

Memorandum

TO: City Council
FROM: Niki Hill, AICP , Assistant Community Development Director
DATE: February 18, 2025
SUBJECT: Rental License Revocation - 1078 Glenhill Road
ITEM NUMBER: 10.b
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Resolution No. 25-10, approving the revocation of a rental license for the property located at 1078 Glenhill Road, 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 1078 Glenhill 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 1078 Glenhill 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 property owner at 1078 Glenhill was informed of revocation and posting of the property for not paying for the 2025 Rental License. The owner stated they will either sell the property or move into it by this date. This property has a history of non-compliance, including a 2024 rental license revocation due to outstanding property maintenance violations.

The property owner at 1078 Glenhill has been notified/attempted to be contacted the following times:

- Refuses to provide an email so unable to contact digitally.
- No voicemail set up so contact is limited via phone.
- Letter sent with the new application after revocation - Early November (Not sure of the exact date)
- Letter for renewal - 12/10/24

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. 25-10, approving the revocation of a rental license for the property located at 1078 Glenhill 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](#)

[Resolution 25-10 - Rental License Revocation- 1078 Glenhill Rd](#)