD – the message is getting to them. Only 17 – 19 % of the disturbances the APD gets called to, result in punitive action.
- Likens it to getting a mortgage – sign all those documents attesting to the fact that you received certain documents. Build into the leasing process so there is full disclosure. If you are a good landlord, and do what you are sup to do than this whole thing should be fundamentally seamless and should not cost money out of pocket and should not make life difficult and there should be a reward (like a good rental prop list) for doing it right.
- If the Town has very specific things that it wants the owner tenant mgr & to know. It is the Town's responsibility to define those things and the Town's responsibility to create and produce.

Mechanism = property registration and potential inspection will be required

#8 The owner/manager understands the penalties for non-compliance (penalties to be determined).

Mechanism = property registration

Group in agreement

#9 The owner/manager agrees that it is important to give inspectors access to the property...

Mechanism = property registration

Group in agreement

Rental Registration Form – Review of Rough Draft

Property Address: include space for email addresses

Inspection: Not every property needs to be inspected by TOA if inspected by HUD or other agency. Landlords concerned about long term tenancies, so a question regarding length of tenancy included which may affect how often the property needs to be inspected.

Parking Plan: Not every property will need to change its parking plan, but every property must have a plan. Registration will capture those properties that do not have a parking plan.

- Discussion about removing the 3rd bullet. Could have: “I don’t know if this property has an approved parking plan or not, but I understand that one is required.”
- Worried that people might select 1st bullet if 3rd option not given.
- If they don’t know, need to come into IS to check w/Bldg Commissioner
- Registration process would help weed out properties that don’t need everything
- How to tie into existing process?
 1. Property card
 2. Bi-annual property tax – add checklist. Can use GIS to search for those who have not filed registration
- If town knows who has parking plan, why not just have Town add this info to the list
- Too huge
- It’s about establishing mutual understanding between the Town and property owner about what is required
- Concern about parking plan – what’s acceptable
- Need to be flexible. Bigger props may need water runoff, etc. to meet zoning
- Plan could be scanned in and attached to property card
- Is there a way to pre-populate the form
- Tap into existing info
- Add snow removal to parking plan
- How do you know how many cars are allowed on a property?
- Regulations will provide that info

Concept of the form – what does group think? Is it adequate to capture the info that we need? If not, we need to add more

- Need signature on form indicating that have read & understand & will comply with.
- How is it possible to do inspections between tenancies?
- Town staff understands turnover and recognizes can’t do pre-tenancy inspections
- Info needs to be avail to public on GIS
- Goal of form – we have a mechanism to get properties registered
- Why are we inspecting? Safety. Then we need whatever we need to correct issue

- Dave Ziomek indicated that Town staff are waiting for the group to put their lists together so they can move forward.
- No longer open to permit or license?
- Need to agree what makes a compliant property which allows us to regulate it. Regs will address non-compliance penalties for non-compliant & what those penalties will be
- Owner/mgr responsibility missing
- Add para & signature – mutual understanding
- Where does the buck stop? Who is responsible? Need to get thru registration & regulations and then we’ll have to address penalties/enforcement

Forum to include:

- Progress to date
- Presentation
- Drawing/usual related to our lists
- Brief, succinct w/reading material available
- Ways for people to send in questions
- ACTV
- How we got here
- Flip pad to note public comment