

## **AGENDA**

**BURBANK LANDLORD-TENANT COMMISSION  
COMMUNITY ROOM #104, COMMUNITY SERVICES BUILDING  
150 N. THIRD STREET  
BURBANK, CA 91502**

**MONDAY, OCTOBER 5, 2009  
7:00 p.m.**

This agenda contains a summary of each item of business which the Burbank Landlord-Tenant Commission may discuss or take action at this meeting. All other written documentation relating to each item on this agenda is on file in the Housing Office located at 150 N. Third Street, Second Floor, Burbank, CA. These documents are available for public inspection and review. If you have any questions about any matter on the agenda, please call Judy Carter, Housing Officer, at 818.238.5160. This facility is disabled accessible. In compliance with the Americans with Disabilities Act, if any special assistance is needed to participate in this meeting, please contact the ADA Coordinator at 818.238.5021 voice or 818.238.5035 TDD. Notification 48 hours in advance of this meeting will enable the City to make reasonable arrangements for special assistance.

### Roll Call

### Introduction of Additional Agenda Items

At this time additional items to be considered at this meeting may be introduced. As a general rule, the Commission may not take action on any item which does not appear on this agenda. However, the Commission may act if an emergency situation exists or if the Commission finds that a need to take action arose subsequent to the posting of the agenda. (Reference AB 2674, Chapter 641 of the 1986 statutes, effective January 1, 1987.)

### Oral Communications

During this portion of the agenda any person may address the Commission on any matter concerning the Commission's business or on any matter which is on the agenda. If you wish to speak during this portion of the agenda, please approach the speaker's lectern and give as much information as necessary to state your concern. You are not required to give your written complaint form in order for the Commission to take action.

The Commission requests that you observe the order and decorum of our Council Chambers and that you refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the Commission is

in session is a violation of our Municipal Code and any person who engages in such conduct can be ordered to leave the Chambers by the Chairperson. Your participation in the Landlord-Tenant Commission meeting is welcome and your courtesy will be appreciated.

## **1. MINUTES**

Approval of the minutes from the September 14, 2009 meeting.

## **2. STAFF PRESENTATION**

Michael Forbes, Deputy City Planner, will give a presentation on Zoning Requirements.

## **3. RENT CONTROL**

The Commissioners requested that the subject of Rent Control remain on the agenda to enable them to discuss the matter if the need arises.

## **4. RENTAL QUESTIONNAIRES**

A. Follow up on questionnaires assigned at previous meetings.

B. The Commission will review and discuss rental problems that have arisen during the month of September. Disposition of the questionnaires with appropriate action to be taken will be announced.

## **5. PROCEDURES FOR LANDLORD-TENANT COMPLAINTS AND QUESTIONNAIRES**

The Commission will continue its review and discussion of procedures for handling landlord-tenant complaints and rental questionnaires.

## **6. ELECTION OF SUB-COMMITTEE**

The current sub-committee members are Marla Martinez and Jackie Waltman.

## **7. COMMISSIONER AND STAFF COMMENTS**

At this time, Commissioners and staff may report on their activities during the month.

ADJOURNMENT TO MONDAY, NOVEMBER 2, 2009 AT 7:00 P.M. IN THE  
COMMUNITY ROOM #104, COMMUNITY SERVICES BUILDING, 150 N. THIRD  
STREET, BURBANK, CA 91502.