



County of Santa Cruz

DEPARTMENT OF COMMUNITY DEVELOPMENT AND INFRASTRUCTURE

701 OCEAN STREET, FOURTH FLOOR, SANTA CRUZ, CA 95060-4070
Planning (831) 454-2580 Public Works (831) 454-2160

February 6, 2025

Agenda Date: February 12, 2025

Planning Commission
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Subject: Public hearing to consider appeal of Planning Department's completeness determination for the initial review of application # 241450, a Minor Land Division and Coastal Development Permit to demolish an existing single family dwelling and construct three new dwellings on each of the newly formed parcels located at 22702 East Cliff Drive, Santa Cruz.

Dear Planning Commission:

On November 25, 2024, an appointment was scheduled for submittal of an electronic application through the Planning Department's ePortal for consideration of the above application. On November 25, 2025, the applicant uploaded project plans and supporting documentation into the ePortal. On November 26, 2024, Planning staff created a formal application for review of the proposed project and notified the applicant of the appropriate fees due for review of the application.

On December 3, 2024, the County of Santa Cruz Planning Department received payment of applicable application fees and accepted the above referenced application. Once Planning receives an application, including requisite fees, staff can begin its 30-day completeness review. (See County Code §§18.10.210 and 18.10.210, and Government Code §65943.) To review an application for a development permit before fees are received would be an unlawful gift of public funds. (Cal. Const. art. XVI, §6.)

Since the requisite application fees were paid on December 3, 2024, an initial determination regarding the completeness of the subject application was required to be rendered no later than January 2, 2025, 30-days from receipt of payment.

In a letter dated December 27, 2024 (Exhibit B), Planning staff summarized the initial review of the proposed project and informed the applicant of specific information necessary for the application to be deemed complete for further processing.

On January 9, 2025, an appeal of the County's completeness determination was submitted by the applicants representative John Flynn of Nossaman LLP (Exhibit A). Primary concerns raised in the letter (Exhibit A) assert the County violated the Permit Streamlining Act by failing to accept

the application and subsequently requesting information not relevant to the project.

COUNTY RESPONSES TO ISSUES RAISED IN APPEAL LETTER

30-day Review Period

The Applicant asserts the application was submitted on November 25, 2024 and the 30-day review period ended on December 25, 2024 rendering the application complete by operation of law. While the Applicant correctly states that the application was uploaded into the County's ePortal on November 25, 2024, application fees were not paid until December 3, 2024.

Under the Housing Accountability Act, upon receipt of an application for a development project, a public agency has 30 days to determine in writing whether the application is complete. (Gov. Code §65943(a).) Pursuant to Santa Cruz County Code Section 18.10.212 the effective time of filing a permit application is the time when all required information has been submitted and all prescribed fees paid. In other words the County does not "receive" an application, and cannot begin its completeness review, until the applicant has paid its application fee. Under Santa Cruz County Code Section 18.10.210 (Application submittal requirements) *Applications for discretionary development permits and legislative matters shall be made to the Planning Department and shall be accompanied by a fee as prescribed in the unified fee schedule as adopted by the Board of Supervisors. Applications shall contain such information and reports as may be required by this section or by other applicable ordinances, or by the Planning Director or approving body as determined to be necessary in order to make required findings for approval of the project requests. A detailed list of required information ("LORI") for various permit types shall be maintained by the Planning Director and made available to the public at the zoning counter and on the Planning Department website.*

As specified in a letter dated December 3, 2024 (Exhibit D), the 30-day review of application 241450 began upon payment of application fees and ended January 2, 2025. As noted above and specified in the staff letter dated December 27, 2024, Planning staff's initial review of the application determined the project to be incomplete prior to the expiration of the 30-day review period. Therefore, the application is not "complete by operation of law".

Completeness Requirements Waiver

The Applicant asserts several requirements contained in the staff letter dated December 27, 2024 are irrelevant to the completeness determination, unnecessary during the discretionary review process, and or oppressive and burdensome. The Applicant is therefore requesting a waiver from these requirements including staff's request for submittal of: visual simulations of the project as seen from the beach, will-serve letters, shadow plan, photos of neighborhood context, lighting plan, results of required neighborhood meeting, revisions to the site plan, and submission of a preliminary stormwater management report.

A public agency's application completeness review is limited to the items on the agency submittal requirement checklist. (Gov. Code §65943(a), (f); §65940.) This checklist indicates the criteria that the agency will apply in order to determine the completeness of any application submitted to it for a development project. (Gov. Code §65941.) In the County of Santa Cruz, this submittal requirement checklist is referred to as the Universal List of Required Information, or "LORI." (See Exhibit C.)

In accordance with Santa Cruz County Code Section 18.10.212 (Application completion) Applications will not be deemed as complete by the Planning Department until all required information has been submitted and all prescribed fees paid. The effective time of filing a permit application shall be the time when the application has been deemed complete in full compliance with this chapter and with all other County ordinances as to form and content. All ordinances, General Plan, and specific or area plan provisions in effect at the time an application is deemed complete shall apply to project development. (See also California Government Code Section 65941.)

Further, Government Code Section 65940 requires local agencies to compile a list to identify in detail the information required from an applicant for a development project. Santa Cruz County Code Section 18.10.210 references the detailed list of required information (“LORI”) (Exhibit C), the contents of which shall be included in all Discretionary applications. The identified as incomplete in the Planning staff letter dated December 27, 2024 reference only information contained in the LORI as required by County Code. The requirements contained in the staff letter have been determined necessary in order to properly evaluate the proposed development in for compliance with applicable Codes and Policies including County Code and the General Plan/Local Coastal Program.

While the letter identifies compliance issues as well, it clearly distinguishes the completeness issues from the compliance issues. The compliance issues did not affect staff’s incompleteness determination.

Discretionary applications require submittal of documentation sufficient to determine a project’s feasibility and compliance with applicable codes and policies. This information is outlined in the Universal LORI (Exhibit C). Failure to provide the required information would likely result in staff being unable to evaluate critical components of a project in that essential information may not have been provided. The following is a list of requirements the applicant has requested a waiver from:

Visual Simulations from the Beach

Item 40 on the Universal LORI states: Visual Renderings are required for most discretionary projects located in a Scenic Viewshed, on a sensitive site, where capable of being seen from a public beach, or as determined by the project planner. Visual Renderings of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the County. Two visual renderings shall be prepared, one designed to show the impact of the development without any proposed landscaping, and a second to show the impact of the development with the proposed landscaping (assuming five years of average growth).

The proposed development (large dwelling) would be visible from a public beach and within a significant public viewshed. Planning staff has determined visual simulations of the project are necessary to further evaluate the project from these protected resources.

Will-Serve Letters

Items 8 and 9 on the Universal LORI state: Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added: Letter from the applicable water district, or if well water is proposed, from the well owner, certifying as to the availability of water and an ability to serve the project & Letter from the appropriate Sanitation District, certifying availability,

capacity, and ability to serve the project.

The project proposes to create two new parcels, demolish an existing single family dwelling and construct a new single family dwelling and increase the number of residential structures within the County of Santa Cruz Sanitation District and Santa Cruz City Water District service areas. Therefore Planning staff has required submittal of Water and Sewer will-serve letters.

Shadow Plan

Item 16 on the Universal LORI states: Shadow patterns are those cast on the 21st of December and the 21st of June between 10 am and 2 pm Pacific Standard Time. A Shadow Plan shall accurately depict the shadow patterns of all proposed structures and significant (proposed) landscaping that will occur on neighboring properties on the aforementioned dates and times.

The project proposes to construct a dwelling in excess of 5,000 square feet in size and the project may require a reduction to the required 10-foot second story setback to the Pleasure Point Design criteria. However, plans do not clearly depict whether the design would potentially affect the natural light of adjacent structures because sections were not included in the second floor area of the plans. Further, the required 10-foot second story setback was not shown on the plans. Thus, planning staff has determined a shadow plan is necessary in order to evaluate potential shading of adjoining properties as a result of the siting of the proposed home and to determine the appropriateness of a potential reduction to the required 10-foot second story setback, if required.

Neighborhood Context Photographs

LORI item 17 states: Neighborhood Context Photographs shall consist of labeled photographs of the project site, as seen from the street, as well as the adjacent properties (5 lots on either side of the project site and 10 lots across the street from the project site).

This requirement is not exclusive to a particular Discretionary project. Photos of the neighborhood context are particularly relevant for projects subject to Design Review, as is the case here, where a finding for compatibility with the surrounding pattern of development and design must be made.

Lighting Plan

Item 33 of the Universal LORI states: All exterior lighting (for project site, structures, and/or landscaping), including the location and type of lights, must be shown. For newly proposed light standards, indicate the proposed location, height, and cut sheets of the standards and associated fixtures. Technical details, including footcandles, may be required.

This requirement is not exclusive to a particular Discretionary project. Lighting plans are particularly relevant for projects subject to Design Review, sites located on Coastal Bluff or sites located within a significant public view shed, as well as large dwellings, where Findings must be made that the proposed development will be adequately screened from public view and will not adversely impact public viewsheds, neighboring property privacy, and the design is consistent with the surrounding context.

Neighborhood Meeting

Item 14 on the Universal LORI states: *Applicable to all projects that require Planning*

Commission approval: Pursuant to Santa Cruz County Code Section (SCCC) 18.10.211, the applicant shall conduct a neighborhood meeting to explain the proposed development to and solicit comments from those in attendance. Review SCCC 18.10.211 for noticing and meeting requirements.

SCCC 18.10.113 (Neighborhood Notification and Meeting requirements) specifies that a neighborhood meeting shall be required in advance of consideration of projects that will be acted upon by the Planning Commission and Board of Supervisors, and that no application shall be deemed complete without the results of a neighborhood meeting when one is required. As proposed, the project includes a Minor Land Division requiring action by the Planning Commission and is therefore subject to this requirement.

It should be noted that recent applications proposed on the subject parcel were contentious in terms of interest from residents in the vicinity. A neighborhood meeting is highly recommended in order to provide the opportunity for members of the community to ask questions and voice concerns regarding development of this site. It is a hope that neighborhood meetings provide an opportunity for applicants to hear from neighbors in advance of a public hearing before the Planning Commission and have an advanced opportunity to modify a project, where appropriate, to address identified neighborhood concerns.

Preliminary Stormwater Management Plan

Item 32 on the Universal LORI outlines the need for a preliminary stormwater management plan.

The project has been reviewed by the Department of Public Works Stormwater Management Division and determined to be incomplete for lack of sufficient information contained in a preliminary stormwater management plan.

Additional requirements

Several additional requirements identified as incomplete in Planning staff's letter dated December 27, 2024 were not contested in the applicant's appeal letter. These items include but are not limited to: clarification regarding the height of the proposed home, measurements of the proposed basement, clarification regarding the proposed Floor Area Ratio, and updates to the Tentative Map.

Since these items were not contested in the applicant's appeal letter, no further discussion has been provided. It should be noted however that the letter from Planning staff did not clearly state that the project may require an exception to the Pleasure Point Design criteria as specified in SCC 3.10.446. For instance, the site plan and project documents do not explicitly call out a reduction to the required 10-foot second story setback. Further, section drawings provided by the applicant are not drawn through portions of the home which may encroach into the required setback.

It is recommended that the Commission include a request, that the second story setback be shown on the project plans, and the applicant provide additional section drawings through the southeast portion of the home as well as a narrative indicating whether or not an exception to the Pleasure Point design criteria is proposed.

If an exception is required pursuant to SCCC 13.10.447, the applicant shall provide a written statement justifying the need for the exception and is encouraged to refer to the Findings

contained in SCCC 13.10.447.

Conclusion

In consideration of whether the Applicant's appeal of Planning staff completeness determination, your Commission has the following to consider:

1. Upholding Planning staff's determination requires the applicant to clarify, amplify, correct or otherwise modify the project plans and or supporting documents in accordance with the Housing Accountability Act, County Code, and as further specified in the Universal LORI (Exhibit C).
2. Waiving some or more of the requirements requested in the Applicant's appeal letter would be inconsistent with Government Code Sections 65940 and 65943 will result in the application remaining incomplete for further processing in that the Applicant's appeal letter fails to identify all items contained on the LORI and requested by staff and internal review agencies as specified in the staff letter dated December 27, 2024.

Waiver of these requirements would result in staff being unable to evaluate critical components of the proposed project in that essential information may not have been provided. Furthermore, a compliance determination may not be feasible when essential project information is unavailable.

3. Should your Commission concur with the Applicant's assertion that the project has been deemed complete, by operation of law, meaning Planning staff failed to render a determination regarding completeness of the application within 30-days of the application being uploaded, no additional information will be submitted. Planning staff will evaluate the current proposal for compliance with applicable codes and policies and present recommendations to your Commission.

It should be noted that this conclusion may result in staff being unable to evaluate critical components of the proposed project in that essential information may not have been provided. Furthermore, a compliance determination may not be feasible when essential project information is unavailable.

Staff Recommendation

Based on the review of the items being appealed, the staff recommends that the Planning Commission take the following action:

1. Deny the appeal and uphold Planning Staff's determination that the project is incomplete based on the information contained in the staff letter dated December 27, 2024 (Exhibit B) and that the project was not deemed complete pursuant to Government Code Section 65943.

In the alternative, the Planning Commission could take the following action:

2. Grant the appeal and determine the application was deemed complete by operation of law.

Should you have further questions concerning this application, please contact me at:
(831) 454-3118 or e-mail: nathan.macbeth@santacruzcountyca.gov

Sincerely,

Nathan MacBeth

Nathan MacBeth
Project Planner
Development Review

Exhibits:

- A. Appeal letter dated 01/9/25
- B. Incomplete letter dated 12/27/24
- C. Universal List of Required information (LORI)
- D. Accepted Application dated 12/03/24



ATTORNEYS AT LAW

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Admitted only in California

Refer To File # 504356-0001

VIA HAND DELIVERY

January 9, 2025

Matt Machado, Planning Director
County of Santa Cruz
701 Ocean Street, 4th Floor
Santa Cruz, CA 95060

**Re: "Incompleteness" Letter of Nathan MacBeth, Project Planner, Concerning
Application No. 241450, APN 028-242-25; Applicant: Cove Britton; Owner
Alexander MacDonell**

Dear Director Machado, and Members of the County Planning Commission:

This law firm represents the interests of the owner of the above-referenced property, Alexander MacDonell, as well as those of the applicant, Cove Britton (collectively, our "Clients"). We are writing to appeal from the "incompleteness" determination set forth in the December 27, 2024 letter of Nathan MacBeth to Mr. Britton.

First, our Clients appeal from the "incompleteness" determination because the application is "deemed complete" by operation of law. Our Clients requested submittal of their application as early as November 14, 2024, and their application entered the portal on November 25, 2024 (the first day opened by the County), as did the payment of the necessary fees. Despite the prompt "submission" via the portal, the County did not accept and acknowledge receipt of the application until December 4, 2024. The County's attempt to grant itself a unilateral extension through its "portal and acceptance" process constitutes an improper and unlawful attempt to bypass the time limitation for the County's completeness determination, as well as the "extension by agreement" provision of the Permit Streamlining Act ("PSA").

The County lacks the legal authority to create intake procedures that subvert the purpose of the PSA. Further, the County cannot avoid compliance with statutory deadlines for performance of a statutory duty simply by asserting that compliance is too burdensome. (See, e.g., *Getz v. Superior Court* (2021) 72 Cal.App.5th 637, 658.) Having submitted the application on November 14, 2024, our Clients' application was "deemed complete" by operation of law on December 14, 2024. Even if one were to assume erroneously that the application and fee was not submitted until the portal was open on November 25, 2024, our Clients' application was "deemed complete" by operation of law on December 25, 2024.

The further responses provided below to Mr. MacBeth's December 27, 2024 letter are not to be read as any concession or waiver concerning the completeness of the application as a matter of law, and we reserve any and all rights in that regard.

Second, our Clients' appeal is based on a request for waiver of certain LORI requirements set forth in Mr. MacBeth's letter because the requirements are simply irrelevant to the development project for which our Clients have applied. Putting aside this fundamental lack of relevance, the demands set forth in Mr. MacBeth's letter, especially as applied to this Project, are oppressive and financially burdensome. Further, as Mr. MacBeth composed a hybrid letter improperly combining completeness issues and compliance issues, it is evident to us that his compliance comments appear to have influenced his completeness determination.

The following LORI Items, and comments, concern issues that are irrelevant to the Project plans:

Visual Simulations of the Beach: While the County's comment is correct that the Project is visible from a public beach and subject to Design Review, that is irrelevant to a completeness determination. There is no requirement set forth in the LORI for a visual simulation of views of the Project from the beach. The submission currently contains the necessary visual renderings of the proposed Project. Accordingly, our appeal in this regard seeks a waiver of this requirement.

Will Serve Letters: Will Serve letters are not at all necessary at this juncture in the project planning process, so our appeal of the corresponding portion of the December 27, 2024 letter seeks a waiver of this requirement for a determination of completeness, and a request that the requirement of Will Serve letters be deferred to a later stage of the process.

Shadow Plan: The LORI's requirement of a shadow plan, as applied to this Project, is irrelevant as the proposed Project's height and setback are consistent with zoning requirements. As a result, it is clear that no negative shadow impacts will be caused on adjacent properties. Further, under County Code section 13.11.070, the Planning Director is to determine whether a shadow plan is necessary, not the staff. Accordingly, our appeal in this regard seeks a waiver of the Shadow Plan requirement.

Neighborhood Context Photographs: Requiring Neighborhood Context Photos, under the particular circumstances of this Project, is oppressive and irrelevant as the Project site can be freely seen by members of the planning staff or public in-person or online. The submitted application currently contains the necessary visual renderings of the proposed Project. Accordingly, our appeal in this regard seeks a waiver of the requirement altogether.

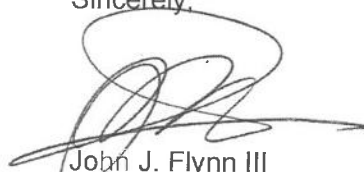
Lighting Plan: The LORI requirement for lighting details and/or cut sheets of the standards and associated fixtures and other technical details is irrelevant at this juncture of the planning process, and therefore oppressive and burdensome for a completeness review. The submission currently contains the necessary visual renderings of the proposed Project. Accordingly, our appeal in this regard seeks a waiver of the requirement at this juncture and a request that the requirement of a lighting plan be deferred to a later stage in the project review and approval process.

In addition, based on the same reasoning reflected in our waiver requests set forth above, we appeal the December 27, 2024 determination regarding the Neighborhood Notification and Meeting, Site Plan, and Preliminary Stormwater Management Report and seek a waiver of these requirements at this juncture of the planning process, and deferral of these requirements to a later stage.

Our Clients' application is "deemed complete" already by operation of law. However, even if it is not, the LORI requirements outlined in the December 27, 2024 letter are irrelevant to the submitted application's completeness and serve only to significantly increase costs and cause delays. This is exactly what the California legislature aimed to avoid when enacting the PSA. Despite the clear legislative intent, some agencies, like the County, have instituted procedures to avoid the limitations of the PSA and unilaterally extend their time to process applications, apparently without any time limitations whatsoever. This is precisely the logic that has been advanced by representatives of the County to date.

Despite the disagreement, we thank you for your consideration of this appeal. We hope to continue working cooperatively with the County on the approvals needed for this deserving project.

Sincerely,



John J. Flynn III
Nossaman LLP

JJF:jro1



County of Santa Cruz

DEPARTMENT OF COMMUNITY DEVELOPMENT AND INFRASTRUCTURE
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Planning (831) 454-2580 Public Works (831) 454-2160
<https://cdi.santacruzcountyca.gov/>

December 27, 2024

Matson Britton Architects
attn Cove Britton
728 N Branciforte
Santa Cruz, Ca 95062

Subject: **Incomplete Application - Additional Information Required**
Application #: **241450**; Assessor's Parcel #: **028-242-25**
Owner: **Alexander MacDonell**

Dear Cove Britton:

This letter is to inform you of the status of your application. On 12/03/24, fees were paid and the above-referenced application was received by the Santa Cruz County Planning Division. This is a proposal to demolish an existing single family dwelling and divide an existing 16,195 square foot parcel into three parcels of approximately 925 square feet, 1,000 square feet, 11,115 square feet including 5,712 square foot common area in the RM-5 zone district. Project includes construction of a multifamily, common interest development consisting of an approximately 6,000 square foot two story primary dwelling with subterranean Accessory Dwelling Unit including two attached condominium units, parking, and courtyard in the lower area, with a pool, hot tub, and associated site improvements at the ground level. The project requires a Minor Land Division, Coastal Development Permit, Conditional Site Development Permit, Large Dwelling Review, Design Review, and Preliminary Grading Review.

The Planning Division and reviewing agencies have examined your application for completeness under the Permit Streamlining Act (Cal. Gov. Code 65943) and determined that it is **incomplete** and additional information is required.

Please note that your project may have **issues of non-compliance with applicable policies and regulations**. Prior to submitting any of the information listed below, please review the compliance issues section of this letter.

Please submit all requested materials digitally through the ePlan portal. Additional physical (paper) copies of plans and materials will be separately required prior to the public hearing for the project.

Items of Incomplete Application

In order to be complete, an application must contain all of the information contained on the County's universal list of required information ("Universal LORI") pursuant to Government Code Sections 65940, 65941, and 65941.5. The Universal LORI includes the Tentative Map Submittal Checklist and the Submittal Checklist for Residential and Commercial Projects.

Planning staff has determined that the following items are incomplete, and require additional information in order to meet the requirements of the Universal LORI:

1. Neighborhood Notification and Meeting is Incomplete (LORI Item 14). The project plans include a Tentative Map (Sheet C.1) along with subsequent Civil plans indicating the project includes a Minor Land Division. Minor Land Divisions are heard by the Planning Commission.

Pursuant to SCCC 18.10.113 (Neighborhood notification and meeting requirement): For all development that requires a discretionary permit or legislative action that is acted upon by the Planning Commission or Board of Supervisors, the applicant shall conduct a neighborhood meeting to explain the proposed development to and solicit comments from those in attendance.

A summary of the neighborhood meeting shall be required as part of the application submittal. No application shall be deemed complete without the results of the neighborhood meeting. Please conduct a neighborhood meeting and provide a summary in accordance with SCCC 18.10.113.

2. Visual Simulations of the Beach are Incomplete (LORI Item 40). The project is visible from a public beach and subject to Design Review. Please provide visual simulations of the proposed development as seen from the beach.
3. Site Plan is Incomplete (LORI Item 2). The project plans, specifically plan sheet P2 contains notes indicates there are recorded deed restrictions regarding development on portions of the project site. Specifically, document 1890 O.R. 727 indicates “nothing over 4 feet high” shall be constructed on the western portion of the project site and document 654 O.R. 20 recoded April 10, 1946 limits structures at the southern portion of the project site. Please provide copies of both these documents.

It is noted that the first floor patio area and roof eave extend into the southern portion of the parcel limiting structures and a significant amount of development and grading is occurring within the western portion of the parcel. Review of these documents is necessary in order to determine whether the project conflicts with any existing easement or development restrictions such as public access, utility, or open space easement.

Please submit full and complete sets of revised plans which include the following information:

- a. Height of a structure is the vertical distance from the ground to the uppermost point of the structure. Height at exterior walls is measured from existing or finished grade, whichever is lower. As proposed, the lowest grade (finished) appears to be within the courtyard at the lower level, at the entrance to the ADU. Please provide a height measurement taken from this lower courtyard to the highest point of the structure directly above which appears to be the second story above the pool deck.
- b. Basement: In order to determine whether the lower floor constitutes a basement pursuant to SCCC 13.10.700-B, please provide detailed calculations depicting which portions of the exterior walls of the lower floor are being considered

“below grade”. If it determined the lower floor does not constitute a basement, this area will be considered a story resulting in a three story structure which requires a Variance to increase the allowed number of stories from two to three. See compliance section of this letter.

- c. Floor Area Ratio (FAR) - The project has been submitted pursuant to SB 478 (Missing Middle Housing) as further outlined in SCCC 13.10.323(F)(3) which allows additional FAR for eligible projects. Please provide detailed FAR calculations for each of the three parcels including a summary calculation for the project as a whole. Maximum FAR is 1.0.
 - d. Please provide details of the proposed patio as shown on sheet L-1 and revise the Civil sheets to include the patio with proposed drainage patterns.
 - e. Plan Sheet L-1 (top drawing) correctly shows ground level and critical transition line to subterranean level. Plan Sheet L-1 (lower drawing) should follow this and not show the majority of the ramp. The civil engineering plans do not match plan sheet L-1 and don't show the walkway leading to the subterranean homes.
 - f. Provide a driveway profile from the street to and within the subterranean garage.
 - g. Tentative Map:
 - i. Update the tentative map to show proposed private drainage easements for common drainage facilities and facilities serving upstream offsite areas (including swales, inlets, pipes, and mitigation).
 - ii. Clarify whether the white area (southeast and southwest of residence) on the tentative map is part of Lot 1 or Parcel A.
 - iii. Add a note to the tentative map that defines the single entity (HOA?) that will be responsible for maintenance of the storm drain system.
 - h. Please provide all revisions requested by each of the reviewing agencies identified in their completeness comments below.
4. Preliminary Stormwater Management Report (LORI Item 32):
- a. Include analysis supporting the conceptual stormwater management plan and demonstrate feasibility of methods proposed for compliance with Design Criteria requirements. Provide preliminary calculations consistent with Figure SWM-24, Runoff Retention by the Storage Percolation Method, to demonstrate that the percolation pit has been sized to infiltrate runoff from all new and/or replaced impervious areas for a 2-year, 2-hour storm event. The pre-development conditions shall be based upon the natural site conditions before any development occurred.
 - b. Provide soil/infiltration data used to determine the feasibility/infeasibility of infiltration of stormwater on the project site for review. The USDA-NRCS soil survey only provides data to approximately 5½ feet below the ground surface. Site specific testing shall be performed at the depth corresponding to the bottom of the retention facility.

- c. Based on the Geologic Cross Section provided by Zinn Geology expected seasonal groundwater is around 15' NAVD 88. Demonstrate that the proposed dry well design meets the required 5-foot separation between the bottom of the mitigation and expected groundwater levels. Clarify how the proposed storm drain system will function if invert elevations are lower than the groundwater elevations.
 - d. At a minimum, the report shall address the methods for complying with these items: i. Minimize Stormwater Pollutants of Concern, ii. Site Design and Runoff Reduction Measures, iii. Stormwater Discharge Rates and Volumes, iv. Watershed Area Map/s showing areas that drain to each mitigation, v. Tributary Area Drainage Map showing upstream run-on that flows toward the improvements.
 - e. Provide documentation demonstrating technical infeasibility if design consistent with any portion of these Design Criteria is anticipated to not be achieved.
 - f. Prior to discretionary completeness, provide signed, stamped letters of feasibility from the project geotechnical engineer and geologist for the conceptual stormwater management plan. The letters shall specifically confirm the feasibility of the percolation pit location related to slope stability and risk of accelerated erosion. The geotechnical letter should confirm that the site soils encountered are consistent with the infiltration rate used in the design and that there is a minimum 5-foot separation between the bottom of the mitigation and high groundwater levels.
- 4. Will Serve Letters Are Incomplete (LORI Items 8 and 9). Please provide will-serve letters from the City of Santa Cruz Water Department and County of Santa Cruz Sanitation District.
 - 5. Shadow Plan is Incomplete (LORI Item 16). Please submit a shadow plan containing shadow patterns cast on the 21st of December and the 21st of June between 10 am and 2 pm Pacific Standard Time. A Shadow Plan shall accurately depict the shadow patterns of all proposed structures and significant (proposed) landscaping that will occur on neighboring properties on the aforementioned dates and times.
 - 6. Neighborhood Context Photographs are Incomplete (LORI Item 17). Please submit neighborhood context photographs consisting of labeled photographs of the project site, as seen from the street, as well as the adjacent properties (5 lots on either side of the project site and 10 lots across the street from the project site).
 - 7. Lighting Plan is Incomplete (Item 33). Please include a lighting Plan consisting of all exterior lighting (for project site, structures, and/or landscaping), including the location and type of lights, must be shown. For newly proposed light standards, indicate the proposed location, height, and cut sheets of the standards and associated fixtures. Technical details, including footcandles, may be required.
 - 8. Please review the attached comments from all agencies. Material responsive to "completeness" comments must be submitted prior to your application being considered complete under the Permit Streamlining Act and able to move forward with further

review and processing. The agencies listed below have comments which will require additional information to be submitted before your application will be deemed complete. Questions related to these comments and the specific information that is required should be addressed to each separate agency:

- DPW Stormwater Management Jennifer Buckley (831) 454-2160: See attached
- DPW Road Engineering Greg Martin (831) 454-2160: See attached
- Environmental Planning Jessica deGrassi (831) 454-3162: See attached
- Central Fire Kaitlyn Lucchesi Kaitlyn.lucchesi@centralfiresc.org: See attached

Paper Plans

Please note that one or more sets of full-size plan sets will be required prior to the public hearing for this project.

Public Notice

Please note that you will be required to install signage on the subject property that notifies the public of your development permit application. Please refer to the Neighborhood Notification Guidelines for the standards for preparing your sign. Please do not prepare or install the sign until all other completeness issues have been resolved as the project description may change during the review process. Guidelines for Neighborhood Notification (including sign format and installation certificate) online: <https://cdi.santacruzcountyca.gov/UPC/FormsPublications.aspx> If you do not have internet access and require a paper copy, please let us know and one can be provided.

Compliance Issues

In addition to evaluating the completeness of your application, we have begun an initial review of your application materials for compliance with County and State codes and policies. We have identified areas in which your proposal appears to be in significant conflict with applicable County and State codes and policies. Additional compliance issues may be identified as we continue our compliance review. Although it is not necessary for you to address these issues for your application to be declared complete, your application will need to comply with the codes and policies that pertain to your development proposal to be supported and/or approved. Planning staff strongly suggest that the proposed project be modified prior to resubmittal to address significant compliance issues. The areas of apparent conflict with applicable codes and policies identified to date in this preliminary review are listed below:

- LCP Policy 6.2.12 and related code section 16.10.070(H) Coastal Bluffs and Beaches as follows:
 - (1) Criteria in Areas Subject to Coastal Bluff Erosion. Projects in areas subject to coastal bluff erosion shall meet the following criteria:
 - (a) For all development and for nonhabitable structures, demonstration of the stability of the site, in its current, pre-development application condition, for a minimum of 100 years as determined by either a geologic hazards assessment or a full geologic report.
 - (b) For all development, including that which is cantilevered, and for nonhabitable structures, a minimum setback shall be established at least 25 feet from the top edge of the coastal bluff, or alternatively, the distance necessary to provide a stable building site

over a 100-year lifetime of the structure, whichever is greater.

(c) The determination of the minimum setback shall be based on the existing site conditions and shall not take into consideration the effect of any proposed protection measures, such as shoreline protection structures, retaining walls, or deep piers.

- County LCP Policy 6.3.9 Site Design to Minimize Grading

Require site design in all areas to minimize grading activities and reduce vegetation removal based on the following guidelines:

- (a) Structures should be clustered;
- (b) Access roads and driveways shall not cross slopes greater than 30 percent; cuts and fills should not exceed 10 feet, unless they are wholly underneath the footprint and adequately retained;
- (c) Foundation designs should minimize excavation or fill;
- (d) Building and access envelopes should be designated on the basis of site inspection to avoid particularly erodable areas;
- (e) Require all fill and sidecast material to be recompact to engineered standards, reseeded, and mulched and/or burlap covered.

- County LCP Policy 8.2: Site and Circulation Design

To enhance and preserve the integrity of existing land use patterns and to complement the scale and character of neighboring development by assuring that new development is sited, designed and landscaped to be functional and visually compatible and integrated with surrounding development, and to preserve and enhance the natural amenities and features unique to individual building sites, and to incorporate them into the site design. Specifically, 8.2.2 Designing for Environmental Protection, requires new development to comply with all environmental ordinances, to be sited and designed to minimize grading, avoid or provide mitigation for geologic hazards and sensitive habitats, and conform to the physical constraints and topography of the site.

- County Code Section 13.11.040 (Design Review): Design review shall be required for the following aspects of the proposed development:

- Construction of a new single-family residence of 5,000 square feet or larger as regulated by SCCC 13.10.324.
- A residential development consisting of three or more units. (Accessory dwelling units are exempt from design review.)
- All minor land division, as defined in Chapter 14.01 SCCC, occurring within the urban services line, as defined in Chapter 17.02 SCCC.

Additional information including visual simulations, shadow study, neighborhood context photos, and lighting plan have been requested in order to determine compliance with the Design Review ordinance.

Please review the attached preliminary comments from all reviewing agencies. Reviewing agency comments regarding “significant compliance issues”, which specify areas in which your proposal conflicts with applicable codes, policies, and criteria are listed below:

- Environmental Planning Jessica deGrassi (831) 454-3162:

The established minimum setback is based on an adequately maintained coastal bluff armoring system seawall. Please refer to Misc Comments regarding the stand alone Geologic and Geotechnical Report review.

Please show how the project has been designed to minimize grading and conforms to the topography of the site. The proposed design does not minimize grading in that the project includes approximately 5,000 cubic yards of excavation for a large basement.

- DPW Road Engineering Greg Martin (831) 454-2160: See attached comments
- DPW Sanitation Bryan Wardlow (831) 454-2160: See attached comments

Agency Review Comments

The attached agency review comments may include anticipated Conditions of Approval for this permit, if approved, or other requirements which must be met prior to approval of any Building or Grading Permit(s) for this project. Questions related to these comments can be addressed to each separate agency.

Technical Reports Under Review

This application is associated with a combined geological and geotechnical report review (REV241228), which is currently under review for compliance (“compliance review”) with the County’s policies and regulations. The results of the compliance review may affect the project design and/or the CEQA documentation and process that will apply to the proposed project. Environmental Planning staff will notify you of the outcome of the compliance review when it is completed. If you would like to appeal a staff determination regarding the compliance of any technical report associated with your discretionary permit application, as to its consistency with applicable County Codes and technical standards, that appeal is considered by the Planning Director pursuant to County Code section 18.10.320 (administrative appeals).

Resubmittals

You must submit the required materials to the Santa Cruz County Planning Division at one time. Please submit an annotated list detailing where the required information has been provided in your next submittal. Revisions to plans must be included in complete, updated sets of plans.

You have until **February 25, 2025**, to submit all of the information required in this letter. Pursuant to Section 18.10.430 of the Santa Cruz County Code, failure to submit the required information may lead to abandonment of your application and forfeiture of fees. Alternatively, you may withdraw the application and any unused fees will be refunded to you. If you wish to withdraw the application, please notify me in writing.

Permit Streamlining Act and Appeals

As mandated by the Permit Streamlining Act, the County follows the application completeness deadlines set forth in Section 65943 of the Government Code as follows: not later than 30 calendar days after any public agency has received an application for a development project, the agency shall determine in writing whether the application is complete and shall immediately

transmit the determination to the applicant for the development project. Pursuant to the County Code, an application is not received until the application fees are paid. If the application is determined to be incomplete, the lead agency shall provide the applicant with an exhaustive list of items that were not complete. That list shall be limited to those items actually required on the lead agency's submittal requirement checklist. In any subsequent review of the application determined to be incomplete, the local agency shall not request the applicant to provide any new information that was not stated in the initial list of items that were not complete. If the written determination is not made within 30 days after receipt of the application, and the application includes a statement that it is an application for a development permit, the application shall be deemed complete for purposes of this chapter. Upon receipt of any resubmittal of the application, a new 30-day period shall begin, during which the public agency shall determine the completeness of the application. If the application is determined not to be complete, the agency's determination shall specify those parts of the application which are incomplete and shall indicate the manner in which they can be made complete, including a list and thorough description of the specific information needed to complete the application. The applicant shall submit materials to the public agency in response to the list and description.

The property owner or applicant has the right to appeal the determination that the application is incomplete pursuant to Section 65943 of the Government Code. Appeals of application completeness determinations are considered by the Planning Commission. To appeal, submit the required fee for appeals to the Planning Commission and a letter addressed to the Planning Director, stating the determination appealed from and the reasons you believe the completeness determination is erroneous and/or unjustified. The appeal letter and fee must be received by the Planning Division no later than 5:00 p.m., January 10, 2025.

Should you have further questions concerning this application, please contact me at:
(831) 454-3118, or e-mail: nathan.macbeth@santacruzcountyca.gov

Sincerely,

Nathan MacBeth

Nathan MacBeth
Project Planner
Development Review



County of Santa Cruz Planning Division
701 Ocean Street 4th Floor, Santa Cruz, CA 95060
(831) 454-2580 | www.sccoplanning.com

***Planning Review Comments 3,
selected routings from
selected agencies***

241450

APN 028-242-25

Your plans have been sent to several agencies for review. The comments that were received are printed below. Please read each comment, noting who the reviewer is and which of the three categories (Completeness, Policy Considerations/Compliance, and Permit Conditions/Additional Information) the comment is in.

Completeness: A comment in this section indicates that your application is lacking certain information that is necessary for your plans to be reviewed and your project to proceed.

Policy Considerations/Compliance: Comments in this section indicate that there are conflicts or possible conflicts between your project and the County General Plan, County Code, and/or Design Criteria. We recommend that you address these issues with the project planner and the reviewer before investing in revising your plans in any particular direction.

Permit Conditions/Additional Information: These comments are for your information. No action is required at this time. You may contact the project planner or the reviewer for clarification if needed.

Coastal Commission Review

Routing No: 1 | Review Date: 12/20/2024

Nathan MacBeth (NMACBETH) : Complete

Thank you for the opportunity to comment on the above-referenced Coastal Permit application. Please include these comments as part of the administrative record for this project, and distribute to the applicant and appropriate staff.

Project Description:

The proposed project entails the demolition of an existing single-family dwelling (SFD) and division of an existing 16,195 square foot parcel into three parcels approximately 975 square feet, 1,000 square feet, and 11,115 square feet in size, and a 5,712 square foot common area. The proposed project also entails the construction of a multifamily development consisting of three dwellings: 1) a 975 square foot residence constructed below existing grade; 2) a 1,075 square foot residence constructed existing below grade; and, 3) a residence consisting of two stories totaling 6,172 square feet above grade, an additional 2,265 square foot basement-level 6-car garage and mechanical room, a 773 square foot unconditioned basement area, an 800 square foot basement-level attached ADU, a 320 square foot 1-car garage, and approximately 2,870 square feet of decks with a pool and hot tub constructed on top of the two below-grade residences described above, resulting in over 10,000 square feet of residential development. The project site is located at 22702 East Cliff Drive (APN 028-242-25) in the Live Oak area.

Comments:



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APN 028-242-25

Coastal Commission Review

Routing No: 1 | Review Date: 12/20/2024

Nathan MacBeth (NMACBETH) : Complete

1.Geologic Setback. The LCP requires that a coastal bluff building site be stable for a minimum of 100 years in its pre-development application condition, and that any development be set back an adequate distance to provide stability for the development's lifetime, and at least 100 years. The minimum 100 years of stability must be established through the use of appropriate setbacks and siting, and without reliance on engineering measures "such as shoreline protection structures, retaining walls, or deep piers" (IP Section 16.10.070(H)). Also, the LCP allows shoreline protection structures only "to protect existing structures from a significant threat" (LUP Policy 6.2.16). Thus, the LCP has a two-part minimum 100-year stability requirement: first, there must be a portion of the site in question that itself will be stable for at least 100 years in a pre-development (i.e., no project) scenario without reliance on shoreline protection structures; and second, any development then introduced onto the site must also be stable for its lifetime measured for at least 100 years without reliance on engineering measures. The project plans currently depict the minimum-required 25-foot setback, but not the 100-year geologic setback. Therefore, please provide a geologic report that identifies the 100-year geologic setback (calculated without the influence of or reliance on any existing shoreline armoring, as new development must be sited without reliance on shoreline armoring); include the 100-year geologic setback on the project plans; and revise the project to ensure that no new development is within either the 25-foot or the 100-year setback, whichever is greater.

1.Shoreline Armoring and Basement. As noted above, new development is not entitled to rely on engineering measures, such as riprap revetments, including future maintenance (see, for example, [Commission denial findings for CDP A-3-SCO-20-0027](#)). The Commission has also found that basements on coastal bluff edges can have the effect of armoring the bluff, and thus any basement elements should be eliminated. Further, IP Section 13.20.130(D)(1) requires that landform alterations are minimized. The proposed project includes significant grading of the bluff, constituting a major landform alteration, and thus is inconsistent with this requirement.

1.Large Dwelling. IP Section 13.10.324(C) requires a conditional use permit for dwellings over 5,000 square feet in net floor area. IP Section 13.10.324(C)(2) requires that: 1) a proposed large dwelling must be compatible with its surroundings given the neighborhood, locational or environmental context; 2) grading cuts and fills are minimized, and when allowed, balanced; and 3) the structure is compatible in terms of proportion, size, mass, and height with homes in the surrounding neighborhood, among other requirements. The proposed project would be of a much larger scale than surrounding residential structures and includes significant grading, inconsistent with these requirements. At a minimum, the project should be designed to minimize significant grading including any basements/subterranean features.

1.Visual Resources. IP Section 13.20.130(B) requires that all development be sited and designed to be visually compatible and integrated with the character of surrounding



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Nathan MacBeth (NMACBETH) : Complete

neighborhoods, that grading and earth moving be minimized, that upper stories of structures do not loom over or otherwise adversely impact significant public viewsheds, and that all development does not block or significantly adversely impact significant public views and scenic character. In this case, the proposed project would be much larger than surrounding homes, requires approximately 5,000 cubic yards of grading on the blufftop, and the proposed residential development, including that which is two-stories, would be sited only 25 feet from the bluff edge at a popular public beach, which would have an adverse impact on visual resources as experienced from the beach viewshed due to a 'looming' effect. For these reasons, the proposed project is inconsistent with the LCP's visual resource policies, and should be set further back from the bluff edge including as required to meet the 100-year geologic setback requirements without reliance on armoring, and reduced in size so as to minimize the overall impact to the public viewshed.

1.No Future Shoreline Armoring. (See sample condition below). Please also ensure that the project is conditioned such that any new development may not rely on shoreline protective structures. A sample Coastal Hazards condition is provided below.

Sample hazard condition:

XX. Coastal Hazards Risk. By acceptance of the CDP, the Applicant acknowledges and agrees, on behalf of itself and all successors and assigns, to the following:

(a) Coastal Hazards. That the site is subject to coastal hazards including but not limited to episodic and long-term shoreline retreat and coastal erosion, high seas, ocean waves, storms, tsunamis, tidal scour, coastal flooding, liquefaction and the interaction of same;

(b) Assume Risks. To assume the risks to the Applicant and the properties that are the subject of this CDP of injury and damage from such coastal hazards in connection with the permitted development;

(c) Waive Liability. To unconditionally waive any claim of damage or liability against the [County], its officers, agents, and employees for injury or damage from such coastal hazards;

(d) Indemnification. To indemnify and hold harmless the [County], its officers, agents, and employees with respect to the [County's] approval of the development against any and all liability, claims, demands, damages, costs (including costs and fees incurred in defense of such claims), expenses, and amounts paid in settlement arising from any injury or damage due to



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Nathan MacBeth (NMACBETH) : Complete

such coastal hazards; and

(e) Property Owner Responsible. That any adverse effects to property caused by the permitted development shall be fully the responsibility of the property owner.

XX. Coastal Hazards Response. By acceptance of the CDP, the Applicant acknowledges and agrees, on behalf of itself and all successors and assigns, that:

(a) Intent of CDP. The intent of this CDP is to allow for the approved development to be constructed and used consistent with the terms and conditions of the CDP for only as long as the approved development remains safe for occupancy and use without additional measures beyond ordinary repair and/or maintenance to protect it from coastal hazards. The intent is also to ensure that development is removed, and the affected area restored under certain circumstances (including as further described and required in this condition), including that endangered development is required to be removed as described in this condition.

(b) Shoreline Protective Structures Prohibited. Shoreline protective structures that protect the approved development (including but not limited to seawalls, revetments, retaining walls, tie backs, caissons, piers, groins, etc.) shall be prohibited.

(c) Section 30235 and LCP Waiver. Any rights to construct such shoreline protective structures, including rights that may exist under Public Resources Code Section 30235, the Santa Cruz County Local Coastal Program, or any other applicable law are waived.

(d) Reporting Requirement/Ten-foot Trigger. In the event MHTL reaches the property line, but no government agency has yet ordered that the residence not be occupied, the Applicant shall retain a licensed geologist or civil engineer with experience in coastal processes and hazard response to prepare a geotechnical investigation that addresses whether any portions of the residence and related development are threatened by coastal hazards. The report shall identify all those immediate or potential future ordinary repair and/or maintenance measures that could be applied to address the threat without shoreline protective structures, including but not limited to removal or relocation of threatened development. The investigation shall be submitted to the [Planning] Director and appropriate local government officials for review and approval. If the approved geotechnical investigation concludes that the residence or any portion of the residence is unsafe for occupancy, the Applicant shall submit a Removal and Restoration Plan (see subsection (e) below).



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Nathan MacBeth (NMACBETH) : Complete

(e) Removal and Restoration. If an appropriate government agency or the above-referenced approved geotechnical investigation determines that any portion of the approved development is not to be occupied or used due to any coastal hazards, and such safety concerns cannot be abated by ordinary repair and/or maintenance, the Applicant shall remove such development or portions of such development. Prior to removal, the Applicant shall submit two copies of a Removal and Restoration Plan to the [Planning] Director for review and approval. If the Director determines that an amendment to the CDP or a separate CDP is legally required, the Applicant shall immediately submit the required application, including all necessary supporting information to ensure it is complete. The Removal and Restoration Plan shall clearly describe the manner in which such development is to be removed and the affected area restored so as to best protect coastal resources, and shall be implemented immediately upon Director approval, or County approval of the CDP or CDP amendment application, if necessary.

Please do not hesitate to contact me should you have any questions regarding these comments.

Thank you,

Nolan Clark
Coastal Planner
California Coastal Commission
(831) 427-4863
coastal.ca.gov

Drainage Review

Routing No: 1 | Review Date: 12/18/2024

Jennifer Buckley (JBUCKLEY) : Incomplete

Stormwater Management Review 12/18/2024 Application No.: Disc. 241450 APN: 028-242-25

Reviewer: Jennifer Buckley 1st Routing Incomplete

Application with preliminary civil improvement plans (November 2024) and tentative parcel maps (dated October 2024) by RI Engineering have been received. Based upon the submitted plans and Appendix A, Project Information and Threshold Determination Form, this project is proposing more than 5,000 square feet of impervious area. As such this project is considered a Large Project from a Stormwater



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Routing No: 1 | Review Date: 12/18/2024

Jennifer Buckley (JBUCKLEY) : Incomplete

Management perspective and shall meet the requirements for large projects in Part 3 of the County Design Criteria (CDC). Please address the following comments prior to resubmittal.

Completeness Comments:

1. Conceptual Stormwater Management Plan (SWP)/Civil Improvement Plans:

- a. Show how existing upstream runoff will be accommodated in the project design without impact to neighboring properties or drainage pathways.
- b. Provide a watershed area map with topographic information showing the existing and proposed boundaries of the drainage area used for design, the project boundaries, and existing and proposed drainage patterns.
- c. Show all upstream areas draining to/through the project site and show how and where the site drains in both the existing and proposed conditions.
- d. Please specify whether subsurface drainage systems will be installed. If subsurface drainage is proposed, please show the system and outfall locations on the plans.
- e. Show how impervious area coverage is being limited and how alternative semi-impervious surfaces are being incorporated into the project design. If semi-impervious surfaces are not feasible, please provide technical documentation explaining why.

2. Tentative Map:

- a. Update the tentative map to show proposed private drainage easements for common drainage facilities and facilities serving upstream offsite areas (including swales, inlets, pipes, and mitigation).
- b. Clarify whether the white area (southeast and southwest of residence) on the tentative map is part of Lot 1 or Parcel A.
- c. Add a note to the tentative map that defines the single entity (HOA?) that will be responsible for maintenance of the storm drain system.

3. Preliminary Stormwater Management Report:

- a. Include analysis supporting the conceptual stormwater management plan and demonstrate feasibility of methods proposed for compliance with Design Criteria requirements. Provide preliminary calculations consistent with Figure SWM-24, Runoff Retention by the Storage Percolation Method, to demonstrate that the percolation pit has been sized to infiltrate runoff from all new and/or replaced impervious areas for a 2-year, 2-hour storm event. The pre-development conditions shall be based upon the natural site conditions before any development occurred.
- b. Provide soil/infiltration data used to determine the feasibility/infeasibility of infiltration of stormwater on the project site for review. The USDA-NRCS soil survey only provides data to approximately 5½ feet below the ground surface. Site specific testing shall be performed at the depth corresponding to the bottom of the retention facility.
- c. Based on the Geologic Cross Section provided by Zinn Geology expected seasonal groundwater is around 15' NAVD 88. Demonstrate that the proposed dry well design meets the required 5-foot separation



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Jennifer Buckley (JBUCKLEY) : Incomplete

between the bottom of the mitigation and expected groundwater levels. Clarify how the proposed storm drain system will function if invert elevations are lower than the groundwater elevations.

d. At a minimum, the report shall address the methods for complying with these items: i. Minimize Stormwater Pollutants of Concern, ii. Site Design and Runoff Reduction Measures, iii. Stormwater Discharge Rates and Volumes, iv. Watershed Area Map/s showing areas that drain to each mitigation, v. Tributary Area Drainage Map showing upstream run-on that flows toward the improvements.

e. Provide documentation demonstrating technical infeasibility if design consistent with any portion of these Design Criteria is anticipated to not be achieved.

4. Prior to discretionary completeness, provide signed, stamped letters of feasibility from the project geotechnical engineer and geologist for the conceptual stormwater management plan. The letters shall specifically confirm the feasibility of the percolation pit location related to slope stability and risk of accelerated erosion. The geotechnical letter should confirm that the site soils encountered are consistent with the infiltration rate used in the design and that there is a minimum 5-foot separation between the bottom of the mitigation and high groundwater levels.

After receiving the requested information above, further comments may be made following the resubmittal. The applicant is encouraged to discuss the above comments with the reviewer, Jennifer Buckley, to avoid unnecessary additional routings. Conditions of approval will be provided after the above items have been addressed.

Contact Jennifer Buckley, if you have questions about the above comments. Email: jennifer.buckley@santacruzcountyca.gov Phone: 831-454-2160

Driveway/Encroachment Review

Routing No: 1 | Review Date: 12/23/2024

Nathan MacBeth (NMACBETH) : No Response

See comments from DPW Roads. NMACBETH, Project Planner

Environmental Planning

Routing No: 1 | Review Date: 12/20/2024

Jessica DeGrassi (JDEGRASSI) : Incomplete

241450 Comments

Completeness Comments

1. Please provide details of the proposed patio as shown on sheet L-1 and revise the Civil sheets to



Environmental Planning

Routing No: 1 | Review Date: 12/20/2024

Jessica DeGrassi (JDEGRASSI) : Incomplete

include the patio with proposed drainage patterns.

Compliance Comments

1. The project as proposed is not in compliance with the following County LCP Policy 6.2.12 and related code section 16.10.070(H) Coastal Bluffs and Beaches as follows:

(1) Criteria in Areas Subject to Coastal Bluff Erosion. Projects in areas subject to coastal bluff erosion shall meet the following criteria:

(a) For all development and for nonhabitable structures, demonstration of the stability of the site, in its current, pre-development application condition, for a minimum of 100 years as determined by either a geologic hazards assessment or a full geologic report.

(b) For all development, including that which is cantilevered, and for nonhabitable structures, a minimum setback shall be established at least 25 feet from the top edge of the coastal bluff, or alternatively, the distance necessary to provide a stable building site over a 100-year lifetime of the structure, whichever is greater.

(c) The determination of the minimum setback shall be based on the existing site conditions and shall not take into consideration the effect of any proposed protection measures, such as shoreline protection structures, retaining walls, or deep piers. *The established minimum setback is based on an adequately maintained coastal bluff armoring system seawall. Please refer to Misc Comments regarding the stand alone Geologic and Geotechnical Report review.*

2. The project as proposed is not in compliance with the following policies:

County LCP Policy 6.3.9 requires site design to minimize grading, specifically stating that foundation designs should minimize excavation and fill.

Please show how the project has been designed to minimize excavation.

County LCP Policy 8.2: Site and Circulation Design

To enhance and preserve the integrity of existing land use patterns and to complement the scale and character of neighboring development by assuring that new development is sited, designed and landscaped to be functional and visually compatible and integrated with surrounding development, and to



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Environmental Planning

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Jessica DeGrassi (JDEGRASSI) : Incomplete

preserve and enhance the natural amenities and features unique to individual building sites, and to incorporate them into the site design. Specifically, 8.2.2 Designing for Environmental Protection, requires new development to comply with all environmental ordinances, to be sited and designed to minimize grading, avoid or provide mitigation for geologic hazards and sensitive habitats, and conform to the physical constraints and topography of the site.

Please show how the project has been designed to minimize grading and conforms to the topography of the site. The proposed design does not minimize grading in that the project includes approximately 5,000 cubic yards of excavation for a large basement.

Misc Comments

1. The Geologic and Geotechnical Reports are under review with application **REV241228**. Please note that further information and comments may be made once the review has been completed.

Fire Review

Routing No: 1 | Review Date: 12/20/2024

Nathan MacBeth (NMACBETH) : Incomplete

See attached letter from Central Fire. NMACBETH, Project Planner

Housing Review

Routing No: 1 | Review Date: 12/11/2024

Suzanne Ise (SISE) : Complete

See attached Housing comments re: SCCC 17.10 (AHIF Fees) and SCCC 12.06.060 compliance.

Parks Review

Routing No: 1 | Review Date: 12/18/2024

Robert Tidmore (RTIDMORE) : Not Required

Property does not have any existing Coastal Encroachments, nor are any proposed as part of the project, so Parks' review is not required.



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Policy Section Review

Routing No: 1 | Review Date: 12/18/2024

Jacob Lutz (JLUTZ) : Complete

See attached Policy comments.

Road Engineering Review

Routing No: 1 | Review Date: 12/23/2024

Greg Martin (GMARTIN) : Incomplete

241450

Completeness

1. Provide a driveway profile from the street to and within the subterranean garage.
2. L-1 top drawing correctly shows ground level and critical transition line to subterranean level. L-1 lower drawing should follow this and not show the majority of the ramp. The civil engineering plans do not match L-1 and don't show the walkway leading to the subterranean homes.

Compliance

3. The driveway standard for five parcels or less is two 10' travel lanes, 4.625' (.625' curb, 4' landscaping), .625 curb and remaining right of way of 2.75' ("Remainder") to accommodate any alignment adjustments, retaining walls, or other related improvements.
4. These "lots" should not be shown as lots on the tentative map, rather they should be shown as condos on another sheet. The final map can show these on the non-title sheet for reference but it's expected that there will be a condo plan. The map should just be for Parcel A.
5. Proposed public utility easement and private road and ingress easement should be proposed public utility easement and private right of way easement. Alternatively, may use a private ingress/egress easement and PUE.
6. The minimum inside turning radius along a driveway shall be 20 ft. Radius may be reduced by 1 ft for every 2 ft of driveway width over 10 ft.
7. Required backout space is 24 feet.

Conditions of Approval

8. The development is subject Live Oak Transportation Improvement (TIA) fees at the current rate within the County Unified Fee Schedule, currently \$6,000 for each new single family dwelling unit created. The fee is calculated as 6 new single family dwelling multiplied by \$6,000/dwelling for a total of \$18,000. The total TIA fee of \$18,000 is to be split evenly between transportation improvement fees and roadside improvement fees.

Sanitation Review

Routing No: 1 | Review Date: 12/13/2024



County of Santa Cruz Planning Division
701 Ocean Street 4th Floor, Santa Cruz, CA 95060
(831) 454-2580 | www.sccoplanning.com

***Planning Review Comments 3,
selected routings from
selected agencies***

**241450
APN 028-242-25**

Sanitation Review

Bryan Wardlow (BWARDLOW) : Complete

Santa Cruz County Sanitation District

Discretionary Application 241450

APN: 028-242-25

Address: 22702 E Cliff

Review: 1st Routing

This review was based on the plans prepared by RI Engineering dated Nov 2024.

Completeness Items:

1. None at this time.

Compliance Items:

1. A shared sewer collector shall require an Operations and Maintenance Manual be recorded as a condition of the building permit. O&M Manual shall be required to identify responsibility assignments for each user of the private sewer and maintenance/inspection schedules.

Permit Conditions: These items shall be addressed at the time of building permit application submittal.

1. Include note that the proposed sanitary sewer shall be privately maintained.
2. Minimum pipe size for sewer collector serving 3 or more dwelling units shall be 6",

Design and Construction Standards:

The project sewer design and connection of the project to the Santa Cruz County Sanitation District system will be required to conform to the County of Santa Cruz Design Criteria (CDC) Part 4, Sanitary Sewer Design, latest edition.

<https://cdi.santacruzcountycalifornia.gov/Portals/35/CDI/PublicWorks/Transportation/2024DesignCriteria.pdf>

Any questions regarding the above criteria should be directed to Bryan Wardlow of the Sanitation Engineering division at bryan.wardlow@santacruzcountycalifornia.gov or 831-454-2160.

Surveyor Review

Routing No: 1 | Review Date: 12/23/2024

Nathan MacBeth (NMACBETH) : No Response

See comments from DPW Roads. NMACBETH, Project Planner



Central Fire District of Santa Cruz County

COMMUNITY RISK REDUCTION DIVISION

930 17th Avenue Santa Cruz Ca 95062

(831) 685-6698

Date: 12/17/24

Owner: Alex & Judy MacDonell

Mailing Address: 2-2702 East Cliff Drive

Applicant: Cove Britton

From: Central Fire Protection District – Santa Cruz County

Project Address: 2-2702 East Cliff Drive

Subject: Construction of three (3) SFR's & ADU

APN: 028-242-25

Permit/Eplan: 241450 / Bluebeam: 193-615-325

Based upon a review of the plans submitted, the following **corrections are required before approval can be obtained.**

Please have the DESIGNER add appropriate NOTES and DETAILS showing this information and **RESUBMIT plans, VIA ☒COUNTY OF SANTA CRUZ OR ☐CITY OF CAPITOLA with an annotated copy of this letter. All changes to drawings will require "clouding of the change".**

- F1. Provide itemized responses to each of these comments. For questions on these comments please contact: [Andrew Hyatt, ahyatt@interwestgrp.com; 408.313.0876]
- F2. The plans appear to show the buildings as attached or perhaps just attached by a deck. The plans (Sheet P1/coversheet) also state R-3 occupancy. Revise the plans to include more details on separation between R-3 units, fire rating (if applicable/ CBC 508.4), air gap, etc. to demonstrate these are indeed R-3 occupancies and not R-2 occupancies according to the 2022 California Building Code, 310.1.
- F3. Sheet C-1. Please indicate the source of fire water protection (fire hydrants/manual fire protection). If the water is not from a public or private water purveyor, then revise the plans to demonstrate compliance with the fire flow requirements listed in Central Fire District Code 507.3 and the District's FPO-006/Private Water Systems Guideline. If the water is from a public or private water purveyor, then provide a water test report from the water purveyor to show the required fire flow (gpm and duration) is met. CFC 507.3, 507.4, 507.5, Appendix B/BB. Note: Per FPO-005/Sprinklers for One- & Two-Family Dwellings: "If the building site is outside of a local water agency service area, the minimum required amount of stored fire protection water for one- and two-family dwellings equipped with an automatic fire sprinkler system is 10,000 gallons, or as required by the local fire agency."
- F4. Sheet C-1. If there is private water fire protection/well systems (not municipal) then add a general note to the plans to state "All underground piping systems shall comply with the County Standard FPO-006 and shall require plan submittal and permit approval prior to installation."
- F5. Sheet C-1. Sheet P-1, "Fire Protection Note #7" states the there is a fire hydrant approximately 320-feet from the building. Revise the plans (Sheet C-1) to show the location of the hydrant.
- F6. Sheet P1. Add a general note to the plans to state that the fire sprinkler system requires a separate permit and submittal. CFC 903.1.

- F7. Sheets C-1 – C-5 state, “PRELIMINARY IMPROVEMENT PLANS”. Please confirm these plans are for review.
- F8. Sheet C-1. It appears the hose reach for fire protection (along path of travel) exceeds 150-feet from the roadway. Provide approval from the Central Fire District of Santa Cruz County. CFC 503.1.1. Note: This starting point is to be where the fire department vehicle would park.
- F9. Sheet P1. Revise plans to call out locations and dimensions of emergency escape and rescue windows and the pathways to access them. CBC 1031.1.
- F10. Revise the plans to show compliance with each of the following:

For information regarding where the water tank and fire department connection shall be located (if there will be private fire protection systems/hydrants), contact the Community Risk Reduction Division at (831) 685-6698. **A separate permit is required for tank/hydrant installation.**

☒NOTE on the plans that the designer/installer shall submit two (2) sets of plans, calculations, and cut sheets for the underground and overhead Residential Automatic Sprinkler System to the agency of reference for approval. Installation shall follow our guide sheet. Cut sheets shall include, but not limited to piping, valves, gauges, and sprinkler heads.

☒NOTE on the plans: New/upgraded hydrants, water storage tanks, and/or upgraded roadways (if applicable) shall be installed PRIOR to construction (CFC 508.5).

☒SHOW on the plans DETAILS of compliance with the District Access Requirements: outlined on the enclosed handout.

- The roadway profile with grade percentages shall be shown on the plans. These plans shall be wet stamped and signed by the Engineer/Designer/Survey of the roadway. Access roads shall be designed and maintained to support the loads imposed by thirty-five (35) ton fire apparatus. Access roads shall be “all weather” surface six inch (6”) of compacted aggregate class 2 base rock or equivalent and certified by a licensed engineer to 95% compaction. Where the grade exceeds 15% the base rock shall be overlain by two inches (2”) of asphaltic concrete, type B or equivalent.
- The maximum grade of the access road or driveway **shall not exceed 20%**, with grades greater than 15%, not permitted for distances of more than 200 feet at a time.
- The vertical clearance shall be maintained at a minimum of 15’ for its entire length, including turnarounds.
- An approved turn-a-round shall be provided for access roads and driveways in excess of 150 feet in length.
- All private access roads, driveways, turn-around and bridges are the responsibility of the owner(s) of record and shall be maintained to always ensure the fire department safe and expedient passage.

☒NOTE on the plans “the driveway / access road shall be in place prior to any framing construction, or construction will be stopped.”

☒Show on the plans where smoke alarms are to be installed according to the following locations and approved by this agency as a minimum requirement:

- One alarm adjacent to each sleeping area (hall, foyer, balcony, or etc.)
- One alarm in each sleeping room
- One at the top of each stairway of 24" rise or greater and in an accessible location by a ladder
- There must be at least one smoke alarm on each floor level regardless of area usage
- There must be a minimum of one smoke alarm in every basement area

☒ When a fire alarm system is proposed in lieu of 110V/battery backup smoke detectors, a separate fire alarm permit and fee is required by the referencing agency. **NOTE** on the plans, “two (2) sets of fire alarm plans shall be submitted and approved prior to commencing work.”

☒ **Show** on the plans the location of the carbon monoxide alarms outside each sleeping area and on each level of the residence.

☒ **NOTE** on the plans where address numbers will be posted and maintained. **Note** on the plans that address numbers shall be a minimum of FOUR (4) inches in height and of a color contrasting to their background and visible from the street, additional numbers shall be installed on a directional sign at the property driveway and the street.

☒ **NOTE** on the plans that the roof coverings shall be no less than Class "B" rated roof.

☒ **NOTE** on the plans “a 30-foot clearance shall be maintained with non-combustible vegetation around all structures or to the property line whichever is a shorter distance.

- **EXCEPTION:** Single specimens of trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from native growth to any structure.”

☒ **NOTE** on the plans “a 100-foot clearance shall be maintained around and adjacent to the building or structure to provide additional fire protection or fire break by removing all brush, flammable vegetation, or combustible growth.

- **EXCEPTION:** Single specimens of trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from native growth to any structure.”

☒ The designer of record shall wet stamp and sign the plans and documents as required by the California Business and Professions Code.

☒ **NOTE** on the plans “the job copies of the building and fire systems plans and permits must be on-site during inspections.”

If you should have any questions regarding the plan check comments, please email me at ahyatt@interwestgrp.com. All other inquiries may be directed to Central Fire Districts Community Risk Reduction Division at (831) 685-6698.

As a condition of submittal of these plans, the submitter, designer and installer certify that these plans and details comply with applicable Specifications, Standards, Codes and Ordinances, agree that they are solely responsible for compliance with applicable Specifications, Standards, Codes and Ordinances, and further agree to correct any deficiencies noted by this review, subsequent review, inspection or other source. Further, the submitter, designer, and installer agree to hold harmless from any and all alleged claims to have arisen from any compliance deficiencies, without prejudice, the reviewer and reviewing agency.

Please reference our Standards/Regulations through Community Risk Reduction on our website at centralfiresc.org

Project Description:

Proposal to demolish an existing single-family dwelling and divide an existing 16,195 square foot parcel into three parcels of approximately 925 square feet, 1,000 square feet, 11,115 square feet including 5,712 square foot common area in the RM-5 zone district. Project includes construction of a multifamily common interest development consisting of two dwellings, ADU, parking, and courtyard in a basement/lower area, pool, hot tub, patio, and two-story dwelling at the ground level. Requires a Minor Land Division, Coastal Development Permit, Conditional Site Development Permit, Large Dwelling Review, Design Review, Preliminary Grading Review, and combined Soils and Geologic Report Review (REV241228).

Property located on the south side of East Cliff Drive approximately 580 feet east of the intersection with 26th Avenue in the Live Oak Planning Area (22702 East Cliff Drive).

COMPLETENESS:

None

COMPLIANCE:

1. County Code Chapter 17.10 (Affordable Housing): New residential units/lots/floor area are subject to the Affordable Housing Impact Fee (AHIF) per Santa Cruz County Code 17.10 (17.10.034 in particular). The project is subject to AHIF for 2–4-unit projects, shown below. The fee amount is calculated at the time of payment, at the applicable rate in the County Unified Fee Schedule. The AHIF shall be paid prior to final building permit inspection (certificate of occupancy), for each dwelling unit in the project. The fee rates (excerpt below) are published in the Affordable Housing Guidelines. Rates are subject to change any time the Unified Fee Schedule or Chapter 17.10 is updated.

RESIDENTIAL OWNERSHIP PROJECTS:				
Developments of multiple homes for sale and/or single-family home projects*				
	New Single- Family Home	Single Family Home Additions, Remodels and Replacements: Net new square footage greater than 500	2 - 4 Home Projects	5+ Home Projects
Up to 2,000 square feet	\$2	\$2	\$7	\$15
2,001-2,500 square feet	\$3	\$3	\$8	\$15
2,501-3,000 square feet	\$5	\$5	\$10	\$15
3,001-4,000 square feet	\$10	\$10	\$12	\$15
4,001 square feet and up	\$15	\$15	\$15	\$15

** Fees stated are Per Square Foot*

AHIF Rates for ADUs (in any type of project/property):

Affordable Housing Impact Fee: RESIDENTIAL RENTAL PROJECTS	
New Rental Projects (including ADUs)	Impact Fee Per Habitable Sq. Ft.
All market-rate rental units, (including ADUs of 751 Sq Ft or more)	\$2
ADUs of 750 SF or less	Exempt
Deed-restricted affordable rental units (standard or ADU) affordable to lower-income households	

2. County Code Chapter 12.06 (and 8.45 as applicable):

<https://www.codepublishing.com/CA/SantaCruzCounty/#!/SantaCruzCounty12/SantaCruzCounty1206.html#12.06.060>

<https://www.codepublishing.com/CA/SantaCruzCounty/#!/SantaCruzCounty08/SantaCruzCounty0845.html#8.45.030>

Prior to issuance of a demolition permit for the existing home on site, applicant shall provide documentation to verify compliance with SCCC 12.06.060. Property does not currently have a homeowner exemption filed, and does not appear to be owner-occupied based on owner mailing address. Compliance documentation could include third-party documentation that the property is not currently occupied by a low- or moderate-income household (tenant), and no such household was evicted from the property within a year of the application to demolish the structure. If the property is or has been occupied by a lower- or moderate-income household in the referenced time period, the requirements of SCCC 12.06.060 shall apply to the project.

CONDITIONS OF APPROVAL:

1. Pay applicable AHIF per SCCC 17.10 for each dwelling unit and non-exempt ADU in the project. The project is subject to the AHIF rate for 2–4-unit projects. The fee amount is calculated at the time of payment at the applicable rate in the County Unified Fee Schedule, based on the total habitable floor area in SF of each unit, as determined by Building staff based on the final approved building plans. The AHIF amount due for each dwelling unit of any kind shall be paid prior to final building permit inspection (i.e., certificate of occupancy) of that unit or structure, or prior to sale or transfer of the unit (or to the lot on which it is located), whichever occurs first.
2. Prior to issuance of demolition permit for the existing home, applicant shall provide documentation of compliance with SCCC 12.06.060 (as described in compliance comments above).

22702 East Cliff Drive, 3-Lot MLD; Three Units + ADU

Matson Britton Architects; Applicant

Level 6 Discretionary Application 241450: Policy Comments

Application Submittal Date: 11/26/2024

Letter Date: 12/18/2024

APN: 028-242-25

Project Description: SB 478: Proposal to demolish an existing single-family dwelling and divide an existing 16,195 square foot parcel into three parcels of approximately 925 square feet, 1,000 square feet, 11,115 square feet including 5,712 square foot common area in the RM-5 zone district. Project includes construction of a multifamily common interest development consisting of two dwellings, ADU, parking, and courtyard in a basement/lower area, pool, hot tub, patio, and two-story dwelling at the ground level.

Requires a Minor Land Division, Coastal Development Permit, Conditional Site Development Permit, Large Dwelling Review, Design Review, Preliminary Grading Review, and Combined Soils and Geologic Report Review (REV241228). Property located on the south side of East Cliff Drive approximately 580 feet east of the intersection with 26th Avenue in the Live Oak Planning Area (22702 East Cliff Drive).

Project Site Information

- **Gross Site Area:** 0.39 acres/17,119 sq.ft. per Assessor
- **General Plan (GP):** R-UM (Urban Medium)
- **Zoning:** PR-PP; RM-5-PP (PR: Parks, Recreation and Open Space; RM: Multi-Family Residential 5,000 square foot lot minimum per dwelling unit; -PP: Pleasure Point Overlay)

General Plan and Zoning Compliance

1. SB 478

The project proposes a minor land division of three lots: 11,115, 1,000, and 925 square feet respectively. Two of the lots being below the 5,000 square foot minimum lot size per dwelling unit for the zoning district this parcel is within. The applicant is intending to utilize Senate Bill (SB) 478 to allow this style of development. This law allows for a larger ratio of building floor area to parcel area (called "floor area ratio" or FAR) for housing development projects with 3-10 units in multifamily or mixed-use zone districts. In particular, SB 478 requires jurisdictions to allow an FAR of at least 1.0 for projects with 3 to 7 units, and 1.25 for projects with 8 to 10 units, and prohibits jurisdictions from imposing lot coverage requirements that would preclude these FARs. The law also overrides any homeowners' association rules or property covenants or restrictions that would preclude these FARs.

The proposed project would be eligible to utilize this bill as it meets all edibility requirements laid out in Government Code Section 65913.11 (SB 478). In addition, this

22702 East Cliff Drive, 3-Lot MLD; Three Units + ADU

Matson Britton Architects; Applicant

bill is codified in Santa Cruz County Code Section 13.10.323(F)(3) for the allowance for a project of this nature and is compliance with this code section.

2. Density

The site is designated as R-UM (Urban Medium) and has a density range of 7-15 units/acre. The maximum density for this site would be five units, while the minimum density would be two units. The project's proposal of three attached units is an acceptable density for the General Plan Designation this site is assigned.

On top of this, the County has a minimum density policy to ensure all new residential development in all multifamily zone districts are designed to achieve residential densities equal to at least 75% of the maximum allowable density on the site, unless there are unusual site conditions that would render this infeasible. 75% of the maximum density (five units) would be three units. The project currently is consistent with this proposal so long as the units remain at three units (not including the ADU towards total unit count). See *Policy H-1.3 (AFFH)(PRO) Minimum Density Standards* in the County's adopted 2023 Housing Element.

Summary: If you have questions, please contact Jacob Lutz at (831) 454-3136 or Jacob.Lutz@santacruzcountyca.gov



Universal List of Required Information (LORI)

Submittal of a complete application is the key to completing the discretionary review permit process quickly. The Submittal Checklist provided as part of the Discretionary Permit Application is designed to cover the basic submittal requirements required for most project types; however, for certain types of projects additional information may be required. After reviewing your application in detail during the 30-day review period, the assigned project planner may identify one or more items from the below List of Required Information necessary to deem your application complete.

1. PROJECT INFORMATION – All project plans shall include the following:

- a. *Assessor's Parcel Number*
- b. *North arrow*: North should be labeled at the top of every sheet in the project plans including the site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- c. *Contact data*: Name, address, and phone number of the property owner, applicant, and architect, designer, engineer, or surveyor must be provided on all plan sheets.
- d. *Scale*: Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably ¼ inch to 1 foot. Scales used should be consistent between different drawings.
- e. *Date of Preparation*: Provide the preparation date and all revision dates, as applicable.

2. SITE PLAN

Drawn to a conventional scale, preferably 1:10 or 1:8 (where this is not possible, a focused site plan may be accepted). The name, address, and phone number of the plan preparer shall be provided.

The SITE PLAN (Separate Site Plans entitled “Existing Site Plan” and “Proposed Site Plan” are required for reconstruction and demolition projects, and projects that entail additional building area or site improvements on a developed site):

- a. *Vicinity Map and Directions*: A vicinity map that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.
- b. *Boundaries*: All existing and proposed lot lines, labeled with their metes and bounds; the existing and proposed location of public and private open space; and the boundaries of existing and proposed easements and rights-of-way. *If the property is split zoned, the zoning boundary must be indicated.
- c. *Project Data Table*: A project data table must be provided on the site plan, based on applicable definitions in Santa Cruz County Code, including the following information:
 - Lot area (both the total lot area and net lot area calculation shall be provided).
 - Existing and proposed Building Area
 - Existing and proposed Floor Area



Universal List of Required Information (LORI)

- Existing and proposed Floor Area Ratio
 - Proposed Area of additional disturbance
 - Existing Lot Coverage
 - Impervious coverage (see DPW Drainage Checklist – attached)
 - Pervious coverage
 - Proposed Lot Coverage
 - Grading calculations (cubic yards) including cut, fill and off-haul (and, for significant quantities exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).
 - Existing and proposed parking (dimensioned)
 - Minimum setbacks, from exterior walls of all structures to property lines
 - Minimum setbacks from coastal bluffs, riparian vegetation, waterways (including perennial and/or intermittent streams, rivers, arroyos, and fault lines
 - *For projects encumbered by geologic hazards*, boundaries of the geological building envelope, as confirmed by the County Geologist, shall be provided.
 - *For projects located in a mapped FEMA flood hazard zone*, flood zones shall be mapped and labeled.
 - Maximum height of all proposed structures
 - Names of applicable Homeowner's Association, Special Subdivision/PUD, and/or Special Districts
- d. *Building and Development Envelopes (as applicable)*: On parcels encumbered by established building or development envelopes via a recorded map, on all parcels with geologic hazards and/or located on a floodplain, in sensitive habitats, or with visual resources, existing and/or proposed building envelopes shall be shown.
- e. *Structures and Site Improvements (existing)*: On a separate plan sheet titled "Existing Site Plan" the footprints and eave lines of all existing structures, site improvements (hard scape, decks, retaining walls, fencing, light standards etc.). All structures and improvements shall be drawn to-scale; setbacks shall be called, and the structure/s shall be labeled with their existing use.
- f. *Structures and Site Improvements (proposed)*: On a separate plan sheet titled "Proposed Site Plan" the footprints and eave lines of all proposed structures and buildings (including decks and stairways > 18" in height, retaining walls, fencing and light standards) on the subject property. Include any structures or site improvements proposed to be removed (labeled TO BE REMOVED), proposed to be constructed (labeled PROPOSED), or proposed to remain (labeled TO REMAIN). All structures and improvements shall be drawn to scale. Their use, location, and setbacks to all property lines must be indicated. The minimum setbacks from the exterior walls of the buildings



Universal List of Required Information (LORI)

to property lines and access easements must be dimensioned on the plans. The minimum separation distance between structures shall be indicated. For projects that involve additions, the additional building area shall be shaded and walls to be demolished shall be dashed. Areas proposed for demolition shall be hatched.

- g. *Noise Generators*: Indicate the location of any proposed mechanical equipment, including air conditioners, commercial drying equipment, generators, or other noise source. Provide specifications, including the size, height, and proposed placement of the equipment, as well as the proposed noise output associated with the equipment, and method(s) of ensuring compliance with noise standards through buffering or other strategies as needed.
- h. *Natural Features*: All natural features, such as rock outcrops, ridgelines, wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses, including tide water, must be shown.

Areas of geological instability shall be identified, including faults and landslides. The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated. For more densely vegetated or wooded areas, or in tree clusters, only the perimeter outline of the dripline needs to be shown.

- i. *Topography*: Existing and proposed contours, at the proposed development, must be shown at two-foot intervals, clearly labeled. The contour information must be generally accurate. In some cases, a Lot Slope Calculation and/or topographic survey may be required.
- j. *Parking and Access*: Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. All proposed parking stalls shall be dimensioned and turning radii for backout maneuvers shall be provided. For driveways on slopes, driveway profiles and cross-sections shall be included. Turnouts and turnarounds shall be dimensioned and labeled.

The Site Plan must show the legal access from the property to the public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. For non-residential projects, loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown.

For newly proposed access roads, cross sections and proposed grades shall be provided, along with details of curbs, gutters, sidewalks, and other improvements, as proposed.

- k. *On-Site Water Provision*: For parcels not served by a mutual water company: Show the location of all existing or proposed domestic and irrigation water sources as applicable (e.g. wells, springs, and surface water), along with backflow prevention devices, water storage tanks, reservoirs, treatment facilities, distribution system, and any other water-related appurtenances. Further,



Universal List of Required Information (LORI)

provide the location of any existing or proposed sewage disposal system, including leach fields, septic tanks, sewer mains and sewer laterals, and proposed expansion areas.

Yield tests, water quality lab results, shared water systems agreements, cross-connection control certifications, water conservation plans, minimum setbacks to septic systems, property lines, and other studies may be required by the Environmental Health Services Division for projects involving wells.

- l. *Associated Site Design Elements (as applicable)*: The location of identification signs, propane tanks, trash enclosures, exterior lighting fixtures, mailboxes, fencing, paths and walkways (including paving materials), bicycle stands, and other features that affect the exterior appearance and use of the property must be indicated.
- m. *Fire Access*: For projects proposed to be accessed from a private road, a minimum 20-foot road width, in addition to emergency vehicle turn-around areas, is required. For two or fewer habitable structures, access driveways shall be a minimum 12 feet in width; for three or more habitable structures, driveways shall be a minimum 20 feet in width.

3. FLOOR PLANS

Existing Floor Plan: Fully dimensioned floor plans for all levels of existing structures must be submitted. All rooms shall be labeled.

Proposed Floor Plan: Fully dimensioned floor plans for all levels of proposed structures must be submitted. The garage, windows, doors, elevators, stairways, and food preparation areas must be indicated. All rooms shall be labeled, consistent with the County's regulations (see definition of "Bedroom" in the Zoning Ordinance, Chapter 13). Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans. For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

4. BUILDING ELEVATIONS

Existing Elevations: Fully dimensioned elevations of all existing structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans.

Proposed Elevations: Fully dimensioned elevations of all proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided for all sides of a proposed structure (labeled "north", "south", "east" and "west"). Exterior building materials and colors, including but not limited to siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the



Universal List of Required Information (LORI)

topography of the adjoining finished and/or natural grades. The preferred scale of $\frac{1}{4}$ inch per foot should be used for all architectural plans.

*If an addition to an existing structure is proposed, elevations of the existing structure, as well as elevations depicting the proposed addition, shall be provided.

5. ROOF PLAN

For all structures proposed to be within two feet of the maximum permitted building height, roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan (or on a separate Roof Plan sheet). The roof plans *must* be overlaid on the topographic contours and include “spot elevations” of all roof corners and ridgeline elevations above the corresponding (natural grade) elevation contours. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines.

6. CROSS SECTIONS

Cross sections through all proposed structures shall be provided. Cross sections shall be based on accurate topography and shall include the following labels: finished floor, foundation line, natural grade, finished grade, plate height, and roof ridge height. A site cross section may be required to show the relative height of proposed structures to adjoining roadways and impacts to surrounding properties. All height measurements shall be reflected in the format of elevation above sea level.

7. MATERIALS, COLORS AND DETAILS

One sheet of the architectural plans must include manufacturers’ brochures, photos, or color chips that indicate all proposed exterior building materials, including the painting, roofing, siding, window casings, and trim. For additions and/or accessory structures, the plans may be labeled “elevations to match existing colors and materials”. The photos of the colors and materials must be accurate representations of the true colors and labeled for proper identification. Complete details, including dimensions, building materials, and colors for all proposed retaining walls and fencing shall also be submitted.

8. WATER WILL SERVE LETTER

Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added: Letter from the applicable water district, or if well water is proposed, from the well owner, certifying as to the availability of water and an ability to serve the project.

9. SANITATION WILL SERVE LETTER

Applicable to ALL newly proposed residential structures (not including in-kind replacement structures and ADUs) and commercial projects where habitable square footage will be added: Letter from the appropriate Sanitation District, certifying availability, capacity, and ability to serve the project.



10. SOILS REPORT

**Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as “development” as defined in SCCC Section 16.10.040).*

The soils report must be prepared in accordance with County guidelines and reviewed and “accepted” by the County’s Environmental Planning division as being consistent with applicable County Codes and technical standards. To obtain acceptance of the report, a draft soils report, prepared by a licensed geotechnical engineer or registered civil engineer experienced in soils engineering, shall be submitted for review and acceptance by Environmental Planning staff. *If desired, the report may be submitted ahead of the development project application.* In the report, seismic and geologic hazards shall be identified, and within the report, the licensed professional shall recommend construction measures and other precautions to be incorporated into the project in order to reduce the risk of these hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

A preliminary geotechnical report may be divided into two parts:

- a. Soils reconnaissance. The soils reconnaissance shall include a complete description of the site based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems. The soils reconnaissance shall also estimate the retreat rate of any bluff that could threaten improvements within 100 years.
- b. Final soils investigation and report. This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage.

The report shall also recommend any required corrective action for the purpose of preventing structural damage to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to off-site property.

11. GEOLOGY REPORT

**Required for all projects located within 100 feet of a coastal bluff that entail construction of an addition >500 square feet in size and/or for all projects that qualify as “development” as defined in SCCC Section 16.10.040).* The geology report must be reviewed and “accepted” by the County’s Environmental Planning Division. To obtain acceptance of the report, a draft geology report, prepared by a geologist licensed by the State of California Board for Professional Engineers, Land Surveyors and Geologists shall be submitted for review and acceptance by Environmental Planning staff/County Geologist. *If desired, the report may be submitted ahead of the development project application.*



12. GEOLOGIC HAZARDS ASSESSMENT

**In lieu of a Soils and/or Geology Report, an application for a Geologic Hazards Assessment (GHA) may be submitted in tandem with the applicable discretionary application.*

13. MEAN HIGH TIDE LINE AND TOP AND TOE OF SLOPES

Applicable to ALL proposed projects along the coast.

14. NEIGHBORHOOD NOTIFICATION AND MEETING

Applicable to all projects that require Planning Commission approval: Pursuant to Santa Cruz County Code Section (SCCC) 18.10.211, the applicant shall conduct a neighborhood meeting to explain the proposed development to and solicit comments from those in attendance. Review SCCC 18.10.211 for noticing and meeting requirements.

15. MODIFICATION WORKSHEET

A Modification Worksheet shall be required for all projects that entail structural modifications to non-conforming structures or uses, or structural modification of any structure or use proposed in a floodplain, or on a site with potential geologic concerns. An electronic version of the Worksheet is available on the County's Planning Department web page (www.sccoplanning.com). Printed copies are also available at the Zoning Counter.

16. SHADOW PLAN

Shadow patterns are those cast on the 21st of December and the 21st of June between 10 am and 2 pm Pacific Standard Time. A Shadow Plan shall accurately depict the shadow patterns of all proposed structures and significant (proposed) landscaping that will occur on neighboring properties on the aforementioned dates and times.

17. NEIGHBORHOOD CONTEXT PHOTOGRAPHS

Neighborhood Context Photographs shall consist of labeled photographs of the project site, as seen from the street, as well as the adjacent properties (5 lots on either side of the project site and 10 lots across the street from the project site).

18. PRELIMINARY LANDSCAPE PLAN

A Preliminary Landscape Plan shall be submitted for all applications, except minor remodels or additions. The Preliminary Landscape Plan shall be included as a separate sheet in the project submittal and shall be titled "Preliminary Landscape Plan". The Plan shall be designed in accordance with the County's Water Efficient Landscape Ordinance (WELO, Chapter 13.13), as applicable. The Plan shall include the following information: all existing vegetation, either labeled "to be removed" or "to be retained"; all proposed vegetation, labeled and tied to a Landscape Key indicating the common and scientific name of the proposed plant, along with the quantity of the proposed plant (for larger plant species, such as new trees); all locations



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of existing and proposed area drains, slot drains, drop inlets, etc., labeled “existing” or “proposed”; all existing and proposed fencing and retaining walls, labeled “existing” and “proposed”; all existing and proposed patios, walkways, driveways, decks, etc., labeled either “existing” or “proposed”. The proposed materials of all site improvements shall be indicated; all existing and proposed landscape lighting, including tree lighting; and all proposed (permanent) outdoor seating, street furniture, etc.

The landscape plan shall also include trunk locations, driplines, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade. For more densely vegetated or wooded areas or in tree clusters, only the perimeter outline of the dripline needs to be shown.

Only those elements of the proposed landscaping that are related to the project must be shown. The landscape plan shall be drawn at the same scale as the site plan.

19. VEGETATION MANAGEMENT PLAN

A Vegetation Management Plan that addresses any vegetation modification and management requirements established by the local fire district for minimum brush and tree clearance to create defensible space around the structure shall be prepared by a qualified arborist, forester, landscape architect or designer. The vegetation management plan shall include the following information:

- a. Existing vegetation types (grass, low shrubs, high shrubs, and trees) within the Defensible Space area, as defined by the applicable Fire District. Every tree within the Defensible Space with a trunk that is greater than six inches in diameter at 4.5 feet above grade should be accurately depicted as to trunk and canopy location, diameter, and tree species.
- b. Vegetation management proposed for all vegetation types in the Defensible Space. In particular, proposed removal/substantial pruning must be detailed for every tree shown.

20. SIGN PLAN

Sign Plans are required for all applications that entail commercial development. A Sign Plan must include the following information:

- a. The location of all existing and proposed sign, indicated on the Site Plan.
- b. Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Indicate any signs proposed to be altered or moved.

*For all Sign Exceptions, please provide written justification for the exception, in accordance with the Sign Ordinance (refer to Section 13.10.587).



21. ACCESSIBILITY PLAN

Required for most commercial and multi-family projects. The accessibility plan shall be prepared by a licensed architect, shall be a separate sheet, and shall include the following: existing and proposed topography; accessible path of travel and accessible parking; notations as to the occupancy and construction type; accessibility to buildings or portions of buildings (multi-story buildings must include access ramp or elevator); an egress plan showing maneuvering clearances at all doorways, passageways, and landings; and accessible restrooms.

22. PRELIMINARY GRADING PLAN

A Preliminary Grading Plan is required for all projects that entail moving more than 100 cubic yards of earth, creating a cut slope greater than 5 feet high, creating fill more than 2 feet deep, or placing fill on slopes greater than 20%. Please note, the Planning Department may require a Preliminary Grading Plan for smaller projects.

The Preliminary Grading Plan may be included on the Site Plan, or on a separate sheet titled Preliminary Grading Plan. The Preliminary Grading Plan shall be based on a property survey. Indicate all areas of proposed grading, including the existing and proposed contours across the building site and the limits of grading (existing contours shall be shown with light lines and proposed contours shall be shown with darker lines); the amount of proposed excavation and fill in cubic yards; the location of proposed deposition and borrow sites for each major element of the project; the total area of disturbance proposed for the project; and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul, or import, shall be identified in cubic yards. Provide a cross-section of cuts, fills, building pads and driveways (including property lines where appropriate). For significant quantities of off-haul exceeding 2,000 cubic yards, the anticipated location of where the off-haul will be taken).

Contour intervals for Preliminary Grading Plans shall be as follows:

<u>Slope of Existing Ground</u>	<u>Contour Interval</u>
0-5%	1 foot
5-15%	5 foot
> 15%	10 feet

NOTE: If grading activities will involve more than 2,000 cubic yards of material, the plan must be prepared by a licensed civil engineer. Although not required for smaller projects, it is recommended that a licensed civil engineer prepare all grading plans.

23. PRELIMINARY UTILITIES PLAN

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required. For sanitary sewer and grease waste lines, show minimum proposed slope.



24. PRELIMINARY SEPTIC SYSTEM PLAN

If the subject property is not served by sanitary sewer, the location of any existing or proposed septic system (including dimensions and sizes of the septic tank, disposal fields, and/or expansion area), and wells and water systems on the subject and adjoining lots. Springs, creeks, and/or waterbodies (if any) must be clearly and accurately depicted consistent with the site plan. The septic system plan must include a calculation of the existing and proposed floor area for the project, by structure and by occupancy code, as defined by the most recently approved version of the California Building Code.

*Please note: new septic systems are not permitted on floodplains or on slopes greater than 30%. Environmental Health Services may require additional information to ensure that the parcel/s can accommodate a septic system.

25. PRELIMINARY ENGINEERED IMPROVEMENT PLANS

For large commercial project, multi-family projects, or where street improvements are proposed within a public right-of-way, or where off-site improvements are necessary, the preliminary engineered improvement plan shall be prepared by a licensed civil engineer.

The plan shall include the following:

- a. Drainage: Drainage details and calculations including the tributary drainage area on a topographic map; the location of existing drainage facilities, or proposed facility/facilities, such as drop inlets and storm drains; the location of downstream receiving drainage facilities or proposed facility/facilities to an adequate outlet point, or for a minimum distance of 500 feet; calculated Q10 and Q100 of on-site facilities and downstream facilities with full buildout; and calculated capacity of proposed on-site facilities and existing downstream drainage facilities at appropriate points.
- b. Circulation: Circulation details including points of ingress and egress; existing right-of-way (full street) and proposed right-of-way, utilizing guidelines as established by an approved plan line, or the County's standards if there is no plan line.

26. PRELIMINARY EROSION CONTROL PLAN

A Preliminary Erosion Control Plan is required for projects that would result in any ground disturbance. For large projects, or development proposed near sensitive habitats, the Erosion Control Plan must be prepared by a Certified Professional in Erosion and Sediment Control (CPESC). The plan may be incorporated into the Site Plan, Grading Plan, or Improvement Plan, or may be included as a separate sheet. The Erosion Control Plan shall include the following information: location of the site; property lines; locations of specific erosion and sediment control measures (silt fences, erosion control blankets, etc.); details of erosion and sediment control measures and the date such measures must be initiated; terrain details; proposed drainage and erosion control structures (construction details); areas to be cleared; proposed structures and new contours after grading; septic tank and leachfield locations; the nearest public road intersection; proposed construction schedule and dates; revegetation proposals; plant species, amount of seed to be used, mulching specifications, etc.



27. BUILDING AND DEVELOPMENT ENVELOPES

For proposed land divisions, and on parcels located in floodplains, in geologic hazard areas, sensitive habitats, or areas identified as having visual resources: Development and/or Building Envelopes for existing and future development and/or structures, including proposed locations of road and utility alignments and septic leachfield areas, must be shown on the site plan. In some cases, only envelopes for buildings will be required.

28. SITE BOUNDARY SURVEY

Where required to establish the location of property lines, rights-of-way, or structures, a Site Boundary Survey, prepared and signed by a licensed surveyor whose name, address and phone number are indicated, may be required. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of existing structures and other improvements.

29. SITE TOPOGRAPHY SURVEY

The topographic survey information must be prepared by a licensed surveyor whose name, seal, and signature appear on the plans. For property with an average slope of 15% or less, two-foot contour intervals must be indicated. For a property with an average slope greater than 15%, five or ten-foot contour intervals are acceptable.

All natural features such as creeks, flood zones, slides, faults, and rock outcrops, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek.

The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan. All elevations referred to shall be based on the National American Vertical Datum (NAVD) except that an assumed datum may be used if the entire project is above an elevation of 25 feet NAVD.

30. SITE STAKING

A staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, the edge of development envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning staff. The applicant shall submit written notification that the stakes have been installed. Planning staff has the discretion to require that the staking be placed by a licensed surveyor.



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31. STORY POLES OR ALTERNATE VISUALIZATION TECHNIQUES

A story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges and edges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed. Orange, or other brightly colored, netting outlining the proposed building shall be installed at the top of the poles. In lieu of story poles, an alternate visualization method such as a computer visual simulation may be authorized by staff.

32. STORMWATER MANAGEMENT PLAN

A Stormwater Management Plan is required if the proposed project would result in an increase in a change in existing drainage patterns or increase impervious surface areas. The Stormwater Management Plan may be combined with the Site, Erosion Control, Civil, or other plan sheet if all the required information is clearly depicted, otherwise a separate sheet titled Stormwater Management Plan shall be provided. The plan shall include the following: existing and proposed topography, including contours, spot elevations, and slope arrows; perennial and intermittent streams. Resource protection areas shall also be depicted including wetlands, lakes, ponds; water well and septic system setbacks; location of existing and proposed conveyance systems, such as swales, channels, storm drains, and flow paths; locations of proposed roads, buildings, and other structures; locations of floodplain/floodway limits; location, size, maintenance access, and easements for all drainage facilities; limits of disturbance; and construction details for all drainage structures. Indicate location and provide details for proposed stormwater mitigation features; all impervious and semi pervious areas (labelled as existing and permitted, existing and unpermitted, or proposed); watershed and sub- watershed maps that show where and how all site areas drain; and location and details depicting where and how the subject site receives offsite upstream runoff.

33. LIGHTING PLAN

All exterior lighting (for project site, structures, and/or landscaping), including the location and type of lights, must be shown. For newly proposed light standards, indicate the proposed location, height, and cut sheets of the standards and associated fixtures. Technical details, including footcandles, may be required.

34. PRELIMINARY TITLE REPORT

The preliminary title report must be dated within six (6) months of the application submittal date and shall reflect the status of the property. The Preliminary Title Report must include all recorded easements, provide proof of ownership, and be issued from a Title Company.

35. OPERATIONAL CHARACTERISTICS (COMMERCIAL DEVELOPMENT & HOME OCCUPATIONS)

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- a. The maximum number of staff on site at any one time.
- b. The hours of operation, including hours open to the public, as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
- c. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.



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- d. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- e. The schedule, frequency and nature of expected deliveries to the site.
- f. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- g. The path of travel for pedestrians and vehicles at the site.

36. STATEMENT OF SPECIAL CIRCUMSTANCES

Where an exception or variance to a site development standard is requested: Describe the special circumstance that affects the property and necessitates a variance to the required site standard/s. Focus your letter on explaining why you believe that the following necessary findings can be made by the County to approve your request.

- a. That because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
- b. That the granting of such variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare or injurious to property or improvements in the vicinity.
- c. That the granting of such variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated.

37. STATEMENT OF DESIGN PARAMETERS

For Large Dwellings (larger than 5,000 square feet in size): Describe how the projects is consistent and compatible with surrounding development. See County Code Section 13.10.325.

38. PROPERTY STATUS INFORMATION

To gain more information regarding the status of a historic structure or use, the following information may be required:

- a. Copies of the Assessor's Records for the subject property.
- b. Copies of records related to the history of the property, such as affidavits, previous utility bills, and historic maps and photographs.
- c. Copies of any permits issued by State or Federal agencies for the property.
- d. Property appraisals performed by a qualified appraiser.

39. PROOF OF DEEDED ACCESS

Proof of deeded access shall consist of documentation that establishes legal access over a private right-of-way.

40. VISUAL RENDERINGS

Visual Renderings are required for most discretionary projects located in a Scenic Viewshed, on a sensitive site, where capable of being seen from a public beach, or as determined by the project planner. Visual



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Renderings of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the County. Two visual renderings shall be prepared, one designed to show the impact of the development without any proposed landscaping, and a second to show the impact of the development with the proposed landscaping (assuming five years of average growth).

41. PHOTOGRAPHS OF THE PROJECT SITE AND NEIGHBORHOOD CONTEXT

Color photographs of the project site, including photographs of the existing structure as seen from the street and the adjacent properties, as well as photographs of all adjacent properties (5 lots on each side and 10 lots across the street) shall be provided. All photographs shall be labeled.

42. ACOUSTICAL STUDY

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project or result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project. The study shall identify measures to be incorporated into the project to ensure compliance with the County's noise regulations, including but not limited to siting, special construction materials or techniques, buffering/reducing noise from mechanical equipment, and so forth. The acoustical study is subject to peer review at the Planning Director's discretion.

43. ARBORIST REPORT

For projects that include removal of trees over 20 inches d.b.h (inside urban services line) or 40 inches d.b.h. (outside urban services line), or for new development proposed in the dripline of such trees, an arborist's report that has been prepared by a qualified arborist must be submitted. The arborist's report shall provide an evaluation of the trees that stand to be impacted and/or proposed for removal. The evaluation shall, at a minimum, indicate the health of the tree/s and evaluate any adverse effects to the trees that would occur as a result of the proposed project. Specifically, the arborist's report shall recommend appropriate tree protection zones for significant trees that would remain on the property, as well as appropriate locations for replacement trees to be planted. The arborist's report is subject to peer review at the Planning Director's discretion.

44. AGRICULTURAL VIABILITY AND MANAGEMENT PLAN

An agricultural viability and management plan to address the on-going agricultural use of the property must be prepared by the applicant. The plan must: (1) identify and assess arable and non-arable (see General Plan Glossary of terms) agricultural land on the property and identify agricultural resource type land (see GIS), including soil classification and topography, as well as the history of agricultural production on the site; (2) identify and assess the potential, existing and proposed agricultural uses on the site, including proposed structures, and evaluate whether proposed non-soil dependent uses have been located on the perimeter of agricultural resource type land, with clustering near existing buildings or other non-arable land; (3) identify and assess site access, and evaluate whether access has been provided along existing agricultural field access roads. If not feasible, the viability analysis shall determine whether site access length has avoided or minimized loss of arable land; (4) Identify and assess all existing and proposed parking, pervious and non-



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pervious surfaces areas associated with the site providing evidence that the use of paving materials or other impervious surfacing associated with the proposed use have been minimized and located on non-arable land; (5) provide and assess for long-term management and preservation of the agricultural lands and outline a plan for sustainable agricultural use(s); (6) provide location of existing and/or proposed water supply and provide and analyze water demand associated with proposed use; (7) analyze the extent to which proposed development enhances and supports the continued and future agricultural viability of the land; and (8) provide a marketing/business plan. The plan shall also provide a brief description of the farmer or rancher's background in agricultural operations as well as provide any leasehold contracts for farming on the site.

45. PHOTOMETRIC STUDY

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

46. HYDROLOGY REPORT

A hydrology report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required.

47. BIOTIC REPORT

A biotic report shall be prepared at the applicant's expense by a professional biologist (the County has a list of biologists and revegetation specialists familiar with the report and plan preparation requirements). The report must be written according to County guidelines.

The biotic report shall provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation and any associated buffer areas must be clearly mapped.

In addition, the biotic report shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive.

48. ARCHEOLOGY/PALEONTOLOGY REPORT

An archaeology/paleontology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the report shall be based on a field survey and records search and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required.



49. HISTORIC DOCUMENTATION REPORT

A historic documentation report shall consist of a report that documents the historic significance and physical appearance of an historic resource. The report shall be prepared by a historic resources consultant meeting the Secretary of the Interior's professional qualification standards and in accordance with the guidelines established by the Historic Resources Commission. The report may take the form of a narrative with attached photographs and shall include a completed California Department of Parks and Recreation Historic Inventory Form.

50. TRAFFIC / PARKING STUDY

A traffic study shall be prepared by a licensed traffic engineer, in accordance with County and industry standards. As an option, the applicant can elect to have the County retain a traffic consultant, and have the traffic study included within the CEQA environmental review process carried out for the proposed project. The study shall include an evaluation of Vehicle Miles Traveled, as well as existing Levels of Service at intersections and road/highway segments within the vicinity of the project site, including the existing and post-project peak AM and PM trips to and from the project site.

The intersections and segments to be studied shall be reviewed and agreed to by county staff, and advance consultation with the Planning Department transportation planner and the Public Works Department traffic engineer regarding such, as well as other content, methodology and assumptions to be included in the traffic study, is strongly recommended. The study shall also include the proposed level of service including the project, taking into account the peak trips that would be added by the project, and determine cumulative traffic conditions.

A parking study may also be required, which analyzes existing parking demand and the parking demand created by the project.

51. AFFORDABLE HOUSING PLAN

The Affordable Housing Plan must include the following information:

- a. Number, affordability level, unit type, tenure, number of bedrooms, location, size of unit and parcel, and design of all market rate and inclusionary units.
- b. Construction schedule and phasing of inclusionary units in relation to market-rate units. Note: All affordable units shall be constructed prior to, or concurrently with the construction of market rate units.
- c. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration.
- d. Participation in Affordable Housing Program pursuant to Chapter 17.10.
- e. Any incentive/concession requested pursuant to Chapter 17.12 (density bonus projects). Note: See Chapter 17.12 for a complete list of items required if applying for a density bonus.
- f. Such additional information as may be required by the Director to ensure conformance of the project with Santa Cruz County's affordable housing requirements and the County's General Plan.



52. CONSTRUCTION PROGRAM

A construction program shall contain information related to development activities, including the following:

- a. A site plan showing areas where grading and construction will take place, soils will be stockpiled, laydown areas for building materials, parking for construction workers, and temporary facilities such as portable toilets, construction signs, temporary areas for secure storage and construction trailers will be located. The location of power generators or temporary power poles shall also be shown.
- b. Dust reduction consistent with the Monterey Bay Area Air Resources District's basic control measures.
- c. An erosion control and/or storm water pollution prevention plan, as required by the Department of Public Works.
- d. A traffic control plan, as required by the Department of Public Works.
- e. The location and design of tree protection fencing and any other fencing necessary to provide environmental safeguards during construction.
- f. Construction phasing and the timing during any given year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, quiet interior work or finish work, septic system and utilities installation.

53. TEMPORARY CONSTRUCTION TRAILER

For commercial and Subdivision projects only. In the event a temporary construction trailer will be necessary during construction of the project, indicate the proposed location of the trailer on the Site Plan, planned duration of the temporary trailer, proposed hours of occupancy, number of occupants anticipated, and size specifications of the trailer.

54. TIMBER HARVEST PLAN

A timber harvest plan shall be prepared by a licensed forester in accordance with Cal Fire's guidelines.

55. PROOF OF ON-SITE NOTICING

Pursuant to Santa Cruz County Code Section 18.10.224, proof of on-site noticing.



County of Santa Cruz

DEPARTMENT OF COMMUNITY DEVELOPMENT AND INFRASTRUCTURE

701 OCEAN STREET, FOURTH FLOOR, SANTA CRUZ, CA 95060-4070
Planning (831) 454-2580 Public Works (831) 454-2160

December 3, 2024

Matson Britton Architects
Attn Cove Britton
728 N Branciforte
Santa Cruz, CA 95062

Subject: Application #: **241450**; Assessor's Parcel #: **028-242-25**
Owner: **Alex MacDonell**

Dear Cove Britton:

This letter is to inform you that as of December 3, 2024, the County of Santa Cruz Planning Department has received payment of applicable application fees and accepted the above referenced application. Once Planning receives an application, including requisite fees, staff can begin its 30-day completeness review. (See County Code §§18.10.210 and 18.10.210, and Government Code §65943; see also Cal. Const. art. XVI, §6.) Since the fee was paid today, a determination regarding the completeness of your application will be rendered no later than 30-days from today's date.

Should you have further questions concerning this application, please contact me at:
(831) 454-3118 or e-mail: nathan.macbeth@santacruzcountyca.gov

Sincerely,

Nathan MacBeth

Nathan MacBeth
Project Planner
Development Review

Cc: Alex MacDonell