



## Staff Report to the Zoning Administrator

Application Number: **221308**

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**Applicant:** Susan & Scott Nettleton

**Agenda Date:** May 05, 2023

**Owner:** Susan & Scott Nettleton

**Agenda Item #:** 1

**APN:** 066-271-02

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

**Site Address:** 1 Terrace Way, Felton CA 95018

### Project Description:

Proposal to establish a new five-bedroom vacation rental. Requires a Vacation Rental Permit.

**Location:** Property is located on the east side of Terrace Way, approximately 0.25 miles from the intersection of Graham Hill Road in Felton (1 Terrace Way).

**Permits Required:** Vacation Rental Permit

**Supervisory District:** 5th District (District Supervisor: Bruce McPherson)

### Staff Recommendation:

- Determine that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- Approval of Application 221308, based on the attached findings and conditions.

### Project Description & Setting

The project site is located on the east side of Terrace Way in the San Lorenzo Valley planning area. Approximately 0.25 miles from the intersection with Graham Hill Road in Felton. The neighborhood is comprised of modest single-family dwellings, situated on parcels ranging from 0.2 acres to 0.75 acres in size. The subject property is developed with a two-story, single-family dwelling constructed in 1990 and contains five bedrooms and three bathrooms.

As indicated in SCCC 13.10.694(D)(2), a public hearing is required for vacation rentals consisting of four or more bedrooms.

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 one on-site spaces is required for vacation rentals containing one or two bedrooms and a minimum of two on-site spaces is required for rentals containing three or more bedrooms. Guests are also allowed to park one additional off-site vehicle in the vicinity of the vacation rental but shall not have any exclusive or assigned use of any available street parking. The subject

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dwelling is comprised of five bedrooms; therefore, two on-site parking spaces are required. 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/Renewal Permit; therefore, the date of expiration of this permit is May 05, 2028.

Further, pursuant to SCCC 13.10.694(D)(2), any new vacation rental permit issued for vacation rentals consisting of four or more bedrooms shall be given 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. The project has been conditioned accordingly.

Stephanie Baker from Sol Property Management has been designated as the 24-hour contact for the vacation rental. Stephanie is located in Scotts Valley, within the required 30-minute response radius from the proposed vacation rental property.

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

The subject property is a 12,240 square foot lot, located in the R-1-15 (Single-Family Residential) zone district, a designation which allows Short Term Rental uses. The proposed Vacation Rental is a permitted use within the zone district and the zoning is consistent with the site's R-S (Suburban Residential) General Plan designation.

Vacation rentals within residential structures are permitted within the R-1-15 zone district, and the operation of the vacation rental is required to comply with all requirements of the vacation rental ordinance.

### **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 **221308**, 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 Division, 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: Michael Lam  
Santa Cruz County Planning  
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Santa Cruz CA 95060  
Phone Number: (831) 454-3371  
E-mail: [Michael.Lam@santacruzcounty.us](mailto:Michael.Lam@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 & Lease Agreement
- H. Comments & Correspondence (only if comments/correspondence are attached)

# CALIFORNIA ENVIRONMENTAL QUALITY ACT

## NOTICE OF EXEMPTION

The Santa Cruz County Planning Division 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: 221308

Assessor Parcel Number: 066-271-02

Project Location: 1 Terrace Way, Felton CA 95018

**Project Description: Proposal to establish a new, five-bedroom vacation rental in an existing single-family residence.**

**Person or Agency Proposing Project: Scott & Susan Nettleton**

**Contact Phone Number: (831) 419-3220**

- 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.   X   **Categorical Exemption**

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

Class 1 – Existing Facilities: Conversion of an existing single family residence, to a short term residential vacation rental, will not result in environmental impacts in that a vacation rental use is synonymous with a residential use.

Class 3-Conversion of Small Structures: Conversion of the existing single family residence, to allow for short term vacation rental use, will not result in modifications to the existing, legally constructed residential structure.

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

\_\_\_\_\_  
Michael Lam, Project Planner

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



## **Development Permit Findings**

1. That the proposed location of the vacation rental 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, 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 residential vacation rental is located in an existing residential structure in an area designated for residential uses and is not encumbered by physical constraints to development. The residential 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. In addition, the vacation rental standards address noise, occupancy, and parking to ensure that there are no detrimental effects of the vacation rental.

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, including the vacation rental ordinance, and the purpose of the R-1-15 (Single-Family Residential) zone district as the primary use of the property will be a residential vacation rental dwelling that meets 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 residential vacation rental use is consistent with the use and density requirements specified for the R-S (Suburban Residential) land use designation in the County General Plan as it is a residential use in an existing residential structure and the vacation rental ordinance implements the standards contained in the Noise Element of the General Plan.

A specific plan has/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 residential 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 because 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 non-vacation rental residential use and vacation rental use.

5. That the proposed vacation rental 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 short-term 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. Both non-vacation residential uses and vacation rental uses can include celebrations that result in temporary increase in vehicles and building occupancy.

6. The proposed development project is consistent with the Design Standards and Guidelines (sections 13.11.070 through 13.11.076), and any other applicable requirements of this chapter.

Pursuant to County Code Section 13.11.040, the proposed residential use is exempt from the Design Review Ordinance.

## Conditions of Approval

Exhibit D: Project plans, prepared by Scott Nettleton, dated 09/18/2022.

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 Santa Cruz County Planning 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 Certification form (Exhibit G).

B. 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.

C. The maximum, overnight occupancy of the vacation rental shall not exceed 12 people (two per bedroom, plus two additional people, children under eight not counted).

D. The maximum number of vehicles associated with the overnight occupants shall not exceed four.

E. The maximum occupancy allowed for celebrations and gatherings between 8:00 a.m. and 10:00 p.m. shall not exceed 24 people (twice the number of overnight occupants, children under 8 not counted).

F. 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.

G. 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).

- H. Fireworks are illegal in Santa Cruz County and prohibited at the vacation rental.
- I. 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.
- 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. 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.
- M. 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 V public hearing by the Zoning Administrator (or by the Planning Commission upon referral).
- N. 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 V 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.
- O. 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

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.

- A. 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.
- B. 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.
- C. 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.
- D. 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.

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

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

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

\_\_\_\_\_  
Deputy Zoning Administrator

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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.

## Parcel Information

### Services Information

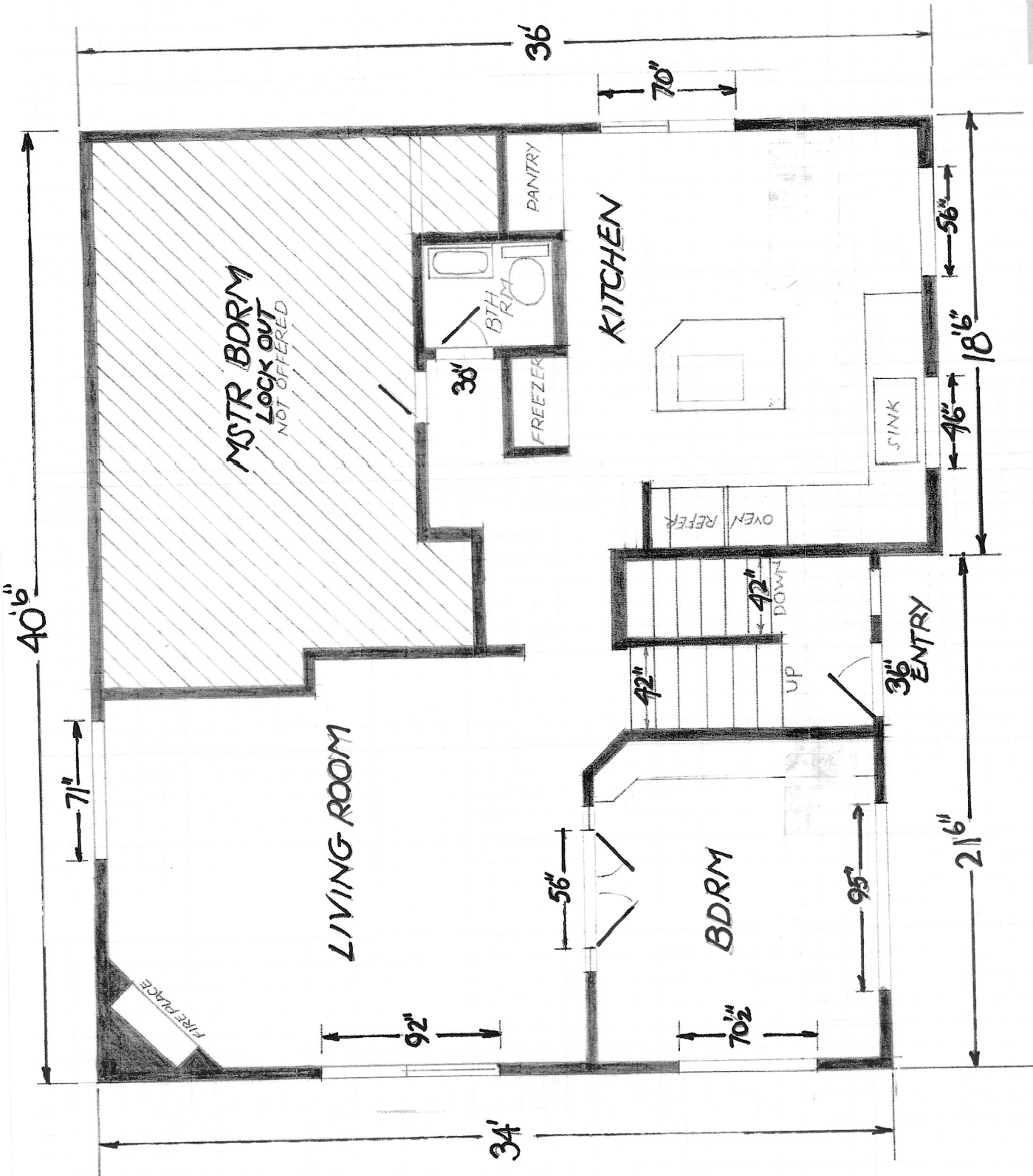
Urban/Rural Services Line:	<input type="checkbox"/> Inside	<input checked="" type="checkbox"/> Outside
Water Supply:	Mt. Hermon Association	
Sewage Disposal:	Septic	
Fire District:	Felton Fire Protection District	
Drainage District:	Flood Control Zone 8	

### Parcel Information

Parcel Size:	12,240 square feet	
Existing Land Use - Parcel:	Residential	
Existing Land Use - Surrounding:	Residential	
Project Access:	Terrace Way	
Planning Area:	San Lorenzo Valley	
Land Use Designation:	R-S (Suburban Residential)	
Zone District:	R-1-15 (Single-Family Residential)	
Coastal Zone:	<input type="checkbox"/> Inside	<input checked="" type="checkbox"/> Outside
Appealable to Calif. Coastal Comm.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Environmental Information

Geologic Hazards:	Not mapped/no physical evidence on site
Fire Hazard:	Not a mapped constraint
Slopes:	0% - 50+%
Env. Sen. Habitat:	Not mapped/no physical evidence on site
Grading:	No grading proposed
Tree Removal:	No trees proposed to be removed
Scenic:	Not a mapped resource
Archeology:	Not mapped/no physical evidence on site



NETTLETON  
1 TERRACE WAY  
FELTON, CA  
ENTRY & SECOND FLOOR  
2

NORTH  
APN 066 271 02





CONFERENCE

TERRACE

RESIDENCE  
GARAGE

DRIVEWAY

NORTH

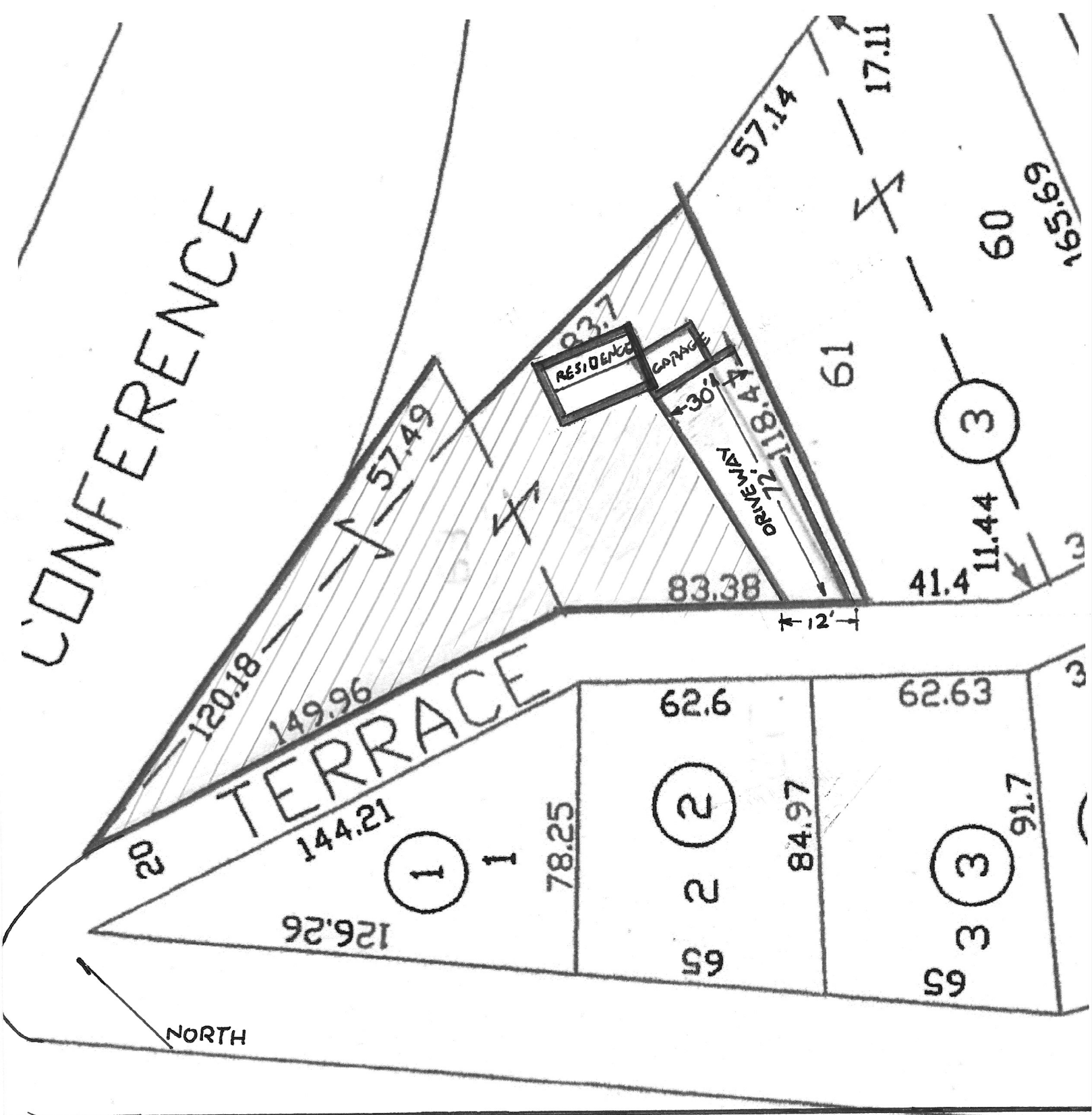
PARKING PLAN  
6-8 CARS IF NECESSARY

APN 066 271 02

9/18/2027

NETTLETON  
TERRACE WAY  
FELTON, CA, 95018

EXHIBIT D



# FOR TAX PURPOSES ONLY

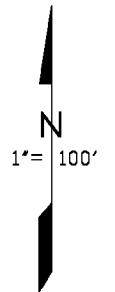
THE ASSESSOR MAKES NO GUARANTEE AS TO MAP ACCURACY NOR ASSUMES ANY LIABILITY FOR OTHER USES. NOT TO BE REPRODUCED. ALL RIGHTS RESERVED.

© COPYRIGHT SANTA CRUZ COUNTY ASSESSOR 1999

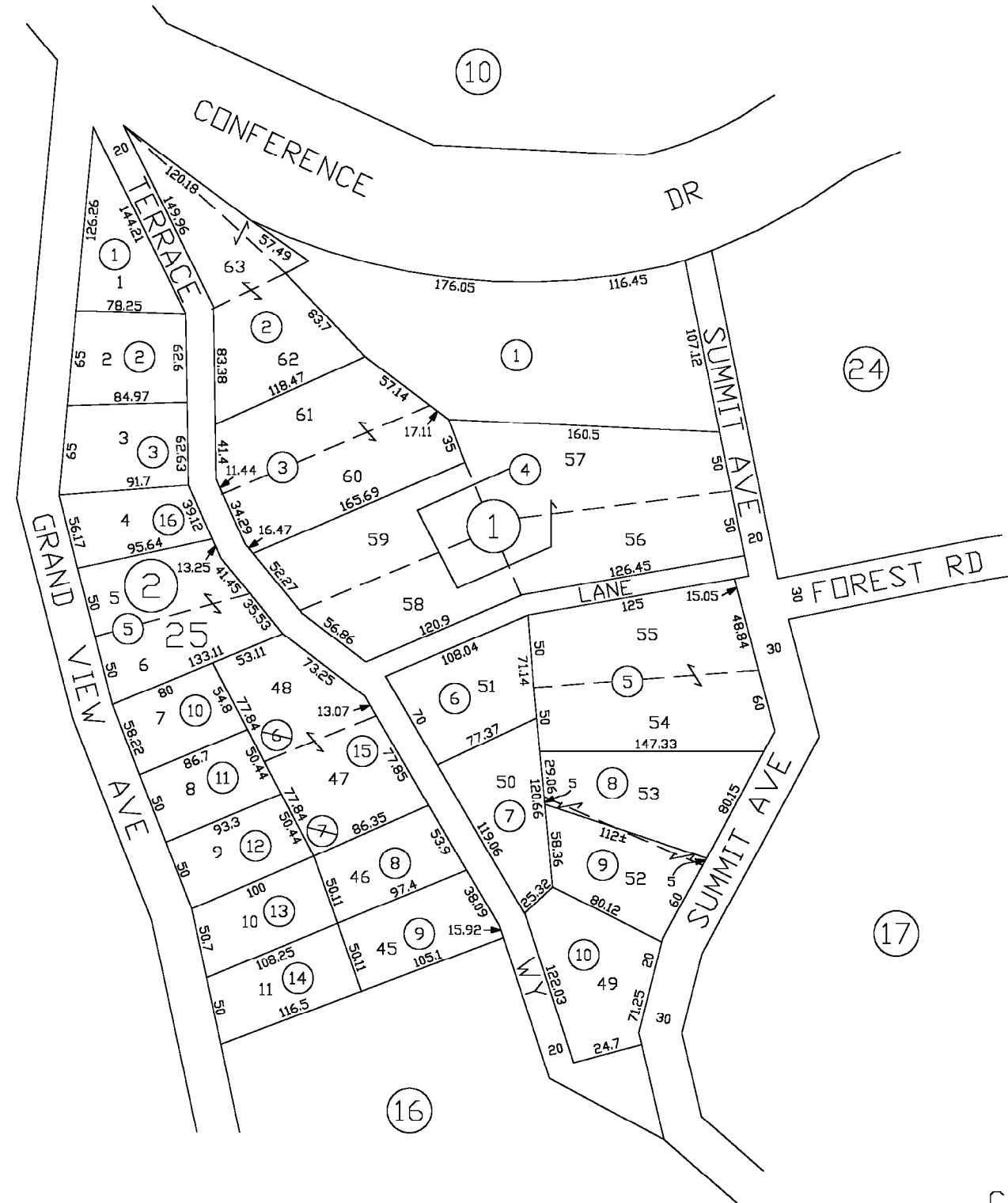
POR. ZAYANTE RANCHO  
E. 1/2, SEC. 22, T.10S., R.2W., M.D.B. & M.

Tax Area Code  
90-010

66-27



MT. HERMON PARK SUB. 6  
16MB6 1/10/07



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

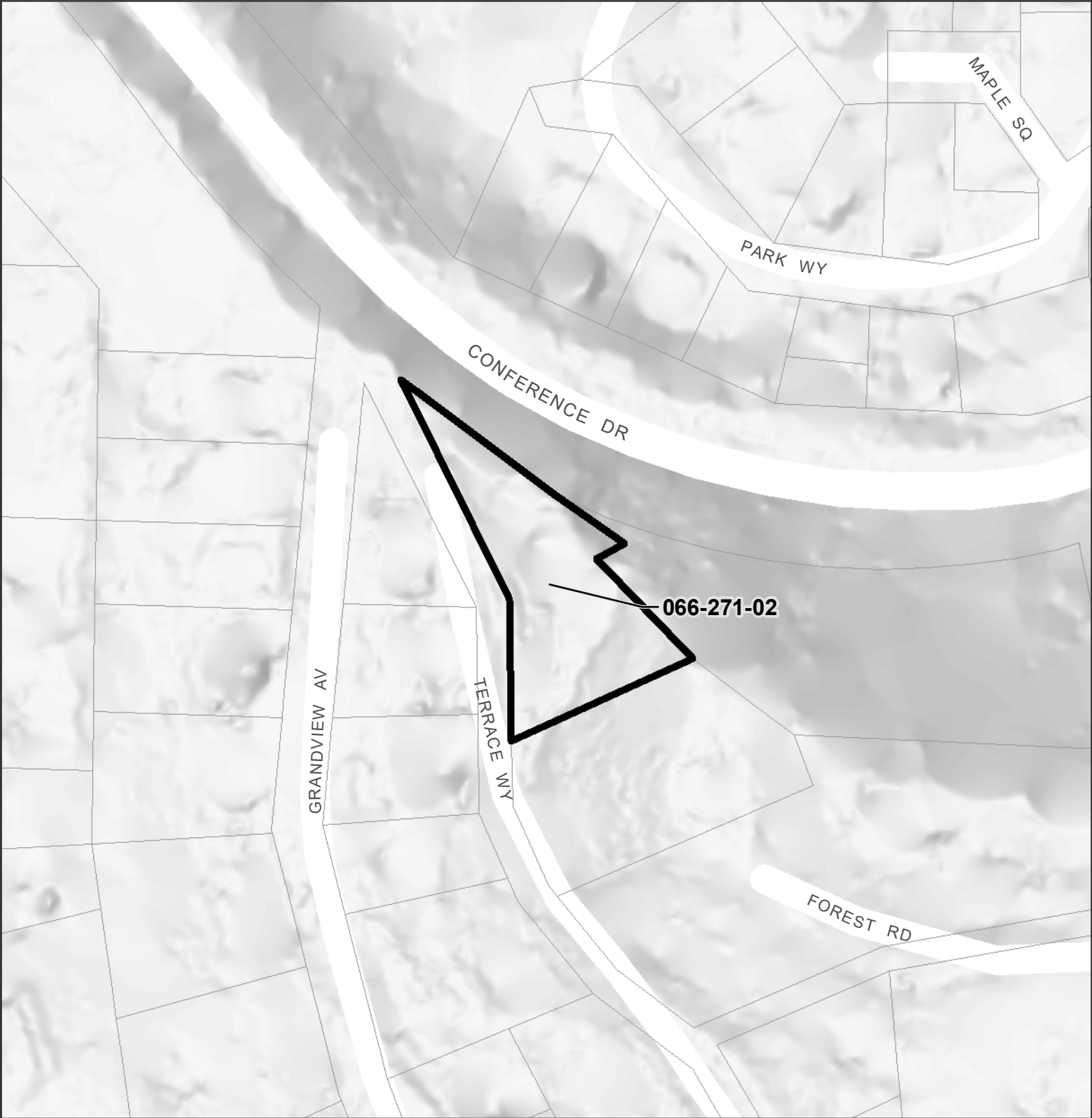
Assessor's Map No. 66-27  
County of Santa Cruz, Calif.  
Oct. 1999

Electronically redrawn 10/6/99 KSA  
Rev. 10/6/99 KSA (Por. From Pg. 16)  
Rev 5/29/01 CB (Cor. to St. Name)  
Rev 9/4/01 CB (Comb Form, 2-15)  
Rev 11/28/01 CB (Cor. to re-numbering)





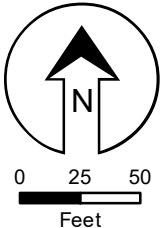


# Parcel Location Map



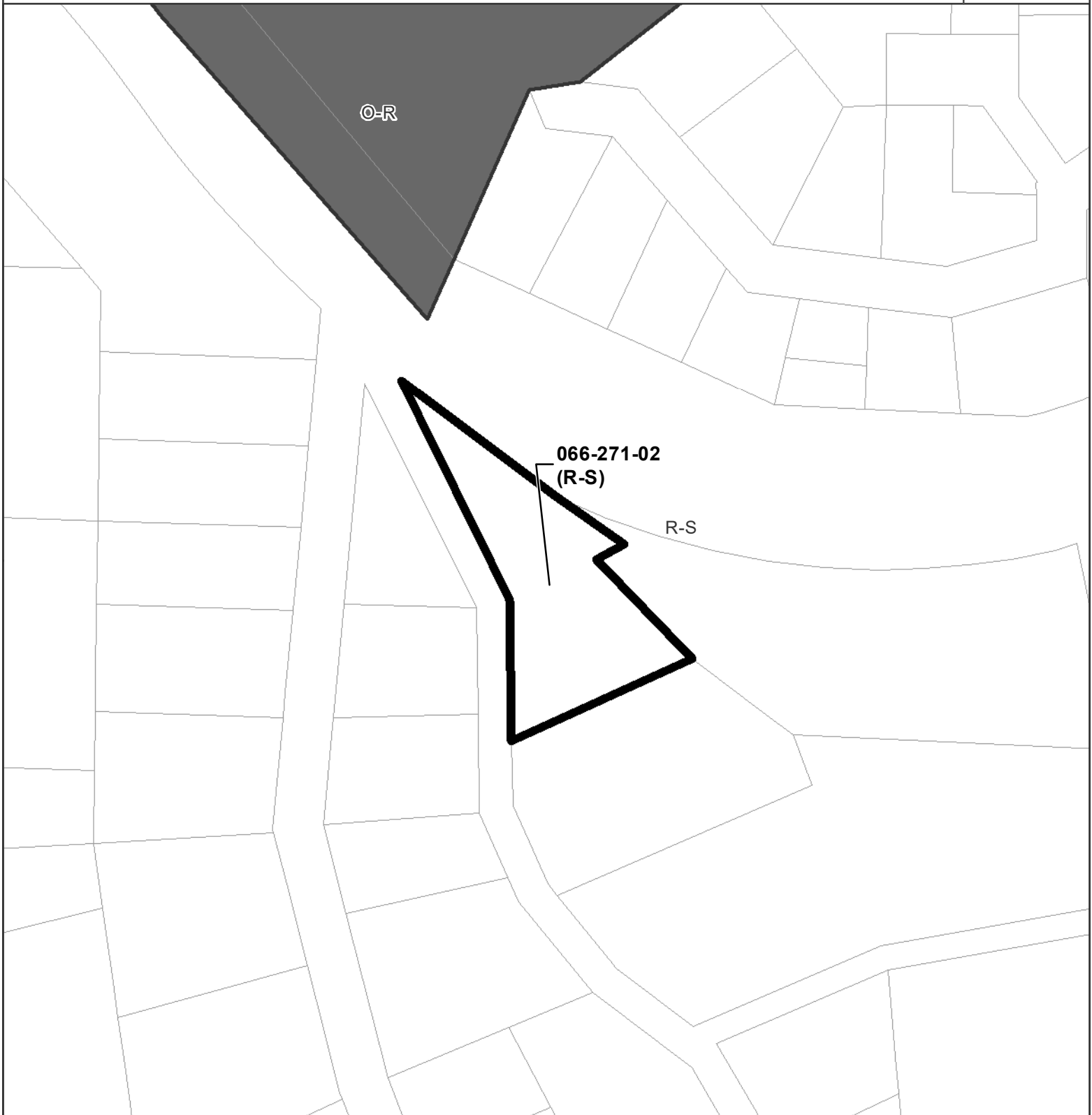
**Parcel: 06627102**



-  Study Parcel
-  Assessor Parcel Boundary

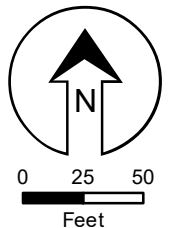




# Parcel General Plan Map





-  O-R *Parks, Recreation & Open Space*
-  R-S *Residential Suburban*

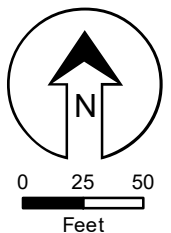




# Parcel Zoning Map



-  PR *Parks, Recreation, & Open Space*
-  R-1 *Single-Family Residential*



## Parcel Information

### Services Information

Urban/Rural Services Line:     \_\_\_ Inside     X Outside  
Water Supply:                   Mt. Hermon Association  
Sewage Disposal:               Septic  
Fire District:                  Felton Fire Protection District  
Drainage District:              Flood Control Zone 8

### Parcel Information

Parcel Size:                    12,240 square feet  
Existing Land Use - Parcel:     Residential  
Existing Land Use - Surrounding: Residential  
Project Access:                Terrace Way  
Planning Area:                 San Lorenzo Valley  
Land Use Designation:         R-S (Suburban Residential)  
Zone District:                 R-1-15 (Single-Family Residential)  
Coastal Zone:                 \_\_\_ Inside     X Outside  
Appealable to Calif. Coastal   \_\_\_ Yes       X No  
Comm.

### Environmental Information

Geologic Hazards:           Not mapped/no physical evidence on site  
Fire Hazard:                Not a mapped constraint  
Slopes:                     0% - 50+ %  
Env. Sen. Habitat:         Not mapped/no physical evidence on site  
Grading:                    No grading proposed  
Tree Removal:              No trees proposed to be removed  
Scenic:                     Not a mapped resource  
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): 066 271 02  
(APNS MAY BE OBTAINED FROM THE ASSESSOR'S OFFICE AT (831) 454-2002)

Street Address: 1 TERRACE WAY, FELTON 95018

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

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO. (\_\_\_\_) \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Owner Information

NAME: NETTLETON SCOTT A. & SUSAN J. H/W JT

MAILING ADDRESS: 1 TERRACE WAY

CITY/STATE FELTON CA ZIP 95018

PHONE NO. (831) 419 3220 CELL PHONE NO. (831) 419 2463

EMAIL: SUSIENETTLETON143@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: Sol Property Management - Stephanie Baker

MAILING ADDRESS: 269 Mt. Hermon Road

CITY/STATE: Scotts Valley, CA ZIP: 95066

PHONE NO. (831) 325-4950 CELL PHONE NO. (831) 325-4950

EMAIL: stephanie@solpropertymanagement.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

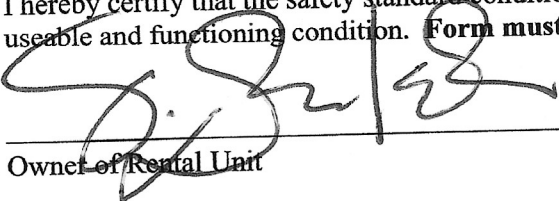
Contact person signature, **if applicable**

# 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

9/18/2022  
 Date

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

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Property Manager/Agent

\_\_\_\_\_  
 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

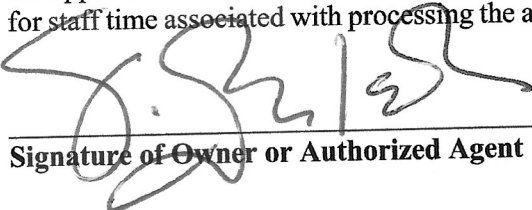
I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation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

  
Signature of Owner or Authorized Agent

9/18/2022  
Date





# 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

### 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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Owner:** Name: SCOTT NETTLETON

Address: 1 TERRACE WAY

City: FELTON

State/Zip Code: CA 95018

Telephone: (831) 419 3220

Email: SCOTT@NETTLETONCONSTRUCTION.COM

9/18/2022  
Date:

[Signature]  
Signature of Owner

066 271 02  
Assessor's Parcel Number(s)

\_\_\_\_\_  
Project Location

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**

Welcome!

Here is some general information, please feel free to text or call us with any other questions.

Trash is to the right of the sink; recycling is under the sink,  
Outside containers at the side of garage with rocks on top ~

Please remember to turn off the porch lights at night ~

Emergency first aid kit is under the bathroom sink downstairs and  
there is a flashlight in the laundry room with a fire extinguisher ~  
Additional fire extinguisher is next to the oven on the counter in the  
kitchen ~

Maximum guests are 6.

Quiet hours are between 10:00 pm and 7:00 am per Mt. Hermon  
Association rules. No fireworks are allowed.

Upon Leaving – Please lock the front door ~

Do not park in the street, all vehicles are to be kept on the driveway.

Enjoy your stay!

Scott & Susie Nettleton  
One Terrace Way  
Felton, CA 95018

APN 066 271 02  
9/18/2022



# 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

CNTY OF SANTA CRUZ TTC  
SEP 27 '22 AM 9:32

### FOR COUNTY USE ONLY

Certificate Number:

Date Issued:

APN Number:

### PLEASE PRINT OR TYPE

Name of Facility or Unit

Address of Facility or Unit

Property Manager (If Applicable)

Mailing Address

Email Address

Phone#

Websites You Plan to Use: ☐ VRBO ☐ Home Away

☒ AirBNB Only\*

☐ Other

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
Scott Nettleton	1 Terrace Way Felton	1X
SUSIE NETTLETON	CA 95018	831 419 3220

### Local Emergency Contact

Name	Email Address	Phone Number
SUSIE NETTLETON	SUSIENETTLETON143@	831 419 3220

GMAIL.COM

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

Signed

Date

9/26/2020

\*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 you will not be required to report monthly.