



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jodie Steffes, Community Development Specialist  
**SUBJECT:** Rental License Approvals  
**DATE:** March 3, 2025

### **OVERVIEW:**

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- November, letter to applicable rental properties
- January 15<sup>th</sup>, rental applications due
- Completed applicants move to Council
- February 1<sup>st</sup> – second letter with late fee to missing applications
- March 16<sup>th</sup> – third letter with late fees to missing applications
- First week of May – first citation notice to be sent on missing applications
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As rental property applications are received, inspections are conducted on select properties. The attached property units with addresses ending in the even numbers have been inspected and are ready for Council approval. The properties to be considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

### **ACTION TO BE CONSIDERED:**

Approval of Rental Licenses for properties:

2769 230 <sup>th</sup> LN NW	GREENLEE MARTIN	3/3/2025
2719 230 <sup>th</sup> CT NW	REALTY ONE GROUP CHOICE	3/3/2025
3853 232 <sup>nd</sup> AVE NW #102	DONNAY HOMES INC	3/3/2025
3905 233 <sup>rd</sup> AVE NW	ABBAY FIELD	3/3/2025
3459 228 <sup>th</sup> AVE NW	MUEHLBAUER JOSEPH	3/3/2025
3925 233 <sup>rd</sup> AVE NW	ABBAY FIELD	3/3/2025
23065 GUARANI ST NW	BURY PROPERTIES LLC	3/3/2025
22835 RUM RIVER BLVD NW	NEW BEGINNINGS REAL ESTATE LLC	3/3/2025
3853 232 <sup>nd</sup> AVE NW #106	DONNAY HOMES INC	3/3/2025
3853 232 <sup>nd</sup> AVE NW #105	FUSSY SARA & ADAM	3/3/2025
23010 KERRY ST NW	NORTHERN CAPITAL INVESTMENTS	3/3/2025
22857 DAKOTAH ST NW	COOPER TIFFANY	3/3/2025