

Memorandum

TO: City Council
FROM: Will Harris , Housing Program Specialist
DATE: February 2, 2026
SUBJECT: Rental license revocations for failure to renew properties
ITEM NUMBER: 10.a
SECTION: GENERAL BUSINESS

REQUESTED MOTION

To adopt Resolutions 26-06, 26-09, and 26-11, all approving the revocation of three rental licenses for failure to renew, pursuant to section 30-91 of the municipal code.

INTRODUCTION

The city council is being asked to revoke the rental licenses for the following properties located at:

- 1895 Bluestem Lane
- 3431 Kent Street Unit 803
- 596 Kent 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 of the municipal code. The property owners at the aforementioned properties have failed to renew their respective rental licenses for 2026 before the specified deadline for compliance. Staff is recommending revocation of the licenses and posting each 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.

Property owners are sent annual notices to renew their rental license beginning in late November of the calendar year. Owners are required to submit an online application for review as the first step in the process. City staff will then update the license with any updated information and renew the license in the system. At which point, the system generates a payment link and sends it automatically to the email on file.

All property owners were provided the following notices for the 2025-2026 year.

Nov. 24, 2025 – by email

Dec. 9, 2025 – by email

Dec. 16, 2025 – by mail

Dec. 29, 2025 – by phone

Jan. 16, 2026 – Revocation Notice sent via mail and email

To date, none of the three subject properties have submitted payments for their licenses.

RECOMMENDATION

Staff recommends that the city council conduct the required hearings and adopt the proposed resolutions to approve the revocation of the rental licenses for the three properties noted, 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 1895 Bluestem Lane](#)

[Resolution 26-09 - 2026 Renewal Rental License Revocation 1895 Bluestem Lane](#)

[Location Map - 3431 Kent Street 803](#)

[Resolution 26-11 - 2026 Renewal Rental License Revocation 3431 Kent Street 803](#)

[Location Map - 596 Kent Lane](#)

[Resolution 26-06 - 2026 Renewal Rental License Revocation 596 Kent Lane](#)