

Memorandum

TO: City Council
FROM: Niki Hill, AICP , Assistant Community Development Director
DATE: July 21, 2025
SUBJECT: Rental License Revocation - 209 Dennison Avenue
ITEM NUMBER: 10.f
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Resolution No. 25-56, approving the revocation of a rental license for the property located at 209 Dennison Avenue 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 209 Dennison Road. 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 209 Dennison Road has failed to provide an adequate timeline for compliance in getting a 2025 rental license. 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.

The owner submitted an application in April of 2025 for a license for the property after they were notified they were renting without a license. They stated that the tenants moved out on April 30th and would therefore no longer need the license. Staff requested a signed Affidavit for the property but we received no contact. After one month of no contact, staff reached out to the utility department for confirmation that there was a change of ownership request. We received notice that there was no change and consistent usage at the property. Bills were continuing to be sent to the tenants on record.

Staff notified the owner via email that if the City did not receive payment for the license and have the inspection on the schedule by Friday, June 6th, further actions would be taken. The property owner at 209 Dennison has been notified/attempted to be contacted the following times:

- March 27th - Staff emails the owner on record with the utility dept. a notice of violation for renting without a license.
- April 4th - Owner submits rental application without payment or listed agent due to their permanent address in New Jersey.

- April 10th - Staff requests a new application with the information for a local agent and requests payment.
- May 9th - Staff sends a follow-up email
- May 15th - Owner states the tenants are moving out and wishes to cancel the license
- May 16th - Staff states they need to submit an affidavit
- June 2nd - Staff verifies that there has been no change in utility billing information and notifies the owner that they will move to revoke if they are not contacted
- June 27th - Staff mails and emails a copy of the revocation hearing

No affidavit has been submitted and no payments have been made.

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. 25-56, approving the revocation of a rental license for the property located at 209 Dennison Road, pursuant Section 30-91 of the municipal code. This also allows staff to post the property to notify the tenants of the license revocation.

ATTACHMENTS

[Location Map - 209 Dennison Ave](#)

[Resolution 25-56 - Rental License Revocation - 209 Dennison Ave](#)