



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

May 4, 2026

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

Subject: Public Hearing to consider appeal of the Planning Division's completeness determination for application #251393, a Coastal Development Permit to remove excess landslide debris from the bluff face and to construct debris flow fencing and drainage improvements behind an existing retaining wall in the rear yard.

Members of the Commission:

On October 3, 2025, application #251393 was submitted to the Community Development and Infrastructure Department. The application included a proposal to remove landslide debris, construct a debris flow fence, and install drainage improvements on the hillside at the rear of a house located at 303 Beach Drive, requiring a Coastal Development Permit. The application has been determined to be incomplete for processing twice by County Staff, and the applicant has appealed the determination (Attachment 1), as allowed under Santa Cruz County Code 18.10.320.

Project Timeline

The application was initially submitted to the department on October 3, 2025. On October 31, 2025, the application was determined to be "incomplete" (Attachment 2). The first resubmittal was subsequently submitted for review on February 2, 2026, and again determined "incomplete" on March 6, 2026 (Attachment 3).

Determination of Complete/Incomplete Applications

A public agency's application completeness review is limited to the items on the agency submittal requirement checklist, pursuant to Government Code Sections 65943(a) and 65940. This checklist indicates the criteria that the agency will apply in order to determine the completeness of any application submitted for development approval. In the County of Santa Cruz, the submittal requirement checklist is referred to as the Universal List of Required Information (LORI) and is included for reference in this report as Attachment 4.

Though legally described as the process of evaluating whether the submittal contains the minimum items required by the submittal checklist (LORI), in practice the evaluation also assists in scoping the project to understand permit requirements and regulatory compliance. i.e., does the project submittal package contain sufficient information for staff to proceed with a compliance

recommendation to the decision maker. Once an application is deemed complete, the Permit Streamlining Act generally limits the agency's ability to require additional project plan information, except for materials necessary to conduct review under California Environmental Quality Act (CEQA).

2nd Incomplete Letter

On March 6, 2025, staff determined the application remained "incomplete" (Attachment 2) for not including the information in the first round of review, with the following comments further detailing the outstanding items and the basis of the request:

- "Universal List of Required Information (LORI) item 2(f): Structures and site improvements are required to be drawn to scale. The response letter and sections on Sheet C-2 indicate that the location of the fence is 10 to 15 feet from the existing retaining wall and the height of the wall is yet to be determined. Please provide some additional clarification on the anticipated range of heights or setbacks proposed for the debris wall."

And,

- "The parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).

Please provide a modification worksheet and associated modification plan that clearly delineates demolition of existing exterior and interior walls at the garage/bathroom as needed to provide construction access as noted on sheet C-1 (note states "site access thru garage").

Note that we have received a preliminary cost estimate for the proposed modifications to the structure prepared by RI Engineering in the amount of approximately \$10,000."

Appeal

The project architect, Matson Britton Architects, filed an appeal in accordance with the procedure outlined in SCCC 18.10.320 on March 16, 2026. That letter is included in this report as Attachment 1. The appeal contains seven reasons serving as the basis of their appeal:

1. The application contains the materials required for completeness under Government Code section 65943.
2. The submitted plan provides scaled drawing sufficient for completeness review.
3. Temporary construction access does not constitute a structural modification requiring a modification worksheet.
4. The proposed structure is a debris interception fence.
5. Requests for visual simulations or similar analysis are unnecessary for a residential fence.
6. The application contains sufficient information to proceed with substantive review.
7. CEQA status and Permit Streamlining Act timelines.

Of these seven reasons, there are only four which pertain to application completeness (Items 1, 2, 3 and 6) identified in the March 2 Incomplete letter, which is the subject of appeal. As noted above, staff identified two areas of incompleteness (heights/setbacks and modification worksheet). The remaining items have not been identified by Staff as missing information. As the sole matter before the Commission is whether the submitted materials are complete, only items 1, 2, 3, and 6 bear on that determination. The remaining appeal items (4, 5, and 7) raise substantive policy questions outside the scope of a completeness determination and are not before the Commission today.

Response to Appeal

As noted in the first comment contained in the 2nd Incomplete Letter, the LORI requires structures and site improvements to be drawn to scale (LORI Item 2f):

“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 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.”

The submitted plans explicitly identify that the height and location of the wall are “to be determined”. **The staff request for additional plan information to clarify the location and height of the wall is consistent with the submittal requirement of the LORI.**

The second request, for a modification worksheet and modification plan, is similarly identified explicitly as an objective submittal requirement in the LORI (Item #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.”

As noted in the second comment, “the parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).” **The applicant’s opinion that temporary construction does not constitute structural modification is a matter of policy and not a matter of application completeness under consideration by your Commission.**

Next Steps

Should the Commission uphold the Staff determination that the project is “incomplete” pursuant to the LORI, the applicant would have the opportunity to submit the required material for review by Staff. Failure to submit the required information within 90 days of the request renders the

application abandoned, pursuant to SCCC 18.10.430. Once the requisite materials are submitted, a recommendation to the appropriate hearing body (the Zoning Administrator) would be prepared by Staff.

A decision to determine the application complete for processing would commence hearing and approval deadlines for the project, pursuant to Government Code 65950 through 65952, requiring approval or disapproval of the project within 60 or 180 days, depending on whether the project is found to be exempt from CEQA or if further Environmental Review is required.

Recommended Action

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

Uphold the determination that the project materials submitted for Coastal Development Application 251393 are “incomplete” pursuant to the required objective LORI, based on the letter prepared by Staff and sent to the appellant on March 6, 2026.

Should you have further questions concerning this application, please contact me at: (831) 454-3227 or e-mail: evan.ditmars@santacruzcountyca.gov

Sincerely,



Evan Ditmars

Evan Ditmars
Project Planner
Development Review

Attachments

Attachment 1: Appellant Letter, dated March 10, 2026

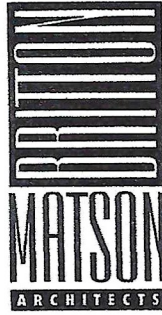
Attachment 2: First Incomplete Letter, dated October 31, 2025

Attachment 3: Second Incomplete Letter, dated March 6, 2026

Attachment 4: Universal List of Required Information (LORI)

Attachment 5: Project Plans (3 Sheets), prepared by R.I. Engineering, dated August 2025

March 10, 2026



Planning Director
Santa Cruz County Planning Division
701 Ocean Street, Fourth Floor
Santa Cruz, CA 95060

Re: Appeal of Determination of Incomplete Application

Application No. 251393

APN 043-082-70

Dear Planning Director,

Pursuant to Government Code §65943 and Santa Cruz County Code §18.10.320, I hereby appeal the Planning Division's March 6, 2026 determination that the above-referenced development permit application remains incomplete.

The application includes scaled plans, a geologic and geotechnical investigation prepared by licensed professionals, and the other materials required by the County's adopted submittal requirements. The March 6 letter identifies two issues as the basis for the continued incompleteness determination: (1) clarification of the proposed debris fence dimensions and location, and (2) submission of a modification worksheet relating to temporary construction access through the garage.

For the reasons described below, neither issue provides a lawful basis to maintain the application as incomplete under the Permit Streamlining Act ("PSA").

1. The application contains the materials required for completeness under Government Code §65943.

The Permit Streamlining Act strictly limits completeness review to determining whether an application contains the materials required by the agency's adopted submittal requirements. Once those materials have been submitted, the application must be deemed complete.

The application includes a geologic and geotechnical investigation addressing the slope conditions and the proposed debris interception fence. The County's March 6 letter acknowledges that these reports were submitted. However, the letter does not identify any required geologic or geotechnical report that is missing from the application materials.

728 NORTH
BRANCIORTE
SANTA CRUZ
CA 95062
877-877-3797

Attachment 1
Application 251393

If County staff or its consultants disagree with the conclusions or recommendations contained in the submitted reports, that disagreement must be addressed during substantive permit review through findings, conditions of approval, or other appropriate means. A disagreement with the conclusions of a submitted technical report does not render the application incomplete under Government Code §65943.

Government Code §65943 also requires that an incompleteness determination provide an **exhaustive list of the specific items that are missing from the application based on the agency's adopted submittal requirements**. The March 6 letter does not identify any required geologic or geotechnical report that has not been submitted, nor does it identify any other required application material that is missing. Instead, the remaining issues appear to involve staff evaluation of the conclusions contained in the submitted reports. Such evaluation is properly part of substantive permit review and cannot be used to delay the completeness determination.

2. The submitted plans provide scaled drawings sufficient for completeness review.

The plans submitted with the application depict the proposed debris interception fence to scale and show its relationship to the existing retaining wall, residence, and surrounding site conditions. The plans identify the proposed fence location and design parameters based on the geotechnical analysis.

The precise height and final alignment of the fence necessarily depend on the geotechnical conditions addressed in the submitted reports and may ultimately be refined through the permit review process. At the discretionary permit stage, agencies routinely establish design parameters and address final engineering details through permit conditions, including maximum structure height, minimum setbacks, and final geotechnical approval.

The plans therefore provide sufficient information for staff and reviewing agencies to evaluate the project at this stage. Requiring final engineering dimensions prior to permit review is inconsistent with the purpose of completeness review under the PSA.

3. Temporary construction access does not constitute a structural modification requiring a modification worksheet.

Environmental Planning staff requested submission of a "modification worksheet" based on the temporary removal of a portion of the garage wall to allow construction access to the bluff. As previously explained to staff, this temporary opening is solely a construction staging measure and does not represent a permanent modification to the residence.

Attachment 1
Application 251393

Temporary construction access measures are routinely addressed through construction drawings and permit conditions and do not constitute structural modifications requiring a separate modification worksheet as part of a development permit application. Because the proposed access measure is temporary and the structure will be restored following construction, it does not provide a lawful basis to deem the application incomplete.

4. The proposed structure is a debris interception fence.

Some review comments characterize the project as a shoreline protection structure. The application does not propose shoreline armoring such as a seawall, revetment, or bluff stabilization structure intended to armor the shoreline.

The proposed project involves installation of a debris interception fence on private property landward of the existing residence. The fence is intended to intercept localized debris movement and landslide material originating from the bluff above the residence. It does not alter shoreline processes, affect coastal sediment transport, or interfere with beach access.

Property owners routinely install fences and similar site improvements on residential properties throughout the Coastal Zone subject to permit review. Although the proposed fence has been designed to intercept debris movement from the bluff above the residence, it remains a fence located on private property and should be evaluated as such.

The applicant has previously provided information regarding similar structural hazard-mitigation measures at this site, including pin piers intended to address slope instability. In that prior application, the County required the applicant to provide information as though the pin piers were shoreline protection structures. The Coastal Commission ultimately denied that permit. The present application proposes hazard-mitigation measures associated with the residence located below the previously proposed work and does not concede that these structural elements constitute shoreline protection structures. The classification of such features is a substantive regulatory question that must be addressed during permit review rather than through the completeness determination.

I previously requested clarification from County staff regarding the technical or regulatory basis for the assertion that the proposed debris interception fence constitutes a shoreline protection structure. No explanation or supporting analysis has been provided. Whether the proposed fence is properly classified as shoreline protection is a substantive interpretive issue that must be addressed during permit review and does not render the application incomplete.

The proposed debris interception fence and associated structural measures are intended to address a documented slope and debris hazard affecting the residence. The question of how those measures should be classified under the County's coastal regulations is properly resolved during substantive permit review and does not determine whether the application is complete.

5. Requests for visual simulations or similar analysis are unnecessary for a residential fence.

The County's correspondence references potential visual considerations associated with the proposed fence. I am willing to consider reasonable design refinements—such as vegetation or material treatments—if staff believes they are warranted.

However, the structure proposed in this application is a fence located landward of an existing residence. Fences and similar site improvements are routinely installed on residential properties throughout the Coastal Zone and are commonly reviewed through Coastal Development Permits without requiring visual simulations or detailed visual analysis.

Visual simulations are typically requested where development may obstruct or significantly alter public coastal views, such as large structures, bluff armoring, or development located seaward of existing residences. That circumstance is not present here. The proposed fence is located behind the existing residence and does not obstruct public views of the ocean.

While the fence is designed to intercept potential debris movement from the bluff above, it remains a fence located on private property and should not be treated as a specialized visual-resource issue. Expanding the review of a residential fence into detailed visual analysis would unnecessarily elevate a routine site improvement into a specialized visual-resource exercise unrelated to determining application completeness.

Any reasonable design refinements can appropriately be addressed during substantive permit review if necessary.

6. The application contains sufficient information to proceed with substantive review.

The application includes scaled plans, geologic and geotechnical reports, and other supporting materials required by the County's submittal requirements. The remaining issues identified in the March 6 letter—including evaluation of geotechnical conclusions,

**Attachment 1
Application 251393**

visual considerations, and engineering design details—are matters appropriately addressed during substantive permit review.

The PSA was enacted to prevent agencies from delaying permit processing by requiring applicants to resolve substantive technical issues prior to determining application completeness. The materials submitted with Application No. 251393 satisfy the County’s submittal requirements and are sufficient to allow the project to proceed to full review.

7. CEQA status and Permit Streamlining Act timelines.

Once the application is determined to be complete, I respectfully request that the County identify the CEQA status of the proposed project so that the applicable Permit Streamlining Act decision timelines may be understood.

The proposed installation of a debris interception fence and associated minor grading appears to qualify for one or more categorical exemptions under the CEQA Guidelines, including but not limited to the Class 3 exemption for small structures (Guidelines §15303) and the Class 4 exemption for minor alterations to land (§15304). Clarification of the project’s CEQA status will allow the applicant to understand the applicable statutory decision timelines.

Conclusion

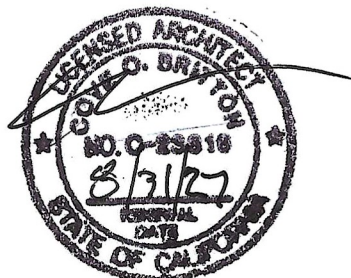
The application contains the materials required for completeness and provides sufficient information for the County to proceed with substantive review of the proposed debris interception fence. Technical disagreements regarding the geologic or geotechnical reports, or staff interpretations regarding the classification of the fence, must be addressed during permit review rather than through the completeness determination process.

For these reasons, the March 6, 2026 determination that Application No. 251393 remains incomplete is inconsistent with Government Code §65943.

Accordingly, I respectfully request that the Planning Commission grant this appeal and determine that Application No. 251393 is complete.

Sincerely,

Cove Britton
Matson Britton Architects



Attachment 1
Application 251393



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
<https://cdi.santacruzcountyca.gov/>

October 31, 2025

Richard Irish
303 Potrero St, 42-202
Santa Cruz, CA 95060

Subject: **Incomplete Application - Additional Information Required**
Application #: **251393**; Assessor's Parcel #: **043-082-70**
Owner: **M Shine LLC (Elan and Maureen Sheinman)**

Dear Richard Irish:

This letter is to inform you of the status of your application. On 10/3/23, the above-referenced application was submitted for a development permit with the Santa Cruz County Planning Division. 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.

Items of Incomplete Application

1. Please submit full and complete sets of revised plans which include the following information:
 - a. On C1 site plan, address the following:
 - i. Please show the R-1-6 zone district setback lines.
 - ii. Please provide clarification on the final project location. The site plan states the final location will be determined by the project geologist, but based on the debris fence labeling it will be 10-15 feet from the existing retaining wall.
 - iii. Please indicate the extent of area where erosion control netting is proposed to be installed.
 - iv. Please show clear boundaries of the proposed grading and disturbance areas.
 - v. Please clarify that improvements shown as “proposed” on adjacent APN 043-082-13 are not within the application’s scope of work.
 1. Please adjust the existing slope line to reflect current site conditions, as necessary.

Attachment 2
Application 251393

- vi. Please include height measurements in addition to elevations for the existing retaining wall.
 - vii. Please clarify the nature of the dashed lines extending upslope from the fence structure.
 - viii. Earthwork quantities are approximated at 100 cubic yards, which is inconsistent with the technical reports. Please update and/or clarify as needed.
 - b. Please provide a construction/operation plan which includes the plans for equipment staging and employee parking at the site.
 - c. Please elaborate on planned access through the rear of the garage, including the extent of structural modifications.
 - i. Note that the approved remodel project included requirements limiting the extent and costs of work. Please ensure to verify that the proposed project changes are consistent with those limitations.
 - d. Please provide elevations along the full length of the proposed debris fence, showing existing and proposed grade.
 - e. Please provide a photo rendering of the proposed project in relation to the surrounding properties.
 - i. Note that project changes resulting in a different fence or configuration may require additional renderings. Please consider including multiple configuration and renderings.
 - ii. Attached images indicate preferred perspectives for project review.
 - f. Please provide a color and material matrix for all aspect of the project.
 - g. Please include all revisions requested by each of the reviewing agencies listed below.
2. 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:

- CDI Environmental Planning (Jessica DeGrassi – jessica.degrass@santacruzcountyca.gov):

Completeness Items:

Attachment 2
Application 251393

a) The parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).

b) Please provide a modification worksheet and associated modification plan that clearly delineates demolition of existing exterior and interior walls at the garage/bathroom as needed to provide construction access as noted on sheet C-1 (note states “site access thru garage”).

c) Please also provide a cost estimate for any modifications to the structure.

- Coastal Commission Review (Nolan Clark – Nolan.clark@coastal.ca.gov): See attached comments

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:

- County Code Section 13.20.130 and 13.11 (Coastal Development and County Design Criteria): The submitted materials do not sufficiently demonstrate that the project will comply with the Coastal Zone design criteria, including visual impacts from the beach. It is recommended to provide additional visual mitigation measures for the project, including vegetative screening, where feasible. If screening is not feasible, please provide analysis. See comments in Additional Information below.

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:

CDI Environmental Planning (Jessica DeGrassi – jessica.degrassi@santacruzcountyca.gov):

Attachment 2
Application 251393

See attached comments

Coastal Commission Review (Nolan Clark – Nolan.clark@coastal.ca.gov): 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 geologic and soils report review (REV251145), 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).

Additional Information

The following items are included as general information, which are intended to assist you in understanding the application review process and County requirements, and do not need to be addressed in order for your application to be declared complete.

1. The eplan portal will be unlocked for resubmittal upon the issuance of this letter. Please let us know when you have uploaded the requested materials into the eplan portal.
2. The roof design approved on application 231502 would provide some additional screening when viewed from the street. Consider including renderings of the proposed design to represent the proposed construction.
3. Note that CDI Stormwater Management will receive a project review routing on the next resubmittal.

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 **12/30/25**, 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

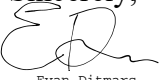
As mandated by the Permit Streamlining Act, the County follows the application completeness

Attachment 2
Application 251393

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. 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., 11/14/25.

Should you have further questions concerning this application, please contact me at:
(831) 454-3227, or e-mail: evan.ditmars@santacruzcountyca.gov

Sincerely,

Evan Ditmars
Project Planner
Development Review

Attachment 2
Application 251393



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

**Planning Review Comments 1,
all routings from all agencies**
251393
APN 043-082-70

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: 10/22/2025

Alexandra Corvello (ACORVELLO) : Complete

Coastal Commission Review

Routing No. 1 Review Date: 10.22.25.25

Complete: Nolan Clark (Nolan.clark@coastal.ca.gov)

Project Description:

The proposed project entails the excavation and removal of approximately 100 cubic yards of landslide material, the installation of drainage improvements at the base of the slope, and the construction of a debris flow fence on, along, and at the base of the coastal bluff landward of 303 Beach Drive (APN 043-082-70) in the Aptos area.

Comments:

- **1. Eligibility for Armoring.** LUP Policy 6.2.16 (Structural Shoreline Protection Measures) limits the use of structural shoreline protection measures to protect existing structures from a significant threat. IP Section 16.10.070(H)(3) furthers this limitation by only allowing shoreline protection structures when there is a significant threat to an existing structure. Thus, the LCP requires that 1) the residence constitute an “existing” structure in order to be eligible for shoreline armoring, and 2) that there is a demonstration of a significant threat to the structure in question (i.e., in danger of erosion within the next 2-3 storm cycles). An existing structure is a structure which has not been substantially redeveloped (i.e., replacement or modification of more than 50% of any major structural component, such as the structural elements of the roof, foundation, or exterior load-bearing walls) since the implementation of the Coastal Act on January 1, 1977. In this case, the development history of the subject residence is not clearly described in the application materials, and it is unclear whether the residence can be considered existing pursuant to the Coastal Act and LCP. Please update the project materials to clarify whether the residence constitutes an existing structure.

- **1. Geotechnical Assessment/Alternatives Analysis.** The geotechnical and geologic bluff stability assessment submitted with the subject application (“Geotechnical and Geologic Bluff Stability Assessment, 303 Beach Drive, Aptos, California” prepared by Pacific Crest Engineering and dated May 27, 2025) is predicated on additional shoreline protection on the property upslope at 266 Cliff Court,

Attachment 2
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Print Date: 10/31/2025
Page: 1



Coastal Commission Review

Routing No: 1 | Review Date: 10/22/2025

Alexandra Corvello (ACORVELLO) : Complete

stating:

The findings, conclusions and recommendations presented in this report have been developed with the assumption that the proposed pin pile wall on the upslope property located at 266 Cliff Court will be constructed prior to, or concurrent with, the proposed bluff stabilization work on your property. Any debris flow mitigation that commences without the pin pile wall in place will require substantial design changes, rendering the recommendations of this report invalid.

A pin pile wall at 266 Cliff Court was denied by the Commission on March 15, 2024 (Commission appeal and CDP application A-3-SCO-23-0051) with direction to explore solutions to protect any existing threatened properties along Beach Drive located at the base of the bluff including, for example, the proposed project or something similar. Accordingly, the geotechnical investigation shall not assume that a pin pier wall will be constructed at 266 Cliff Court. We would note that other debris flow fences have been constructed immediately landward of the homes along Beach Drive (including at 373 and 375 Beach Drive) to mitigate landsliding/debris flows. Accordingly, it is incumbent upon the County and geotechnical consultants to demonstrate the extent to which the proposed project will mitigate risk without reliance on what occurs on adjacent properties, and if the subject debris fence alone is deemed insufficient to protect the home, any accompanying solutions/design modifications that can be employed on the subject property in concert with the proposed project as is required by the LCP (see IP Section 16.10.070(H)(3)(c), which requires any shoreline armoring proposal to include a “thorough analysis of all reasonable alternatives”). Moreover, and as noted again below, the LCP also requires any armoring to be sited as close as possible to the structure requiring protection, and thus any alternatives considered should also satisfy this requirement.

1. Visual Resource Impacts and Mitigation. IP Section 16.10.070(H)(3)(d) states that shoreline protection structures “shall be placed as close as possible to the development or structure requiring protection” and “shall minimize visual impacts by employing materials that blend with the color of natural materials in the area.” The project plans submitted with the subject CDP application indicate that the debris flow fence will be sited approximately 20 feet behind the residence and extending to a height of approximately 12 feet above the top of the residence, potentially intruding into the viewshed as seen from the beach and along Beach Drive below. Notably, the project plans further indicate that the final location of the debris flow fencing will be “determined by project geologist and geotechnical engineer.” In order to minimize visual impacts, the proposed project materials should be updated to site the debris flow fence as close as possible to the residence, and design elements and materials to minimize impacts to visual resources should be considered (e.g., vegetative screening, camouflage, bluff-like colors, etc.). We further recommend that a visual simulation of the project (including as seen from the beach and Beach Drive from a number of vantage points) is provided in order to evaluate potential visual resource impacts.

Environmental Planning

Routing No: 1 | Review Date: 10/30/2025

Jessica DeGrassi (JDEGRASSI) : Incomplete

251393 Comments

Completeness Comments

1. The parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).

a. Please provide a modification worksheet and associated modification plan that clearly delineates demolition of existing exterior and interior walls at the garage/bathroom as needed to provide construction access as noted on sheet C-1 (note states “site access thru garage”).

b. Please also provide a cost estimate for any modifications to the structure.

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Print Date: 10/31/2025
Page: 2



Environmental Planning

Routing No: 1 | Review Date: 10/30/2025

Jessica DeGrassi (JDEGRASSI) : Incomplete

Compliance Comments

The project includes construction of a new shoreline protection structure under County Code section 16.10.040(59) which defines “shoreline protection structure” as any structure or material, including but not limited to riprap or a seawall, placed in an area where coastal processes operate. Therefore, the project does not comply with the following County Code section 16.10.070(H)(3) “Shoreline Protection Structures”.

Shoreline protection structures shall be governed by the following:

- (a) Shoreline protection structures shall only be allowed on parcels where both adjacent parcels are already similarly protected, or where necessary to protect existing structures from a significant threat, or on vacant parcels which, through lack of protection threaten adjacent developed lots, or to protect public works, public beaches, and coastal dependent uses. Note: New shoreline protection structures shall not be allowed where the existing structure proposed for protection was granted an exemption pursuant to subsection (H)(2) of this section.
- (b) Seawalls, specifically, shall only be considered where there is a significant threat to an existing structure and both adjacent parcels are already similarly protected.
- (c) Application for shoreline protective structures shall include thorough analysis of all reasonable alternatives to such structures, including but not limited to relocation or partial removal of the threatened structure, protection of only the upper bluff area or the area immediately adjacent to the threatened structure, beach nourishment, and vertical walls. Structural protection measures on the bluff and beach shall only be permitted where nonstructural measures, such as relocating the structure or changing the design, are infeasible from an engineering standpoint or are not economically viable.
- (d) Shoreline protection structures shall be placed as close as possible to the development or structure requiring protection. The project as designed does not comply with the requirement to locate the catchment fence as close to the structure requiring protection.
- (e) Shoreline protection structures shall not reduce or restrict public beach access, adversely affect shoreline processes and sand supply, adversely impact recreational resources, increase erosion on adjacent property, create a significant visual intrusion, or cause harmful impacts to wildlife or fish habitat, archaeological or paleontological resources. Shoreline protection structures shall minimize visual impact by employing materials that blend with the color of natural materials in the area.
- (f) All protection structures shall meet approved engineering standards as determined through environmental review.
- (g) All shoreline protection structures shall include a permanent, County approved, monitoring and maintenance program.
- (h) Applications for shoreline protection structures shall include a construction and staging plan that minimizes disturbance to the beach, specifies the access and staging areas, and includes a construction schedule that limits presence on the beach, as much as possible, to periods of low visitor demand. The plan for repair projects shall include recovery of rock and other material that has been dislodged onto the beach.

Misc Comment

The Geotechnical and Geologic reports are currently under review. Further comments may be forthcoming after the review has been completed, and the results of the report review may impact the project design.

Project Review

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County of Santa Cruz Planning Division
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***Planning Review Comments 1,
all routings from all agencies***

251393
APN 043-082-70

Project Review

Routing No: 1 | Review Date: 10/31/2025

Evan Ditmars (EDITMARS) : Incomplete

See attached letter

Planning Technician

Routing No: 1 | Review Date: 10/03/2025

Donovan Arteaga (DARTEAGA) : Complete

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Application 251393

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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
<https://cdi.santacruzcountyca.gov/>

March 6, 2026

Richard Irish
303 Portero St, 42-202
Santa Cruz, CA 95060

Subject: **Incomplete Application - Additional Information Required**
Application #: **251393**; Assessor's Parcel #: **043-082-70**
Owner: **M Shine LLC (Elan and Maureen Sheinman)**

Dear Richard Irish:

This letter is an update on the status of your application. On February 5, 2026, you submitted additional materials for the above-listed development permit application. The most recent submittal has been reviewed and it has been determined that your application remains **incomplete**. Additional information continues to be necessary to allow further processing of your application.

Items of Incomplete Application

1. Please submit full and complete sets of revised plans which include the following information:
 - a. Universal List of Require Information (LORI) item 2(f): Structures and site improvements are required to be drawn to scale. The response letter and sections on Sheet C-2 indicate that the location of the fence is 10 to 15 feet from the existing retaining wall and the height of the wall is yet to be determined. Please provide some additional clarification on the anticipated range of heights or setbacks proposed for the debris wall.
 - i. See Additional Information section for further discussion.
 - b. Please include all revisions requested by each of the reviewing agencies listed below.
2. 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:

Attachment 3
Application 251393

- CDI Environmental Planning (Jessica DeGrassi, jessica.degrassi@santacruzcountyca.gov)
 1. The parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).

Please provide a modification worksheet and associated modification plan that clearly delineates demolition of existing exterior and interior walls at the garage/bathroom as needed to provide construction access as noted on sheet C-1 (note states “site access thru garage”).

Note that we have received a preliminary cost estimate for the proposed modifications to the structure prepared by RI Engineering in the amount of approximately \$10,000.

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:

1. County Code Section 13.20.130 and 13.11 (Design Criteria for Coastal Development and County Design Criteria): The resubmittal letter provides some aspects of the proposed design, but the absence of design plans, renderings, or representative photographs limits analysis of visual impacts of the proposed project. Please consider providing some additional discussion pertaining to whether the project can support vegetative screening in the proposed location, whether placement of the proposed structure closer to the dwelling would reduce the visual impacts, or if the dwelling in existing configuration or approved remodel would screen structure from view.

Please review the attached preliminary review comments from all 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:

- CDI Environmental Planning (Jessica DeGrassi, jessica.degrassi@santacruzcountyca.gov)
 - See attached comments.

Technical Reports Under Review

This application is associated with a geologic and geotechnical report review (REV251145), 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

Attachment 3
Application 251393

section 18.10.320 (administrative appeals).

Additional Information

The following items are included as general information, which are intended to assist you in understanding the application review process and County requirements, and do not need to be addressed in order for your application to be declared complete.

2. Relating to Incomplete Item #a, it would be helpful to provide background information relating to how the design and location of the debris wall was determined, including what factors or constraints will influence the final design and location. Specifically, discussion is requested which speaks to how the height increases (or decreases) if the structure is sited at the existing concrete retaining wall versus 10-15 feet (or more) upslope. This discussion can be submitted as part of the alternatives analysis.
3. The previous application for remodel (231502) deferred review of a modification worksheet and constructions costs, noting that exceeding the referenced thresholds could render that approval void. The proposed project may affect the ability of the approved remodel to comply with the conditioned requirements of permit 231502.
4. As discussed in the Compliance section above, additional details relating to the final design are requested prior to preparation of the staff report.
5. Please confirm if the project includes winter barley and mulching on the hillside downslope of the debris wall or if other landscaping can or will be installed in that area.

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 **5/4/26**, 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. 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

Attachment 3
Application 251393

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., 3/20/26.

Should you have further questions concerning this application, please contact me at: (831) 454-3227, or e-mail: evan.ditmars@santacruzcountyca.gov

Sincerely,



Evan Ditmars

Evan Ditmars
Project Planner
Development Review

Attachment 3
Application 251393



County of Santa Cruz Planning Division
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**Planning Review Comments 1,
all routings from all agencies**
251393
APN 043-082-70

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: 10/22/2025

Alexandra Corvello (ACORVELLO) : Complete

Coastal Commission Review

Routing No. 1 Review Date: 10.22.25.25

Complete: Nolan Clark (Nolan.clark@coastal.ca.gov)

Project Description:

The proposed project entails the excavation and removal of approximately 100 cubic yards of landslide material, the installation of drainage improvements at the base of the slope, and the construction of a debris flow fence on, along, and at the base of the coastal bluff landward of 303 Beach Drive (APN 043-082-70) in the Aptos area.

Comments:

- **1. Eligibility for Armoring.** LUP Policy 6.2.16 (Structural Shoreline Protection Measures) limits the use of structural shoreline protection measures to protect existing structures from a significant threat. IP Section 16.10.070(H)(3) furthers this limitation by only allowing shoreline protection structures when there is a significant threat to an existing structure. Thus, the LCP requires that 1) the residence constitute an “existing” structure in order to be eligible for shoreline armoring, and 2) that there is a demonstration of a significant threat to the structure in question (i.e., in danger of erosion within the next 2-3 storm cycles). An existing structure is a structure which has not been substantially redeveloped (i.e., replacement or modification of more than 50% of any major structural component, such as the structural elements of the roof, foundation, or exterior load-bearing walls) since the implementation of the Coastal Act on January 1, 1977. In this case, the development history of the subject residence is not clearly described in the application materials, and it is unclear whether the residence can be considered existing pursuant to the Coastal Act and LCP. Please update the project materials to clarify whether the residence constitutes an existing structure.

- **1. Geotechnical Assessment/Alternatives Analysis.** The geotechnical and geologic bluff stability assessment submitted with the subject application (“Geotechnical and Geologic Bluff Stability Assessment, 303 Beach Drive, Aptos, California” prepared by Pacific Crest Engineering and dated May 27, 2025) is predicated on additional shoreline protection on the property upslope at 266 Cliff Court,

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Print Date: 11/04/2026
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Coastal Commission Review

Routing No: 1 | Review Date: 10/22/2025

Alexandra Corvello (ACORVELLO) : Complete

stating:

The findings, conclusions and recommendations presented in this report have been developed with the assumption that the proposed pin pile wall on the upslope property located at 266 Cliff Court will be constructed prior to, or concurrent with, the proposed bluff stabilization work on your property. Any debris flow mitigation that commences without the pin pile wall in place will require substantial design changes, rendering the recommendations of this report invalid.

A pin pile wall at 266 Cliff Court was denied by the Commission on March 15, 2024 (Commission appeal and CDP application A-3-SCO-23-0051) with direction to explore solutions to protect any existing threatened properties along Beach Drive located at the base of the bluff including, for example, the proposed project or something similar. Accordingly, the geotechnical investigation shall not assume that a pin pier wall will be constructed at 266 Cliff Court. We would note that other debris flow fences have been constructed immediately landward of the homes along Beach Drive (including at 373 and 375 Beach Drive) to mitigate landsliding/debris flows. Accordingly, it is incumbent upon the County and geotechnical consultants to demonstrate the extent to which the proposed project will mitigate risk without reliance on what occurs on adjacent properties, and if the subject debris fence alone is deemed insufficient to protect the home, any accompanying solutions/design modifications that can be employed on the subject property in concert with the proposed project as is required by the LCP (see IP Section 16.10.070(H)(3)(c), which requires any shoreline armoring proposal to include a “thorough analysis of all reasonable alternatives”). Moreover, and as noted again below, the LCP also requires any armoring to be sited as close as possible to the structure requiring protection, and thus any alternatives considered should also satisfy this requirement.

1. Visual Resource Impacts and Mitigation. IP Section 16.10.070(H)(3)(d) states that shoreline protection structures “shall be placed as close as possible to the development or structure requiring protection” and “shall minimize visual impacts by employing materials that blend with the color of natural materials in the area.” The project plans submitted with the subject CDP application indicate that the debris flow fence will be sited approximately 20 feet behind the residence and extending to a height of approximately 12 feet above the top of the residence, potentially intruding into the viewshed as seen from the beach and along Beach Drive below. Notably, the project plans further indicate that the final location of the debris flow fencing will be “determined by project geologist and geotechnical engineer.” In order to minimize visual impacts, the proposed project materials should be updated to site the debris flow fence as close as possible to the residence, and design elements and materials to minimize impacts to visual resources should be considered (e.g., vegetative screening, camouflage, bluff-like colors, etc.). We further recommend that a visual simulation of the project (including as seen from the beach and Beach Drive from a number of vantage points) is provided in order to evaluate potential visual resource impacts.

Routing No: 2 | Review Date: 02/20/2026

Evan Ditmars (EDITMARS) : Complete

Hi Evan,

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 excavation and removal of approximately 100 cubic yards of landslide material, the installation of drainage improvements at the base of the slope, and the construction of a debris flow fence on, along, and at the base of the coastal bluff landward of 303 Beach Drive (APN 043-082-70) in the Aptos area.

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**Planning Review Comments 1,
all routings from all agencies**
251393
APN 043-082-70

Coastal Commission Review

Routing No: 2 | Review Date: 02/20/2026

Evan Ditmars (EDITMARS) : Complete

Comments:

1.First Routing Comments. Comments made on the first routing for this CDP application (dated October 22, 2025) remain applicable as the scope of work proposed in this second routing has not substantively changed. Accordingly, those comments are attached for reference.

1.Pin Pile Wall. As noted in the comments made on the first routing for this CDP application, a pin pile wall at 266 Cliff Court was denied by the Commission on March 15, 2024 (Commission appeal and CDP application A-3-SCO-23-0051) with direction to explore solutions to protect any existing threatened properties along Beach Drive located at the base of the bluff, including, for example, the proposed project or something similar. Accordingly, the continued reliance on the construction of a pin pile wall at 266 Cliff Court is counter to that Commission directive, and the geotechnical investigation shall not assume that pin pile wall will be constructed at 266 Cliff Court. Thus, it is incumbent on the County and the geotechnical consultants to demonstrate the extent to which the proposed project will mitigate risk without reliance on what occurs on adjacent properties and, if the subject debris fence alone is deemed insufficient to protect the home, any accompanying solutions/design modifications that can be employed on the subject property in concert with the proposed project as is required by the LCP.

Please do not hesitate to contact me should there be any questions about these comments.

Thank you,

Nolan Clark
Coastal Planner

Central Coast District
California Coastal Commission
(831) 427-4863
coastal.ca.gov

Environmental Planning

Routing No: 1 | Review Date: 10/30/2025

Jessica DeGrassi (JDEGRASSI) : Incomplete

251393 Comments

Completeness Comments

1. The parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).

a. Please provide a modification worksheet and associated modification plan that clearly delineates demolition of existing exterior and interior walls at the garage/bathroom as needed to provide construction access as noted on sheet C-1 (note states "site access thru garage").

b. Please also provide a cost estimate for any modifications to the structure.

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Environmental Planning

Routing No: 1 | Review Date: 10/30/2025

Jessica DeGrassi (JDEGRASSI) : Incomplete

Compliance Comments

The project includes construction of a new shoreline protection structure under County Code section 16.10.040(59) which defines “shoreline protection structure” as any structure or material, including but not limited to riprap or a seawall, placed in an area where coastal processes operate. Therefore, the project does not comply with the following County Code section 16.10.070(H)(3) “Shoreline Protection Structures”.

Shoreline protection structures shall be governed by the following:

- (a) Shoreline protection structures shall only be allowed on parcels where both adjacent parcels are already similarly protected, or where necessary to protect existing structures from a significant threat, or on vacant parcels which, through lack of protection threaten adjacent developed lots, or to protect public works, public beaches, and coastal dependent uses. Note: New shoreline protection structures shall not be allowed where the existing structure proposed for protection was granted an exemption pursuant to subsection (H)(2) of this section.
- (b) Seawalls, specifically, shall only be considered where there is a significant threat to an existing structure and both adjacent parcels are already similarly protected.
- (c) Application for shoreline protective structures shall include thorough analysis of all reasonable alternatives to such structures, including but not limited to relocation or partial removal of the threatened structure, protection of only the upper bluff area or the area immediately adjacent to the threatened structure, beach nourishment, and vertical walls. Structural protection measures on the bluff and beach shall only be permitted where nonstructural measures, such as relocating the structure or changing the design, are infeasible from an engineering standpoint or are not economically viable.
- (d) Shoreline protection structures shall be placed as close as possible to the development or structure requiring protection. The project as designed does not comply with the requirement to locate the catchment fence as close to the structure requiring protection.
- (e) Shoreline protection structures shall not reduce or restrict public beach access, adversely affect shoreline processes and sand supply, adversely impact recreational resources, increase erosion on adjacent property, create a significant visual intrusion, or cause harmful impacts to wildlife or fish habitat, archaeological or paleontological resources. Shoreline protection structures shall minimize visual impact by employing materials that blend with the color of natural materials in the area.
- (f) All protection structures shall meet approved engineering standards as determined through environmental review.
- (g) All shoreline protection structures shall include a permanent, County approved, monitoring and maintenance program.
- (h) Applications for shoreline protection structures shall include a construction and staging plan that minimizes disturbance to the beach, specifies the access and staging areas, and includes a construction schedule that limits presence on the beach, as much as possible, to periods of low visitor demand. The plan for repair projects shall include recovery of rock and other material that has been dislodged onto the beach.

Misc Comment

The Geotechnical and Geologic reports are currently under review. Further comments may be forthcoming after the review has been completed, and the results of the report review may impact the project design.

Routing No: 2 | Review Date: 03/05/2026

Jessica DeGrassi (JDEGRASSI) : Incomplete

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Environmental Planning

2nd Review Comments 3.5.2026

Completeness Comments

1. The parcel is located within a mapped FEMA flood hazard zone (VE) and the project is therefore subject to the Geologic Hazards Ordinance section 16.10.070(H)(5).

Please provide a modification worksheet and associated modification plan that clearly delineates demolition of existing exterior and interior walls at the garage/bathroom as needed to provide construction access as noted on sheet C-1 (note states "site access thru garage").

Note that we have received a preliminary cost estimate for the proposed modifications to the structure prepared by RI Engineering in the amount of approximately \$10,000.

Compliance Comments

As stated in the first review comments, the project includes construction of a new shoreline protection structure under County Code section 16.10.040(59) which defines "shoreline protection structure" as any structure or material, including but not limited to riprap or a seawall, placed in an area where coastal processes operate. Therefore, the project materials do not demonstrate compliance with the following:

Shoreline protection structures shall be governed by the following:

(a) Shoreline protection structures shall only be allowed on parcels where both adjacent parcels are already similarly protected, or where necessary to protect existing structures from a significant threat, or on vacant parcels which, through lack of protection threaten adjacent developed lots, or to protect public works, public beaches, and coastal dependent uses.

Note: New shoreline protection structures shall not be allowed where the existing structure proposed for protection was granted an exemption pursuant to subsection (H)(2) of this section.

(b) Seawalls, specifically, shall only be considered where there is a significant threat to an existing structure and both adjacent parcels are already similarly protected.

(c) Application for shoreline protective structures shall include thorough analysis of all reasonable alternatives to such structures, including but not limited to relocation or partial removal of the threatened structure, protection of only the upper bluff area or the area immediately adjacent to the threatened structure, beach nourishment, and vertical walls. Structural protection measures on the bluff and beach shall only be permitted where nonstructural measures, such as relocating the structure or changing the design, are infeasible from an engineering standpoint or are not economically viable.

(d) Shoreline protection structures shall be placed as close as possible to the development or structure requiring protection.

The project materials do not show compliance with this requirement.

(e) Shoreline protection structures shall not reduce or restrict public beach access, adversely affect shoreline processes and sand supply, adversely impact recreational resources, increase erosion on adjacent property, create a significant visual intrusion, or cause harmful impacts to wildlife or fish habitat, archaeological or paleontological resources. Shoreline protection structures shall minimize visual impact by employing materials that blend with the color of natural materials in the area.

(f) All protection structures shall meet approved engineering standards as determined through environmental review.

(g) All shoreline protection structures shall include a permanent, County approved, monitoring and maintenance program.

(h) Applications for shoreline protection structures shall include a construction and staging plan that minimizes disturbance to the beach, specifies the access and staging areas, and includes a construction schedule that limits presence on the beach, as much as possible, to periods of low visitor demand. The plan for repair projects shall include recovery of rock and other material that has been dislodged onto the beach.

Misc Comment

1. The Geotechnical and Geologic reports are currently under review. Further comments may be forthcoming after the review has been completed, and the results of the report review may impact the project design.

2. Please note that the proposed cost of improvements to the structure (demolition/reconstruction of rear wall) will be included in the final cost of improvements to the structure under Coastal Development permit 231502, and will be reviewed for substantial improvement purposes.



County of Santa Cruz Planning Division
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***Planning Review Comments 1,
all routings from all agencies***

251393
APN 043-082-70

Project Review

Routing No: 1 | Review Date: 10/31/2025

Evan Ditmars (EDITMARS) : Incomplete

See attached letter

Routing No: 2 | Review Date: 03/05/2026

Evan Ditmars (EDITMARS) : Incomplete

See attached letter, emailed 3/5/26

Planning Technician

Routing No: 1 | Review Date: 10/03/2025

Donovan Arteaga (DARTEAGA) : Complete

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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.

*Information provided on the site plan shall be consistent with a site survey if one is provided or required for the project.

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.

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- Proposed combined total development area (per code definition) on A Zoned and CA Zoned sites.
 - Existing and proposed Floor Area
 - 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

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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 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, provide the location of any existing or proposed sewage disposal

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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.

- I. *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

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topography of the adjoining finished and/or natural grades. The preferred scale of ¼ 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.

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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.*

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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) 18.10.113, the applicant shall conduct a neighborhood meeting to explain the proposed development to and solicit comments from those in attendance. Review SCCC 18.10.113 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

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

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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.

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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 can accommodate a septic system.

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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.

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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.

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

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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.
- 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.

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- 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 13.10.324.

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 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 two visual renderings are required to depict the proposed project in relation to existing adjacent structures.

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

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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-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

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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 STUDIES

- a. **Vehicle Miles Traveled (VMT) Analysis** - A VMT analysis is required to identify transportation impacts under the California Environmental Quality Act (CEQA) for land use projects. Non-exempt projects generating over 110 daily vehicle trips require a VMT analysis. Please see [Analyzing Vehicle Miles Traveled for CEQA Compliance - SB 743 Implementation Guidelines for the County of Santa Cruz](#) for more detailed information on whether a VMT analysis will be required.

Additionally, VMT analysis is required if a new development project requires a Transportation Demand Management (TDM) program pursuant to [SCCC 13.16.200](#).

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- b. **Trip Generation Analysis** – A Trip Generation Analysis is typically required as a part of the VMT analysis, and may also be required to determine if a Traffic Impact Analysis is required or be included as part of that study.
- c. **Traffic Impact Analysis (TIA)** - Projects generating 20 or more peak hour trips will require a full traffic study including LOS analysis of key intersections and roadway segments, and access study as part of a Traffic Impact Analysis (TIA). For additional information, please consult with Community Development and Infrastructure (CDI) - Public Works - Traffic Engineering Section staff.
- d. **Parking Study** - A Parking Study is needed when a proposed project cannot provide parking in accordance with the standards in the County Code, and includes a request for a reduction in the required number of off-street parking spaces. This study may include analysis of alternatives, such as a request to substitute required vehicle parking spaces for unrequired additional bicycle spaces pursuant to [SCCC 13.16.040 \(D\)](#) or by requesting a reduction via shared parking agreement pursuant to [SCCC 13.16.070 \(B\)](#).

All traffic/parking studies shall be prepared by a qualified, independent, professional transportation planner or engineer and in accordance with County and industry standards. As an option, if environmental review is required in accordance with the California Environmental Quality Act (CEQA), 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.

Advance consultation with the Community Development and Infrastructure (CDI) staff regarding traffic and parking study requirements is strongly recommended.

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.
- g. Provide Density Bonus Checklist:

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Density Bonus Checklist

Write in plan sheet or attachment number where the checklist items can be found in your application in the right column. If an item does not apply to your project, put N/A. Attach this completed checklist to your application.

Item	Plan Sheet # or Attachment #
(1) A site plan depicting the <u>number</u> and <u>location</u> of all proposed market rate units, affordable units, and density bonus units, if any.	
(2) A calculation of the maximum number of dwelling units permitted by the County's zoning ordinance and general plan for the housing development, excluding any density bonus units.	
(3) The income level of the proposed affordable units. <i>Provide a table with the number of bedrooms and habitable floor area of each unit, by plan type.</i>	
(4) A description of any requested incentives, waivers of development standards, or parking reductions and <u>evidence</u> that any requested incentive or concession results in <u>identifiable and actual cost reductions</u> to the housing development and <u>is necessary to provide affordable rents or affordable sales prices</u> .	
(5) A description of all rental units existing on the site in the five-year period preceding the date of submittal of the application, if any; and <u>income of all residents of currently occupied units</u> . If no units are currently occupied, provide income of residents occupying units when it contained the maximum number of units in the five-year period preceding the date of submittal of the application; and any recorded covenant, ordinance, or law restricting rents to levels affordable to very low and lower income households applicable to the property in the five-year period preceding the date of submittal of the application. <i>Also confirm the number of bedrooms in each existing home.</i> <i>Note: If income level of current/prior tenants is not known, state law refers to "CHAS data" for determining presumed income level. Please contact Housing staff for assistance if needed.</i>	
(6) For any requested waiver of a development standard, evidence that the development standard for which the waiver is requested <u>will have the effect of physically precluding the construction</u> of the housing development with the density bonus, incentives, and concessions requested.	
(7) If a mixed-use building or project is proposed [in a residential zone] as an incentive, evidence that nonresidential land uses will reduce the cost of the housing development and that the nonresidential land uses are compatible with the housing development and the existing or planned development in the area.	

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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 18.10.121, proof of on-site noticing.

56. MOBILE HOME PARK CONVERSION

A mobile home park conversion project pursuant to SCCC Chapter 13.30 shall contain the following additional information:

- a. Plans indicating the proposed use for which an application for conversion is made.
- b. The proposed timetable for conversion of the park.
- c. If the proposed conversion is to a use not consistent with the allowed uses in the underlying zone district and/or the Mobile Home (MH) Park Combining District, the applicant shall file concurrently an application for rezoning amendment and include the proposed zone district.
- d. The total number of mobile home and/or RV spaces within the park (as shown on the most recent HCD Permit to Operate); the number of MH/RV spaces currently occupied by tenants; the length

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Application 251393**



Universal List of Required Information (LORI)

of time each space has been occupied by its present tenant; and the monthly rent currently charged. If any of the MH or RV units on these spaces are owned by the Park owner, indicate those as “Park-owned units” in the documentation provided, and include the total monthly rent charged for those units.

- e. If there are any conventional (“stick built”) dwelling units on the property, provide the same occupancy and rent information for these rental units as is required for MH/RV spaces and/or units under (d) above.
- f. A Conversion Impact Report pursuant to Government Code Section 65863.7, prepared by a qualified relocation consultant.

57. MOBILE HOME PARK CLOSURE

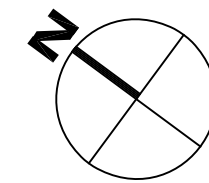
A mobile home park closure project pursuant to SCCC Chapter 13.31 shall contain the following additional information:

- a. The proposed timetable for closure of the park. Confirm whether this is a temporary or permanent closure. If there is a temporary closure, explain why there is a need for temporary closure.
- b. The total number of spaces within the park; the number of spaces occupied; the length of time each space has been occupied by the present tenant; and the monthly rent currently charged.
- c. If there are any conventional (“stick built”) dwelling units on the property, provide the same occupancy and rent information for these rental units as is required for MH/RV spaces and/or units under (b) above.
- d. A park closure certificate that demonstrates that the park must be closed early because the owner is unable to make a reasonable return on the owner’s investment in the park by continuing its operation as a rental park during the time period that the owner needs to determine a new use for the park and apply for its necessary local permits. To meet this burden, the certificate shall be signed by the owner, under penalty of perjury, and it shall state specifically articulable facts that it supports with appropriate documentary or other evidence.
- e. A Conversion Impact Report containing the information required by Government Code Section 65863.7, prepared by a qualified relocation consultant.

**Attachment 4
Application 251393**

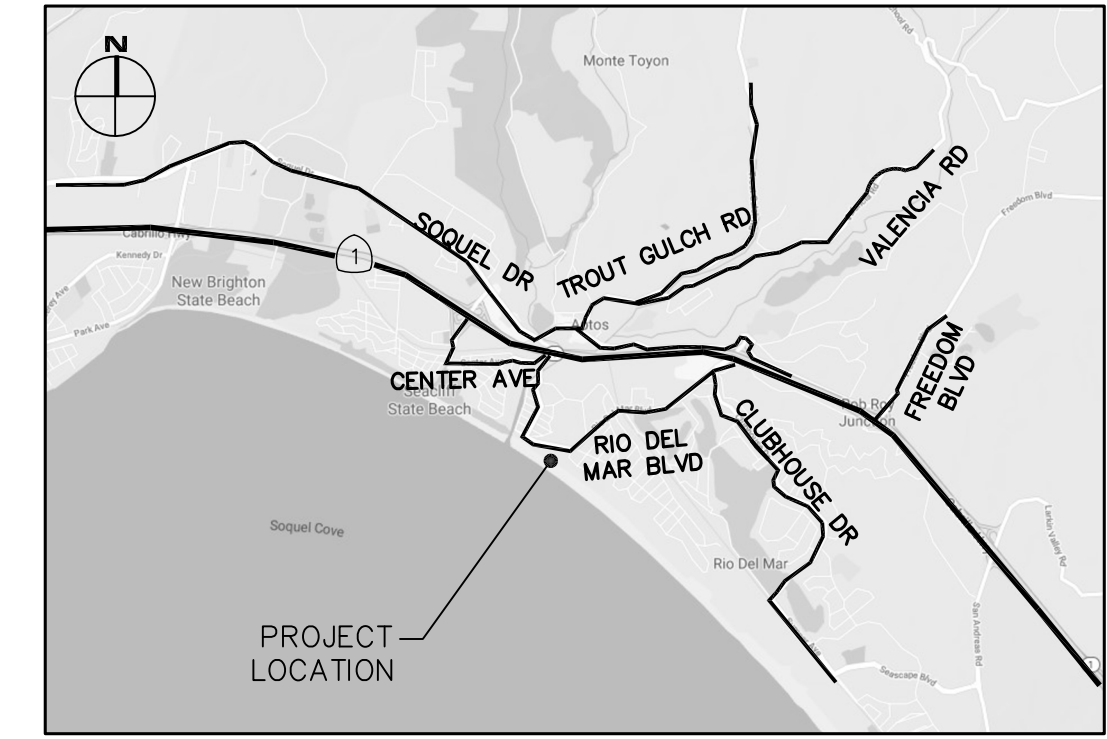
EARTHWORK AND GRADING

1. WORK SHALL CONSIST OF ALL CLEARING, GRUBBING, STRIPPING, PREPARATION OF LAND TO BE FILLED, EXCAVATION, SPREADING, COMPACTION AND CONTROL OF FILL, AND MAXIMUM SUBSIDIARY WORK NECESSARY TO COMPLETE THE GRADING TO CONFORM TO THE LINES, GRADES, AND SLOPES, AS SHOWN ON THE APPROVED PLANS.
2. ALL GRADING OPERATIONS SHALL CONFORM TO SECTION 19 OF THE CALTRANS STANDARD SPECIFICATIONS, AND SHALL ALSO BE DONE IN CONFORMANCE WITH THE REQUIREMENTS OF THE COUNTY OF SANTA CRUZ. THE MOST STRINGENT GUIDELINE SHALL PREVAIL.
3. REFERENCE IS MADE TO THE GEOTECHNICAL INVESTIGATIONS BY PACIFIC CREST ENGINEERING INC., ENTITLED "GEOTECHNICAL AND GEOLOGIC BLUFF STABILITY ASSESSMENT," DATED MAY 27, 2025. THE CONTRACTOR SHALL MAKE A THOROUGH REVIEW OF THIS REPORT AND SHALL FOLLOW ALL RECOMMENDATIONS THEREIN. THE CONTRACTOR SHALL CONTACT PACIFIC CREST ENGINEERING INC. FOR ANY CLARIFICATIONS NECESSARY PRIOR TO PROCEEDING WITH THE WORK.
4. THE CONTRACTOR SHALL GRADE TO THE LINE AND ELEVATIONS SHOWN ON THE PLAN AND SHALL SECURE THE SERVICES OF A LICENSED LAND SURVEYOR OR REGISTERED CIVIL ENGINEER TO PROVIDE STAKES FOR LINE AND GRADE.
5. THE GEOTECHNICAL ENGINEER SHOULD BE NOTIFIED AT LEAST FOUR (4) DAYS PRIOR TO ANY SITE CLEARING AND GRADING OPERATIONS.
6. STRIPPED AREAS SHOULD BE SCARIFIED TO A DEPTH OF ABOUT 6", WATER-CONDITIONED TO BRING THE SOILS WATER CONTENT TO ABOUT 2% ABOVE THE OPTIMUM, AND COMPACTED TO A DENSITY EQUIVALENT TO AT LEAST 90% OF THE MAXIMUM DRY DENSITY OF THE SOIL ACCORDING TO ASTM D1557 (LATEST EDITION), SUBGRADES AND AGGREGATE BASE ROCK FOR PAVEMENTS SHOULD BE COMPACTED TO A MINIMUM OF 95%.
7. ENGINEERED FILL SHOULD BE PLACED IN THIN LIFTS NOT EXCEEDING 8" IN LOOSE THICKNESS, MOISTURE CONDITIONED, AND COMPACTED TO AT LEAST 90% RELATIVE COMPACTION.
8. MATERIAL USED FOR ENGINEERED FILL SHALL MEET THE REQUIREMENTS OF THE AFOREMENTIONED REPORTS BY PACIFIC CREST ENGINEERING INC.
9. IMPORTED FILL MATERIAL USED AS ENGINEERED FILL FOR THE PROJECT SHALL MEET THE REQUIREMENTS OF THE AFOREMENTIONED GEOTECHNICAL INVESTIGATION.
10. ALL FILL MATERIAL SHALL BE APPROVED BY THE PROJECT GEOTECHNICAL ENGINEER PRIOR TO JOBSITE DELIVERY AND PLACEMENT. NO EARTHWORK OPERATIONS SHALL BE PERFORMED WITHOUT THE DIRECT OBSERVATION AND APPROVAL OF THE GEOTECHNICAL ENGINEER.
11. BARE GROUND WITHIN 10' OF FOUNDATIONS SHALL BE SLOPED AWAY @ 5% MINIMUM OR 2% MINIMUM FOR PAVED SURFACES.



PROPOSED PIN PIER WALL FOR KIRK KOZLOWSKI & MARY LACERTE AT 266 CLIFF CT, APTOS, CA. NOT WITHIN THIS APPLICATIONS SCOPE OF WORK

KIRK KOZLOWSKI & MARY LACERTE
266 CLIFF CT
APTOS, CA 95003
A.P.N. 043-082-13
DOC. NO. 2011-039491



VICINITY MAP
NTS

LEGEND

- (E) AB
- (E) AC
- (E) CONCRETE
- AREA OF LANDSLIDE DEBRIS
- (E) FLOWLINE
- (E) RETAINING WALL
- (E) FENCE
- PROPERTY LINE
- R-1-6 SETBACK LINES
- PROPOSED LANDSLIDE FENCE
- PROPOSED UTILITY PROTECTION
- PROPOSED LIMIT OF GRADING

ABBREVIATIONS

- BW BOTTOM OF WALL
- BYSB BACK YARD SETBACK
- CB CATCH BASIN
- CONST CONSTRUCT
- DIA, Ø DIAMETER
- DS DOWNSPOUT
- DTL DETAIL
- DWY DRIVEWAY
- (E) EXISTING
- EL ELEVATION
- EOP EDGE OF PAVEMENT
- FF FINISH FLOOR
- FG FINISH GRADE
- FS FIRE SERVICE
- FYSB FRONT YARD SETBACK
- HP HIGH POINT
- INV INVERT
- LF LINEAR FEET
- LP LOW POINT
- MAX MAXIMUM
- NOT TO SCALE NOT TO SCALE
- RW RETAINING WALL
- RM RIM ELEVATION
- S SLOPE
- SCCO COUNTY OF SANTA CRUZ
- SSCO SANITARY SEWER CLEANOUT
- SDCO STORM DRAIN CLEANOUT
- SYSB SIDE YARD SETBACK
- TYP TYPICAL
- TW TOP OF WALL
- WS WATER SERVICE

APPROXIMATE EARTHWORK QUANTITIES

LANDSLIDE MATERIAL	CUBIC YARDS	
	CUT	NET
≈100 CY	0	≈100 CY

- NOTES:
1. EARTHWORK QUANTITIES ARE APPROXIMATE AND SHALL BE INDEPENDENTLY VERIFIED BY THE CONTRACTOR FOR BIDDING PURPOSES.
 2. EARTHWORK VOLUMES FOR RESIDENCE GRADING INCLUDE EXCAVATION TO ROUGH GRADE FOR CONSTRUCTION OF THE PROPOSED RESIDENCE. EARTHWORK VOLUMES REQUIRED TO CONSTRUCT THE FOUNDATIONS HAVE NOT BEEN INCLUDED.
 3. EXCESS SOIL SHALL BE HAULED OR PLACED IN A COUNTY APPROVED LOCATION.

TOPOGRAPHIC SURVEY

THE TOPOGRAPHIC SURVEY AND BOUNDARY INFORMATION PROVIDED HEREON WAS COMPLETED BY HANAGAN LAND SURVEYING, RI ENGINEERING INC. MAKES NO GUARANTEE AS TO THE ACCURACY OF BOTH. THE CONTRACTOR SHALL VERIFY THE BOUNDARY LOCATION AND TOPOGRAPHIC INFORMATION PRIOR TO COMMENCING WORK.

BASIS OF BEARINGS

THE BASIS OF BEARINGS WERE REESTABLISHED BETWEEN FOUND MONUMENTS ON THE NORTH LINE OF BEACH DRIVE PER RECORD MAP 024-M-26, SANTA CRUZ COUNTY RECORDS.

BASIS OF ELEVATION

COUNTY BENCHMARK NO. 476
ELEVATION = 13.40' NAVD88
THE CONTOUR INTERVAL IS 1 FOOT.

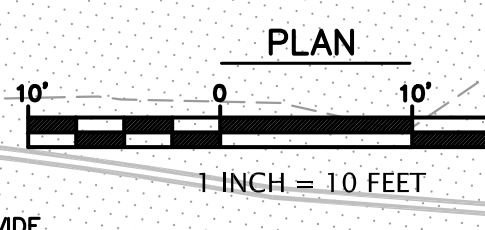
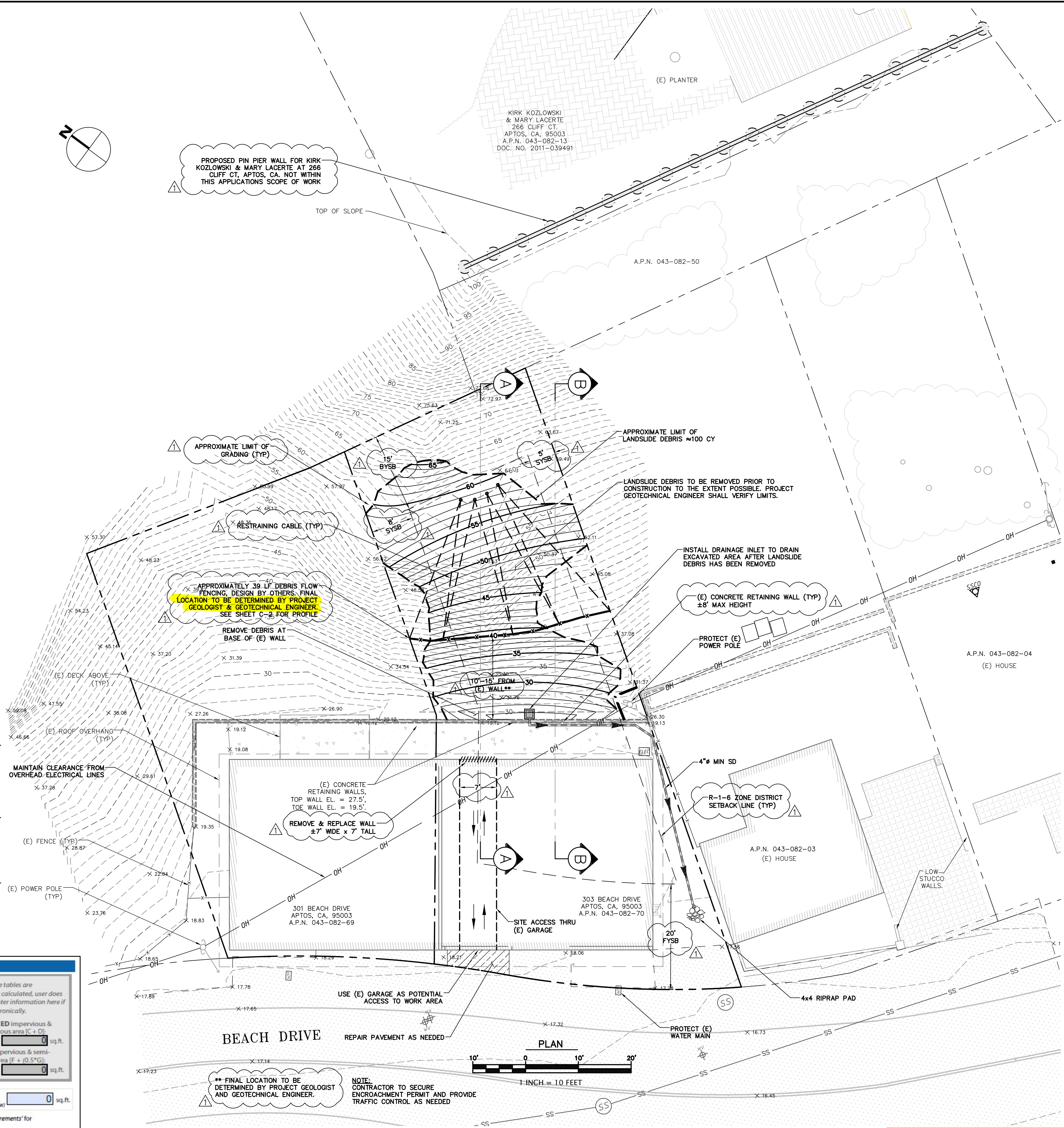
PROJECT DESCRIPTION

Lot Coverage	Actual	Adjusted
A. Total lot size:	4,705	sq. ft.
B. Existing Permitted Impervious Area:	2,150	sq. ft.
C. Replaced Permitted Impervious Area:	0	sq. ft.
D. Replaced Permitted Semi-Impervious* Area:	0	sq. ft.
E. Total proposed Self-mitigating Area:	0	sq. ft.
F. Proposed Impervious Area:	0	sq. ft.
G. Proposed Semi-Impervious* Area:	0	sq. ft.

Project Threshold Classification: Small Project (less than 500 sq. ft. created and/or replaced) - Use Appendix B 'Small Project Submittal Requirements' for submittal requirement guidance.

Medium Project (more than 500 sq. ft. but less than 5,000 sq. ft. created and/or replaced) - Use Appendix C 'Medium Project Submittal Requirements' for submittal requirement guidance.

Large Project (more than 5,000 sq. ft. created and/or replaced OR 50% increase in permitted impervious area**) - Use Appendix D 'Large Project Submittal Requirements' for submittal requirement guidance.



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REVISIONS PER COUNTY COMMENTS: 1/22/2026

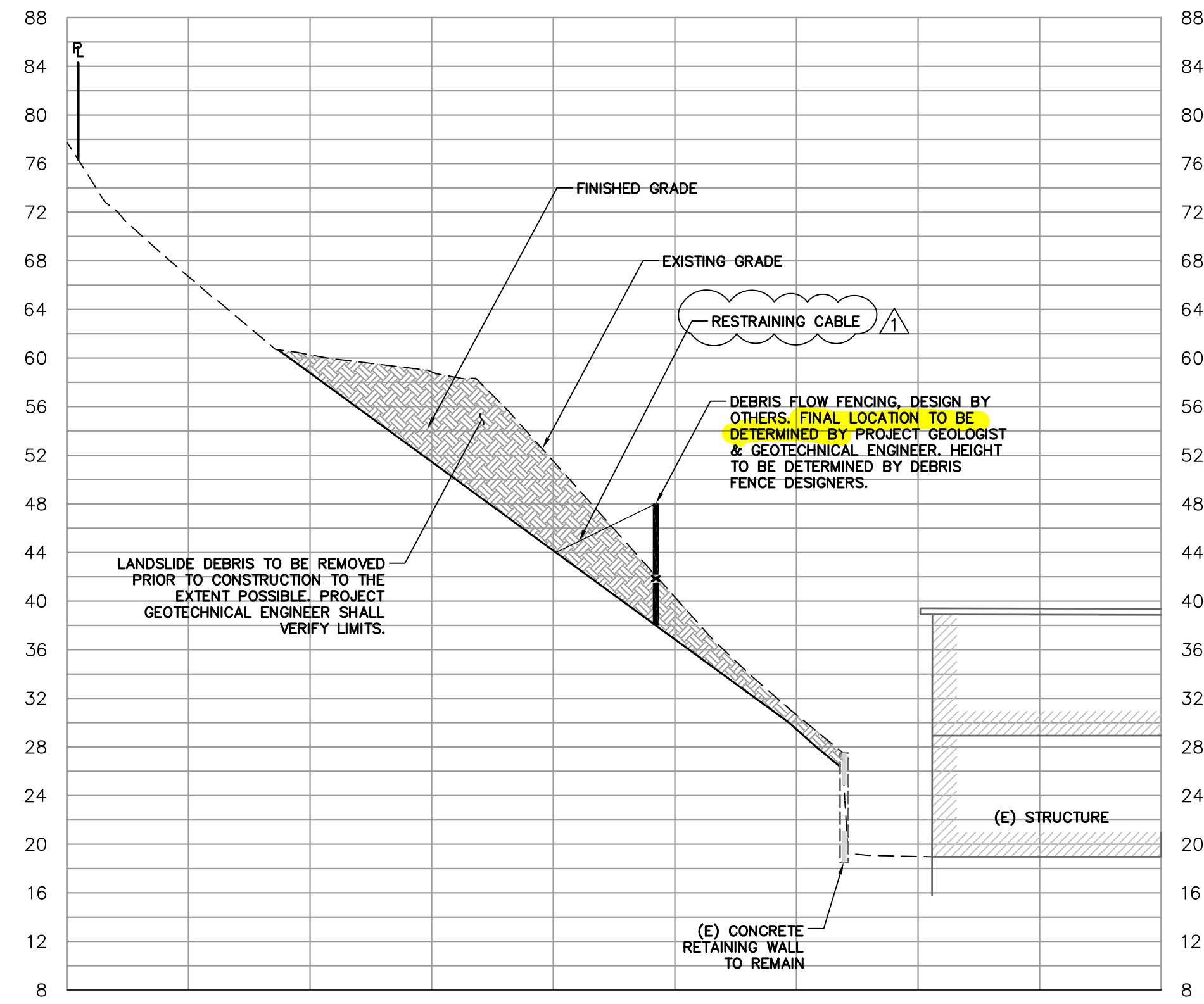


RI Engineering, Inc.
303 Potrero St., Suite 42-202, Santa Cruz, CA 95060
831-425-3901 www.riengineering.com

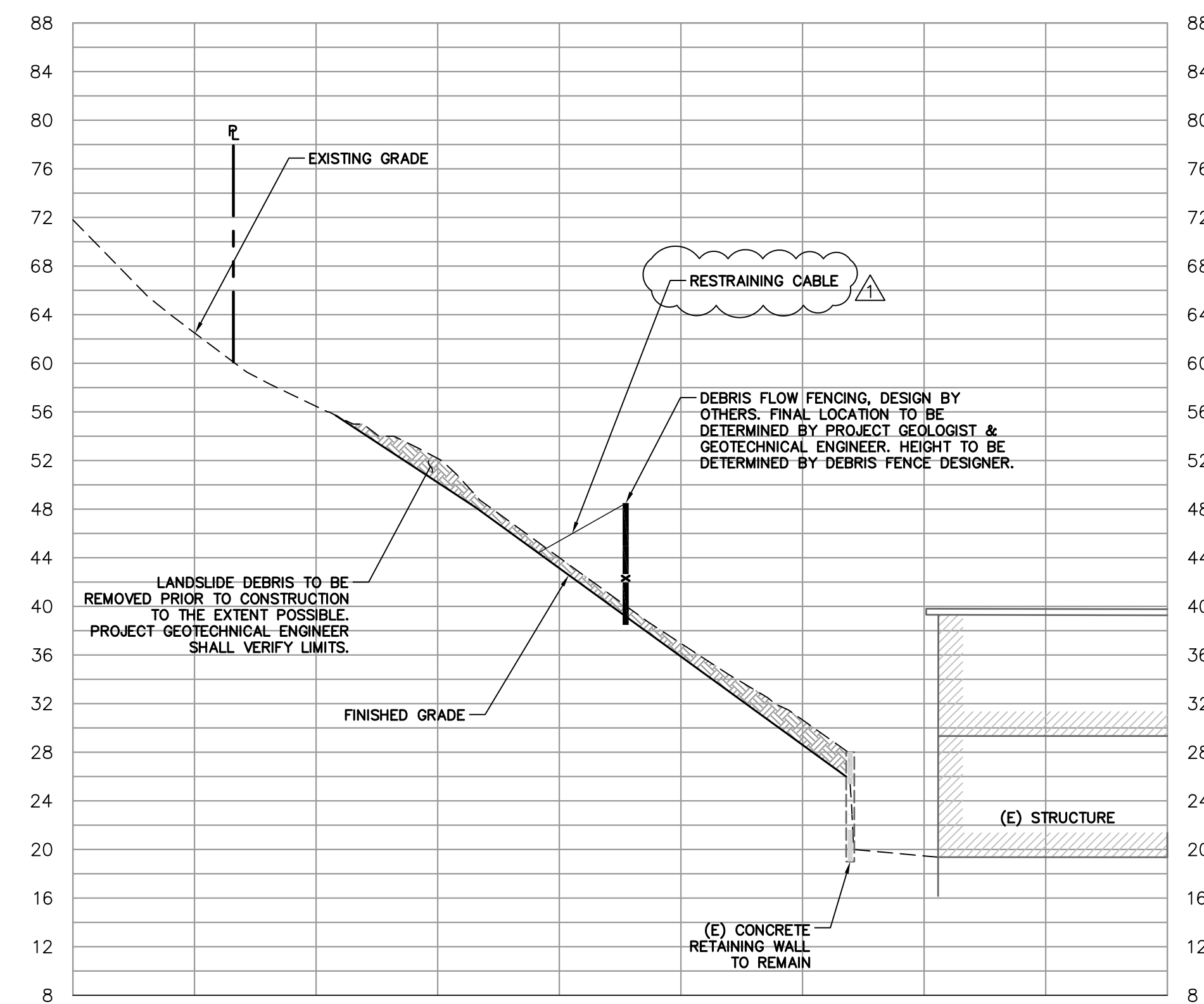
LANDSLIDE MITIGATION FOR ELAN & MAUREEN SHEINMAN 303 BEACH DRIVE, APTOS, SANTA CRUZ COUNTY, APN #043-082-70
GRADING & DRAINAGE PLAN

project no. 23-075-1
date AUGUST 2025
scale AS SHOWN
dwg name CIVIL2.DWG

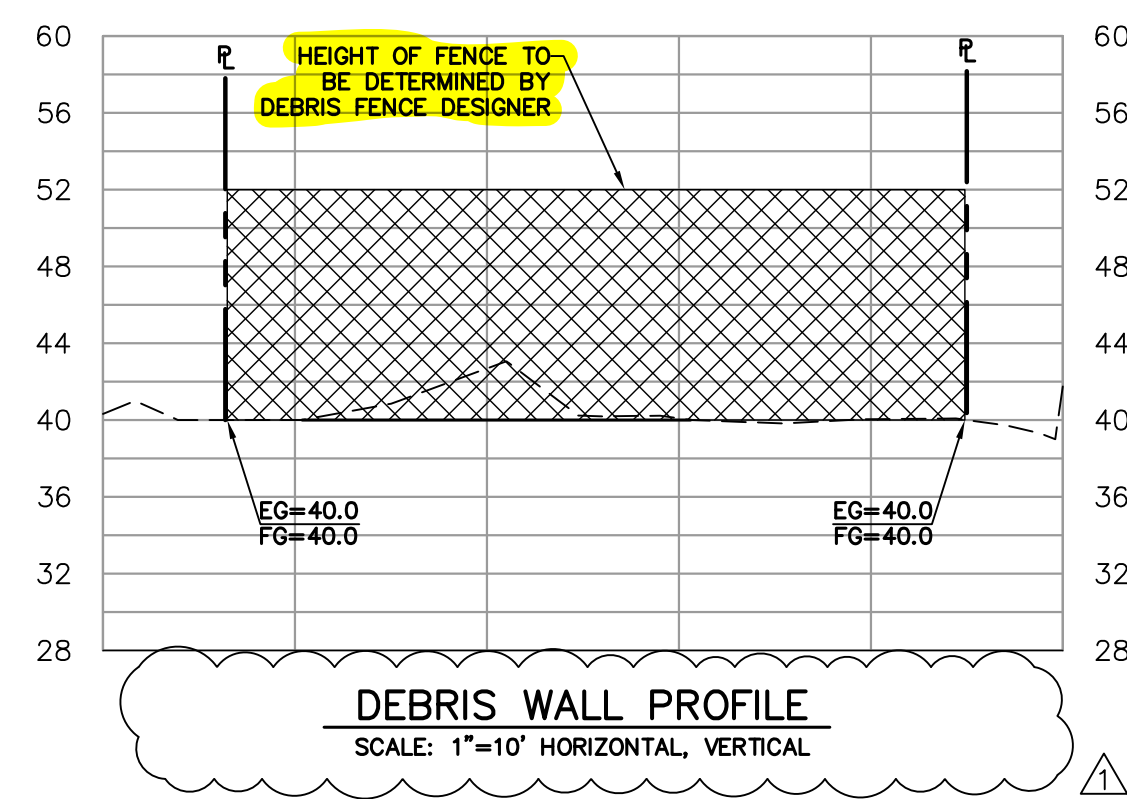
C-1



SECTION A-A
SCALE: 1"=10' HORIZONTAL, VERTICAL



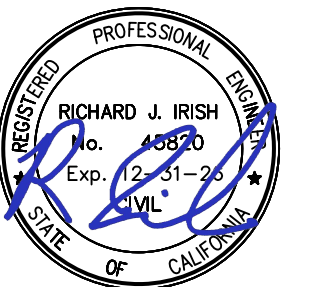
SECTION B-B
SCALE: 1"=10' HORIZONTAL, VERTICAL



DEBRIS WALL PROFILE
SCALE: 1"=10' HORIZONTAL, VERTICAL

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REVISIONS PER COUNTY COMMENTS: 1/22/2026



01/22/2026



R.I. Engineering, Inc.
303 Potrero St., Suite 42-202, Santa Cruz, CA 95060
831-425-3901 www.riengineering.com

LANDSLIDE MITIGATION
FOR
ELAN & MAUREEN SHEINMAN
303 BEACH DRIVE, APTOS
SANTA CRUZ COUNTY
APN #049-082-70

SECTIONS

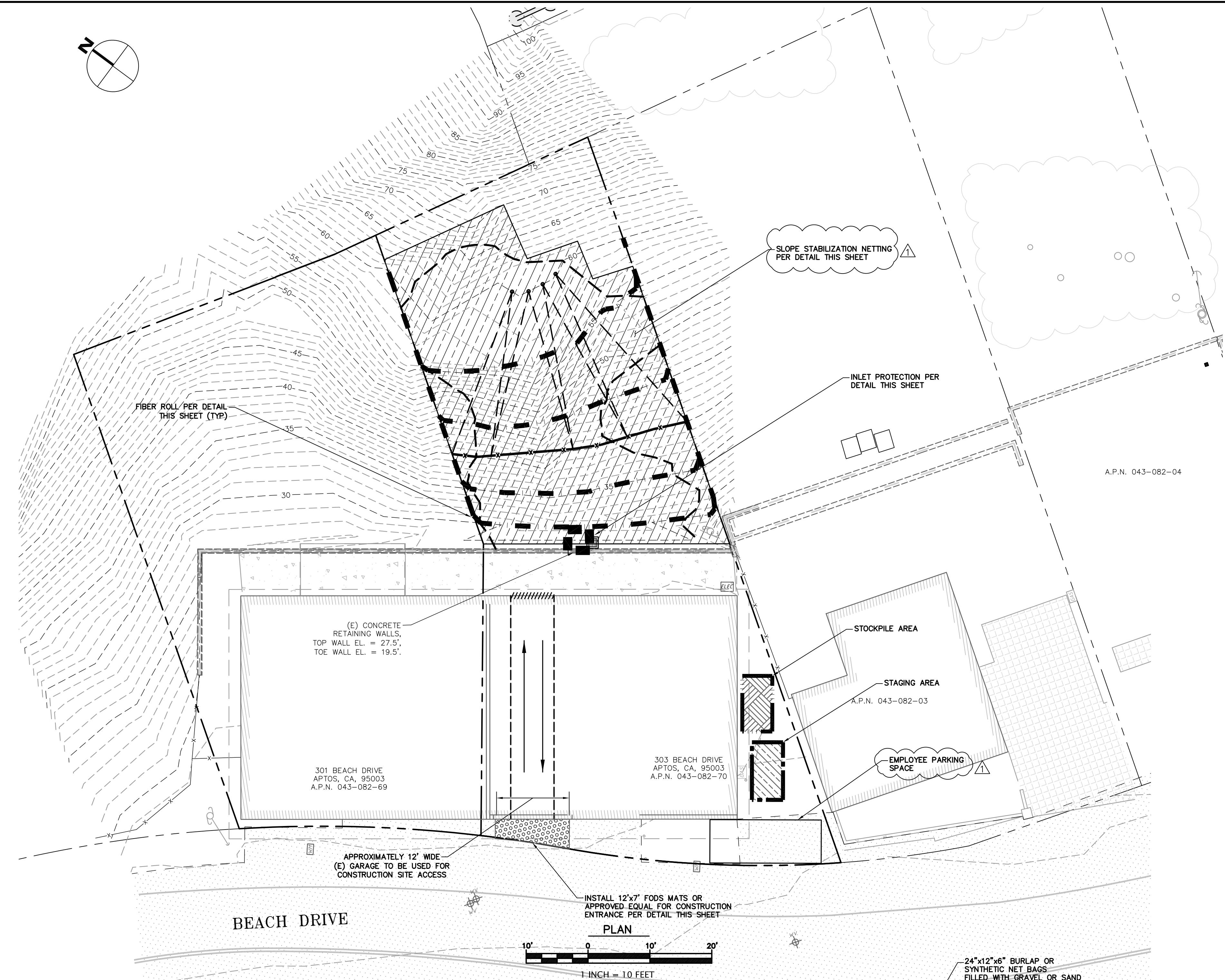
project no.
23-075-1
date
AUGUST 2025
scale
AS SHOWN
dwg name
CIVIL2.DWG

C-2

TOTAL AREA OF DISTURBANCE = 0.026 ACRES
= 1155 SF

SITE HOUSEKEEPING REQUIREMENTS

- CONSTRUCTION MATERIALS**
- ALL LOOSE STOCKPILED CONSTRUCTION MATERIALS THAT ARE NOT ACTIVELY BEING USED (I.E. SOIL, SPOILS, AGGREGATE, FLY-ASH, STUCCO, HYDRATED LIME, ETC.) SHALL BE COVERED AND BERMED.
 - ALL CHEMICALS SHALL BE STORED IN WATERTIGHT CONTAINERS (WITH APPROPRIATE SECONDARY CONTAINMENT TO PREVENT ANY SPILLAGE OR LEAKAGE) OR IN A STORAGE SHED (COMPLETELY ENCLOSED).
 - EXPOSURE OF CONSTRUCTION MATERIALS TO PRECIPITATION SHALL BE MINIMIZED. THIS DOES NOT INCLUDE MATERIALS AND EQUIPMENT THAT ARE DESIGNED TO BE OUTDOORS AND EXPOSED TO ENVIRONMENTAL CONDITIONS (I.E. POLES, EQUIPMENT PADS, CABINETS, CONDUCTORS, INSULATORS, BRICKS, ETC.).
 - BEST MANAGEMENT PRACTICES TO PREVENT THE OFF-SITE TRACKING OF LOOSE CONSTRUCTION AND LANDSCAPE MATERIALS SHALL BE IMPLEMENTED.
- LANDSCAPE MATERIALS**
- CONTAIN STOCKPILED MATERIALS SUCH AS MULCHES AND TOPSOIL WHEN THEY ARE NOT ACTIVELY BEING USED.
 - CONTAIN FERTILIZERS AND OTHER LANDSCAPE MATERIALS WHEN THEY ARE NOT ACTIVELY BEING USED.
 - DISCONTINUE THE APPLICATION OF ANY ERODABLE LANDSCAPE MATERIAL WITHIN 2 DAYS BEFORE A FORECASTED RAIN EVENT OR DURING PERIOD OF PRECIPITATION.
 - APPLY ERODABLE LANDSCAPE MATERIAL AT QUANTITIES AND APPLICATION RATES ACCORDING TO MANUFACTURE RECOMMENDATIONS OR BASED ON WRITTEN SPECIFICATIONS BY KNOWLEDGEABLE AND EXPERIENCED FIELD PERSONNEL.
 - STACK ERODABLE LANDSCAPE MATERIAL ON PALLETS AND COVERING OR STORING SUCH MATERIALS WHEN NOT BEING USED OR APPLIED.
- VEHICLE STORAGE AND MAINTENANCE**
- MEASURES SHALL BE TAKEN TO PREVENT OIL, GREASE, OR FUEL TO LEAK IN TO THE GROUND, STORM DRAINS OR SURFACES WATERS.
 - ALL EQUIPMENT OR VEHICLES, WHICH ARE TO BE FUELED, MAINTAINED AND STORED ON-SITE SHALL BE IN A DESIGNATED AREA FITTED WITH APPROPRIATE BMP'S.
 - LEAKS SHALL BE IMMEDIATELY CLEANED AND LEAKED MATERIALS SHALL BE DISPOSED OF PROPERLY.
- WASTE MANAGEMENT**
- DISPOSAL OF ANY RINSE OR WASH WATERS OR MATERIALS ON IMPERVIOUS OR PERVIOUS SITE SURFACES OR INTO THE STORM DRAIN SYSTEM SHALL BE PREVENTED.
 - SANITATION FACILITIES SHALL BE CONTAINED (E.G., PORTABLE TOILETS) TO PREVENT DISCHARGES OF POLLUTANTS TO THE STORM WATER DRAINAGE SYSTEM OR RECEIVING WATER, AND SHALL BE LOCATED A MINIMUM OF 20 FEET AWAY FROM AN INLET, STREET OR DRIVEWAY, STREAM, RIPARIAN AREA OR OTHER DRAINAGE FACILITY.
 - SANITATION FACILITIES SHALL BE INSPECTED REGULARLY FOR LEAKS AND SPILLS AND CLEANED OR REPLACED AS NECESSARY.
 - COVER WASTE DISPOSAL CONTAINERS AT THE END OF EVERY BUSINESS DAY AND DURING A RAIN EVENT.
 - DISCHARGES FROM WASTE DISPOSAL CONTAINERS TO THE STORM WATER DRAINAGE SYSTEM OR RECEIVING WATER SHALL BE PREVENTED.
 - STOCKPILED WASTE MATERIAL SHALL BE CONTAINED AND SECURELY PROTECTED FROM WIND AND RAIN AT ALL TIMES UNLESS ACTIVELY BEING USED.
 - PROCEDURES THAT EFFECTIVELY ADDRESS HAZARDOUS AND NON-HAZARDOUS SPILLS SHALL BE IMPLEMENTED.
 - EQUIPMENT AND MATERIALS FOR CLEANUP OF SPILLS SHALL BE AVAILABLE ON SITE AND THAT SPILLS AND LEAKS SHALL BE CLEANED UP IMMEDIATELY AND DISPOSED OF PROPERLY.
 - CONCRETE WASHOUT AREAS AND OTHER WASHOUT AREAS THAT MAY CONTAIN ADDITIONAL POLLUTANTS SHALL BE CONTAINED SO THERE IS NO DISCHARGE INTO THE UNDERLYING SOIL AND ONTO THE SURROUNDING AREAS.



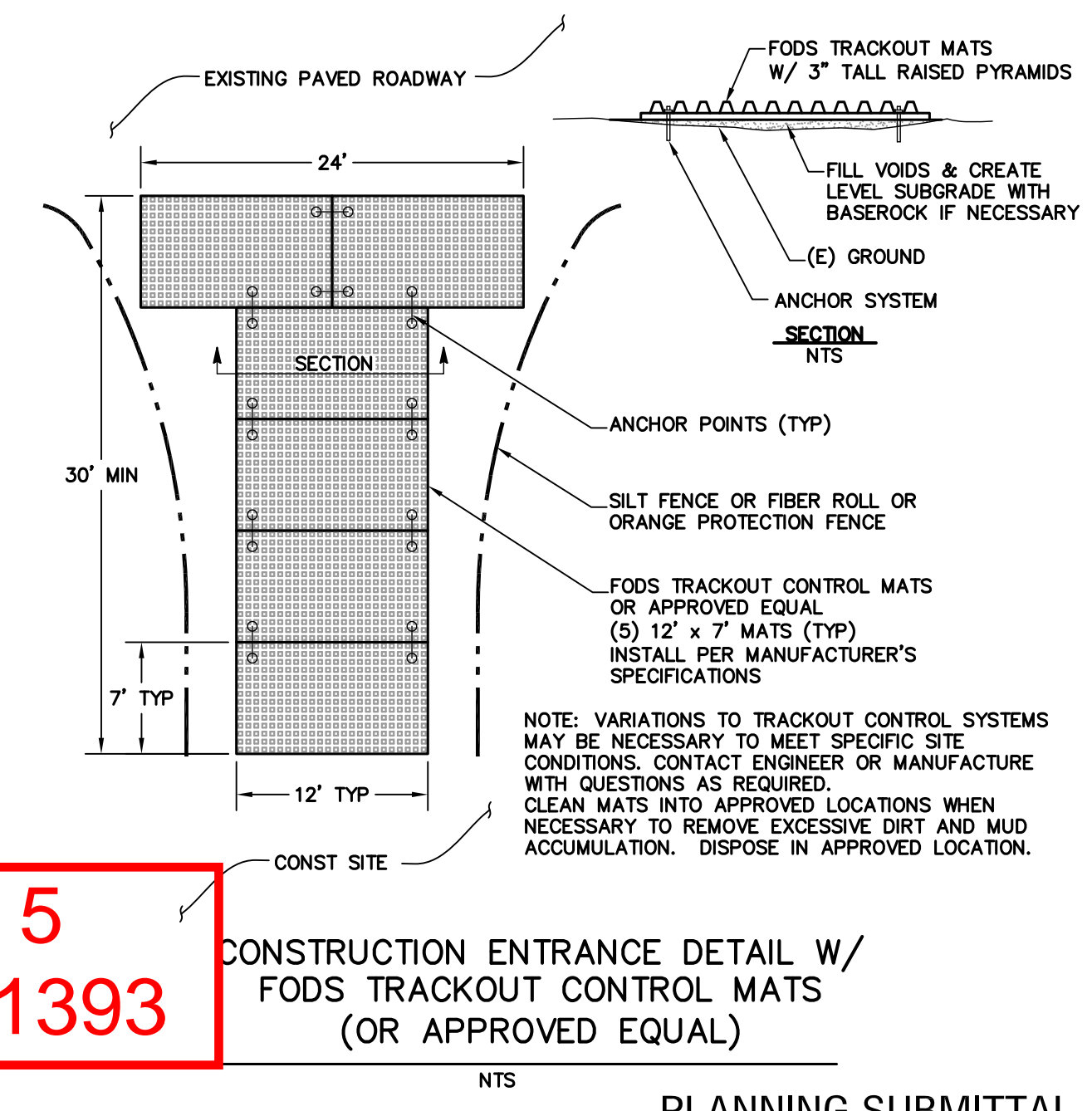
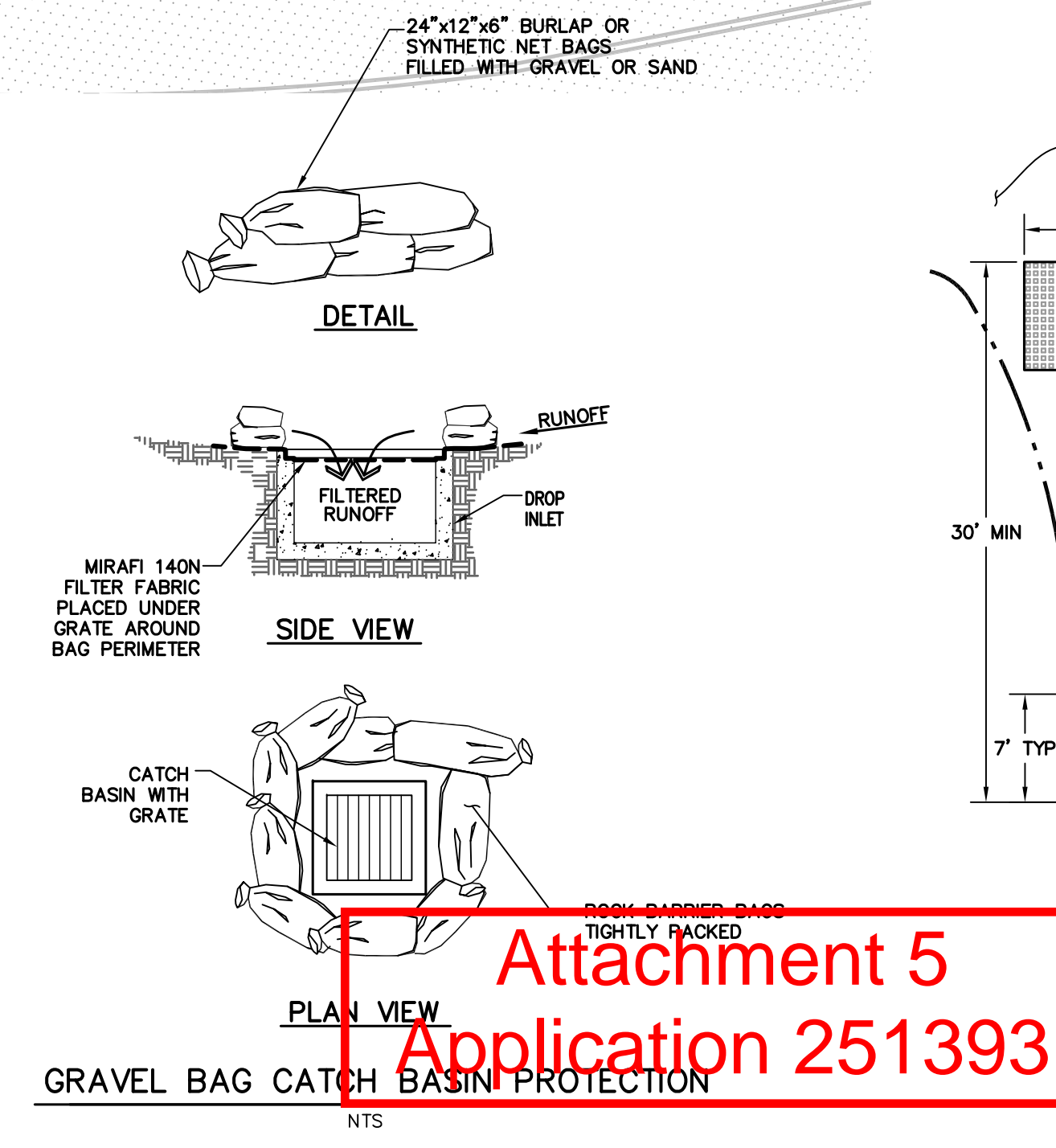
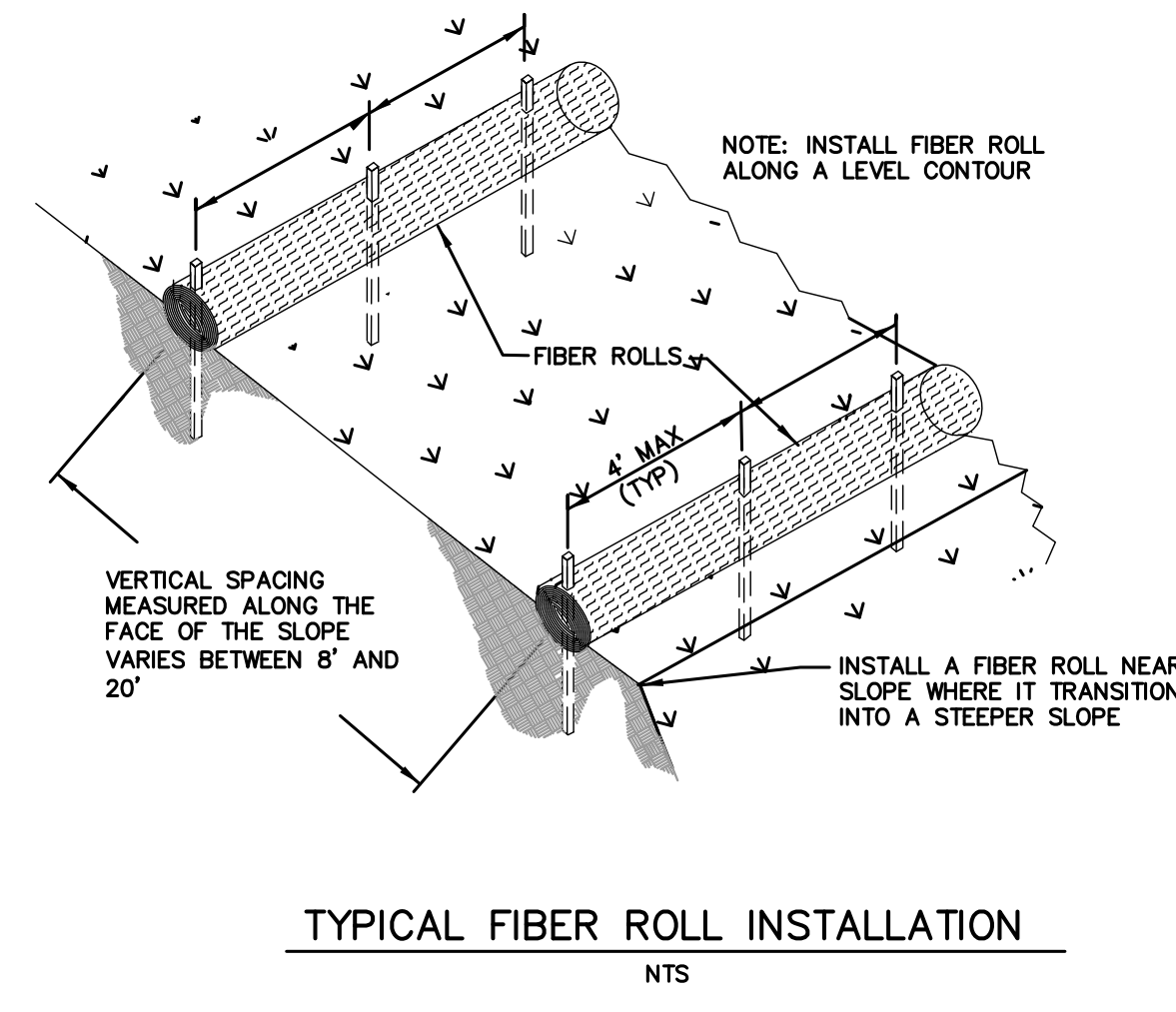
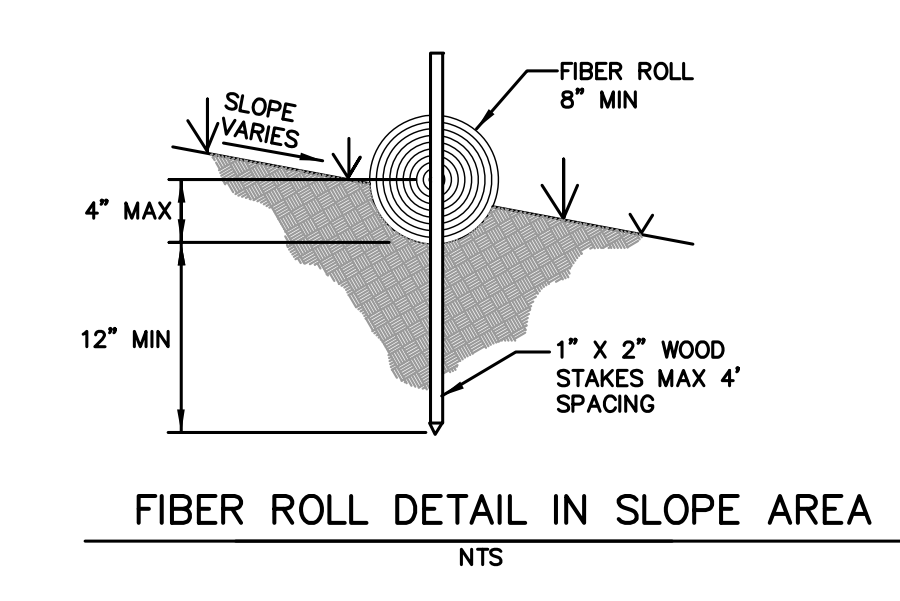
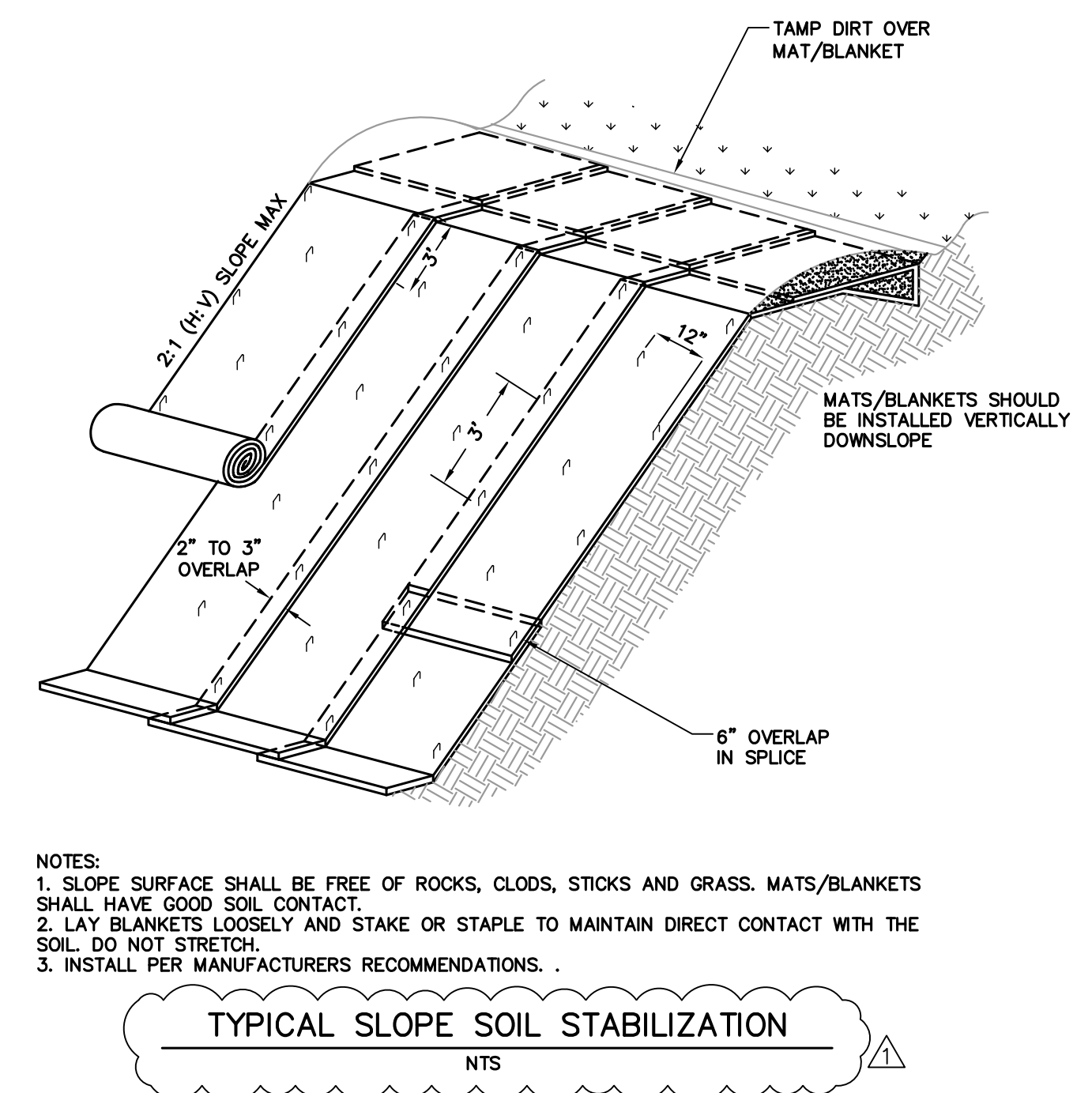
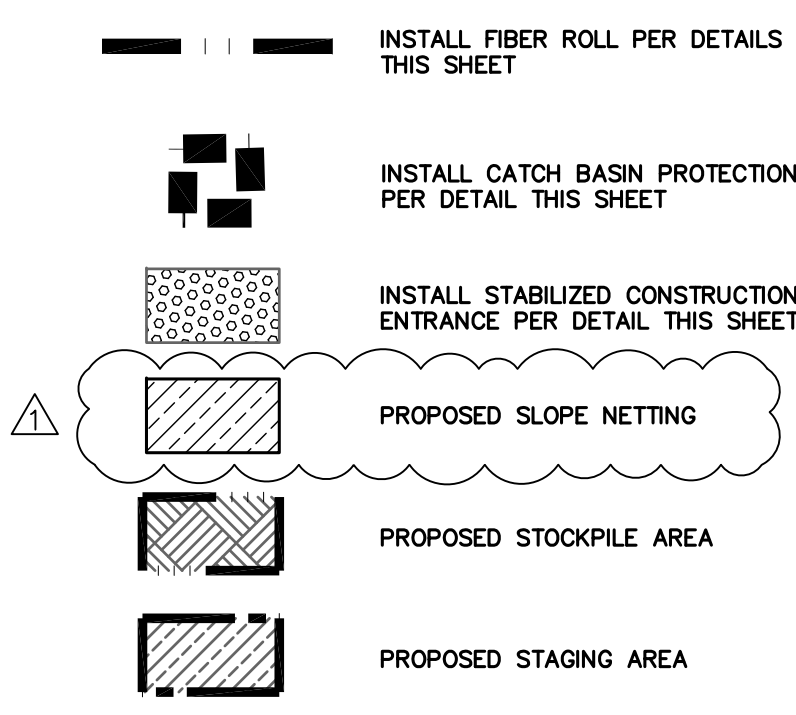
EROSION CONTROL MEASURES

- EROSION IS TO BE CONTROLLED AT ALL TIMES ALTHOUGH SPECIFIC MEASURES SHOWN ARE TO BE IMPLEMENTED AT A MINIMUM BY OCTOBER 15.
 - UNLESS SPECIFIC MEASURES ARE SHOWN OR NOTED ON THIS PLAN, ALL COLLECTED RUNOFF SHALL BE CARRIED TO DRAINAGE COURSES IN LINED CONDUITS. DISCHARGE SHALL BE IN THE LOCATIONS SHOWN ON THE PLANS.
 - THE DESIRED END RESULT OF THESE MEASURES IS TO CONTROL SITE EROSION AND PREVENT SEDIMENT TRANSPORT OFF THE SITE. IT SHALL BE THE DEVELOPER'S RESPONSIBILITY TO SEE THAT ANY ADDITIONAL MEASURES NECESSARY TO MEET THIS GOAL ARE IMPLEMENTED. IF FAILED INSPECTIONS BY COUNTY STAFF SHOW THIS GOAL IS NOT BEING MET, ADDITIONAL MEASURES MAY BE REQUIRED.
 - ALL DISTURBED AREAS NOT CURRENTLY BEING USED FOR CONSTRUCTION SHALL BE SEEDED WITH THE FOLLOWING SEED MIXTURE:
WINTER BARLEY 25#/ACRE
 - AFTER SEEDING, STRAW MULCH WILL BE APPLIED IN 4" (AVG.) LAYERS.
 - AMMONIUM PHOSPHATE FERTILIZER, 6-3-3, SHALL BE APPLIED AT A RATE OF 30 LBS. PER ACRE. ON SLOPES GREATER THAN 20% EROSION CONTROL BLANKET (NORTH AMERICAN GREEN) SHALL BE APPLIED.
 - SILT BARRIERS SHALL BE PLACED END TO END AND STAKED DOWN ALONG THE BOTTOM OF ALL GRADED SLOPES.
- ALL EROSION CONTROL MEASURES INCLUDING BUT NOT LIMITED TO SILT FENCES, FIBER ROLLS AND SLOPE PROTECTION SHALL BE IN PLACE BY OCTOBER 15TH. THE ENGINEER OF RECORD SHALL INSPECT ONCE EROSION CONTROL MEASURES HAVE BEEN INSTALLED.

EXPOSED SLOPE MEASURES

- COVER ALL EXPOSED SLOPES
- STRAW 2 TONS/ACRE ON SLOPES ≤ 20% WITH SOIL BINDER
- USE NORTH AMERICAN GREEN C125 OR EQUAL ON SLOPES >20%

EROSION CONTROL LEGEND



Attachment 5
Application 251393

REVISIONS PER COUNTY COMMENTS: 1/22/2026

PROFESSIONAL SEAL: RICHARD L. RISH, No. 45620, Exp. 12-31-2026, State of California

01/22/2026

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LANDSLIDE MITIGATION FOR ELAN & MAUREEN SHEINMAN, 303 BEACH DRIVE, APTOS, SANTA CRUZ COUNTY, APN #043-082-70

STORMWATER POLLUTION CONTROL PLAN

project no. 23-075-1
date AUGUST 2025
scale AS SHOWN
dwg name CIVIL2.DWG

C-3

PLANNING SUBMITTAL