



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Specialist
SUBJECT: Rental License Approvals
DATE: August 4, 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 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:

23223 AMBASSADOR BLVD NW	ROJAS, AMANDA
22813 DAKOTAH ST NW	JACOBS, LINDA
22920 POPPY ST NW	MEADE, HEIDI