



2550 Ventura Avenue  
Santa Rosa, CA 95403

**p:** (707) 565-1900  
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Director

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Administration

Nathan Quarles  
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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

11/12/2024

The following vacation rental license has been approved:

Land Use Permit No.: ZPE17-0049  
Address: 10805 Mill Station Rd, Sebastopol  
APN: 061-030-025  
Vacation Rental License No.: LIC24-0423  
License Expires Annually On: 11/12/2025  
Property Owner: Carolyn R. Yates Revocable Trust  
Certified Property Manager: Hannah Long  
Property Manager Contact: (510)388-3506  
TOT Certificate No.: 2958N  
Minimum number of vehicles allowed on site: 2  
Maximum number of vehicles allowed on site: 3  
Maximum number of vehicles allowed off site: 0  
Quiet Hours: 9:00pm to 7:00am  
Maximum Occupancy: overnight; 8 & daytime; 14



To review permits  
associated with this  
rental, scan above or visit:  
[parcelsearch.permitsonoma.org/](https://parcelsearch.permitsonoma.org/)

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](https://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,



Katerina Mahdavi  
Project Planner

Enclosure:      Sec. 4-205 License Standards (for posting)  
                         10805 Mill Station Rd, Sebastopol 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 95403-2829  
(707) 565-1900 FAX (707) 565-1103

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02/22/17

Carolyn Yates  
1053 Bennett Way  
San Jose, CA 95125

RE: File No.: ZPE17-0049  
Address: 10805 Mill Station Road, Sebastopol  
APN: 061-030-025

Your Zoning Permit request has been approved for operation of a vacation rental at the property referenced above. Vacation rental activities may now commence in accordance with the required performance standards and use limitations provided by this permit, pursuant to County Code Section 26-88-120 (Vacation Rentals). Courtesy notifications have also been sent to your surrounding neighbors explaining these standards as it pertains to your permit.

The enclosed Rules and Performance Standards approving your vacation rental must be displayed within six (6) feet of the entry door in a prominent location inside the vacation rental to inform renters of the rules that apply to the vacation rental use. All advertising information pertaining to this vacation rental property must be consistent with the standards and limitations listed on your permit, including the maximum number of day and nighttime occupants, required parking spaces, and established quiet hours. Your Transient Occupancy Tax (TOT) certificate number must also be referenced on all related rental listings. This information may be disclosed at the end of your listing descriptions.

Be advised that a designated property manager or rental contact person must be available 24 hours a day, 7 days a week, to respond to any calls and/or complaints regarding your vacation rental unit. The contact must be available to respond on-site within 60 minutes of receiving a complaint, or within 30 minutes during quiet hours (10:00 p.m. to 7:00 a.m.). A property manager report explaining the complaint and how it was resolved must also be submitted using the County's website (below). Failure to respond accordingly to address received complaints may result in the loss of your permit. Any changes to your 24-hour contact require prior authorization from PRMD. Proceeding with incorrect or outdated contact information on file with the County may result in temporary suspension of your permit.

For additional information, please contact the Vacation Rentals Hotline at (707) 565-1932 or visit the website at <http://www.sonoma-county.org/prmd/docs/vacrent/>.

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,

Vanessa Starr  
Project Planner

Enclosure: Vacation Rental Rules and Performance Standards





**COUNTY OF SONOMA**  
**PERMIT AND RESOURCE MANAGEMENT DEPARTMENT**

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

**VACATION RENTAL ZONING PERMIT NO. ZPE 17-0049**  
**RULES AND PERFORMANCE STANDARDS**

**Property Address:** 10805 Mill Station Road, Sebastopol **TOT Certificate No.** 2958N

1. **Guestrooms.** This vacation rental is permitted to have up to 3 guestrooms.
  2. **Maximum Overnight Occupancy.** The maximum overnight occupancy for this vacation rental is 8 persons, not including children under three (3) years of age.
  3. **Maximum Number of Day Guests and Visitors.** The maximum number of registered guests and their visitors allowed during the day is 14 persons. This limit does not apply to children under three (3), nor does it apply on Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve or Christmas.
  4. **Limit on Number of Residences or Structures.** Only one (1) tenant group shall be allowed on-site at any given time. Up to two (2) structures may be used by the single tenant group, if allowed by this permit. Tents, yurts and RVs are not allowed.
  5. **Parking.** This vacation rental must provide at least 2 off-street parking space(s). The maximum number of vehicles allowed for overnights guests shall be 3.
  6. **Noise.** All Noise S prohibit
  7. **Pets.** Continu
  8. **Trash** a within p
  9. **Septic** function
  10. **Outdoo** allowed 10:00 p.m.
- NOTICE TO VACATION RENTAL OPERATORS/GUESTS**

**Rules & Performance Standards:**

**#6 (noise), #7 (pets), #8 (trash),  
#9 (septic), & #10 (outdoor fires)**

**SUPERSEDED BY SEC. 4-205  
LICENSE STANDARDS**
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before

**Property Manager:** Jeff Robinson **24-hour Phone:** (831) 601-7856

**PRMD Signature:**  **Date** 02/22/17

**THE OWNER OR PROPERTY MANAGER MUST POST THIS PERMIT IN A PROMINENT PLACE WITHIN SIX (6) FEET OF THE FRONT ENTRY ON THE INTERIOR OF THE VACATION RENTAL, AND MUST INCLUDE THESE RULES AND LIMITS SET FORTH ABOVE IN ALL VACATION RENTAL AGREEMENTS AND ON-LINE ADVERTISEMENTS. ZONING PERMITS FOR VACATION RENTALS AUTOMATICALLY EXPIRE UPON SALE OR TRANSFER OF THE PROPERTY.**