



City of Red Bluff

Planning Commission

Regular Meeting Agenda

555 Washington Street
Red Bluff, CA 96080
(530) 527-2605

Tuesday, July 28, 2026

5:30 PM

Council Chambers

**THIS HYBRID MEETING WILL BE CONDUCTED VIA TELECONFERENCE AND
IN-PERSON**

Note: To make a virtual public comment on Zoom, you must raise your hand

- Live audio is available on the City's website at:

<https://cityofredbluff.legistar.com/Calendar.aspx>

- Use this URL to join an interactive Zoom Meeting:

[https://us02web.zoom.us/j/89582946535?](https://us02web.zoom.us/j/89582946535?pwd=SzF1eC9qNWVhEVm50MXlwMFhIVmVHQT09)

[pwd=SzF1eC9qNWVhEVm50MXlwMFhIVmVHQT09](https://us02web.zoom.us/j/89582946535?pwd=SzF1eC9qNWVhEVm50MXlwMFhIVmVHQT09)

Passcode: 154075

- Or join by phone:
Or join by phone:
Dial 1 (669) 900-6833 or +1 (669) 444-9171
Webinar ID: 895 8294 6535
Passcode: 154075

The City of Red Bluff welcomes you to their Planning Commission meetings, which are regularly scheduled for the fourth Tuesday of each month. Your participation and interest are encouraged and appreciated. Meeting notices are available in appropriate alternative formats upon request of a person with a disability. If accommodation is needed for individuals with disabilities, please contact the Deputy City Clerk's office at (530) 527-2605 72 hours prior to the day of the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (for items that are not on the agenda and are within the City's jurisdiction)

This time is set-aside for citizens to address the Planning Commission on any item of interest to the public that is within the subject matter jurisdiction of the Planning Commission. For items that are on the agenda, public comment will be heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Planning Commission after the public hearing is opened for public testimony. The Chairperson reserves the right to limit each speaker to three (3) minutes.

The Chairperson also may limit or prohibit multiple presentations by the same individual(s) on the same topic. Please understand that by law, the Planning Commission cannot make decisions on matters that are not on the agenda and matters of concern will be referred to the City Manager's Office.

Pursuant to the Brown Act (GC 54954(3)), no action or discussion shall be undertaken on any item not appearing on the posted agenda.

Public Comment may also be provided in writing by 3 p.m. the day of the meeting, either by email at arice@cityofredbluff.org, or by mail to City Hall, Attn. Deputy City Clerk, 555 Washington Street, Red Bluff, CA 96080

ANNOUNCEMENTS OF AGENDA CORRECTIONS

STAFF ITEMS

CONFLICT OF INTEREST DECLARATION

APPROVAL OF DRAFT MINUTES - On Next Agenda

REGULAR AGENDA ITEMS

These items include financial and administrative recommendations of special interest that are usually approved individually by a majority vote of the Commission. The Regular Agenda also includes noticed hearings and public hearings. The deadline for staff to place items on the Planning Commission agenda is 5:00 p.m. on the preceding Tuesday, unless a holiday intervenes. . Items not listed on the Agenda can only be added and considered by the City Council if they qualify under Government Code Section 54954.3(b)1-4 (typically this applies to items meeting the criteria as an off-agenda emergency).

1. CONSIDERATION OF A RECOMMENDATION TO THE CITY COUNCIL FOR ADOPTION OF A VACANT COMMERCIAL PROPERTY REGISTRATION AND MAINTENANCE ORDINANCE [2026-18](#)

Recommended Action:

Adopt Resolution 2026-18 recommending that the City Council approve the proposed Vacant Commercial Property Registration and Maintenance Ordinance.

2. CONDITIONAL USE PERMIT (CUP2026-03); 508 MAIN STREET; REQUEST TO CONVERT AN EXISTING SECOND-FLOOR COMMERCIAL SPACE TO A RESIDENTIAL APARTMENT IN THE HISTORIC COMMERCIAL (HC) ZONING DISTRICT. APPLICANT- BRIAN HAUGEN [2026-20](#)

Recommended Action:

1. Conduct a public hearing and consider all testimony; and
2. Adopt Resolution No. 2026-20 approving CUP2026-03 subject to the findings and conditions of approval.

Conduct a public hearing for the approval/denial of a Conditional Use Permit to allow the conversion of some existing upstairs floor of a commercially used building in a Historic Commercial (HC) zoning district. Notice of this public hearing was published on July 18, 2026.

3. CONSIDERATION OF THE RECOMMENDATION TO CITY COUNCIL OF A TOBACCO RETAILER LICENSING ORDINANCE [2026-19](#)

Recommended Action:

Staff recommends that the Planning Commission adopt Resolution No. 2026-19 recommending that the City Council approve the proposed Tobacco Retail Licensing Ordinance.

ADDITIONAL COMMISSION ITEMS

FUTURE AGENDA ITEMS BY CONSENSUS

ADJOURNMENT

This meeting is adjourned until the next regularly scheduled meeting. Planning Commission meetings are scheduled on the fourth Tuesday of the month beginning at 5:30 p.m. in the City Council Chambers at 555 Washington Street, Red Bluff, California. Agenda packets, minutes, and audio are available on the City's website at <https://cityofredbluff.legistar.com>. Contact the Deputy City Clerk's office for assistance at (530) 527-2605 x 3057.

CAMPAIGN CONTRIBUTION DISCLOSURE PURSUANT TO THE LEVINE ACT (Govt. Code Section §84308)

Members of the City Council are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Councilmember received more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the City's decision on the agenda item since January 1, 2023. Members of the City Council who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$500 to a Councilmember since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Councilmember and may be made either in writing to the City Clerk's Department before the subject hearing or by verbal disclosure at the time of the hearing.



Planning Commission

Staff Report

555 Washington Street
Red Bluff, CA 96080
(530) 527-2605

File #: 2026-18

Agenda Date: 7/28/2026

Agenda #: 1.

TO: Planning Commissioners

FROM: Beth Lindauer, Community Development Director

SUBJECT:

CONSIDERATION OF A RECOMMENDATION TO THE CITY COUNCIL FOR ADOPTION OF A VACANT COMMERCIAL PROPERTY REGISTRATION AND MAINTENANCE ORDINANCE

RECOMMENDED COUNCIL ACTION:

Adopt Resolution 2026-18 recommending that the City Council approve the proposed Vacant Commercial Property Registration and Maintenance Ordinance.

SUMMARY:

The proposed Vacant Commercial Property Registration and Maintenance Ordinance would establish a local registration and enforcement program for qualifying vacant commercial properties located within the City of Red Bluff. The ordinance is intended to address the negative impacts associated with long-term vacant commercial properties, including deterioration, blight, trespassing, vandalism, illegal dumping, public safety concerns, and increased demands on City services.

DISCUSSION:

At the direction of the Planning Commission, revisions (in red font of draft) have been made to the previously proposed Vacant Commercial Property Registration and Maintenance Ordinance to clarify its applicability and intent. The amendments include additional language emphasizing that the ordinance is intended to identify and monitor vacant commercial properties that present a heightened risk of deterioration, blight, nuisance activity, or increased demands on City services, and is not intended to require registration of vacant commercial properties that remain secure, well maintained, and in compliance with applicable laws.

The revisions also establish an administrative exemption process, allowing the Community Development Director to exempt qualifying vacant commercial properties from the registration requirement when they meet specified maintenance, security, and code compliance standards. The proposed ordinance would require owners of vacant commercial properties to register the property with the City within one hundred eighty (180) calendar days after the property becomes vacant and renew the registration annually for the duration of the vacancy.

Registration Fee

Staff anticipates that implementing the program would require administrative staff time for registration processing, inspections, compliance monitoring, code enforcement activities, and related administrative costs. The proposed ordinance authorizes the City Council to establish annual registration fees by resolution. Registration fees are intended to recover the reasonable costs associated with administering the vacant commercial property registration program.

Staff has prepared a cost estimate for implementing the program and estimates the annual administrative cost at approximately \$950 per qualifying commercial property. The estimate is based on anticipated staff time for registration processing, monthly compliance checks, program monitoring, data entry and tracking, code enforcement activities, and administrative supply costs using current fully burdened staff rates.

ENVIRONMENTAL IMPACT:

The proposed ordinance is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), commonly referred to as the "common sense exemption," because it can be seen with certainty that adoption of the ordinance would not result in a direct or reasonably foreseeable physical change in the environment.

FISCAL IMPACT:

Implementation of the Vacant Commercial Property Registration Program would entail administrative and enforcement costs for registration processing, inspections, compliance monitoring, nuisance enforcement, and related activities.

The proposed ordinance authorizes the City Council to establish registration fees intended to recover the reasonable costs of program administration and enforcement.

ATTACHMENTS:

1. EXHIBIT A - Draft RBMC Code Ordinance
2. EXHIBIT B - Registration Form
3. EXHIBIT C - Inspection Form

PLANNING COMMISSION RESOLUTION NO. 2026-18

A RESOLUTION OF THE RED BLUFF PLANNING COMMISSION REGARDING VACANT COMMERCIAL PROPERTY REGISTRATION AND MAINTENANCE ORDINANCE

WHEREAS, the City of Red Bluff has prepared a proposed ordinance establishing a Vacant Commercial Property Registration and Maintenance Program to address the adverse impacts associated with long-term vacant commercial properties within the City; and

WHEREAS, vacant commercial properties may contribute to blight, vandalism, trespassing, illegal dumping, unsafe conditions, and increased demands on City services, including law enforcement, fire protection, code enforcement, and nuisance abatement; and

WHEREAS, the proposed ordinance would establish registration requirements, maintenance standards, inspection requirements, security requirements, and enforcement provisions applicable to qualifying vacant commercial properties within the City of Red Bluff; and

WHEREAS, the proposed ordinance is intended to protect the public health, safety, and welfare, encourage property maintenance and economic reinvestment, and assist the City in identifying responsible parties for vacant commercial properties; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on the proposed ordinance on May 26, 2026, at which time all interested persons were given the opportunity to be heard and present evidence; and

WHEREAS, the Planning Commission has reviewed and considered the Staff Report and all public testimony and evidence presented regarding the proposed ordinance; and

WHEREAS, the Planning Commission finds that adoption of the proposed ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), the common sense exemption, because it can be seen with certainty that the ordinance will not result in a direct or reasonably foreseeable physical change in the environment.

NOW, THEREFORE, BE IT RESOLVED ON JULY 28, 2026 by the Planning Commission of the City of Red Bluff as follows:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The Planning Commission finds that the proposed ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that adoption of the ordinance may have a significant effect on the environment.

SECTION 3. Recommendation.

The Planning Commission hereby recommends that the City Council adopt an ordinance adding Article XXVIII (29) to Chapter 25 of the Red Bluff Municipal Code establishing Vacant Commercial Property Registration and Maintenance requirements, substantially in the form presented to the Planning Commission and attached as

Exhibit "A.

The foregoing resolution was adopted at a regular meeting of the Planning Commission held on July 28, 2026 by the following vote:

MOTION:

SECOND:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST:

Community Development Director

Deputy City Clerk

Chapter 25, ARTICLE XXVIII (29)
Vacant Commercial Property Registration and Maintenance

Sections:

25.275: Title
25.276: Purpose and Intent
25.277: Definitions
25.278: Registration Required
25.279: Registration Requirements
25.280: Maintenance and Security Requirements
25.281: Signage Requirements
25.282: City Inspection Authority
25.283: Owner Inspection Requirements
25.284: Liability Insurance
25.285: Administrative Enforcement and Penalties
25.286: Public Nuisance Declaration
25.287: Administrative Guidelines

§ 25.275: Title

This chapter shall be known as the “Vacant Commercial Property Registration and Maintenance Ordinance” and may be cited as the “Vacant Commercial Property Ordinance.”

§ 25.276: Purpose and Intent

The City Council finds and declares that vacant and abandoned commercial properties contribute to blight, discourage economic development and investment, reduce surrounding property values, create attractive nuisances, increase the risk of trespassing, vandalism, illegal dumping, and criminal activity, and pose threats to public health, safety, and welfare. The City Council further finds that vacant commercial properties often result in increased demands upon City services, including law enforcement, fire protection, code enforcement, nuisance abatement, and public safety inspections.

This chapter is intended to identify and monitor vacant commercial properties that present a heightened risk of deterioration, blight, nuisance activity, or increased demands on City services. It is not intended to require registration of vacant commercial properties that remain secure, well maintained, in compliance with applicable laws, and do not create adverse impacts on the surrounding community.

The purpose of this chapter is to:

- A. Establish a registration program for vacant commercial properties;
- B. Require owners of vacant commercial properties to properly secure, maintain, and monitor such properties;
- C. Protect surrounding neighborhoods and commercial areas from deterioration and unsafe conditions;
- D. Assist the City in identifying responsible parties for vacant properties;

- E. Encourage the timely rehabilitation, occupancy, reuse, and productive economic utilization of vacant commercial properties; and
- F. Protect the public health, safety, and welfare.

§ 25.277: Definitions

For purposes of this chapter, the following words and phrases shall have the meanings set forth below:

“Commercial building” means any building, structure, accessory structure, modular structure, or portion thereof designed, intended, or used for nonresidential commercial, office, retail, service, industrial, lodging, or mixed-use commercial purposes.

“Commercial unit” means each separate tenant space or occupancy within a commercial building designed or intended for separate occupancy.

“Director” means the Community Development Director or their designee.

“Out-of-area owner” means an owner whose principal residence or business office is located more than forty (40) miles from the subject property.

“Secured” or “securing” means measures taken to render a property inaccessible to unauthorized persons, trespassers, or squatters, including but not limited to repairing or boarding windows, locking doors and gates, repairing fencing, installing security devices, and maintaining the property in compliance with applicable building, fire, and property maintenance standards.

Any boarding materials shall be painted to match the structure and installed in accordance with applicable Building Code standards.

“Unsecured” means any property or structure that is accessible through broken, compromised, missing, breached, unlocked, or open doors, windows, gates, walls, fencing, or similar openings.

“Vacant commercial property” means a commercial building where more than fifty percent (50%) of the commercial units have been unoccupied for more than one hundred eighty (180) consecutive days. A property shall not be considered vacant if any of the following apply:

- A. There is a valid building permit for active construction, rehabilitation, or tenant improvements, excluding ordinary maintenance and repairs, and work is progressing diligently;
- B. The owner or leaseholder has submitted and is actively pursuing required permits, approvals, or entitlements necessary for lawful occupancy or operation of the property;
- C. The property is actively listed for sale or lease through a licensed broker or commercially recognized listing service and is maintained in compliance with this chapter;
- D. In the case of a hotel or motel, the owner or operator is actively engaged in lawful transient occupancy operations, or the Director determines that temporary vacancy is attributable to circumstances beyond the owner’s reasonable control and that the property is being adequately maintained.
- E. The property qualifies for an exemption under Section 25.278(G).

“Exempt property” means a commercial property that would otherwise meet the definition of a vacant commercial property but is not required to register pursuant to Section 25.278 because it qualifies for an exemption established by this chapter.

§ 25.278: Registration Required

- A. **Registration Requirement.** The owner of a vacant commercial property shall register the property with the City within one-hundred and eighty (180) calendar days after the property becomes vacant.

- B. **Registration Fee.** An annual registration fee in an amount established by resolution of the City Council shall accompany the registration. Registration fees shall be reasonably related to the City's costs associated with administration, inspection, monitoring, enforcement, and implementation of this chapter.
- C. **Annual Renewal.** Vacant commercial properties shall remain registered annually for the duration of the vacancy.
- D. **Transfer of Ownership.** Any subsequent owner acquiring an ownership interest in a vacant commercial property shall register or re-register the property within thirty (30) calendar days of transfer.
- E. **De-registration.** A property may be removed from the vacant property registry upon written request by the owner and verification by the Director that:
 - 1. The property is lawfully occupied; or
 - 2. The property otherwise no longer qualifies as a vacant commercial property under this chapter.
- F. **Failure to Register.** If an owner fails to register a vacant commercial property as required by this chapter, the City may register the property and assess applicable registration fees and administrative costs against the owner.
- G. **Registration Exemption.** Notwithstanding the foregoing, the Director may exempt a vacant commercial property from the registration requirements of this chapter upon determining that the property:
 - 1. Is secure, well maintained, and free of blighting conditions;
 - 2. Is in compliance with all applicable federal, state, and local laws, including applicable building, fire, zoning, and property maintenance requirements;
 - 3. Does not constitute a public nuisance or otherwise create adverse impacts on the surrounding community; and
 - 4. Is actively marketed for sale or lease, or is otherwise being lawfully held for future occupancy.

§ 25.279: Registration Requirements

- A. **Registration Form.** The registration shall be submitted on a form approved by the Director and shall include the following:
 - 1. The name, mailing address, telephone number, and email address of the owner;
 - 2. The name, mailing address, telephone number, and email address of any property manager or responsible local contact person;
 - 3. The names and addresses of all known lienholders or parties with a legal or equitable ownership interest in the property;
 - 4. The site address and Assessor's Parcel Number(s);
 - 5. The most recent lawful use of the property;
 - 6. The approximate date the property became vacant;
 - 7. The anticipated duration of the vacancy;
 - 8. A property maintenance, marketing, occupancy, rehabilitation, or reuse plan and timetable;
 - 9. A statement describing the methods used to secure the property;
 - 10. Proof of liability insurance as required by this chapter;
 - 11. A statement regarding whether utilities remain active at the property; and
 - 12. Any additional information reasonably required by the Director for administration of this chapter.
- B. **Local Property Manager.** Out-of-area owners shall designate a local property manager or responsible person authorized to act on behalf of the owner regarding maintenance, inspections, compliance, emergencies, and service of notices. The local property manager shall:
 - 1. Be available twenty-four (24) hours per day, seven (7) days per week;
 - 2. Maintain current contact information with the City; and
 - 3. Possess authority to promptly address violations and emergency conditions.

- C. Trespass Authorization. As a condition of registration, the owner shall authorize the Red Bluff Police Department to enforce trespassing laws pursuant to California Penal Code Section 602 against unauthorized persons present on the property.

§ 25.280: Maintenance and Security Requirements

Owners of vacant commercial properties shall maintain such properties in accordance with this chapter and all applicable federal, state, and local laws. Properties subject to this chapter shall be maintained in a clean, secure, safe, sanitary, and nuisance-free condition, including but not limited to the following:

- A. Landscape Maintenance. Maintain landscaping, weeds, brush, vegetation, and trees to prevent blight, fire hazards, or unsafe conditions.
- B. Trash and Debris Removal. Keep the property free of junk, trash, debris, discarded materials, abandoned personal property, illegal dumping, and hazardous materials.
- C. Graffiti Removal. Remove or paint over graffiti, tagging, or similar markings within seventy-two (72) hours of occurrence using paint that matches the existing exterior surface.
- D. Building Maintenance. Maintain exterior surfaces, roofs, windows, doors, fencing, signage, lighting, and structural elements in good repair.
- E. Security. Secure all structures against unauthorized entry and maintain all security measures in good working condition.
- F. Elimination of Blighting Conditions. Remove outdated advertisements, deteriorated signage, broken materials, unsecured equipment, and other visible conditions contributing to blight.
- G. Compliance with Other Laws. Compliance with this chapter does not excuse compliance with any other applicable provision of the Red Bluff Municipal Code, California Building Code, California Fire Code, or other applicable law.

§ 25.281: Signage Requirements

Any vacant commercial property shall be posted with a weather-resistant sign containing:

- A. The name of the owner, property manager, or responsible party;
- B. A twenty-four-hour contact telephone number; and
- C. The following statement:

“THIS PROPERTY IS MANAGED BY _____”
“TO REPORT PROBLEMS OR CONCERNS CALL _____”

- D. The sign shall:
 - 1. Be at least eighteen (18) inches by twenty-four (24) inches in size;
 - 2. Be legible from the public right-of-way;
 - 3. Be maintained in a readable condition; and
 - 4. Be placed in a location visible from the public right-of-way.

§ 25.282: City Inspection Authority

- A. Inspection Authority. The Director, Building Official, Fire Marshal, Code Enforcement Officer, Police Department, or their designees may inspect or cause inspection of any vacant commercial property for purposes of enforcing this chapter and protecting public health, safety, and welfare.
- B. Access. Upon reasonable notice and as permitted by law, the owner shall provide access to all portions of a vacant commercial property necessary to conduct inspections.
- C. Additional Security Measures. The Director may require additional maintenance or security measures reasonably necessary to prevent deterioration, unauthorized entry, nuisance activity, or unsafe conditions, including but not limited to:
 - 1. Additional lighting;
 - 2. Enhanced fencing or barriers;

3. Additional inspections;
4. Alarm systems;
5. On-site security; or
6. Other reasonable corrective measures.

§ 25.283: Owner Inspection Requirements

- A. Monthly Inspections. The owner or designated property manager shall inspect the vacant commercial property at least once every thirty (30) calendar days.
- B. Correction of Violations. Any condition found to be in violation of this chapter shall be corrected within a reasonable time, not to exceed ten (10) calendar days, unless a shorter period is required to address an immediate health or safety hazard.
- C. Inspection Records. Upon the City's request, the owner shall provide records documenting inspections and corrective actions.

§ 25.284: Liability Insurance

- A. Insurance Required. The owner of a vacant commercial property shall maintain general liability insurance coverage in an amount not less than one million dollars (\$1,000,000.00).
- B. Proof of Insurance. Proof of insurance shall be provided at the time of registration, upon renewal, upon request by the City, and whenever coverage changes.
- C. Notice of Cancellation. Insurance policies shall provide for notice to the City upon cancellation, lapse, or material reduction in coverage.

§ 25.285: Administrative Enforcement and Penalties

- A. Violations. Violations of this chapter shall constitute a public nuisance and may be enforced through any lawful administrative, civil, criminal, or equitable remedy.
- B. Administrative Citations. Violations may be enforced pursuant to the administrative citation procedures set forth in the Red Bluff Municipal Code.
- C. Cost Recovery. The City may recover all enforcement, inspection, abatement, administrative, attorney, and related costs incurred in enforcing this chapter.
- D. Additional Remedies. The City may pursue nuisance abatement, injunctions, liens, special assessments, or any other remedies authorized by law.
- E. Continuing Violations. Each day a violation continues shall constitute a separate offense.
- F. Strict Liability. Violations of this chapter shall be treated as strict liability offenses regardless of intent.

§ 25.286: Public Nuisance Declaration

Any violation of this chapter is declared to be a public nuisance pursuant to the City's police powers and may be summarily abated in accordance with applicable provisions of the Red Bluff Municipal Code and California law.

§ 25.287: Administrative Guidelines

The City Manager or designee may establish administrative rules, procedures, forms, guidelines, and regulations necessary to implement and administer this chapter, provided such rules are consistent with the provisions and intent of this chapter.



CITY OF RED BLUFF

VACANT COMMERCIAL BUILDING REGISTRATION FORM

VALID FOR 1 YEAR

RETURN completed registration form and associated fee to 555 Washington Street, Community Development Department. <i>Incomplete applications cannot be processed.</i>	
Property Address:	Date:
Assessor's Parcel Number:	Zoning:
Last Occupancy Use:	
Registration Type: ☐ Initial Registration ☐ Renewal Registration ☐ Change of Information	
A letter of authorization is required for any contact listed that is not the Property Owner	
Property Owner:	Applicant/Agent/Beneficiary:
Physical Address:	Physical Address:
City: State: Zip:	City: State: Zip:
Mailing Address:	Mailing Address:
City: State: Zip:	City: State: Zip:
Phone Number:	Phone Number:
Email:	Email:
A Property Management Company is <u>required</u> if the property owner lives more than 40 miles from the property.	
<u>Property Management Company (within 40 Miles)</u>	<u>Additional Authorized Contact</u>
Name:	Name:
Mailing Address:	Mailing Address:
City: State: Zip:	City: State: Zip:
<u>24-Hour</u> Phone Number:	Phone Number:
Email:	Email:

1. What date did the property become vacant? _____

2. Does the property have a pool or spa? ☐ Yes ☐ No
3. Has a Notice of Default been recorded against the property? ☐ Yes ☐ No If Yes: Document # _____ Recording Date: _____
4. Will you be adding temporary site fencing? ☐ Yes ☐ No
Any vacant building subject to registration shall be made secure from trespassers in the following manner: i. All doors and windows of the building shall be in good, working condition and locked. ii. All broken doors and windows shall be replaced or shall be covered in a manner acceptable to the Code Enforcement Official. iii. The Code Enforcement Official, in their discretion, may require securing the property with additional measures, as reasonable, to prevent trespassers. iv. The Code Enforcement Official, in his or her discretion, may require the building to have lighting at entrances and exits from dusk until dawn. All entrance/exit lighting must be installed with automatic timers in accordance with any applicable city codes.
5. Describe how the property has been secured against unauthorized entry.
6. Do you have Fire and/or General Liability Insurance for the property? ☐ Yes, attach a copy of Insurance Certification ☐ Yes, self-insured ☐ No, attach a declaration statement for why the property does not have insurance.
MAINTENANCE AND INSPECTIONS REQUIRED
The property owner of a vacant building subject to registration shall perform a self-inspection of the building and property monthly to ensure compliance with this section and this Code. Such inspections shall continue until the subject property is no longer subject to the registration requirement and becomes legally occupied. The property owner shall submit evidence of the required inspections to the Department within ten (10) days of the inspection date. The required evidence shall include photographs of the property along with a completed inspection form, provided by the Department. The failure to submit evidence of inspection shall constitute a separate offense for each day after the due date on which the evidence of inspection is not submitted.
STATEMENT OF INTENT
7. What is the expected period of vacancy?
8. Identify the measures that will be taken to maintain the property while it is vacant.
9. Describe plans for the property and timelines, including rehabilitating, selling, or demolishing.
REGISTRATION FEE:
Annual Registration: \$950.00 Change of Information: \$0.00

By my signature below, I certify to each of the following under penalty of perjury under the laws of the state of California. I am the property owner or authorized representative to act on the property's behalf. I have read this application, and the information I provided is correct. I agree to comply with all applicable City and County ordinances and state laws relating to building construction and property maintenance.

Signature:

Print Name:

Date:

(For Office Use Only)

Fee Received: ☐ Yes ☐ No Trans Code: _____

Account Code: _____

Form of Payment: _____

Amount: _____

VPR# _____ - _____

Application reviewed by: _____

☐ Approved

☐ Denied



Community Development Department
555 Washington Street
Red Bluff, CA 96080
(530) 527-2605
www.cityofredbluff.org

PROPERTY INSPECTION REPORT

VACANT COMMERCIAL BUILDING PROGRAM

Registration Type:

☐ Initial ☐ Monthly – Month: _____ ☐ Quarterly – Period: _____

SUBJECT PROPERTY

Address:

Date/Time of Inspection:

INSPECTOR

Name (First, Middle, Last):

Business Name:

Mailing Address:

City:

State:

Zip:

Telephone:

GENERAL

Vacant Signage (9-5.4 CMC):

☐ Yes ☐ No

Electric Service:

☐ Yes ☐ No

Water Service:

☐ Yes ☐ No

Alarm System:

☐ Burglar ☐ Fire

Remarks:

EXTERIOR

Boarded Windows or Doors:

☐ Yes ☐ No

Remarks:

All Doors in Good, Working Condition & Locked:

☐ Yes ☐ No

Remarks:

All Windows in Good, Working Condition & Locked:

☐ Yes ☐ No

Remarks:

Functional Lighting at Building Entrances/Exits:

☐ Yes ☐ No

Remarks:

Landscaping and Plant Material in Good Condition:

☐ Yes ☐ No ☐ No Landscaping/Plants

Remarks:

Building Paint and Finish in Good Condition:

☐ Yes ☐ No

Remarks:

Graffiti on Premises or Building(s):

☐ Yes ☐ No

Remarks:

Trash, Litter or Debris:

☐ Yes ☐ No

Remarks:

Overgrown or Hazardous Vegetation:

☐ Yes ☐ No

Remarks:

Unsecured Electrical Panel or Related Hazard:

☐ Yes ☐ No

Remarks:

Deteriorated Parking Surfaces/Driveways (10-1.6 bb CMC):

☐ Yes ☐ No

Remarks:

Storage of Vehicles or Equipment: ☐ Yes ☐ No	Remarks:
Any Other Public Nuisance (10-1.6 CMC) ☐ Yes ☐ No	Remarks:
General Description of Premises and Exterior of Building:	
INTERIOR	
Accumulation of Rubbish or Garbage: ☐ Yes ☐ No	Remarks:
Broken Windows or Other Faulty Weather Protection: ☐ Yes ☐ No	Remarks:
Ceiling, Flooring and Wall Coverings Satisfactory Cond.: ☐ Yes ☐ No	Remarks:
Electrical Hazards: ☐ Yes ☐ No	Remarks:
Fire Suppression System Working: ☐ Yes ☐ No ☐ Not Present	Remarks:
In Disrepair/Not Structurally Sound: ☐ Yes ☐ No	Remarks:
Plumbing Hazards: ☐ Yes ☐ No	Remarks:
Smoke Alarms Working? ☐ Yes ☐ No ☐ Not Present	Remarks:
Storage of Chemicals: ☐ Yes ☐ No	Remarks:
Storage of Flammable Materials: ☐ Yes ☐ No	Remarks:
Surfaces Maintained in a Clean, Sanitary Manner: ☐ Yes ☐ No	Remarks:
Water Leaks/Standing Water: ☐ Yes ☐ No	Remarks:
General Description of Interior of Building:	
REQUIRED PHOTOS	

- ☐ **Exterior Premise:** Photos of the subject property, including parking areas, driveways and landscaping.
- ☐ **Building Exterior:** Photos of all sides of the subject building.
- ☐ **Required Signage:** Photo showing required posted vacant building signage.
- ☐ **Building Interior:** Photos showing interior of building with close-up photos of any hazards identified.

AFFIDAVIT OF INSPECTION

The undersigned hereby attests to the above information as accurate as of the date of the inspection. Any falsification may result in the denial or revocation of registration for a vacant building as well as disqualification from conducting other vacant commercial building inspections as part of the registration program.

Signature of Inspector

Date

Printed Name

Submit completed form to:

**Community Development Department
Attn: Vacant Building Program
555 Washington Street
Red Bluff, CA 96080**



Planning Commission

Staff Report

555 Washington Street
Red Bluff, CA 96080
(530) 527-2605

File #: 2026-20

Agenda Date: 7/28/2026

Agenda #: 2.

TO: Planning Commissioners

FROM: Beth Lindauer, Community Development Director

SUBJECT:

CONDITIONAL USE PERMIT (CUP2026-03); 508 MAIN STREET; REQUEST TO CONVERT AN EXISTING SECOND-FLOOR COMMERCIAL SPACE TO A RESIDENTIAL APARTMENT IN THE HISTORIC COMMERCIAL (HC) ZONING DISTRICT. APPLICANT- BRIAN HAUGEN

RECOMMENDED COUNCIL ACTION:

1. Conduct a public hearing and consider all testimony; and
2. Adopt Resolution No. 2026-20 approving CUP2026-03 subject to the findings and conditions of approval.

Conduct a public hearing for the approval/denial of a Conditional Use Permit to allow the conversion of some existing upstairs floor of a commercially used building in a Historic Commercial (HC) zoning district. Notice of this public hearing was published on July 18, 2026.

SUMMARY:

Applicant Brian Haugen, on behalf of 20/20 Investments LLC, requests approval of a Conditional Use Permit to convert the existing upstairs portion of the building into a residential apartment while retaining the ground-floor commercial use. The project is an adaptive reuse of an existing downtown building and does not expand the building footprint.

DISCUSSION:

The property is located within the Historic Commercial (HC) zoning district. Pursuant to RBMC Chapter 25, residential dwellings located above the ground floor within the HC District require approval of a Conditional Use Permit by the Planning Commission. The proposal maintains an active commercial storefront while placing residential occupancy on the upper floor, consistent with the intent of the HC District to encourage mixed-use downtown redevelopment.

Red Bluff Municipal Code (RBMC) Section §25.79 outlines that a Conditional Use Permit shall be required in the Historic Commercial (H-C) zoning designation for residential dwelling use.

§ 25.79 COMMERCIAL ZONES AND PERMIT REQUIREMENTS.

The following is a list of commercial zones and certain permit requirements.

<i>Land Use</i>	<i>C-1</i>	<i>C-2</i>	<i>C-3</i>	<i>FC</i>	<i>HC</i>	<i>Examples</i>
Residential:						
Accessory dwelling unit and junior accessory dwelling unit	N	N	N	N	P	Pursuant to the requirements of § 25.197
Dwellings, ground floor	N	N	N	N	N	Single- and multi-family residences
Dwellings, other than ground floor	N	N	N	N	CUP	Single- and multi-family residences

The proposal represents an appropriate adaptive reuse of an existing structure. Upper-story residential occupancy increases activity in the downtown area while preserving commercial uses at street level. Because the proposal utilizes an existing building, environmental impacts are minimal. All construction will be reviewed through the building permit process for compliance with the California Building Standards Code, Fire Code, accessibility requirements, and City standards.

The Technical Advisory Committee has reviewed the CUP-2026-03 proposal and makes the recommendation to the Planning Commission for approval with the following conditions set forth:

1. Obtain all required building permits before commencement of work.
2. Submit a complete digitally engineered plan set for Building Division review.
3. Install an automatic sprinkler system throughout all Group R fire areas in accordance with NFPA 13.
4. Provide a minimum one-hour fire barrier between the Group B occupancy and the proposed Group R occupancy.
5. Provide compliant emergency escape and rescue openings for each sleeping room.
6. Install smoke alarms and carbon monoxide alarms as required by the California Building and Fire Codes.
7. Provide a non-lead reduced pressure backflow prevention assembly in a metal enclosure meeting the City Land Division and Engineering Design Standards.
8. Comply with all Public Works and Engineering requirements prior to occupancy.
9. Maintain compliance with all applicable provisions of RBMC Chapter 25 and all other applicable City ordinances.
10. The Planning Division shall verify compliance with all conditions prior to final occupancy.

GENERAL PLAN

This project will be consistent with all Elements of the General Plan if the Findings and Conditions

recommended by staff are approved.

Use permits require findings for approval by the Planning Commission as defined in RBMC Section 25.123(A). Section 25.123(A) is as follows:

- (A) The findings of the Planning Commission shall be that the establishment, maintenance, or operation of the proposed use will or will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.

If the Planning Commission approves Use Permit 2026-03, the next step for the applicant would be to secure construction, business license, and occupancy documents and submit them to the Community Development Department for review and approval.

ENVIRONMENTAL IMPACT:

The project is categorically exempt from CEQA pursuant to Guidelines Section 15301 (Existing Facilities), consisting of interior alterations to an existing structure involving negligible expansion of use.

FISCAL IMPACT:

There is no anticipated impact to the City's General Funds budget.

ATTACHMENTS:

1. EXHIBIT A - Vicinity Map
2. EXHIBIT B - Floor Plan
3. EXHIBIT C - Notice of Exemption

PLANNING COMMISSION RESOLUTION NO. 2026-20

A RESOLUTION OF THE RED BLUFF PLANNING COMMISSION REGARDING

WHEREAS, the Planning Commission conducted a duly noticed public hearing on July 28, 2026;

WHEREAS, the subject property is zoned Historic Commercial (HC);

WHEREAS, RBMC Chapter 25 authorizes upper-story residential uses within the HC District upon approval of a Conditional Use Permit;

WHEREAS, the Commission finds the project consistent with the General Plan and compatible with surrounding land uses.

NOW THEREFORE, BE IT RESOLVED that CUP 2026-03 permitting the residential use of the second-story level of a Historic Commercial zoned property, located at 508 Main Street, is approved with the following Conditions and Findings:

I. Conditions:

1. Obtain all required building permits before commencement of work.
2. Submit a complete digitally engineered plan set for Building Division review.
3. Install an automatic sprinkler system throughout all Group R fire areas in accordance with NFPA 13.
4. Provide a minimum one-hour fire barrier between the Group B occupancy and the proposed Group R occupancy.
5. Provide compliant emergency escape and rescue openings for each sleeping room.
6. Install smoke alarms and carbon monoxide alarms as required by the California Building and Fire Codes.
7. Provide a non-lead reduced pressure backflow prevention assembly in a metal enclosure meeting the City Land Division and Engineering Design Standards.
8. Comply with all Public Works and Engineering requirements prior to occupancy.
9. Maintain compliance with all applicable provisions of RBMC Chapter 25 and all other applicable City ordinances.
10. The Planning Division shall verify compliance with all conditions prior to final occupancy.

II. Findings:

If the conditions of approval noted above are imposed, implemented, and monitored:

- The Conditional Use Permit satisfies the findings required by RBMC Chapter 25.
- The use is consistent with the City's General Plan.
- The use will not be detrimental to public health, safety, peace, morals, comfort, or general welfare.
- The project is compatible with existing and planned surrounding land uses.
- The project is exempt from CEQA pursuant to CEQA Guidelines Section 15301.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF RED BLUFF:

The foregoing resolution was adopted at a regular meeting of the Planning Commission held on **July 28, 2026**, by the following vote:

MOTION:
SECOND:

AYES:
NOES:
ABSENT OR NOT VOTING:

ATTEST:

Community Development Director

Deputy City Clerk

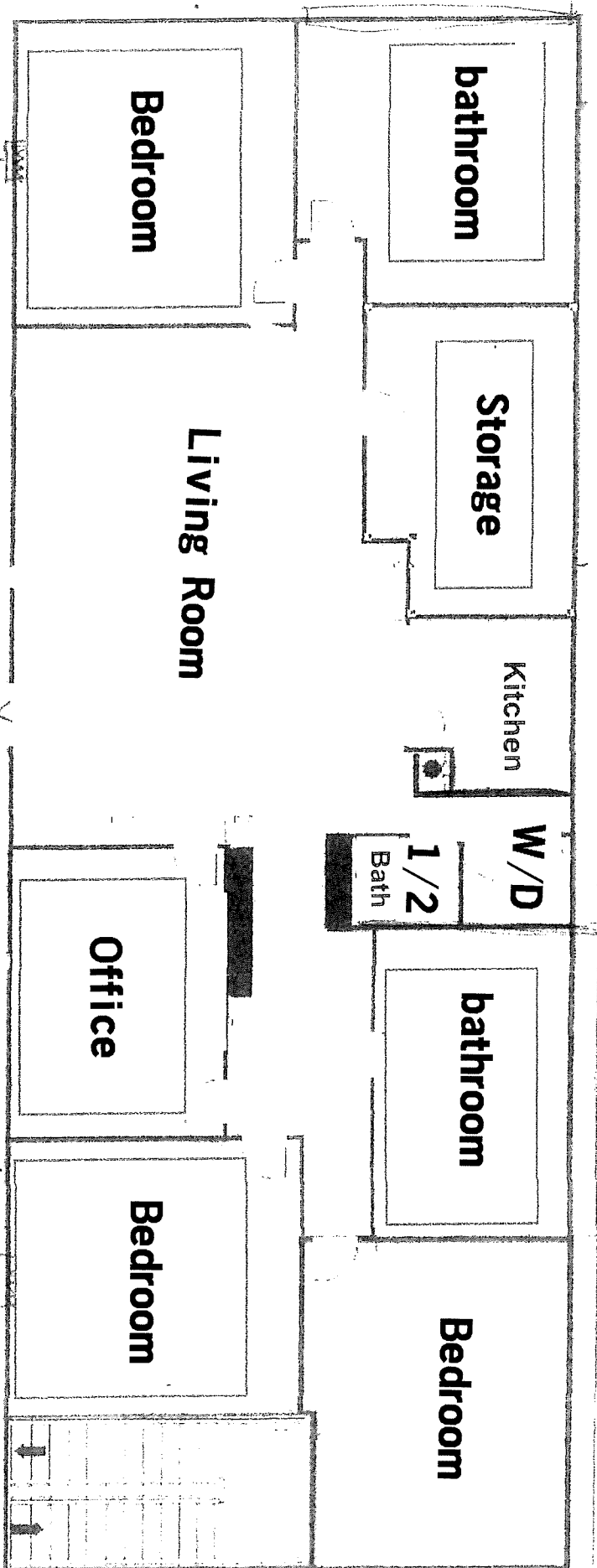
CUP-2026-03 – Vicinity Map



CUP2026-03

508 Main Street Suite F

Proposed 2nd Floor



Existing Patient Parking

Proposed Parking

NOTICE OF EXEMPTION

CEQA: California Environmental Quality Act

To: ☐ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

☒ County Clerk
County of Tehama
P.O. Box 250, Red Bluff, CA 96080

From: City of Red Bluff
555 Washington St.
Red Bluff, CA 96080

Project Title:

Project Location - Specific: 508 Main Street, Red Bluff, CA 96080 (APN: 033-041-014)

- City: Red Bluff

- County: Tehama

Description of Nature, Purpose, and Beneficiaries of Project:

The Proposed Project is to convert the upstairs portion of an existing commercial property into a single-family dwelling unit, creating a mixed-use development. This would involve minimal physical changes to the facility. The project site is located in the Historic Commercial (H-C) zoning district.

Name of Public Agency Approving Project: City of Red Bluff

Name of Person or Agency Carrying Out Project: City of Red Bluff

Exempt Status: (check one)

- ☐ Ministerial (Sec. 21080 (b) (1); 15268);
- ☐ Declared Emergency (Sec. 21080 (b) (3); 15269 (a));
- ☐ Emergency Project (Sec. 21080 (b) (4); 15269 (b) (c));
- ☒ Categorical Exemption. Type and Section Number: §15301 Class 1- Existing Facilities Exemption
- ☐ Statutory Exemption. Code Number: Section xxxxxxxxxxxx

Reasons why project is exempt: The proposed change to the existing facility in the R-1 zoning district is exempt from CEQA under the Existing Facilities Exemption, section 15301 Class 1. The Existing Facilities Exemption states Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of existing or former use.

Lead Agency Contact Person: Beth Lindauer; Community Development Director

Area Code/Telephone/Extension: (530) 527-2605, Extension 3059.

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: _____ Date _____
☒ Signed by Lead Agency Date Received for Filing At OPR: _____

Community Development Director
Title



Planning Commission

Staff Report

555 Washington Street
Red Bluff, CA 96080
(530) 527-2605

File #: 2026-19

Agenda Date: 7/28/2026

Agenda #: 3.

TO: Planning Commissioners

FROM: Beth Lindauer, Community Development Director

SUBJECT:
**CONSIDERATION OF THE RECOMMENDATION TO CITY COUNCIL OF A TOBACCO RETAILER
LICENSING ORDINANCE**

RECOMMENDED COUNCIL ACTION:

Staff recommends that the Planning Commission adopt Resolution No. 2026-19 recommending that the City Council approve the proposed Tobacco Retail Licensing Ordinance.

SUMMARY:

While the State licenses tobacco retailers, enforcement of retail sales within individual communities is often limited. As a result, many California jurisdictions have adopted local Tobacco Retail Licensing (TRL) programs that complement, not replace, the State licensing system by providing local agencies with administrative tools to educate retailers, monitor compliance, and enforce existing tobacco laws. The proposed ordinance does not prohibit the lawful sale of tobacco products to adults, create new restrictions on legal purchasers, or establish new criminal offenses. Rather, it provides a local administrative framework to support compliance with existing State and federal laws designed to prevent the illegal sale of tobacco products to minors.

DISCUSSION:

Since the last Commission meeting, staff has continued evaluating the program and has completed several significant actions that were not available during the Commission's initial discussion.

Most notably, the City has:

- Submitted an application for the California Department of Justice Tobacco Grant Program;
- Developed a collaborative enforcement strategy with the Red Bluff Police Department;
- Obtained formal letters of support from the Tehama County District Attorney's Office;
- Obtained letters of support from the Red Bluff Joint Union High School District and Red Bluff Union Elementary School District;
- Coordinated proposed enforcement activities among local agencies; and
- Further evaluated the City's ability to implement the program using outside grant funding rather than relying solely upon local resources.

These additional efforts reinforce that the proposed ordinance is intended to serve as a collaborative youth protection initiative rather than simply establishing another permitting requirement.

PURPOSE OF THE ORDINANCE

The ordinance does not create new restrictions on responsible businesses; rather, it provides the City with limited local authority to educate retailers, monitor compliance with existing laws, and address repeated violations involving the sale of tobacco products to minors.

A local Tobacco Retail Licensing program allows the City to:

- Maintain an accurate inventory of tobacco retailers;
- Provide consistent education regarding changing State laws;

- Conduct compliance inspections;
- Coordinate enforcement with local law enforcement;
- Suspend or revoke permits for repeated violations; and
- Encourage voluntary compliance before violations occur.

Rather than creating new laws, the ordinance provides local tools to enforce laws that already exist.

The proposed ordinance:

- Does **not** prohibit lawful tobacco sales.
- Does **not** regulate adult consumers.
- Does **not** create new criminal violations.
- Does **not** impose zoning restrictions on existing retailers.

COMMUNITY SUPPORT

Since the Planning Commission's initial review, numerous community organizations have formally expressed support for the City's efforts. Letters supporting the City's proposed tobacco enforcement initiative have been received from the Red Bluff Police Department, Tehama County District Attorney's Office, Red Bluff Joint Union High School District, and Red Bluff Union Elementary School District.

These organizations collectively recognize youth access to tobacco products and vaping devices as an ongoing community concern and support a coordinated enforcement and education program to reduce illegal sales to minors.

YOUTH TOBACCO USE REMAINS A SIGNIFICANT PUBLIC HEALTH CONCERN

Although adult tobacco use is legal, preventing youth nicotine addiction remains a statewide public health priority.

Research consistently demonstrates:

- Nearly all adult tobacco users begin before age 21.
- E-cigarettes remain the most commonly used tobacco product among youth.
- Flavored tobacco products continue to drive youth experimentation.
- Nicotine exposure during adolescence increases the likelihood of lifelong addiction.
- Supports California's existing efforts to reduce youth access by improving retailer education and local enforcement-not by restricting lawful adult purchases.

GRANT FUNDING REDUCES LOCAL COSTS

Following the Commission's initial discussion, the City submitted an application for funding through the California Department of Justice Tobacco Grant Program.

The grant specifically funds local enforcement activities intended to reduce illegal tobacco sales and marketing to minors through:

- Retailer education;
- Compliance inspections;
- Minor decoy operations;
- Shoulder tap operations;
- Enforcement officer training; and
- Multi-agency enforcement efforts.

If awarded, grant funding would significantly reduce implementation costs by supporting enforcement activities with State tobacco tax revenues rather than relying solely upon local General Fund resources.

STAFF ANALYSIS

The proposed Tobacco Retail Licensing Ordinance represents a measured approach to protecting youth while supporting responsible local businesses. Rather than expanding government regulation, the ordinance provides the City with administrative tools to educate retailers, improve compliance with existing State laws, coordinate local enforcement efforts, and protect minors from unlawful access to tobacco products.

Since the Planning Commission's initial discussion, the City has strengthened the proposal through regional partnerships, pursuit of State grant funding, and formal support from local schools, law enforcement, and the District Attorney's Office. Collectively, these efforts demonstrate broad community support for an education-first, enforcement-focused program designed to reduce youth access to tobacco products while respecting the rights of lawful adult consumers and responsible retailers.

PERMIT FEES

Several Commissioners expressed concern regarding potential permit fees. The proposed ordinance does not establish a specific permit fee. Should the ordinance ultimately be adopted, any future fee would be considered separately by the City Council and would be limited to recovering the City's reasonable costs associated with administering the program. California law does not allow regulatory permit fees to exceed the reasonable cost of providing the service. Additionally, outside grant funding may substantially offset program implementation costs during the initial years of the program.

ENVIRONMENTAL IMPACT:

The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3), the commonsense exemption, because adoption of administrative licensing regulations will not result in a direct or reasonably foreseeable physical impact on the environment.

FISCAL IMPACT:

Implementation costs are anticipated to be partially or substantially offset through grant funding if awarded. Future permit fees, if adopted by the City Council, would be limited to recovering reasonable administrative costs associated with operating the program and would not be intended to generate revenue.

ATTACHMENTS:

1. Exhibit A - Draft Ordinance
2. Exhibit B - Letters of Support & Commitment

PLANNING COMMISSION RESOLUTION NO. 2026-19**A RESOLUTION OF THE RED BLUFF PLANNING COMMISSION REGARDING**

WHEREAS, the City of Red Bluff desires to promote responsible tobacco retailing practices and support compliance with applicable federal, state, and local tobacco laws; and

WHEREAS, the proposed Tobacco Retailer Permit Ordinance establishes local regulations governing the retail sale of tobacco products and tobacco paraphernalia within the City of Red Bluff; and

WHEREAS, the proposed ordinance would require tobacco retailers operating within the city to obtain and maintain a Tobacco Retailer Permit for each fixed retail location; and

WHEREAS, the proposed ordinance establishes operational requirements, compliance monitoring procedures, enforcement mechanisms, permit suspension and revocation procedures, and administrative penalties related to tobacco retailing activities; and

WHEREAS, the Planning Commission has reviewed the proposed Tobacco Retailer Permit Ordinance, the staff report, and all public testimony and evidence presented during the original duly noticed public hearing held on May 26, 2026; and

WHEREAS, the Planning Commission finds that the proposed ordinance is consistent with the public health, safety, and welfare objectives of the City of Red Bluff; and

WHEREAS, the Planning Commission further finds that adoption of the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), commonly referred to as the "common sense exemption," because it can be seen with certainty that the ordinance will not result in a direct or reasonably foreseeable physical change in the environment, and additionally may be categorically exempt pursuant to CEQA Guidelines Section 15308 relating to actions by regulatory agencies for protection of the environment.

NOW, THEREFORE, BE IT RESOLVED ON JULY 28, 2026 by the Planning Commission of the City of Red Bluff as follows:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The Planning Commission finds that the proposed Tobacco Retailer Permit Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that adoption of the ordinance may have a significant effect on the environment.

SECTION 3. The Planning Commission hereby recommends that the City Council adopt the proposed ordinance adding Article XXVIII, "Tobacco Retailer Permit," to Chapter 25 of the Red Bluff Municipal Code, substantially in the form presented to the Planning Commission.

NOW THEREFORE, BE IT RESOLVED, BY THE PLANNING COMMISSION OF THE CITY OF RED BLUFF:

The foregoing resolution was adopted at a regular meeting of the Planning Commission held on _____, by the following vote:

MOTION:
SECOND:

AYES:
NOES:
ABSENT OR NOT VOTING:

ATTEST:

Community Development Director

Deputy City Clerk

CHAPTER 25
ARTICLE XXVIII - TOBACCO RETAILER PERMIT

SECTION:

25.255: Title

25.256: Purpose

25.257: Definitions

25.258: Requirements and prohibitions.

25.259: Limits On Eligibility for a Tobacco Retailer Permit

25.260: Tobacco Retailer Permit Application Procedure

25.261: Issuance of Tobacco Retailer Permit

25.262: Term and Renewal

25.263: Permits Nontransferable

25.264: Fee for Permit

25.265: Compliance Monitoring

25.266: Suspension and Revocation of Tobacco Retailer Permit; Imposition of Administrative Fine

25.267: Appeal of Director's Determination

25.268: New Permit After Revocation

25.269: Tobacco Retailing Without a Permit

25.270. Violations

25.271: No Conflict with Federal or State Law

25.272: Severability

§ 25.255 Title

This article may be referred to as the TOBACCO RETAILER PERMIT ORDINANCE of the city of Red Bluff.

§ 25.256: Purpose

In enacting this article, it is the intent of the city council to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, especially those that discourage the sale or distribution of tobacco and nicotine products to minors. There is no intent, however, to expand or reduce the degree to which the acts regulated by federal or state law are criminally proscribed or to alter the penalties provided therein.

§ 25.257 Definitions

The following words and phrases, whenever used in this chapter, shall have the meanings defined in this section unless the context clearly requires otherwise:

"Arm's length transaction" means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between 2 informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies, or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this chapter, is not an arm 's-length transaction.

"Characterizing flavor" means a taste or aroma, other than the taste or aroma of tobacco, imparted either prior to or during consumption of a tobacco product or any byproduct produced by the tobacco product, including, but not limited to, tastes or aromas relating to menthol, mint, wintergreen, fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcohol beverage, herb, or spice. A tobacco product shall not be determined to have a characterizing flavor solely because of the use of additives or flavorings or the provision of ingredient information. Rather, it is the presence of a distinguishable taste or aroma, or both, as described in the first sentence of this definition, that constitutes a characterizing flavor.

"Flavored tobacco product" means any tobacco product that contains a constituent that imparts a characterizing flavor.

"Person" means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

"Proprietor" means a person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a person has a 10% or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a person can or does have or share ultimate control over the day-to-day operations of a business.

"Self-service display" means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct person-to-person transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.

"Smoking." Refer to Section 9.04.170 for the definition.

"Tobacco paraphernalia" means cigarette papers or wrappers, pipes, holders of smoking materials of all types, cigarette rolling machines, vaporizers and any other item designed for the smoking, preparation, storing, or consumption of tobacco products. For the purpose of this chapter, electronic cigarette supplies are considered tobacco paraphernalia.

"Tobacco product" means any substance containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, snus, bidis, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not

include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence. For the purpose of this chapter, electronic cigarettes are considered a tobacco product. For the purposes of this title, tobacco products exclude products with a characterizing flavor.

"Tobacco retailer" means any person who sells, offers for sale, or exchanges for any form of consideration, tobacco, tobacco products or tobacco paraphernalia. "Tobacco retailing" shall mean the doing of any of these things. This definition is without regard to the quantity of tobacco, tobacco products, or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

§ 25.258. Requirements and prohibitions

- A. Tobacco Retailer Permit Required. It is unlawful for any person to act as a tobacco retailer in the City of Red Bluff without first obtaining and maintaining a valid tobacco retailer's permit pursuant to this chapter for each location at which that activity is to occur. Tobacco retailing without a valid tobacco retailer's permit is a nuisance as a matter of law.
- B. Lawful Business Operation. In the course of tobacco retailing or in the operation of the business or maintenance of the location for which a Permit is issued, it shall be a violation of this chapter for a permit, or any of the permittee's agents or employees, to violate any local, state, or federal law applicable to tobacco products, tobacco paraphernalia, or tobacco retailing.
- C. Display of Permit. Each tobacco retailer permit shall be prominently displayed in a publicly visible location at the permitted location.
- D. Positive Identification Required. No person engaged in tobacco retailing shall sell or transfer a tobacco product or tobacco paraphernalia to another person who appears to be under the age of 30 years without first examining the identification of the recipient to confirm that the recipient is at least the minimum age under state law to purchase and possess the tobacco product or tobacco paraphernalia.
- E. Minimum Age for Persons Selling Tobacco. No person who is younger than the minimum age established by state law for the purchase or possession of tobacco products shall engage in tobacco retailing.
- F. Self-Service Displays Prohibited. Tobacco retailing by means of a self-service display is prohibited.
- G. False and Misleading Advertising Prohibited. A tobacco retailer or proprietor without a valid tobacco retailer permit, including, for example, a person whose permit has been revoked, shall not display any advertisement relating to tobacco products or tobacco paraphernalia that promote the sale or distribution of such products from the tobacco retailer's location or that could lead a reasonable consumer to believe that such products can be obtained at that location.
- H. Compliance With State Mandated Sign Requirements: Tobacco retailers shall post and maintain all signage required by the California Labor Code, California Business And Professions Code, California Penal Code, and any other applicable federal, state, or local law.

§ 25.259. Limits on eligibility for a tobacco retailer permit

No permit may authorize tobacco retailing at any location other than a fixed location. For example, tobacco retailing by persons on foot or from vehicles is prohibited.

§ 25.260. Tobacco Retailer Permit Application Procedure

Application for a tobacco retailer's permit shall be submitted in the name of each proprietor proposing to conduct retail tobacco sales and shall be signed by each proprietor or an authorized agent thereof.

It is the responsibility of each proprietor to be informed regarding all laws applicable to tobacco retailing, including those laws affecting the issuance of a tobacco retailer's permit. No proprietor may rely on the issuance of a Permit as a determination by the City of Red Bluff that the proprietor has complied with all laws applicable to tobacco retailing. A permit or Permit issued contrary to this chapter, contrary to any other law, or on the basis of false or misleading information supplied by a proprietor shall be revoked. All applications shall be submitted on a form supplied by the City of Red Bluff. A permitted tobacco retailer shall inform the department in writing of any change in the information submitted on an application for a tobacco retailer's Permit within 10 business days of a change.

All information specified in an application pursuant to this section shall be subject to disclosure under the California Public Records Act (California Government Code Section 6250 et seq.) or any other applicable law, subject to the laws' exemptions.

§ 25.261. Issuance Of Tobacco Retailer Permit

Upon the receipt of a complete application for a tobacco retailer's Permit and the Permit fee required by this chapter, the city shall issue a Permit unless substantial evidence demonstrates that one or more of the following bases for denial exists:

- A. The information presented in the application is inaccurate or false. Intentionally supplying inaccurate or false information shall be a violation of this chapter.
- B. The application seeks authorization for tobacco retailing for a proprietor to whom this chapter prohibits the issuance of a Permit.
- C. The application seeks authorization for tobacco retailing that is prohibited pursuant to this chapter (e.g., mobile vending), that is unlawful pursuant to this Code (e.g., zoning code, building code, and business license tax ordinance), or that is unlawful pursuant to any other law.

§ 25.262. Term and Renewal

Renewal of Permit. A tobacco retailer's Permit is invalid if the appropriate fee has not been timely paid in full or if the term of the Permit has expired. The term of a tobacco retailer Permit is one year. Each tobacco retailer shall apply for the renewal of his or her tobacco

retailer's Permit and submit the Permit fee no later than 30 days prior to the expiration of the term.

Expiration of Permit. A tobacco retailer's Permit that is not timely renewed shall expire at the end of its term. To renew a Permit not timely renewed pursuant to subsection A of this section, the proprietor must:

Submit the Permit fee and application renewal form; and

Submit a signed affidavit affirming that the proprietor has not sold and will not sell any tobacco product or tobacco paraphernalia after the Permit expiration date and before the Permit is renewed.

§ 25.263. Permits nontransferable

A tobacco retailer's Permit may not be transferred from one person to another or from one location to another. A new tobacco retailer's Permit is required whenever a tobacco retail location changes proprietor(s).

Notwithstanding any other provision of this chapter, prior violations at a location shall continue to be counted against a location, and permit ineligibility periods shall continue to apply to a location unless:

The location has been fully transferred to a new proprietor or fully transferred to entirely new proprietors; and

The new proprietor(s) provide the city with clear and convincing evidence that the new proprietor(s) have acquired or are acquiring the location in an arm's length transaction.

§ 25.264. Fee for Permit

The fee to issue or to renew a tobacco retailer's permit shall be established from time to time by resolution of the city council. The fee shall be calculated so as to recover the cost of administration and enforcement of this chapter, including, for example, issuing a permit, administering the permit program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this chapter. All fees and interest upon proceeds of fees shall be used exclusively to fund the program. Fees are nonrefundable except as may be required by law.

§ 25.265. Compliance monitoring

Compliance checks shall be conducted to enable the city to determine, at a minimum, whether the tobacco retailer is complying with laws regulating youth access to tobacco. When the department deems appropriate, the compliance checks shall determine compliance with other laws applicable to tobacco retailing.

§25.266. Suspension And Revocation of Tobacco Retailer Permit; Imposition Of Administrative Fine

- A. Suspension Or Revocation; Administrative Fine: In addition to any other penalty authorized by law, a tobacco retailer permit shall be suspended or revoked and an administrative fine shall be assessed against the tobacco retailer in accordance with the procedures set forth in this section if it is determined that the permittee or his or her agent or employee has violated any of the conditions of the permit imposed pursuant to this article or any other local, state or federal law pertaining to the sale of tobacco products or tobacco paraphernalia to persons under **twenty-one (21)** years of age.
1. First Violation: Upon a determination by the department of a first permit violation within a sixty (60) month period, the permit shall be suspended for a period of thirty (30) calendar days and an administrative fine in the amount of five hundred dollars (\$500.00) (or as otherwise set by resolution of the city council) shall be assessed against the tobacco retailer. The administrative fine shall be due and payable in full at the time that the suspension becomes effective.
 2. Second Violation: Upon a determination by the department of a second permit violation within a sixty (60) month period, the permit shall be suspended for a period of ninety (90) calendar days and an administrative fine in the amount of one thousand dollars (\$1,000.00) (or as otherwise set by resolution of the city council) shall be assessed against the tobacco retailer. The administrative fine shall be due and payable in full at the time that the suspension becomes effective.
 3. Third Violation: Upon a determination by the department of a third permit violation within a sixty (60) month period, the permit shall be revoked, and an administrative fine in the amount of two thousand five hundred dollars (\$2,500.00) (or as otherwise set by resolution of the city council) shall be assessed against the tobacco retailer. The administrative fine shall be due and payable in full at the time that the revocation becomes effective.
- B. Revocation Of Permit Wrongly Issued: A tobacco retailer permit shall be revoked if the department determines that one or more of the bases for denial of a permit under subsection 5-2D-6A of this article existed at the time the application was made or at any time before the permit was issued. No administrative fine shall accompany the revocation of a permit that was wrongly issued.
- C. Order Of Suspension/Revocation: Upon a determination by the department that the permittee or his or her agent or employee has violated any of the conditions of the permit imposed pursuant to this article, or any other local, state or federal law pertaining to the sale of tobacco products or tobacco paraphernalia to persons under the age of eighteen (18) years, the department shall serve a written order of suspension/revocation of tobacco retailer permit (hereinafter, "order of suspension/revocation") upon either: 1) the authorized agent either via personal service or via first class mail, postage prepaid to the address provided on the tobacco retailer permit application, or 2) if an authorized agent was not listed on the tobacco retailer permit application, to the permittee via personal service or via first class mail, postage prepaid to the business address.
1. The order of suspension/revocation shall provide, at a minimum, the following information:
 - a. The name of the permittee and tobacco retailer permit number;

- b. A brief statement of the specific ground(s) for the suspension or revocation;
- c. If applicable, the term of the suspension;
- d. If applicable, the amount of any administrative fine being assessed;
- e. If applicable, the dates and terms of any prior suspensions and administrative fines within the preceding sixty (60) months;
- f. The effective date of the suspension or revocation and the due date of the administrative fine;
- g. If applicable, the date on which a permittee may apply for a new tobacco retailer permit after revocation;
- h. The time frame and manner in which the permittee may contest the order of suspension/revocation as set forth in subsection D1 of this section;
- i. A statement that the failure of the permittee to contest the order of suspension/revocation will constitute a waiver of the permittee's right to administratively challenge the order of suspension/revocation, and the order of suspension/revocation shall be deemed a final and binding administrative decision; and
- j. If applicable and in the possession of the department, copies of the following documents:
 - (1) Permittee's application for a tobacco retailer permit;
 - (2) Permittee's tobacco retailer permit;
 - (3) Permittee's tobacco retailer's Permit (as issued by the state board of equalization); and
 - (4) Any law enforcement report, memorandum, and/or photograph submitted by the sheriff's department or other law enforcement agency relied upon by the department in support of the suspension or revocation. These documents shall be redacted as required or permitted by law.

- 2. Service of the order of suspension/revocation shall be deemed to have been completed on the date on which the order of suspension/revocation is either personally delivered to the authorized agent or permittee or the date on which the order of suspension/revocation is deposited with the United States Postal Service.
- 3. Failure of an authorized agent or permittee to receive a properly addressed order of suspension/revocation shall not invalidate any of the proceedings pursuant to this article.

D. Contest Of Order Of Suspension/Revocation:

- 1. Any permittee whose permit has been suspended or revoked pursuant to the provisions of this article may contest the order of suspension/revocation by filing with the department a written request to contest the order of suspension/revocation (including the imposition of the corresponding administrative fine) within ten (10) calendar days of the order of suspension/revocation. The

written request must include, at a minimum, the following:

- a. The name of the permittee, the address of the business property, and the tobacco retailer permit number that is subject to the order of suspension/revocation;
 - b. The date on which the order of suspension/revocation was issued;
 - c. A brief statement in ordinary and concise language of the specific action protested, together with any material facts claimed to support the contentions of the permittee;
 - d. A brief statement in ordinary and concise language of the relief sought, and the reasons why it is claimed the order of suspension/revocation should be reversed or otherwise set aside;
 - e. The signature of all proprietors who are contesting the order of suspension/revocation under penalty of perjury as to the contents of the request for appeal.
2. Notwithstanding title 1, chapter 4, "Administrative Citations", of this code or any other provision of this code, an administrative fine assessed against a tobacco retailer in conjunction with an order of suspension/revocation, the assessment of the administrative fine shall only be challenged as set forth in this section.
 3. Upon receipt of such written request for a hearing, the department shall give not less than five (5) business days' written notice to the permittee to show cause at a time and place fixed in the notice why the tobacco retailer permit should not be suspended or revoked (as the case may be). The written notice of hearing shall be served upon the permittee in the same manner as the order of suspension/revocation.
 4. Any order of suspension/revocation and any assessment of a corresponding administrative fine shall be stayed pending a director's determination upon the timely filing of a request for a hearing.

E. Administrative Review Hearing:

1. The director shall conduct the administrative review hearing at the designated time and place. The hearing is to be conducted informally, and formal rules of evidence do not apply. If a youth decoy participated in the underlying investigation, the youth decoy shall not be required to appear or to give testimony. At the hearing, the permittee shall have the burden of showing cause why the tobacco retailer permit should not be suspended or revoked, and the permittee shall be given an opportunity to present any evidence (testimonial, documentary, or otherwise) as it pertains to whether a ground for suspension or revocation exists. In determining whether a ground for suspension or revocation exists, the director shall not consider any evidence pertaining to "preventative measures" or "subsequent remedial measures" (e.g., employee training, the termination of employment of the agent/employee that committed the underlying violation, etc.).
2. Within thirty (30) calendar days of the conclusion of the administrative review hearing, the director shall serve the permittee with written notice of its determination

as to whether the tobacco retailer permit shall be suspended or revoked (and the corresponding administrative fine shall be assessed). The written determination shall be served upon the permittee in the same manner as the order of suspension/revocation. If the director determines that the tobacco retailer permit shall be suspended or revoked, the written determination shall contain all of the information required pursuant to subsection C1 of this section. A written determination that the tobacco retailer permit shall be suspended or revoked shall also contain the time frame and manner in which the permittee may contest the director's determination as set forth in this article, and, a statement that the failure of the permittee to contest the director's determination will constitute a waiver of the permittee's right to administratively challenge the director's determination, and the director's determination to suspend or revoke the tobacco retailer permit shall be deemed a final and binding administrative decision.

§ 25.267 Appeal of Directors' determination

- A. Request For Appeal: Any permittee who has been aggrieved by a director's determination to affirm an order of suspension/revocation and to suspend or revoke a tobacco retailer permit (and impose the corresponding administrative fine) may appeal the director's determination by submitting a written request for appeal to the city clerk within ten (10) calendar days of the director's written determination. The written request for appeal shall contain, at a minimum, the following:
 - 1. The name of the permittee, the address of the business property, and the tobacco retailer permit number that is subject to the director's determination to suspend or revoke;
 - 2. The date on which the director's determination was issued;
 - 3. A statement as to all grounds for appeal in ordinary and concise language, together with any material facts claimed to support the contentions of the permittee (as only the matters and issues raised in the written request will be considered on appeal);
 - 4. A brief statement in ordinary and concise language of the relief sought, and the reasons why it is claimed the director's determination should be reversed or otherwise set aside;
 - 5. The signature of all proprietors who are contesting the director's determination under penalty of perjury as to the contents of the request for appeal.
- B. Staying Of Suspension/Revocation: A director's determination to suspend or revoke a tobacco retailer permit (and to pay the corresponding administrative fine) shall be stayed pending a determination of the city manager (or designee thereof) upon the timely filing of a written request for appeal.
- C. Notice Of Appeal Hearing: Upon receipt of such written request for appeal, the city clerk shall give not less than five (5) business days' written notice to the permittee of the date and time of the appeal hearing. Service of the notice of appeal hearing shall be in the same manner as the order of suspension/revocation.
- D. Appeal Hearing: At the time and place set for the appeal hearing, the city manager (or

designee thereof) shall proceed to hear testimony and to receive evidence from the city, the permittee, and other competent persons respecting those matters or issues on appeal. Only those matters or issues specifically raised by the permittee in the written request for appeal shall be considered in the hearing of the appeal. The formal rules of evidence do not apply to this proceeding. If a youth decoy participated in the underlying investigation, the youth decoy shall not be required to appear or to give testimony. At the hearing, the permittee shall be given an opportunity to present any evidence (testimonial, documentary, or otherwise) as it pertains to whether a ground for suspension or revocation exists. In determining whether a ground for suspension or revocation exists, the director shall not consider any evidence pertaining to "preventative measures" or "subsequent remedial measures" (e.g., employee training, the termination of employment of the agent/employee that committed the underlying violation, etc.).

- E. **Decision On Appeal:** If it is shown at the appeal hearing by a preponderance of the evidence that one or more bases exist to suspend or revoke the tobacco retailer permit, the city manager (or designee thereof) shall affirm the director's determination to suspend or revoke the permit and to impose the corresponding administrative fine. The city manager shall cause to be served upon the permittee a written notice of decision that shall contain the city manager's determination as to whether the tobacco retailer permit shall be suspended or revoked, the corresponding administrative fine assessed, and the findings of fact supporting the determination. The written notice of decision shall further inform the appellant that the decision is a final decision and that the time for judicial review for the suspension or revocation is governed by California Code Of Civil Procedure section 1094.6 et seq., and that the time for judicial review for the imposition of the administrative fine is governed by Government Code section 53069.4(b). The notice of decision shall be served upon the appellant in the same manner as the order of suspension/revocation. A decision to affirm the director's determination to suspend or revoke a tobacco retailer permit shall become effective, and the permit shall be suspended or revoked, immediately upon service of the written notice of decision. The corresponding administrative fine shall be immediately due upon service of the written notice of decision.

§ 25.268 New permit after revocation

- A. Notwithstanding any other provision of this article, no tobacco retailer's permit shall be issued to a tobacco retailer (or proprietor thereof) whose permit has previously been revoked pursuant to subsections of this article for a period of twelve (12) months from the date of the prior revocation.
- B. Notwithstanding any other provision of this article, no tobacco retailer's permit shall be issued for any location where a tobacco retailer permit has previously been revoked pursuant to subsections of this article for a period of twelve (12) months from the date of the prior revocation, unless ownership of the business at the location has been transferred in an arm's length transaction.
- C. The revocation of a tobacco retailer's permit pursuant to subsections of this article shall be without prejudice to the filing of a new tobacco retailer permit application. Any such new application shall be reviewed in accordance with this article.

§ 25.269. Tobacco retailing without a permit

In addition to any other penalty authorized by law, if a court of competent jurisdiction determines, or the department finds based on a preponderance of evidence, after notice and an opportunity to be heard, that any person has engaged in tobacco retailing at a location without a valid tobacco retailer's Permit, either directly or through the person's agents or employees, the person shall be ineligible to apply for, or to be issued, a tobacco retailing Permit as follows:

After a first violation of this section, no new Permit may be issued for the person or the location (unless ownership of the business at the location has been transferred in an arm's length transaction) until 30 days have passed from the date of the violation.

After a second violation of this section, no new Permit may be issued for the person or the location (unless ownership of the business at the location has been transferred in an arm's length transaction) until 90 days have passed from the date of the violation.

After a third or subsequent violation of this section at a location, no new Permit may be issued for the person or the location (unless ownership of the business at the location has been transferred in an arm's-length transaction) until 5 years have passed from the date of the violation.

§ 25.270. Violations

- A. In addition to any other remedy, any person who causes, permits, aids, abets, suffers, or conceals a violation of any provision of this article, or who fails to comply with any obligation or requirement of this article, is guilty of a misdemeanor punishable in accordance with title 1, chapter 2 of this code.
- B. Each violation of this article is hereby declared to be a public nuisance.
- C. The remedies provided by this article are cumulative and in addition to any other remedies available at law or in equity.
- D. In addition to other remedies provided by this article or by other law, any violation of this article may be remedied by administrative or civil action, including, but not limited to, civil injunction or other abatement action.

§ 25.271. No conflict with federal or state law

Nothing in this chapter shall be interpreted or applied so as to create any requirement, power, or duty that is preempted by federal or state law.

§ 25.272. Severability

If any provision, section, subsection, sentence, clause, phrase, or word of this Chapter 5.28, or any application thereof to any person or circumstance, is held to be invalid or

unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions or applications of the chapter. The city council hereby declares that it would have passed this chapter, and each provision, section, subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional without regard to whether any other portion of this chapter or application thereof would be subsequently declared invalid or unconstitutional.



City of Red Bluff

POLICE DEPARTMENT

Quintan Ortega
Chief of Police
555 Washington St., Red Bluff, CA 96080

Dispatch	(530) 527-3131
TDD	(530) 527-3131
Records	(530) 527-3134
Administration	(530) 527-8282
Investigations	(530) 527-8282
FAX	(530) 529-4768

June 2, 2026

California Department of Justice Division of
Administrative Services Office of Fiscal Services
Grant Services Branch Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 956816-0187

RE: Letter of Commitment and Collaboration for the City of Red Bluff Code Enforcement Department 2026/27
Tobacco Grant Proposal

To whom it may concern,

Please accept this letter as affirmation that our agency is aware of the Tobacco Grant proposal by the City of Red Bluff Code Enforcement Department. As a partner agency on this proposed project, we affirm our commitment to perform the activities designated for our agency and its staff.

The City of Red Bluff Police Department proudly supports the City's Code Enforcement Department in its pursuit of funding through the California Department of Justice Tobacco Grant Program. Illegal tobacco sales to underage individuals continue to present challenges for law enforcement agencies and community partners working to safeguard the health and well-being of local youth. The proposed grant would enhance the City's ability to identify and address unlawful retail practices, strengthen compliance with state tobacco laws, and provide additional resources to support coordinated enforcement efforts.

The Police Department recognizes the value of a collaborative approach to tobacco enforcement and is committed to working alongside Code Enforcement staff through joint investigations, operational support, information sharing, and other enforcement activities as appropriate. By leveraging the expertise and resources of multiple departments, the City will be better positioned to deter violations, hold non-compliant retailers accountable, and create a safer environment for young people and families. The Police Department fully supports this application and looks forward to contributing to the successful achievement of the program's objectives.

Sincerely,

Quintan Ortega

Quintan Ortega
Police Chief
City of Red Bluff

The City of Red Bluff is an Equal Opportunity Provider

We are committed to providing safe, compassionate, and trustworthy law enforcement by supporting one another, upholding the law with fairness, and building meaningful connections with the community we serve.



Tehama County District Attorney
BUREAU OF INVESTIGATION

725 Jefferson Street, Red Bluff, California 96080
 P.O. Box 949, Red Bluff, California 96080
 (530) 529-3590 | (530) 529-6724 (fax)
www.tehamada.org

Matthew D. Rogers
District Attorney

Jeffery Wing
Chief Investigator

June 10th, 2026

California Department of Justice Division of Administrative Services
 Office of Fiscal Services Grant Services
 Branch Tobacco Grant Program
 P.O. Box 160187
 Sacramento, CA 956816

RE: Letter of Support for the City of Red Bluff Code Enforcement Department

To whom it may concern,

Please accept this letter as affirmation that our agency is aware of the Tobacco Grant Proposal by the City of Red Bluff Code Enforcement Department. As a partner agency on this proposed project, we affirm our commitment to perform the activities designated for our agency and its staff.

The Tehama County District Attorney's Office is pleased to support the City of Red Bluff, Code Enforcement Department in its application for funding through the California Department of Justice Tobacco Grant Program. The District Attorney's Office is committed to collaborating with the City of Red Bluff, Code Enforcement Department to strengthen enforcement and prosecution efforts aimed at reducing the illegal sale and marketing of tobacco products, including flavored tobacco to all ages and electronic smoking devices to minors and youth within the community of Red Bluff. Through information sharing, coordinated enforcement operations, retailer compliance and enforcement and prosecution of both state laws and local ordinances, our department will help the City of Red Bluff, support the grant programs objectives of promoting lawful tobacco retail practices and protecting public health.

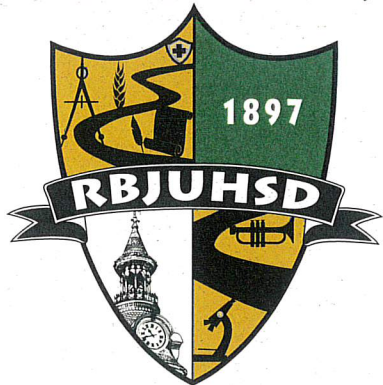
The District Attorney's Office fully recognizes the importance of a multi-agency approach to tobacco enforcement and prosecution and is prepared to support the City of Red Bluff throughout the grant periods to ensure successful enforcement and prosecution of tobacco laws and promote community health and well-being.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brett McAllister", with a long horizontal flourish extending to the right.

Brett McAllister
 Investigative Lieutenant
 Tehama County District Attorney Bureau of Investigation

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT



1525 DOUGLASS STREET • PO BOX 1507
RED BLUFF, CALIFORNIA • 96080-2599
(530) 529-8700 • FAX (530) 529-8709

TODD A. BROSE, SUPERINTENDENT

June 15, 2026

California Department of
Justice Division of
Administrative Services
Office of Fiscal Services
Grant Services
Branch Tobacco
Grant Program
P.O. Box 160187
Sacramento, CA 956816-0187

RE: Letter of Support for **The City of Red Bluff** 2026/27 Tobacco Grant Proposal

To whom it may concern,

Please accept this letter as affirmation that our agency is aware of the Tobacco Grant proposal by the **City of Red Bluff**. As a partner agency on this proposed project, we affirm our commitment to perform the activities designated for our agency and its staff.

Sincerely,

Todd A. Brose

Superintendent

BOARD OF TRUSTEES

21

ASHLEY FISHER BARBARA KLOTZ AMANDA EGGLESTON JAKE HICKOK KATIE MACKEY HARRIS



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
www.rbuesd.org

Superintendent
Cliff Curry

Assistant Superintendent
Jennie Bachmeyer

06/09/2026

California Department of Justice
Division of Administrative Services
Office of Fiscal Services
Grant Services Branch
Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 956816-0187

RE: Letter of Support for the City of Red Bluff 2026/27 Tobacco Grant Proposal

To whom it may concern,

Please accept this letter as affirmation that our agency is aware of the Tobacco Grant proposal by the **City of Red Bluff**. As a partner agency on this proposed project, we affirm our commitment to perform the activities designated for our agency and its staff.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cliff Curry", followed by a large, stylized flourish.

Cliff Curry
Superintendent
(530) 527-7200 x 5104

Bidwell Elementary 527-7171
Metteer Elementary 527-9015

Jackson Heights 527-7150
Vista Preparatory Academy 527-7840
SEAL Academy 840-2971



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
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Superintendent
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