



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 Mosiurchak
Fire Marshal

John Mack
Natural Resources

Brian Keefer
Ombudsperson

February 18, 2025

Chris Bowland
PO Box 129
Bodega Bay, CA 94923

Re: Notice of Project Status

File No. LIC24-1264

Site Address: 1480 Bay Flat Rd, Bodega Bay, CA 94923

APN: 100-080-002

We have completed our initial review of the above referenced application for a Vacation Rental License. Your application was received (paid) on **January 10, 2025**, and processing has begun. Based upon the information submitted, we have determined that your application is complete for processing; however, additional information is needed to confirm the proposal meets the requirements of County Code Sections 4-200-210. The following lists the information that will be required prior to initiating further processing of the license:

1. Transient Occupancy Tax Number

- a. County records indicate there is no TOT account associated with 1480 Bay Flat Rd. A TOT account was found for 1355 Hwy 1 with TOT number 4633N. Please contact the tax office or tot@sonoma-county.org to obtain a TOT number for 1480 Bay Flat Rd.

2. Vacation Rental License Addendum

The following is required to complete this item:

- a. Please submit a Vacation Rental License Addendum (attached) covering the requirements of the Planning Application (PJR-001), Indemnification Agreement (PJR-011), and Vacation Rental License Application and Affidavit (PJR-146).

3. Preliminary lighting plans located on the site plan. A site plan is required for vacation rental permit and vacation rental license applications. These plans must comply with the following:



- (a) **Format.** All site plans must be legible and drawn to scale. All site plans must include a bar scale, north arrow, project name/applicant, name of preparer, date prepared, and date of last revision. The plan must be saved as a PDF.
- (b) **Existing Structures and Features.** Show and label the use of all existing structures and outdoor use areas including pool/spa, patios, parking areas, accessory structures, fences, and outdoor burning areas (e.g. gas grill or gas firepit), and recycling/garbage bin storage location. Include addresses, dimensions, and total square footage of structures. Identify existing roads, driveways, access gate, waterways, drainage features, wells, and similar features.
- (c) **Parking and Access.** Identify the location, types, and total number of parking spaces for vehicles on and off the site, and access to the property (e.g. public or private road, driveway).
- (d) **Lighting.** Identify the location of all exterior light fixtures.

The following is required to complete this submittal item:

- a. Please submit a site plan.

Please submit all the required information by **March 20, 2025**. Your cooperation and prompt attention to complete this application would be greatly appreciated.

We would welcome an opportunity to meet with you and your project team to discuss all items raised in this letter. Likewise, if you have any questions regarding this request or need some clarification or additional time to compile the information, please contact me at (707)565-1392 or Katerina.Mahdavi@sonoma-county.org.

Katerina Mahdavi

Project Planner

c: File No. LIC24-1264
Hannah Spencer, Supervising Planner

Enclosure: Example Vacation Rental License Addendum

Vacation Rental License Addendum

Applicant

Chris Bowland: Bodega Bay and Beyond

reservations@sonomacoast.com

(707) 875-3942

PO Box 129

Bodega Bay, CA 94923, US

Owner

[REDACTED]

Property

APN: [REDACTED]

Address: [REDACTED]

[REDACTED]

Application Details

Transient Occupancy Tax (TOT) Number

[REDACTED]

Coastal Zone land use permit exception

This exception applies

Property Manager Registration (PMR) Number

PMR: [REDACTED]

Do you currently hold ownership interest in more than one

Vacation Rental within unincorporated Sonoma County?

[REDACTED]

Vacation rental standards

- ✓ The structure proposed to be used as a Vacation Rental does not contain a Junior Accessory Dwelling Unit (JADU).
- ✓ Exterior lighting is fully shielded and downward facing (no floodlights, or uplights).
- ✓ Light fixtures are not located on the periphery of the property and do not reflect off of existing structures.
- ✓ Exterior lighting does not exceed 1.0 lux when viewed from beyond the property.
- ✓ The color temperature of the exterior lighting does not exceed 3,000 Kelvin.
- ✓ If there is security lighting, it is motion-activated.
- ✓ My vacation rental is accessible to first responders. If behind a locked gate or within a gated community, a gate code or lockbox with keys is provided for exclusive use by first responders.
- ✓ Written evacuation instructions (identifying the evacuation zone, evacuation route, and the CalFireEvacuation Checklist) are provided to guests and posted within my vacation rental.
- ✓ NOAA Alert Weather Radio (with instructions for use) and operational telephone (landline or broadband-connected VoIP phone) are provided to guests.

Initial: CB

Application Affidavit

Under penalty of perjury, I declare that:

- I am the owner or authorized agent of the owner(s) of this property with their full consent.
- The information presented is true and correct to the best of my knowledge.
- I understand that other information or applications may be required.
- I authorize Permit Sonoma (PRMD) staff to conduct a site visit of this property as part of the County's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- I authorize PRMD to post this application to the internet for public information purposes, including my contact information (name, address, phone number, email, etc.).

Initial: CB

Indemnification Agreement

As part of this application and as the owner or authorized agent of the owner(s) of this property, I agree to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including myself, arising out of or in conjunction with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the County. If, for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Initial: CB

Vacation Rental License Affidavit

I understand, confirm, and agree to the following:

- The approval for use of this private residence as a Vacation Rental is not an evaluation or determination of legal or Legal Non-conforming status of the improvements on this site.
- The approval of this Vacation Rental License does not permit any activity contrary to the Sonoma County Code or any activity which would be a nuisance under state or local law.
- A Vacation Rental License lasts for one year and an operator must apply to renew their license annually to continue to run a Vacation Rental.
- The Vacation Rental License automatically expires upon property sale or transfer (license runs with the owner, not with the land).
- A copy of the Vacation Rental Permit, License, and license standards will both be (1) posted inside the vacation rental in a prominent location within 6 feet of the front door and (2) included in all rental agreements.
- I will abide by and conform to the Vacation Rental Performance Standards and all other provisions of the Sonoma County Code related to Vacation Rentals.
- The conduct of this Vacation Rental is not contrary to any covenant, code, or restriction which may govern the property.

Initial: CB

Name: Chris Bowland: Bodega Bay & Beyond Vacation Rentals

Signed: Chris Bowland **Date:** 1/27/2025