

Memorandum

TO: City Council
FROM: Niki Hill, AICP , Assistant Community Development Director
DATE: July 21, 2025
SUBJECT: Renting Without A License/ License Revocation - 4056 Wilshire Circle
ITEM NUMBER: 10.g
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Resolution No. 25-57, approving posting for the renting without a valid rental license for the property located at 4056 Wilshire Circle pursuant to [section 30-23](#) and [section 30-91](#) of the municipal code.

INTRODUCTION

The city council is being asked to post the property for renting without a valid license and revoke the ability for a Rental License for the property located at 4056 Wilshire Circle. 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 4056 Wilshire Circle has failed to respond to letters asking for compliance in obtaining a 2025 rental license. Staff is recommending posting the property and revoking the ability to get a license until they comply.

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.

Staff sent multiple letters to the property owner notifying they were notified they were renting without a license. The property owner at 4056 Wilshire Circle has been notified/attempted to be contacted the following times:

- April 15th - Letter sent for renting without a license
- April 28th - Letter sent for renting without a license
- May 5th - Letter sent for renting without a license
- May 28th - Administrative Citation Sent
- June 27th - Revocation notice sent

The owner has not made a plan to bring the property into compliance nor contacted the city.

Staff is recommending that the city council go forward with the revocation. That 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.

Included with this report is a resolution to order the revocation of the license.

RECOMMENDATION

Staff recommends that the city council conduct the required hearing and adopt Resolution No. 25-57, approving the revocation of a rental license for the property located at 4056 Wilshire Circle, pursuant Section 30-23 and Section 30-91 of the municipal code. This also allows staff to post the property to notify the tenants of the license revocation.

ATTACHMENTS

[4056 Wilshire Circle - Location Map](#)

[Resolution 25-57 - Rental License Revocation - 4056 Wilshire Cir](#)