

Memorandum

TO: City Council
FROM: Will Harris , Associate Planner
DATE: March 2, 2026
SUBJECT: Ordinance 1060 amending Chapter 30 of the Municipal Code related to closure of a rental license and posting of unlicensed properties

**ITEM
NUMBER:** 10.a
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt ordinance number 1060 and the ordinance summary for publication amending chapter 30 of the municipal code relating to rental licensing.

INTRODUCTION

Staff is proposing to implement amendments 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 making minor grammatical and clarifying language revisions. Staff presented this information to the economic development authority (EDA) on February 2nd and the board gave their approval of the amendments and recommended city council action.

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. 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

It is recommended that the city council adopt ordinance number 1060 and the ordinance summary for publication amending Chapter 30 of the municipal code relating to rental licensing.

ATTACHMENTS

[Ordinance 1060 - Rental License Closure and Postings](#)

[Ordinance 1060 Summary](#)