

PUBLIC RECORDS RELEASE

City of Rio Dell Commercial Vehicle Parking Authorization Program

Records and written responses provided by the City of Rio Dell in response to a California Public Records Act request from the Rio Dell Times.

Request submitted: Sept. 28, 2026 **City response:** Sept. 29, 2026 **Responding official:** Chief of Police Josh Phinney

Published: Oct. 18, 2026

WHAT WE ASKED FOR

On September 28, 2026, the Rio Dell Times asked the City for all policies, procedures and guidance documents on the city's commercial truck parking program, including the criteria used, the permit application process, site suitability standards and any complaint or grievance process. We also asked how many permits the City has issued and how many are currently active. City Manager Kyle Knopp forwarded the request to the Police Department, and Chief Phinney responded the next day.

WHAT THE CITY SAID

PERMITS ISSUED Two authorizations have been issued, and both are active. As of Sept. 29 there had been no other applicants.	CONDITIONS Both are limited to <i>unloaded</i> vehicles. Both applicants asked to park loaded, but the City found the roadway and infrastructure at those locations unsuitable.
SITE SUITABILITY No separate written policy. The Police Chief reviews safety (road width, visibility, load hazards), then the Streets Superintendent reviews infrastructure (e.g., sewer and water lines).	COMPLAINTS & APPEALS No program-specific grievance procedure. Revocation hearings are governed by RDMC 10.05.790(12). Complaints may go to the City Manager or Police Department.

According to the Chief, most commercial trucks in town currently park on private property, which does not require a permit.

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Attachment A	Ordinance No. 416-2025, adopted by the City Council Nov. 18, 2025 (amends RDMC 10.05.020 and 10.05.790; removes 10.05.780)	5 pages
Attachment B	Commercial Vehicle Parking Authorization application/authorization form (blank)	1 page
Attachment C	Commercial Vehicle Parking windshield authorization card (blank)	1 page

Attachments A-C are reproduced as provided by the City of Rio Dell; only a page label has been added at the bottom of each. The ordinance is the City's signed scan. The form was provided as a Word document and converted to PDF without content changes. The summary on this page was written by the Rio Dell Times and is not a City statement. Direct questions about the program to the Rio Dell Police Department, 675 Wildwood Ave., (707) 764-5642.

THE CITY'S RESPONSE

Written response from the City of Rio Dell

Our request (Sept. 28, 2026): “We would like to request copies of all city policies and procedures or guidance documents regarding the commercial truck parking program in Rio Dell. We are interested in the criteria being used, permit application process, site suitability and any complaint or grievance process. ... Secondly, how many permits have been issued by the city and are currently active?”

From: Josh Phinney, Chief of Police, Rio Dell Police Department · **Date:** Tuesday, Sept. 29, 2026, 10:52 a.m. · **Cc:** Kyle Knopp, City Manager; Mary Clark

In response to your Public Records Act request regarding the City of Rio Dell's Commercial Vehicle Parking Authorization Program, the City is providing the responsive records currently maintained regarding the program.

The program is authorized pursuant to Ordinance No. 416-2025 and Chapter 10.05 of the Rio Dell Municipal Code. The City also maintains an Commercial Vehicle Parking Authorization form establishing the process for application, review, approval, issuance, tracking, replacement, and revocation of authorizations.

The general application and review process includes verification of vehicle registration, review of the proposed parking location, approval by the Chief of Police and Streets Superintendent, issuance of an authorization number, and issuance of a vehicle type/driver-specific windshield authorization. Authorizations are non-transferable and apply only to the vehicle type/driver and approved location identified in City records.

There is not a separate written “site suitability” policy beyond the ordinance, Municipal Code, and administrative documents being provided. Proposed locations are reviewed based upon the specific location and applicable roadway, safety, and infrastructure considerations. The Chief of Police reviews the proposed site for safety issues (roadway width, driver visibility, potential load hazards etc.) and then the Streets Superintendent reviews the site for infrastructure considerations (will the load damage sewer/water lines or other infrastructure).

To date, the City has issued two Commercial Vehicle Parking Authorizations, and both are currently active. Both authorizations were issued subject to the condition that the commercial vehicles be unloaded while parked at the authorized locations due to roadway and infrastructure limitations not suitable for loaded commercial vehicles.

There is also no separate complaint or grievance procedure established specifically for the Commercial Vehicle Parking Authorization Program other than if the permit is denied or suspended as listed under section (12) of RDMC 10.05.790. Complaints regarding commercial vehicle parking may be submitted to the City Manager or Police Department for review. If an enforcement action is taken under the Rio Dell Municipal Code, any administrative review or appeal rights applicable to that particular enforcement action would be governed by the applicable provisions of the Municipal Code.

Responsive records include:

- Ordinance No. 416-2025;
- Commercial Vehicle Parking Authorization application/authorization form; and
- Commercial Vehicle Parking windshield authorization form.

Please let us know if you believe there are additional specifically identifiable records responsive to your request.

Our follow-up (Sept. 29, 2026): “For clarification, has there been more than two applicants so far? Has anyone been rejected.”

From: Josh Phinney, Chief of Police · **Reply to follow-up**

There have not been any additional at this time. Most of the trucks are currently parking on private property which doesn't require a permit. The two issued wanted “loaded” but infrastructure at those locations wasn't suitable so they only received “unloaded” permits.

Text reproduced verbatim from the City's emails; greetings, signature blocks and contact details are omitted.



ORDINANCE NO. 416-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL REMOVING SECTION 10.05.780, AMENDING SECTION 10.05.020, AND AMENDING SECTION 10.05.790 OF THE RIO DELL MUNICIPAL CODE, RESTRICTING PARKING OF SPECIFIC COMMERCIAL VEHICLES ON DESIGNATED AREAS WITHIN THE CITY.

THE CITY COUNCIL OF THE CITY OF RIO DELL DOES ORDAIN AS FOLLOWS:

- A. WHEREAS**, existing Rio Dell Municipal Code sections are inadequate to address the issue identified herein; and
- B. WHEREAS**, the parking of Commercial Freight Vehicles within residential areas often creates negative effects on City residents; and
- C. WHEREAS**, parking Commercial Freight Vehicles in residential areas not properly equipped to handle such commercial vehicles may cause infrastructure damage, including damage to water or sewer pipelines; and
- D. WHEREAS**, parking of Commercial Freight Vehicles near intersections within the City of Rio Dell may cause increased risk of vehicle collisions by obstructing vision of such intersections and any other vehicles or pedestrians nearby; and
- E. WHEREAS**, the City of Rio Dell has received multiple complaints from residents regarding parking of Commercial Freight Vehicles within residential areas and the resulting effects as set forth above; and
- F. WHEREAS**, California Vehicle Code, Section 22507.5, authorizes local authorities to regulate, prohibit, or restrict parking of commercial vehicles having a manufacturer's gross vehicle weight rating of 10,000 pounds or more on designated streets, portions of streets, or residential districts; and

- G. WHEREAS**, California Vehicle Code, Section 22507, authorizes local authorities to regulate, prohibit, or restrict parking, stopping, or standing of commercial vehicles on certain streets or highways by ordinance or resolution, when signs are erected giving notice of such restrictions; and
- H. WHEREAS**, the City has the affirmative duty to protect the health, safety, and welfare of all its citizens and to take their personal safety and infrastructure stability seriously; and
- I. WHEREAS**, this Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA Guidelines, and has been found to be exempt pursuant to Title 14, California Code of Regulations Section 15061(b)(3) of the CEQA Guidelines, on the basis there is no possibility the passage of this Ordinance will have a significant effect on the environment.

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

1. Rio Dell Municipal Code Section 10.05.780 is hereby deleted in its entirety.
2. Further, the Rio Dell Municipal Code Section 10.05.020 shall be amended to include definitions as follows:

“Commercial Freight Vehicle” means a motor vehicle primarily designed and used to transport goods or cargo for business purposes, which has a manufacturer gross vehicle weight rating (GVWR) at or exceeding 14,000 pounds.

“Commercial Trailer” means a trailer or semitrailer primarily designed or used for the transport of goods, cargo, or equipment in commerce, regardless of weight rating.

3. Further, the existing text of Rio Dell Municipal Code Section 10.05.790 is hereby deemed deleted and Section 10.05.790 shall be amended and renamed to read, in its entirety, as follows:

10.05.790 Large Commercial Vehicle Parking on Public Streets/Restrictions

- (1) No person except as set forth in subsection (5), below, shall park or leave standing any Commercial Freight Vehicle or commercial trailer on any public street or public property within residential districts within City limits without a valid Large Commercial Vehicle Parking Permit, issued jointly by the Chief of Police and the City of Rio Dell Streets Superintendent pursuant to subsection (3), below.
- (2) No person except as set forth in subsection (5), with or without a valid Large Commercial Vehicle Parking Permit, shall park or leave standing any Commercial Freight Vehicle or commercial trailer on the following streets within the City:

(a) Pursuant to California Vehicle Code Section 22507, the City Council hereby restricts the parking of commercial freight vehicles and commercial trailers on Wildwood Avenue

between United States Highway 101 (US101) and the Eagle Prairie Bridge (CA 283) shall not be allowed or permitted within the posted two-hour parking zone for a period exceeding two (2) consecutive hours, except for the purposes of loading and unloading. ~~shall be no more than two hours, except for the purposes of loading or unloading.~~ A commercial freight vehicle and/or commercial trailer that has remained parked for the maximum permitted time shall not re-park within Wildwood Avenue unless it has been moved to a minimum distance of 300 feet from its original location. The movement of a commercial freight vehicle and/or commercial trailer for the purpose of avoiding the time limit by circling the block, shifting to an adjacent space, or moving less than the minimum required distance shall not restart the two-hour parking period.;

(b) Any other streets later designated by duly adopted resolution of the City Council.

(3) Large Commercial Vehicle Parking Permits may be issued on a City-provided application form after joint review and discretionary approval by both the City of Rio Dell Chief of Police and the City Streets Superintendent, or by other persons as designated by resolution duly adopted by the City Council, based upon objective criteria including traffic safety, potential roadway damage, parking congestion, and compatibility with adjacent residential uses. The permit, if approved and issued, shall specify approved parking locations and timeframes, and shall be issued at no cost to the applicant, and shall be valid for up to one (1) year from the date of issuance.

(4) To be valid, Large Commercial Vehicle Parking Permits must be displayed and clearly visible in the lower right-hand corner of the permitted vehicle's windshield at all times when parked. In the case of commercial trailers, the permit must be displayed and clearly visible in a conspicuous location at or near the front of the trailer. Unless otherwise stated in the particular permit, a parked commercial trailer is not covered by a Commercial Freight Vehicle's Large Commercial Vehicle Parking Permit.

(5) The permit requirement of this section shall not apply to:

(a) Vehicles actively making deliveries or pickups from addresses located in the restricted areas;

(b) Vehicles used for construction activity authorized under a valid City building permit;

(c) Emergency public utility or service vehicles.

(6) Permits may be revoked at any time by the Chief of Police or the City Streets Superintendent if:

(a) The permittee violates any condition of this Section 10.05.790 or other sections of the Rio Dell Municipal Code or the California Vehicle Code;

(b) The applicant provided false or misleading information; and

- (c) Use of the permit in a manner that creates an immediate and documented safety hazard or public nuisance which cannot be reasonably alleviated.
- (7) Permits may be revoked after forty-eight (48) hour oral or written notice, addressed to the permitholder by the Chief of Police or the City Streets Superintendent if:
 - (a) Continued use of the permit creates a safety hazard or nuisance which can be reasonably alleviated but the permitholder does not sufficiently alleviate such safety hazard or nuisance.
- (8) In the event of permit revocation, the permitholder shall have a twenty-four (24) hour grace period to relocate all offending Commercial Freight Vehicles or commercial trailers and to otherwise comply with this Section before any violations may be incurred.
- (9) Violations of this section shall be punishable as infractions, subject to the following fines:
 - (a) First violation: a fine equal to \$100.00.
 - (b) Second violation within one year: a fine equal to \$200.00.
 - (c) Third or subsequent violation within one year: a fine equal to \$250.00.
 - (d) In addition to the violation fines set forth above, vehicles violating State of California Vehicle Code weight restrictions will be fined in accordance with California Vehicle Code section 42030 and related laws and/or regulations.
- (10) Any Large Commercial Vehicle Parking Permit issued pursuant to this Section 10.05.790 shall entitle the permit applicant and holder to park the designated Commercial Freight Vehicle or commercial trailer in accordance with the permit terms and conditions, and the permit shall not transfer to buyers or transferees of the permitted vehicle(s). Any buyers and/or transferees must apply for and obtain their own Large Commercial Vehicle Parking Permit to continue parking in the manner approved for the prior permitholder.
- (11) Any Large Commercial Vehicle Parking Permit issued pursuant to this section 10.05.790 shall entitle the permit holder to transfer said permit on a temporary or permanent basis to another Commercial Freight Vehicle or Commercial Trailer upon notice of and approval by both the City of Rio Dell Chief of Police and the City Streets Superintendent.
- (12) Any person whose permit is revoked under this Section shall have the right to request an administrative hearing before the City Manager or designee within ten (10) days of revocation notice. The permit shall remain suspended pending the outcome of the hearing.

This Ordinance 416-2025 shall become effective thirty (30) days after its approval and adoption.

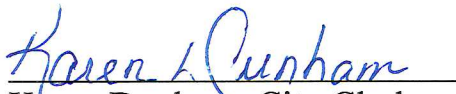
PASSED, APPROVED, AND ADOPTED by the City Council of the City of Rio Dell in the County of Humboldt, State of California, on the 18th day of November, 2025, by the following vote:

AYES: Garnes, Carter, Orr, Wilson and Woodall
NOES: None
ABSENT: None
ABSTAIN: None


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 copy of Ordinance No. 416-2025 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the 18th day of November 2025.


Karen Dunham, City Clerk



CITY OF RIO DELL

COMMERCIAL VEHICLE PARKING AUTHORIZATION

Authorization No.: CVPA-_____

Issued pursuant to Ordinance No. 416-2025 and Chapter 10.05 of the Rio Dell Municipal Code.

Driver/Vehicle Information

Driver: _____	Business Name: _____
Mailing Address: _____	Telephone: _____
Email: _____	California License Plate: _____
Year / Make / Model: _____	Color: _____
VIN (Last 8 Digits): _____	USDOT/CA Number: _____

Authorized Parking Location(s)

Conditions of Authorization

- Vehicle-specific and non-transferable.
- Valid for **1 year** unless revoked, or otherwise invalidated by the City.
- Ownership, registration, license plate, or vehicle changes void this authorization unless approved by the City.
- Does not exempt compliance with the Rio Dell Municipal Code, California Vehicle Code, or temporary restrictions.
- May be suspended or revoked if obtained through false information, misused, transferred, the vehicle no longer qualifies, or continued authorization is inconsistent with Chapter 10.05 RDMC.
- Revocation does not preclude enforcement.
- Windshield authorization card shall be displayed whenever parked pursuant to this authorization.

Applicant Certification

I certify under penalty of perjury that the foregoing information is true and correct.

Applicant Signature _____ Date _____

City Approval

_____ Joshua Phinney Chief of Police	_____ Randy Jensen Streets Superintendent
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CITY OF RIO DELL

COMMERCIAL VEHICLE PARKING AUTHORIZATION

Authorization No. CVPA-_____

Issued pursuant to Ordinance No. 416-2025 and Chapter 10.05 of the Rio Dell Municipal Code.

**VALID FOR 1 YEAR AND ONLY FOR THE VEHICLE ASSIGNED IN CITY RECORDS
NON-TRANSFERABLE**

Display in the lower driver's side windshield whenever parked pursuant to this authorization.

_____ Date: _____ Joshua Phinney Chief of Police	_____ Date: _____ Randy Jensen Streets Superintendent
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Property of the City of Rio Dell • Return if Found

UNLOADED ONLY