



## **Staff Report to the Zoning Administrator**

**Application Number: 221005**

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**Applicant:** John Law for Kendall & Potter Property Management, Inc.

**Owner:** Dan Chu

**APN:** 046-341-19

**Site Address:** 790 The Shore Line, La Selva Beach

**Agenda Date:** March 18, 2022

**Agenda Item #:** 01

**Time:** After 9:00 a.m.

**Project Description:** Proposal to operate a four-bedroom vacation rental. Requires a Vacation Rental Permit.

**Location:** Property is located on the east side of The Shore Line at 790 The Shore Line in La Selva Beach.

**Permits Required:** Vacation Rental Permit

**Supervisory District:** Second District (District Supervisor: Zach Friend)

**Staff Recommendation:**

- Determine that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- Approval of Application 221005, based on the attached findings and conditions.

**Project Description & Setting**

The project site is located in the Sand Dollar Beach subdivision on the east side of The Shore Line in the La Selva Planning Area, approximately 300 feet north from the intersection with Sand Dollar Lane. The neighborhood is comprised of one to three-story single-family and multifamily townhome residences consisting of a mix of architectural styles.

The subject property is developed with an existing three-story single-family residence, originally constructed in 1980. This is a proposal to operate a vacation rental in the existing four-bedroom dwelling. As indicated in SCCC 13.10.694(D)(2), a public hearing is required for vacation rentals consisting of four or more bedrooms.

Vacation rentals within residential structures are permitted within the RM-4 (Multifamily Residential - 4,000 square feet minimum) zone district, and the operation of the vacation rental would be required to comply with all requirements of the vacation rental ordinance.

The property is not located within a "Designated Area" as defined per SCCC Section 13.10.694(C); therefore, the subject residential block is not limited by caps or block limits.

Kendall & Potter Property Management, Inc. has been designated as the 24-hour contact for the proposed vacation rental. Kendall & Potter Property Management, Inc. is located in Capitola, within the required 30-minute response radius from the proposed vacation rental property.

The provided parking will meet the requirements of SCCC 13.10.694(D)(2)(c)(iv)B. Pursuant to this Code Section, parking for vacation rentals is limited to the number of on-site parking spaces. A minimum of two on-site spaces is required for vacation rentals containing three or more bedrooms. The guest(s) will also be allowed to park one additional vehicle off-site using street parking for the off-site vehicle in the vicinity of the vacation rental but will not have any exclusive or assigned use of any available street parking. Four parking spaces are available on-site, meeting the parking requirements of SCCC 13.10.694(D)(2).

Pursuant to SCCC 13.10.694(D), vacation rental permits expire the same month and day five years subsequent to the date of issuance of the vacation rental permit. In addition, any new vacation rental permit issued for vacation rentals consisting of four or more bedrooms shall be issued a one-year provisional permit subject to review for compliance with vacation rental ordinance requirements prior to granting the remainder of the standard five-year term. The permit is conditioned accordingly.

### **Zoning & General Plan Consistency**

The subject property is a 2,570 square foot lot, located in the RM-4 (Multifamily Residential - 4,000 square feet) zone district, a designation which allows vacation rental uses. The proposed four-bedroom vacation rental is a conditionally permitted use within the zone district and the zoning is consistent with the site's R-UL (Urban Low Density Residential) General Plan designation.

### **Conclusion**

As proposed and conditioned, the project is consistent with all applicable codes and policies of the Zoning Ordinance and General Plan/LCP. Please see Exhibit "B" ("Findings") for a complete listing of findings and evidence related to the above discussion.

### **Staff Recommendation**

- Determine that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- **APPROVAL** of Application Number **221005**, based on the attached findings and conditions.

**Supplementary reports and information referred to in this report are on file and available for viewing at the Santa Cruz County Planning Department, and are hereby made a part of the administrative record for the proposed project.**

**The County Code and General Plan, as well as hearing agendas and additional information are available online at: [www.sccoplanning.com](http://www.sccoplanning.com)**

Report Prepared By: Jonathan DiSalvo  
Santa Cruz County Planning Department  
701 Ocean Street, 4th Floor  
Santa Cruz CA 95060  
Phone Number: (831) 454-3157  
E-mail: [jonathan.disalvo@santacruzcounty.us](mailto:jonathan.disalvo@santacruzcounty.us)

**Exhibits**

- A. Categorical Exemption (CEQA determination)
- B. Findings
- C. Conditions
- D. Project plans
- E. Assessor's, Location, Zoning and General Plan Maps
- F. Parcel information
- G. Vacation Rental Application & Agreement
- H. Letter from Tax Collector

# CALIFORNIA ENVIRONMENTAL QUALITY ACT

## NOTICE OF EXEMPTION

The Santa Cruz County Planning Department has reviewed the project described below and has determined that it is exempt from the provisions of CEQA as specified in Sections 15061 - 15332 of CEQA for the reason(s) which have been specified in this document.

Application Number: 221005

Assessor Parcel Number: 046-341-19

Project Location: 790 The Shore Line, La Selva

**Project Description: Proposal to operate a four-bedroom vacation rental. Requires a Vacation Rental Permit.**

**Person or Agency Proposing Project: John Law**

**Contact Phone Number: (831) 477-7930**

- A. ☐ The proposed activity is not a project under CEQA Guidelines Section 15378.  
B. ☐ The proposed activity is not subject to CEQA as specified under CEQA Guidelines Section 15060 (c).  
C. ☐ **Ministerial Project** involving only the use of fixed standards or objective measurements without personal judgment.  
D. ☐ **Statutory Exemption** other than a Ministerial Project (CEQA Guidelines Section 15260 to 15285).  
E. ☒ **Categorical Exemption**

Specify type: Class 1 - Existing Facilities (Section 15301)

**F. Reasons why the project is exempt:**

Operation of a vacation rental within an existing single-family dwelling in an area for residential uses.

In addition, none of the conditions described in Section 15300.2 apply to this project.

\_\_\_\_\_  
Jonathan DiSalvo, Project Planner

Date: \_\_\_\_\_

**EXHIBIT A**

## Development Permit Findings

1. That the proposed location of the project and the conditions under which it would be operated or maintained will not be detrimental to the health, safety, or welfare of persons residing or working in the neighborhood or the general public, and will not result in inefficient or wasteful use of energy, and will not be materially injurious to properties or improvements in the vicinity.

This finding can be made in that the proposed vacation rental will be located in an existing four-bedroom residential structure consistent with County Code Chapter 13.10. The vacation rental will comply with health and safety standards established for vacation rental units, including smoke and carbon monoxide alarms, working ground fault circuit interrupters, emergency egress in all sleeping rooms, and handrails along stairs and walking surfaces above 30 inches in height to insure the optimum in safety. The property manager has provided the required "Vacation Rental Safety Certification" to verify compliance with these standards. In addition, the vacation rental standards address noise, occupancy, and parking to ensure that there are no detrimental effects of the vacation rental to properties in the vicinity.

2. That the proposed location of the project and the conditions under which it would be operated or maintained will be consistent with all pertinent County ordinances and the purpose of the zone district in which the site is located.

This finding can be made, in that the location of the proposed vacation rental and the conditions under which it would be operated or maintained will be consistent with all pertinent County ordinances and the purpose of RM-4 (Multifamily Residential - 4,000 square feet) zone district which conditionally allows for vacation rentals within residential structures, meeting all requirements of the vacation rental ordinance.

3. That the proposed use is consistent with all elements of the County General Plan and with any specific plan which has been adopted for the area.

This finding can be made, in that the proposed vacation rental use is consistent with the use requirements specified for the R-UL (Urban Low Density Residential) land use designation in the County General Plan. Additionally, the vacation rental use is conditioned to operate in compliance with the vacation rental ordinance, which implements the standards contained in the Noise Element of the General Plan.

A specific plan has not been adopted for this portion of the County.

4. That the proposed use will not overload utilities, and will not generate more than the acceptable level of traffic on the streets in the vicinity.

This finding can be made, in that the proposed vacation rental is to be located within an existing single-family residential structure. The expected level of traffic generated by the proposed vacation rental is commensurate to any other residential use of the dwelling. The short-term rental occupancy of a residence does not change the type of use within the dwelling and, further, guest celebrations that result in temporary increased traffic can occur with both a non-vacation rental residential use and a vacation rental use.

5. That the proposed project will complement and harmonize with the existing and proposed land uses in the vicinity and will be compatible with the physical design aspects, land use intensities, and dwelling unit densities of the neighborhood.

This finding can be made, in that the vacation rental is proposed to be located within an existing residential dwelling located within a residential neighborhood, consistent with the land use intensity and density of residential neighborhoods.

## Conditions of Approval

Exhibit D: Project plans, prepared by John Law, dated 12/7/2021.

- I. This permit authorizes the operation of a vacation rental, as indicated on the approved Exhibit "D" for this permit. This approval does not confer legal status on any existing structure(s) or existing use(s) on the subject property that are not specifically authorized by this permit. Prior to exercising any rights granted by this permit including, without limitation, any construction or site disturbance, the applicant/owner shall:
  - A. Sign, date, and return to the Planning Department one copy of the approval to indicate acceptance and agreement with the conditions thereof.
- II. Operational Conditions
  - A. The vacation rental shall be maintained and operated so that, at all times, it is in compliance with the items listed on the Vacation Rental Safety Certification form (Exhibit G).
  - B. The maximum, overnight occupancy of the vacation rental shall not exceed 10 people (two per bedroom, plus two additional people, children under eight not counted).
  - C. The maximum number of vehicles associated with the overnight occupants shall not exceed five (number of on-site parking spaces, plus one additional on-street parking space).
  - D. The maximum occupancy allowed for celebrations and gatherings between 8:00 a.m. and 10:00 p.m. shall not exceed 20 people (twice the number of overnight occupants, children under 8 not counted).
  - E. Occupants and guests shall adhere to the noise standards contained in the County Noise Ordinance (County Code Chapter 8.30). A copy of the County Noise Ordinance (County Code Chapter 8.30) shall be posted inside the vacation rental in a location readily visible to all guests.
  - F. A list of rules shall be posted inside the vacation rental in a location readily visible to all guests. The rules shall include, but not necessarily be limited to the following: maximum number of guests allowed, maximum number of people allowed for celebrations and gatherings between 8:00 a.m. and 10:00 p.m., maximum number of vehicles allowed, and a reference to the standards contained in the County Noise Ordinance (County Code Chapter 8.30).
  - G. Fireworks are illegal in Santa Cruz County and prohibited at the vacation rental.

- H. The vacation rental shall have a sign identifying the structure as a permitted vacation rental and listing a 24-hour local contact responsible for responding to complaints and providing general information. The sign shall not exceed 216 square inches, be legible from, and be posted no more than 20 feet back from the nearest street.
- I. Issuance of this permit shall not infer approval of new development or the private use of any property outside of the subject parcel boundary, including public and private rights-of-way, State Parks land, and County owned property. The term “new development” shall include, but is not limited to, fencing, patios, and accessory structures. The term “use” shall include, but is not limited to, outdoor seating, parking (in non-designated areas), and storage of equipment or materials.
- J. The name, address, and telephone number(s) of the local contact person shall be posted inside the vacation rental in a location readily visible to all guests, and shall be submitted to the local Sheriff Substation, the main County Sheriff’s Office, the local fire agency, and shall be supplied to the property owners of all properties located within a 300-foot radius of the parcel on which the vacation rental is located. Any change in the contact person’s address or telephone number shall be promptly furnished to the agencies and neighboring property owners as specified above.
- K. The owner/applicant shall comply with the regulations and standards set forth in Chapter 4.24 of the County Code, including any required payment of transient occupancy tax for the vacation rental unit.
- L. The initial Vacation Rental Permit is a *one-year provisional permit* subject to review for compliance with vacation rental code requirements prior to granting the remainder of the standard five-year term.
- M. Permits for vacation rentals shall expire five years from the date of approval. To continue in operation as a legal vacation rental, an application to renew the permit must be made before the expiration date, but no sooner than 180 days before the expiration date. Vacation rental permits are non-transferable and become void when a property transfer triggers reassessment.
- N. Renewal applications must show significant rental use for three out of the previous five years. Significant rental use shall be interpreted to include no fewer than 10 percent of weekend nights in a given year, or a minimum occupancy of five weekends or 10 nights per calendar year.
- O. All advertising for vacation rentals shall include the vacation rental permit number in the first two lines of the advertisement text, and where photos are included, a photo containing the permit number shall be included, as well as a photo of the required signage that includes the 24-hour contact information and vacation rental identification.



- P. By accepting a vacation rental permit, vacation rental owners agree to engage in dispute resolution and act in good faith to resolve disputes with neighbors arising from the use of a dwelling as a vacation rental. Unless an alternative dispute resolution entity is agreed to by all parties involved, dispute resolution shall be conducted through the Conflict Resolution Center of Santa Cruz County.
- Q. A violation of any of the requirements to obtain a vacation rental permit may be grounds for denial of a new vacation rental permit application. Further, violations of vacation rental regulations, or of any other provision of the Santa Cruz County Code, may be grounds for denial of a renewal application or revocation of an existing vacation rental permit after consideration at a Level 5 public hearing by the Zoning Administrator (or by the Planning Commission upon referral).
- R. If more than two significant violations occur on a vacation rental property within a 12-month period, a permit shall be noticed for a Level 5 public hearing to consider permit revocation. "Significant violations" are: citations for violation of Chapter 8.30 SCCC (Noise); violation of any specific conditions of approval associated with the permit; mis-advertising the capacity and limitations applicable to the vacation rental; written warnings, or other documentation filed by law enforcement; violations of State or County health regulations; non-compliance with a public health order or emergency regulation issued by State or local authorities which may limit use and occupancy of vacation rentals; delinquency in payment of transient occupancy taxes, fines, or penalties; non-responsive property management, including failure by the local property manager to respond to calls within 60 minutes; and failure to maintain signage. In the event a permit is revoked, the person or entity from whom the permit was revoked shall be barred from applying for a vacation rental permit for the same parcel without prior consent of the Board of Supervisors.
- S. In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation.

### III. Indemnification

- A. The applicant/owner shall indemnify, defend with counsel approved by the COUNTY, and hold harmless the COUNTY, its officers, employees, and agents from and against any claim (including reasonable attorney's fees, expert fees, and all other costs and fees of litigation), against the COUNTY, its officers, employees, and agents arising out of or in connection to this development approval or any subsequent amendment of this development approval which is requested by the applicant/owner, regardless of the COUNTY's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the COUNTY. Should the COUNTY in its sole discretion find the applicant's/owner's legal counsel unacceptable, then the

applicant/owner shall reimburse the COUNTY its costs of defense, including without limitation reasonable attorney's fees, expert fees, and all other costs and fees of litigation. The applicant/owner shall promptly pay any final judgment rendered against the COUNTY (and its officers, employees, and agents) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this development approval.

- B. The COUNTY shall promptly notify the applicant/owner of any claim, action, or proceeding against which the COUNTY seeks to be defended, indemnified, or held harmless. The COUNTY shall cooperate fully in such defense.
- C. Nothing contained herein shall prohibit the COUNTY from participating in the defense of any claim, action, or proceeding if both of the following occur:
  - 1. COUNTY bears its own attorney's fees and costs; and
  - 2. COUNTY defends the action in good faith.
- D. Settlement. The applicant/owner shall not be required to pay or perform any settlement unless such applicant/owner has approved the settlement. When representing the COUNTY, the applicant/owner shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the development approval without the prior written consent of the COUNTY.
- E. Successors Bound. The "applicant/owner" shall include the applicant and/or the owner and the successor(s) in interest, transferee(s), and assign(s) of the applicant and/or the owner.

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Minor variations to this permit which do not affect the overall concept or density may be approved by the Planning Director at the request of the applicant or staff in accordance with Chapter 18.10 of the County Code.

**Please note: This permit expires five years from the approval date listed below unless an application to renew this approval is submitted prior to the expiration date.**

Approval Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Jocelyn Drake  
Deputy Zoning Administrator

Application #: 221005  
APN: 046-341-19  
Owner: Dan Chu

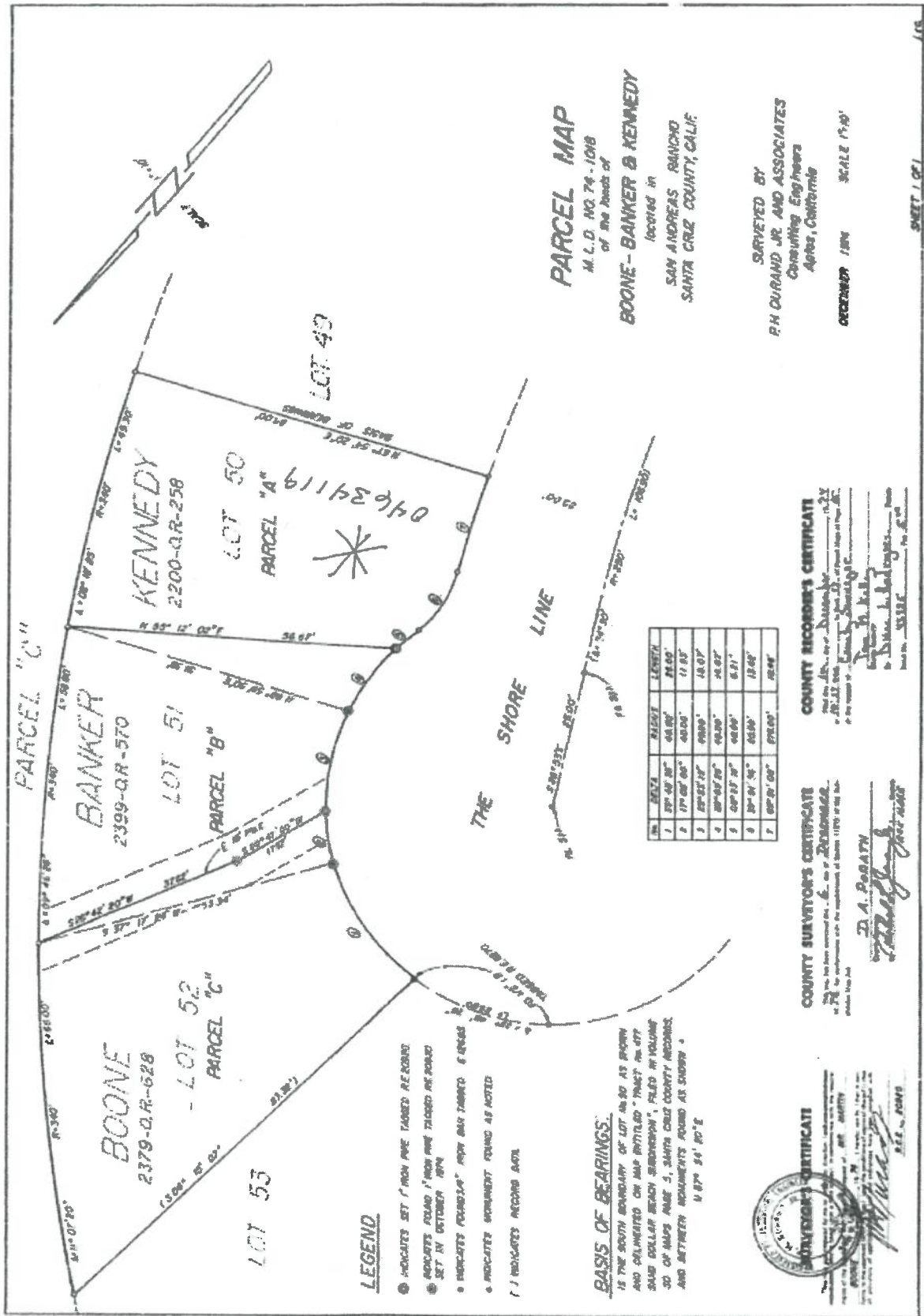
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Appeals: Any property owner, or other person aggrieved, or any other person whose interests are adversely affected by any act or determination of the Zoning Administrator, may appeal the act or determination to the Planning Commission in accordance with chapter 18.10 of the Santa Cruz County Code.

046-341-19 Chu Residence  
 790 The Shore Line, La Selva Beach  
 12/7/2021  
 1/4" = 6.5'

PLANS PREPARED BY: JOHN LAW

VOL. 12 PM, PG. 15



N 

72 "C"

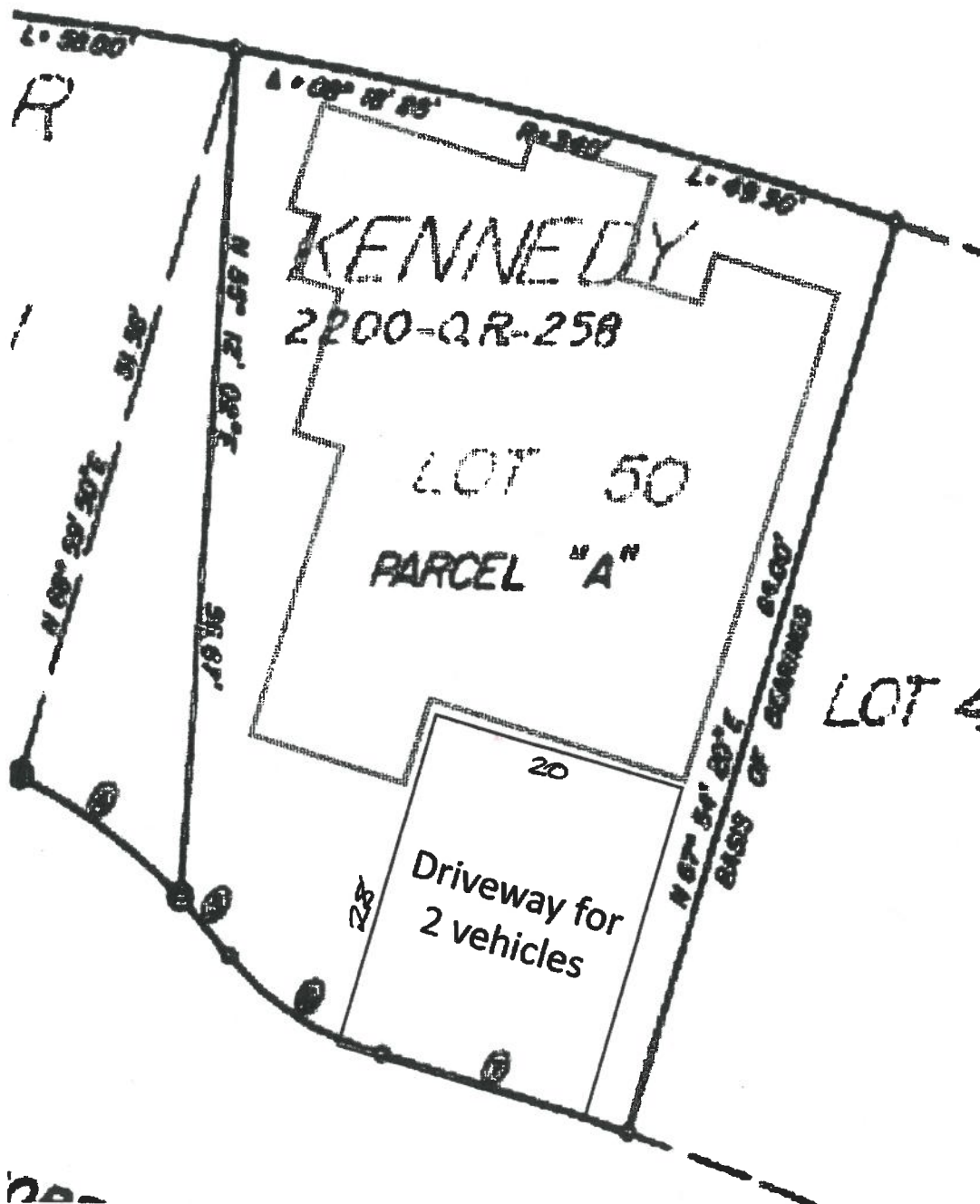


EXHIBIT D

046-341-19 Chu Residence  
790 The Shore Line, La Selva Beach  
12/7/2021  
Garage Floor  
1/4" = 1.5'



PLANS PREPARER: JOHN LAW

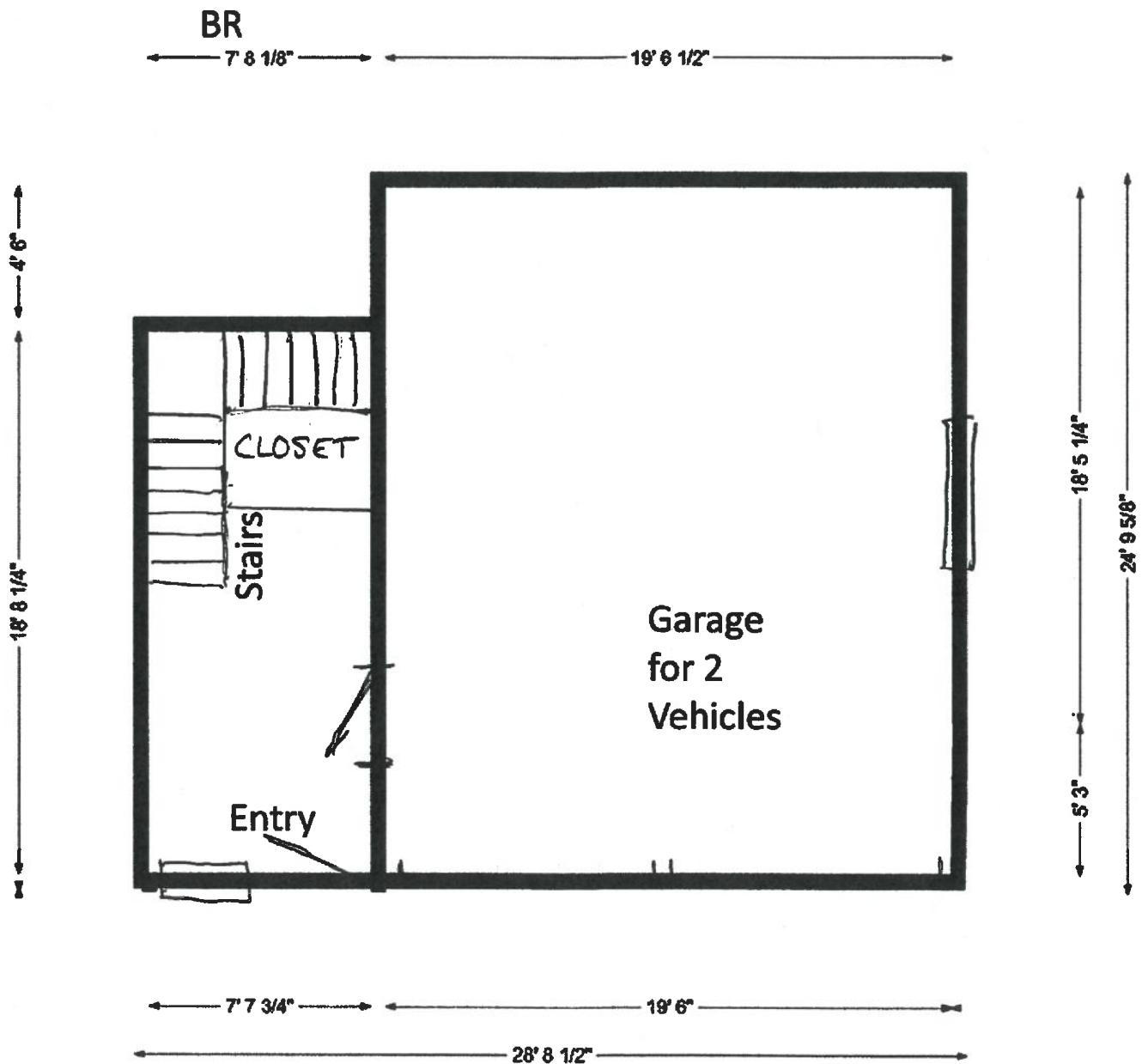


EXHIBIT D

046-341-19 Chu Residence  
 790 The Shore Line, La Selva Beach  
 12/7/2021  
 Main Floor

1/4" = 1.5'

PLANS PREPARED BY: JOHN LAW

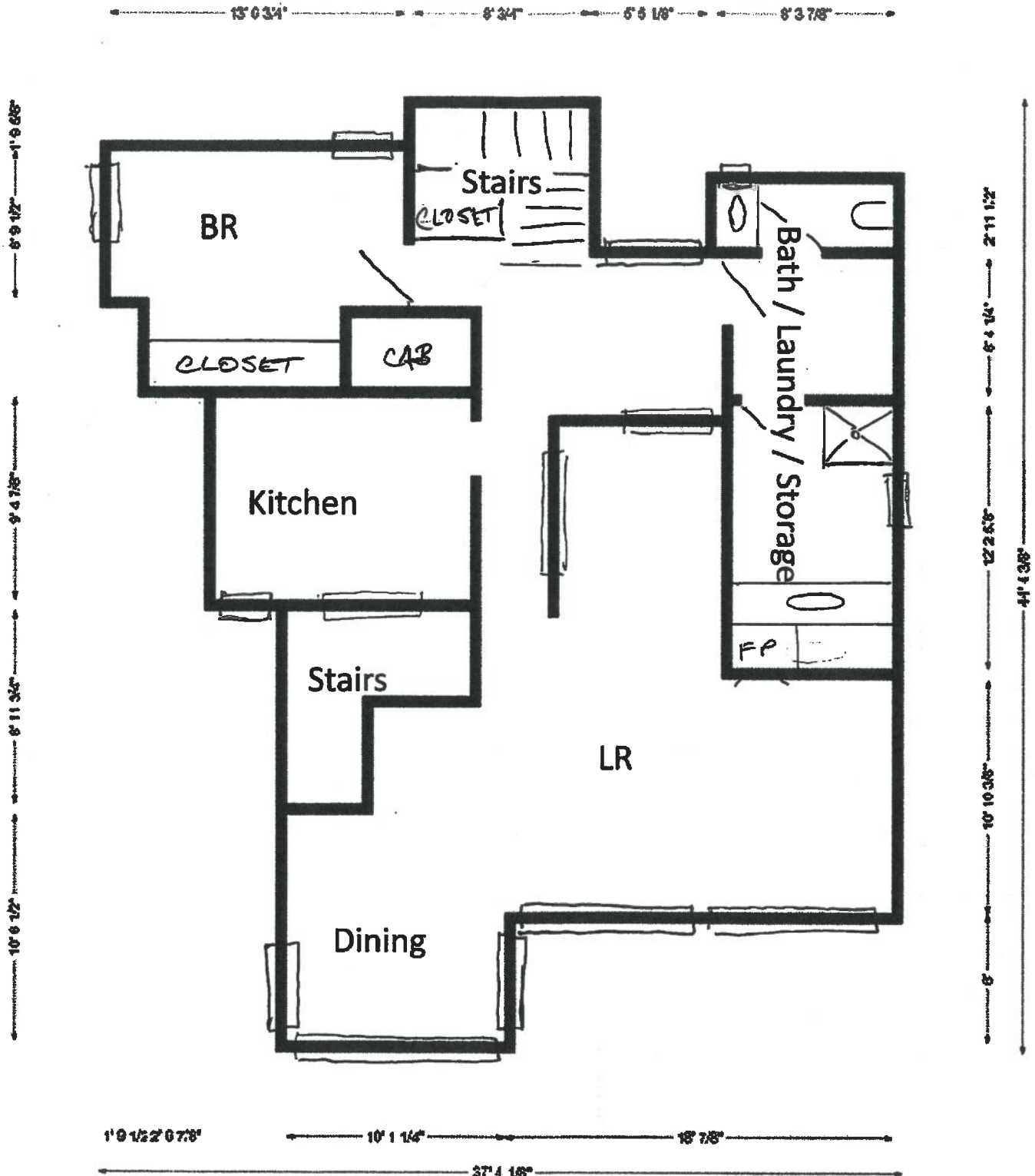


EXHIBIT D

046-341-19 Chu Residence  
 790 The Shore Line, La Selva Beach  
 12/7/2021  
 Upper Floor  
 1/4" = 1.5'

PLANS PREPARED BY: JOHN LAW

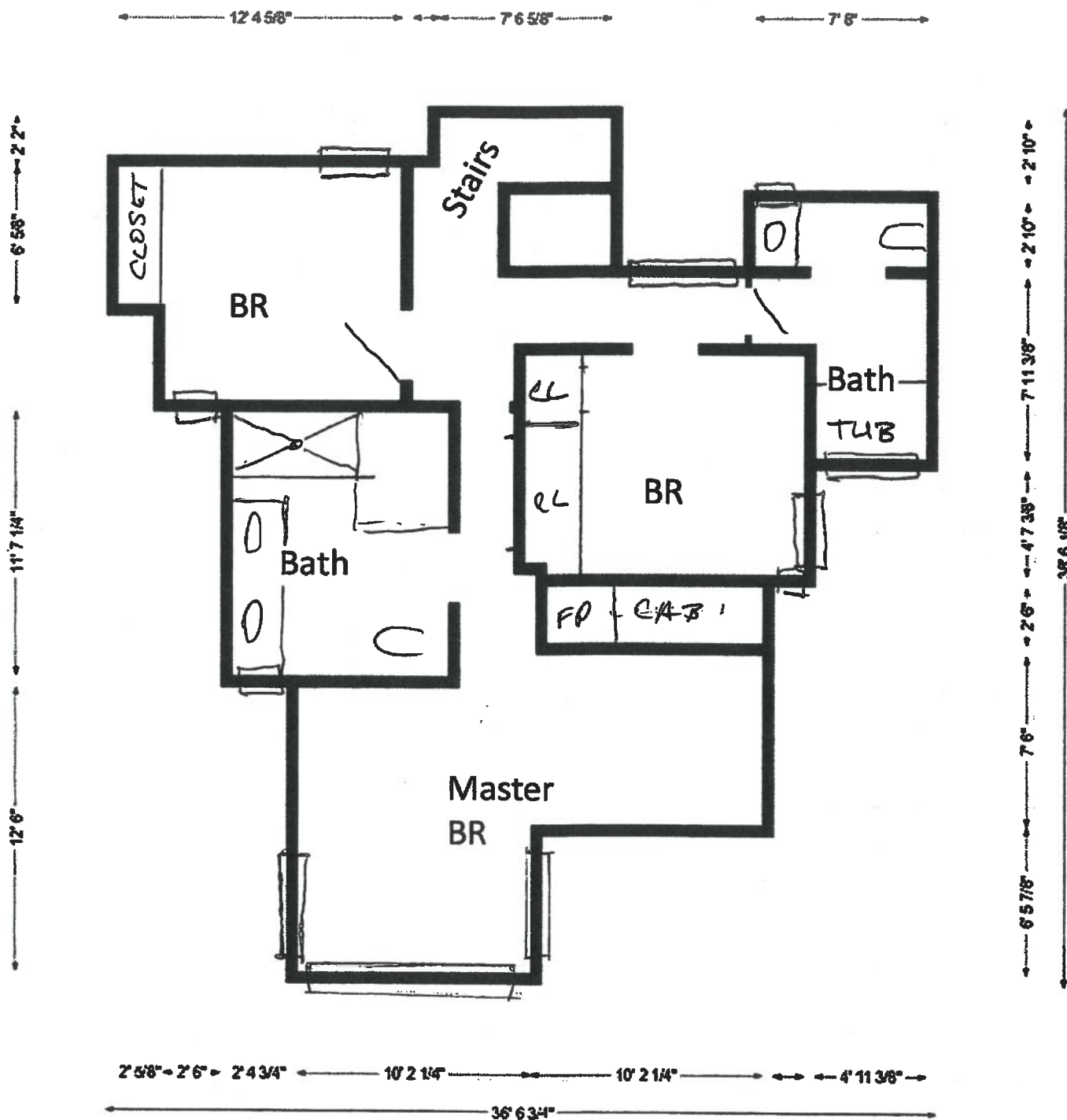


EXHIBIT D



# FOR TAX PURPOSES ONLY

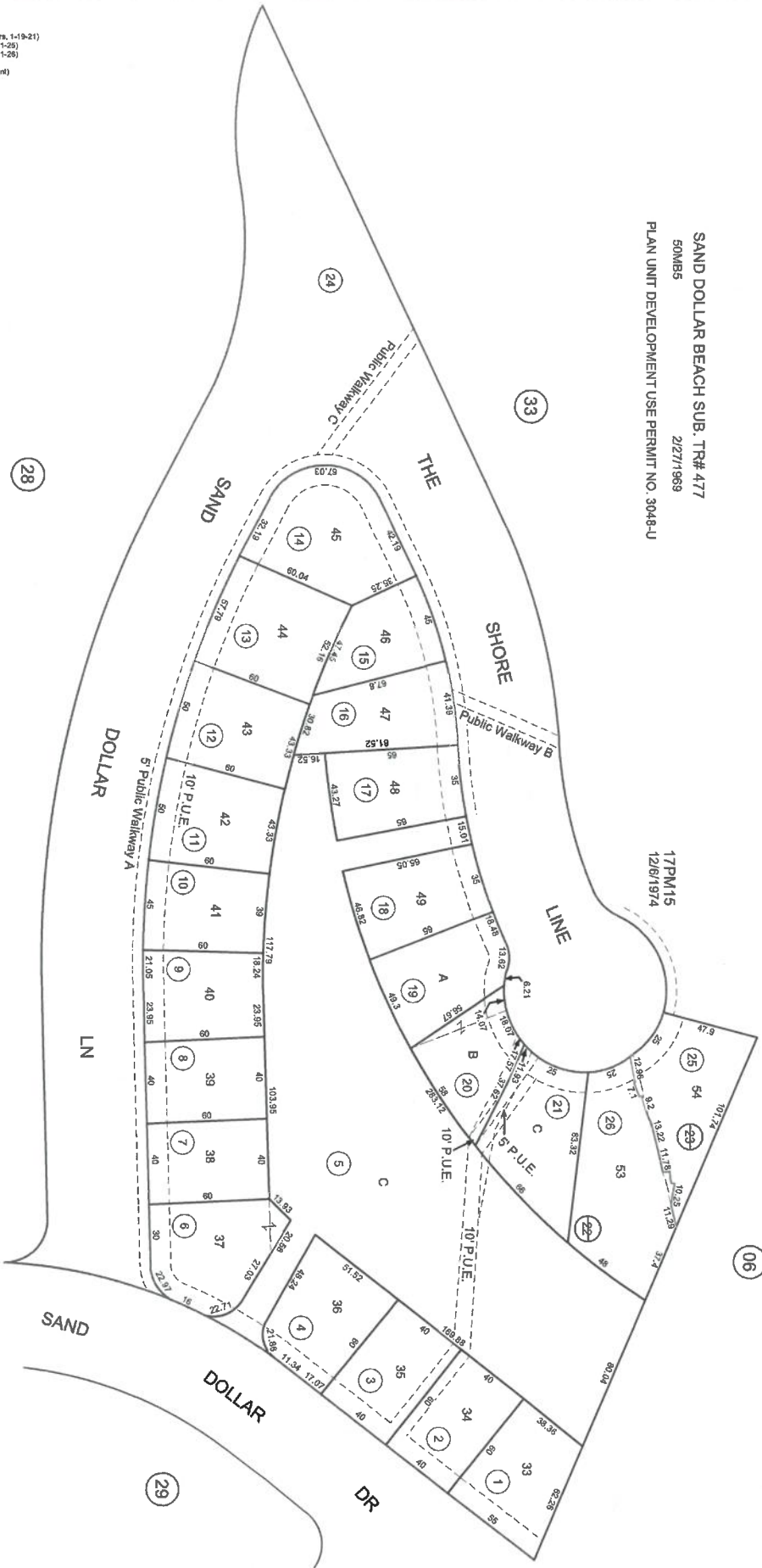
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POR. SAN ANDREAS RANCHO  
SEC. 3, T.12S., R.1E., M.D.B.&M.

Tax Area Code  
69-013

46-34

SAND DOLLAR BEACH SUB. TR# 477  
50MB5  
2/27/1969  
PLAN UNIT DEVELOPMENT USE PERMIT NO. 3048-U



Electronically drawn 8/12/95 KSA  
Rev. 5/10/00 GG (Add Lot Numbers, 1-19-21)  
Rev. 8/10/00 CB (LBA 8-003289, 1-29)  
Rev. 8/10/00 CB (LBA 8-0035132, 1-29)  
Rev. 5/20/10 CB (115RS39)  
Rev. 5/20/10 CB (Spatial Adjustment)

Note - Assessor's Parcel & Block  
Numbers Shown in Circles.

Assessor's Map No. 46-34  
County of Santa Cruz, Calif.  
Sept. 1995

EXHIBIT E



SANTA CRUZ COUNTY PLANNING DEPARTMENT

**Parcel Location Map**



Mapped  
Area



**Parcel: 04634119**

- Study Parcel
- Assessor Parcel Boundary

Map printed: 9 Mar. 2022



0 10 20  
Feet

**EXHIBIT E**

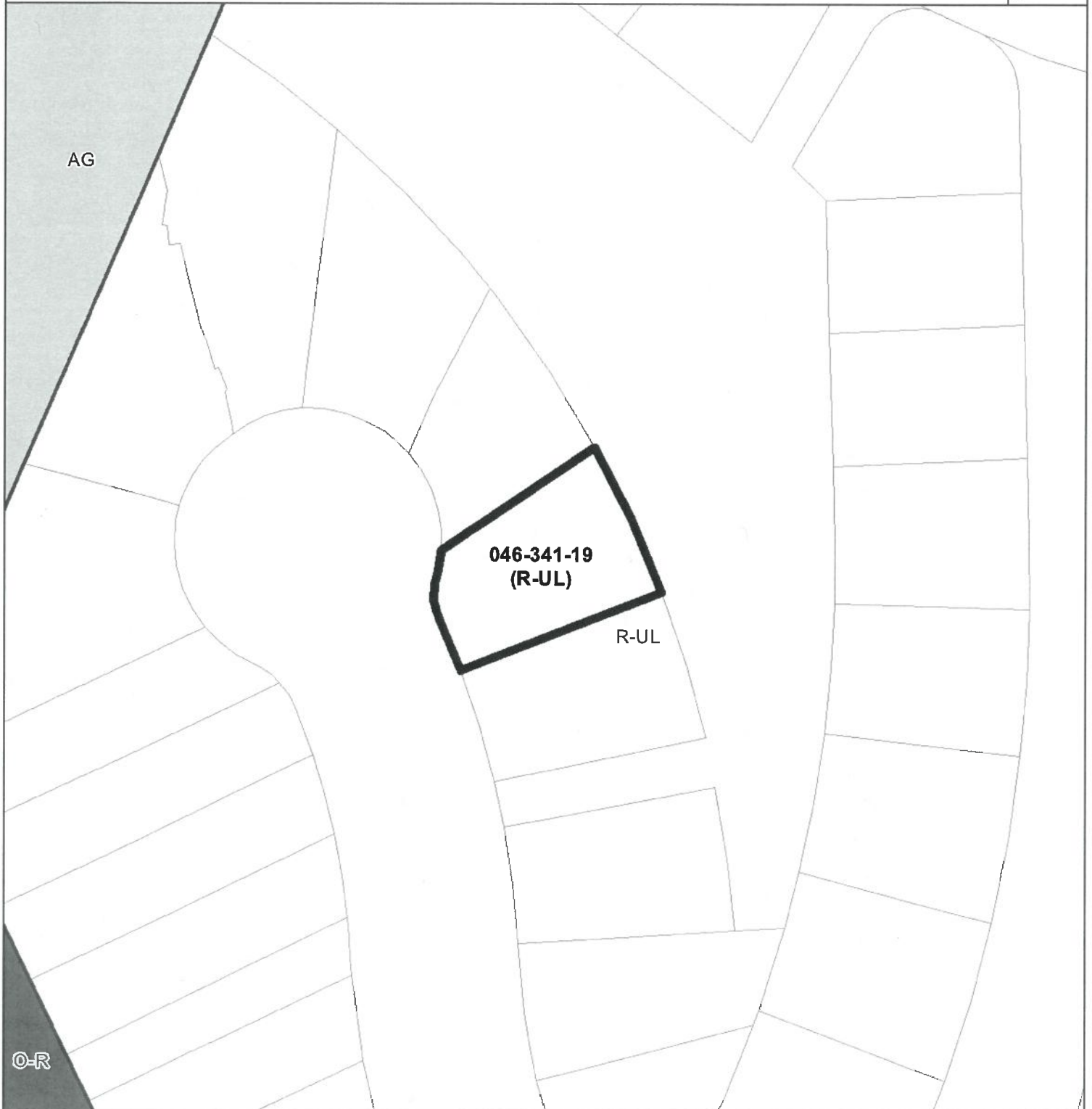





SANTA CRUZ COUNTY PLANNING DEPARTMENT

**Parcel General Plan Map**



Mapped  
Area



-  AG *Agricultural*
-  O-R *Parks, Recreation & Open Space*
-  R-UL *Res. Urban Low Density*



**EXHIBIT E**

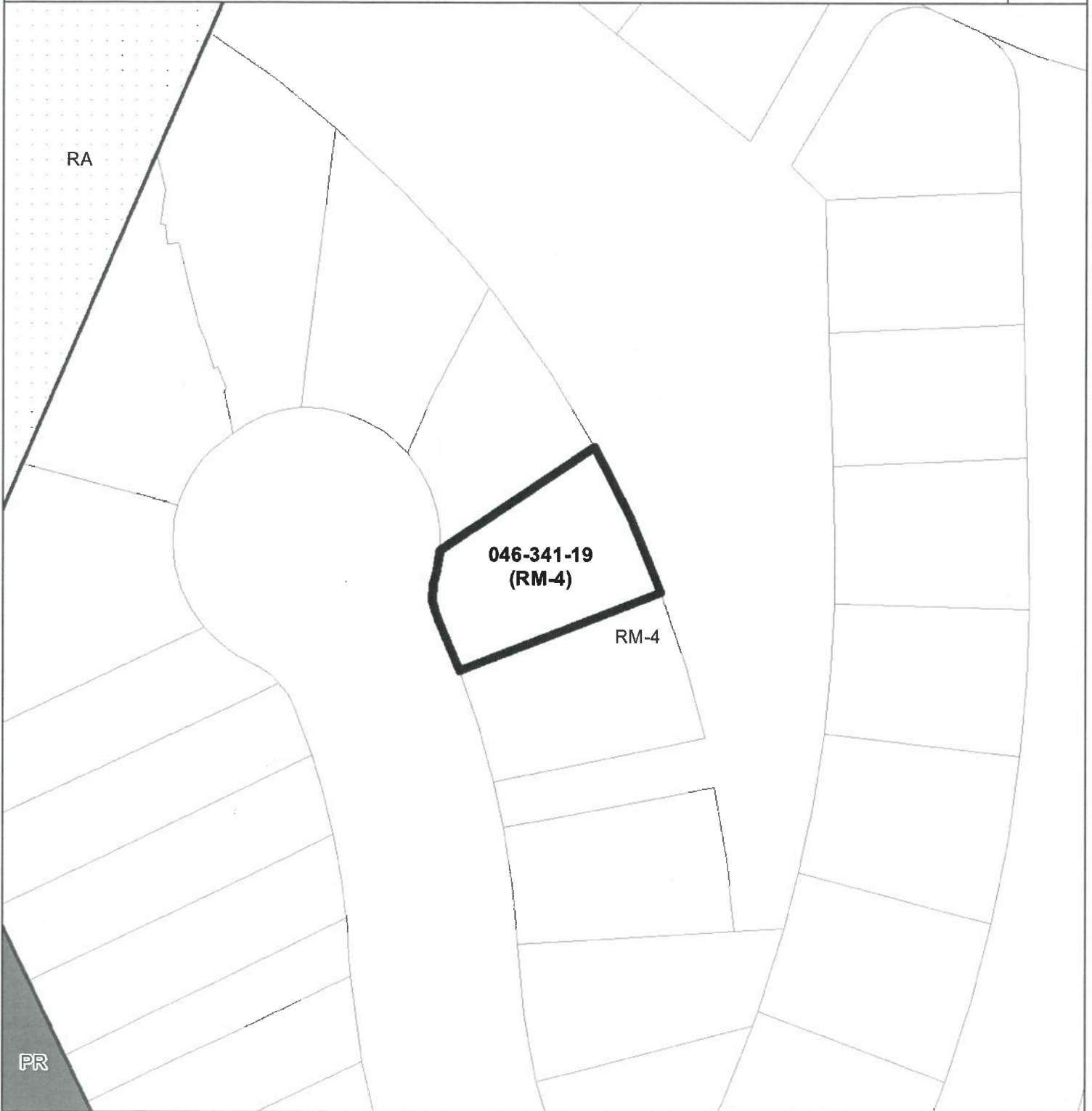





# SANTA CRUZ COUNTY PLANNING DEPARTMENT

## Parcel Zoning Map



Mapped  
Area



-  RA *Residential Agricultural*
-  PR *Parks, Recreation, & Open Space*
-  RM *Residential Multi-Family*



0 10 20  
Feet

**EXHIBIT E**

## Parcel Information

### Services Information

Urban/Rural Services Line: X Inside       Outside  
Water Supply: Soquel Creek Water District  
Sewage Disposal: CSA 05 Sand Dollar Beach  
Fire District: Central Fire District  
Drainage District: N/A

### Parcel Information

Parcel Size: 2,570 square feet  
Existing Land Use - Parcel: Residential  
Existing Land Use - Surrounding: Residential  
Project Access: The Shore Line via Sand Dollar Lane  
Planning Area: La Selva  
Land Use Designation: R-UL (Urban Low Density Residential)  
Zone District: RM-4 (Multifamily Residential - 4,000 square feet)  
Coastal Zone: X Inside       Outside  
Appealable to Calif. Coastal Comm.    Yes    X No

### Environmental Information

Geologic Hazards: Not mapped/no physical evidence on site  
Fire Hazard: Not a mapped constraint  
Slopes: N/A  
Env. Sen. Habitat: Not mapped/no physical evidence on site  
Grading: No grading proposed  
Tree Removal: No trees proposed to be removed  
Scenic: Within a mapped Scenic area  
Archeology: Not mapped/no physical evidence on site





# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET, 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131

### Vacation Rental Permit Application

*Carefully read the List of Required Information (LORI) and ensure that ALL required information is included with this application. If you do not have ALL of the required information, your application will not be accepted.*

#### Permit and Property Information

Current vacation Rental Permit Number (if applicable): \_\_\_\_\_

Assessor's Parcel Number (APN): 04634119  
(APNs MAY BE OBTAINED FROM THE ASSESSOR'S OFFICE AT (831) 454-2002)

Street Address: 790 THE SHORE LINE, LA SELVA BEACH, CA 95076

#### Applicant Information (Complete only if different from Owner Information)

NAME: JOHN LAW FOR KENDALL & POTTER PROPERTY MANAGEMENT

MAILING ADDRESS: 522 CAPITOLA AVE

CITY/STATE: CAPITOLA, CA ZIP: 95010

PHONE NO. (831) 471-1930 CELL PHONE NO. ( ) \_\_\_\_\_

EMAIL: KPR@MONTEREY COAST.COM

#### Owner Information

NAME: DAN CHU

MAILING ADDRESS: 865 GARDENIA WAY

CITY/STATE: LOS ALTOS, CA ZIP: 94024

PHONE NO. (650) 888 2918 CELL PHONE NO. ( ) \_\_\_\_\_

EMAIL: DANCHU@GMAIL.COM

#### **NOTE:**

*If the application submittal is made by anyone other than the owner, a signed Owner/Agent form (attached) or a property management agreement must be submitted with the application.*

### 24-HOUR CONTACT

**NOTE:** 24-Hour Contact must reside within a 30 mile radius of the vacation rental

NAME: KENDALL & POTTER PROPERTY MANAGEMENT, INC.

MAILING ADDRESS: 522 CAPITOLA AVE

CITY/STATE CAPITOLA, CA ZIP 95010

PHONE NO. (831) 477 7930 CELL PHONE NO. ( )

EMAIL: KPR@MONTEREYCOAST.COM

### ELECTED/ PUBLIC OFFICIAL OR COUNTY EMPLOYEE INFO. PUBLICATION

If the contact person identified above is an elected or appointed official (including a public safety official) as defined by sections 6254.21 or 6254.24 of the California Government Code, this application must be signed below by the contact person, and constitutes written permission under Government Code section 6254.21 that the contact person's name and phone number may be placed on the County's internet website. If the contact person identified above is an employee of the County of Santa Cruz within the scope of section 468 of the County Procedures Manual, this application must be signed below by the contact person, it constitutes a waiver of the provisions of that section, and it constitutes written permission to place the contact person's name and phone number on the County's internet website.

X

Contact person signature, if applicable

## VACATION RENTAL SAFETY CERTIFICATION

The following items require verification to assure the vacation rental unit is equipped and maintained to minimum safety standards to help provide for a safe vacation experience. Verification can be performed by owner (self-certified), certified home inspector, County Building Inspector, or by the property manager/agent.

- ☒ **Smoke alarms** (listed and approved by the State Fire Marshall) installed in the following locations per the 2016 California Residential Code, Sec. R314.1.
  - In each sleeping room.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics.
- ☒ **Carbon Monoxide alarms** (listed by an approved agency such as UL) installed in the following locations per the 2016 California Residential Code, Sec. R315.1.
  - Outside each separate sleeping area in the immediate vicinity of the bedroom(s).
  - At least one alarm on each story, including basements and habitable attics but not including crawl spaces or uninhabitable attics.
- ☒ **Working GFCI's** (ground fault circuit interrupters) required at all receptacles within 6 feet of all kitchen, bathroom, bar and laundry sinks per the 2016 California Electrical Code, Art. 210.8.
- ☒ **All sleeping rooms** shall be provided with at least one **emergency egress window** with a minimum net clear opening of 5 square feet, with a minimum opening height of 24 inches and minimum net clear opening width of 20 inches, with the bottom of the clear opening being not greater than 44" measured from the floor. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided such devices are releasable or removable from the inside without the use of a key, tool or special knowledge. Per the 2016 California Residential Code, Sec. R310.
- ☒ **All stairs** shall have at least one continuous **handrail** running the full length of the stairs per the 2016 California Residential Code, Sec. R311.7.8
- ☒ **All walking surfaces** measured vertically more than 30" above grade or other floor levels, including mezzanines, platforms, stairs, ramps and landings shall have **guard railing** a minimum of 42" in height with openings no greater than 4" per the 2016 California Residential Code, Sec. R312.1. Exception: Guards on the open sides of stairs shall have a height not less than 34" measured vertically from a line connecting the leading edges of the treads.
- ☐ **Pool/spa safety barrier enclosures** shall comply with Santa Cruz County Code, Sec. 12.10.216. Exception: Self-contained spas/ hot tubs with approved safety covers need not comply with barrier reqs.
- ☒ **Rental equipped with at least one fire extinguisher** (type 2A10BC) installed in a readily visible/accessible location near the kitchen.

I hereby certify that the safety standard conditions listed above are fully complied with and will be maintained in a useable and functioning condition. Form must be signed by one of the following four parties.

\_\_\_\_\_  
Owner of Rental Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified Home Inspector

\_\_\_\_\_  
License #

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Building Inspector

\_\_\_\_\_  
Date

JOHN LAW  
Property Manager/Agent



12/6/21  
Date

For questions regarding these safety certification requirements please contact the Building Official at (831) 454-3195



## PLANS REQUIRED FOR RENEWALS

Please check the appropriate boxes below.

1. Have there been any additions or other work than has resulted in an increase in the number of bedrooms since the issuance of your current vacation rental permit that have not been authorized by an amendment to your current vacation rental permit?  
☐ YES. If you check this box, you must submit revised floor plans that clearly show the previous floor plan, the current floor plan, and explain what work was done (see List of Required Information, page 7).  
☐ NO. If you check this box, you do not need to submit floor plans with your renewal application.
2. Has there been any decrease in the size or number of parking spaces since the issuance of your current vacation rental permit that has not been authorized by an amendment to your current vacation rental permit?  
☐ YES. If you check this box, you must submit a revised plot plan that clearly shows the previous parking, the current parking, and explain what has changed and the reason for the change (see List of Required Information, page 7).  
☐ NO. If you check this box, you do not need to submit a plot plan with your renewal application.

If you checked no to both questions, you do not need to submit any plans with your renewal application.

## APPLICANT'S SIGNATURE


I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director.

I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, and that proof of such is on file with the Zoning Section.

I further certify that there are no restrictions against vacation rentals associated with the subject property, including, but not limited to, Homeowner's Association regulations, and I understand that any vacation rental permit issued will be rendered void if there are restrictions against vacation rentals on the subject property.

I understand that the County of Santa Cruz has attempted to request everything necessary for an accurate and complete review of my proposal; however, after Planning staff has taken in the application and reviewed it further, it may be necessary to request additional information and clarification.

I understand that if this application will require a public hearing pursuant to County Code Section 13.10.694(D)(3), the application will be converted to an "at cost" application and I will be required to sign a contract and be billed for staff time associated with processing the application as provided in County Code Section 13.10.694(D)(3)(b)(ii).

 **AGENT**  
Signature of Owner or Authorized Agent

12/6/21  
Date



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131

### OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to obtain a building, development or other permit, owner approval is required. This is the County's authorization to issue a permit to the agent listed below

Agent: Name JOHN LAN  
Address: 522 CAPITOLA AVE.  
City: CAPITOLA  
State/Zip Code: CA 95010  
Telephone: (831) 477 7930  
Email: JOHNLAN@MONTEREYCOAST.COM

Owner: Name DAN CHU  
Address: 865 GARDONIA WAY  
City: LOS ALTOS  
State/Zip Code: CA 94024  
Telephone: (650) 888 2918  
Email: DANCHU@GMAIL.COM

12/9/2021

Date

04634119  
Assessor's Parcel Number(s)

DocuSigned by:  
Dan Chu  
Signature of Owner

790 THE SHORE LINE  
Project Location  
LA SELVA BEACH, CA 95076

Note: One Owner Agent form will be required for each permit required. In the case where there is more than one owner of a parcel, the owner signing this form represents that he/she has the consent from all other owners of the parcel. For development permits, by signing this form, the owner is authorizing the agent to legally bind the owner to responsibility for payment of the County's cost for inspections and all other actions related to noncompliance with permit conditions. The agent will be required to provide the department with proof of service by mail that the owner was mailed a copy of the executed acceptance of permit conditions. Finally, by signing this form, the owner is designating the agent as their Agent for Service of Process for all matters relating to this application.

**\*\*Any refunds will be made to whomever made the payment**



Kendall & Potter Property Management  
 522 Capitola Ave  
 Capitola, CA 95010  
 800-386-6826  
**VACATION RENTAL AGREEMENT**

Date	Reservation Number	Arrival Date	Departure Date
12/08/2021	37640	12/08/2021	12/15/2021

Guest Information	Rental Property Information	SC County requirement for application are highlighted
Daniel Chu 865 Gardenia Way Los Altos, CA 94024 US	790 / 4 Bedrooms 3 Bathrooms 790 The Shore Line La Selva Beach, CA 95076 Maximum occupancy: 10 people BED SIZES: / Linens ARE Provided!	

Dear Daniel,

We are pleased to confirm your reservation request and provide you with this agreement. Please read the information above and verify your Arrival/Departure dates and personal information. Please read the information provided below very carefully for rates, restrictions, terms, and conditions associated with this reservation request. Upon receipt of your rent payment in the amount of \$5,024.29, along with a copy of this Agreement signed by you, your reservation request will be converted to a confirmed reservation. Please Note: Balances are due 60 days prior to your arrival, see payment information below. Our Agency, Kendall & Potter Property Management, Inc., duly appointed as representative, rents out the property mentioned here above for the specified period and cost to the client, whose address appears in the Guest Information box above.

TERMS & CONDITIONS	PAYMENT INFORMATION			
<p>PAYMENT TERMS: Check, American Express, Visa, Master Card or Money Order made out to: Kendall &amp; Potter Property Management. There is a \$50 charge for all returned checks plus the cost of collection. If coming in less than 60 days prior all funds must be paid by Certified Funds, i.e. Cashier Check, Money Order or Credit Card.</p> <p>DAMAGE PROTECTION PLAN: There is a non-refundable \$75.00 fee, which MUST be paid in order to confirm your reservation. The guest is responsible for all damages and excessive cleaning of the property. This fee is in lieu of a security deposit and is included in the TOTAL RENT DUE.</p> <p>PAYMENTS RECEIVED: Please note that all payments in the Folio History is not applied to the Expected Charge amount.</p>	Total Rent Due:		\$5,024.29	
	Expected Charges			
	Due Date	Description	Amount Due	
	12/08/2021	Required Payment: 100.00%	\$5,024.29	
	Grand Total of Expected Charges:			\$5,024.29
	Payments/Folio History			
	Date	Type	Description	Amount
	Total (includes all folio items):			\$5,024.29
	Balance:			\$5,024.29
	Balance After Processing Scheduled Payments:			\$5,024.29

**\$5,024.29 CHARGE AMOUNT**

I agree to pay the above total amount according to card issuer agreement per the Expected Charges Due Date stated above.

{{signature}}

Check in time is 4:00 P.M. Check out time is 10:00 A.M.

**CANCELLATION POLICY:** In the event your plans change and your rental must be cancelled by you, regardless of reason, including bad weather, illness, death or economic factors there is a \$150 cancellation fee. Only the Guest listed on this contract can cancel the reservation. Any cancellation notification received more than 60 days prior to arrival you will be refunded the 1/2 payment less the cancellation fee. There are NO refunds if the reservation is cancelled less than 60 days prior to arrival.

If you have accepted the Traveler's insurance and you must cancel, the claim must be made through the insurance company. The Traveler's insurance premium will not be refunded, regardless of if the travel insurance company covers cancellation or not.

Rentals are privately owned homes and are limited to families (with children and responsible groups of adults 21 years of age or older). Persons not authorized by Agent to use the property or persons who do not properly identify themselves will be required to vacate immediately without refund. Rentals must be thoroughly cleaned and ready for the next guests, see CHECK OUT is at 10 am, please see SPECIAL INSTRUCTIONS EMAILED TO YOU.

**FURNISHINGS:** If you feel compelled to re-decorate or move furniture, please be sure to put it back! There is a minimum charge of \$150.00 fee for putting furniture back in place

**NOISE ORDINANCE:** Santa Cruz County has a noise ordinance #Section 8.30.010 of the Santa Cruz Code and Penalty. Any noise or loud music before 8 am or after 10 pm is subject to a fine of \$200.00 per incident. If the Sheriff's office is called the fine will be \$500.00 charged to the person who is responsible for the reservation. This is a neighborhood and everyone must be respectful of others rights of enjoyment.

**SMOKING:** All of Kendall & Potter properties are NON SMOKING vacation rentals. Capitola now has a law passed of NO SMOKING within the Village. Violators will be fined up to \$200.00.

**DAMAGE PROTECTION PLAN:** The Damage Protection Plan is a non-refundable fee designed to protect our guests from risk of substantial charges related to damage to the rental home during their stay. This plan excuses you from house damages to a maximum of \$1,000.00 as long as the damage was not willful, wanton or a result of gross negligent behavior or damaged by a pet. This fee is in lieu of a security deposit.

**REPORTING DAMAGE:** DAMAGE MUST be reported promptly to Kendall & Potter's office or this DAMAGE PROTECTION PLAN IS VOID. Kendall & Potter Property Management, Inc. will have the sole authority to determine the extent of the repairs necessary. Arbitration is required prior to litigation. The prevailing party in any arbitration or litigation shall be entitled to recover and/or reimbursement of all fees in connection with same.

#### DAMAGE PROTECTION PLAN DOES NOT INCLUDE

1. Acts of God
2. Intentional acts of a guest.
3. Gross Negligence or willful conduct.
4. Any cause, if the guest does not report the damage to Kendall & Potter Property Management, Inc.
5. Normal wear and tear.
6. Damage or loss caused by a pet or other animal brought onto the premises by guest.
7. The plan applies only to the direct physical loss of damage to covered property. It does not cover loss of use of such property.
8. The plan does not apply to loss of damage to any property owned by or brought onto the premises by a guest.
9. Request cleaning or any additional cleaning required.

**DAMAGE PROTECTION PLAN EFFECTIVE TERM:** The "Damage Protection Plan" becomes effective upon check in to a Kendall & Potter Property Management, Inc. vacation rental and ends on departure.

At agents' discretion, in an emergency, agent may substitute like properties.

Guests assume all risk of accidents or injuries to persons or property, including invitees, and hold agent and owner harmless from any such damages.

**LINENS:** Sheets and Towels are provided at all of our properties. Renters will be charged for missing or damaged linens. Upon your departure do not strip the beds. Please leave dirty towels in a pile in the bathrooms. We apologize but Beach Towels are not provided at any rental.

You shall not permit more than 10 authorized persons overnight, disturb neighbors and/or allow pets on the premises unless applicable. Violation of any of these requirements will result in forfeiture of rent and possible evictions. Up to \$200.00 will be charged to your credit card for each key, gate pass or parking permit not returned to the office on departure.

The Maximum number of people that are allowed for gatherings between 8 a.m. and 10:00 p.m. is 10 people (County Code Section 13.10.694(d)(1)(D)).

The Maximum number of vehicles that are allowed on the premises is: 4 Cars. (County Code Section 13.10.694(d)(1)(D))

Trash must be kept in closed containers and not allowed to accumulate. Trash day is Monday (County Code Section 7.20.005, et seq.).

Prohibition on illegal behavior and prohibition on any and all fireworks in Santa Cruz County.

If Guest defaults in the performance of any aspect of this agreement or in the recovery of possession of the property, Agent and Owner shall be entitled to recover all costs and expenses, including court costs.

*Tenant shall not be entitled to any refund for inoperative appliances, hot tubs, heaters, etc. Replacement or repair of such when provided by Owner, cannot be guaranteed. Upon notifying Agent of any malfunction, Agent will make every effort to have appliance, etc. repaired.*

I, Daniel Chu, and all members of my party have read, understand and agree to all of the terms and conditions stated in the agreement listed above.

{{signature}}



*Kendall & Potter*  
PROPERTY MANAGEMENT, INC.

Kendall & Potter Property Management  
522 Capitola Ave  
Capitola, CA 95010  
800-386-6826  
VACATION RENTAL AGREEMENT

Date	Reservation Number	Arrival Date	Departure Date
12/08/2021	37640	12/08/2021	12/15/2021

<p><b>Guest Information</b></p> <p>Daniel Chu 865 Gardenia Way Los Altos, CA 94024 US</p>	<p><b>Rental Property Information</b></p> <p>790 / 4 Bedrooms 3 Bathrooms 790 The Shore Line La Selva Beach, CA 95076 Maximum occupancy: 10 people BED SIZES: / Linens ARE Provided!</p>
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GUEST CANCELANATION INSURANCE PROTECTION CSA Vacation Rental Insurance (VRI) has been made available with your reservation. VRI reimburses for pre-paid, non-refundable expenses due to certain unforeseeable circumstances that may jeopardize your vacation investment and force you to incur unplanned expenses. We strongly recommend you purchase this valuable protection. If you do not elect coverage, you acknowledge you acknowledge you have read and understand our cancellation policy and choose not to purchase VRI on behalf of all occupants. VRI cannot be added after final payment. You are under no obligation to accept this coverage, but please think twice before declining. It is a small amount to pay compared to the loss you face if something goes wrong.

**ACCEPTING Guest Cancellation Insurance**

Your premium of 6.95% of your total reservation cost will be charged to your credit card. Trip Cancellation coverage begins the day after we receive your payment. Once we receive payment, you will receive a brochure for your Certificate of Insurance.

**DECLINING Guest Cancellation Insurance**

If you do not want to insure your investment in your travel plans, you must sign at the bottom of this page. Before you do so, we ask that you contact Generali (formerly CSA) customer service for any questions you may have at (866) 999-4018

{{checkbox,Insurance,1,1}} I DO DESIRE GUEST CANCELANATION INSURANCE

{{checkbox,Insurance,2,1}} I DO NOT DESIRE GUEST CANCELANATION INSURANCE

{{signature}}

**\*\*NOTE: CANCELANATION INSURANCE CANNOT BE DENIED UNLESS WE RECEIVE THIS SIGNED DOCUMENT\*\***



Kendall & Potter Property Management  
522 Capitola Ave  
Capitola, CA 95010  
800-386-6826  
VACATION RENTAL AGREEMENT

Date	Reservation Number	Arrival Date	Departure Date
12/08/2021	37640	12/08/2021	12/15/2021

<b>Guest Information</b>  Daniel Chu 865 Gardenia Way Los Altos, CA 94024 US	<b>Rental Property Information</b>  790 / 4 Bedrooms 3 Bathrooms 790 The Shore Line La Selva Beach, CA95076 Maximum occupancy: 10 / Linens ARE Provided! BED SIZES:
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#### SAND DOLLAR BEACH RULES & REGULATIONS

In an effort to maintain Sand Dollar the beautiful area that it is, we are asking your cooperation in adhering to the following guidelines, which are contained in our Conditions, Covenants, and Restrictions filed with the County of Santa Cruz.

#### GUIDE TO GET INTO THE GATE:

Visitor presses # then the gate code (ON WELCOME PACKET UPPER RIGHT CORNER). This will open the gate and the visitor can proceed through the gate (ONE CAR AT A TIME)!!

In addition, we ask that:

"Children are instructed NOT TO PLAY WITH THE GATE

"To prevent gate breakage, PLEASE only one car through at a time! A broken gate could cost you over \$200.00! INBOUND gate stays open for 40 SECONDS ONLY! OUTBOUND gate stays open for 30 SECONDS ONLY!

"Kendall & Potter will provide you with a code to get thru the gate.

There is a charge of \$100 for each missing key to replace.

#### PARKING & VEHICLE RESTRICTIONS:

1. All vehicles should be parked within specified parking areas or in your carport/driveway up to 4 Cars ONLY. \*\*There will be a \$50 fee if you are asked to move your car from a neighbors parking. Map is provided at final payment as well as check in.\*\*

2. No motor vehicles, boats, or trailers are to be parked behind the gate.

3. Commercial vehicles that bear signage on the exterior shall not be parked within the complex, except for purposes of loading or unloading and then not for periods in excess of 2 hours.

4. PLEASE.. Do NOT park in front of mailboxes!

5. NO SKATEBOARDING, ROLLERBLADING OR SKATING IS ALLOWED AT SAND DOLLAR!

#### BEACH FIRES:

Beach fires MUST be at least 100 feet from the wall. Do not burn bottles, cans or wire. Use WATER to put out fires. NO FIREWORKS ARE ALLOWED AT ANY TIME!! Sheriff will be called and you can be ticketed and receive fines of up to \$500.  
{{signature}}

**GARBAGE:**

All garbage/recycling shall be kept in enclosed areas preventing views from public ways. Garbage/recycling must be in containers to be picked up by Waste Management on MONDAY MORNING. Anything not in the containers will NOT be picked up. CANS ARE IN THE ENCLOSURES NEAR THE FRONT DOOR FOR THE TOWN HOMES OR IN CARPORT/GARAGE AREAS FOR THE HOMES. Please do not use the beach cans for household garbage. No need to take trash to the street as Waste Management will pick up from the enclosures.

**BBQ:**

All of the town homes have a BBQ provided. No open flames are allowed on the deck i.e. charcoal BBQ. If you bring your own BBQ and use it on the deck you can be fined up to \$200.00. If you find that the propane is low call Kendall & Potter to advise or take to the KOA and bring in receipt to Kendall & Potter to be reimbursed.

**ANIMALS:**

No animals, reptiles, rodents, birds, fish, livestock, or poultry shall be raised, bred, or kept at any property.

**COMMON AREA USE (BEACH):**

Please remove all personal items (chairs, umbrellas, toys, etc.) and recreational games (volleyball, badminton, etc.) from the beach area each evening. **NO SURFBOARDS ARE TO BE STORED ON THE LOWER DECKS TO BEACH. PLEASE KEEP THESE ON YOUR OWN PERSONAL DECKS TO AVOID BLOCKING WALKWAYS.**

I understand that I may not sublease or assign such lease. I further acknowledge that I have received and reviewed a copy of the Sand Dollar Rules & Regulations. I will comply in all respects with the Rules. I further understand that as a lessee I have the exclusive right to the common area (Beach) rights granted to occupants of the home & town homes at Sand Dollar Beach, and that no other individuals then those listed above shall have such common area rights associated with the home being leased by the undersigned.

{{signature}}



# COUNTY OF SANTA CRUZ

EDITH DRISCOLL, AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR  
701 OCEAN STREET, SUITE 150, SANTA CRUZ, CA 95060-4073  
POST OFFICE BOX 5639, SANTA CRUZ, CA 95063 • (831) 454-2510 • FAX (831) 454-2257

## TRANSIENT OCCUPANCY TAX - REGISTRATION APPLICATION

RECEIVED  
SANTA CRUZ COUNTY  
TREASURER-TAX COLLECTOR  
2021 DEC 10 PM 2:50

### FOR COUNTY USE ONLY

Certificate Number

Date Issued

APN Number

By: \_\_\_\_\_  
Deputy Treasurer-Tax Collector

### PLEASE PRINT OR TYPE

Name of Facility or Unit 790 THE SHORE LINE

Address of Facility or Unit 790 THE SHORE LINE, LA SELVA REACH, CA 95076  
865 GARDENIA WAY, LOS ALTOS, CA 94024

Mailing Address \_\_\_\_\_ Phone # 650 888 2918

Email Address DANCHU@GMAIL.COM Date of Application 12/6/21

Websites You Plan to Use: ☒ VRBO ☒ Home Away ☒ AirBNB ☐ AirBNB Only\* ☒ Other MONTEREYCOAST.COM

Type of Rental: Hotel/Motel ☐ Bed and Breakfast ☐ ☒ Whole House ☐ Hosted Rental

Number of Occupancy Units \_\_\_\_\_

### IMPORTANT: Change of Operator and/or Ownership Requires a New Application

#### Owner(s) Name (List Principals):

Operator's Name	Address	Phone Number
DAN CHU	865 GARDENIA WAY LOS ALTOS, CA 94024	650 888 2918
KENDALL & POTTER	522 CAPITOLA AVE CAPITOLA, CA 95010	831 477 7930

#### Local Emergency Contact

Name	Email Address	Phone Number
KENDALL & POTTER	KPR@MONTEREYCOAST.COM	831 477 7930

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signed John T. Lee AGENT Date 12/6/21

\*AirBNB has an agreement with the County of Santa Cruz to collect and pay the TOT for all listings done on their site that are within the unincorporated area of the County. If you commit to only using AirBNB for all of your rentals then you will not be required to report monthly.