Legislative Meeting – November 17, 2026

Floor Amendment to Chapter 155 Ordinance Prior to Second Reading

Administration recommends the following floor amendments:

I. Amend Chapter 155 (Rental Dwelling Licensing) of the proposed Code of Ordinances as follows:

(a) Revise the following language in §§ 155.06 and 155.07 to read as follows:

§ 155.06 ISSUANCE AND DURATION OF RENTAL DWELLING LICENSE; FEES.

(B) A license fee shall be payable before a rental dwelling license or renewal license is issued. Rental dwelling license and renewal license fees shall be assessed [~~per~~] ***on each rental dwelling unit in the amount of $50.00 per unit for each three-year licensing period, regardless of the number of units located on a parcel. Notwithstanding the foregoing, the total rental dwelling license fee or renewal license fee assessed for any single parcel shall not exceed $5,000.00 for any three-year licensing period, regardless of the number of rental dwelling units located on such parcel. For example, if there are two hundred (200) rental dwelling units on a parcel, the rental dwelling license fee or renewal license fee would be five thousand dollars ($5,000.00).*** [~~the number of rental dwelling units per parcel according to the following schedule:~~]

~~1 Unit/Parcel~~	~~$30~~
~~2—4 Units/Parcel~~	~~$60~~
~~5—12 Units/Parcel~~	~~$90~~
~~13—99 Units/Parcel~~	~~$120~~
~~100+ Units/Parcel~~	~~$150~~

(C) ***All first-time applicants shall be issued a provisional rental dwelling license upon satisfaction of the applicable application and fee requirements. The provisional license shall remain valid through the expiration of the applicable three-year licensing period established under subsection (K), unless sooner suspended, revoked, or otherwise terminated in accordance with this chapter.*** [~~All first-time applicants will be issued a three-year provisional rental dwelling license.~~]

(D) Upon successful inspection as described hereunder, the provisional rental dwelling

license will convert to a regular rental dwelling license. The regular rental dwelling license will be valid through the date listed on the provisional rental dwelling license unless sooner terminated. ***Conversion from a provisional to a regular rental dwelling license shall not commence a new three-year licensing period or require payment of an additional license fee.***

(K) ***Rental dwelling licenses shall be renewed once every three (3) years, with April 15 serving as the uniform renewal deadline for all rental dwelling licenses. The first uniform renewal deadline under this subsection shall be April 15, 2030, with subsequent renewals required on April 15 of every third calendar year thereafter, or the next applicable business day if April 15 falls on a weekend or legal holiday. Rental dwelling licenses initially issued between uniform renewal dates shall expire on the next applicable uniform renewal date, and the initial license fee may be prorated accordingly. No annual renewal application or annual license fee shall be required during a valid licensing period.***

The Mayor, or his or her designee, may establish administrative procedures for prorating initial license fees and coordinating inspections and renewals consistent with this subsection. [~~Rental dwelling licenses shall be renewed on April 15 each year, or the next applicable business day following if April 15 falls on a weekend or legal holiday. The ***Mayor***[City Manager], or his or her designee, may implement prorated license fees and staggered inspection dates to facilitate successful operation of the rental dwelling license program.~~]

§ 155.07 RENEWAL OF RENTAL DWELLING LICENSE.

(A) ***The owner or managing agent of each rental dwelling holding a current and valid regular rental dwelling license shall submit an application for renewal, together with payment of the applicable license fee established under § 155.06(B), to the Mayor or his or her designee on a form provided by the City. The City may provide an electronic renewal application in lieu of, or in addition to, a written application.***

All renewal applications and applicable license fees shall be submitted on or before the uniform three-year renewal deadline established under § 155.06(K). Failure to submit a timely renewal application or pay the applicable license fee shall subject the owner or managing agent to the penalties established under § 155.06(H). [~~The owner or managing agent of each rental dwelling unit holding a current and valid regular rental dwelling license shall make written application, with payment of the license fee as set forth in § (B). for a renewal of the original rental dwelling license application to the ***Mayor***[City Manager], or his or her designee, on a form provided by the city. The city may provide an electronic renewal application in lieu of, or in addition to, a written application. All renewal applications shall be filed before the expiration of the regular rental dwelling license. Failure to file a~~

~~renewal application within the specified period will result in a late charge as set forth in § (H).~~]

(B) ***A rental dwelling license may only be renewed by the same owner or managing agent for the property who is listed on the original rental dwelling license application, upon payment of the applicable license fee established under § 155.06(B) and satisfaction of the renewal requirements of this chapter. Each renewal shall be valid for the succeeding three-year licensing period, unless sooner suspended, revoked, or otherwise terminated.*** [~~A rental dwelling license may only be renewed by the same owner or managing agent for the property who is listed on the original rental dwelling license application upon the payment of the rental dwelling license fee as set forth in § .~~]

(b) The amended provisions of Chapter 155 will read, in relevant part, as follows:

§ 155.06 ISSUANCE AND DURATION OF RENTAL DWELLING LICENSE; FEES.

(B) A license fee shall be payable before a rental dwelling license or renewal license is issued. Rental dwelling license and renewal license fees shall be assessed on each rental dwelling unit in the amount of $50.00 per unit for each three-year licensing period, regardless of the number of units located on a parcel. Notwithstanding the foregoing, the total rental dwelling license fee or renewal license fee assessed for any single parcel shall not exceed $5,000.00 for any three-year licensing period, regardless of the number of rental dwelling units located on such parcel. For example, if there are two hundred (200) rental dwelling units on a parcel, the rental dwelling license fee or renewal license fee would be five thousand dollars ($5,000.00).

(C) All first-time applicants shall be issued a provisional rental dwelling license upon satisfaction of the applicable application and fee requirements. The provisional license shall remain valid through the expiration of the applicable three-year licensing period established under subsection (K), unless sooner suspended, revoked, or otherwise terminated in accordance with this chapter.

(D) Upon successful inspection as described hereunder, the provisional rental dwelling license will convert to a regular rental dwelling license. The regular rental dwelling license will be valid through the date listed on the provisional rental dwelling license unless sooner terminated. Conversion from a provisional to a regular rental dwelling license shall not commence a new three-year licensing period or require payment of an additional license fee.

(K) Rental dwelling licenses shall be renewed once every three (3) years, with April 15 serving as the uniform renewal deadline for all rental dwelling licenses. The first uniform renewal deadline under this subsection shall be April 15, 2030, with subsequent renewals required on April 15 of every third calendar year thereafter, or the next applicable business day if April 15 falls on a weekend or legal holiday. Rental dwelling licenses

initially issued between uniform renewal dates shall expire on the next applicable uniform renewal date, and the initial license fee may be prorated accordingly. No annual renewal application or annual license fee shall be required during a valid licensing period.

The Mayor, or his or her designee, may establish administrative procedures for prorating initial license fees and coordinating inspections and renewals consistent with this subsection.

§ 155.07 RENEWAL OF RENTAL DWELLING LICENSE.

(A) The owner or managing agent of each rental dwelling holding a current and valid regular rental dwelling license shall submit an application for renewal, together with payment of the applicable license fee established under § 155.06(B), to the Mayor or his or her designee on a form provided by the City. The City may provide an electronic renewal application in lieu of, or in addition to, a written application.

All renewal applications and applicable license fees shall be submitted on or before the uniform three-year renewal deadline established under § 155.06(K). Failure to submit a timely renewal application or pay the applicable license fee shall subject the owner or managing agent to the penalties established under § 155.06(H).

(B) A rental dwelling license may only be renewed by the same owner or managing agent for the property who is listed on the original rental dwelling license application, upon payment of the applicable license fee established under § 155.06(B) and satisfaction of the renewal requirements of this chapter. Each renewal shall be valid for the succeeding three-year licensing period, unless sooner suspended, revoked, or otherwise terminated.

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