

To: **Mayor and City Council**
Through: **Jim Hartshorn, Community Development Director**
From: **Melissa Sonnek, Community Development Coordinator**
Date: **April 23, 2018**

Rental Licensing – Temporary License 284 Annapolis St E

BACKGROUND INFORMATION:

Applicant Scott Stebbing made the request for a temporary rental license after receiving a compliance letter and three administrative citations for non-compliance. In each of these letters, City Staff detailed that all rental licenses within the city must be properly licensed; however, there were no rental licenses available for this block of the city.

In communication with several different people, City Staff was told that prior to owning this property; Mr. Stebbing was informed that the property previously had a rental license and that all formalities were taken care of. However, City records show no indication of the property ever having a rental license since the program's inception back in 2008. City Code requires that upon change of ownership, all rental properties must re-apply for a rental license.

According to city records after City Staff sent compliance notices (see attachments), Mr. Stebbing filed a family member exemption form in 2011 (and in 2013), stating that his son would be occupying the property, which is allowed by City Code and does not require a rental license. After speaking with the property management company, they detailed that they had been managing the property as a rental since October of 2015; therefore, City Staff assumes that in some time between 2013 and 2015 the property became no longer occupied by Mr. Stebbing's son and became a rental property.

TEMPORARY LICENSES:

According to the Rental Dwelling Ordinance, 150.037(L)3, if the number of rental properties meets or exceeds the permitted number of rental properties per defined block, a property owner may request a temporary license to allow an additional rental property for that block. Currently, this particular block of the City already exceeds the allowable number of rental properties, as many of them existed prior to the rental density ordinance.

Conditions require the property owner must hire a licensed professional property management company to manage the property. The Council may grant or deny a temporary license in its sole discretion. Persons requesting a temporary license must make an annual application to the city. No property owner shall hold a temporary license for the same property for more than two consecutive years.

APPLICATION FOR TEMPORARY RENTAL LICENSE:

The following application is for a temporary rental license as an exception to the rental density requirement:

- 284 Annapolis Street East

FISCAL IMPACT:

		Amount
Fund:	101	
Department:	30000	
Account:	32170	
		\$ 290

***This property has \$3,500 of unpaid administrative citations assigned to the property.**

STAFF RECOMMENDATION:

Staff finds that the applicant’s request for a temporary license does not fall within the original intent of the temporary rental license piece of the rental ordinance. After several letters detailing the rental license ordinance were sent to the property owner, City Staff believes that the property has had a significant amount of time to bring the property into compliance.

Although the applicant has completed all of the required steps to apply for a temporary rental license, City Staff does not believe that the applicant’s situation warrants granting a temporary license and therefore recommends denial of the application.

ATTACHMENTS:

- City Staff Correspondence Sent to the Property Owner
- Applicant Narrative
- Rental Application Package