

# Memorandum

**TO:** Economic Development Authority  
**FROM:** Will Harris , Housing Program Specialist  
**DATE:** February 2, 2026  
**SUBJECT:** Ordinance amending Chapter 30 related to closure of a rental license, postings, and grammatical corrections and clarifying certain language.  
**ITEM NUMBER:** 5.a  
**SECTION:** GENERAL BUSINESS

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## **REQUESTED MOTION**

To support the proposed revisions and updates to Chapter 30 of the municipal code relating to rental housing licensing, and recommending the city council adoption amendments by ordinance.

## **INTRODUCTION**

Staff is proposing to implement amendments and updates to the existing rental licensing regulations for codifying a proper procedure for closing a rental license, creating language for expediting corrective action for properties that continue to rent without licenses after notification, and minor grammatical and clarifying some language.

## **DISCUSSION**

The following is a summary of the proposed updates to rental licensing regulations in the municipal code:

- Staff included a definition of “city manager” to include their designees at the request of the city attorney.
- Prior procedure for closing a rental license required a submission of a signed affidavit stating the reason for closure. However, this system was based on city policy rather than city code. So when staff were challenged on the justification of this document by an owner during rental renewals this year, we were advised by the city attorney to update the code to provide legal justification for the requested documentation. The proposed code language can be found under Sec. 30-32.
- Minor modifications were made to the introductory statement of Sec. 30-91 to correct grammatical errors that occurred during the transition to MuniCode.
- Language was introduced within Sections 30-94 and 30-95 to allow staff to post properties that have failed to obtain a license using a different placard than was previously allowed. Under prior code, staff were only allowed to post a property to “prevent occupancy” after a revocation process or approval by city council. New code language allows for more flexibility in creating a different posting that allows tenants to

continue to reside in the home, but notifies them that the home does not have an active license. This is beneficial for properties that we discover as rental properties through utility billing, Zillow listings, etc., as a quicker compliance tool than the letters we use currently. Language is also being introduced to include harsher penalties for those who tamper with or remove either of these postings, as we have had issues with owners ignoring them and continuing to rent their homes to unsuspecting tenants.

### **RECOMMENDATION**

Staff is seeking board review and comments on the proposed code amendments. If the changes are supported, a motion has been drafted for consideration recommending the revisions to the city council for ordinance adoption.

### **ATTACHMENTS**

[Updates to Chapter 30 Rental Licensing FINAL DRAFT](#)