

Memorandum

TO: City Council
FROM: Will Harris , Associate Planner
DATE: March 16, 2026
SUBJECT: Rental License Revocation - 441 Maple Lane
ITEM NUMBER: 10.a
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Resolution No. 26-17, approving the revocation of a rental license for the property located at 441 Maple Lane pursuant to section 30-91 of the municipal code.

INTRODUCTION

The city council is being asked to revoke the rental license for the property located at 441 Maple Lane. The council has the authority to suspend, revoke, deny, or not renew a license for any of the reasons listed in Section 30-91. The property owner at 441 Maple Lane has received a stop work order for failure to receive proper permits for work done at the home. Staff is recommending revocation and posting the property.

DISCUSSION

City regulation(s)

Section 30.91 - License Suspension or Revocation. A dwelling unit rental license is subject to suspension or revocation by the City Council for the reasons specified herein. Prior to suspension or revocation, the Owner or its Agent shall be notified in writing at least five (5) days prior to the City Council's consideration of such action.

Timeline of events:

The owner of the home currently resides out of state. Therefore, staff have been working through the property manager as they are the responsible party for the home by code.

- January 8th - Staff spoke with the property manager on after receiving a information from code enforcement staff that there was a dumpster in the driveway of the property and suspected work was being done without permits. Staff informed the manager that a roof permit is required by code and informed them that if they did not receive the required roof permit for the property, the City would post it for work without permits.
- January 14th - After receiving no contact, staff posted the property with a stop work order.
- February 18th - code enforcement staff performed a follow-up inspection and verified that the placard was removed from the front door, and no permits have been pulled for the work.
- February 27th - staff sent a revocation notice to the owner and property manager via email and mail.
- March 4th - staff is contacted by the manager, saying they will pull the roof permit. The

following day, the general contractor, who stated they assisted with the roof work, says they will apply pressure to the roofing company to pull the permit. At the time of this report, there has not been a permit pulled, and the stop work order is still active.

RECOMMENDATION

Staff is recommending that the city council adopt resolution 26-17 and move forward with the revocation. The approval gives authorization for city personnel take necessary actions to post the property with a placard that they are operating without a rental license. This will allow a tenant to withhold rent, if they choose, until they relocate or the property comes into compliance.

ATTACHMENTS

[Location Map](#)

[Resolution 26-17 - Rental License Revocation - 441 Maple Ln](#)