

ORDINANCE NO. 1197

AN ORDINANCE AMENDING THE CHARLES CITY CODE OF ORDINANCES SECTION 159.03 – REGISTRATION OF RENTAL PROPERTIES; SECTION 159.05 – CONSENT TO INSPECTION; AND SECTION 159.06, INSPECTION OF RENTAL PROPERTY, SUBSECTION 3 – INSPECTION RENEWAL AND SUBSECTION 5 – REGISTRATION OF NEW RENTAL UNITS, TO AMEND THE DATE BY WHICH AN OWNER MUST REGISTER THE OWNER’S RENTAL PROPERTY, TO AMEND THE REQUIREMENTS REGARDING CONSENT TO AN INSPECTION, TO AMEND INSPECTION REQUIREMENTS TO REQUIRE INSPECTIONS ON FIVE YEAR CYCLES; AND TO AMEND THE EXPIRATION DATE FOR NEW RENTAL UNITS

BE IT ENACTED by the City Council of the City of Charles City, Iowa:

SECTION 1. Amended Section. SECTION 159.03 REGISTRATION OF RENTAL PROPERTIES is hereby amended to read as follows:

159.03 REGISTRATION OF RENTAL PROPERTIES. The owner of a rental property is required to register the owner’s rental property with the City by filing a completed registration form (as provided by the City) with the City Clerk within thirty (30) days of the dwelling becoming a rental property, accompanied by a fee for each dwelling or dwelling unit described in the registration form and in an amount as established from time to time by the City Council by appropriate resolution. Each owner must thereafter renew its registration annually by filing a completed registration form (as provided by the City) with the City Clerk on or before December 31, accompanied by payment of the fee as described above. Registration forms shall be available at the office of the City Clerk during regular business hours.

SECTION 2. Amended Section. SECTION 159.05 CONSENT TO INSPECTION is hereby amended to read as follows:

159.05 CONSENT TO INSPECTION. By filing a registration form with the City, the owner acknowledges that the rental property is subject to inspection for the purpose of determining compliance with the property standards set forth in Chapter 159 and that inspections may be required as a condition of issuance, renewal, or continued validity of registration as a rental property. The owner shall be responsible for ensuring that the City is provided with lawful access to the rental property for inspection purposes. For occupied dwellings, interior inspections shall be conducted with the consent of the tenant in lawful possession, pursuant to a valid administrative warrant, or as otherwise permitted by law. If consent is refused or not obtained after reasonable efforts by the City, the City may seek an administrative inspection warrant as permitted by law. The inability to complete an inspection due to lack of access may result in denial, suspension, or nonrenewal of a rental permit, provided that no tenant or owners shall be penalized solely for exercising the right to refuse consent to an inspection.

SECTION 3. Amended Subsections. SECTION 159.06 INSPECTION OF RENTAL PROPERTY, Subsection 3 – Inspection Renewal, and Subsection 5 – Registration of New Rental Units, are hereby amended to read as follows:

159.06 INSPECTION OF RENTAL PROPERTY.

3. Inspection Renewal. Rental units that remain continuously registered with the City shall be inspected on a five-year cycle, except as follows:

A. Inspection shall be made upon complaint as provided by §159.08.

B. When a previously registered dwelling unit is no longer a rental property and has not been registered as a rental unit for any period of time, then at such time that the property again becomes a rental property and is registered as such, an inspection shall be made within the year following the date of registration and the five-year cycle of inspection shall begin from the date of such registration.

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5. Registration of New Rental Units. Newly constructed rental properties and existing dwelling units that become rental properties during the year shall, upon registration, be permitted to utilize the property as a rental property until the subsequent December 31, on which date the property must again be registered as a rental property as provided by this chapter. Owners of such newly constructed rental properties and dwelling units that are converted to rental properties during the year will be charged a prorated fee for the period from the date of registration until the subsequent December 31 expiration date.

SECTION 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 6. When Effective. Section 1 of this Ordinance shall be effective for all rental registration renewals issued from and after October 31, 2026, and from and after final passage, approval, and publication as provided by law. The remainder of this Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and Approved by the City Council on this _____ day of _____, 2026.

Dean Andrews, Mayor

ATTEST:

Brittney Lentz, City Clerk

CERTIFICATE

I, Brittney Lentz, City Clerk of the City of Charles City, Iowa, do hereby certify that the above and foregoing Ordinance No. 1197 was duly published in the Charles City Press, a newspaper published twice weekly in the city of Charles City, Iowa, on the _____ day of _____, 2026.

Brittney Lentz, City Clerk