



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Specialist
SUBJECT: Rental License Approvals
DATE: October 6, 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 15th, rental applications due
- Completed applicants move to Council
- February 1st – second letter with late fee to missing applications
- March 16th – 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 scheduled and conducted. The attached property units 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:

3075 241 ST AVE NW	JOHNSON, MARK	
3007 241 ST AVE NW	JOHNSON, MARK	
3831 232 ND AVE NW	WOLTERS, TRAVIS & SARAH	
3853 232 ND AVE NW	WOLTERS, TRAVIS & SARAH	
23233 YUCCA ST NW	THOMPSON, DANIEL	