

Minutes
The City of Frederick
Ad-Hoc Rental Licensing Workgroup
April 6, 2023

This meeting was called to order at 10:04 a.m.

In Attendance were Kimberly Ashkenazi, Ryan Trout, Hugh Gordon, Catherine Dorsey, Vincent Frillici, and Lauren Graziano as members of the Rental Licensing Workgroup.

City Staff present were Rachel Nessen, Marc DeOcampo, and Kim Loop

Aldermanic Liaison, Alderwoman Donna Kuzemchak was also present.

- I. Minutes for the March 15, 2023 meeting were approved by the Workgroup with one correction: the Mayor and Board of Aldermen Workshop date is April 26, 2023.
- II. Old Business
 - a. None
- III. New Business
 - a. Discussion of Memo for Mayor and Board of Aldermen
 - b. Go through Ordinance start to finish and compare to City Code redline proved by the City Attorney
 - c. Discussion of how to best format memo
- IV. No changes to Ordinance Sections 12.5-31/ City Code redline 12.5-32: Purpose and Definitions
- V. Changes to Ordinance Section 12.5-33/City Code redline 12.5-73: Administration
 - a. 12.5-73(b)
 - i. Notices will be sent 1st class mail to Owner, Occupant, and Local Representative as well as emailed to Owner and Local Representative. This language will be used for all notices within the entire Ordinance and City Code
- VI. No changes to Ordinance Sections 12.5-34, 12.5-35/City Code redline 12.5-74, 12.5-75
- VII. Discussion of hotel/motel/dorms/bed and breakfast definitions Ordinance Section 12.5-36/City Code redline 12.5-76: Scope. (a) Exceptions.
- VIII. Changes to Ordinance Section 12.5-37/City Code redline 12.5-77: Local Representative
 - a. 12.5-37
 - i. Add radius for Local Representation (see City Code redline 12.5-77)
- IX. No changes to Ordinance 12.5-38/City Code redline 12.5-78. Review of Licensing timeline and advertising/showing rental properties

- X. Changes to Ordinance Section 12.5-39/City Code redline 12.5-79: Licensing process
 - a. 12.5-39 (a)(1) /12.5-79 (a)(1)
 - i. Add number of units for the property
 - b. 12.5-39 (a)(2) and (3)/12.5-79 (a)(3) and (4)
 - i. Add email address for Owner and Local Representative
 - c. Discussion of “owner” definition
 - i. Found in City Code Section 1-2

- XI. Changes to Ordinance Section 12.5-40/City Code redline 12.5-80: Inspections
 - a. 12.5-40(b)/12.5-80(c)
 - i. Remove 3rd Sentence: “The procedures must also provide that to the greatest extent practicable, of the 15% of unites inspected each year, 25% will be single family detached houses, 25% will be townhouses, and 50% will be multi-family units.”

 - b. 12.5-40/12.5-80(g)
 - i. Fix typo first sentence to “not in compliance” or “not compliant”
 - ii. City Attorney reviewed changes to this section (see City Code redline 12.5-80(g)) after discussions with Code Enforcement staff
 - iii. Discussion of 72 hour notice to tenants before inspection, per will of the Workgroup

- XII. Changes to Ordinance Section 12.5-41/City Code redline 12.5-81
 - a. 12.5-41(c)/12.5-81(c)
 - i. Reissuance recommendation is six (6) months, not one (1) year
 - ii. Addition of word “knowingly” to 12.5-41(a)(2), see City Code redline 12.5-81(a)(2)

- XIII. Changes to Ordinance Section 12.5-42/City Code redline 12.5-82: Appeals
 - a. Fix alphabetical formatting: a,b,c,d,e in City Code redline 12.5-82
 - b. Discussion of language in 12.5-42 Ordinance Appeal section
 - i. See City Code 12.5-83 (a) and (b)

- XIV. Changes to Ordinance Section 12.5-43/City Code reline 12.5-83: Notice to Vacate
 - a. 12.5-83(b)
 - i. Remove 2nd sentence: “the notice must include a statement as to whether or not the property owner has appealed or intends to appeal the revocation.”
 - ii. Discussion of City Forms

- XV. Changes to Ordinance Section 12.5-44/City Code redline 12.5-84: Violations and enforcement
 - a. 12.5-44(b)
 - i. Remove (b) in its entirety

- XVI. No change to Ordinance Section 12.5-45/City Code redline 12.5-85: Tenant Protections

- XVII. Changes to Ordinance Section 12.5-46/City Code redline 12.5-86: Public Education
 - a. 12.5-46
 - i. Rework language regarding scope see 12.5-86
 - b. 12.5-86
 - i. Suggested language: “The City shall establish and facilitate a program to explain and clarify the purposes and requirements of this article and related programs or resources for owners, housing providers, tenants, and other members of the public.”

- XVIII. Discussion of tenant ability to put rent funds into escrow under this program. Workgroup would like escrow rights education for tenants as part of City public education plans

- XIX. Changes to Ordinance Section 12.5-47/City Code redline 12.5-87: Special Funds
 - a. 12.5-47
 - b. Change percentages in (c): tenant protection fund from 20% to 30 % and (d): Rental assistance fund from 30% to 20% and language in (c) (see City Code redline 12.5-87)

- XX. Changes to Ordinance 12.5-48/City Code redline 12.5-88: Annual Report
 - a. 12.5-48(a)
 - i. Change June 30 or each year to no later than March 1
 - b. 12.5-48(b)
 - i. Add more detail and metrics to (2) through (8), see City Code redline

- XXI. Discussion of member roles for memo and during real-time presentation/recommendations before the Mayor and Board at the April 26, 2023 public Workshop.

Notice given to Workgroup that approved Redline Document and other documents/memos are due to the City Clerk no later than Friday, April 14, 2023 for public notice usage.

Next meeting will be the Public Mayor and Board of Aldermen Workshop at 3:00pm on April 26, 2023 in the Boardroom at City Hall.

This meeting adjourned at 11:49 a.m.

Respectfully submitted,
Kimberly Loop