



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator & Anthony Moberg, Planning and Zoning Administrator</i>	Meeting Date: <i>10/05/2026</i>	Item Name: <i>Short Term Rental Process</i>
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BACKGROUND

At its March 2, 2026, meeting, the City Council discussed the current short-term rental licensing process and a proposal to revise the application and process to require a life and safety inspection before a license is issued.

The City Council approved a revised short-term rental license application and life and safety inspection, which will take effect January 1, 2027.

Council also directed staff to notify current short-term rental license holders in the fall of 2026 about the new licensing process, including the inspection requirement and associated fee, to allow license holders time to prepare for the upcoming changes.

OVERVIEW

Short Term Rental License Application (Attachment A)

- Number of legal bedrooms
- Size of bedrooms
- Maximum number of guests allowed
- Site and floor plan drawn to scale

Inspection (Attachment B)

- Includes life and safety items as proposed by staff and approved Council.

Process

- Applicant complete application and submit payment
- City review submission and verify application is complete
- City authorize scheduling of inspection
- Applicant schedules inspection
- Once inspection is approved, City issue license

Enforcement

During the Council meeting in March, enforcement was discussed.

Operating without a license. If a property is reported and determined to be operating without a required STR license, the City may issue a Short Term Rental License violation per the fee schedule if compliance is not achieved.

Violations of other ordinance provisions. For violations of operational standards or other provisions, enforcement would follow the procedures outlined in City Code 115.005.

1. Issuing administrative citation
2. Suspension or revocation of license
3. Additional legal remedies as necessary.