



2550 Ventura Avenue
Santa Rosa, CA 95403

p: (707) 565-1900
f: (707) 565-1017

Tennis Wick
Director

Scott Orr
Assistant Director

Michelle Arellano
Administration

Nathan Quarles
Engineering and Construction

Tyra Harrington
Code Enforcement

Genevieve Bertone
Communications

Steve Mosiurcak
Fire Marshal

John Mack
Natural Resources

Brian Keefer
Ombudsperson

VACATION RENTAL LICENSE POST WITHIN 6 FEET OF FRONT DOOR

10/4/2024

The following vacation rental license has been approved:

Land Use Permit No.: ZPE15-0763
Address: 905 Robertson Rd., Glen Ellen
APN: 054-330-043
Vacation Rental License No.: LIC24-0830
License Expires Annually On: 10/4/2025
Property Owner: Jonathan and Laura Wilson Trust
Certified Property Manager: Luara Wilson
Property Manager Contact: (707) 217-7301
TOT Certificate No.: 2511N
Maximum number of vehicles allowed on site: 4
Minimum number of vehicles allowed on site: 2
Maximum number of vehicles allowed off site: 0
Quiet Hours: 9:00pm to 7:00am
Maximum Occupancy: overnight; 10 & daytime; 16



Vacation rental activities may now commence until the date of license expiration, in accordance with the required standards provided by this license, pursuant to Chapter 4 Article VIII of the County Code (Vacation Rental Licenses, enclosed). Courtesy notifications of this license approval have been sent to the neighbors surrounding the vacation rental(s) explaining these standards as they pertain to your license. This letter constitutes your license and must be posted within 6 feet of the front door of the licensed rental.

License Term and Renewal:

Vacation Rental Licenses expire 1 year from the date of issuance. It is the license holder's responsibility to maintain an active license and to apply for renewal in advance of expiration. Permit Sonoma recommends submittal of license renewal applications 60 days in advance of expiration. See permitsonoma.org/vacationrentallicense for renewal instructions.

Vacation Rental License Standards:

A vacation rental must comply with the License Standards provided under Sec. 4-205 of the Vacation Rental Ordinance. A copy of the license, the license standards, and the associated land use permit must be included in all rental agreements and posted inside the vacation rental in a prominent location within six (6) feet of the front door.

Vacation Rental Advertisement:

All advertising information pertaining a vacation rental property must conform to the license, the associated land use permit(s), and include the following: vacation rental license number; maximum occupancy; maximum number of vehicles allowed on and off site; notification that nighttime hours must be observed between 9:00 p.m. and 7:00 a.m.; notification that no outdoor amplified sound is allowed; and the transient occupancy tax certificate number for the property.

Certified Property Managers:

Sec. 4-207 of the Vacation Rental License Ordinance requires that your certified property manager be available to the public and Permit Sonoma at all times while the vacation rental is occupied. After receiving a complaint related to the vacation rental form either the public or Permit Sonoma, the certified property manager must contact the vacation rental tenants within one (1) hour between 7 a.m. and 9 p.m., and within 30 minutes between 9 p.m. and 7 a.m.

If the certified property manager changes, the licensee must submit a supplemental license form and applicable fees to Permit Sonoma. The vacation rental cannot operate until the supplemental license form has been received and accepted by Permit Sonoma.

Complaint Resolution:

The certified property manager is responsible for resolving all complaints related to violation of the license and land use permit. Each complaint and its resolution must be reported to Permit Sonoma within 24 hours of the complaint being received. Failure to respond accordingly to address complaints may result in license or certification suspension or revocation.

Suspension or Revocation:

The Director may suspend or revoke a license or property manager certification in the event of one or more of the following:

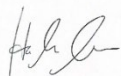
1. License issuance or certification was based on inaccurate or incomplete information.
2. The vacation rental has operated in nonconformance with the Sonoma County Code or license.
3. The vacation rental constitutes a nuisance.
4. The certified property manager has not complied with the requirements of Sec. 4-207.
5. Licensee has failed to pay fees or civil penalties associated with the vacation rental.

To revoke or suspend a license or certification, the Director of Permit Sonoma must issue a written notice to the licensee and certified property manager. The address of the vacation rental(s); License number or certification number; Reason for suspension or revocation; and a statement of appeal rights.

You can review the complete Vacation Rental Ordinance [here](#). For additional information, please contact Permit Sonoma Vacation Rentals at (707) 565-1932 or visit the website at <https://permitsonoma.org/vacationrentals>

Thank you for your efforts to ensure that your vacation rental business respects the residential quality of the area in which it is located, as well as providing a wonderful opportunity for visitors to enjoy Sonoma County.

Sincerely,



Haleigh Frye
Project Planner

Enclosure: Sec. 4-205 License Standards (for posting)
 ZPE15-0763 approval letter (for posting)



Sec. 4-205 License Standards.

A vacation rental must comply with the following:

A. Compliance Generally. A vacation rental must obtain zoning clearance and comply with all applicable laws and regulations.

B. Noise.

1. Daytime noise. Between the hours of 7 a.m. and 9 p.m., average noise must not exceed the following limits:

- 50 decibels for 30 minutes in any hour
- 55 decibels for 15 minutes in any hour
- 60 decibels for 5 minutes in any hour
- 65 decibels for 72 seconds in any hour

2. Nighttime noise. Between the hours of 9 p.m. and 7 a.m., average noise must not exceed the following limits:

- 45 decibels for 30 minutes in any hour
- 50 decibels for 15 minutes in any hour
- 55 decibels for 5 minutes in any hour
- 60 decibels for 72 seconds in any hour

3. Decibel definition. "Decibel" means the sound pressure relative to 20 micropascals as measured at the property line, adjusted to International Organization for Standardization ISO 226 equal loudness contours.

4. Outdoor amplified sound prohibited. Outdoor amplified sound and loud impulsive sounds, such as drumming, are prohibited.

C. Lighting. The property owner must submit a lighting plan that conforms to the following. Exterior lighting must be fully shielded and downward facing. Light fixtures must not be located at the periphery of the property and must not reflect off structures. Security lighting may only be motion-sensored. Flood lights and uplights are prohibited. Luminaries must not exceed 1000 lumens per fixture. Total illuminance beyond the property line must not exceed 1.0 lux. The color temperature of exterior lighting must not exceed 3000 Kelvin.

D. Parking. On-street parking must conform to the Sonoma County Parking Regulations and the California Vehicle Code.

E. One Tenant. A vacation rental may only be rented to 1 tenant group at a time.

F. Junior Accessory Dwelling Units. A license may not be issued for a single family dwelling with a junior accessory dwelling unit, and a license is void if a junior accessory dwelling unit is developed after license issuance.

G. Pets. A pet, if allowed by licensee, must be secured on the property at all times and cannot be left unattended. Guests must comply with Sonoma County leash law (Section 5-115).

H. Trash and Recycling Facilities. Recycling and refuse storage bins must not be stored within public view unless in compliance with neighborhood standards. Recycling and trash receptacles must be returned to screened storage areas within 24 hours of trash pick-up.

I. Outdoor Burning. Outdoor burning of solid fuels is prohibited.

J. Fireworks prohibited. Possession or discharge of fireworks, as defined in California Health and Safety Code Section 12511, is prohibited.

K. Defensible Space. A vacation rental property must be maintained in compliance with Chapter 13A (Duty to Maintain Defensible Space and Abate Hazardous Vegetation and Combustible Material).

L. Transient Occupancy Tax and Business Improvement Area Assessments.

1. Tax Compliance. A licensee must maintain a transient occupancy tax (TOT) certificate and remain current on all required reports and payments for TOT and Business Improvement Area assessments (BIA).
2. Online Hosting Platform.
 - i. A licensee must disclose if the vacation rental is registered with an online host.
 - ii. If an online host will pay TOT and BIA on the licensee's behalf, it is the licensee's responsibility to confirm the correct amount of TOT and BIA are collected. The licensee remains liable for any TOT and BIA not collected on its behalf.
 - iii. "Online host" means an online hosting platform for vacation rentals, such as VRBO, Airbnb, HomeAway, etc.

M. Emergency Access. If a vacation rental is located behind a locked gate or within a gated community, a gate code or a lockbox with keys ("Knox Box" or similar) must be provided for exclusive use by first responders.

N. Evacuation During Emergencies. Written evacuation instructions identifying the evacuation zone, evacuation route, and the Calfire Evacuation Checklist must be provided to guests and posted within the vacation rental. Guests must leave the property when a Voluntary Evacuation Order is issued for the evacuation zone. The certified property manager must inform guests when a Voluntary Evacuation Order is issued.

O. Emergency Communication. A National Oceanic and Atmospheric Administration (NOAA) Alert Weather Radio and operational telephone land line or broadbandconnected VoIP phone must be provided. Instructions for operation of the NOAA Alert Weather Radio must be included in the evacuation instructions.

P. Contact Information. Licensee and certified property manager must provide the Department a current phone number, email address, and mailing address, and update the contact information as needed. This contact information may be used to address complaints, convey general program information, and serve legal notices related to violations and suspension or revocation. Messages and mail must be checked regularly.

Q. License Posting and Inclusion in Rental Agreements.

1. A copy of the license, the license standards, and land use permit must be posted inside the vacation rental in a prominent location within 6 feet of the front door.
2. A copy of the license, the license standards, and land use permit must be included in all rental agreements.

R. Advertisements. Advertising, handouts, flyers, internet listings, and any other information provided for a vacation rental must conform to the license, land use permit, and this section and include the following:

1. License number;
2. Maximum occupancy, not including children under 3 years old;
3. Maximum number of vehicles allowed on and off site;
4. Notification that quiet hours must be observed between 9:00 p.m. and 7:00 a.m.;
5. Notification that no outdoor amplified sound is allowed; and,
6. The transient occupancy tax certificate number for the property.

S. Owner Occupancy. These license standards do not apply when the licensed property is occupied by the property owner. In the case of an alleged violation, the licensee has the burden of proving that the property was occupied by the property owner at the time of the violation.



COUNTY OF SONOMA
PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

VACATION RENTAL PERMIT NO. **ZPE15-0763**
RULES & PERFORMANCE STANDARDS

Property Address: _____ 905 Robertson Rd, Glen Ellen _____

1. **Guestrooms.** This vacation rental is permitted to have up to 4 guestrooms.
2. **Maximum Overnight Occupancy.** The maximum overnight occupancy for this vacation rental is 10 persons, not including children under three (3) years of age.
3. **Maximum Number of Day Guests and Visitors.** The maximum number of total persons, including registered guests and their visitors, allowed in this vacation rental during the day is 16 persons not including children under three (3) years of age. This limit does not apply on the following national holidays: Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas, or if a Special Events Permit has been secured.
4. **Limit on Number of Residences or Structures.** Only one (1) tenant group shall be allowed on site at any given time. Two residences or buildings may be used as a part of this vacation rental as long as the total number of guest does not exceed the maximum occupancies. Tents, yurts and RVs are not allowed.
5. **Required Parking.** This vacation rental must provide at least 2 off-street parking space.
6. **Noise Limits.** All activities associated with the vacation rental shall meet the General Plan Noise Standards. Quiet hours are 10:00 p.m. to 9:00 a.m.

NOTICE TO VACATION RENTAL OPERATORS/GUESTS

Rules & Performance Standards:

**#6 (noise), #7 (amplified sound), #8 (special events),
#9 (pets), #10 (trash), #11 (septic), #12 (TOT),
#13 (Designated Rep), & #14 (Emergency Access)**

SUPERSEDED BY SEC. 4-205 LICENSE STANDARDS

community shall provide gate code or a lockbox with keys ("Knox Box" or similar) for exclusive use by the Sheriff and Emergency or Fire Services Departments.

Designated Representative: LAURA WILSON 24-hour Phone: 707-217-7301

Approved PRMD Signature  Date 02/08/2016

THE OWNER MUST POST THIS PERMIT IN A PROMINENT PLACE WITHIN THE VACATION RENTAL, AND MUST INCLUDE THESE RULES IN ALL VACATION RENTAL AGREEMENTS. VACATION RENTAL PERMITS SHALL RUN WITH THE LANDOWNER AND SHALL AUTOMATICALLY EXPIRE UPON SALE OR TRANSFER OF THE PROPERTY.