

**Legistar 75926, will be updated to reflect the merge of the Housing Strategy and Landlord/Tenants Issues. The City County Homeless Issues committee will be evaluated as part of the ALL Board & Committees review.**

**Committee Duties**

<b>Powers and Duties</b>	<b>Landlord and Tenant Issues</b>	<b>Housing Strategy Committee</b>	<b>New Committee</b>
Serve as a forum for discussion and communication about landlord-tenant issues	X		Rental Renter/Landlord Issues
Make recommendations on all aspects of landlord and tenant policies and issues, including landlord and tenant issues in Chapters 27 and 32 of the Madison General Ordinances	X		Rental/Tenants Policy Chapter 27: Minimum Housing and Property Maintenance Code Chapter 32: Landlord and Tenant – Conflict Resolution
Perform the functions formerly exercised by the Rent Abatement Oversight Committee	X		Rental 32.04 - RENT ABATEMENT Oversight
Serve as a forum for discussion and communication about housing strategies		X	
prepare and submit a biennial housing report: 1.Current data on Madison and regional housing supply and trends; 2.Strategies for maintaining a broad range of housing choices for all households and income levels;		X	Supply of: Rentals, Owner Occupied Affordable Housing, All Income Levels  Add: Student Housing, Asylum Seekers, Report Outputs
3.Strategies for maintaining and increasing affordable owner-occupied and rental housing in Madison and the region			Landbanking, Co-Op, Hotel to Housing, Transitional Housing, TIF Aging at Home
review the biennial housing report prepared by the Department of Planning and Community and Economic Development staff		X	Report Outputs
shall have such other powers, duties and functions related to housing as are conferred on it by the Mayor and the Common Council from time to time		X	

Combine Committees: Landlord and Tenant Issues & Housing Strategy Committee

**Committees Current Composition** (Staff not included)

# of Members **	Committee			
classification	LTIC	HSC	Grand Total	
Alder		2	2	4
Madison Area University/College Student		1		1
Apartment Owners Organization Representative		1		1
Tenant Organization Representative		1		1
Resident Member		3	7	10
<b>Grand Total</b>		<b>8</b>	<b>9</b>	<b>17</b>

**2022 Meeting Frequency**

Count of Meetings in 2022	Time			
Committee	Canceled	5:00:00 PM	Grand Total	
HOUSING STRATEGY COMMITTEE		7	5	12
LANDLORD AND TENANT ISSUES COMMITTEE		4	8	12
<b>Grand Total</b>		<b>11</b>	<b>13</b>	<b>24</b>

**Agenda Discussions 2022**

Count of File # / Agenda Items	Type Discussion, MISC, Reports			
Committee*	MISC, Reports	Ordinance	Resolution	Grand Total
Housing Strategy Committee	4	1	1	6
Landlord and Tenant Issues Committee	23	4		27
<b>Grand Total</b>	<b>27</b>	<b>5</b>	<b>1</b>	<b>33</b>

# of Discussion Topics	Type Discussion, MISC, Reports			
Topic	MISC, Reports	Ordinance	Resolution	Grand Total
Affordable Housing Development Fund	1			1
Cat declaws		1		1
Housing Forward Strategies	4			4
Landmark Ordinance		1		1
Lot Rentals	1			1
Planning Framework			1	1
Rent Abatement	6	1		7
Retaliation Protection	4	2		6
<b>Grand Total</b>	<b>16</b>	<b>5</b>	<b>1</b>	<b>22</b>

Combine Committees: Landlord and Tenant Issues & Housing Strategy Committee  
 Legistar Details – 2022

Committee Structure Working File:

# of times File was discussed			
Type	File #	Title	Total
Ordinance	67531	Amending Section 32.04, Relating to Rent Abatement Procedures.	1
	70641	Amending Sections 41.02, 41.03(5), 41.05, 41.11, 41.14(2)(b) and (c), 41.14(3), 41.15(1), 41.18(3); and Repealing and Recreating Subchapter 41G of the Madison General Ordinances.	1
	70762	Creating Section 32.11(10) of the Madison General Ordinances relating to prohibiting a rental agreement from requiring that a cat be declared in order to be permitted as a pet in a rental property.	1
	72638	SUBSTITUTE: Amending 39.03(2), 39.03(4)(a), (c), (d), (g), (h), (i), (j) and (k) and creating 39.03 (p) to add protections for building code complainants.	1
	73770	Amending Section 32.15 of the Madison General Ordinances, relating to expanding prohibitions on retaliation against tenants.	1
	71147	SUBSTITUTE - Authorizing the Planning Division's shift to a Planning Framework with 12 higher level Area Plans to be updated every 10 years	1
	Resolution	66903	Review and act on rent abatement ordinance changes
68384		Discuss feasibility of proposed RA changes and take action as needed	1
Discussion, MISC, Reports	69323	Continue to revise the Rent Abatement program (MGO 32.04) using racial equity analysis recommendations.	3
	69840	Housing Forward update from CDD's Linette Rhodes.	1
	69841	Discuss possible community outreach efforts around retaliation and tenants' rights with Deputy Mayor Katie Crawley from the Mayor's office.	1
	69842	Discussion around how to frame and implement RA recommendations around disability with guest Steven Wheeler from Disability Rights Wisconsin.	1
	69843	Manufactured Home Lot Rentals - MGO 9.23	7
	70606	Housing Forward- Homeownership Strategies 2022 and Beyond	1
	71470	Retaliation complaint presentation with Equal Opportunities Division.	1
	72131	Housing Snapshot Draft Data Report	1
	72739	Publicizing rent abatement changes.	3
	72794	Finalize Housing Snapshot report	1
	72795	Affordable Housing Glossary	1
	73237	Discussion of Madison General Ordinance 32.15, Retaliation Prohibited	1
	74293	Retaliation process timeline discussion with Civil Rights' Equal Opportunities Division.	1
	74294	Implementing RA changes: updates	1
<b>Grand Total</b>			<b>33</b>

# Combine Committees: Landlord and Tenant Issues & Housing Strategy Committee

## City Housing Policies and Procedures Committee

### Prompt:

The Common Council of the City of Madison do hereby ordain as follows: 1. Section 32.03 entitled "Landlord and Tenant Issues Committee" of the Madison General Ordinances is repealed. 2. Section 33.34 entitled "Housing Strategy Committee" of the Madison General Ordinances is repealed. 3. Create new City Housing Policies and Procedures Committee

Notes/Actions		Members / Staff	Powers	Duties	Structure / Reports
<p><b>Name: City Housing Policies and Procedures Committee</b></p> <ol style="list-style-type: none"> <li>ESTABLISH POWERS AND DUTIES</li> <li>DETERMINE MEMBERS AND QUORUM</li> <li>DEFINE STAFF (BICDD)</li> <li>DISCUSS SUB-COMMITTEE OPTIONS OR NEEDS</li> <li>CREATE ORDINANCE</li> </ol>	<p><b>Define membership</b></p> <p><b>Define Quorum based on membership</b></p> <p><b>Define Goals</b></p> <p><a href="https://madison.legistar.com/View.ashx?M=F&amp;ID=11748992&amp;GUID=3335671A-61F9-4F23-816E-CAFE3B0EC5DB">https://madison.legistar.com/View.ashx?M=F&amp;ID=11748992&amp;GUID=3335671A-61F9-4F23-816E-CAFE3B0EC5DB</a></p>	<p><b>Alders</b></p> <ul style="list-style-type: none"> <li>Homeless Services Consortium or other persons experienced in homeless services or advocacy or a member of the City County Homeless Issues Committee</li> <li>student at a Madison-area university or college.</li> <li>representative of a tenant organization</li> <li>Apartment Owners Organization Representative</li> <li>Real estate</li> <li>Landlords</li> <li>Non-Profit Developer</li> <li>Apartment Managers</li> </ul> <p><b>STAFF</b></p> <p><b>OTHERS</b></p> <p>Meetings . The Committee shall meet once a month and shall conduct its business in accordance with rules which it may establish. The director of the Building Inspection Division or their designee shall provide staff assistance to the Landlord and Tenant Issues Committee, shall serve as its Secretary, but shall not vote.</p> <p>2. Quorum : In no event will less than five (5) members constitute quorum.</p>	<ul style="list-style-type: none"> <li>Maintain Landbanking</li> <li>Low Income Houseless</li> <li>Student Housing / Beds</li> <li>Affordable Housing Funds (TIF)</li> <li>Hotels to Housing Condos Home Ownership</li> <li>Renters/Landlords Issues</li> <li>Aging at Home</li> <li>Managment company guidelines</li> <li>Rent Abatement Ordinance and Program</li> </ul>	<ul style="list-style-type: none"> <li>Zoning changes</li> <li>Education</li> <li>Examine, report and make recommendations to the Madison Common Council housing for the homeless &amp; low income student housing</li> <li>Serve as a forum for discussion and communication about housing strategies.</li> <li>In addition to the foregoing, the Committee shall have such other powers, duties and functions related to housing as are conferred on it by the Mayor and the Common Council from time to time.</li> <li>Combat Displacement &amp; Segregation</li> <li>Analysis of Impediments to Fair Housing Choice</li> <li>Programming / Budget recommendations</li> <li>Serve as a forum for discussion and communication about landlord-tenant issues;</li> <li>Make recommendations to the Mayor and the Common Council on all aspects of landlord and tenant policies and issues, including landlord and tenant issues in Chapters 27 and 32 of the Madison General Ordinances; and</li> <li>Housing Forward reevaluate previous work</li> </ul>	<p>Initial appointments for three year terms shall be staggered such that Xxxx (##) members have a one year term, Xxxx (##) members have a two year term, and Xxxx (##) members have a three year term.</p> <p>Meetings . The Committee shall meet once a month and shall conduct its business in accordance with rules which it may establish. The director of the Building Inspection Division or their designee shall provide staff assistance to the Landlord and Tenant Issues Committee, shall serve as its Secretary, but shall not vote.</p> <p>2. Quorum : In no event will less than five (5) members constitute quorum.</p> <p>The Committee shall establish a schedule for the City of Madison Department of Planning and Community and Economic Development to prepare and submit a biennial housing report to the Mayor and the Common Council which will include the following:</p> <ol style="list-style-type: none"> <li>Current data on Madison and regional housing supply and trends;</li> <li>Strategies for maintaining a broad range of housing choices for all households and income levels; and</li> <li>Strategies for maintaining and increasing affordable owner-occupied and rental housing in Madison and the region.</li> </ol> <p>The Committee will review the biennial housing report prepared by the City Department of Planning and Community and Economic Development staff and forward the report with the Committee's recommendations to the Mayor and Common Council for their action. The schedule should include a Committee public hearing to request recommendations for special problem areas to consider in the next biennial report.</p> <p>Reporting . The Committee shall report at least annually, by August 1, to the Common Council.</p>

**First Step: Define Duties, Powers, and Goals**

**Second Step: Define Outputs (Reports)**

**Third Step: Determine Members and Staff**

**Define New Committee Name**

## Combine Committees: Landlord and Tenant Issues & Housing Strategy Committee

### 33.34 - HOUSING STRATEGY COMMITTEE.



- (1) Creation. There is hereby created a Housing Strategy Committee for the City of Madison.
- (2) Composition. The Housing Strategy Committee shall consist of nine (9) members appointed by the Mayor and subject to approval by the Common Council. Two (2) members shall be alders. The other members shall be resident members. Members shall serve without compensation. The members shall elect annually from among their resident members a chairperson and vice-chairperson; however, the initial chairperson shall be selected by the Mayor. In making appointments, the Mayor may consider for appointment a member of the Landlord and Tenant Issues Committee. (Am. by ORD-17-00030, 3-8-17)
- (3) Terms. All members shall be appointed for three-year terms, however, the initial terms of three (3) of the resident members shall expire on April 30, 2014. Initial terms of the remaining four (4) resident members shall expire on April 30, 2015. Thereafter, each resident member shall be appointed for a three-year term commencing on May 1st and expiring on April 30th. The terms of the alders shall expire with the expiration of their terms in office. (Am. by ORD-17-00030, 3-8-17)
- (4) Powers and Duties. The Housing Strategy Committee shall have the following powers, duties, and functions:
  - (a) The Committee will serve as a forum for discussion and communication about housing strategies.
  - (b) The Committee shall establish a schedule for the Department of Planning and Community and Economic Development to prepare and submit a biennial housing report to the Mayor and the Common Council which will include the following:
    1. Current data on Madison and regional housing supply and trends;
    2. Strategies for maintaining a broad range of housing choices for all households and income levels; and
    3. Strategies for maintaining and increasing affordable owner-occupied and rental housing in Madison and the region.
  - (c) The Committee will review the biennial housing report prepared by the Department of Planning and Community and Economic Development staff and forward the report with the Committee's recommendations to the Mayor and Common Council for their action. The schedule should include a Committee public hearing to request recommendations for special problem areas to consider in the next biennial report.
  - (d) In addition to the foregoing, the Housing Strategy Committee shall have such other powers, duties and functions related to housing as are conferred on it by the Mayor and the Common Council from time to time.
- (5) Staff. The Department of Planning and Community and Economic Development shall provide staff support for the Housing Strategy Committee and shall receive and retain all documents, reports and records relating thereto.
- (6) Meetings. The Housing Strategy Committee shall meet once a month and shall conduct its business in accordance with rules which it may establish.

(Cr. by ORD-12-00077, 6-20-12)


### [HOUSING STRATEGY COMMITTEE](#)

## Combine Committees: Landlord and Tenant Issues & Housing Strategy Committee

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(4) Powers and Duties. The Landlord and Tenant Issues Committee shall have the following powers, duties, and functions:

- 
- (a) Serve as a forum for discussion and communication about landlord-tenant issues;
  - (b) Make recommendations to the Mayor and the Common Council on all aspects of landlord and tenant policies and issues, including landlord and tenant issues in Chapters 27 and 32 of the Madison General Ordinances; and
  - (c) Perform the functions formerly exercised by the Rent Abatement Oversight Committee:

1. Adopt such rules and regulations, subject to approval by the Common Council, as may be necessary to carry out the purpose and provisions of the rent abatement process in [Sec. 32.04](#), MGO.
2. Recommend to the Common Council additions to, deletions from, and changes in the Schedule of Rent Impairing Violations in [Sec. 32.04\(5\)\(d\)](#) as well as other provisions in [Chapter 32](#) that the Committee believes are appropriate for Common Council action.
3. Approve forms for the use of tenants, landlords, the Building Inspection Division of the Department of Planning and Community and Economic Development and Rent Abatement Hearing Examiners to facilitate the rent abatement process in [Sec. 32.04](#), MGO.
4. Institute procedures for the selection of Rent Abatement Hearing Examiners for the setting of a time and place for rent abatement hearings and for the giving of notice thereof to interested landlords and tenants within ten (10) days of the filing of a request for a hearing concerning authorization for rent abatement with the Building Inspection Division of the Department of Planning and Community and Economic Development.
5. Establish criteria and procedures for waiving the ten dollar (\$10) filing fee in cases of economic hardship.
6. Maintain statistics on the number of requests for hearings concerning authorization for rent abatement, the number of hearings held and the results thereof including, but not limited to such information as the following:
  - a. Whether abatement was granted and, if so, in what percentage.
  - b. Where abatement was denied, the specific reason therefor.
  - c. The amount of time elapsed between the filing of the request for a hearing and the issuance of a decision.
7. In order to assist in determining the effectiveness of the abatement process and to ensure full enforcement of the abatement ordinance, the Committee shall also maintain additional statistics which may include such other information as the following:
  - a. The amount of time elapsed between the initial inspection and authorization for abatement, if any.
  - b. Any extensions of time to effect compliance with inspection orders for repairs to residential rental property.
  - c. The number of inspection orders forwarded to the City Attorney for prosecution, the date referred and the final disposition of such referrals.
  - d. The number of requests to the City Attorney for enforcement of a Hearing Examiner's order or for prosecution for failure to obey same including such information as the date of referral, the action taken by the City Attorney, the date on which final action was taken and the outcome of such action including abatement amounts secured for a tenant and forfeitures imposed.

### [LANDLORD AND TENANT ISSUES COMMITTEE](#)