



City of Red Bluff

Planning Commission

Regular Meeting Agenda

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

Tuesday, May 26, 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?
pwd=SzF1eC9qNWVhEVm50MXIwMFhIVmVHQ09](https://us02web.zoom.us/j/89582946535?pwd=SzF1eC9qNWVhEVm50MXIwMFhIVmVHQ09)

Passcode: 154075

- Or join by phone:
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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

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. Use Permit No. 2026-01; To Consider a Mobile Vending Unit at [2026-16](#)
2650 Main St. in a C-3 Zoning District; Roberto Reyes Jr.
(Applicant)

Recommended Action:

1. Conduct the Public Hearing.
2. Consider all public testimony and all other information relating to this project submitted to the Commission.
3. Adopt Resolution No. 2026-16, approving Use Permit No. 2026-01, with the findings and conditions of approval shown in Resolution No.2026-16.

- 2. Consideration of a Recommendation to the City Council for Adoption of a Tobacco Retailer Permit Ordinance Establishing Local Regulations for Tobacco Retailers Operating Within the City of Red Bluff [2026-17](#)

Recommended Action:

- 1. Receive the staff report and presentation.
- 2. Conduct a public hearing and receive public testimony.
- 3. Adopt Resolution 2026-17 recommending that the City Council approve the proposed Tobacco Retailer Permit Ordinance.

- 3. Consideration of a Recommendation to the City Council for Adoption of a Vacant Commercial Property Registration and Maintenance Ordinance Establishing Local Regulations for the Registration, Maintenance, and Security of Vacant Commercial Properties Within the City of Red Bluff [2026-15](#)

Recommended Action:

- 1. Conduct a public hearing and receive public testimony.
- 2. Adopt Resolution 2026-15 recommending that the City Council approve the proposed Vacant Commercial Property Registration and Maintenance 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 #: 2026-16

Agenda Date: 5/26/2026

Agenda #: 1.

TO: Honorable Members of the Planning Commission

FROM: Beth Lindauer

SUBJECT:

Use Permit No. 2026-01; To Consider a Mobile Vending Unit at 2650 Main St. in a C-3 Zoning District; Roberto Reyes Jr. (Applicant)

RECOMMENDED COUNCIL ACTION:

1. Conduct the Public Hearing.
2. Consider all public testimony and all other information relating to this project submitted to the Commission.
3. Adopt Resolution No. 2026-16, approving Use Permit No. 2026-01, with the findings and conditions of approval shown in Resolution No.2026-16.

SUMMARY:

Mr. Reyes proposes to occupy a vacant space on the Home Depot property at 2650 Main Street with a Mobile Vending Unit in a C-3 Zoning District. See the attached Vicinity Map and Site Plan marked Exhibit "A & B."

DISCUSSION:

A Mobile Vending Unit requires review by the Technical Advisory Committee and Consideration and approval by the Planning Commission, as provided in RBCC Section 25.198 of the City's Zoning Code, with minimum standards as noted below.

(1) Mobile Vending Units shall not be allowed within dedicated parking spaces or parking space areas and landscape areas, access aisles and shall maintain at least a 12-foot separation or setback from any buildings/property lines or any other object that may hinder emergency access to the lot or Mobile Vending unit.

(2) Each Mobile Vendor unit located on private property shall provide at least 2 Off-street parking spaces (9 feet by 18 feet) in addition to parking spaces required in RBCC Section 25.217 for any other land uses on the lot.

(3) Each proposed Mobile Vendor unit applicant/owner shall submit Preliminary Plans with all lot dimensions, existing and proposed buildings along with their setbacks, Parking Requirements, dimensioned access aisles, and color elevations showing proposed parking, Mobile Vending Unit location/arrangement in relation to other features on the lot and proposed accessories to the site tables chairs, awning/shade structures, landscaping, etc. The purpose of the submittal of the plan is to assure continuity with the surrounding Land Uses and compliance with the minimum standards as stated herein RBMC Section 25.198 MOBILE VENDORS, before a formal Conditional Use Permit application and staff support/recommendation for said application.

(4) At no time shall the Mobile Vending Unit's configuration be located to encourage or place patrons/pedestrians within access aisles, emergency accesses, and ingress/egress locations.

(5) Mobile Vending Units shall not be allowed on private property in any Residential Zoning District.

(6) Mobile Vendors shall schedule a Semi-Annual Fire Inspection with the City of Red Bluff Fire Department to maintain compliance with Regulations Governing Fixed Extinguishing System(s) for Commercial Cooking Operations.

(7) Each Mobile Vending Unit shall obtain the required Health and Safety permits as required by Federal, State, and Local Laws/Standards/codes before Preliminary Plan Review Submittal.

(8) Each Mobile Vending Unit shall obtain property owner permission in writing for staff-supported land use activities and accessory configurations, including but not limited to Mobile Vending Unit location and operation, Parking Space locations, tables, etc., before any Planning Commission Public Hearing on said required Conditional Use Permit.

(9) Except for special events described above, Mobile Vending Units shall be no closer than 300 feet from each other.

(10) Mobile Vending Units are not required to construct their own restroom facilities to comply with these standards; however, they must abide by RBCC Section §25.193 Restroom Facilities when applicable.

(11) No Mobile Vending Unit may conduct business, park, or operate within 600 feet of any elementary, middle, or high school, whether public or private. The 600 feet shall be measured from each property line of the school(s), creating a 600-foot radius around the school's property.

(12) No Mobile Vending unit shall be authorized/allowed to stay on any site more than 12 hrs. in a 24-hour period. They are approved to occupy (i.e., they shall leave any approved site for a total of 12 hrs. a day or more).

STAFF ANALYSIS

Based on the Technical Advisory Committee's review, the staff supports the assignment of the Mobile Vending Unit proposed for 2650 Main Street and finds it compliant with the Zoning Code, General Plan, and all applicable City standards. As indicated in standard ten (10) above, "Restroom Facilities when applicable," the property owners have authorized occupancy and access to 2650 Main St. (Exhibit C Letter from Property Manager). The staff has conditioned the project so that the mobile vendor will keep the area around their truck clean, maintained, and in good condition. The Schedule proposed by the applicant is 10:00 am to 8:00 pm Monday through Friday (closed Saturdays and Sundays).

ENVIRONMENTAL IMPACT:

The Use Permit is exempt per CEQA, as the lot is paved and regularly sees vehicular traffic and parking, no different from the mobile vending unit's operation. Therefore, where it is certain that the activity in question cannot have a significant effect on the environment, the activity is not subject to CEQA. Therefore, the adoption of the Use Permit No. 2023-02 is "Statutory Exempt" from CEQA, per CEQA Guidelines 15061 (b)(3).

FISCAL IMPACT:

There is no anticipated fiscal impact to the budget.

ATTACHMENTS:

1. Exhibit A - Vicinity Map
2. Exhibit B - Site Plan
3. Exhibit C - Property Use Permission Letter

PLANNING COMMISSION RESOLUTION NO. 2026-16

A RESOLUTION OF THE RED BLUFF PLANNING COMMISSION REGARDING

WHEREAS, the Planning Commission of the City of Red Bluff, California, did complete the necessary studies thereon, as provided by law, and;

WHEREAS, the Planning Commission has found that Section 25.198 allows the use of a mobile vending unit with the approval of a Use Permit, and;

WHEREAS, the Planning Commission determined that the Use Permit allowing for the use of a mobile food vendor unit at 2650 Main Street would not be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of the site, and;

WHEREAS, the Planning Commission further determined that the Use Permit allowing for the use of a mobile food vendor unit at 2650 Main Street would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.

NOW THEREFORE, BE IT RESOLVED that CUP 2026-01 permitting the establishment of a mobile food vending vehicle at 2650 Main Street is approved with the following Conditions and Findings:

I. Conditions:

1. The Mobile vending unit shall be placed at a location that maintains a minimum 12-foot clearance from buildings, overhangs, vehicles, and general combustible materials.
2. The Mobile vending unit shall be placed at a location so as not to impede access or egress to or from any of the adjacent buildings/businesses.
3. The Mobile vending unit shall be placed at a location to not place patrons in the flow of traffic circulation of the parking lot.
4. Times and days of operation of Mobile Vending Unit not to exceed 12 hours of operation in a 24-hour day as established in RBMC Section 25.198(12).
5. Operation of the mobile food vendor shall occur at permitted locations. Operation within the right-of-way or public facilities without prior authorization is not allowed.
6. The property must be cleaned up. The area within 100 ft. of the mobile vending unit and parking spaces must be kept free of trash and debris.

II. Findings:

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

- The proposed project is considered exempt from CEQA per CEQA Categorical Exemptions Section

15061(b)(3).

- The project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- The establishment, maintenance, or operation of the use of the proposed use 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 such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.
- Use Permit No. 2026-01 will conform to the City's General Plan, Zoning Code, Land Division Standards, and other city regulations, standards, and policies.

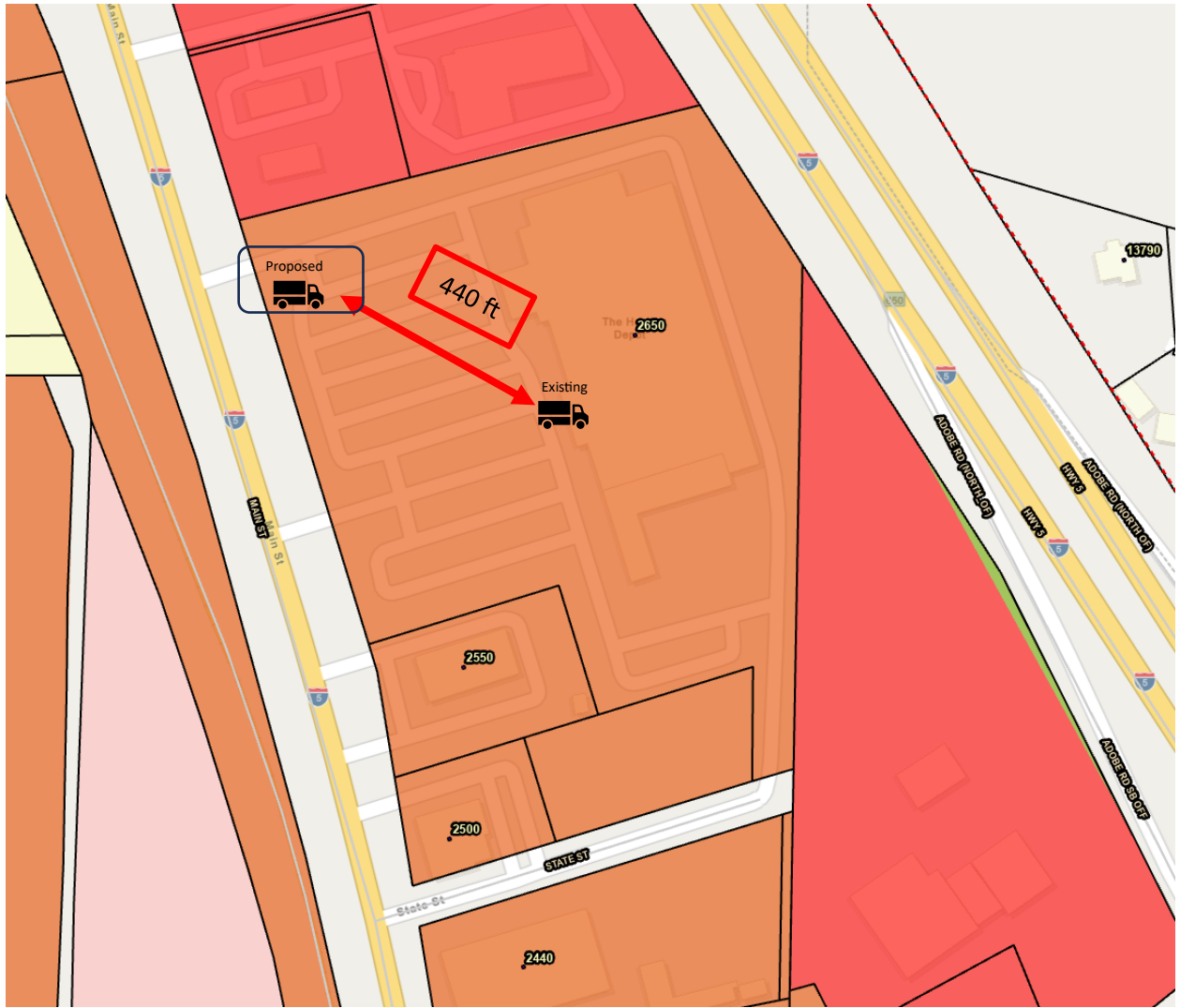
NOW THEREFORE, BE IT RESOLVED, BY THE PLANNING COMMISSION OF THE CITY OF RED BLUFF:

The foregoing resolution was adopted at a regular meeting of the Planning Commission held on May 26, 2026, by the following vote:

ATTEST:

Community Development Director

Deputy City Clerk



Main

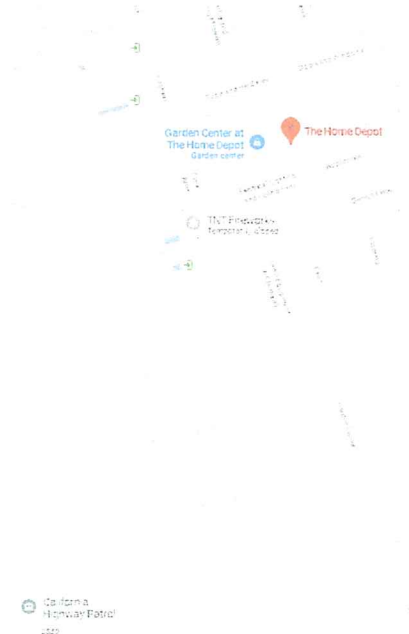
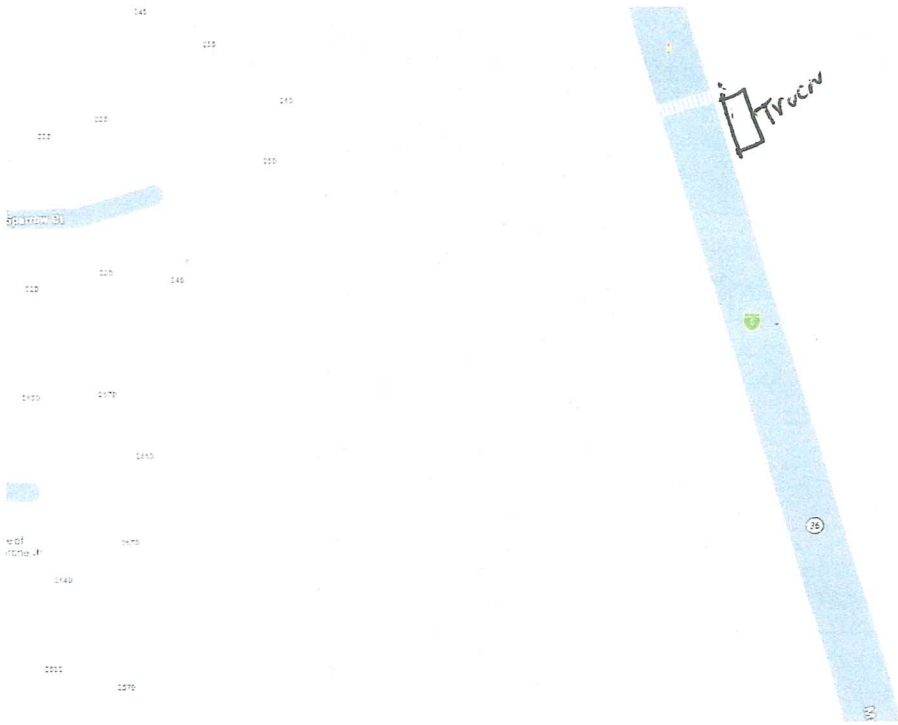
Parkings

TRUCK

Store

Google Maps

The Home Depot



Google Maps

Imagery ©2026, Map data ©2026 50 ft



The Home Depot

4.1 ★★★★★ (1,111) · \$

Home improvement store ·

Overview

Reviews

About



Directions



Save



Nearby



Send to phone



Share

CUP2026-01



2650 Main st • Red Bluff, CA 96080
(530) 528-8579

TO WHOM IT MAY CONCERN.

This letter serves as authorization for Roberto and Consuelo Reyes, with Los Mariachis, located at 604 Main St, Red Bluff, CA 96080, United States, Phone: 1-530-529-5154,

to utilize the parking lot at The Home Depot, 2650 Main Street, Red Bluff, CA 96080, for the purpose of setting up and operating their food truck.

This authorization is granted with the understanding that it may be revoked at any time, for any reason, at the discretion of The Home Depot.

Sincerely,

A handwritten signature in blue ink, appearing to read "Seth Plumb". To the right of the signature, the date "4/11/2026" is handwritten in blue ink.

Seth Plumb

Store Manager

The Home Depot

2650 Main Street

Red Bluff, CA 96080

Phone: 530-360-6988



Planning Commission

Staff Report

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

File #: 2026-17

Agenda Date: 5/26/2026

Agenda #: 2.

TO: Honorable Members of the Planning Commission

FROM: Beth Lindauer, Community Development Director

SUBJECT:

Consideration of a Recommendation to the City Council for Adoption of a Tobacco Retailer Permit Ordinance Establishing Local Regulations for Tobacco Retailers Operating Within the City of Red Bluff

RECOMMENDED COUNCIL ACTION:

1. Receive the staff report and presentation.
2. Conduct a public hearing and receive public testimony.
3. Adopt Resolution 2026-17 recommending that the City Council approve the proposed Tobacco Retailer Permit Ordinance.

SUMMARY:

The proposed Tobacco Retailer Permit Ordinance (Exhibit A) would establish a local permitting and enforcement program for businesses that retail tobacco products and tobacco paraphernalia within the City of Red Bluff. The ordinance is intended to promote responsible tobacco retailing practices, strengthen compliance with state and federal tobacco laws, and provide local enforcement mechanisms intended to reduce unlawful tobacco sales, particularly sales to minors. Currently, the City does not maintain a local tobacco retailer permitting program. Although tobacco retailers are subject to state licensing requirements and applicable federal and state regulations, the proposed ordinance would establish local operational standards and enforcement procedures specific to tobacco retailing activities occurring within city limits. The proposed ordinance was prepared in response to ongoing statewide efforts by local jurisdictions to address tobacco sales compliance, youth access prevention, and retailer accountability through local regulatory programs

DISCUSSION:

There are 25 Tobacco retailers in Red Bluff as of 4/1/2026 (Exhibit C). The proposed ordinance would require all tobacco retailers operating within the City of Red Bluff to obtain and maintain a valid Tobacco Retailer Permit for each fixed retail location where tobacco products or tobacco paraphernalia are sold. The ordinance would apply to any new or existing business engaged in the sale, exchange, or offer for sale of tobacco products, electronic cigarettes, nicotine products, or tobacco paraphernalia.

This ordinance establishes several operational requirements for tobacco retailers, including:

- Mandatory display of the Tobacco Retailer Permit in a publicly visible location;
- Verification of customer identification for individuals appearing under 30 years of age;
- Prohibition of self-service tobacco displays;
- Minimum age requirements for employees engaged in tobacco sales;
- Compliance with all applicable state and federal tobacco laws; and
- Maintenance of all required state and federal signage.
- Prohibits tobacco retailing from non-fixed or mobile locations.

The ordinance establishes procedures for permit application, issuance, renewal, suspension, revocation, appeals, and enforcement. Permit applications would be submitted to the city on forms provided by the Community Development Department and would require disclosure of ownership and operational information

(Exhibit B).

Permits would be valid for one year and subject to annual renewal. The ordinance further establishes administrative enforcement procedures and penalties for violations, including permit suspension, revocation, administrative fines, and appeal procedures.

Permit Fee

Staff has prepared a cost estimate for implementing the program and estimates the annual administrative cost at approximately \$640 per retailer. The estimate is based on anticipated staff time for application processing, TAC review, permit issuance and renewal, code enforcement activities, compliance inspections, and administrative supply costs using current fully burdened staff rates.

Based on the current approximate 25 tobacco retailers operating within the city, the proposed fee structure is intended to provide cost recovery for the city's regulatory obligations without exceeding the reasonable cost of administering the program, consistent with applicable California law.

Future fee adjustments may be considered by the City Council through a fee schedule update to reflect changes in staffing and operational costs.

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 Tobacco Retailer Permit Program would result in administrative and enforcement costs associated with permit processing, compliance monitoring, inspections, enforcement, and related administrative activities.

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

ATTACHMENTS:

1. Exhibit A - Tobacco Retailer Permit DRAFT ORD
2. Exhibit B - SAMPLE Application - RB
3. Exhibit C - RB Tobacco Products Retailers as of 4.1.2026

PLANNING COMMISSION RESOLUTION NO. 2026-17**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 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 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 May 26, 2026, by the following vote:

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.

Staff stamps date here when form is filed

TOBACCO RETAILER'S PERMIT APPLICATION

as required under Red Bluff Municipal Code (RBMC), ARTICLE XXVII

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



Application Date: _____ (Each Tobacco Retailer location requires a separate permit.)
 Application Type (check one): New License Renewal Change of Ownership

Business Information.

Business Name:	
Business Type: Individual Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other <input type="checkbox"/>	
Business Address:	Date established at this location:
Business Phone:	

Existing License/Permit Information. Please provide copies of all licenses and permits listed below.

Business License # _____ Red Bluff Tobacco Retail License # _____
 California Cigarette & Tobacco Products Retailer License # _____ CUP # (if applicable) _____

Proprietor Information. (All Proprietors must be listed.) Attach additional pages as necessary. License and future correspondence will be mailed to the mailing address listed below.

#1 Proprietor Name:	Phone #:	Email:
Mailing Address:		
Date of Birth:	DL / ID #:	Expiration:

#2 Proprietor Name:	Phone #:	Email:
Mailing Address:		
Date of Birth:	DL / ID #:	Expiration:

Within five years from the date of this application, has the applicant, proprietor, or any other employee of the business, been found to have violated any federal, state, or local laws or regulations applicable to tobacco products or tobacco retailing? _____

Pursuant to City of Red Bluff Tobacco Retail Permit Ordinance No. XXXX (Red Bluff Municipal Code (RBMC) Chapter 25, ARTICLE XXVIII, a Red Bluff Tobacco Retailer Permit is required for the sale of tobacco products. Permittees are required to comply with all local, state, and federal laws in the operation of their business. By signing this application, each Proprietor: 1) Acknowledges that he or she has been informed of RBMC Chapter 25, ARTICLE XXVIII, which includes the performance standards and regulations applicable to tobacco retailers; and 2) Authorizes City Code Enforcement Officers to enter the business premises for the purpose of investigation, provided they do so in a reasonable manner, whenever necessary to the investigation of violations of the Ordinance.

Your signature below represents your agreement to comply with the Tobacco Retailer Permitting application requirements per the Ordinance.

I hereby apply for a Tobacco Retailer License with the appropriate fees attached to operate at the above-listed address in the City of Red Bluff. I also hereby declare under penalty of perjury the information on this application and any attachments submitted herewith are true and correct.

 #1 Proprietor (Printed) #1 Proprietor (Signature) Date _____

 #2 Proprietor (Printed) #2 Proprietor (Signature) Date _____

FOR OFFICE USE ONLY					
Date Received:	Processed By:	Existing licenses/Permits Submitted: CATPRL _____ Use Permit _____ Bus. License _____			
APN:	Zoning:	GP/SP:	Misc:		
TRL:	Amount Due: \$	Amount Paid: \$	Payment Method Used:	Credit _____ Cashier's/Check # _____ MO # _____	

091205265	CONVENIENCE ACQUISITION CO, LLC	MORE FOR LESS	1715 WALNUT ST	RED BLUFF	96080-3608
091221469	SAVE MART SUPERMARKETS LLC	FOOD MAXX 476	94 BELLE MILL RD	RED BLUFF	96080-2809
091243563	REDDING OIL COMPANY	FOOD MART VALERO	1 SUTTER ST	RED BLUFF	96080-4355
091259197	WALGREEN CO.	WALGREENS 07653	1145 S MAIN ST	RED BLUFF	96080-4357
091262317	SUB CULTURE, LLC	SUB CULTURE	335 WALNUT ST	RED BLUFF	96080-3318
091265616	JBI INVESTMENT GROUP, INC	RED BLUFF ARCO AM/PM	1080 S MAIN ST	RED BLUFF	96080-4363
091325998	J.T. TRAN INC.	RED BLUFF GAS	245 ANTELOPE BLVD	RED BLUFF	96080-2901
091342788	ONE STOP GAS & FOOD, INC.	ONE STOP GAS & FOOD	714 WALNUT ST	RED BLUFF	96080-3704
091346960	KHINDA GAS & FOOD, INC.	CIRCLE 7 DAYS	1055 WALNUT ST	RED BLUFF	96080-3709
091349059	NITYAM, LLC.	ADOBE MINIMART	2370 MAIN ST	RED BLUFF	96080-2356
091359609	DOLGEN CALIFORNIA, LLC	DOLLAR GENERAL STORE #14292	460 ANTELOPE BLVD	RED BLUFF	96080-2443
091359671	DOLGEN CALIFORNIA, LLC	DOLLAR GENERAL STORE #14473	755 WALNUT ST	RED BLUFF	96080-3703
091364919	NMSO INC	68191	65 ANTELOPE BLVD	RED BLUFF	96080-2845
091391438	L & D GASOLINE LLC	SUNSHINE FOOD & GAS	22700 ANTELOPE BLVD	RED BLUFF	96080-8873
202806112	AKAAL PURAKH ASSOCIATES	7 ELEVEN 43088A	782 ANTELOPE BLVD	RED BLUFF	96080-8834
210670752	ASA RETAIL, LLC	RED BLUFF SHELL	440 S MAIN ST	RED BLUFF	96080-4316
214326528	L & D GASOLINE LLC	RED BLUFF SHELL	58 ANTELOPE BLVD	RED BLUFF	96080-2801
218022080	DARKSIDE INC.	DARKSIDE	1068 S MAIN ST	RED BLUFF	96080-4363
229272160	SLRS INC	JACKSON FOOD MART	315 S JACKSON ST	RED BLUFF	96080-4240
232243968	PAULARSHMAN INC	ANTELOPE LIQUORS AND GAS	445 ANTELOPE BLVD	RED BLUFF	96080-2402
238389408	5AAB FUELS INC	5AAB FUELS INC	205 ANTELOPE BLVD	RED BLUFF	96080-2901
245015104	GOLDEN CIRCLE INVESTMENTS INC	ARCO	2800 MAIN ST	RED BLUFF	96080-2375
250544832	MARUTI RED BLUFF INC	MARUTI RED BLUFF INC	615 ANTELOPE BLVD	RED BLUFF	96080-2407
260071072	MARUTI MAIN LLC	CHEVRON MAIN STREET	1055 S MAIN ST	RED BLUFF	96080-4360
262622816	RED BLUFF FUEL STOP LLC	RED BLUFF FUEL STOP	240 ANTELOPE BLVD	RED BLUFF	96080-2902



Planning Commission

Staff Report

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

File #: 2026-15

Agenda Date: 5/26/2026

Agenda #: 3.

TO: Honorable Members of the Planning Commission

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 Establishing Local Regulations for the Registration, Maintenance, and Security of Vacant Commercial Properties Within the City of Red Bluff

RECOMMENDED COUNCIL ACTION:

1. Conduct a public hearing and receive public testimony.
2. Adopt Resolution 2026-15 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:

The proposed ordinance would apply to vacant commercial properties where more than fifty percent (50%) of the commercial units have remained unoccupied for more than one hundred eighty (180) consecutive days. The ordinance establishes several exemptions for properties actively undergoing construction, rehabilitation, permitting, or lawful marketing for sale or lease, provided the property remains adequately maintained. The proposed ordinance would require owners of vacant commercial properties to register the property with the City within thirty (30) calendar days after the property becomes vacant and renew the registration annually for the duration of the vacancy.

The registration process would require property owners to provide:

- Ownership and contact information;
- Local property management or responsible party contact information;
- Property details and occupancy information;
- A maintenance and rehabilitation or reuse plan;
- Security information;
- Proof of liability insurance; and
- Additional information necessary for administration of the program.

The ordinance further establishes maintenance and security standards for vacant commercial properties, including:

- Landscape maintenance;
- Graffiti removal;
- Trash and debris removal;
- Building and exterior maintenance;

- Securing structures against unauthorized entry; and
- Elimination of blighting conditions.

The ordinance would also require owners or designated property managers to inspect vacant commercial properties at least once every thirty (30) calendar days and to maintain inspection records upon the City's request. Additionally, vacant commercial properties would be required to maintain liability insurance coverage of at least \$1,000,000 and to authorize City inspections for enforcement purposes.

Annual 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 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 at an estimated rate of \$950 per commercial property, per fiscal year.

ATTACHMENTS:

1. EXHIBIT A - Draft Vacant Commercial Property Registration and Maintenance Ordinance
2. EXHIBIT B - Draft Registration Form Sample Draft
3. EXHIBIT C - Inspection Form Sample Draft

PLANNING COMMISSION RESOLUTION NO. 2026-15**A RESOLUTION OF THE RED BLUFF PLANNING COMMISSION REGARDING**

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 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 **May 26, 2026**, by the following vote:

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.

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.

§ 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.

§ 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

<p>RETURN completed registration form and associated fee to 555 Washington Street Finance Department. Incomplete applications cannot be processed.</p>	
Property Address:	Date:
Assessor's Parcel Number:	Zoning:
Last Occupancy Use:	
Registration Type: <input type="checkbox"/> Initial Registration <input type="checkbox"/> Renewal Registration <input type="checkbox"/> Change of Information	
A <u>notarized</u> 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? _____
--

<p>2. Does the property have a pool or spa? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Has a Notice of Default been recorded against the property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes: Document # _____ Recording Date: _____</p>
<p>4. Will you be adding temporary site fencing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Any vacant building subject to registration shall be made secure from trespassers in the following manner:</p> <ul style="list-style-type: none"> 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 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.
<p>5. Describe how the property has been secured against unauthorized entry.</p>
<p>6. Do you have Fire and or General Liability Insurance for the property?</p> <p><input type="checkbox"/> Yes, attach a copy of Insurance Certification</p> <p><input type="checkbox"/> No, attach a declaration statement for why the property does not have insurance.</p>
<p>MAINTENANCE AND INSPECTIONS REQUIRED</p>
<p>The property owner of a vacant building subject to registration shall inspect 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.</p>
<p>STATEMENT OF INTENT</p>
<p>7. What is the expected period of vacancy?</p>
<p>8. Identify the measures that will be taken to maintain the property while it is vacant.</p>
<p>9. Describe plans for the property and timelines, including rehabilitating, selling, or demolishing.</p>
<p>REGISTRATION FEE:</p>
<p>Annual Registration: \$950.00 Change of Information: \$0.00</p>

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

SAMPLE



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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
All Doors in Good, Working Condition & Locked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
All Windows in Good, Working Condition & Locked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Functional Lighting at Building Entrances/Exits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Landscaping and Plant Material in Good Condition: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Landscaping/Plants	Remarks:
Building Paint and Finish in Good Condition: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Graffiti on Premises or Building(s): <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Trash, Litter or Debris: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Overgrown or Hazardous Vegetation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Unsecured Electrical Panel or Related Hazard: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Deteriorated Parking Surfaces/Driveways (10-1.6 bb CMC): <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:

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

SAMPLE