



CITY COUNCIL AGENDA
CLOSED SESSION – 4:30 P.M.
REGULAR MEETING - 6:00 P.M.
TUESDAY, JANUARY 06, 2026

City Council Chambers
675 Wildwood Avenue, Rio Dell

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A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. 2026/0106.01 – **Public Employee Performance Evaluation** Title: City Manager – Gov't Code 54957

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENE INTO OPEN SESSION

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

J. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not allowed under the Ralph M. Brown Act. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3 of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

K. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Councilmembers if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually following action on the remaining consent calendar items.

1. 2026/0106.02 - Approve Minutes of the December 2, 2025 Regular Meeting **(ACTION)** - Pg. #4
2. 2026/0106.03 - Adopt Resolution No. 1655-2026 Adopting an Updated Citywide Records Retention Schedule **(ACTION)** - Pg. #15
3. 2026/0106.04 - Authorize the City Manager to Execute a Pass Through Grant Sub Award with the California Governor's Office of Emergency Services for \$1.5 Million **(ACTION)** - Pg. #34

L. ITEMS REMOVED FROM THE CONSENT CALENDAR

M. REPORTS/STAFF COMMUNICATIONS

- [1.](#) 2026/0106.05 - City Manager/Staff Update **(RECEIVE & FILE)** - Pg. #36

N. SPECIAL PRESENTATIONS/STUDY SESSIONS

O. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGS

- [1.](#) 2026/0106.06 - Suspension or Continuation of the Rental Housing Inspection Program **(DISCUSSION/ POSSIBLE ACTION)**- Pg. #40

P. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- [1.](#) 2026/0106.07 - Second Reading (by title only) and Adoption of Ordinance No. 419-2026 Amending the City's Sign Regulations 17.30.30.320, Chapter 17.25 to Include a Qualified Combining Zone (Q) and Redesignating Approximately 3,000 Square Feet from Public Facility (PF) to Industrial Commercial (IC) With a Qualified Combining Zone to Limit future Uses to Freeway-Oriented Signs (Billboards) an Community-Oriented Billboards **(DISCUSSION/POSSIBLE ACTION)**- Pg. #62
- [2.](#) 2026/0106.08 - Introduction and First Reading (by title only) of Ordinance No. 420-2026 Amending Section 15.05.020 "Building Codes" of the Rio Dell Municipal Code (RDMC) to Reference the 2025 California Building Codes and the 2024 International Property Maintenance Code **(DISCUSSION/POSSIBLE ACTION)** - Pg. #93

Q. COUNCIL REPORTS/COMMUNICATIONS

R. ADJOURNMENT

*The next regular City Council meeting is scheduled for
Tuesday, January 20, 2026 at 6:00 p.m.*

**RIO DELL CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 2, 2025**

Mayor Garnes called the regular meeting of the Rio Dell City Council to order at 5:15 p.m.

ROLL CALL: Present: (Closed Session) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson and Woodall, and City Manager Knopp

Present: (Regular Meeting) Mayor Garnes, Mayor Pro Tem Carter, Councilmembers Orr, Wilson, and Woodall

Others Present: City Manager Knopp, Water/Roadways Superintendent Jensen, Wastewater Superintendent Moore, Chief of Police Phinney, Finance Director Sanborn, City Clerk Dunham, and Senior Fiscal Assistant Maciel. Community Development Director Caldwell attended remotely.

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Public Employee Performance Evaluation – Title: City Manager – Gov’t Code 54957

RECESS INTO CLOSED SESSION

The Council recessed into closed session at 5:15 p.m. to discuss the above listed item.

RECONVENE INTO OPEN SESSION

The Council reconvened into open session at 6:00 p.m.. Mayor Garnes announced that there was nothing to report from the closed session.

PUBLIC PRESENTATIONS

Mayor Garnes invited public comments on non-agenda matters. There were no public comments received.

CONSENT CALENDAR

Mayor Garnes asked if any council member, staff, or members of the public would like to remove any item from the consent calendar for separate discussions.

Mayor Pro Tem Carter removed consent calendar Item 2 – Resolution 1653-2025 Suspending the Rental Housing Inspection Program.

DECEMBER 2, 2025 MINUTES
Page 2

A motion was made by Carter/Woodall to approve the consent calendar, including the following items:

- 1) Approve Minutes of November 18, 2025, Regular Meeting; and
- 2) Adopt Resolution No. 1654-2025 Establishing 2-Hour Parking Limitations on Specific Section of Wildwood Avenue

The motion carried 5-0.

ITEMS REMOVED FROM THE CONSENT CALENDAR

Adopt Resolution No. 1653-2025 Suspending the Rental Housing Inspection Program (RHIP)) and Direct Staff to Refund all RHIP Registration and Inspection Fees

Mayor Pro Tem Carter expressed concern about suspending the RHIP program and said that she was uncomfortable with suspending it without further discussion. She said that the program was presented to the City Council in January 2024, and the way that it was presented was that the 2022 earthquake had highlighted substandard housing conditions in Rio Dell. She said it was pointed out that there were many renters who were living in substandard housing but were afraid to complain in fear of retaliation by the landlord. Staff also indicated that the program would not involve a lot of extra staff time to implement. As such, she was confused when she read the staff report reciting the opposite that there was a decline in substandard housing and no longer a need for the program.

Community Development Director Caldwell explained that in 2024 when the RHIP was adopted, there were a significant number of complaints related to substandard housing conditions in rental properties. Since then, many of those properties have been repaired as the result of the 2022 earthquake.

He said in 2024, the city only had one Community Services Officer (CSO) and now there are two CSO's who provide response to code enforcement issues, including rental property concerns.

He said that out of approximately 465 rental units the city would be responsible for inspecting, only 85 of those properties registered in the program. He also noted that adopting the program helped to send the message to landlords that they needed to maintain their properties.

Community Development Director Caldwell said that the 7th Cycle Housing Element update based on the housing needs assessment needs to be done which will consume a huge amount of staff time.

He argued that because the city now has two CSO's and given the reduction in rental housing complaints, staff is recommending suspending the Rental Housing Inspection

DECEMBER 2, 2025 MINUTES
Page 3

Program and refunding all collected registration fees, estimated at \$2,385. He pointed out that the program would be suspended and not repealed so the program could be reactivated in the future if necessary.

Mayor Pro Tem Carter said that she was a little hung up on the complaint issue because in talking to people in the community, there are a lot of places that were not necessarily red-tagged after the earthquake but still have repairs that landlords are not responding to. She said that there are still problems that exist and reiterated that many renters are afraid to complain, which was one of the reasons for adopting the program.

She said that it was her understanding when the program was adopted that the Community Development Director would take the lead on implementing the program with the CSO's focus on vehicle abatement, and nuisances related to the outside of the property. She said that she was not aware of the CSO's going inside homes to ensure minimum health and safety standards were maintained.

She asked Chief Phinney for his perception on the roles of the CSO's related to the RHIP.

Chief Phinney said that his initial understanding of the program was to make sure rental properties met the minimum health and safety standards and the role of the CSO's were to identify substandard housing conditions based on complaints.

He said that his understanding of the Community Development Director's breakdown of the program is that it is more in the formal building, electrical, and plumbing arena, meant to be addressed by both the Building Inspector and the CSO's. The CSO's role would be to assist with photos, evidence, reports and assist with notices and warrants whereas the Building Inspector would deem whether there are violations or not. He said that there are two very different roles and the CSO's are not trained or experienced or have the legal basis to determine whether the building is up to code. He said that's what we have building and fire inspectors for.

Mayor Pro Tem Carter said that it was her understanding that the Community Development Director would take the lead and work in conjunction with the CSO's and offer them some training on what to look for during the inspections so at some point they would be able to go out and inspect rental property for health and safety violations. In her perception, from the very beginning, the CSO's were never intended to take the lead on the program.

She commented that she would feel more comfortable suspending the program if staff had actually launched the program and let it run for 2-5 years and had data to show that there was a decline in substandard housing conditions and the program was no longer needed. She felt the reasons for suspending the program were conjuncture at this point and was not in favor of suspending the program without documented data.

DECEMBER 2, 2025 MINUTES
Page 4

Councilmember Wilson agreed with Mayor Pro Tem Carter and said that staff put a lot of time into creating the forms and sending out letters. With regard to complaints, there were a lot of renters that feared retaliation noting that he recalled one rental with no running water or only cold water.

He said that based on the 465 rental properties, it was initially anticipated that it would take three years to inspect all units and after the initial inspection, units could either qualify for annual self-certification or continue with city inspections every three years.

He said that he initially thought the program was a little over-kill and not in support of the program because he keeps his rental up to code but if there is a problem with substandard housing, it needs to be addressed. He suggested giving the program more time before suspending it.

Councilmember Woodall said that she has always been in support of the RHIP and feels that it is fair and allows property owners adequate opportunity to correct violations. She commented that once the initial inspections are conducted, it would be less work for staff because of the self-inspection option.

She said the program is not as much for the landlords but the renters who are afraid to complain. She gave an example of a gentleman she recently spoke to that was telling her about some of the problems he was having with his rental. She said that she told him about the program and encouraged him to file a complaint, but he was afraid to do that because his wife was having some serious medical problems and they couldn't afford to move. She indicated that there are likely a lot of people experiencing the same problems.

She commented that even the homes that were red tagged after the earthquake, were declared unsafe due to damage on the outside such as foundations and not inspected inside. She said that staff should give the program a chance before throwing it aside too early.

Councilmember Orr said that he was against the RHIP from the beginning and was still against it. He said that suspending it is a good idea. He commented that the city can't say that it's not really needed but continue to charge people anyway. He pointed out that suspending it is not eradicating it and said that he is absolutely in support of suspending the program.

Mayor Garnes said that she understands the need for the program and doesn't have a problem with keeping it but if there is not enough staff to enforce it, it's a waste of time. She agreed that a CSO is not qualified to perform the duties of a building inspector.

She said if the program is on the books just to be on the books and not enforced, then it is useless. She asked Community Development Director Caldwell if he had the time to conduct the inspections or if it would need to be contracted out.

DECEMBER 2, 2025 MINUTES
Page 5

Community Development Director Caldwell pointed out that the city cannot require a property owner to bring their rental unit up to current building codes but can force them to repair existing health and safety violations. He commented that the Rental Housing Inspection Checklist is very simple for both the exterior and interior of the unit. He said examples of the checklist are that electrical receptables must have cover plates and that smoke alarms are operable and in each sleeping area and adjacent hallway.

He said that in the end, he could perform the inspections, but the city would likely need to contract out the Housing Element update. He said that Placeworks assisted with the previous update and staff did obtain a quote for the current update and it was \$88,000.

He noted that he could do five inspections a week but the 85 properties that registered are probably already in compliance. It's the property owners that haven't signed up are those that have properties that are problematic. He reiterated that he had not received any complaints following the earthquake. He said if the council decides they want to enforce the RHIP, they need to understand that it will cost money, whether he does the inspections and the city contracts out the Housing Element update or if the inspections are farmed out to a third party.

He pointed that as far as renters being afraid to complain about the conditions of their rental, retaliation is illegal in the state of California, and the property owners could face consequences.

Mayor Pro Tem Carter commented that she still feels that she is hearing the exact opposite of what she was told in 2024. She was confused how it switched to become a massive number of steps when the Council was literally told initially that it was easy to manage.

Councilmember Woodall asked Community Development Director Caldwell if he was aware of the Housing Element update when he recommended the RHIP be adopted.

Community Development Director Caldwell said that he was aware of the update, but the last update was actually paid for by Placeworks.

He said that there has been an improvement in rental housing conditions due to voluntary compliance and improved landlord responsiveness. He clarified that during the earthquake event, CalOES inspectors did perform some inspection of the interior of homes when people were there which is how they determined that there were some substandard homes in town.

He said that if the Council wants to move forward with the RHIP, they need to understand that there are costs associated with doing that.

DECEMBER 2, 2025 MINUTES**Page 6**

Mayor Pro Tem Carter said that the Housing Element update was not part of the initial decision to adopt the program and is now being thrown in at the last minute with no warning.

Community Development Director Caldwell suggested continuing the item to the next regular meeting on January 6, 2026, to allow staff to present the Rental Housing Inspection Checklist so the Council can see that it is not that technical. He explained that the inspections are more of an observation that could be done by any staff as to whether the residential units meet the criteria on the checklist. He said with assistance of the CSO's staff could move forward with the program if the Council so directs.

Mayor Garnes called for public comments in which no public comments were received.

Councilmember Woodall agreed that when driving around town, the exterior of properties do look better but has no idea on the condition of the inside.

Councilmember Orr commented that these are all the same arguments made during the initial discussion of the program and he can't see what good it would do to continue the discussion to the next meeting. He said that it was asinine to charge people for something that wasn't needed in the first place. He pointed out that the property owners who registered are the ones that take care of their properties and the ones that don't, won't comply so why should responsible property owners be punished and not the ones who don't.

Councilmember Wilson commented that staff mentioned that only 85 properties registered for the program and asked if the program was optional.

Community Development Director clarified that everyone with a rental(s) was required to register and said that staff sent out letters to every rental property owner and property managers for 465 rental properties with a registration deadline of December 1, 2024.

Councilmember Wilson said that he was uncomfortable with the suspension of the RHIP being placed on the consent calendar with no recommended discussion. He said that initially staff were adamant that the program be adopted and now it's buried on the consent calendar to undo it. He agreed to bring it back to the Council at the meeting of January 6, 2026, meeting for further discussion and a solid recommendation by staff.

A motion was made by Wilson/Woodall to continue the item to the January 6, 2026, regular meeting and direct staff to return with a solid recommendation on suspension or continuation of the RHIP including a quote for a third party to complete the 7th Cycle Housing Element update.

DECEMBER 2, 2025 MINUTES
Page 7

City Manager Knopp said that update of the Housing Element is a legal mandate and must be completed. He agreed that it is costly but is fundamental to the operations of the city. The costs for the last update were fully covered but likely not this time. He said that there isn't the question about the value of the RHIP but a question about staff availability to get the project done.

Mayor Garnes asked if there were fines associated with not registering for the program.

Community Development Director Caldwell said that there were no fines and pointed out that there was a lot of impetus on the fact that CalOES inspectors brought forward information that there were a lot of substandard housing conditions however, some of those homes were likely owner-occupied homes. He said that he would support whatever direction the Council takes related to suspension or continuation of the RHIP.

The motion carried 4-1, with Councilmember Orr dissenting.

REPORTS/STAFF COMMUNICATIONSCity Manager/Staff Update

City Manager Knopp provided highlights of the staff update and referred to the staff update presented by the police department under separate cover. Under notable cases, he commended Chief Phinney for his actions related to the recent criminal threat case and subsequent arrest and restraining order of the suspect.

Mayor Pro Tem Carter reported that there was only one cat and two dogs transported to Miranda's Rescue.

She reported that she received a very nice phone call about the police department and said the caller was impressed how the department was able to walk the line between being authoritative and compassionate.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS/PUBLIC HEARINGSProvide Staff Direction on Adding Parametric Earthquake Insurance Coverage

City Manager Knopp provided a staff report and said at the August 28, 2025, Small Cities Risk Effort (SCORE) Board of Directors meeting, the Board received a presentation on the topic of Parametric Earthquake Insurance. Quotes were provided for jurisdictions investigating this level of coverage and the annual cost to Rio Dell would be \$13,730 for a maximum coverage of \$500,000.

He explained that parametric earthquake insurance represents a new approach to catastrophic coverage that differs fundamentally from traditional policies. Parametric insurance coverage pays out a predetermined amount based on the intensity of a specific event, rather than on actual losses incurred. He said that one of the most significant advantages of parametric coverage is the speed in which payments are

DECEMBER 2, 2025 MINUTES
Page 8

received, typically 7-30 days after a qualifying event, compared to months or years for traditional claims. In addition, the funds can be used at the discretion of the City Council including rolling funds into unmet needs for residents or to fill coverage gaps left by the Federal Emergency Management Agency (FEMA) or where the California Disaster Assistance Act (CDAA) falls short. He noted that the City does not currently retain any insurance coverage for earthquakes and the coverage would provide a level of flexibility for recovery efforts. SCORE has requested that the city accept or decline coverage by December 19, 2025.

Councilmembers expressed support for the program.

Mayor Garnes called for public comment on the subject. There were no public comments received.

A motion was made by Carter/Orr to authorize staff to add base level parametric earthquake insurance coverage through the SCORE, the City's Joint Powers Authority that administers the City's risk management. The motion carried 5-0.

Possible Cancellation of December 16, 2025, Regularly Scheduled City Council Meeting
 City Manager Knopp reported that more often than not, the second City Council meeting in December is canceled for the holidays unless there is urgent business to come before the Council, noting that there is no urgent business pending at this time.

A motion was made by Woodall/Wison to approve the cancellation of the December 16, 2025, regularly scheduled meeting. The motion carried 5-0.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Introduction and First Reading (by title only) of Ordinance No. 419-2025 Amending the City's Sign Regulations 17.30.320, Chapter 17.25 to Include a Qualified Combining Zone (Q) and Redesignating Approximately 3,000 Square Feet from Public Facility (PF) to Industrial Commercial (IC) With a Qualified Combining Zone to Limit Future Uses to Freeway-Oriented Signs (Billboards) and Community-Oriented Billboards

Community Development Director Caldwell provided a staff report and said that at the October 7, 2025, City Council meeting, Wally Coppini, representing the Rio Dell Chamber of Commerce, addressed the Council requesting the Council agendaize a discussion on billboards, in particular Community-Oriented billboards promoting the city and local businesses.

He said that the City Council directed staff to present options to amend the City's Zoning Ordinance concerning freeway-oriented signs (billboards). He explained that the amendments are intended to 1) facilitate a third billboard on the east side of Highway 101 within the Humboldt Rio Dell Business Park (HRDBP) by amending the separation from ½ mile to 1,000 feet; 2) establish a definition and use type for "Community-

DECEMBER 2, 2025 MINUTES
Page 9

Oriented Billboards” to promote the City and its businesses; and 3) facilitate up to three billboards (including one Community-Oriented Billboard) on the west side of Highway 101 on the City’s Wastewater Disposal Field parcel, requiring the rezoning of small designated portions of that parcel to Industrial Commercial (IC) with a Qualified (Q) Combining Zone.

Community Development Director Caldwell reviewed the proposed performance standards for billboards and said that lighting for non-LED signs should be downward directed. LED signs shall have automatic brightness controls limiting nighttime brightness to a maximum 0.3 footcandles above ambient lighting at night, have a minimum display time of 10 seconds and a maximum transition time of 2 seconds, and include full cutoff fixtures or visors along the top and sides of the billboard face to prevent light spill.

He commented that community-oriented billboards will be permitted subject to first obtaining a conditional use permit from the Planning Commission to ensure the proposed billboard complies with the zoning regulations.

Mayor Garnes said that she was 1,000% against three billboards on the west side coming into Rio Dell but supported one community-oriented billboard and billboards on the east side of Highway 101 at the Humboldt-Rio Dell Business Park.

Mayor Pro Tem Carter agreed and said that she supported the community-oriented billboard southbound and had no problem with billboards on the east side.

Councilmember Woodall agreed with only one community-oriented billboard on the west side of Highway 101 and supported billboards on the east side.

Mayor Garnes asked if the Council would need to make a motion to modify the recommendation to limit the number of billboards on the west side from three to one community-oriented billboard.

Community Development Director Caldwell explained that the recommended action is for the introduction and first reading of the ordinance (by title only) and to direct to return at the January 6, 2025 regular meeting for its second reading and adoption. Modifications to the ordinance could be made at that time.

Mayor Garnes opened the public hearing to receive public comment on the proposed ordinance.

Jesse Jeffries questioned the 25-foot height restriction on the northbound billboards and asked if that was a Caltrans rule or the City’s rule.

DECEMBER 2, 2025 MINUTES
Page 10

Community Development Director Caldwell explained that the 25-foot height restriction is for the west side of Highway 101, the height restriction on the east side at the HRDBP is 35-feet which is unchanged.

There were no further public comments, and the public hearing was closed.

A motion was made by Carter/Woodall to approve the introduction and first reading (by title only) of *Ordinance No. 419-2025 Amending the City's Sign Regulations 17.30.320,*

Chapter 17.25 to Include a Qualified Combining Zone (Q) and Redesignating Approximately 3,000 Square Feet from Public Facility (PF) to Industrial Commercial (IC) With a Qualified Combining Zone to Limit Future Uses to Freeway-Oriented Signs (Billboards) and Community-Oriented Billboards. The motion carried 5-0.

COUNCIL REPORTS/COMMUNICATION

Mayor Pro Tem Carter reported on upcoming meetings and events and extended special thanks to the Community Resource Center, the Rio Dell Volunteer Fire Department, the Rio Dell School said local churches for hosting the Thanksgiving dinner at the school on November 22nd and said that she received a lot of positive feedback about the event. She thanked Mayor Garnes for volunteering to serve at the event. She announced the Tree Lighting and Truck Parade Event will be on December 6, 2025, from 5:00-6:30 p.m. at the Community Resource Center.

Mayor Garnes said the dinner at the school was a great success and that they served 250 meals.

Councilmember Orr commented on the unfinished Glenn White building at the Humboldt Rio Dell Business Park and said that its only a matter of time when someone get hurt on the scaffolding around the building.

Councilmember Wilson reported that the December meetings of HWMA and RCEA were canceled.

Mayor Garnes said that she would not be able to attend tomorrow's HTA meeting and also thanked the Community Resource Center, the Rio Dell Fire Department, the Rio Dell School, the churches and all of the volunteers for putting together the community dinner. She wished everyone a happy, safe holiday season.

ADJOURNMENT

Carter/Garnes made a motion to adjourn the meeting at 7:13 p.m. to January 6, 2026, regular meeting. Motion carried 5-0.

DECEMBER 2, 2025 MINUTES
Page 11

Attest:

Debra Garnes, Mayor

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council

FROM: Mary Clark, Community Service Officer

DATE: January 6, 2026

SUBJECT: Adoption of Updated Citywide Records Retention Schedule- Resolution No. 1655-2026

PURPOSE

The purpose of this item is to request City Council approval of the updated **Citywide Records Retention Schedule**, which reflects current legal requirements, operational needs, and best-practice standards for municipal recordkeeping. The revised schedule applies to all City departments, including Police, Public Works, Administrative Services, and others. Updated schedule attached:

BACKGROUND AND NEED FOR UPDATE

The City of Rio Dell's records retention processes are governed by the California Government Code, the Public Records Act, federal regulatory standards, and industry-specific mandates. Over time, these requirements change, making periodic updates necessary.

The previous schedule no longer fully reflected:

- Current **legal retention mandates** (Gov. Code, Penal Code, CFR requirements, etc.)
- **Best practices** in municipal records administration
- **Evolving operational needs** of departments, including the Police Department and Public Works
- Modernized **methods of retention** such as digital archiving and RIMS integration

The revised schedule updates retention periods, clarifies legal citations, and adds or modifies record categories to ensure the City remains compliant and operationally efficient.

DISCUSSION

The updated schedule provides:

Legal Compliance

Updated retention periods now align with California Government Code §34090, Penal Code requirements for criminal justice records, federal codes governing water systems and aviation, and other sector-specific mandates.

Operational Accuracy

Departments rely on accurate retention guidelines for investigations, administrative actions, public records requests, and regulatory reporting. The update ensures that all divisions—including Police, Public Works, and Administration—retain records for the correct statutory duration.

Improved Transparency & Efficiency

A modern, accurate retention schedule improves:

- Public transparency
- PRA response efficiency
- Storage and archiving management
- Interdepartmental consistency

The revised version directly supports the City's ongoing commitment to professionalized organizational practices.

FISCAL IMPACT

There is **no significant fiscal impact** associated with adopting the updated schedule. Minor savings may occur through reduced storage needs and efficient record destruction following required retention periods.

STAFF RECOMMENDATION

Staff recommends that the City Council:

1. **Adopt Resolution No. 1655-2026**, approving the updated Citywide Records Retention Schedule; and

2. **Authorize the City Manager** to implement the updated retention standards across all departments.
-

ATTACHMENTS

- **Resolution No. 1655-2026**
- **Exhibit A – Updated Records Retention Schedule** (12 pages)



**RESOLUTION NO. 1655-2026
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
APPROVING AND ADOPTING THE UPDATED CITYWIDE
RECORDS RETENTION SCHEDULE**

WHEREAS, the City of Rio Dell maintains a Records Retention Schedule that ensures the orderly retention, storage, and destruction of official City records in accordance with federal, state, and local requirements; and

WHEREAS, the City's existing retention schedule requires periodic updating to ensure accuracy, compliance with evolving legal requirements, and alignment with departmental operational needs; and

WHEREAS, staff has conducted a comprehensive review of the existing schedule and prepared an updated Records Retention Schedule, attached hereto as *Exhibit A*, which reflect current legal mandates, operational practices, and best practice standards for municipal recordkeeping; and

WHEREAS, amending the City's retention schedule is necessary to ensure continued compliance with the California Government Code, California Public Records Act, applicable federal regulations, and sector-specific legal requirements; and

WHEREAS, the City Council desires to approve and adopt the updated Records Retention Schedule to maintain accuracy, ensure lawful retention periods, and support efficient and transparent public administration.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rio Dell, California, as follows:

- **Approves and adopts** the updated Records Retention Schedule, attached thereto as *Exhibit A* and incorporated by reference herein.
- **Authorizes the City Manager** to implement and enforce the updated retention periods across all City departments

- **Directs all departments**, including the Rio Dell Police Department, to comply with the revised schedule and ensure retention practices remain accurate and lawful.
- This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the Rio Dell on this 6th day of January, 2026 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

Exhibit A

LOCAL GOVERNMENT- RECORDS MANAGEMENT GUIDELINES

LEGEND Records Retention	
AC= Active	AD= Adoption
AU= Audit	CL= Closed/Completion
CU= Current Year	DOB= Date of Birth
E= Election	L= Life
P= Permanent	S= Supersede
T= Termination	

CITATIONS	
B&P- Business and Professions	H&S- Health and Safety
CAC- California Administrative Code	HUD- Housing and Urban Development
CCP- Code of Civil Procedure	OSHA- Occupational Safety & Health Act
CCR- Code of California Regulations	PC- Penal Code
CEQA- California Environmental Quality Act	POST- Police Officers Standards Training
CFR- Code of Federal Regulations	UFC- Uniform Fire Code
EC- Election Code	USC- United States Code
FMLA- Family & Medical Leave Act, 1993	WIC- Welfare and Institutions Code
GC- Government Code	

***The Destruction of Felony, Misdemeanor and Infraction Crime Reports is Permitted Providing:**

- 1) There is not an outstanding warrant
- 2) There is no outstanding property in the State Automated Property System or National Crime Information Center System
- 3) There is no death connected
- 4) There is not an on-duty City of Rio Dell Employee involved

Anything not covered in this Document, refer to the Secretary of State Local Government Records Management Guidelines.

City of Rio Dell Police Department

Type of Record	RDPD Retention Schedule	Method of Retention	Legal Citation or Administrative Policy
ADMINISTRATIVE/RECORDS			
Abandoned Vehicle Abatement (AVA) Tags and registration printouts of vehicles tagged as abandoned on public and private property and their disposition	2 Years	Scanned into RIMS	GC 34090
Administrative File General	CU + 2 Years		GC 34090
Alcohol- ABC Sales & Serving Permits	2 Years	Scanned into RIMS	GC 34090
Audio, Telephone and Radio Communications, Tapes Exception: Recordings used as evidence in criminal prosecution or claim filed or litigation or potential claims & litigation	1 Year		GC 34090.6
Background/Criminal History Checks Completed for outside agencies, military, visa clearance, citizen request	2 Years		GC 34090
Budget/Financial Records Not otherwise a Finance Office Record	3 Years		
Business License- Admin Files	T + 1		GC 34090
Case Book Investigator Working Files (open cases)	CL + 2 Years		GC 34090
Crime Prevention Files	CU + 2 Years		GC 34090
Destruction Firearms	Permanent		
DOJ Reports- CLETS Validations		Logged Digitally	
DOJ Reports- Monthly Arrest & Citation Register, Arson, Crimes Against Senior Citizens, Death in Custody, Domestic Violence, Hate Crimes, Homicide, Officer Killed or Assaulted, Uniform Crime Reports	MACR- 2 Years UCR- 5 Years Other- 5 Years		
Federal Firearm License Files	2 Years		GC 34090
Operation Procedures/Manual	S + 2 Years		GC 34090
Property Files Record of property booked into Property & Evidence and disposition for lost, found, safekeeping property. Auction files	2 Years		GC 34090
Pawn Slips/Pawn Shop Files Records of property sold, bought, or pawned through secondhand dealers, miscellaneous pawn shop files	Transmitted to DOJ		GC 34090
Parades and Special Events	CL + 2 Years		GC 34090
Public Records Release Documents released pursuant to California Public Records Act (CPRA) inquires	3 Years		GC 34090
Registrant Files- Adult Arson	Permanent		PC 457.1

Registrant Files- Adults & Juveniles	No Longer Required to Register- 5 Years from date of DOJ Letter Received		
	Permanent*		PC 290
Research Project Files May include request forms, background material, staff and final project reports and supporting data	CL + 2 Years		GC 34090
Ride Along/Sit Along Applications	2 Years		GC 34090
RIPA/Stop Data Records	3 Years		11 CCR 999.228(h)
Sealed Records Adults Found Factually Innocent	Court Order		GC 34090
Sealed Records Juvenile	Sealing + 5 Years		WIC 781
Statistics (Crime Analysis) Internally-generated from; Activity logs, citizen calls, current/past crime statistic reports, expenditure and budget records, receipts, misc. reports including criminal deployment, time usage	CU + 2 Years		GC 34090
Stored Vehicle- Tow, Impound, Private Lot Storage Records of vehicles towed, includes registered owner notification receipts	2 Years		GC 34090
Subpoena for Employee Appearance Subpoena File/Court Tracking System Records- Database records subpoena numbers, officer name, case number, defendant name, district attorney name, court information and disposition	2 Years		GC 34090
Subpoena for Records File/Tracking System for Subpoenas for Records, Copies of Records Released and Subpoena	2 Years		GC 34090
Trespass Advisement Forms From Business/Property Owner	2 Years		GC 34090
Vehicle Maintenance Records	CU + 2 Years		GC 34090
OFFICE OF THE CHIEF OF POLICE			
Citizen Complaints/Inquiries File Against sworn police department personnel; complaint/inquiry copy, correspondence, photographs, supporting documents	CL + 5 Years		PC832.5, EVC1045, GC12946, GC34090, PC801.5, PC803(c), VC2547
Grievance Files Resolved administratively. Grievance filed by employees and supporting documentation	CL + 2 Years		GC 34090
Inter-Agency Agreements (MOU)	S + 2 Years		GC 34090
Inspection Reports Weekly/monthly/quarterly/annual statistical reports by Department Section	CU + 2 Years		GC 34090

Internal/Administrative Investigations Initiated by citizens or internal complaints; includes reports and findings (sustained/not- sustained/no action) (not releasable under SB1421)	CL + 5 Years- not sustained CL + 15 Years- sustained		GC12275, EVC1045, GC12946, GC34090, PC801.5, PC803(c), PC832.7, VC2547
Internal Investigations Officer Involved Shooting Investigations	 CL + 25 Years		EVC1045, GC12946, GC34090, PC801.5, PC803(c), PC832.5, VC2547
Livescan Application/Fingerprint File Authorization for employment fingerprinting	T + 2 Years		GC 34090
Minutes Department Staff, Agenda, Reports- Agency and Committees not under City Clerk's direction	 2 Years		 GC 34090
Mutual Aid	5 Years		GC 34090
Organization Chart Personnel assignments by Department Section	 S + 2 Years		 GC 34090
Personnel- Backgrounds Hired Background workup documentation	 T + 5 Years		GC12946, GC60201, USC1113, 29 CFR 1602.31 & 1627.3
Personnel- Backgrounds Not Hired	CL + 2 Years		GC 34090
Personnel- Backgrounds Volunteers & Reserves	S + 5 Years		GC 34090
Personnel- Medical/ Exposure	T + 30 Years		29 CFR 1910.1020
Personnel- Medical/ Exposure Employed less than 1 year	T + 2 Years		29 CFR 1910.1020
Personnel Orders Log (reassignments)	S + 2 Years		GC 34090
Personnel Photographs	S + 2 Years		GC 34090
Policy- Department Policy Manual	S + 2 Years		
Policy- General Orders	Permanent		GC 34090
Press Releases	CU + 2 Years	RIMS	
Schedules- Daily Schedules of officers on duty	 CU + 2 Years		 PC851.8
Use of Force Supervisory Review Includes review forms, arrest report copies, logs	 CU + 2 Years		 GC 34090
Written Reprimands Initiated by Citizen Complaint	 CL + 5 Years		PC832.5, EVC1045, GC12946, GC34090, PC801.5, PC803(c), PC832.5, VC2547
Written Reprimands Initiated by Department/Supervisor	 2 Years		 GC 34090

EQUIPMENT/TRAINING			
Equipment- Inventory Listing of equipment assigned to division and individual	S + 2 Years		GC 34090
Equipment- NARCAN Records of acquisition and disposition of opioid overdose medication	3 Years		BP 4119.9
Equipment- PAS Preliminary Alcohol Screening Device Calibration Logs	T + 2 Years		
Equipment- Radar/Lidar Calibration	T + 2 Years		GC 34090
Equipment- Radio/ Communications Documented problems, malfunctions, resolution to provide equipment performance history	CU + 2 Years		GC 34090
Equipment- Range Inventory Quarterly reports of inventories of weapons and ammunition held by Department Range	S + 2 years		GC 34090
Equipment- Vests, Bulletproof Authorization to purchase	CU + 2 Years		GC 34090
Equipment- Weapon Records Department owned weapons; personal weapons, alternate weapons, secondary handguns, produces inventory reports	Permanent		
Training- Range Lesson Plans, Range- Scope, content, time period of courses	CL + 15 Years		
Training Records- Department Documentation required for POST Audits	3 Years		29 CFR 1602.32; 29 CFR 655.202; 29 CFR 516.6
Training Records- Employee Paperwork documenting individual personnel internal and external training	T + 5 Years		45 CFR 1068.6(a); GC6250
Training Records Firearms & Field Training Program	S + 5 Years		29 CFR1672.3(b)(ii), CCR3204(d)(1), GC12946, GC 34090
Training- Schedules Daily, weekly, monthly schedules of training events	2 Years		GC 34090

PATROL/INVESTIGATIONS

Animal Control Reports/Documentation	2 Years		GC 34090
Animal Control- Dangerous Dogs Hearing process, permitting, compliance	10 Years		GC 34090
Call for Service CAD calls Released to Involved Parties/Representatives	Digitally Maintained		
Case/Crime Reports Misdemeanor case Without Arrest Except Child Abuse & Sexual Crimes	5 Years*		PC799-804
Case/Crime Reports Detention Only- Retainable Arrests	2 Years*		GC 34090
Case/Crime Reports Death Investigation- Suspicious death, suicide	5 Years*		GC 34090
Case/Crime Reports Documentation only i.e. information reports, courtesy reports, lost or found property, contraband for destruction, etc.	2 Years*		GC 34090
Case/Crime Reports Employee- all felony, misdemeanor, collision reports involving on-duty City of Rio Dell employee	Permanent*		GC 34090
Case/Crime Reports Crime Punishable by Death/Life Imprisonment Capital Crimes including murder, kidnap for ransom, treason, procuring execution by perjury, train wrecking, assault with deadly weapon by life-term prisoner, bombing with death or bodily injury, making defective war materials that may cause death	Permanent*		GC 34090
Case/Crime Reports Felonies Except Homicide, Child Abuse & Sexual Crimes	10 Years*		PC799-804
Case/Crime Reports Homicide Investigation	Permanent*		GC 34090
Case/Crime Reports Marijuana- HS11357, HS11360	2 Years*		HS11361.5
Case/Crime Reports Mental Health Hold (72-hour hold)	5 Years*		GC 34090
Case/Crime Reports Missing Person (closed)	3 Years*		GC 34090, CLETS Policy
Case/Crime Reports Missing Person (open)	Permanent*		
Case/Crime Reports Stolen/Lost Plates	5 Years*		CLETS Retention Schedule
Case/Crime Reports Found Bodies, Natural Death	5 Years*		GC 34090

Case/Crime Reports- Incident Documentation Injury, Overdose, Attempted Suicide (not resulting in death)	2 Years*		GC 34090
Citations Infractions, Traffic Violations	2 Years		PC799, PC802
CLETS Entry Cases Missing Persons (not recovered), Stolen or Lost (gun/weapon not recovered)	Permanent		GC 34090
CLETS Entry Cases Stolen Vehicle (not located), Stolen Serialized Property (not located- not gun/weapon)	5 Years- Vehicle 3 Years- Property		GC 34090
Code Enforcement	CL + 2 Years		GC 34090
CORI Information Automated and Manually Received	Until no longer necessary		GC 34090
Criminal History Requests CFS and other external/internal agency request	Logged Digitally		GC 34090
Criminal Records of Deceased Homicide Victims	2 Years		
Evidence Film, Digital Media and Photos	Purge schedule of the crime they relate to		
Field Interview Cards Prepared by officers in the field when contacting subjects under suspicious circumstances	2 Years		GC 34090
Parking/Traffic Citations Original	Paid- 2 Years Collections- 7 Years		GC 34090
Parking/Traffic Citations Duplicates	1 Year	Scanned into RIMS	GC 34090.7
Traffic Collisions Fatal or involving on-duty City of Rio Dell employee	Permanent		GC 34090
Traffic Collisions Hit & Run, Documentation Only- no criminal charges	CL + 3 Years		GC 34090; CCP335.1
Traffic Collisions Injury, Documentation Only- no criminal charges	CL + 3 Years		GC 34090; CCP335.1
Traffic Collisions Non-Injury, Documentation Only- no criminal charges	CL + 3 Years		GC 34090; CCP335.1
Warrants- Felony	10 Years		GC 34090
Warrants- Misdemeanor	5 Years		GC 34090
Warrants- Served	Bench- 2 Years Arrest- see original crime retention		GC 34090; PC799-804

City of Rio Dell Public Works

Type of Record	RDPD Retention Schedule	Method of Retention	Legal Citation or Administrative Policy
PARKS			
Agenda, Board	CU + 2 Years		GC 34090
Grants (refer to Admin.)			
Inventory, Equipment Warranties, purchase orders	AU + 2 Years		GC 34090
Landscape Drawings, contracts, complaints, specifications, photos, reports	CU + 2 Years		GC 34090
Maintenance/Operations Includes work orders, inspection, repairs, cleaning, reports, complaints	C + 2 Years		GC 34090
Maps Irrigation, plot plans	P		GC 34090
Minutes, Board	P		
Photographs	S + 2 Years		GC 34090
Plans, Proposed Future Plans, new sites, expansions	CU + 2 Years		GC 34090
Policies and Procedures Includes rules and regulations	S + 2 Years		GC 34090
Railroad Right-of-way Land acquisitions, correspondence, improvements, statutory records	CL + 3 Years		36 CFR 64.11
Reports Accident- Patrons, employees Others Studies- Future sites, expansion	CL + 2 Years		GC 34090
Resolutions, Board	P		GC 34090
Schedules, Classes & Events Enrollment, liability releases, evaluations, attendance, flyers	CU + 2 Years		GC 34090
SANITATION/SOLID WASTE/WASTEWATER			
Collections/Landfill Daily records, usage	CU + 2 Years		GC 34090
Facilities Correspondence, maps, patron list	CU + 2 Years		GC 34090
History, Sanitation Where City- owned	P		GC 34090
Incineration Plants, Sludge Sludge, sampling, charging rate to measure mercury content	CU + 2 Years		40 CFR 61.54
Incinerator Operations, Treatment Plant Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	CU + 2 Years		GC 34090

Maintenance and Operations Includes work orders, inspection, repairs, cleaning, reports, complaints	CU + 2 Years		GC 34090
Maps, Septic Tank Location map	P		GC 34090
Rates	CU + 2 Years		GC 34090
Recycling Programs	S + 2 Years		GC 34090
Regulations Includes legislation	S + 2 Years		GC 34090
Reports Studies Tonnage	CL + 2 Years CU + 2 Years		GC 34090
STREETS/ALLEYS			
Abandonment/Vacations	P		GC 34090
Closures	P		GC 34090
Easements, Dedications, Right-of-Way	P		GC 34090
Filed Books	P		GC 34090
Grants (see Admin.)			
Intersection Records Includes correspondence, volume counts, accident history	CU + 2 Years		GC 34090
Inventory, Traffic Control Device Signs, lights	S + 2 Years		GC34090
Landscaping Plants, tree maintenance, work orders	CU + 2 Years		GC 34090
Lighting Maintenance, work orders	CU + 2 Years		GC 34090
Maintenance/Operations Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	CU + 2 Years		GC 34090
Maps Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	P		GC 34090
Master Plans Copies	CU + 2 Years		GC 34090
Parking Lots Regulations	CU + 2 Years S + 2		GC 34090
Reports/Studies	CL + 2 Years		GC 34090
Permits Encroachment Improvement- may include curbs, sidewalks; applications for excavation, fill, alterations Oversize Load Parking Paving Use (Temporary)	P CL + 2 Years CL + 2 Years CL + 2 Years CL + 2 Years CU + 2 Years		GC 34090
Photographs Includes aerials	S + 2 Years		GC 34090

Plans, Capital Improvement, Projects Streets, curbs, gutters, sidewalks, storm drains	P		GC 34090
Policies and Procedures Includes rules, regulations, standards	S + 2 Years		GC 34090
Naming and numbering	P		GC 34090
Speed Limits	S + 2 Years		GC 34090
Programs Federal Aid Urban	CL + 2 Years		23 CFR 633(a)(c)
Traffic Safety- Driver's Education, Pedestrian Safety, Bicycle Lanes	S + 2 Years		GC 34090
Reports			
Bridges & Overpasses Life of structure	P		GC 34090
Inspection Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	CU + 2 Years		GC34090
Studies Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	CU + 2 Years		GC 34090
Traffic Count Evaluation of traffic volume	CL + 2 Years		GC 34090
Vehicle Accident	CL + 2 Years		GC 34090
Routes, School Bus & Truck Truck routes, access ramps, rest areas	S + 2 Years		GC 34090
Signage Log books, index register cards, inventory lists, records of traffic signs	L + 2 Years		
Traffic Signals Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance	L		GC 34090
Weigh Scales	S+ 2 Years		GC 34090
UTILITIES			
Facilities If City owned	T + 2 Years		GC 34090
Gas & Electric Rates	S + 2 Years		
Underground	P		GC4003, GC4004; H&S19850
WATER			
Billing/Customer Records Billings, correspondence, complaints	T + 2 Years		GC 34090
Connection Records Maps, water line connections	P		GC 34090
Flood Control			
Drainage Facilities Includes dams, lakes, basins, creeks	P		GC 34090
Flood Zones Includes flood maps	P		GC 34090

Insurance Programs Includes copies of policies, rules, programs	S + 2 Years		GC 34090
Policies/Procedures Rules and regulations	S + 2 Years		GC 34090
Reports/Studies	CL + 2 Years		GC 34090
Grants (see admin.)			
Inventory, Equipment	CU + 2 Years		GC 34090
Locations Mains, valves, hydrants, wells	P		GC 34090
Maintenance and Operations Includes work orders, inspection, repairs, cleaning reports, complaints	CU + 2 Years		GC 34090
Service Includes work orders, entry cards, manholes, service to property owners	CU + 2 Years		GC 34090
Well & Pumping Times operational, power used and quantity	CU + 2 Years		GC 34090
Maps Line locations; easements	P		GC 34090
Master Plans Copies	CU + 2 Years		GC 34090
Master Operations Reader reports, orders, tests Maintenance Reports	CU + 2 Years		GC 34090
Permits			
National Pollutant Discharge Elimination System (NPDES) Municipalities of 100,000/more, compliance with Clean Water Act re: pollutions	P		40 CFR 122.28
Others May depend on terms of state or federal agency	CU + 2 Years		GC 34090
Policies and Procedures Includes rules and regulations	S + 2 Years		GC 34090
Rates	S + 2 Years		GC 34090
Reclamation Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	CU + 5 Years		40 CFR 122.41
Reports			
Conservation	CU + 2 Years		GC 34090
Consumption	CU + 2 Years		GC 34090
Corrosion Control Compliance documentation	CU + 12 Years		40 CFR 141.91
Discharge Monitoring Average amount of pollution discharged into water of municipality	CU + 5 Years		40 CFR 122.41
Drinking Water Corrections	CU + 10 Years		40 CFR 141.33
Hydrograph Daily flow of stream	P		GC 34090
Lead Service Line Compliance documentation	CU + 12 Years		40 CFR 141.91
Public Education Compliance documentation	CU + 12 Years		40 CFR 141.91
Quality Parameters Compliance documentation	CU + 12 Years		40 CFR 141.91
Sanitary Surveys Statistics, reports, correspondence	CU + 10 Years		40 CFR 141.33

Source Water Compliance documentation, e.g. lead & copper	CU +12 Years		40 CFR 141.91
State Certification Compliance documentation	CU + 12 Years		40 CFR 141.91
Variances, Water System	CU + 5 Years		40 CFR 141.33
Well Level	CU + 2 Years		GC 34090
Sources May include wells, rivers, lakes, districts	CU + 2 Years		GC 34090
Surveyor Field Notes Notes preparatory to maps of water installations	P		GC 34090
Surveys, Water System Sanitary Statistics, reports, correspondence	CU + 10 Years		40 CFR 141.33
Tests			
Bacteriological Analysis Compliance records include location, date, method and results; corrections, analysis of bacterial content	CU + 5 Years		40 CFR 141.33
Chemical Analysis Compliance records include location, date, method and results; corrections, analysis of chemical content	CU + 10 Years		40 CFR 141.33
Quality Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CU + 12 Years		40 CFR 141.91
Valve Main Records	P		GC 34090
Violations, Drinking Water Retention applies to each violation	CU + 3 Years		40 CFR 141.33

City of Rio Dell Transportation

ADMINISTRATION			
Agreements Including concessionaire, slip rental, facility storage	T + 4 Years		CCP 337
Applications Aircraft Storage Parking Slip Rentals Payments invoices, inventory listings, billing correspondence and other related documents	T + 2 Years		GC 34090
Special Events Permits, correspondence, related documents re use of rights of way	CU + 2 Years		GC 34090
Fueling Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	AU + 3 Years		CCP 337
Hazardous Waste Disposal Documentation re: the handling and disposal of hazardous waste	CU + 10 Years		CAL OSHA; 40 CFR 122.21
Inventory, Equipment Parts & Supplies Includes vehicles, aircraft, vessels, and related documents regarding repairs	L + 2 Years		
Inventory, Vehicle Ownership and Title Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	L + 2 Years		
Licenses, Permits Forms, related documentation re: licenses and permits required by federal and state agencies	CU + 2 Years		
Maintenance/Operations Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	L + 2 Years		GC 34090
Report, Accident (Copies) Memos and working documents	CU + 2 Years		GC 34090
Vehicle Assignment Log books, request forms, lists	CU + 2 Years		GC 34090
AIRPORT			
Airport Certification Federal Aviation Administration (FAA) required manuals	P		14 CFR 139.207b & 171.13-171.213
Airport Noise Monitoring and Complaint Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints	CU + 10 Years		

Inspection, Runway Maintenance including inspection reports, works orders and related records	CU + 10 Years		
Inspection, Safety Self Safety inspection and related document include reviews and analysis of all aspects of airport operation	CU + 2 Years		CFR 139.327
Maintenance, FAA Forms and reports required by FAA including Forms FAA-198, 418, 6030-1, 6790-4	P		14 CFR 171.13-171.213
Reports			
Accident and Incident (aircraft) Accidents, injuries, property damages, general conditions re pilot and aircraft	CL + 8 Years		
Airport Operational (Regulatory) Annual and special reports to federal and state regulatory	P		
Airport Operational (Administrative) Logs, statistical summaries; administrative records	CU + 2 Years		
NOTAM (Notice of Airmen) Reports re: conditions affecting airport maintenance/operations	CU + 3 Years		
GROUND TRANSPORTATION			
Auto for Hire Licenses, permits for Taxicabs, shuttles, etc	T + 4 Years		GC 34090
Harbor			
Registers, Transient Vessel Reservation Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored	AU + 3 Years		
Slip Rental Index Annual and periodic reports of slip renters	CU + 5 Years		
Slip Rental Permits Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces	CL + 2 Years		
Slip Rental Waiting List	CU + 2 Years		



*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
cityofriodell.ca.gov*

January 6, 2026

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute a Pass Through Grant Sub Award with the California Governor's Office of Emergency Services for \$1.5 Million

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the attached Pass Through Grant Subaward; or,

Take no action.

BACKGROUND AND DISCUSSION

Assembly Bill 105 for the 2025-2026 session is a budget trailer bill, primarily focused on making numerous technical and substantive changes to the budget of the State of California. It is the result of a process involving both the Senate and Assembly in the State Legislature and was ultimately signed by the Governor on September 17, 2025.

Within AB 105 an appropriation was included in the amount of \$1,500,000 dollars for the City of Rio Dell "... to Purchase land to support the Department of Forestry and Fire Protection (CAL FIRE) Regional Headquarters."

This type of appropriation is not a grant. The paramount requirement of the appropriation is that the funds be used for the purposes written in the legislation and contained in the subaward document (see quote above). Staff is currently evaluating the best use of these funds.

If authorized by the Council, staff anticipates that the funding will be made available to the City within 60 days of submission of all required documentation.

Attachments:

Pass Through Grant Subaward

///



Pass Through Grant Subaward

1. PASS THROUGH GRANT SUBAWARD #: LI2025-009

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

2. SUBRECIPIENT: City of Rio Dell

3. IMPLEMENTING AGENCY: City of Rio Dell

4. PAYMENT MAILING ADDRESS: 675 Wildwood Ave . Rio Dell, CA 95562-1544

(Street)

(City)

(Zip+4)

5. GRANT SUBAWARD PERFORMANCE PERIOD: 7/1/25 - 6/30/28

6. PURPOSE:

The amount appropriated in this item shall be available to City of Rio Dell to Purchase land to support the Department of Forestry and Fire Protection (CAL FIRE) Regional Headquarters. Service location: 18909

7. FUND ALLOCATION, AUTHORITY, AND GRANT SUBAWARD TOTAL:

Enactment Year	Fund Source	Authorizing Legislation	Chapter	Statutes	Item Number	Provision	Total Award
FY25	General Fund	AB 105	104	2025	0690-104-0001	8	\$1,500,000

8. CERTIFICATION: I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on/for activities specified in the purpose section above in the Grant Subaward. The Subrecipient agrees to administer the Grant Subaward in accordance with all applicable state and federal laws.

9. CA PUBLIC RECORD ACT REQUEST: Grant Subaward applications/awards are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

10. AUTHORIZED SIGNER:

Name: _____

Title: _____

Signature: _____

Date: _____

(FOR CAL OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the Grant Subaward performance period and purposes of this expenditure stated above.

Cal OES Fiscal Officer

Date

Cal OES Director or Designee

Date



Staff Highlights – 2026-01-06

City Council

City Manager

Annual in person meeting with representatives of CalRecycle at City Hall.

Attended the Operational Area meeting for Humboldt County Office of Emergency Services in Fortuna, 12/12.

Attended a meeting with HDL Services to discuss working with the group on Sales Tax auditing and information services.

25.2 mWh of solar energy was collected during 2025 at City Hall, creating a 72% solar offset. The system and its batteries backed up City Hall for seven hours during power outages for the year. The system is rated by the manufacturer as being amongst the top 2% of solar generators.

In discussions with our solid waste negotiations franchise team and Recology, the proposed delay of implementation of the new solid waste franchise agreement to January 1, 2027 has turned out to be more disadvantageous than originally envisioned. Staff is now anticipating to roll out the new agreement to start on the original date of July 1, 2026 in line with the other jurisdictions.

City Clerk

Processed Ten (10) Building Permit Applications:

441 Dixie St. – Upper Sewer Lateral
53 W. Center St. – Re-Roof Apartments
3 Painter St. – Install Riser on Existing Service Panel
251 Monument Rd. – Seismic Foundation Retrofit
435 First Ave. – Re-Roof Residence and Garage
441-443 Dixie St. – Residential Remodel
371-377 First Ave. – New 4-Plex
176 Ogle Ave. – Accessory Dwelling Unit (ADU)
1083 Riverside Dr. – Fire Damage Remodel/New ADU
309 Cherry Lane – Re-Roof Residence and Garage



Processed Five (5) Business License Applications:

Greenway Drain Cleaning – Non-Resident Contractor
Vista Roofing Corp – Non-Resident Contractor
Wildflower Whisk Baking – Cottage Food Industry for Baked Goods
Furology Educated Grooming, LLC – 99 Wildwood Ave.
Humboldt Home Maintenance & Construction – Non-Resident Contractor

Misc:

Submitted November Employee Data Report to Bureau of Labor Statistics
Completed 2025-27 PRISM Pollution Program Renewal
Submitted December Employee Data Report to Bureau of Labor Statistics
Submitted November Building Permit Activity Report to Shovels, Inc.
Completed 2025/26 Annual Service Providers Survey for SCORE
Submitted Address Verification Letters for 371-377 First Ave. (New 4-Plex)
Submitted the Quarterly Seismic Fee Report (October-December 2025)
Submitted Quarterly SB 1473 Building Permit Report to Building Standards Commission
Submitted Quarterly SB 1186 Building Permit Report to Division of Start Architect
Submitted Address Assignment Letters for 172, 174 and 176 Ogle Ave.
Submitted Filer Information Update for Form 700 to Fair Political Practices Commission

City Attorney

Human Resources, Risk & Training

Finance Department

Completed professional development at the League of California Cities 2025 Municipal Finance Institute, acquiring updated training on municipal finance best practices and regulatory compliance.

Submitted annual Program Income (PI) reporting to HCD for Community Development Block Grant (CDBG) compliance.



Coordinated Draw Request #8 with Rural Community Assistance Corporation (RCAC) for Water Distribution System Improvement Project bridge financing, maintaining project cash flow during State Water Board reimbursement processing.

Submitted Invoice #14 to State Water Resources Control Board for Water Infrastructure Improvement Project reimbursement.

Processed Contractor Progress Payment #8 to GHD for Water Infrastructure Improvement Project construction milestone completion.

Coordinated comprehensive audit sample selections with Davis Farr LLP for Transportation Development Act (TDA) compliance audit fieldwork, providing payroll records and invoice documentation.

Provided supporting financial documentation and internal control questionnaires to Harshwal & Company LLP for FY 2024-2025 Annual Financial Audit fieldwork.

Submitted quarterly Measure Z expenditure reporting to Humboldt County for public safety allocations.

Met with HDL staff to explore technical assistance resources for ensuring accurate sales tax apportionment to Rio Dell.

Coordinating grant closeout documentation with Clean California Local Grant Program representatives for Eel River Trail project completion and final reimbursement processing.

Public Works Water

Annual Water Rights Reporting for Metro Wells, Dean Creek, and Infiltration Gallery

Water System monthly / weekly Bacteria and Quanti Tray testing

Electrical troubleshooting on Water Treatment Facility

Coordinate with Freshwater Environmental on Water System Backflow Device Program

Water leak on Dixie and 3rd Ave

Water leak by Painter and Chase

Monthly maintenance and calibration of Water treatment plant pH equipment

Analyzer and Equipment calibration / maintenance at Metro Wells

Repairs of Chlorination analyzer at Metro Wells (replace tubing and parts)



Repairs of chlorination pump at Metro Wells. (Internal sensor went bad)

Water CIP construction meetings and progress updates

Water Line Project assistance on shutdowns and flushing main lines

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Mark out utilities for USA's (Underground Service Alerts)

Roadside mowing around town

Mow and Weedeat Gateway North and South, City Hall, Memorial and Blue Star parks.

Eel River Trail garbage pickup and maintenance (an increase in garbage along certain areas of the trail)

Preparations for Heavy Rain and Flooding

Clear Drains, fallen tree limbs and debris from around town

Remove fallen trees and debris from Eel River Trail

Eel River Trail cleanup after flooding. (Clean off silt deposits off walking path, still need to bring in gravel and repair on edge of trail from washouts.)

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park



Community Development Department
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532

For the Meeting of January 6, 2026

☐ Consent Item; ☒ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: December 23, 2025

Subject: Suspension of the Rental Housing Inspection Program

Recommendation:

That the City Council:

1. Receive a brief presentation from staff;
2. Open the Public Hearing and receive comments, close the Public Hearing; and
3. Direct staff to immediately implement the City's Rental Housing Inspection Program (RHIP); and

DISCUSSION

As the Council knows, the City of Rio Dell adopted the Rental Housing Inspection Program (RHIP) in January of 2024. Its purpose is to ensure minimum health and safety standards were maintained in rental properties citywide.

At the Council meeting on December 2, 2025, staff recommended suspending the program for three reasons:

1. A decline in rental related complaints; and
2. Increased Code Compliance Staffing; and
3. The pending preparation of the 7th Cycle Housing Element.

A lively discussion took place about the need to reconsider the recommended suspension. After meeting with the City Manager and Police Chief to review the Rental Inspection Checklist, included as **Attachment 1**, it was determined that implementing the RHIP could be accommodated at a reasonable pace.

The inspections would be conducted by the Building Inspector and the two Community Services Officers. Staff's goal is to conduct 10-12 inspections a month which would result in approximately 120-150 inspections in a year. This goal is based on current staffing levels and hiring a consultant to prepare the 7th Cycle Housing Element.

As indicated at the December 2, 2025 meeting, the City reached out to PLACEWORKS for a quote to prepare the City's 7th Cycle Housing Element. PLACEWORKS' quote is \$88,500+/- . A copy of the proposal and quote is included as **Attachment 2**. The City has also reached out to PLANWEST for a quote. Once received, staff will share the quote with the Council and seek direction.

Attachment 1: Rental Inspection Checklist.

Attachment 2: PLACEWORKS Proposal and Quote.



Rental Housing Inspection Program
 675 Wildwood Avenue
 Rio Dell, CA 95562
 (707) 764-5642
 cityofriodell.ca.gov

Rental Housing Inspection Checklist

Inspector: ☐ Building Inspector ☐ Community Services Officer

☐ Self-Certification – Owner ☐ Self-Certification – Owner Authorized Representative

Owner Information (Please print legibly)						
First Name:			Last Name:			
Phone Number:			Email:			
Owner Authorized Representative (Please print legibly)						
First Name:			Last Name:			
Phone Number:			Email:			
Property Information (Please use one from per address or unit)						
Address:			APN:		Unit #:	
Item #	Part I Exterior Inspection	PASS	FAIL	N/A	Code & Section	
1.1	Address numbers are clearly visible from the street.				IPMC 304.3 CFC 505.1	
Comments:						
1.2	Roof components shall not be damaged or missing.				IPMC 304.7 HSC 17920.3(g)	
Comments:						
1.3	Exterior property and premises shall be clean, safe, and sanitary.				IPMC 302.1 RDMC 8.10.020	
Comments:						
1.4	Exterior property and premises shall be maintained from excess plant/vegetation growth.				IPMC 302.4 RDMC 8.10.200 CFC 14875	
Comments:						
1.5	Inoperable or unregistered vehicles must be stored out of the front yard, on an all-weather surface.				IPMC 302.8 RDMC 8.10.020	
Comments:						
1.6	Appropriate trash containers, free from overflow, not visible from the public right of way or street.				IPMC 308 RDMC 8.05.070	
Comments:						
1.7	Stairways, decks, porches, and balconies should be in good condition/free from visible structural defects and trip or fall hazards.				IPMC 304.10 HSC 17920.3(g)	
Comments:						
1.8	Exterior sidewalks and driveways must remain clear at all times and in a safe and sanitary condition.				IPMC 302.3	
Comments:						

Item #	Part I Exterior Inspection	PASS	FAIL	N/A	Code & Section
1.9	Luminaires and receptacles shall be protected from water exposure.				IPMC 604.3.1 CEC 406.9
Comments:					
1.10	Door(s) and window hardware are in good operable condition. Locks shall tightly secure the door(s). Deadbolts are required at entry/exit doors. Windows that open must have operable window security or locking devices.				IPMC 304.15 CCC 1941.3
Comments:					
1.11	Window(s) free from leaks or cracks, screens present and undamaged. Window(s) shall be easily openable and held in position by hardware.				IPMC 304.13 IPMC 304.14 HSC 17920.3(g)
Comments:					
1.12	Exterior walls shall be free from holes, breaks, and loose or rotting materials.				IPMC 304.6 HSC 17920.3(g)
Comments:					
1.13	Structures and exterior areas shall be kept free from rodent harborage and infestation.				IPMC 302.5 HSC 17920.3(a)
Comments:					
1.14	Accessory structures shall be maintained structurally sound and in good repair.				IPMC 302.7
Comments:					
1.15	Swimming pools and hot tubs shall be safe and maintained in good repair.				IPMC 303.1
Comments:					
Item #	Part II Interior Inspection	PASS	FAIL	N/A	Code & Section
2.1	Interior rooms and surfaces shall be maintained in a good clean and sanitary condition.				IPMC 305.1, 305.3, 308.1 HSC 17920.3(a)
Comments:					
2.2	Stairs and walking surfaces shall be maintained in sound condition and in good repair.				IPMC 305.4
Comments:					
2.3	Every handrail and guard shall be maintained in good repair.				IPMC 305.5
Comments:					
2.4	Property must be clear of all infestations - insects, rodents, etc.				IPMC 309.1 HSC 17920.3(a)
Comments:					
2.5	The water supply system shall be installed, maintained, and capable of supplying all fixtures.				IPMC 505.3 HSC 17920.3(a)
Comments:					
2.6	Water heating facilities shall be properly installed with approved relief valves, earthquake straps, and capable of providing water to every fixture.				IPMC 505.4 HSC 17920.3(a)
Comments:					

Item #	Part II Interior Inspection	PASS	FAIL	N/A	Code & Section
2.7	Plumbing fixtures shall be properly installed and maintained in working order.				IPMC 505.3 HSC 17920.3(a)
Comments:					
2.8	Heating facilities capable of maintaining a minimum temperature of 65° F in all habitable spaces.				IPMC 602.1, 602.2 HSC 17920.3(a)
Comments:					
2.9	Electrical fixtures and/or cover plates are present and undamaged.				CEC 406.5, 406.6
Comments:					
2.10	Receptacles and switches properly installed and operable				CEC 314
Comments:					
2.11	Extension or flexible cord not used as permanent wiring.				CEC 400.12, IPMC 605.4
Comments:					
2.12	A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public right of way.				IPMC 702 CRC 310 & 311
Comments:					
2.13	Smoke detectors are present and operable in each sleeping area and adjacent hallway.				IPMC 704.6
Comments:					
2.14	CO detectors are present and operable in each required location.				IPMC 705
Comments:					

Comments _____

Inspector – Print Name: _____

Inspector Signature: _____ Date: _____

Self-Certification – Print Name: _____

Self-Certification – Signature: _____ Date: _____

Tenant- Attesting – Print Name: _____

Tenant- Attesting – Signature: _____ Date: _____

Tenant Attesting is Required if the Unit is Occupied



September 5, 2025

Kevin Caldwell, Community Development Director, Building Inspector
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Subject: Proposal to assist the City of Rio Dell with preparation of its 7th cycle Housing Element Update

Please accept the attached submittal as PlaceWorks' proposal to prepare the 7th Cycle Housing Element Update for the City of Rio Dell.

PlaceWorks is one of the West's most distinguished planning and design firms, with approximately 140 employees in six offices. PlaceWorks provides comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and Geographic Information Systems (GIS) services. Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

PlaceWorks offers the best housing staff to complete the City's Housing Element. As Principal, I will oversee the update effort. I lead the housing team and command a thorough understanding of the technical requirements of Housing Elements. Cynthia Walsh, Senior Associate, will be your day-to-day contact as Project Manager; she also managed the update for the City's 6th cycle Housing Element. Our housing team has considerable experience working with HCD, having completed over 150 certified Housing Elements.

This proposal shall remain valid for a period of 90 days from the time of submittal. As Principal, I am authorized to bind PlaceWorks and the project team to the contents of this proposal.

Please do not hesitate to contact me if you need more information. The PlaceWorks team looks forward to working with you on this project.

Respectfully submitted,

PlaceWorks

Jennifer Gastelum
Principal

Scope of Work

Task 1. Project Management and Kick-off

TASK 1.1 PROJECT KICK-OFF MEETING

PlaceWorks will prepare for and attend a virtual kick-off meeting to exchange information, refine the scope and schedule, and initiate work. At the meeting we will:

- Determine staff contact protocol
- Review and finalize the scope of work and schedule
- Review Housing Element legal requirements and HCD practices and facilitate responses from HCD review
- Identify stakeholders
- Provide a list of data needs

Task 1.1 Deliverables:

- Kick-off meeting agenda, data needs list, and a list of stakeholders (electronic copies).

TASK 1.2 PROJECT MANAGEMENT AND COORDINATION

PlaceWorks will communicate with City staff via phone and email throughout the project. In addition, PlaceWorks' project team will:

- Lead Zoom check-in discussions monthly until the public review draft is complete, then as needed throughout the remainder of the project.
- Provide an internet-based folder for all project materials accessible to the City and consultants.
- Reallocate remaining funds to other tasks within the scope when tasks are completed under budget.
- Send draft documents through quality control in advance of submitting to the City for review.
- Act as a liaison to ensure successful communication and coordination with HCD over the course of the project.

Task 1.2 Deliverables:

- Four check in meetings via Zoom.

Task 2. Housing Element Preparation

TASK 2.1 EVALUATION OF 2019–2027 HOUSING ELEMENT

PlaceWorks will work closely with City staff to determine the status, effectiveness, and appropriateness of the 2019–2027 housing programs. We will gather and document all available information regarding specific accomplishments. In addition to reviewing the policy programs for results achieved, we will evaluate each program for compliance with state housing laws and identify and document any omissions or deficiencies. Findings from the evaluation will be detailed in a table to be included in the draft Housing Element and used as a basis for program revisions for the new planning period.

Deliverables:

- Review of housing programs will be a section in the administrative draft Housing Element

Scope of Work

TASK 2.2 HOUSING NEEDS ANALYSIS

PlaceWorks will update the needs analysis pursuant to Government Code Section 65583 with data from HCD's pre-approved 7th cycle data package (which is not subject to further review by HCD), 2020 U.S. Census, American Community Survey, and other relevant sources. The updated needs analysis will include:

- **Population and Demographics:** Population trends and projections, race and ethnicity, and population age.
- **Household Characteristics:** Number, size, and type of existing households, and characteristics of lower-income households (including extremely low).
- **Employment and Income:** Employment by industry, occupation of employed residents, and income trends.
- **Housing Stock Characteristics:** Housing types and conditions, overcrowded households, and vacancy rates.
Note: This scope does not include a windshield housing condition survey.
- **Housing Costs and Affordability:** Home sale price trends, rental costs, affordability for households at all income levels, and overpayment.
- **Special Housing Needs:** Special housing needs of persons with disabilities (including persons with developmental disabilities), seniors, large households, female-headed households.
- **At-Risk Housing:** Inventory and analysis of existing affordable units at risk of converting to market rate during the planning period.
- **Opportunities for Energy Conservation:** Pursuant to SB 375 and Assembly Bill (AB) 32, an inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development.

TASK 2.3 FAIR HOUSING ASSESSMENT

AB 686 requires each city or county to take actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. The City will need to include an assessment of fair housing practices, examine the relationship of available sites to areas of high opportunity, and include actions to affirmatively advance fair housing. The California Tax Credit Allocation Committee (TCAC)/HCD Opportunity Maps will be included as well as approved HCD maps that are intended to display the areas, according to research, that offer low-income children and adults the best chance at economic advancement, high educational attainment, and good physical and mental health. The goal of AB 686 is to ensure available sites for low-income housing are in high-resource areas rather than concentrated in areas of high segregation and poverty. It will be important to demonstrate adequate sites throughout the city and meaningful actions to overcome geographic disparities. This task assumes we will follow HCD's 7th cycle rural community fair housing outline. PlaceWorks will be responsible for preparing the fair housing related maps and maps that overlay the vacant land inventory on the fair housing maps.

TASK 2.4 HOUSING RESOURCES AND OPPORTUNITIES

PlaceWorks will work closely with City staff to identify physical, programmatic, and financial resources available to meet housing needs. The analysis will include the Regional Housing Needs Allocation (RHNA) analysis, updated housing sites inventory, financial resources, and regulatory incentives for housing.

Task 2.4.1: Sites Inventory and RHNA Analysis

We anticipate having the 7th cycle 2028–2037 (estimated timeframe per HCD) RHNA allocation for Rio Dell within 18 months of the Housing Element due date (July 15, 2027)—this would be sometime in early January 2026. Until the Regional Transportation Plan is adopted, the housing element due date is estimated and could change. Assuming the City’s 7th cycle RHNA is similar to the 6th cycle RHNA (51 total units), PlaceWorks will rely on the sites inventory in the current Housing Element and identify additional sites as needed. This task will include all analysis needed to comply with recent updates to state housing law. A new map of the sites will be included in the analysis.

Task 2.4.2: Financial and Programmatic Resources

PlaceWorks will update financial and programmatic resources available for affordable housing programs, including local and state funding programs as well as private-sector resources. We will assess current and potential housing programs to recommend future programs that will support the City’s housing objectives.

Task 2.4.3: Electronic Sites Inventory

Pursuant to SB 6 (Chapter 667, Statutes of 2019), jurisdictions adopting a Housing Element on or after January 1, 2021, must prepare an electronic copy of the final inventory of parcels using HCD-approved Excel spreadsheets and must submit it to HCD with the Housing Element. PlaceWorks will prepare the electronic land inventory to submit to HCD upon adoption of the Housing Element.

TASK 2.5 HOUSING CONSTRAINTS

PlaceWorks will update the analysis of potential and actual governmental and nongovernmental constraints to meeting housing needs (pursuant to Government Code Section 65583(a)(4, 5)) where relevant, including land use controls, fees and exactions, permit processing procedures, building codes and code enforcement, land and construction costs, and the availability of financing. We will identify potential programs and strategies to reduce or remove identified constraints. This task will include all analysis needed to comply with recent updates to state housing law.

TASK 2.6 HOUSING GOALS, POLICIES, PROGRAMS, AND QUANTIFIED OBJECTIVES

PlaceWorks will work with City staff to update goals, policies, programs, and quantified objectives (pursuant to Government Code Section 65583 et seq.) to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. Programs will describe specific steps for implementation and will identify a time frame and responsible department. Programs will address:

- All new state requirements since adoption of the existing Housing Element.
- Consistency and compliance with the rest of the General Plan elements and community goals.
- Development controls and regulatory incentives.
- Housing opportunities for all residents.
- Fair housing programs.

Scope of Work

- Sources of affordable housing funding.
- Preservation and improvement of existing affordable housing.
- Facilitating development of adequate housing and infrastructure to meet the needs of low- and moderate-income households in keeping with the regional fair-share allocation.
- Mitigating any governmental constraints to providing and improving housing staff.

Task 2.1-2.6 Deliverables:

- Updated Housing Needs Assessment
- Fair Housing Assessment
- Inventory of housing resources and sites
- Constraints analysis
- Review of past Housing Element program progress and preparation of new housing programs and quantified objectives

Task 3. Draft and Final Housing Element

TASK 3.1 ADMINISTRATIVE DRAFT

PlaceWorks will incorporate the feedback received during the community meeting and stakeholder consultations into a comprehensive, formatted Administrative Draft Housing Element. PlaceWorks will submit the Administrative Draft Housing Element to City staff for review as an electronic copy in Microsoft Word. Any outstanding data still needed from the City will be flagged so it can be addressed during City staff's review. We request that we receive one consolidated set of City comments on the Administrative Draft.

Task 3.1 Deliverables:

- One electronic copy (in MS Word) of the Administrative Draft Housing Element.

TASK 3.2 PUBLIC REVIEW DRAFT

PlaceWorks will address staff comments on the Administrative Draft and reply to any questions. We will incorporate comments and revisions from staff's review of the Administrative Draft, as directed. PlaceWorks will then prepare a Public Review Draft Housing Element to present to City Council prior to submittal to HCD.

Task 3.2 Deliverables:

- One electronic copy (in MS Word and PDF) of the Public Review Draft Housing Element to be posted on the City's website for at least 30 days.

TASK 3.3 HCD REVIEW DRAFT #1

PlaceWorks will address public comments, incorporate them into the Public Review Draft, and prepare a Draft for submittal to HCD for a 90-day review.

PlaceWorks staff maintain strong working relationships with HCD reviewers. Our staff is very familiar with HCD's processes, staff, and what steps need to be taken to ensure Housing Element certification.

Task 3.3 Deliverables:

- One electronic copy (in MS Word and PDF) and one hard copy of the HCD Review draft to send to HCD with a cover letter for review.

TASK 3.4 HCD REVIEW DRAFT #2

PlaceWorks will work with City staff to address HCD's comments and incorporate them into the third Public Review Draft for posting on the City's website for seven days and then for submittal to HCD for an additional 60-day review.

Task 3.4 Deliverables:

- One electronic copy (in MS Word and PDF) and one hard copy of tracked changes of the HCD Review draft to send to HCD with a cover letter for their 60-day review.

TASK 3.5 FINAL DRAFT AND CERTIFICATION

PlaceWorks will prepare a final Housing Element that incorporates changes to the HCD Draft from City staff, HCD, or public comments. PlaceWorks will submit the final Housing Element to HCD for final certification.

The City will be responsible for submitting the Housing Element to the water/sewer district and Governor's Office of Land Use and Climate Innovation.

Task 3.5 Deliverables:

- Electronic copies and one hard copy of each version (in MS Word and web-supported PDF) of the final draft to the City and to HCD with a cover letter for their 60-day certification review. One clean version and one including all changes made.

TASK 3.6 ADDRESSING PUBLIC COMMENT

During each release of the document, PlaceWorks will also review public comments and incorporate revisions into the Housing Element as necessary. The budget assumes 7 hours of PlaceWorks' time to review and respond to public comments. The budget does not assume preparing a formal response to the commenter.

Task 3.6 Deliverables:

- 7 hours to review and respond to public comments in the Housing Element

Task 4. State Certification

PlaceWorks staff maintains strong working relationships with HCD reviewers, and because our office is in close proximity to the HCD office, staff is able to meet with HCD staff as needed. Our staff is very familiar with HCD's processes, HCD staff, and what steps need to be taken to ensure Housing Element certification.

PlaceWorks will serve as the City's liaison to HCD, which will include:

- Responding to comments on the first draft Housing Element from HCD (90-day initial review).
- Responding to comments on the second draft Housing Element from HCD (60-day review).
- Calls and emails with HCD staff to discuss comments.

Scope of Work

Task 4 Deliverables:

- One hard copy and one electronic submittal to HCD, including cover letters of the Housing Element with highlighted changes and additions (and printed copies, required by HCD).
- Emails and memoranda to address HCD questions and comments, as needed.
- Memos with proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a tracked-changes format for review and approval by City staff.

Task 5. Community Outreach and Engagement

Focused and meaningful community engagement is an important part of the Housing Element Update process. Government Code Section 65583(c)(7) states: “The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.” PlaceWorks recommends a community outreach program consistent with State and federal laws to solicit input from all segments of the community, including housing development professionals, residents, businesses, service groups, youth, seniors, and various stakeholders. Flexibility in regard to community participation is essential.

TASK 5.1 STAKEHOLDER INTERVIEWS

PlaceWorks’ practice has been to conduct virtual stakeholder interviews with organizations representing different socioeconomic sectors of the community to identify housing needs. We have found these consultations to be a valuable way of getting targeted input. We will work with City staff to develop a list of five to six organizations, and we will conduct a phone or email survey to discuss the issues and housing-related needs of their clients.

Task 5.1 Deliverables:

- Three to four complete consultations to be included in the Housing Element.

TASK 5.2 COMMUNITY OUTREACH MEETING

PlaceWorks will prepare for and attend one public meeting during the drafting of the Housing Element to discuss the Housing Element requirements and new state laws and to present initial findings. This meeting can be held as a joint Planning Commission and City Council Study Session or as a workshop prior to a Planning Commission or City Council Hearing. All comments received during the outreach meetings will be summarized in the public draft.

Task 5.2 Deliverables:

- Draft and Final PowerPoint Presentation
- Summary of findings to incorporate into the Housing Element

TASK 5.3 PUBLIC HEARINGS

We propose the City hold four public hearings—one meeting with the Planning Commission and one meeting with the City Council prior to submitting the draft Housing Element to HCD, and one hearing with Planning Commission and one with City Council for adoption of the Housing Element. PlaceWorks assumes attendance at two hearings and will provide City staff with materials to conduct the other two hearings. PlaceWorks can be available virtually for the two additional hearings.

Task 5.3 Deliverables:

- PlaceWorks will prepare for and attend two public meetings and provide City staff presentation materials for an additional two meetings
- Information for the staff report
- PowerPoint presentations

Task 6. CEQA Compliance**TASK 6.1 EXEMPTION**

Because the changes to the Housing Element are limited to procedural changes and updates to policies necessary to meet State requirements, there are no direct or indirect physical changes to the environment. The California Environmental Quality Act allows an agency to adopt an exemption for projects when it can be seen with certainty that there is no physical change to the environment. In this instance, the changes to the Housing Element will be minor, and all future construction is subject to the existing regulations, ordinances, and laws that affect all construction.

Because there is no change to the environment, the commonsense exemption would apply. Section 15061(3) of the CEQA Guidelines states “The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” In this context, the local jurisdiction would determine that the proposed Housing Element is a project as defined by CEQA, but that there is no possibility that the project would result in a significant effect on the environment and therefore qualifies for the commonsense exemption. PlaceWorks will provide a short memorandum to accompany the exemption explaining the changes proposed in the Housing Element and why there would be no impact. The memorandum and the exemption will accompany the staff report for the project. One administrative draft and one public draft of the document will be prepared.

Task 6.1 Deliverables:

- Prepare a short memorandum to accompany the Exemption for the staff report, one Administrative Draft document, one Public Draft document
- Approved documents will be submitted to the State Clearinghouse, Governor’s Office of Land Use and Climate Innovation, and the Humboldt County Clerk.

TASK 6.2 SB 18 CONSULTATIONS

PlaceWorks will draft a letter for placement on City letterhead to the Native American Heritage Commission (NAHC) for a tribal contact list in accordance with SB 18. City staff will draft letters to each of the tribes inquiring whether they want consultation. Completion of the SB 18 process is needed prior to taking action on the project. City staff will complete consultations with tribes.

Task 6.2 Deliverable:

- Draft letter to NAHC.

Cost Estimate

As shown in Table 1, the estimated cost to complete the scope of work described in this proposal is \$88,505. The billing rates for each team member are included in Table 2. PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

This scope of work and cost estimate assume that:

- Our cost estimate includes the meetings shown above. Additional meetings would be billed on a time-and-materials basis.
- All products will be submitted to the City in electronic (PDF) format.
- City staff will be responsible for meeting logistics, including schedule coordination, document production, printing notices, mailing costs, room reservations, room set-up and take-down, and refreshments.

Table 1. Cost Estimate

TASK		COST
TASK 1. Project Management and Kick-off		
1.1	Project Kick-off Meeting	\$1,370
1.2	Project Management and Coordination	\$4,800
Task 1. Subtotal		\$6,170
TASK 2. Housing Element Preparation		
2.1	Evaluation of 2019–2027 Housing Element	\$3,560
2.2	Housing Needs Analysis	\$6,980
2.3	Fair Housing Assessment	\$10,920
2.4	Housing Resources and Opportunities	\$11,065
2.5	Housing Constraints	\$5,740
2.6	Housing Goals, Policies, Programs, and Quantified Objectives	\$3,320
Task 2. Subtotal		\$41,585
TASK 3. Draft and Final Housing Element		
3.1	Administrative Draft	\$5,180
3.2	Public Review Draft	\$3,250
3.3	HCD Review Draft 1	\$2,980
3.4	HCD Review Draft #2	\$2,770
3.5	Final Draft and Certification	\$1,910
3.6	Addressing Public Comment	\$1,350
Task 3. Subtotal		\$17,440
TASK 4. State Certification		
Task 4. Subtotal		\$7,340
TASK 5 Community Outreach and Engagement		
5.1	Stakeholder Interviews	\$1,780
5.2	Community Outreach Meeting	\$4,470
5.3	Public Hearings	\$5,620
Task 5. Subtotal		\$11,870
TASK 6 Environmental Review		
6.1	Exemption	\$2,440
6.2	SB 18 Consultation	\$660
Task 5. Subtotal		\$3,100
Expenses		\$1,000
GRAND TOTAL		\$88,505

Schedule and Cost Estimate

Table 2. PlaceWorks 2025 Standard Fee Schedule

STAFF LEVEL	HOURLY BILL RATE
Principal	\$210-\$345
Associate Principal	\$195-\$285
Senior Associate II	\$170-\$270
Senior Associate I	\$160-\$235
Associate II	\$135-\$200
Associate I	\$125-\$185
Project Planner	\$105-\$175
Planner	\$90-\$155
Graphics Specialist	\$90-\$165
Administrator	\$135-\$245
Clerical/Word Processing/Technical Editor	\$45-\$170
Intern	\$80-\$125

Subconsultants are billed at cost plus 10%.

Mileage reimbursement rate is the standard IRS-approved rate.

Possible Yearly Increase of 5% on bill rates.

Proposed Schedule

PlaceWorks' proposed schedule for completion of the 7th Cycle Housing Element is shown in Table 3. As shown in the schedule, we propose a start of January 2026 to ensure sufficient time to meet the July 15, 2027, due date. Based on our recent experience, we have included two rounds of review with the state (HCD), but it is possible that only one round of review will be needed. We understand that the ***estimated deadline*** for compliance is ***July 15, 2027***, and we will work closely with HCD in an effort to receive their feedback early in the process to provide an efficient review process.

PlaceWorks has a strong track record of meeting project schedules and coordinating closely with its clients. Over years of managing complex projects, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times:

- We maintain an up-to-date schedule throughout the project to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in close, regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff with adequate time for editing and formatting into finished reports.

Table 3. Project Schedule

Tasks	2026												2027						
	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	January	February	March	April	May	June	July
Task 1. Project Management and Kick off																			
1.1 Project Kick off	*																		
1.2 Project Management			*		*		*				*								
Task 2. Housing Element Preparation																			
2.1 Evaluation of 2019-2027 Housing Element																			
2.2 Housing Needs Analysis																			
2.3 Fair Housing Assessment																			
2.4 Housing Resources and Opportunities																			
2.5 Housing Constraints																			
2.6 Goals, Policies, Programs, and Quantified Objectives																			
Task 3. Draft and Final Housing Element																			
3.1 Administrative Draft																			
3.2 Public Review Draft								30-days											
3.3 HCD Review Draft 1									90-days										
3.4 HCD Review Draft 2													60-days						
3.5 Final Draft and Certification																	60-days		Compliance
3.6 Addressing Public Comment																			
Task 4. Community Outreach																			
4.1 Stakeholder Interviews																			
4.2 Community Meeting				*															
4.5 City Council Meetings (2)								*								*			
Task 5. Environmental Review																			
5.1 Exemption																			
5.2 SB 18 Consultation																			

PlaceWorks Preparation of Project Task
Staff Review of Work Products
Meetings - Conference Calls or In-Person

Qualifications and Personnel

PlaceWorks has assembled a highly qualified team to complete the Rio Dell Housing Element. This section provides an overview of PlaceWorks' qualifications as well as the experience of key personnel that will be assigned to the project.

PLACEWORKS

PlaceWorks is a 100 percent employee-owned planning, design, and environmental consulting firm. The firm serves both public- and private-sector clients in the fields of comprehensive planning, urban design, landscape architecture, environmental analysis and sciences, and geographic information systems (GIS). Founded in 1975, PlaceWorks currently employs a staff of approximately 140 people in six offices.

PlaceWorks is all about places and how they work geographically, environmentally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work is distinctly different, so is our thinking.

Key Staff

Jennifer Gastelum, Principal, Principal-in-Charge



Jennifer will serve as Principal-in-Charge and will ensure that all products are produced on-time, on-budget, and meet the highest standards of quality. Additionally, she will be available to facilitate public workshops and critical meetings throughout the process. Jennifer has over 20 years of experience specializing in various housing programs and public outreach for municipalities across California, Nevada, and Washington. As a recognized leader in the field, she has managed updates to over 120 housing elements since 2008. Her experience also includes preparing HUD consolidated plans, action plans, analyses of impediments to fair housing choice, housing condition surveys, and housing market studies. Jennifer has significant experience overseeing grant management of State and federal programs, such as the Community Development Block Grant (CDBG) program, CalHOME, and HOME. She is also experienced in federal labor standard compliance review and monitoring. Jennifer is committed to continuing education and training, and she has considerable experience leading project management and business development training. Other project experience includes specific plans, general plans, environmental impact reports, and initial studies/negative declarations.

Cynthia Walsh, Senior Associate, Project Manager



Cynthia will serve as the Project Manager and will be responsible for the day-to-day management of the project, as well as for maintaining regular contact with City staff, facilitating workshops, and attending all project meetings. Cynthia has almost 20 years of experience working on long-range planning documents, specializing in policy writing for Housing Element updates, Housing Element annual reports, and Housing Element implementation. She prepared Housing Elements during the 4th through 7th cycles and has worked closely with staff at HCD to achieve certification for her clients. She also has

Qualifications and Personnel

experience with comprehensive zoning code and General Plan updates. Cynthia has experience with the preparation of analyses of impediments to fair housing choice documents, consolidated plans, and action plans. She is experienced with state and federal grant programs, and she is well versed in federal (Davis-Bacon) and state labor standards compliance.

Nicole West, Senior Associate, Local Contact



Nicole has over 18 years of experience in planning, primarily focusing on housing and community development projects. She has managed dozens of Housing Element Updates, ensuring that local jurisdictions achieve certification from the California Housing and Community Development Department (HCD). Her experience includes collaborating with PlaceWorks' housing team on multiple multijurisdictional Housing Element updates and providing technical assistance to local jurisdictions as a consultant to HCD. She continues to manage municipal affordable housing programs (below-market-rate rental and ownership, first-time homebuyer and various loan programs). She is experienced with technical data analysis and report writing for a range of documents, including disadvantaged unincorporated community analyses under Senate Bill (SB) 244 and Public Services Needs Assessments. Nicole is skilled at synthesizing quantitative and qualitative data, identifying key findings and developing effective plans, policies and programs. She enjoys sharing these insights and ideas by providing presentations to the public, committees and elected officials. Nicole works remotely and lives in McKinleyville, 40 miles north of Rio Dell.

Jose Ayala, Associate



Jose has over five years of experience working on Housing Element updates, including policy writing for Housing Element updates in addition to reviewing Housing Elements for consistency with State Housing Element law. Jose contributes to analyzing data and updating Housing Elements for various jurisdictions throughout California. Jose also has experience with other state housing laws, including ADU law, the Housing Accountability Act, and experience in providing technical assistance tools.

Hazel Choi, Project Planner



Hazel has experience in comprehensive and long-range planning, with a specific focus on policy development for Housing Element updates. Hazel has expertise in developing Regional Transportation Plans, Community Needs Assessments, Corridor Plans, Evacuation Plans, and Active Transportation Plans for different local jurisdictions. Hazel has also dedicated her efforts to preparing grant applications and facilitating those programs managed at the State and federal levels. Hazel has actively participated in numerous community outreach and surveys, as well as prepared a range of visual materials that enhance the community's understanding of various projects. She is also proficient in Adobe applications, such as Photoshop, Illustrator, and InDesign.

Qualifications and Personnel

Mark Teague, AICP, Principal, CEQA Lead



Mark will serve as CEQA lead on the project. In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. His projects include planned communities, shopping center EIRs, general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. His experience as a planning director, staff liaison, and ability to see the whole of the project, ensures that every document meets the need of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California including Anderson, Mount Shasta, Wildomar, and Eastvale. Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, CEQA compliance, and how to read an EIR. He also teaches planning staff with a focus on how new legal decisions affect daily activity. With a great deal of experience in smaller communities, Mark knows how to use available resources to meet his clients' needs.

Rob Mazur, Associate Principal, Director of GIS, GIS Lead



Rob will serve as GIS lead on the project. Rob has extensive experience creating maps and datasets for a range of planning projects. He specializes in all facets of geodatabase development, data management, web GIS, and spatial and tabular analyses for improved decision-making, information retrieval, and cartography. His experience in a wide variety of planning projects, coupled with his expertise in GIS and field data collection, make him a key asset to any team. Rob excels at quantitative and spatial analysis, including buildout calculations, walkability, community health modeling, cartography, and land use scenario modeling. He works directly with clients and staff to develop effective, efficient, and informative GIS processes. Rob is well versed in advanced and current planning practices in both the public and private sector and has an excellent understanding of the relationship between data management and its importance in achieving service delivery standards for the work of community development and public works departments. Rob has brought his GIS skills to a number of general plan updates throughout California and has managed a variety of mapping projects in Los Angeles County, the Bay Area, and beyond.

PROJECT EXPERIENCE

PlaceWorks staff bring decades of work supporting local agencies with HCD compliance. We have extensive experience working with HCD—completing over 150 certified housing elements since 2008, the vast majority of which were certified after a single round of review during the 5th cycle. We completed 46 housing element updates during the 6th cycle. We also have considerable expertise preparing inclusionary housing ordinances, analyses of impediments to fair housing choice, consolidated plans, annual action plans, housing condition, and income surveys, as well as acting as an extension to local staff to help with Housing Element implementation and Annual Housing Element report submittal to HCD.

Housing Elements: PlaceWorks understands that each community has unique housing conditions and challenges and understands the complex regulatory requirements that accompany the housing element certification process. We use our experience and knowledge to work with local governments to gain an understanding of each community's unique housing needs and strategies to produce a user-friendly housing

Qualifications and Personnel

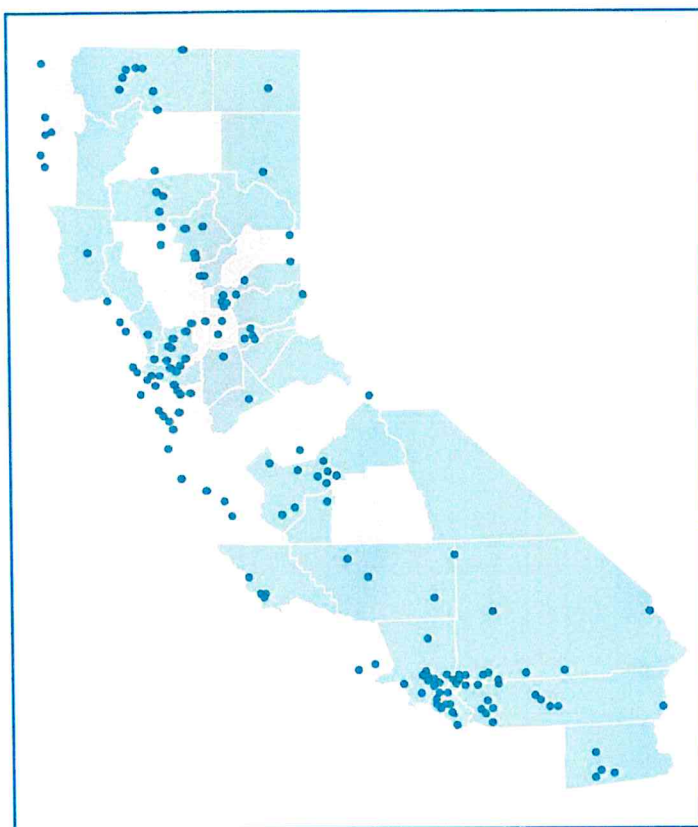
element. We have extensive experience with preparing housing elements for small to large cities and counties, as well as for urban and rural communities (see Figure 1).

Experience with HCD: PlaceWorks maintains strong and effective working relationships with HCD reviewers. Over the course of assisting cities and counties with their housing elements, we have worked closely with staff at HCD. We strive to understand updates to State law and HCD goals and serve as a liaison between HCD staff and the communities we work with. Reaching a consensus with HCD is a negotiation process, and we are committed to representing the City's best interests in that process. By maintaining close contact with HCD and representing the needs of our clients, we have never failed to obtain certification on any of the housing elements we have prepared. Our proximity to HCD's office in Sacramento makes it easy for us to meet with HCD staff as needed.

Figure 1 provides a graphical representation of PlaceWorks' Housing Elements experience.

Figure 1 Housing Element Experience

Housing Element Experience



Cities

- Alameda
- Albany
- Anderson
- Arcata
- Arroyo Grande
- Auburn
- Bakersfield
- Barstow
- Benicia
- Biggs
- Blythe
- California City
- Calimesa
- Capitola
- Chico
- Chino
- Clayton
- Cloverdale
- Clovis
- Coachella
- Coalinga
- Colfax
- Compton
- Concord
- Corning
- Crescent City
- Cupertino
- Daly City
- Dana Point
- Davis
- Dixon
- Dorris
- Dublin
- Dunsmuir
- Eastvale
- El Monte
- Elk Grove
- Emeryville
- Etna
- Fairfield
- Firebaugh
- Fortuna
- Fountain Valley
- Greenfield
- Gridley
- Grover Beach
- Hanford
- Highland
- Holtville
- Hughson
- Huron
- Imperial
- Industry
- Ione
- Jackson
- Kerman
- Kingsburg
- La Habra
- La Quinta
- Laguna Woods
- Lake Elsinore
- Lincoln
- Livermore
- Lodi
- Los Altos
- Loyalton
- Madera
- Marysville
- Menifee
- Menlo Park
- Milpitas
- Montague
- Moorpark
- Morro Bay
- Ontario
- Orinda
- Orland
- Oxnard
- Palm Springs
- Palmdale
- Pasadena
- Perris
- Pismo Beach
- Pittsburg
- Pleasanton
- Plymouth
- Pomona
- Rancho Cordova
- Rancho Cucamonga
- Rancho Mirage
- Red Bluff
- Reedley
- Ridgecrest
- Rio Dell
- Rio Vista
- Riverside
- Rocklin
- Roseville
- San Bernardino
- San Dimas
- San Marino
- San Ramon
- Sanger
- Santa Ana
- Santa Cruz
- Santa Monica
- Santa Rosa
- Seaside
- Selma
- Soledad
- South Lake Tahoe
- Stanton
- Suisun City
- Sutter Creek
- Tehama
- Temecula
- Tustin
- Twentynine Palms
- Upland
- Vacaville
- Vallejo
- Wasco
- Weed
- West Sacramento
- Westminster
- Whittier
- Wildomar
- Willits
- Willows
- Yorba Linda
- Yreka
- Yuba City
- Yucaipa

Counties

- Amador
- Butte
- Calaveras
- Contra Costa
- El Dorado
- Fresno
- Imperial
- Inyo
- Kern
- Kings
- Lake
- Lassen
- Los Angeles
- Mendocino
- Modoc
- Napa
- Orange
- Placer
- Riverside
- San Bernardino
- San Joaquin
- San Luis Obispo
- Siskiyou
- Solano
- Stanislaus
- Tehama
- Trinity
- Tuolumne
- Yuba

Towns

- Town of Corte Madera
- Town of Fairfax
- Town of Fort Jones
- Town of Loomis
- Town of Los Gatos
- Town of Mammoth Lakes
- Town of Paradise
- Town of Truckee
- Town of Windsor
- Town of Yountville
- Town of Yucca Valley

SB2 & LEAP Housing Element Technical Assistance

- City of Alturas
- City of Calexico
- City of Blue Lake
- City of Gonzales
- City of King City
- City of Montebello
- City of Needles
- City of Soledad
- City of Susanville
- City of Trinidad
- City of Westmorland
- County of Plumas
- Town of Fort Jones




Community Development Department
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532

For the Meeting of January 6, 2026

☐ Consent Item; ☒ Discussion Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: December 29, 2025

Subject: Adoption of Ordinance 419-2026 amending the City's Sign/Billboard regulations to (1) facilitate a third billboard on the east side of Highway 101 within the Humboldt Rio Dell Business Park (HRDBP); (2) establish a definition and use type for community-oriented billboards; and (3) rezone a portion of the City's wastewater disposal field in the west side of Highway 101 to facilitate up to three billboards, including a community-oriented billboard for use by the Chamber of Commerce; and (4) establish a Qualified (Q) Combining zone.

Recommendation:

That the City Council:

1. Allow staff to summarize Ordinance No. 419-2026 containing text amendments to the sign regulations, Section 17.30.320 of the RDMC and a map amendment (zone reclassification) of about 3,000 square feet from Public Facility (PF) to Industrial Commercial with a Qualified combining zone (IC-Q) restricting allowed uses to

billboards; and

2. Open the public hearing, receive public input, close the public hearing and deliberate; and
3. Adopt Ordinance No. 419-2026.

Summary

At the direction of the City Council, on December 2, 2025, staff is presented options to (1) facilitate a third billboard on the east side of Highway 101 within the Humboldt Rio Dell Business Park (HRDBP); (2) establish a definition and use type for community-oriented billboards; and (3) rezone a portion of the City's wastewater disposal field in the west side of Highway 101 to Industrial Commercial (IC) to facilitate a maximum of three billboards, including a community-oriented billboard for use by the Chamber of Commerce. The amendments also include the establishment of a Qualified (Q) Combining zone. In this case staff is recommending a Qualified (Q) Combining zone be applied to the base zone of Industrial Commercial (IC-Q) to limit uses to billboards only.

Background

At the Council meeting of October 7, 2025 Wally Coppini, representing the Chamber of Commerce, addressed the Council asking that the Council agendaize a discussion on billboards, in particular billboards promoting the City and its businesses. These types of billboards are typically considered "Community Oriented" billboards

At the Council meeting of October 21, 2025 staff presented background on the current billboard regulations, including zones allowing billboards, location, number and size standards.

Because the Industrial Commercial zone allows a wide variety of uses, staff is recommending establishing a Qualified (Q) Combining Zone. In this case the Q Combining Zone would limit future uses on the City’s wastewater disposal parcel to billboards.

Figure 1 identifies possible locations. The middle location is near an existing power pole, an electrical source for a potential digital LED sign. It should be noted that at your meeting on December 2nd, it was pointed out that the current market for billboards is soft. The soft market was also recently rreported by the County’s only local billboard vendor, Allpoints advertising.



Figure 1

Zone Reclassification Required Finding:

1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

The General Plan contains a number of policies that encourage economic development facilitating the goal “To grow sustainably, provide economic opportunities and local jobs.”

Some of the key economic development policies are identified below:

- Policy P1.3.2-1: “Encourage the creation and retention of employment opportunities that provide sustainable wages and benefits for Rio Dell residents by promoting a thriving local retail, personal services, and commercial sector.”
- Policy P1.3.2-2: “Encourage the use of public/private partnerships as a means of redeveloping and revitalizing selected areas ... and analyze the use of such techniques as business improvement districts, redevelopment areas, and assessment districts.”
- Policy P1.3.2-3: “Provide sufficient land for business expansion and attraction of new employers by designating a mixed-use corridor along Wildwood Avenue and in the Town Center.”

Rio Dell sits along Highway 101 — the main travel corridor between the Bay Area and the Oregon border, with limited commercial frontage visible from the highway. Currently, there are **very, few if any, billboards** serving local businesses, meaning travelers often pass by without realizing what’s available in town (food, fuel, lodging, etc.). Southbound oriented billboards could offer local businesses the opportunity to advertise directly to thousands of drivers daily, increasing awareness and potential customer stops. According to Caltrans the Annual Average Daily traffic is between 17,000 and 20,000 vehicles per day. It should be

noted that the HRDBP property owner is planning to install a two-sided billboard facing both northbound and southbound traffic.

Amending the City's current sign regulations to facilitate a third billboard on the east side of Highway 101 within the HRDBP and up to three billboards on the west side of Highway 101 on the City's wastewater disposal field property is consistent with the City's economic goals and policies by providing economic opportunities, promoting the City's local businesses.

In addition, a dedicated community-oriented billboard is a great example of a public-private partnership in promoting the City, its businesses and community events.

2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).

The proposed amendments were referred to a number of local and responsible agencies, including Caltrans, the Department of Fish and Wildlife (CDFW), the Regional Water Quality Control Board (RWQCB) and the local Wiyot tribes. None of the agencies have expressed any concerns.

The tribes did request that protocols for inadvertent archaeological discoveries be implemented for any future ground-disturbing activities. This recommendation aligns Section 7050.5(b) of the California Health and Safety Code, Sections 5097.94(k) and (i), and 5097.98(a) and (b) of the Public Resources Code (PRC) and Sections 15064.5(d-f) and 15126.4(b)(3) of the California Environmental Quality Act (CEQA) guidelines. The City has been requiring that project proponents conducting ground disturbing activities execute the Inadvertent Discovery Protocol Affidavit included as **Attachment 2**.

Again, although there will be three small, 20' x 50', areas redesignated to Industrial Commercial (IC), staff is recommending establishing a Qualified (Q) Combining Zone. In this case the Q Combining Zone would limit future uses on the City's wastewater disposal parcel to billboards.

Large billboards, 12' x 40', 480 square feet typically utilize drilled pier (Caisson) steel-reinforced footings supporting a steel column or monopole. Footing for these larger billboards range 3.5 – 5 feet in diameter. The actual disturbed area is relatively small. The one parcel at the HRDBP meeting the recommended minimum distance from another billboard is completely paved. As such, it is void of any environmentally sensitive habitat.

The areas on the west side of the highway on the City's wastewater disposal field property are used for growing hay. Given the small footprints of the potential billboards, the ground disturbance impacts will be insignificant. In addition, it is not expected that the footings will adversely impact the hay operations.

The installation of three billboards will impact the visual character of the area. The segment of Highway 101 north of the Eel River is *not a designated State Scenic Highway*, but is visually sensitive due to its open rural context. Potentially allowable structures include:

- Billboard A: up to 12 ft x 40 ft (480 sq ft), height ≤ 35 ft;
- Billboards B & C: up to 10 ft x 20 ft (200 sq ft) each, height ≤ 25 ft.

Each billboard would be mounted on a single steel monopole with concealed electrical service and low-intensity LED or downcast lighting (if illuminated).

The project area lies in the transition zone between the Eel River floodplain and the developed city limits of Rio Dell.

- **Visual character:** The area north of the Eel River Bridge consists of open grasslands with riparian vegetation along the banks of the river and limited built features. The highway embankment is slightly elevated, providing broad views of the surrounding valley and distant forested hills.

- Existing signage: Two existing billboards are already present near this segment of U.S. 101; they are visible to motorists traveling northbound and southbound.
- Viewer experience: The site on the west side of Highway 101 represents a gateway approach to the City, with the Eel River riparian vegetation, agricultural lands and distant forested hills providing a strong natural visual character. The site on the east side of Highway 101 is within the HRDBP and site just south of an existing 35'+/- tall two story building.

The visual sensitivity of the corridor looking westerly is considered moderate, as the area west of the Highway, with the exception of a few portable shed displays and a 4' x 8' "Quinoa" sign, provides open scenic views and is visible to both motorists and residents entering or leaving Rio Dell.

The visual sensitivity on the east side of highway 101 is considered less than moderate. This area is developed with a number of large industrial buildings, including an existing 35'+/- tall two story building immediately north of the site and a parcel selling and displaying a large number of portable sheds.

On the west side of Highway 101, the proposed 12'x40' billboard (Billboard A) would be the dominant feature among the three, but its height limitation of 35 feet ensures it remains lower than typical full-size highway signs (often 45–55 ft). The two smaller 10'x20' billboards (Billboards B & C), each limited to 25 ft high, would have a substantially smaller mass and lower profile, reducing skyline intrusion.

When viewed together, the three structures would introduce vertical elements into an otherwise open landscape. However, the **variation in height and size** would reduce the visual uniformity that often causes "sign clutter." The smaller boards visually balance the larger one due to the recommended spacing (e.g., ≥ 400–500 ft apart).

LED billboards are currently allowed in the Industrial Commercial (IC) zone. However, staff is recommending codifying a number of performance standards to minimize potential visual impacts, including:

- A copy of the approved Outdoor Advertising Act (OAA) permit shall be provided with the Building Permit application.
- Spacing billboards at least 400 feet apart on the west side of Highway 101.
- Limit billboards height to 35 feet on the east side of Highway 101 within the Humboldt Rio Dell Business Park and 25 feet on the west side of Highway 101.
- Non-reflective, earth-tone finishes are required on poles and rear panels.
- Lighting for non-LED signs shall be downward-directed.
- LED signs shall have automatic brightness controls limiting nighttime brightness to a maximum **0.3 footcandles above ambient** lighting at night (per **International Dark-Sky Association (IDA)** and **IES RP-39** standards).
- LED signs shall have a minimum display time of 10 seconds and a maximum transition time of 2 seconds.
- LED signs shall include full-cutoff fixtures or visors along the top and sides of the billboard face to prevent light spill.

During the day, the monopoles and sign faces would be visible above grassland vegetation but below the treeline of the adjacent hills. Their moderate height would prevent skyline breakage and maintain visual continuity of the horizon line. Non-reflective finishes and muted colors (dark bronze or matte gray) could minimize contrast. Light sources could introduce minor skyglow or glare. With downcast LED fixtures, automatic dimming, and no uplighting, night impacts would remain localized and less than significant.

With the recommended performance standards being incorporated into the City's Sign Regulations, staff believes possible addition of one billboard on the east side of Highway 101

and potentially three billboards on the west side of Highway 101 is **visually compatible** to the Highway 101 corridor north of the Eel River.

The potential billboards would avoid skyline intrusion, maintain the gateway's open views, and be consistent with the Rio Dell General Plan's economic development policies while preserving the aesthetic integrity of the Eel River approach.

The CEQA Guidelines provide for a "common sense exemption" (CEQA Guidelines § 15061(b)(3)) for projects where it can be seen with certainty that the activity will not have a significant effect on the environment.

Based on the proposed amendments, including the addition of a number of performance standards and comments or lack of comments, recommendations from referral agencies, staff believes that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a **significant** effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA.

Attachment 1: Map of Existing Signs at the HRDBP

Attachment 2: Inadvertent Discovery Protocol Affidavit

Attachment 3: Sign Examples

Attachment 4: Draft Ordinance No. 419-2026



Community Development Department
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532

City of Rio Dell – Sign Regulations Amendments



Project Description: A text amendment to the City's Sign Regulations to (1) amend the minimum distance between signs for $\frac{1}{2}$ mile to 1000 feet on the east side of Highway 101 and 500 feet on the west side of Highway 101; and (2) establish a community-oriented billboard definition and regulations; and (3) rezone a portion of the City's wastewater disposal field to Industrial Commercial with a Qualified (Q) combining zone (IC-Q) to limit uses to billboards.

The City's current sign regulations allow for up to three signs at the Humboldt Rio Dell Business Park (HRDBP). There are currently two signs at the HRDBP, one at the southern entrance and one at the northern entrance. The current $\frac{1}{2}$ mile separation requirement eliminates the potential for a third billboard.

The City is considering rezoning a portion of the City's wastewater disposal field on the west side of Highway 101 across from the HRDBP from Public Facility (PF) to Industrial Commercial with a Qualified Combining Zone (IC-Q). The IC-Q Combining Zone would limit uses on the City's wastewater disposal parcel to billboards. The total area considered for the rezone is approximately 3,000 square feet, three locations 20' x 50' each. Future ground disturbance would be limited to six-foot (6') diameter foundation for a freeway-oriented billboard up 480 square feet. It is expected that the community-oriented billboards, limited to 200 square feet will have two, two-foot (2') diameter foundations.



Community Development Department
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532

Inadvertent Discovery Protocol Affidavit

Property Owner: _____ Permit No. _____
Property Address: _____

1. If potential archaeological resources, paleontological resources or human remains are unearthed during grading activities, all work ground disturbing activities shall be stopped and a qualified archaeologist funded by the applicant and approved by the City of Rio Dell and the Wiyot Tribe, shall be contracted to evaluate the find, determine its significance, and identify any required mitigation (e.g., data recovery, resource recovery, in-situ preservation/capping, etc.). Any such mitigation shall be implemented by the developer prior to resumption of any ground disturbing activities.

2. In accordance with California Health and Safety Code §7050.5 and California Public Resources Code §5097.94 and 5097.98, if human remains are uncovered during project subsurface construction activities, all work shall be suspended immediately and the City of Rio Dell, Humboldt County Coroner and the Bear River Band of the Wiyot Nation shall be immediately notified. If the remains are determined by the Coroner to be Native American in origin, the Native American Heritage Commission (NAHC) shall be notified within 24 hours of the determination, and the guidelines of the NAHC shall be adhered to in the treatment and disposition of the remains.

State laws call for specific procedures and timelines to be followed in cases when human remains are discovered on private or non-Federal public land in California. It includes penalties (felony) for violating the rules for reporting discoveries, or for possessing or receiving Native American remains or grave goods:

- Section 7050.5 of the California Health and Safety Code and Section 5097.98 of the Public Resources Code (PRC) outline requirements for handling inadvertent discoveries of human remains, including those determined to be Native American with or without associated grave goods, found on private or non-Federal public lands. PRC 5097.99 (as amended by SB 447) specifies penalties for illegally possessing or obtaining Native American remains or associated grave goods.

Another California law imposes strong civil penalties for maliciously digging, destroying or defacing a California Indian cultural or sacred site:

- California Native American Historic Resource Protection Act of 2002 (SB 1816, adding Chapter 1.76 to Division 5 of the PRC), imposes civil penalties including imprisonment and fines up to \$50,000 per violation, for persons who unlawfully and maliciously excavate upon, remove, destroy, injure, or deface a Native American historic, cultural, or sacred site that is listed or may be listed in the California Register of Historic Resources.

Persons failing to comply with the required protocols may be subject to prosecution to the full extent of applicable laws (felony offense).

I certify that I have read, understand, and agree to the above Inadvertent Discovery Protocol.

Print Owner's Name:	<hr/>		
Owner's Signature:	<hr/>	Date:	<hr/>
Print Contractor's Name:	<hr/>	License No.	<hr/>
Contractor's Signature:	<hr/>	Date:	<hr/>

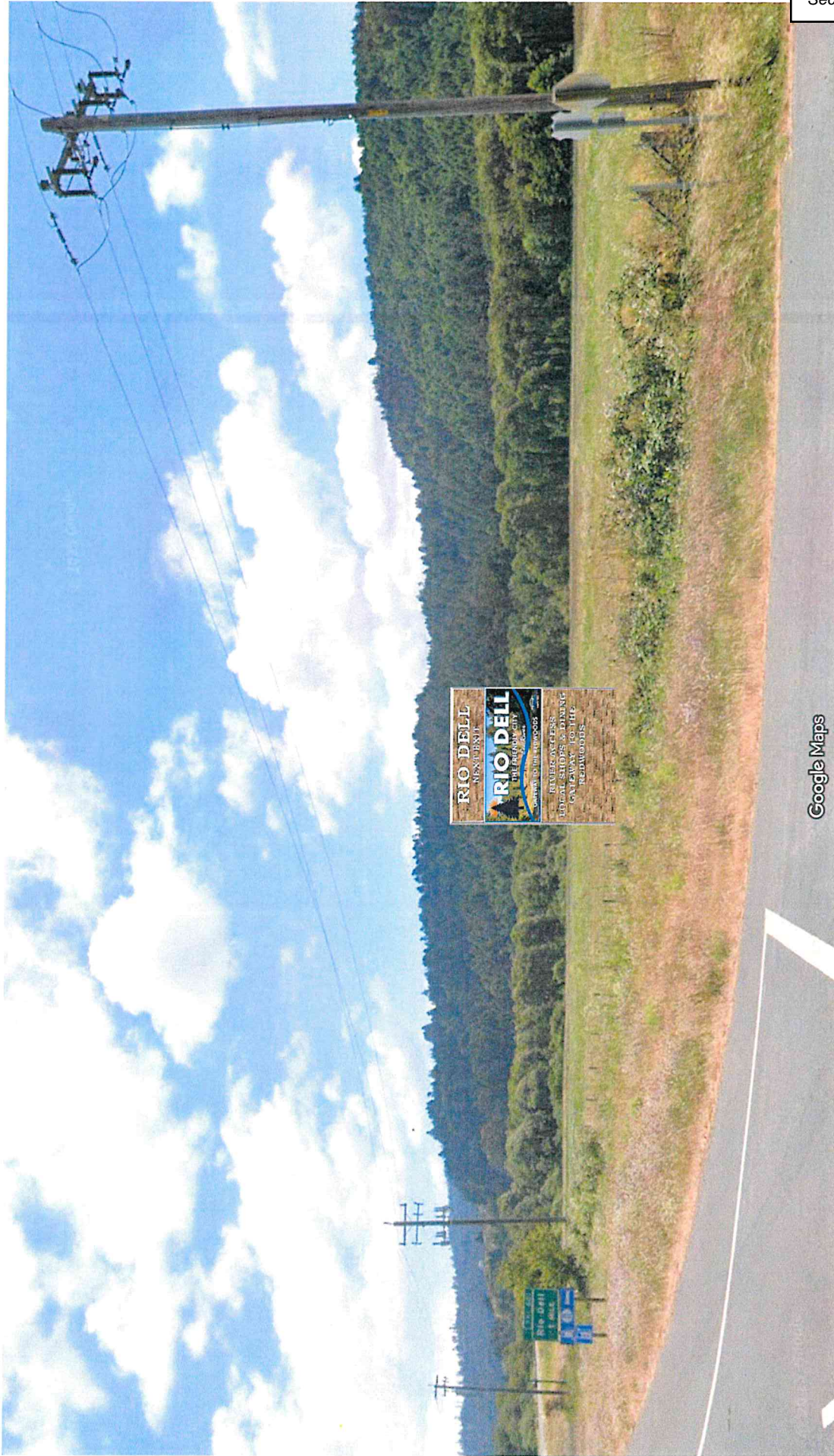


Sign Examples For Illustration Purposes Only



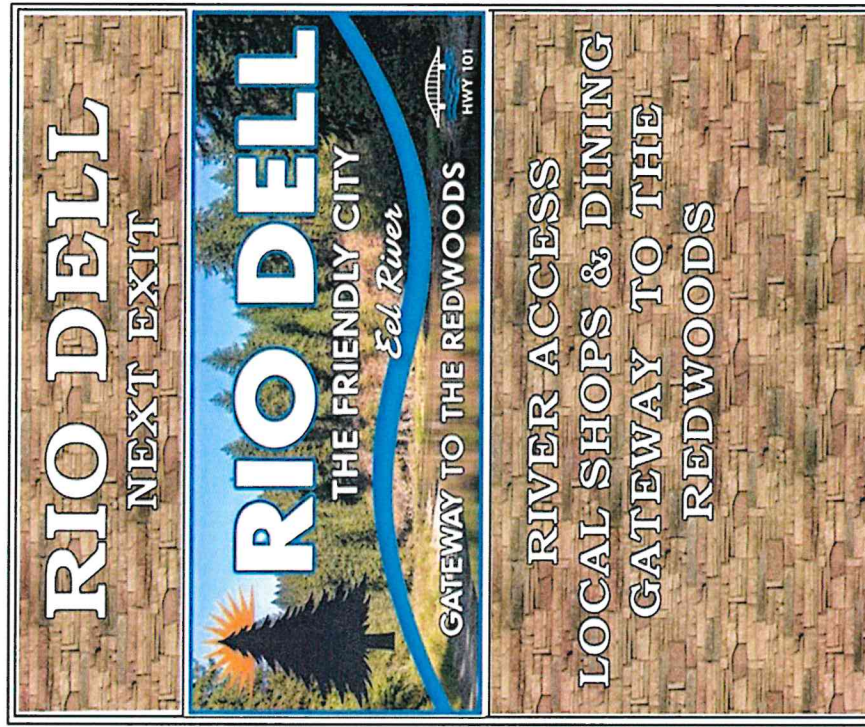
Google Maps

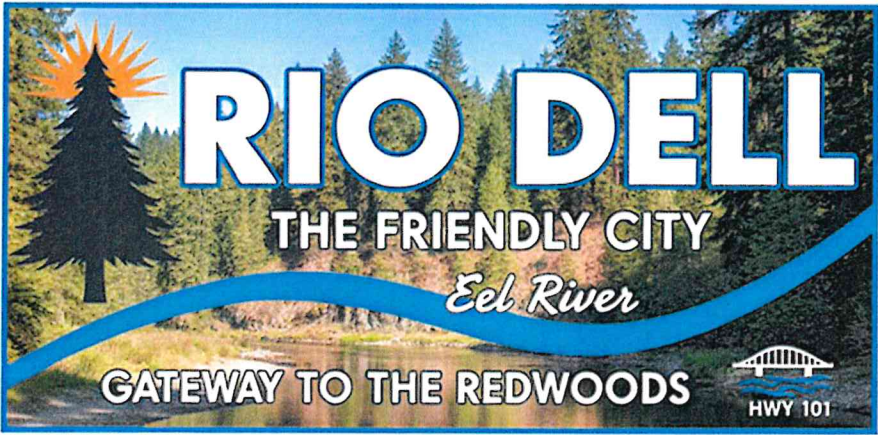
Sign Examples For Illustration Purposes Only



Google Maps

Sign Examples For Illustration Purposes Only











ORDINANCE NO. 419-2026



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL AMENDING THE CITY'S SIGN REGULATIONS 17.30.320, CHAPTER 17.25 TO INCLUDE A QUALIFIED COMBINING ZONE AND REDESIGNATING APPROXIMATELY 3000 SQUARE FEET FROM PUBLIC FACILITY TO INDUSTRIAL COMMERCIAL WITH A QUALIFIED COMBINING ZONE TO LIMIT FUTURE USES TO FREEWAY-ORIENTED SIGNS (BILLBOARDS) AND COMMUNITY-ORIENTED BILLBOARDS

WHEREAS, the City Council directed staff to present options to amend the City's Zoning Ordinance (Title 17) concerning freeway-oriented signs (billboards); and

WHEREAS, the proposed amendments are intended to:

1. **Facilitate a third billboard** on the east side of Highway 101 within the Humboldt Rio Dell Business Park (HRDBP) by amending the minimum separation distance;
2. **Establish a definition and use type** for "Community-Oriented Billboards" to promote the City and its businesses; and
3. **Facilitate up to three billboards** (including one Community-Oriented Billboard) on the west side of Highway 101 on the City's Wastewater Disposal Field parcel, requiring the **rezoning** of small, designated portions of that parcel to Industrial Commercial (IC) with a Qualified (Q) Combining Zone; and

WHEREAS, the City Council held discussions on billboard regulations on October 7, 2025, and October 21, 2025, in response to requests to promote the City and its businesses; and

WHEREAS, staff is recommending amending the minimum separation distance between billboards from one-half mile (2,640 feet) to **1,000 feet** within the HRDBP, which exceeds the minimum 100-foot separation required by the State's Outdoor Advertising Act (OAA) within City limits; and

WHEREAS, to allow billboards on the west side of Highway 101, which are currently restricted to the HRDBP zone, staff recommends rezoning three small, 20' x 50' areas of the Wastewater Disposal Field parcel to **Industrial Commercial (IC) with a Qualified (Q) Combining Zone**, with the (Q) Zone limiting future use on these areas exclusively to billboards; and

WHEREAS, the proposed amendments and rezone were processed in accordance with the California Environmental Quality Act (**CEQA**) and were referred to relevant local and responsible agencies, including Caltrans, the Department of Fish and Wildlife (CDFW), the Regional Water Quality Control Board (RWQCB), and the local Wiyot tribes; and

WHEREAS, no significant environmental concerns were raised by the referral agencies, and the City is incorporating recommended performance standards to mitigate visual impacts and an inadvertent archaeological discoveries protocol; and

WHEREAS, the proposed amendments incorporate a number of performance standards into the City's Sign Regulations to minimize potential visual impacts, including:

- Spacing billboards at least **400 feet apart** on the west side of Highway 101.
- Limiting billboard height to **35 feet** on the east side (HRDBP) and **25 feet** on the west side of Highway 101.
- Requiring **non-reflective, earth-tone finishes** on poles and rear panels.
- Implementing strict **performance standards for LED signs** concerning brightness (maximum 0.3 footcandles above ambient lighting at night), display time (minimum 10 seconds), transition time (maximum 2 seconds), and light spill (full-cutoff fixtures/visors); and

WHEREAS, the Planning Commission has reviewed the staff report, heard testimony, and considered all information presented; and

WHEREAS, the Planning Commission found that the project is **Statutorily Exempt** from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines (General Rule), as it can be seen with certainty that there is no possibility that the project, with the recommended performance standards, may have a significant effect on the environment.

WHEREAS the Planning Commission of the City of Rio Dell founds the proposed amendments and rezone are consistent with the required findings: and

WHEREAS, the City Council finds and determines that the proposed amendments to the Municipal Code are adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Rio Dell as follows:

SECTION I. Incorporation of Recitals.

The City Council of the City of Rio Dell finds that the above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Amendments to Chapter 17 of the Rio Dell Municipal Code.

Section 17.10.010 Definitions is amended to include:

Community-Oriented Billboard. Means a **Freeway-Oriented Sign** (Billboard) whose advertising display is restricted to promoting City-sponsored events, local businesses, public services, or general information regarding the City of Rio Dell and its surrounding community. This use type is typically managed or sponsored by a municipal or civic entity, such as the City or the Chamber of Commerce.

Chapter 17.25 is amended to establish a Qualified (Q) combining zone, Section 17.25.070 as follows:

Section 17.25.040 is amended as follows:

17.25.040 Combining zones and respective designations.

The following table lists the area combining zones and their respective designators:

Combining Zone	Designation	Code Section
Design Review	D	17.25.050
Planned Development	PD	17.25.060
Qualified	Q	17.25.070

17.25.070 Qualified combining zone.

(1) Purpose and Intent. The Qualified Combining Zone Regulations are intended to be combined with principal zones to help more precisely implement the adopted General Plan and/or to restrict uses that may not be compatible or desirable with the allowed uses of the principal zone or surrounding properties.

(2) Applicability. The City Council may combine the Qualified Combining Zone with any principal zone. In combining the Qualified Combining Zone with any principal zone, the City Council may delete principally permitted uses, conditionally permitted uses, or accessory uses. The City Council may also require Use Permits for principal permitted uses or accessory uses. Zone reclassifications to implement the Qualified Combining Zone are subject to making all of the required findings in Chapter 17.35 of this division.

(3) Map Designation. When combined with a principal zone, the Qualified Combining Zone shall be represented on the adopted zoning maps by the Q designator. The Q designator shall immediately follow the Principal Zone designator. For example: UR-Q, RM-Q, IC-Q. Reference to the specific requirements of any “Q”/“Qualified” Zone is contained on the zoning map, and the requirements are set forth in the specific ordinances which create each “Q” Zone.

Section 17.30.320(5)(j) is hereby amended as follows:

(j) Freeway Oriented Billboards. Notwithstanding the prohibition against off-site commercial signs, freeway oriented billboards may be permitted subject to first obtaining a conditional use permit from the Planning Commission. For the purposes of this section, a “freeway oriented billboard” is hereby defined as an outdoor freestanding sign board which is located within 100 feet of State Highway 101 and which advertises a business, service or product which is not produced or sold at the site of the sign. A conditional use permit for a freeway oriented billboard may be issued only if the proposed billboard complies with all of the following conditions:

(i) Location. A freeway oriented billboard shall be located only on property zoned Industrial Commercial and located at the Humboldt Rio Dell Business Park and the City’s wastewaters disposal field on the west side of Highway 101. No freeway oriented billboard shall be located closer than ~~one-half mile~~ 1000 feet to another freeway oriented billboard at the Humboldt Rio Dell Business Park and 400 feet on the City’s wastewater disposal field on the west side of Highway 101. No freeway oriented billboard shall be located on or within any public right-of-way.

(ii) Maximum Number of Freeway Oriented Billboards. No more than a total of three freeway oriented billboards may be constructed or approved at the Humboldt Rio Dell Business Park and no more than a total of three freeway oriented billboards, including community oriented billboards on the City’s wastewaters disposal field on the west side of Highway 101 by the City

at any time; provided, that each sign must meet all the conditions of this section. Once there are three freeway oriented billboard use permits issued [at the Humboldt Rio Dell Business Park](#) and [three freeway oriented billboards on the City's wastewaters disposal field on the west side of Highway 101 in the City](#), no other use permit application for a freeway oriented billboard can be processed by the City.

(iii) Height. No freeway oriented billboard shall exceed a height of 35 feet as measured from the existing grade of the property on which the freeway oriented billboard will be located.

(iv) Size of Signage. No freeway oriented billboard shall exceed 480 square feet of advertising surface area. No freeway oriented billboard may contain more than two advertising surface areas. No advertising surface area may contain more than two advertisements.

(v) Lighting. A freeway oriented billboard may be illuminated in accordance with this title; however, no blinking, flashing, rotating, animated lighting or movement of any kind shall be permitted. [Lighting for non-LED signs shall be downward-directed. In addition, LED signs shall comply with the following:](#)

- [LED signs shall have automatic brightness controls limiting nighttime brightness to a maximum 0.3 footcandles above ambient lighting at night \(per International Dark-Sky Association \(IDA\) and IES RP-39 standards\).](#)
- [LED signs shall have a minimum display time of 10 seconds and a maximum transition time of 2 seconds.](#)
- [LED signs shall include full-cutoff fixtures or visors along the top and sides of the billboard face to prevent light spill.](#)

(vi) Approval by State of California. Freeway oriented billboards receiving a conditional use permit from the City shall not be constructed without proof of a permit issued by the State of California Department of Transportation, pursuant to the California Outdoor Advertising Act.

The City's restrictions regarding freeway oriented billboards shall apply if the City's limitations are more restrictive than the State requirements.

(vii) Structural Design. No freeway oriented billboard shall be approved without Planning Commission review and approval of the structural design. In particular, the Planning Commission shall ensure that the location, color, materials and details of the structural design of the freeway oriented billboard are attractive and compatible with surrounding land uses and the City's rural, hometown image. **Non-reflective, earth-tone finishes are required on poles and rear panels.**

(viii) Maintenance. Freeway oriented billboards and their supporting members must be maintained in good condition at all times. Upon order by the City, dilapidated freeway oriented billboards must be repaired or removed within 30 days.

(k) Community Oriented Billboards. Notwithstanding the prohibition against off-site commercial signs, community oriented billboards may be permitted subject to first obtaining a conditional use permit from the Planning Commission. A conditional use permit for a community oriented billboard may be issued only if the proposed billboard complies with all of the following conditions:

(i) Location. A community oriented billboard shall be located only on property zoned Industrial Commercial and located at the City's wastewater disposal field on the west side of Highway 101. No community oriented billboard shall be located closer than 400 feet to another billboard. No community oriented billboard shall be located on or within any public right-of-way.

(ii) Maximum Number of Community Oriented Billboards. No more than one community oriented billboard may be constructed or approved at the City's wastewaters disposal field on the west side of Highway 101 by the City at any time; provided, that the sign must meet all the conditions of this section.

(iii) Height. No community oriented billboard shall exceed a height of 25 feet as measured from the existing grade of the property on which the freeway oriented billboard will be located.

(iv) Size of Signage. No community oriented billboard shall exceed 200 square feet of surface area.

(v) Lighting. A community oriented billboard may be illuminated in accordance with this title; however, no blinking, flashing, rotating, animated lighting or movement of any kind shall be permitted. Lighting for non-LED signs shall be downward-directed. In addition, LED signs shall comply with the following:

- LED signs shall have automatic brightness controls limiting nighttime brightness to a maximum 0.3 footcandles above ambient lighting at night (per International Dark-Sky Association (IDA) and IES RP-39 standards).
- LED signs shall have a minimum display time of 10 seconds and a maximum transition time of 2 seconds.
- LED signs shall include full-cutoff fixtures or visors along the top and sides of the billboard face to prevent light spill.

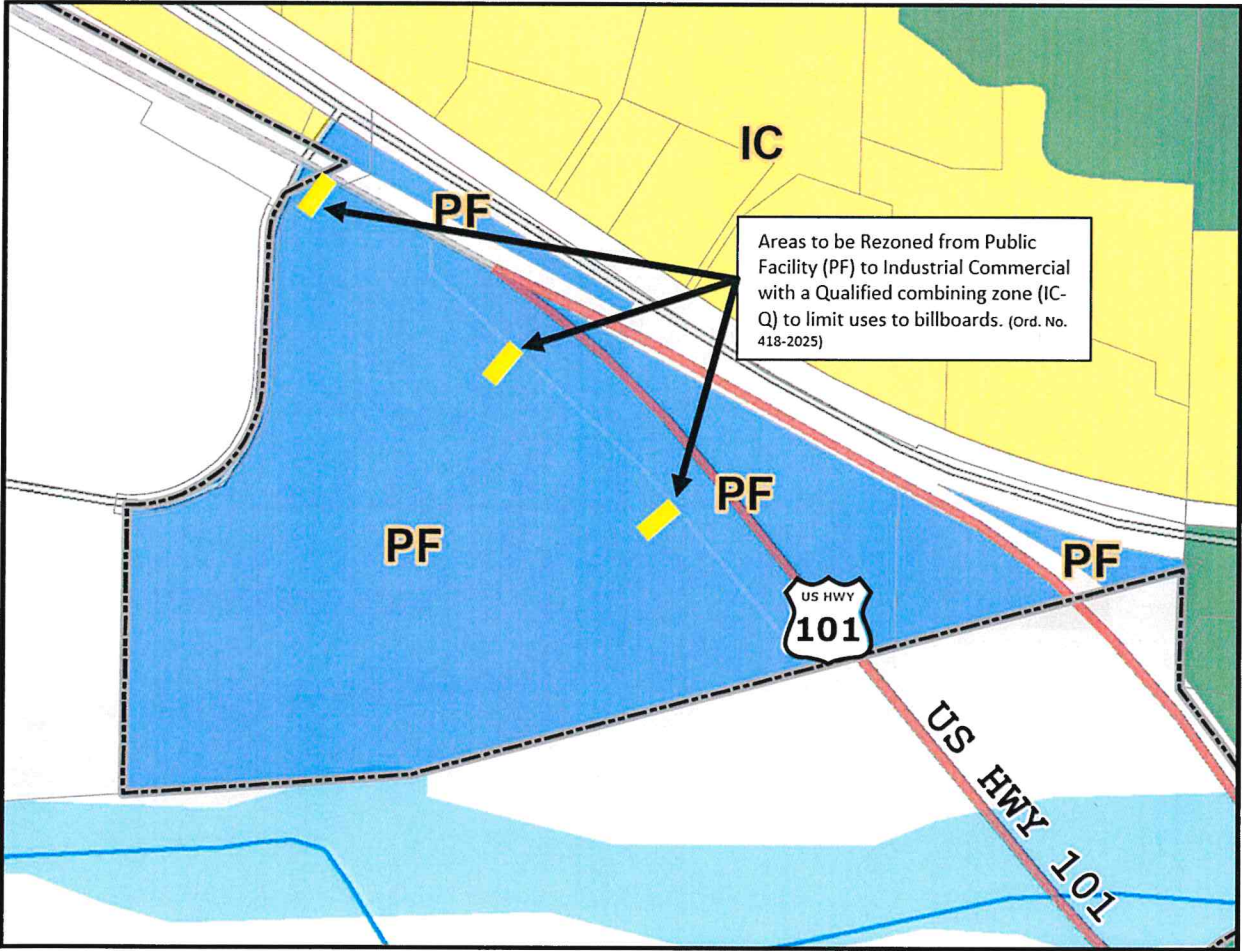
(vi) Approval by State of California. Community oriented billboards receiving a conditional use permit from the City shall not be constructed without proof of a permit issued by the State of California Department of Transportation, pursuant to the California Outdoor Advertising Act. The City's restrictions regarding community oriented billboards shall apply if the City's limitations are more restrictive than the State requirements.

(vii) Structural Design. No community oriented billboard shall be approved without Planning Commission review and approval of the structural design. In particular, the Planning Commission shall ensure that the location, color, materials and details of the structural design of the community oriented billboard are attractive and compatible with surrounding land uses and the City's rural, hometown image. Non-reflective, earth-tone finishes are required on poles and rear panels.

(viii) Maintenance. Freeway oriented billboards and their supporting members must be maintained in good condition at all times. Upon order by the City, dilapidated freeway oriented billboards must be repaired or removed within 30 days.

SECTION 3. Zoning Map Amendment.

The areas identified below are hereby rezoned from Public Facilities (PF) to Industrial Commercial with a Qualified combining zone (IC-Q) to limit uses to billboards.



SECTION 4. California Environmental Quality Act (CEQA).

Based on the proposed amendments, potential future project locations, the addition of a number of performance standards and comments or lack of comments, recommendations from referral agencies, the City Council finds the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a *significant* effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA.

SECTION 5. Severability.

In the event that a court of competent jurisdiction holds any Section, subsection, paragraph, sentence, clause, or phrase in this Ordinance unconstitutional, preempted, or otherwise invalid, the invalid portion shall be severed from this Ordinance and shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted each Section, subsection, paragraph, sentence, clause, or phrase in this Ordinance irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses or phrases in this Ordinance might be declared unconstitutional, preempted, or otherwise invalid.

Section 6. Effective Date

This ordinance becomes effective thirty (30) days after its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on December 2, 2025, and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on January 6, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 419-2026 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on January 6, 2026.

Karen Dunham, City Clerk, City of Rio Dell



675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532

For Meeting of: January 6, 2026

☐ Consent Item; ☒ Public Hearing Item

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager

Date: December 23, 2025

Subject: Adoption of the 2025 California Building Codes. Text Amendment Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC).

Recommendation:

That the City Council:

1. Receive staff's report regarding amending Sections 15.05.020 of the Rio Dell Municipal Code (RDMC); and
2. Introduce (first reading) Ordinance No. 420-2026 amending Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC); and
3. Open the public hearing, receive public input and deliberate; and
4. Continue consideration, approval and adoption of the proposed Ordinance to your meeting of January 20, 2026 for the second reading and adoption.

Background

The California Building Standards Commission (CBSC) is an independent commission within the State Consumer Services Agency responsible for reviewing, adopting, and publishing building standards for the State of California. Every three years, the CBSC adopts a compilation of building regulations referred to as the California Building Standards Code (California Code of Regulations, Title 24). Through the code adoption process, the CBSC

selects and approves a set of model codes. Inclusive in these regulations are the California Building, Mechanical, Plumbing, Electrical, Existing Buildings, Fire, Energy, Residential Building, Historical Building, and Green Building Codes. Participating State agencies, such as State Fire Marshal (SFM), Division of the State Architect (DSA), Housing and Community Development (HCD), and Office of Statewide Health Planning and Development (OSHPD), have an opportunity to amend the code for the occupancy groups under their respective authorities.

Local governments or jurisdictions can also modify the code to add more restrictive provisions based on their specific local geologic, climatic, and topographic conditions to protect their communities. Any local amendments to the above mandated codes must be more restrictive than the State Building Standards Code and must be substantiated with findings, per California Health & Safety Code Section 17958. The administrative provisions of the code can be modified without specific justification based on local conditions.

The 2025 Codes become effective on January 1, 2026; however, the specific code addition applicable to a building project is established by the building permit application date. Therefore, projects submitted for a permit on or after January 1, 2026, must be designed and constructed to the 2025 edition of the California Building Standards Code. The specific codes mandated for effectiveness in January 2025 by the State of California are as follows:

- 2025 California Building Code Volumes 1 & 2
- 2025 California Mechanical Code
- 2025 California Plumbing Code
- 2025 California Electrical Code
- 2025 California Existing Buildings Code
- 2025 California Fire Code
- 2025 California Energy Code
- 2025 California Residential Building Code
- 2025 California Green Building Standards Code
- 2025 California Historical Building Code

Included with the adoption of the California Building Standards Code is the 2024 International Property Maintenance Code (IPMC). This model code provides the City authority to abate structures that are imminent hazards to the public in a quick and efficient manner. The model code includes definitions of terms for enforcement, for the integrity of structural elements of buildings, and specific hazards. These definitions are not included in the other standard codes.

Attachments

Attachment 1: Ordinance No. 420-2026 amending Chapter 15.05, "Construction Codes", Section 15.05.020 of the Rio Dell Municipal Code (RDMC).

ORDINANCE NO. 420-2026



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING SECTION 15.05.020 “BUILDING CODES” OF THE RIO DELL MUNICIPAL
CODE (RDMC) TO REFERENCE THE 2025 CALIFORNIA BUILDING CODES AND THE
2024 INTERNATIONAL PROPERTY MAINTENANCE CODE.**

THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:

WHEREAS every three years, the CBSC adopts a compilation of building regulations referred to as the California Building Standards Code (California Code of Regulations, Title 24); and

WHEREAS through the code adoption process, the CBSC selects and approves a set of model codes; and

WHEREAS inclusive in these regulations are the California Administrative Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building Standards and California Referenced Standards Codes; and

WHEREAS the 2025 Codes become effective on January 1, 2026; however, the specific code addition applicable to a building project is established by the building permit application date; and

WHEREAS therefore, projects submitted for a permit on or after January 1, 2026, must be designed to the 2025 edition of the California Building Standards Code; and

WHEREAS included with the adoption of the 2025 California Building Standards Codes is the adoption of the 2024 International Property Maintenance Code (IPMC); and

WHEREAS the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment under Title 14 of the California Code of Regulations, Section 15061(b)(3). No further environmental review is necessary.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1.

Chapter 15.05 of the Rio Dell Municipal Code is hereby amended to read in as follows:

Chapter 15.05 Construction Codes

Sections

- 15.05.010 Administration
- 15.05.020 Building Codes.
- 15.05.030 Work Exempt from Permit.
- 15.05.040 Fees for permits and inspections.
- 15.05.050 Person may do own work.
- 15.05.060 Penalty.

15.05.020 Building Codes

(1) The City of Rio Dell hereby incorporates by reference and adopts as its building standards and regulations applicable to all occupancies in the City of Rio Dell each and all of the terms, conditions, regulations, penalties, and provisions of the following codes as from time to time adopted, amended, added, and deleted by regulation of the California State Building Standards Commission:

- (a) California Administrative Code. ~~2022~~ 2025 California Administrative Code (Part 1 of Title 24).
- (b) California Building Code. ~~2022~~ 2025 California Building Code (Part 2 of Title 24), including Appendices.
- (c) California Residential Code. ~~2022~~ 2025 California Residential Code (Part 2.5 of Title 24) including Appendices.
- (d) California Electrical Code. ~~2022~~ 2025 California Electrical Code (Part 3 of Title 24).
- (e) California Mechanical Code. ~~2022~~ 2025 California Mechanical Code (Part 4 of Title 24).
- (f) California Plumbing Code. ~~2022~~ 2025 California Plumbing Code (Part 5 of Title 24).
- (g) California Energy Code. ~~2022~~ 2025 California Energy Code (Part 6 of Title 24).
- (h) California Historical Building Code. ~~2022~~ 2025 California Historical Building Code (Part 8 of Title 24).
- (i) California Fire Code. ~~2022~~ 2025 California Fire Code (Part 9 of Title 24).
- (j) California Existing Building Code. ~~2022~~ 2025 California Existing Building Code (Part 10 of Title 24).

(k) California Green Building Standards Code — "CAL Green." ~~2022~~ 2025 California Green Building Standards Code (Part 11 of Title 24).

(l) California Referenced Standards Code. ~~2022~~ 2025 California Referenced Standards Code (Part 12 of Title 24).

(m) 1997 Uniform Housing Code. Published by the International Conference of Building Officials as referenced by the California Department of Housing and Community Development and pursuant to the provisions of Section 17958, 17958.5, 17958.9, and 17959 of the California Health and Safety Code.

(n) ~~2021~~ 2024 International Property Maintenance Code (IPMC).

(2) The above-mentioned codes, new additions, and amendments thereto shall become effective and operative within the City of Rio Dell 30 days after the date of first publication of the State Building Standards Code by the State Building Standards Commission in the California Code of Regulations, the California Regulatory Notice Register or the California Regulatory Code Supplement.

(3) The above-mentioned codes, new additions, and amendments thereto shall be and hereby are adopted as the Construction Code of the City of Rio Dell for regulating and providing minimum standards for the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, location, design, quality of materials, operation, installation, replacement, and maintenance of all buildings and/or structures; heating, ventilation, cooling, refrigeration systems; electrical systems; plumbing and drainage systems; signs; and solar systems in the City of Rio Dell and providing for the issuance of permits and the collection of fees therefore.

(4) Nothing contained herein shall be construed as prohibiting or limiting the authority of the City of Rio Dell from adopting or establishing more restrictive building standards than provided for in the above-mentioned codes and amendments thereto after making the findings required by Government Code Section 17958.7.

(5) The City shall maintain one current copy of all building standards codes on file. [Ord. 315 § I B), 2014; Ord. 286, 2012; Ord. 269 § 1, 2014]

15.05.030 Fees for permits and inspections.

(1) Any person required to obtain a permit hereunder shall at the time of filing an application therefor pay to the City Clerk a deposit for plan review in the amount as set forth in the California Administrative Code referred to in RDMC 15.05.020. Notwithstanding any other provision of these regulations to the contrary, the City shall collect upon the issuance of any permit the actual cost of the plan review services rendered or the plan review fee as set forth in

the California Administrative Code, whichever is greater.

(2) Where work is commenced prior to obtaining a permit, a double fee shall be charged.

(3) For the purpose of determining valuation of any work to be performed hereunder, the City may use the Valuation Data Table published by the International Code Council. The above-mentioned table, new editions, and amendments thereto shall become effective and operative within the City of Rio Dell 30 days after the date of first publication. The City may choose to modify the data published as determined by regional conditions, but will not exceed the costs as published. [Ord. 286, 2012; Ord. 262 § 15.01.030, 2009.]

15.05.040 Person may do own work.

Nothing in this chapter shall be construed as prohibiting any person from doing his own work or employing any person to work on a building or structure to which the provisions of this chapter apply unless otherwise prohibited by law. [Ord. 286, 2012; Ord. 262 § 15.01.040, 2009.]

15.05.050 Penalty.

Any person, firm, or corporation, whether as principal, agent, employee, or otherwise, violating or causing the violation of any part of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine of not more than \$1,000.00. Such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day during any portion of which any violation of this chapter, or any part hereof, is committed, continued, or permitted by such person, firm, or corporation, and shall be punishable as herein provided. [Ord. 286, 2012; Ord. 262 § 15.01.050, 2009.]

Section 2. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 3. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 4. Effective Date

This ordinance becomes effective immediately.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on January 6, 2026 and furthermore the forgoing Ordinance

was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the January 20, 2026 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Debra Garnes, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 420-2026 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the January 20, 2026.

Karen Dunham, City Clerk, City of Rio Dell