



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jodie Steffes, Community Development Specialist  
**SUBJECT:** Rental License Approvals  
**DATE:** June 3, 2024

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### **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

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:

RENTAL PROPERTY ADDRESS	OWNER/MANAGER	CITY COUNCIL PACKET
4106 DEGARDNER CIR	VEE CHRISTOPHER	6/3/2024
22872 POPPY ST NW	WEAVER BROTHERS COMPANY	6/3/2024
22874 POPPY ST NW	WEAVER BROTHERS COMPANY	6/3/2024
2760 230 <sup>th</sup> LN NW	BERRY TRUSTEE ANDREW	6/3/2024