Tenant Notification of New No-Smoking Ordinance for Unincorporated Sonoma County

This information DOES NOT APPLY to areas within the boundaries of local cities.

NOTE to Property Owners/Managers: It is important that you notify tenants of the new ordinance that prohibits smoking in multi-unit residential common areas and units outside of city limits. Below are two sample letters for tenants which can be modified to meet your specific needs. One letter is for properties that choose to have a designated smoking area and the other is for properties without a designated smoking area. You may want to print the letter on the back side of the handout: Reasons for Having a No-Smoking Policy found at www.sonoma-county/smokefreeinfo.

The ordinance has three phases:

- Effective November 12, 2011 – all indoor and outdoor common areas of the complex are required to be non-smoking and signs posted accordingly. The ordinance does allow for an optional outdoor designated smoking area for residents and guests. If you choose to provide a designated smoking area, it must meet certain criteria. Criteria can be found on the Implementation Checklist and in the ordinance.

- Effective May 10, 2012 – all new residential units, including private balconies, decks, and patios are required to be non-smoking and signs posted accordingly.

- Effective January 12, 2013 – all existing residential units, including private balconies, decks, and patios are required to be non-smoking and signs posted accordingly.

SAMPLE LETTER FOR MULTI-UNIT HOUSING RESIDENCES WITH AN OUTDOOR DESIGNATED SMOKING AREA

Dear Resident,

The County of Sonoma recently passed an ordinance that applies to areas outside of city limits. The ordinance helps protect residents of multi-unit housing from drifting secondhand smoke.

Starting November 12, 2011, all indoor and outdoor common areas of the complex are designated as non-smoking areas. There is an exception that allows for a designated smoking area. This area is located ________________. For now, you and your guests are still allowed to smoke in your individual units and/or on your private balcony, deck, or patio.

Starting January 12, 2013, smoking will no longer be allowed inside individual units or on private balconies, decks, or patios. If you choose to smoke, please use the designated smoking area or step off the property, at least 25 feet away from any doors, windows, or openings into any enclosed area of the property. When you are finished, please extinguish and dispose of your smoking material in an appropriate ash or trash can.

If you have questions, please contact (manager/owner) at ________________. For more information on the ordinance you may visit www.sonoma-county.org/smokefreeinfo

SAMPLE LETTER FOR MULTI-UNIT HOUSING RESIDENCES WITHOUT AN OUTDOOR DESIGNATED SMOKING AREA

Dear Resident,

The County of Sonoma recently passed an ordinance that applies to areas outside of city limits. The ordinance helps protect residents of multi-unit housing from drifting secondhand smoke.

Starting November 12, 2011, all indoor and outdoor common areas of the complex are designated as non-smoking areas. In order to comply with the ordinance, we ask that people not smoke in any of the common areas. For now, you are still allowed to smoke in your individual units and/or on your private balcony, deck, or patio.

Starting January 12, 2013, smoking will no longer be allowed inside individual units or on private balconies, decks, or patios. If you choose to smoke after this date, please step off the property, at least 25 feet away from any doors, windows, or openings into any enclosed area of the property. When you are finished, please extinguish and dispose of your smoking material in an appropriate ash or trash can. Please notify all guests of this requirement.

If you have questions, please contact (manager/owner) at ________________. For more information on the ordinance you may visit www.sonoma-county.org/smokefreeinfo