

# **County of Monterey**

Thyme Conference Room  
1441 Schilling Place, 2nd Floor  
Salinas, CA 93901



## **Meeting Agenda - Final**

**Thursday, January 15, 2026**

**9:30 AM**

**County of Monterey Zoning Administrator**

**FEE SCAM ALERT:** Be aware of a fake invoice scam, if you receive an unexpected invoice related to a county project, call the County Permit Center at 831-755-5025 to confirm its authentic.

**ALERTA DE ESTAFA DE TARIFAS:** Tenga cuidado con las estafas de facturas falsas, si recibe una factura inesperada relacionada con un proyecto del condado, llame al Centro de Permisos del Condado al 831-755-5025 para confirmar su autenticidad.

The Recommended Action indicates the staff recommendation at the time the agenda was prepared. That recommendation does not limit the Zoning Administrator alternative actions on any matter before it.

In addition to attending in person, public participation will be available by ZOOM and/or telephonic means:

**PLEASE NOTE: IF THE ZONING ADMINISTRATOR IS PRESENT IN PERSON, PUBLIC PARTICIPATION BY ZOOM IS FOR CONVENIENCE ONLY AND IS NOT REQUIRED BY LAW. IF THE ZOOM FEED IS LOST FOR ANY REASON, THE MEETING MAY BE PAUSED WHILE A FIX IS ATTEMPTED BUT THE MEETING MAY CONTINUE AT THE DISCRETION OF THE ZONING ADMINISTRATOR.**

You may participate through ZOOM. For ZOOM participation please join by computer audio at:

<https://montereycty.zoom.us/j/92771458150?from=addon>

OR to participate by phone call any of these numbers below:

- + 1 669 900 6833 US (San Jose)
- + 1 346 248 7799 US (Houston)
- + 1 312 626 6799 US (Chicago)
- + 1 929 205 6099 US (New York)
- + 1 253 215 8782 US
- + 1 301 715 8592 US

Enter this Meeting ID number 927 7145 8150 when prompted.

**PUBLIC COMMENT:** Please submit your comment (limited to 250 or less) to the Clerk at [zahearingcomments@countyofmonterey.gov](mailto:zahearingcomments@countyofmonterey.gov). In an effort to assist the Clerk in identifying the agenda item relating to your public comment please indicate in the Subject Line, the meeting body (i.e. Zoning Administrator Agenda) and item number (i.e. Item No. 10). Your comment will be placed into the record at the meeting.

Public Comment Prior to Wednesday at 5:00 PM will be distributed to the Zoning Administrator via email.

**Public Comment** submitted during the meeting can be submitted at any time and every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after the agenda item will be made part of the record if received prior to the end of the meeting.

**ALTERNATIVE FORMATS:** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132) and the federal rules and regulations adopted in implementation thereof. For information regarding how, to whom and when a person with a disability who requires a modification or accommodation in order to participate in the public meeting may make a request for disability-related modification or accommodation including auxiliary aids or services or if you have any questions about any of the items listed on this agenda, please call the County of Monterey Housing and Community Development at (831) 755-5025.

**INTERPRETATION SERVICE POLICY:** The County of Monterey Zoning Administrator invites and encourages the participation of Monterey County residents at its meetings. If you require the assistance of an interpreter, please contact the County of Monterey Housing and Community Development Department located in the County of Monterey Government Center, 1441 Schilling Place, 2nd Floor South, Salinas - or by phone at (831) 755-5025. The Clerk will make every effort to accommodate requests for interpreter assistance. Requests should be made as soon as possible, and at a minimum 24 hours in advance of any meeting.

La medida recomendada indica la recomendación del personal en el momento en que se preparó la agenda. Dicha recomendación no limita las acciones alternativas del Administrador de Zonificación sobre cualquier asunto que se le haya sometido.

Además de asistir en persona, la participación del público estará disponible por ZOOM y/o medios telefónicos:

**TENGA EN CUENTA: SI EL ADMINISTRADOR DE ZONIFICACIÓN ESTÁ PRESENTE EN PERSONA, LA PARTICIPACIÓN PÚBLICA DE ZOOM ES SOLO POR CONVENIENCIA Y NO ES REQUERIDA POR LA LEY. SI LA TRANSMISIÓN DE ZOOM SE PIERDE POR CUALQUIER MOTIVO, LA REUNIÓN PUEDE PAUSARSE MIENTRAS SE INTENTA UNA SOLUCIÓN, PERO LA REUNIÓN PUEDE CONTINUAR A DISCRECIÓN DEL ADMINISTRADOR DE ZONIFICACIÓN.**

Puede participar a través de ZOOM. Para la participación de ZOOM, únase por computadora en:

[https://montereycty.zoom.us/j/927 7145 8150](https://montereycty.zoom.us/j/92771458150)

O para participar por teléfono, llame a cualquiera de estos números a continuación:

+ 1 669 900 6833 US (San Jose)

- + 1 346 248 7799 US (Houston)
- + 1 312 626 6799 US (Chicago)
- + 1 929 205 6099 US (New York)
- + 1 253 215 8782 US
- + 1 301 715 8592 US

Presione el código de acceso de reunión: 927 7145 8150 cuando se le solicite.

**COMENTARIO PÚBLICO:** Por favor envíe su comentario (limitado a 250 palabras o menos) al personal de la reunión del Administrador de Zonificación al correo electrónico:

zahearingcomments@co.monterey.ca.us. En un esfuerzo por ayudar al personal, indique en la línea de asunto, la audiencia de la reunión (por ejemplo, Administrador de Zonificación) y el número de la agenda (por ejemplo, el No. de agenda 10). Su comentario se incluirá en el registro de la reunión del Administrador de Zonificación.

Los comentarios públicos recibidos antes de las 5:00 p.m. el miércoles antes de la reunión del Administrador de Zonificación del Condado de Monterey se distribuirán por correo electrónico.

El comentario público enviado durante la reunión se puede enviar en cualquier momento y se hará todo lo posible para leer su comentario en el registro, pero algunos comentarios pueden no leerse debido a limitaciones de tiempo. Los comentarios recibidos después del tema de la agenda se incluirán en el registro si se reciben antes de que finalice la junta.

**FORMATOS ALTERNATIVOS:** Si se solicita, la agenda se pondrá a disposición de las personas con discapacidad en formatos alternativos apropiados, según lo exige la Sección 202 de la Ley de Estadounidenses con Discapacidades de 1990 (42 USC Sec. 12132) y las reglas y regulaciones federales adoptadas en implementación de la misma. Para obtener información sobre cómo, a quién y cuándo una persona con una discapacidad que requiere una modificación o adaptación para participar en la reunión pública puede hacer una solicitud de modificación o adaptación relacionada con la discapacidad, incluidas las ayudas o servicios auxiliares, o si tiene alguna pregunta sobre cualquiera de los temas enumerados en esta agenda, llame al Departamento de Vivienda y Desarrollo Comunitario del Condado de Monterey al (831) 755-5025.

**POLÍZA DE SERVICIO DE INTERPRETACIÓN:** El Administrador de Zonificación del Condado de Monterey invita y apoya la participación de los residentes del Condado de Monterey en sus reuniones. Si usted requiere la asistencia de un intérprete, por favor comuníquese con el Departamento de Vivienda y Desarrollo Comunitario localizado en el Centro de Gobierno del Condado de Monterey, (County of Monterey Government Center), 1441 Schilling Place, segundo piso sur, Salinas – o por teléfono al (831) 755-5025. La asistente hará el esfuerzo para acomodar los pedidos de asistencia de un intérprete. Los pedidos se deberán hacer lo más pronto posible, y a lo mínimo 24 horas de anticipo para cualquier reunión.



**NOTE: All agenda titles related to numbered items are live web links. Click on the title to be directed to corresponding Staff Report.**

### **9:30 A.M - CALL TO ORDER**

#### **ROLL CALL**

Mike Novo, Zoning Administrator  
Representative from Environmental Health  
Representative from Public Works  
Representative from Environmental Services

#### **PUBLIC COMMENT**

This is a time set aside for the public to comment on a matter that is not on the agenda.

#### **AGENDA ADDITIONS, DELETIONS AND CORRECTIONS**

The Zoning Administrator Clerk will announce agenda corrections, deletions and proposed additions, which may be acted on by the Zoning Administrator as provided in Sections 54954.2 of the California Government Code.

#### **ACCEPTANCE OF MINUTES**

- A.** Acceptance of the December 11, 2025, County of Monterey Zoning Administrator Meeting Minutes.

**Attachments:**     [Draft Minutes 12-11-25](#)

### **9:30 A.M. - SCHEDULED ITEMS**

**1.    PLN220025 - SENA LOUIS T & KRISTIN TRS**

Public hearing to consider a Commercial Vacation Rental to allow the use of residential property for transient lodging for a period of 30 calendar days or fewer.

**Project Location:** 3000 Red Wolf Drive, Carmel

**Proposed CEQA Action:** Find the project Categorically Exempt pursuant to CEQA Guidelines section 15301 and none of the exceptions to the exemptions listed in Section 15300.2 can be made.

**Attachments:**     [Staff Report](#)  
                          [Exhibit A - Draft Resolution](#)  
                          [Exhibit B - Vicinity Map](#)

**2.    CONSIDER AND ADOPT THE 2026 ZONING ADMINISTRATOR MEETING SCHEDULE.**

**Attachments:**     [Staff Report](#)  
                          [Exhibit A - Alternative 2026 Meeting Schedule](#)  
                          [Exhibit B - Regular 2026 Meeting Schedule](#)

**OTHER MATTERS**

**ADJOURNMENT**



# County of Monterey

**Item No.A**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: MIN 26-001**

**January 15, 2026**

**Introduced:** 1/7/2026

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Minutes

Acceptance of the December 11, 2025, County of Monterey Zoning Administrator Meeting Minutes.

# **County of Monterey**

Thyme Conference Room  
1441 Schilling Place, 2nd Floor  
Salinas, CA 93901



## **Meeting Minutes - Draft**

**Thursday, December 11, 2025**

**9:30 AM**

**County of Monterey Zoning Administrator**

**9:30 A.M - CALL TO ORDER**

**Mike Novo called the meeting to order at 9:30 a.m.**

**ROLL CALL**

**Mike Novo, Zoning Administrator**

**Corrine Ow, Environmental Health**

**Arlen Blanca and Bora Akkaya, Public Works**

**Jess Barreras, Environmental Services**

**PUBLIC COMMENT**

**None**

**AGENDA ADDITIONS, DELETIONS AND CORRECTIONS**

**Clerk Armida Ruano stated there was correspondence for the following items:**

**Agenda Item No. 1 PLN240301, Agenda Item No. 4 PLN250076, Agenda Item No. 5 PLN250204 and it was distributed to all interested parties, or a hard copy was distributed at the meeting.**

**ACCEPTANCE OF MINUTES**

- A.** Acceptance of the October 30, 2025, and November 11, 2025, County of Monterey Zoning Administrative Meeting minutes.

**The Zoning Administrator accepted the October 30, 2025, and November 11, 2025, County of Monterey Zoning Administrator Meeting minutes.**

**9:30 A.M. - SCHEDULED ITEMS**

**1. PLN240301- KEVIN & JOAN BARLETT (CONTINUED FROM NOVEMBER 13, 2025)**

Public hearing to consider the establishment of a Commercial Vacation Rental at a residential property (transient lodging for a period of 30 calendar days or fewer).

**Project Location:** 17834 Cachagua Road, Carmel Valley.

**Proposed CEQA Action:** Find the project is Statutorily Exempt from the California Environmental Quality Act per Section 15270 of the Guidelines.

**Jacquelyn Nickerson, Project Planner, presented the item.**

**Public Comment: None.**

**The Zoning Administrator found that the project is exempt under the California Environmental Quality Act and adopted the resolution denying the use permit for the commercial vacation rental.**

**2. PLN250228 - YING RICHARD JAY & CHRISTINE TUTTLE TRS**

Public hearing to consider demolition of an existing 3,136 square foot single family dwelling with a 600 square foot garage, and construction of a 3,131 square foot single family dwelling with a 2,877 square foot basement and an attached 453 square foot garage, and associated site improvements.

**Project Location:** 1002 Wranglers Trail, Pebble Beach.

**Proposed CEQA action:** Find the project categorically exempt pursuant to Section 15302 of the CEQA Guidelines, and there are no exceptions pursuant to Section 15300.2.

**Joseph Alameda, Project Planner, presented the item.**

**Public Comment: Anthony Lombardo, agent.**

**The Zoning Administrator found that the project is Categorically Exempt pursuant to CEQA Guidelines section 15302 and there are no exceptions pursuant to Section 15300.2; and approved a Design Approval to allow the demolition of a 3,136 square foot single family dwelling and 600 square foot garage, and construction of a 6,008 square foot single family dwelling with an attached 453 square foot garage, and associated site improvements. The Zoning Administrator included some non-substantive changes to the resolution and addition of standard lighting condition.**

**3. PLN240159 - RICKARD OLIVER C & BROOKE T KENNAMER TRS**

Public hearing to consider the remodel of an existing 2,585 square foot single-family dwelling and construction of 933 square foot addition, resulting in a 3,518 single-family dwelling; the remodel of a detached 476 square foot guesthouse, resulting in a 387 square foot guesthouse within an attached 190 square foot office; and associated site improvements including replacement of a bridge to access the property, development within 750 feet of a known archaeological resource, and development within 50 feet of a coastal bluff.

**Project Location:** 5 Yankee Beach Way, Carmel

**Proposed CEQA action:** Find the project Categorically Exempt pursuant to the CEQA Guidelines section 15301, and there are no exceptions pursuant to section 15300.2.

**Kayla Nelson, Project Planner, presented the item.**

**Public Comment: Jun Sillano, architect.**

**The Zoning Administrator found that the project is Categorically Exempt pursuant to CEQA Guidelines, and there are no exceptions pursuant to section 15300.2; and approved a Combined Development Permit consisting of a Coastal Administrative**

**Permit and Design Approval to allow construction of an addition to an existing 2,585 square foot single-family dwelling, resulting in a 3,518 square foot single-family dwelling, a 190 square foot attached office to an existing guesthouse, a 118 square foot attached accessory storage structure, and associated site improvements; b) After-the-fact Coastal Administrative Permit to allow construction of an access bridge; c) Coastal Development Permit for the development within 750 feet of a known archaeological resource; and d) Coastal Development Permit to allow development within 50 feet of a coastal bluff. The Zoning Administrator included some non-substantive changes to the resolution and added the standard guesthouse deed restriction condition, and replaced Condition 3 with the standard archaeological condition for sites where the survey resulted in a negative determination.**

**4. PLN250076 - SMITH CHRISTOPHER A & BONNIE M TRS**

Public hearing to consider action on the alterations to a legal non-conforming residence to include remodel and reconstruction of 1,134 square feet of existing single family dwelling, 600 square foot second-story addition, and associated site improvements to include 201 square feet of porches and replacement foundations and framing.

**Project Location:** 24495 Pescadero Road, Carmel

**Proposed CEQA action:** Find the project Categorically Exempt pursuant to CEQA Guidelines section 15301 and no exceptions apply pursuant to section 15300.2.

**McKenna Bowling, Project Planner, presented the item.**

**Public Comment:** Mark Norris, agent; Jeremy Byrd, neighbor.

**The Zoning Administrator found that the project is Categorically Exempt pursuant to CEQA Guidelines section 15301 and there are no exceptions pursuant to section 15300.2; and approved a Coastal Development Permit and Design Approval to allow alterations to a legal non-conforming residence to include remodel and reconstruction of 1,134 square feet of existing single family dwelling, 600 square foot second-story addition, and associated site improvements to include 201 square feet of porches and replacement foundations and framing. The Zoning Administrator included some non-substantive changes to the resolution and added a drainage and erosion control plan condition.**

**5. PLN250204 - LOEWY PETER H & SUSAN J TRS**

Public hearing to consider the demolition of an existing 240 square foot shed, construction of a 2,206 square foot single family dwelling with a basement and an attached 450 square foot garage with associated site improvements, and removal of 10 protected trees.

**Project Location:** 24744 Dolores Street, Carmel, Carmel Land Use Plan

**Proposed CEQA action:** Find the project Categorically Exempt pursuant to CEQA Guidelines section 15303, and there are no exceptions under Section 15300.2

**Jordan Evans-Polockow, Project Planner, presented the item.**

**Public Comment: Bradley Green, agent; David Finnis.**

**The Zoning Administrator found that the project is Categorically Exempt pursuant to CEQA Guidelines section 15303, and there are no exceptions pursuant to Section 15300.2; and approved a Combined Development Permit consisting of a Coastal Administrative Permit and Design Approval to allow the demolition of an existing 240 square foot shed and construction of a 2,206 square foot single family dwelling with a basement and an attached 450 square foot garage with associated site improvements; and a Coastal Development Permit to allow the removal of ten protected trees. The Zoning Administrator included some non-substantive changes to the resolution, changes to condition 6 to require that the planner review the replanting plan and adjust the timing, and added a new condition extinguish the existing easement on the property prior to issuance of construction permits.**

**6. PLN250205 - BUCKEYE INVESTMENTS, 401K PLAN**

Public hearing to consider the demolition of an existing 386 square foot garage and construction of a 3,284 square foot two-story single-family dwelling with an attached 520 square foot garage with associated site improvements, removal of 7 trees.

**Project Location:** 24734 Dolores Street, Carmel, Carmel Land Use Plan

**Proposed CEQA action:** Find the project Categorically Exempt pursuant to CEQA Guidelines section 15303, and there are no exceptions under Section 15300.2

**Jordan Evans-Polockow, Project Planner, presented the item.**

**Public Comment: Bradley Green, agent; David Finnis.**

**The Zoning Administrator found that the project is Categorically Exempt pursuant to CEQA Guidelines section 15303, and there are no exceptions pursuant to Section 15300.2; and approved a**



**Combined Development Permit consisting of a Coastal Administrative Permit and Design Approval to allow the demolition of an existing 386 square foot garage and the construction of a 3,284 square foot single family dwelling with an attached 520 square foot garage, and associated site improvements; and a Coastal Development Permit to allow the removal of seven protected trees. The Zoning Administrator included some non-substantive changes to the resolution and clarification to Condition 6 regarding the timing of tree replacement.**

**OTHER MATTERS**

**None**

**ADJOURNMENT**

**The meeting was adjourned at 10:56 a.m.**



# County of Monterey

## Item No.1

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: ZA 26-001

January 15, 2026

**Introduced:** 1/7/2026

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Zoning Administrator

#### **PLN220025 - SENA LOUIS T & KRISTIN TRS**

Public hearing to consider a Commercial Vacation Rental to allow the use of residential property for transient lodging for a period of 30 calendar days or fewer.

**Project Location:** 3000 Red Wolf Drive, Carmel

**Proposed CEQA Action:** Find the project Categorical Exempt pursuant to CEQA Guidelines section 15301 and none of the exceptions to the exemptions listed in Section 15300.2 can be made.

#### RECOMMENDATIONS

It is recommended that the Zoning Administrator adopt a Resolution:

- a. Finding the project qualifies for a Class 1 Categorical Exemption pursuant to CEQA Guidelines section 15301 and none of the exceptions to the exemptions listed in Section 15300.2 can be made; and
- b. Approving a Coastal Development Permit for a Commercial Vacation Rental to allow the use of a residential property for transient lodging for a period of 30 calendar days or fewer.

The attached draft resolution includes findings and evidence for consideration (**Exhibit A**). Staff recommends approval subject to 9 conditions of approval.

#### PROJECT INFORMATION

**Agent:** Luke Ingram

**Property Owner:** Kristin and Louis Sena

**APN:** 416-011-032-000

**Parcel Size:** approximately 11.27

**Zoning:** Split-Zoned Watershed and Scenic Conservation with a maximum gross density of 40 acres/unit with a Design Control Overlay and Watershed and Scenic Conservation with a maximum gross density of 80 acres/unit with a Design Control Overlay, within the Coastal Zone or "WSC/40-D (CZ) or WSC/80-D (CZ)"

**Plan Area:** Carmel Area Land Use Plan

**Flagged and Staked:** Not Applicable

**Project Planner:** Jacquelyn M. Nickerson, Principal Planner

nickersonj@countyofmonterey.gov; 831-784-5650

SUMMARY:

The project is located at 3000 Red Wolf Drive, a privately maintained road, in Carmel. On February 7, 2022, the agent submitted an application seeking to use their existing single-family dwelling located in a residentially developed neighborhood. The County did not have regulations for vacation rentals in the Coastal Zone at that time. Once the application materials were deemed complete on October 1, 2024, the agent informed County staff that they wished to wait for the County to finalize and adopt Vacation Rental Regulations. As of December 23, 2025, the Coastal Vacation Rentals for the County because effective.

The existing single-family dwelling is 1,656 square feet in size, with two bedrooms, one bathroom, and a kitchen. The agent is proposing that the residence be occupied by a maximum of 5 people overnight and 8 people during daytime hours at the property at a time. The property is currently served by a private well, and an on-site septic system will be sufficient to provide sewer treatment for the dwelling. The property will retain its solid waste services to Waste Management, a waste management company. If approved, the granting of this Coastal Development Permit would allow the establishment of the first permitted vacation rental in the Carmel Area Land Use Plan out of 218 Coastal Development Permits permitted pursuant to Title 20 Section 20.64.290.F.3.b.

DISCUSSION:

The proposed project is subject to the policies and regulations of the 1982 County of Monterey General Plan (General Plan), Carmel Area Land Use Plan (CAR LUP), Carmel Area Coastal Implementation Plan (CIP), Monterey County Code Title 7 Chapter 7.120, Monterey County Code Chapter 16.80, and the Monterey County Coastal Zoning Ordinance (Title 20).

*Land Use*

The parcel is split-zoned and Scenic Conservation with a maximum gross density of 40 acres/unit with a Design Control Overlay and Watershed and Scenic Conservation with a maximum gross density of 80 acres/unit with a Design Control Overlay, within the Coastal Zone or “WSC/40-D (CZ) or WSC/80-D (CZ).” The existing single family dwelling is located on the portion that has a gross density of 80 acres/unit. Title 20 Section 20.17.050.PP allows for the Commercial Vacation Rental use, subject to the granting of a Coastal Development Permit. Title 20 Section 20.64.290.F establishes the regulations for a property operating as a Commercial Vacation Rental on such property for transient lodging for a period of 30 calendar days or fewer.

The property complies with Title 20 Section 20.64.290.F.5 in that it has been demonstrated that the response time for County emergency services for fire and emergency medical services is adequate. Adequate is defined as 5-8 minutes within Community Areas, Community Plans, and Sphere of Influence, 12 minutes within Rural centers, and 45 minutes for all other areas. The subject property does not fall under any of the specified categories; therefore, it is subject to the 45 minutes for all other areas. Carmel Highlands Fire Department is 11 minutes away, and the Community Hospital of the Monterey Peninsula is 19 minutes away, which provides 24-hour emergency medical and fire response services for structural coverage. Staff incorporated Condition No. 5 to ensure that the guests are provided with information on the response time for emergency medical and fire services and that contact information for these services is provided to all guests as a part of the informational notice posted within six feet of the front door (**Exhibit A**).

Parking requirements outlined in Title 20 Sections 20.64.290.F.6 and 20.58.040 require that a Single-Family Detached residential dwelling unit have 2 spaces/unit, which this application complies with as illustrated in the attached plans.

The subject property complies with the limitation on the number of Commercial Vacation Rentals per legal lot requirements of Title 20 Section 20.64.290.F.7, which allows one Commercial Vacation Rental per legal lot of record. The subject property will be the only Commercial Vacation Rental on the legal lot of record. The owner of the subject property complies with the ownership requirements of Title 20 Section 20.64.290.F.10, wherein the owner of the subject property is allowed to have an ownership interest in one Commercial Vacation Rental within unincorporated Monterey County. The owners of the property do not have an ownership interest in other already operating Commercial Vacation Rentals in unincorporated Monterey County, and this would be their first and only Commercial Vacation Rental in unincorporated Monterey County.

As detailed in the draft resolution (**Exhibit A**), the Applicant/Owner has provided evidence of compliance with the applicable requirements. The designated Property Manager for the Commercial Vacation Rental, Irma Salamanca, resides at 1206 La Salle Ave, Seaside, 93955, approximately 26 minutes away (12.7-mile drive) from the subject property. Ms. Salamanca's contact information will be provided to the guests of the property and will be available 24/7 to respond to guest or neighborhood questions or concerns. Ms. Salamanca will also ensure that any neighbor or guest complaints are resolved within thirty minutes. This contact information will be provided to guests as a part of the informational notice posted within six feet of the front door as required pursuant to Title 7 Section 7.120.040.L.

The property has a maximum occupancy of 5 overnight guests and 8 daytime guests. The proposed occupancy does not exceed the limits set forth in the California Uniform Housing Code and the requirements enumerated in Title 7 Section 7.120.070.C, which limit the maximum overnight occupancy to two persons per bedroom plus one and not counting infants (zero to twelve months), with a not to exceed total maximum overnight occupancy of 10 overnight guests, regardless of the number of bedrooms in the property.

To ensure the proposed use will not affect the residential character of the neighborhood, the following two conditions have been incorporated. Condition No. 3 has been incorporated to ensure that the property will not be an event venue, and Condition No. 4 to ensure that the property will remain in compliance with the regulations for Vacation Rentals in Title 7 Chapter 7.120, Title 20 section 20.64.290, and the Conditions of Approval. Additionally, the proposed Commercial Vacation Rental is subject to Monterey County's Noise Ordinance (Chapter 10.60), which prohibits loud or unreasonable noise between the hours of 9:00PM and 7:00AM. In accordance with Title 20 section 20.70.060, if the property is found to be in violation of the approved operations plan or conditions of approval attached to this Coastal Development Permit, the permit may be revoked for non-compliance.

### *Private Road/Access*

The property is accessed through Red Wolf Drive, a private road, and pursuant to Title 20 Section 20.64.290.F.4, the subject property must comply with Title 16 Chapter 16.80, which regulates private roads in Monterey County. The private road accessing the subject property is not subject to a private road agreement or private road maintenance. Pursuant to Title 16 Chapter 16.8, property owners which utilize this private road have been notified of the proposed project on October 29, 2025. As of the date of this staff report, no comments or objectives have been received, and no further documentation or condition is required of the applicant.

### CEQA:

The project qualifies as a categorical exemption from environmental review pursuant to CEQA Guidelines section 15301. This exemption applies to the operation of existing private structures, involving negligible or no expansion of an existing use. The Applicant/Owner proposes to use a residential single-family dwelling for transient lodging where the term of occupancy, possession, or tenancy of the property by the person entitled to such occupancy, possession, or tenancy for a period of 30 consecutive calendar days or fewer. This project does not propose or authorize any additional exterior development and/or expansion of the existing structure currently on the project site.

The subject property will be limited to one rental contract at any given time. All facilities, as planned and approved, have been confirmed by County agencies to be adequate for this use. Therefore, the proposed use is consistent with the CEQA Guidelines Section 15301. None of the exceptions under CEQA Guidelines Section 15300.2 apply to this project. Additionally, there will be no significant effect on the environment due to unusual circumstances. Further, there is no evidence that “the cumulative impact of successive projects of the same type in the same place, over time is significant.” Additionally, an action is a “project” only when it is either “directly undertaken by any public agency,” “supported, in whole or in part” by financial or other forms of assistance from a public agency, or involves the issuance of an entitlement by a public agency (Public Resources Code, § 21065).

The County prepared a FEIR for the Vacation Rental Ordinances project, which was certified by the Board on August 27, 2024 (SCH# 2022080643). The FEIR did not identify any significant impacts of Commercial Vacation Rentals up to the Commercial Vacation Rental cap set for each County of Monterey Planning Area. This Commercial Vacation Rental does not exceed the cap on Commercial Vacation Rentals in the Carmel Area Land Use Plan as it would be the first Commercial Vacation Rental in this area.

### OTHER AGENCY INVOLVEMENT

The following agencies have reviewed the project, have comments, and/or have recommended conditions:

- HCD-Environmental Services
- Environmental Health Bureau
- Carmel Highlands Fire Department

Prepared by: Jacquelyn M. Nickerson, Principal Planner  
Reviewed/Approved by: Fionna Jensen, Principal Planner

The following attachments are on file with HCD:

Exhibit A - Draft Resolution including:

- Recommended Conditions of Approval
- Site Plans and Floor Plans
- Operations Plan
- Home Inspection Checklist

Exhibit B - Vicinity Map

cc: Front Counter Copy; HCD-Environmental Services; Environmental Health Bureau; Carmel Highlands Fire Department; Jacquelyn M. Nickerson, Principal Planner, Fionna Jensen, Principal Planner; Dennis Ing, Property Owners; Interested Party List: The Open Monterey Project; LandWatch (Executive Director); Lozeau Drury LLP; Christina McGinnis, Keep Big Sur Wild; Planning File PLN220025.



# County of Monterey

## Item No.1

### Zoning Administrator

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: ZA 26-001

January 15, 2026

**Introduced:** 1/7/2026

**Current Status:** Agenda Ready

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Public hearing to consider a Commercial Vacation Rental to allow the use of residential property for transient lodging for a period of 30 calendar days or fewer.

**Project Location:** 3000 Red Wolf Drive, Carmel

**Proposed CEQA Action:** Find the project Categorically Exempt pursuant to CEQA Guidelines section 15301 and none of the exceptions to the exemptions listed in Section 15300.2 can be made.

#### RECOMMENDATIONS

It is recommended that the Zoning Administrator adopt a Resolution:

- a. Finding the project qualifies for a Class 1 Categorical Exemption pursuant to CEQA Guidelines section 15301 and none of the exceptions to the exemptions listed in Section 15300.2 can be made; and
- b. Approving a Coastal Development Permit for a Commercial Vacation Rental to allow the use of a residential property for transient lodging for a period of 30 calendar days or fewer.

The attached draft resolution includes findings and evidence for consideration (**Exhibit A**). Staff recommends approval subject to 9 conditions of approval.

#### PROJECT INFORMATION

**Agent:** Luke Ingram

**Property Owner:** Kristin and Louis Sena

**APN:** 416-011-032-000

**Parcel Size:** approximately 11.27

**Zoning:** Split-Zoned Watershed and Scenic Conservation with a maximum gross density of 40 acres/unit with a Design Control Overlay and Watershed and Scenic Conservation with a maximum gross density of 80 acres/unit with a Design Control Overlay, within the Coastal Zone or "WSC/40-D (CZ) or WSC/80-D (CZ)"

**Plan Area:** Carmel Area Land Use Plan

**Flagged and Staked:** Not Applicable

**Project Planner:** Jacquelyn M. Nickerson, Principal Planner

nickersonj@countyofmonterey.gov; 831-784-5650

SUMMARY:

The project is located at 3000 Red Wolf Drive, a privately maintained road, in Carmel. On February 7, 2022, the agent submitted an application seeking to use their existing single-family dwelling located in a residentially developed neighborhood. The County did not have regulations for vacation rentals in the Coastal Zone at that time. Once the application materials were deemed complete on October 1, 2024, the agent informed County staff that they wished to wait for the County to finalize and adopt Vacation Rental Regulations. As of December 23, 2025, the Coastal Vacation Rentals for the County because effective.

The existing single-family dwelling is 1,656 square feet in size, with two bedrooms, one bathroom, and a kitchen. The agent is proposing that the residence be occupied by a maximum of 5 people overnight and 8 people during daytime hours at the property at a time. The property is currently served by a private well, and an on-site septic system will be sufficient to provide sewer treatment for the dwelling. The property will retain its solid waste services to Waste Management, a waste management company. If approved, the granting of this Coastal Development Permit would allow the establishment of the first permitted vacation rental in the Carmel Area Land Use Plan out of 218 Coastal Development Permits permitted pursuant to Title 20 Section 20.64.290.F.3.b.

DISCUSSION:

The proposed project is subject to the policies and regulations of the 1982 County of Monterey General Plan (General Plan), Carmel Area Land Use Plan (CAR LUP), Carmel Area Coastal Implementation Plan (CIP), Monterey County Code Title 7 Chapter 7.120, Monterey County Code Chapter 16.80, and the Monterey County Coastal Zoning Ordinance (Title 20).

*Land Use*

The parcel is split-zoned and Scenic Conservation with a maximum gross density of 40 acres/unit with a Design Control Overlay and Watershed and Scenic Conservation with a maximum gross density of 80 acres/unit with a Design Control Overlay, within the Coastal Zone or “WSC/40-D (CZ) or WSC/80-D (CZ).” The existing single family dwelling is located on the portion that has a gross density of 80 acres/unit. Title 20 Section 20.17.050.PP allows for the Commercial Vacation Rental use, subject to the granting of a Coastal Development Permit. Title 20 Section 20.64.290.F establishes the regulations for a property operating as a Commercial Vacation Rental on such property for transient lodging for a period of 30 calendar days or fewer.

The property complies with Title 20 Section 20.64.290.F.5 in that it has been demonstrated that the response time for County emergency services for fire and emergency medical services is adequate. Adequate is defined as 5-8 minutes within Community Areas, Community Plans, and Sphere of Influence, 12 minutes within Rural centers, and 45 minutes for all other areas. The subject property does not fall under any of the specified categories; therefore, it is subject to the 45 minutes for all other areas. Carmel Highlands Fire Department is 11 minutes away, and the Community Hospital of the Monterey Peninsula is 19 minutes away, which provides 24-hour emergency medical and fire response services for structural coverage. Staff incorporated Condition No. 5 to ensure that the guests are provided with information on the response time for emergency medical and fire services and that contact information for these services is provided to all guests as a part of the informational notice posted within six feet of the front door (**Exhibit A**).



Parking requirements outlined in Title 20 Sections 20.64.290.F.6 and 20.58.040 require that a Single-Family Detached residential dwelling unit have 2 spaces/unit, which this application complies with as illustrated in the attached plans.

The subject property complies with the limitation on the number of Commercial Vacation Rentals per legal lot requirements of Title 20 Section 20.64.290.F.7, which allows one Commercial Vacation Rental per legal lot of record. The subject property will be the only Commercial Vacation Rental on the legal lot of record. The owner of the subject property complies with the ownership requirements of Title 20 Section 20.64.290.F.10, wherein the owner of the subject property is allowed to have an ownership interest in one Commercial Vacation Rental within unincorporated Monterey County. The owners of the property do not have an ownership interest in other already operating Commercial Vacation Rentals in unincorporated Monterey County, and this would be their first and only Commercial Vacation Rental in unincorporated Monterey County.

As detailed in the draft resolution (**Exhibit A**), the Applicant/Owner has provided evidence of compliance with the applicable requirements. The designated Property Manager for the Commercial Vacation Rental, Irma Salamanca, resides at 1206 La Salle Ave, Seaside, 93955, approximately 26 minutes away (12.7-mile drive) from the subject property. Ms. Salamanca's contact information will be provided to the guests of the property and will be available 24/7 to respond to guest or neighborhood questions or concerns. Ms. Salamanca will also ensure that any neighbor or guest complaints are resolved within thirty minutes. This contact information will be provided to guests as a part of the informational notice posted within six feet of the front door as required pursuant to Title 7 Section 7.120.040.L.

The property has a maximum occupancy of 5 overnight guests and 8 daytime guests. The proposed occupancy does not exceed the limits set forth in the California Uniform Housing Code and the requirements enumerated in Title 7 Section 7.120.070.C, which limit the maximum overnight occupancy to two persons per bedroom plus one and not counting infants (zero to twelve months), with a not to exceed total maximum overnight occupancy of 10 overnight guests, regardless of the number of bedrooms in the property.

To ensure the proposed use will not affect the residential character of the neighborhood, the following two conditions have been incorporated. Condition No. 3 has been incorporated to ensure that the property will not be an event venue, and Condition No. 4 to ensure that the property will remain in compliance with the regulations for Vacation Rentals in Title 7 Chapter 7.120, Title 20 section 20.64.290, and the Conditions of Approval. Additionally, the proposed Commercial Vacation Rental is subject to Monterey County's Noise Ordinance (Chapter 10.60), which prohibits loud or unreasonable noise between the hours of 9:00PM and 7:00AM. In accordance with Title 20 section 20.70.060, if the property is found to be in violation of the approved operations plan or conditions of approval attached to this Coastal Development Permit, the permit may be revoked for non-compliance.

### *Private Road/Access*

The property is accessed through Red Wolf Drive, a private road, and pursuant to Title 20 Section 20.64.290.F.4, the subject property must comply with Title 16 Chapter 16.80, which regulates private roads in Monterey County. The private road accessing the subject property is not subject to a private road agreement or private road maintenance. Pursuant to Title 16 Chapter 16.8, property owners which utilize this private road have been notified of the proposed project on October 29, 2025. As of the date of this staff report, no comments or objectives have been received, and no further documentation or condition is required of the applicant.

### CEQA:

The project qualifies as a categorical exemption from environmental review pursuant to CEQA Guidelines section 15301. This exemption applies to the operation of existing private structures, involving negligible or no expansion of an existing use. The Applicant/Owner proposes to use a residential single-family dwelling for transient lodging where the term of occupancy, possession, or tenancy of the property by the person entitled to such occupancy, possession, or tenancy for a period of 30 consecutive calendar days or fewer. This project does not propose or authorize any additional exterior development and/or expansion of the existing structure currently on the project site.

The subject property will be limited to one rental contract at any given time. All facilities, as planned and approved, have been confirmed by County agencies to be adequate for this use. Therefore, the proposed use is consistent with the CEQA Guidelines Section 15301. None of the exceptions under CEQA Guidelines Section 15300.2 apply to this project. Additionally, there will be no significant effect on the environment due to unusual circumstances. Further, there is no evidence that “the cumulative impact of successive projects of the same type in the same place, over time is significant.” Additionally, an action is a “project” only when it is either “directly undertaken by any public agency,” “supported, in whole or in part” by financial or other forms of assistance from a public agency, or involves the issuance of an entitlement by a public agency (Public Resources Code, § 21065).

The County prepared a FEIR for the Vacation Rental Ordinances project, which was certified by the Board on August 27, 2024 (SCH# 2022080643). The FEIR did not identify any significant impacts of Commercial Vacation Rentals up to the Commercial Vacation Rental cap set for each County of Monterey Planning Area. This Commercial Vacation Rental does not exceed the cap on Commercial Vacation Rentals in the Carmel Area Land Use Plan as it would be the first Commercial Vacation Rental in this area.

### OTHER AGENCY INVOLVEMENT

The following agencies have reviewed the project, have comments, and/or have recommended conditions:

- HCD-Environmental Services
- Environmental Health Bureau
- Carmel Highlands Fire Department

Prepared by: Jacquelyn M. Nickerson, Principal Planner  
Reviewed/Approved by: Fionna Jensen, Principal Planner

The following attachments are on file with HCD:

Exhibit A - Draft Resolution including:

- Recommended Conditions of Approval
- Site Plans and Floor Plans
- Operations Plan
- Home Inspection Checklist

Exhibit B - Vicinity Map

cc: Front Counter Copy; HCD-Environmental Services; Environmental Health Bureau; Carmel Highlands Fire Department; Jacquelyn M. Nickerson, Principal Planner, Fionna Jensen, Principal Planner; Dennis Ing, Property Owners; Interested Party List: The Open Monterey Project; LandWatch (Executive Director); Lozeau Drury LLP; Christina McGinnis, Keep Big Sur Wild; Planning File PLN220025.

# Exhibit A

## DRAFT RESOLUTION

### Before the Zoning Administrator in and for the County of Monterey, State of California

In the matter of the application of:

**SENA LOUIS T & KRISTIN TRS (PLN220025)**

#### **RESOLUTION NO. 26-**

Resolution by the County of Monterey Zoning  
Administrator:

- 1) Finding that the project qualifies for a Class 1 Categorical Exemption pursuant to CEQA Guidelines section 15301 and no exceptions under section 15300.2 apply; and
- 2) Approving a Coastal Development Permit for a Commercial Vacation Rental to allow the use of a residential property for transient lodging for a period of 30 calendar days or fewer.

[PLN220025 SENA LOUIS T & KRISTIN TRS,  
3000 Red Wolf Drive, Carmel (Assessor's Parcel  
Number 416-011-032-000), Carmel Area Land Use  
Plan, Coastal Zone]

**The SENA LOUIS T & KRISTIN TRS application (PLN220025) came on for a public hearing before the County of Monterey Zoning Administrator on January 15, 2026. Having considered all the written and documentary evidence, the administrative record, the staff report, oral testimony, and other evidence presented the Zoning Administrator finds and decides as follows:**

### FINDINGS

1. **FINDING:** **CONSISTENCY** – The Project, as conditioned, is consistent with the applicable plans and policies which designate this area as appropriate for development.  
**EVIDENCE:** a) During the course of review of this application, the project has been reviewed for consistency with the text, policies, and regulations in:
  - the 1982 County of Monterey General Plan (General Plan);
  - Carmel Area Land Use Plan (CAR LUP);
  - Carmel Area Coastal Implementation Plan (CAR CIP);
  - Monterey County Code Chapter 7.120; and
  - Monterey County Coastal Zoning Ordinance (Title 20).No conflicts were found to exist. No communications were received during the course of review of the project indicating any inconsistencies with the text, policies, and regulations in these documents.  
b) Allowed Use. The parcel is split-zoned and Scenic Conservation with a maximum gross density of 40 acres/unit with a Design Control Overlay and Watershed and Scenic Conservation with a maximum gross density of 80 acres/unit with a Design Control Overlay, within the Coastal Zone

or “WSC/40-D (CZ) or WSC/80-D (CZ).” The existing single family dwelling is located on the portion that has a gross density of 80 acres/unit. Title 20 Section 20.17.050.PP allows for the Commercial Vacation Rental use, subject to the granting of a Coastal Development Permit. Title 20 Section 20.64.290.F establishes the regulations for a property operating as a Commercial Vacation Rental on such property for transient lodging for a period of 30 calendar days or fewer. Therefore, the proposed use is allowable.

- c) Lot Legality. The subject property (approx. 11.27 acres in size), APN: 416-011-032-000, is identified as Parcel 2, as shown in its current size and configuration and described in the Record of Survey, Volume 26, Page 88, of a Lot Line Adjustment (PLN020086) described in Certificates of Compliance Recorded as Document No. 2002-001225 and 2002-001226. Therefore, the County recognizes the property as a legal lot of record.
- d) Land Use Advisory Committee (LUAC). This project was not referred to the Carmel Highlands LUAC for review. Based on the current review guidelines adopted by the Monterey County Board of Supervisors per Resolution No. 15-043, this application did not warrant referral to the LUAC as it does not fall within the LUAC review guidelines.
- e) Vacation Rental Operation License. Condition No. 7 requires that the applicant obtain a Vacation Rental Operation License and provide documentation to prove that they comply with all of the requirements of the Vacation Rental Operation License pursuant to Title 7 Chapter 7.120. The subject property is required as conditioned to ensure that they always have an active Vacation Rental Operation License.
- f) Business License. Condition No. 6 requires that the applicant obtain a Business License and provide documentation to prove that they comply with all of the requirements of the Business License pursuant to Title 7 Section 7.02.060. The subject property is required as conditioned to ensure that they always have an active Business License.
- g) Transient Occupancy Tax. Condition No. 8 requires that the applicant register with the County of Monterey Treasurer-Tax Collector to pay Transient Occupancy Tax pursuant to Title 5 Chapter 5.40 and must pay Transient Occupancy Tax on all applicable rent received from transient occupancy of their residential property as a Commercial Vacation Rental. The subject property is required as conditioned to ensure payment of Transient Occupancy Tax to the County of Monterey Treasurer-Tax Collector is made pursuant to Title 5 Chapter 5.40.
- h) Adequate Emergency Response Time. Condition No. 5 requires that the applicants notify the guests of the average response time for emergency fire and medical services and the address and phone number of those services. The property complies with Title 20 Section 20.64.290.F.5 in that it has been demonstrated that the response time for County emergency services for fire and emergency medical services is adequate. Adequate is defined as 5-8 minutes within Community Areas, Community Plans, and Sphere of Influence, 12 minutes within Rural centers, and 45 minutes for all other areas. The subject property does not fall under any of the specified categories; therefore, is subject to the 45 minutes for all other areas. Carmel Highlands Fire Department is 11

minutes away, and the Community Hospital of the Monterey Peninsula is 19 minutes away, which provides 24-hour emergency medical and fire response services for structural coverage. The subject property complies with the requirement to provide contact information for County emergency services for fire and emergency medical. The contact information is included as required in the informational signage that must be posted within six feet of the front door.

- i) Parking. Parking requirements outlined in Title 20 Sections 20.64.290.F.6 and 20.58.040 require that a Single-Family Detached residential dwelling unit have 2 spaces/unit, which this application complies with as illustrated in the attached plans.
- j) One Commercial Vacation Rental Per Legal Lot of Record. The subject legal lot of record complies with Title 20 Section 20.64.290.F.7, as this is the only Commercial Vacation Rental on the legal lot of record (APN: 416-011-032-000).
- k) Ownership Interest in One Commercial Vacation Rental in the Unincorporated Monterey County. The trustees of the legal lot of record comply with Title 20 Section 20.64.290.F.8 and do not have any ownership interest in any other Commercial Vacation Rentals in the unincorporated Monterey County. This application, before the Zoning Administrator, would be the first and only ownership interest the applicants would have in a Commercial Vacation Rental in the unincorporated Monterey County.
- l) Permit Expiration. Condition No. 4 applies a 7-year expiration to the granting of this Coastal Development Permit, pursuant to Title 20 Sub-Section 20.64.290.F.12.a. The purpose of this expiration is to provide adequate ongoing review of the approved use of the residential property as a Commercial Vacation Rental. Prior to its expiration, the owner/applicant shall file an extension in accordance with Title 20 Section 20.70.110, which requires submittal of the request at least 30 days prior to the expiration date. The appropriate authority to consider this extension shall be the Zoning Administrator. This subsequent review will ensure: 1) the use continues to meet the standards of Title 20, and 2) an opportunity for Planning staff's review for ongoing compliance with the conditions of approval.
- m) Access. The property is accessed through Red Wolf Drive, a private road, and pursuant to Title 20 Section 20.64.290.F.4, the subject property must comply with Title 16 Chapter 16.80, which regulates private roads in Monterey County. The private road accessing the subject property is not subject to a private road agreement or a private road maintenance. Property owners who utilize this private road were notified of the proposed project on October 29, 2025. No comments or objections have been received, and no further documentation or conditions are required of the applicant.
- n) The application, project plans, and related support materials submitted by the project applicant to Monterey County HCD-Planning found in Project File PLN220025.

**2. FINDING: SITE SUITABILITY** – The site is physically suitable for the proposed development and/or use.

- EVIDENCE:**
- a) The project has been reviewed for site suitability by the following departments and agencies: HCD-Planning, HCD-Environmental Services, Carmel Highlands Fire Department and Environmental Health. County staff reviewed the application materials and plans to verify that the project on the subject site conforms to the applicable plans and regulations, and there has been no indication from these departments/agencies that the site is not suitable for the development. Conditions recommended have been incorporated.
  - b) The application, project plans, and related support materials submitted by the project applicant to Monterey County HCD-Planning found in Project File PLN220025.

**3. FINDING: HEALTH AND SAFETY** – The establishment, maintenance, or operation of the project applied for will not, under the circumstances of this particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the County.

- EVIDENCE:**
- a) The project was reviewed by HCD-Planning, HCD-Environmental Services, Carmel Highlands Fire Department and Environmental Health Bureau. The respective agencies have recommended conditions, where appropriate, to ensure that the project will not have an adverse effect on the health, safety, and welfare of persons either residing or working in the neighborhood.
  - b) Necessary infrastructure is in place to serve the use, as discussed in the evidence below.
  - c) The property has road access from Red Wolf Drive, a private road. No alterations to this driveway or access are required for the use (see evidence “m” in Finding 1).
  - d) The residence is connected to an existing Onsite Wastewater Treatment System (OWTS). A performance evaluation on the OWTS was provided to the Environmental Health Bureau (EHB), dated April 23, 2024. Based on the evidence provided, EHB found that the OWTS was in good working order and functioning properly and that the system was installed in the form and manner as required by the County, satisfying the requirements of Title 20 section 20.64.290.F.8-9.
  - e) Potable water is served by a private well and is treated quarterly and inspected annually by EHB.
  - f) Solid waste (garbage) collection service is and will continue to be provided by Waste Management.
  - g) The application, project plans, and related support materials submitted by the project applicant to Monterey County HCD-Planning found in Project File PLN220025.

**4. FINDING: NO VIOLATIONS** – The subject property is in compliance with all rules and regulations pertaining to zoning uses, subdivision, and any other applicable provisions of the County’s zoning ordinance. No violations exist on the property.



- EVIDENCE:**
- a) Staff reviewed Monterey County HCD-Planning and HCD-Building Services records and is not aware of any current violations existing on subject property.
  - b) The application, project plans, and related support materials submitted by the project applicant to Monterey County HCD-Planning found in Project File PLN220025.

5. **FINDING:** **CEQA (Exempt)** – The project qualifies for a Class 1 categorical exemption pursuant to CEQA Guidelines section 15301 and no unusual circumstances were identified to exist for the proposed project.
- EVIDENCE:**
- a) California Environmental Quality Act (CEQA) Guidelines section 15301, categorically exempts the leasing of existing private structures, involving negligible or no expansion of existing or former use.
  - b) The project proposed to allow the use of an existing residential property for transient lodging for a period of 30 calendar days or fewer. The project would not expand the residence, nor would it allow any additional occupancy beyond what is allowed for the existing residence. Therefore, the project fits the criteria of the exemption.
  - c) None of the exceptions under CEQA Guidelines section 15300.2 apply to this project, as discussed in subsequent Evidence “d” through “i”.
  - d) Class 1 exemptions are not qualified for an exception by their location.
  - e) The County’s regulatory process of Coastal Development Permits for the use of an existing residential property for transient lodging allows the County to regulate such uses in a way that would prevent adverse cumulative impacts to the surrounding environment. Consistent with the Findings and Purpose in Monterey County Ordinance Number 5439 Section 1.F, the requirement for a Coastal Development Permit for Commercial Vacation Rental activities ensures that the impact of such leasing activities can be appropriately evaluated. Further, Title 20 Section 20.64.290 establishes caps on the maximum amount of Coastal Development Permits for Commercial Vacation Rentals to ensure that the potential cumulative effects of Commercial Vacation Rentals are minimized. The project is consistent with all the criteria in Title 20 Section 20.64.290 and, therefore, would not contribute to a cumulative effect.
  - f) There are no unusual circumstances related to the project that would create a reasonable possibility of a significant effect.
  - g) The project would not result in damage to scenic resources within view of the State Scenic Highway. The nearest designated State Scenic Highway is Highway 189, which is approximately 8.6 miles southeast of the property. However, the property is not visible from Highway 189 due to distance and intervening vegetation and structures. The project also does not propose any physical changes that would damage scenic resources: no construction, exterior alterations to structures, land alteration, or vegetation (or tree) removal are proposed.
  - h) The project is not located on a hazardous waste site included on any list compiled pursuant to Section 65962.5 of the Government code.
  - i) The project would not damage any historical resources.

- j) The application, project plans, and related support materials submitted by the project applicant to Monterey County HCD-Planning found in Project File PLN220025.

6. **FINDING:** **PUBLIC ACCESS-** The project is in conformance with the public access and recreation policies of the Coastal Act (specifically Chapter 3 of the Coastal Act of 1976, commencing with Section 30200 of the Public Resources Code) and applicable Local Coastal Program, and does not interfere with any form of historic public use or trust rights.
- EVIDENCE:**
- a) No public access is required as part of the project as no substantial adverse impact on access, either individually or cumulatively, as described in Section 20.146.130 of the Monterey County Coastal Implementation Plan can be demonstrated.
  - b) No evidence or documentation has been submitted or found showing the existence of historic public use or trust rights over this property.
  - c) The subject property is not described as an area where the Local Coastal Program requires visual or physical public access (Carmel Area, Figure 3, Local Coastal Program Public Access).
  - d) The application, project plans, and related support materials submitted by the project applicant to Monterey County HCD-Planning found in Project File PLN220025.
7. **FINDING:** **APPEALABILITY** – The decision on this project may be appealed to the Board of Supervisors and California Coastal Commission.
- EVIDENCE:**
- a) Board of Supervisors. Pursuant to Title 20 Section 20.86.030.A, an appeal of the Zoning Administrator’s decision for this project may be made to the Board of Supervisors by any public agency or person aggrieved by their decision.
  - b) Coastal Commission. Pursuant to Title 20 section 20.86.080.A, the project is subject to appeal by/to the California Coastal Commission because it involves development that is permitted in the underlying zone as a conditional use.

## **DECISION**

**NOW, THEREFORE**, based on the above findings and evidence, the Zoning Administrator does hereby:

- 1) Find that the project, allowing the use of an existing residential property for transient lodging, qualifies for a Class 1 Categorical Exemption pursuant to CEQA Guidelines Section 15301, and no exceptions under section 15300.2 apply; and
- 2) Approve a Coastal Development Permit for a Commercial Vacation Rental to allow the use of a residential property for transient lodging for a period of 30 calendar days or fewer.

The said decision is to be in substantial conformance with the attached plan and subject to the attached conditions, which are incorporated herein for reference.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of January 2026,

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Mike Novo, AICP  
Zoning Administrator

COPY OF THIS DECISION MAILED TO APPLICANT ON DATE

THIS APPLICATION IS APPEALABLE TO THE PLANNING COMMISSION.

IF ANYONE WISHES TO APPEAL THIS DECISION, AN APPEAL FORM MUST BE COMPLETED AND SUBMITTED TO THE SECRETARY OF THE PLANNING COMMISSION ALONG WITH THE APPROPRIATE FILING FEE ON OR BEFORE DATE.

THIS PROJECT IS LOCATED IN THE COASTAL ZONE AND IS APPEALABLE TO THE COASTAL COMMISSION. UPON RECEIPT OF NOTIFICATION OF THE FINAL LOCAL ACTION NOTICE (FLAN) STATING THE DECISION BY THE FINAL DECISION MAKING BODY, THE COMMISSION ESTABLISHES A 10 WORKING DAY APPEAL PERIOD. AN APPEAL FORM MUST BE FILED WITH THE COASTAL COMMISSION. FOR FURTHER INFORMATION, CONTACT THE COASTAL COMMISSION AT (831) 427-4863 OR AT 725 FRONT STREET, SUITE 300, SANTA CRUZ, CA.

This decision, if this is the final administrative decision, is subject to judicial review pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6. Any Petition for Writ of Mandate must be filed with the Court no later than the 90th day following the date on which this decision becomes final.

### **NOTES**

1. This permit does not authorize any development and only authorizes the use of the residential property as transient lodging.

# County of Monterey HCD Planning

## DRAFT Conditions of Approval/Implementation Plan/Mitigation Monitoring and Reporting Plan

PLN220025

### 1. PD001(B) - SPECIFIC COMMERCIAL VACATION RENTAL USES ONLY

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** This Coastal Development Permit (PLN220025) allows the use, by any person, of residential property [single family dwelling] for transient lodging for a period of 30 consecutive calendar days or fewer, counting portions of calendar days as full days. The property is located at 3000 Red Wolf Drive, Carmel (Assessor's Parcel Number 416-011-032-000), Carmel Area Land Use Plan, Coastal Zone. This rental allows an unlimited number of transient lodging rentals of up to 30 calendar days per 12-month period. This permit was approved in accordance with County ordinances and land use regulations subject to the terms and conditions described in the project file. Neither the uses allowed by this permit shall commence unless and until all of the conditions of this permit are met to the satisfaction of the Director of HCD. Any use not in substantial conformance with the terms and conditions of this permit is a violation of County regulations and may result in modification or revocation of this permit and subsequent legal action. No use other than that specified by this permit is allowed unless additional permits are approved by the appropriate authorities. (HCD - Planning).

**Compliance or Monitoring Action to be Performed:** The Owner/Applicant shall adhere to conditions and uses specified in the permit on an ongoing basis unless otherwise stated.

### 2. PD002 - NOTICE PERMIT APPROVAL

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** The applicant shall record a Permit Approval Notice. This notice shall state:  
"A Coastal Development Permit (Resolution Number \_\_\_\_\_) was approved by Monterey County Zoning Administrator for Assessor's Parcel Number 416-011-032-000 on January 15, 2026. The permit was granted subject to 9 conditions of approval which run with the land. A copy of the permit is on file with Monterey County HCD - Planning."

Proof of recordation of this notice shall be furnished to the Director of HCD - Planning prior to issuance of grading and building permits, Certificates of Compliance, or commencement of use, whichever occurs first and as applicable. (HCD - Planning)

**Compliance or Monitoring Action to be Performed:** Prior to the issuance of grading and building permits, certificates of compliance, or commencement of use, whichever occurs first and as applicable, the Owner/Applicant shall provide proof of recordation of this notice to the HCD - Planning.

### 3. PD008 - NO EVENTS ALLOWED

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** Pursuant to Monterey County Code Title 21 Section 21.64.290.A, to protect the residential character of the neighborhood on an ongoing basis, the property shall be rented for only transient residential-related use. The property shall not be rented to either transient or short-term occupants for the purpose of holding a corporate or private event unless the County approves a separate entitlement to allow such events on the property. (HCD-Planning)

**Compliance or Monitoring Action to be Performed:** On an on-going basis, the property shall only be rented for transient residential-related use.

### 4. PD009 - PERMIT LIMITATION OF THE USE OF THE RESIDENTIAL PROPERTY AS A COMMERCIAL VACATION RENTAL

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** This permit shall be valid for 7 years from the date of permit approval which is MONTH DAY, YEAR, unless an extension is filed with County of Monterey HCD – Planning at least 30 days prior to the expiration of the permit. Approval of this Use Permit is limited to 7 years to provide an adequate, on-going review of the approved use of the Residential Property as a Commercial Vacation Rental.

The owner/operator shall file an application for extension of the permit in accordance with the Monterey County Code Title 21 Sections 21.74.110 and 21.64.290.F.12.b.

**Compliance or Monitoring Action to be Performed:** The applicant shall commence and operate the authorized use in accordance with County codes and State regulations and to the satisfaction of the HCD-Chief of Planning. Any request for a Use Permit extension must be received by HCD-Planning at least 30 days prior to the expiration date.

### 5. PD010 - SIGNAGE FOR ADEQUATE EMERGENCY RESPONSE TIME

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** To protect the occupants of the Commercial Vacation Rental, applicants must demonstrate and post in the Informational Interior Signage that the response times for County emergency services for fire and emergency medical will be adequate pursuant to the 2010 County of Monterey General Plan Safety Element Policy PS-1.1 and Table PS-1. (Monterey County Code Title 21 Section 21.64.290.F.5).

**Compliance or Monitoring Action to be Performed:** On an on-going basis the applicant shall notify occupants of the Commercial Vacation Rental of the average response time for emergency fire and medical services and describe the onsite fire protection systems. This information shall be provided to all occupants in the Informational Interior Signage and shall satisfy all requirements pursuant to Monterey County Code Title 7 Section 7.120.040.L.

## 6. PD018 - BUSINESS LICENSE REGISTRATION

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** Pursuant to Monterey County Code Title 7 Section 7.02.060.C, Owner/Operator is required to obtain a business license from the County of Monterey Treasurer-Tax Collector. This business license shall be active and renewed annually for the term of this Use Permit.

**Compliance or Monitoring Action to be Performed:** Prior to the commencement of use and on an annual basis, the Owner/Operator shall provide proof that the property has been registered with the Monterey County Treasurer-Tax Collector.

## 7. PD031 - VACATION RENTAL OPERATION LICENSE

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** Pursuant to Monterey County Code Title 7 Chapter 7.120, applicants are required to obtain a Vacation Rental Operation License from the County of Monterey HCD. This Vacation Rental Operation License shall be active and renewed annually for the term of this Use Permit.

**Compliance or Monitoring Action to be Performed:** Prior to the commencement of use, HCD will issue the applicant a Vacation Rental Operation License.

## 8. PD053 - TOT REGISTRATION

**Responsible Department:** Planning

**Condition/Mitigation Monitoring Measure:** Pursuant to Monterey County Code Title 7 Section 7.120.040.C, Owner/Operator is required to register for Transient Occupancy Tax (TOT) with the County of Monterey Treasurer Tax Collector. The applicant's Transient Occupancy Tax Certificate shall be active for the term of this Use Permit.

**Compliance or Monitoring Action to be Performed:** Prior to the commencement of use and on a quarterly basis, the Owner/Operator shall pay Transient Occupancy Tax to the Monterey County Treasurer-Tax Collector pursuant to Monterey County Code Title 5 Chapter 5.40.

## 9. EHSP01- SEPARATE RECYCLABLES (NON-STANDARD)

**Responsible Department:** Health Department

**Condition/Mitigation Monitoring Measure:** Solid waste, recycling, and organic waste / yard waste containers shall be available during transient use of property for remuneration activities and be serviced by the local franchise waste hauler. maintained enclosures shall be sized appropriately and located on the site plan.

**Compliance or Monitoring Action to be Performed:** Prior to commencement of use, the applicant shall submit to the Environmental Health Bureau for review and approval proof of solid waste, recycling and organic / yard waste containers with service from the local franchise waste hauler.

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AERIAL VIEW

AREA CALCULATIONS

EXISTING HOUSE: 1,656 SQ.FT  
EXISTING COV. PORCH: 174 SQ.FT

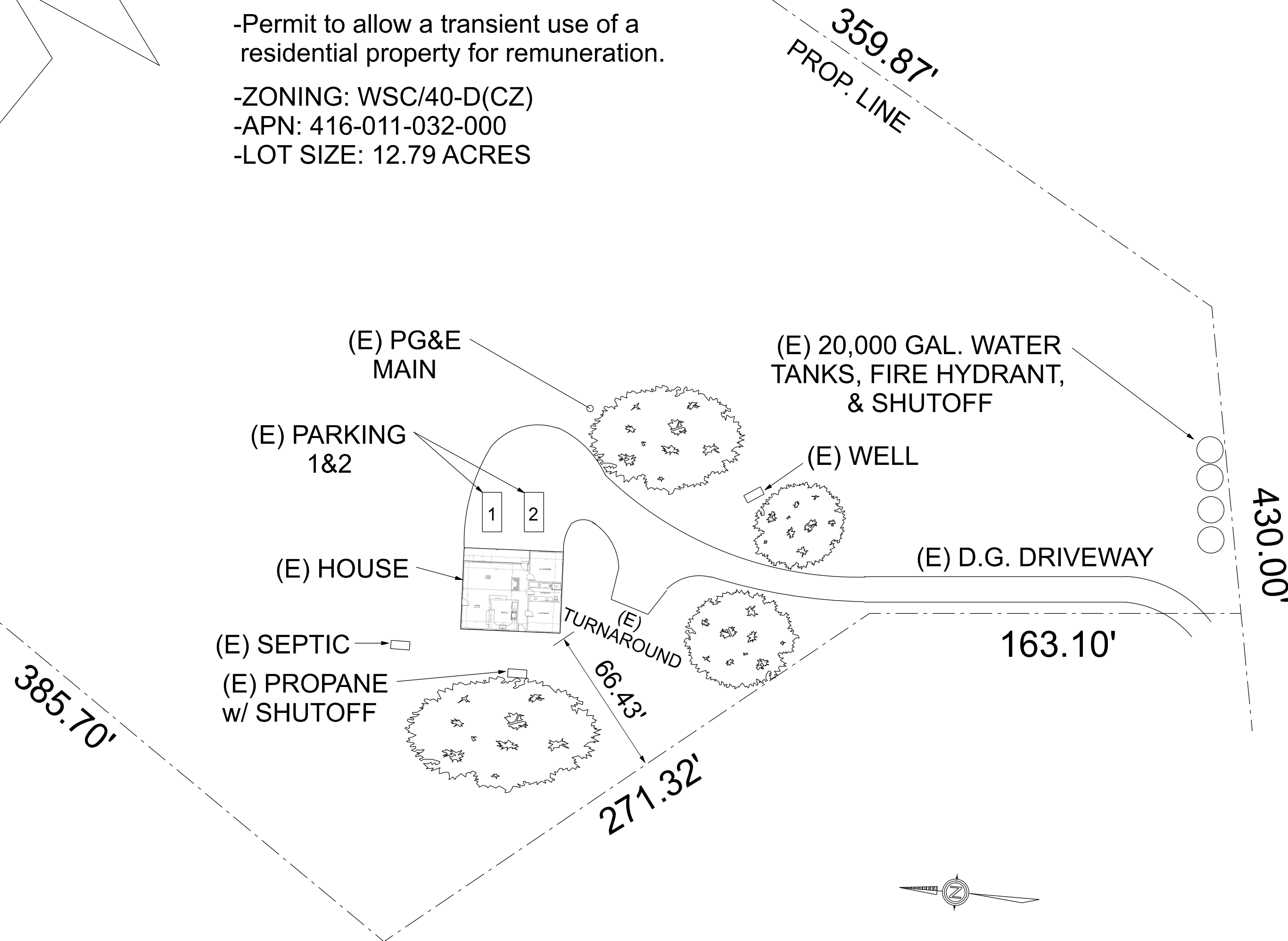
TOTAL EXISTING COVERAGE: = 1,830 SQ.FT

LOT COVERAGE

TOTAL LOT AREA: 12.79 AC. OR 557,198 S.F.  
TOTAL EXISTING COVERAGE: 0.3%

-Permit to allow a transient use of a residential property for remuneration.

-ZONING: WSC/40-D(CZ)  
-APN: 416-011-032-000  
-LOT SIZE: 12.79 ACRES



EXISTING SITE PLAN (PARTIAL)  
SCALE: 1" = 40'

MONTEREY COUNTY GENERAL NOTES

NO PERSON MAY TAP INTO ANY FIRE HYDRANT FOR ANY PURPOSE OTHER THAN FIRE SUPPRESSION OR EMERGENCY AID, WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM THE WATER SURVEYOR SUPPLYING WATER TO THE HYDRANT AND FROM THE MONTEREY COUNTY HEALTH DEPARTMENT. (SECTION 6 (L), ORD. 3522).  
ALL HOSES USED IN CONNECTION WITH ANY CONSTRUCTION ACTIVITIES SHALL BE EQUIPPED WITH A SHUTOFF NOZZLE. WHEN AN AUTOMATIC SHUTOFF NOZZLE CAN BE PURCHASED OR OTHERWISE OBTAINED FOR THE SIZE OR TYPE OF HOSE IN USE, THE NOZZLE SHALL BE AN AUTOMATIC SHUTOFF NOZZLE. (SECTION 6 (K), ORD. 3522).  
NO POTABLE WATER MAY BE USED FOR COMPACTION OR DUST CONTROL PURPOSES IN CONSTRUCTION ACTIVITIES WHERE THERE IS A REASONABLY AVAILABLE SOURCE OF RECLAIMED OR OTHER SUBPOTABLE WATER APPROVED BY THE MONTEREY COUNTY HEALTH DEPARTMENT AND APPROPRIATE FOR SUCH USE. (SECTION 6 (K), ORD. 3522).  
AS OF JULY 1, 1988, THE USE OF SOLDER CONTAINING MORE THAN TWO TENTHS OF 1 PERCENT LEAD IN MAKING JOINTS ON PRIVATE OR PUBLIC WATER SUPPLY SYSTEMS IS PROHIBITED. (SB 164).

ADDRESS TO BE POSTED PER ORD. 3600, ACCESS, ROADS AND DRIVEWAYS TO BE ADHERE TO ORD. 3600.

WATER CONSERVATION MEASURES (WR)

THE APPLICANT SHALL COMPLY WITH ORDINANCE NO. 3932, OR AS SUBSEQUENTLY AMENDED, OF THE MONTEREY COUNTY WATER RESOURCES AGENCY PERTAINING TO MANDATORY WATER CONSERVATION REGULATIONS. THE REGULATIONS FOR NEW CONSTRUCTION REQUIRE, BUT ARE NOT LIMITED TO:

1. PLUMBING FIXTURE WATER CONSUMPTION RATES:
  - KITCHEN FAUCETS: 1.8 GPM @ 60 PSI. KITCHEN FAUCETS MAY TEMPORARILY INCREASE THE MAX. FLOW RATE, BUT NOT TO EXCEED 2.2 GPM @ 60 PSI.
  - LAVATORY FAUCETS: 1.2 GPM @ 60 PSI MAX., 0.8 GPM @ 20 PSI MIN.
  - SHOWERHEAD: 2.0 GPM @ 80 PSI
  - WATER CLOSET: 1.28 GPF
  - ALL HOT WATER FAUCETS THAT HAVE MORE THAN TEN FEET OF PIPE BETWEEN THE FAUCET AND THE HOT WATER HEATER SERVING SUCH FAUCET SHALL BE EQUIPPED WITH A HOT WATER RECIRCULATING SYSTEM.
2. LANDSCAPE PLANS SHALL APPLY XERISCAPE PRINCIPLES, INCLUDING SUCH TECHNIQUES AND MATERIALS AS NATIVE OR LOW WATER USE PLANTS AND LOW PRECIPITATION SPRINKLER HEADS, BUBBLERS, DRIP IRRIGATION SYSTEMS AND TIMING DEVICES. (WATER RESOURCES AGENCY)

FIRE NOTES

FIRE011 - ADDRESSES FOR BUILDINGS  
-ALL BUILDINGS SHALL BE ISSUED AN ADDRESS IN ACCORDANCE WITH MONTEREY COUNTY ORDINANCE NO. 1241. EACH OCCUPANCY, EXCEPT ACCESSORY BUILDINGS, SHALL HAVE ITS OWN PERMANENTLY POSTED ADDRESS. WHEN MULTIPLE OCCUPANCIES EXIST WITHIN A SINGLE BUILDING, EACH INDIVIDUAL OCCUPANCY SHALL BE SEPARATELY IDENTIFIED BY ITS OWN ADDRESS. LETTERS, NUMBERS AND SYMBOLS FOR ADDRESSES SHALL BE A MINIMUM OF 4-INCH HEIGHT, 1/2-INCH STROKE, CONTRASTING WITH THE BACKGROUND COLOR OF THE SIGN, AND SHALL BE ARABIC. THE SIGN AND NUMBERS SHALL BE REFLECTIVE AND MADE OF A NONCOMBUSTIBLE MATERIAL. ADDRESS SIGNS SHALL BE PLACED AT EACH DRIVEWAY ENTRANCE AND AT EACH DRIVEWAY SPLIT. ADDRESS SIGNS SHALL BE AND VISIBLE FROM BOTH DIRECTIONS OF TRAVEL ALONG THE ROAD. IN ALL CASES, THE ADDRESS SHALL BE POSTED AT THE BEGINNING OF CONSTRUCTION AND SHALL BE MAINTAINED THEREAFTER. ADDRESS SIGNS ALONG ONEWAY ROADS SHALL BE VISIBLE FROM BOTH DIRECTIONS OF TRAVEL. WHERE MULTIPLE ADDRESSES ARE REQUIRED AT A SINGLE DRIVEWAY, THEY SHALL BE MOUNTED ON A SINGLE SIGN. WHERE A ROADWAY PROVIDES ACCESS SOLELY TO A SINGLE COMMERCIAL OCCUPANCY, THE ADDRESS SIGN SHALL BE PLACED AT THE NEAREST ROAD INTERSECTION PROVIDING ACCESS TO THAT SITE. PERMANENT ADDRESS NUMBERS SHALL BE POSTED PRIOR TO REQUESTING FINAL CLEARANCE. RESPONSIBLE LAND USE DEPARTMENT: MONTEREY COUNTY REGIONAL FIRE DISTRICT.

FIRE020 - DEFENSIBLE SPACE REQUIREMENTS (HAZARDOUS CONDITIONS)

-REMOVE COMBUSTIBLE VEGETATION FROM WITHIN A MINIMUM OF FEET OF STRUCTURES. LIMB TREES 6 FEET UP FROM GROUND. REMOVE LIMBS WITHIN 10 FEET OF CHIMNEYS. ADDITIONAL FIRE PROTECTION OR FIREBREAKS APPROVED BY THE REVIEWING AUTHORITY MAY BE REQUIRED TO PROVIDE REASONABLE FIRE SAFETY. ENVIRONMENTALLY SENSITIVE AREAS MAY REQUIRE ALTERNATIVE FIRE PROTECTION, TO BE DETERMINED BY REVIEWING AUTHORITY AND THE DIRECTOR OF PLANNING AND BUILDING INSPECTION.

CODE INFO

ALL DESIGN AND CONSTRUCTION SHALL COMPLY WITH THE 2022 CALIFORNIA CODE OF REGULATIONS TITLE 24: RESIDENTIAL BUILDING CODE (CBC); BUILDING CODE (CBC); ELECTRICAL CODE (CEC); MECHANICAL CODE (CMC); PLUMBING CODE (CPC); ENERGY CODE (ENERGY STANDARDS (CNC); 2022 GREEN BUILDING STANDARDS CODE: 2022 CALIFORNIA FIRE CODE; AND ALL APPLICABLE COUNTY OF MONTEREY ORDINANCES.

PROJECT INFO

APN: 416-011-032-000  
LOT SIZE: 12.79 ACRES  
NUMBER OF STORIES: 1  
FIRE SPRINKLERS: NO  
ZONING: WSC/40-D(CZ)  
OCC GROUP: R-1  
TYPE OF CONSTRUCTION: V-B  
WATER: PRIVATE WELL  
SEPTIC: (E) OWTS  
NO PROPOSED TREE REMOVAL  
ON SLOPES 25% OR GREATER  
GRADING CUT: 0 CU.YDS. FILL: 0 CU.YDS.  
DEFERRED SUBMITTAL: NONE  
SPECIAL INSPECTION: NONE

# Proposed Permit For: Louis & Kirstin Sena 3,000 Red Wolf Dr, Carmel, CA 93923 APN: 416-011-032-000

SCOPE OF WORK

Coastal Development Permit to allow a transient use of a residential property for remuneration as a similar use to a Bed and Breakfast

INDEX

CS-0) LOCATION MAP, PROJECT INFO, AREA CALCS, SCOPE OF WORK, NOTES, AERIAL VIEW SITE PLAN

A-1.0) EXISTING ELEVATIONS & FLOORPLANS

OF 2 TOTAL



VIEW LOOKING NORTHWEST



LOCATION MAP

LUKE INGRAM | Building Design  
Telephone (831) 277-8574  
Email plansdrawnup@gmail.com  
PO Box 2193, Carmel Valley, Ca. 93924  
www.plansdrawnup.com

THE DRAWINGS, SPECIFICATIONS AND DETAILS, INCLUDING ANY AMENDMENTS, ARE THE PROPERTY OF LUKE INGRAM BUILDING DESIGN AND NO PART THEREOF SHALL BE COPIED, REPRODUCED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF LUKE INGRAM BUILDING DESIGN. USUAL CONTACT WITH THESE DRAWINGS SHALL HAVE FIRE-RETARDANT PROPERTIES. ALL DIMENSIONS AND CONDITIONS ON THE JOB AND FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THESE DRAWINGS.

Proposed Permit For:  
Louis & Kristin Sena  
3,000 Red Wolf Drive,  
Carmel, CA 93923  
Ph: 831.917.1989 Email: lou.sena@senareider.com

PLN: 220025  
APN: 416-011-032-000

Date: 06/26/24  
Drawn: L.R.L.  
Revision:

SHEET:  
CS-0  
OF 2 TOTAL





EXISTING ELEVATION NORTH  
SCALE: 1/4" = 1'-0"



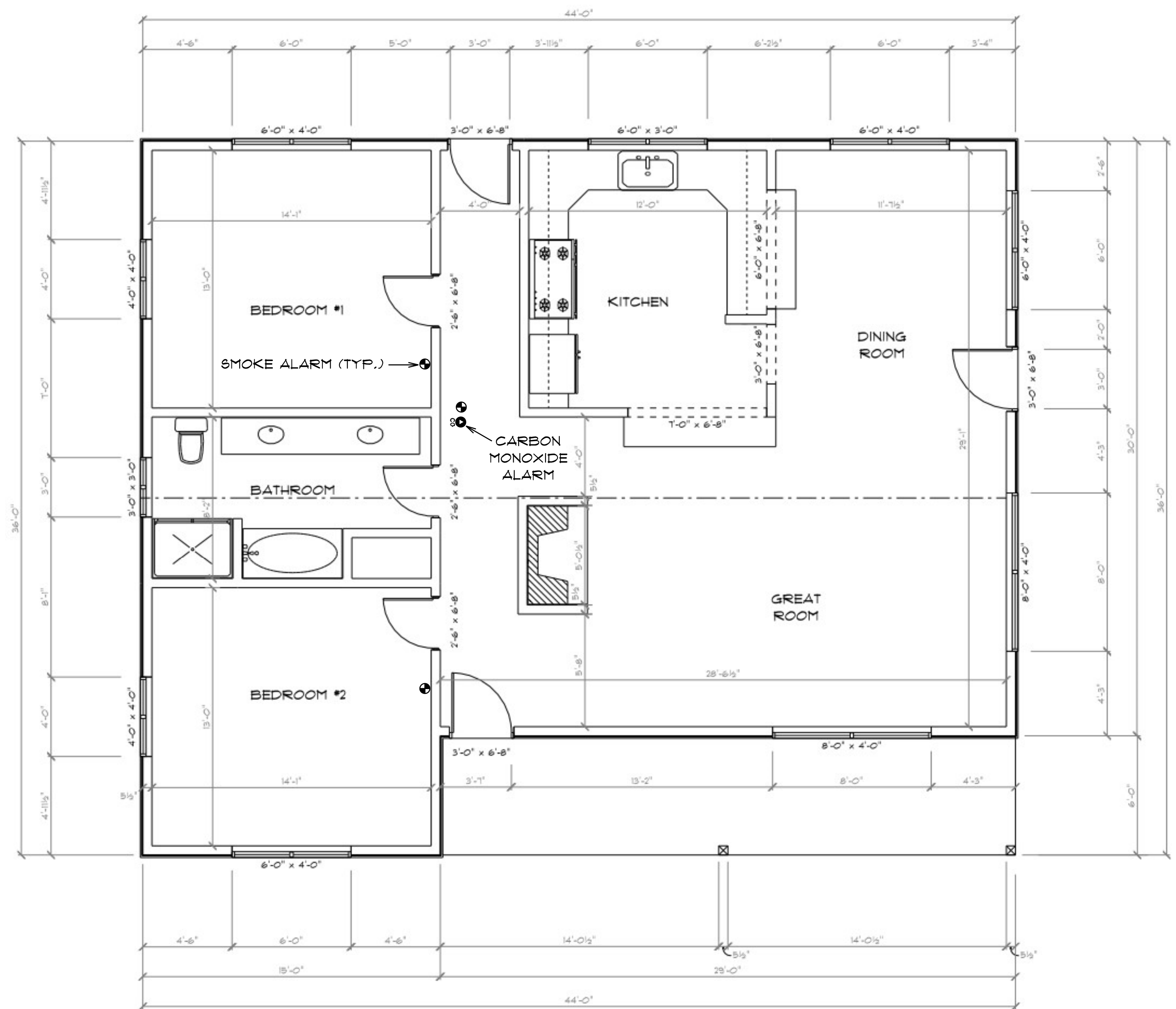
EXISTING ELEVATION EAST  
SCALE: 1/4" = 1'-0"



EXISTING ELEVATION WEST  
SCALE: 1/4" = 1'-0"



EXISTING ELEVATION SOUTH  
SCALE: 1/4" = 1'-0"



EXISTING FLOORPLAN  
SCALE: 1/4" = 1'-0"

THE DRAWINGS, SPECIFICATIONS AND DEETS, RECORDS AND AMENDMENTS  
REPRESENTED HEREIN ARE AND SHALL REMAIN THE PROPERTY OF LUKE  
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OF THE COPYRIGHT LAWS OF THE UNITED STATES OF AMERICA. THESE  
DRAWINGS ARE NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE  
WRITTEN CONSENT OF LUKE INGRAM. CONTRACTORS SHALL VERIFY AND  
CONFIRM ALL DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS  
BEFORE BEGINNING CONSTRUCTION. ANY VARIATIONS FROM THE  
DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS

Louis & Kristin Sena  
3,000 Red Wolf Drive,  
Carmel, CA 93923  
Ph: 831.917.1989 Email: lou.sena@senareider.com

Proposed Permit For:  
PLN: 220025  
APN: 416-011-032-000

Date: 06/26/24  
Drawn: L.R.I.  
Revision:

SHEET:  
A-1.0  
OF 2 TOTAL

LUKE INGRAM | Building Design  
Telephone (831) 277-8574  
Email plansdrawnup@gmail.com  
PO Box 2193, Carmel Valley, Ca. 93924  
www.plansdrawnup.com



# TIME-HONORED ADOBE HOME

## OPERATIONS PLAN



*WELCOME!*

## **Thank you for visiting Time Honored Adobe Home!**

Majestically situated on Point Lobos Ridge, this home offers the most incredible white-water and ocean views of Carmel and Pebble Beach imaginable. The home is positioned to take advantage of the natural wonders of the central coast. Experience being perched high above the fog most days. Sunrises and Sunsets are 360 degrees and Carmel Village lights up the night below as the fog thread's its way through the Valley. Thousands of acres of California State Parks open space surround the property, with oceanfront hiking at Point Lobos State Park at the entrance to the road leading to the property. Vast open space precludes distraction, creating an abundance of stars and planet viewing.

The Home:

2 bedroom, 1 bath with shower and tub. Sleeps 4

You will walk into a time honored original Post Adobe home which was recently restored to it's original condition.

Enjoy the warm of 80 year old first growth redwood post & beam construction. Original mahogany ceiling planks provide a wonderful contrast to the open beam ceiling.

The Chef's appointed kitchen and Freestanding, original adobe fireplace can be the perfect place to add warmth and texture to your vacation stay.

An open floor plan provides plenty of room for good conversation and relaxing. The Kitchen, dining and living areas are all open as part of the great room experience.

We will do everything possible to make this a memorable experience that will endure a lifetime. We own and operate our home in compliance with Monterey County requirements. The taxes included in the amount you paid when reserving our home are forwarded to the Monterey County Tax Collector under. Certificate No. 000613

### **Property Manager**

Lou Sena

Phone number: (831) 917-1989

## **1. The History and Property Description of Our Time Honored Adobe.**

Please allow me to share with you a bit of family history regarding our Adobe home. My wife and I purchased this special property in 1997. This home was built as an original post adobe in the 1920s. Our family trust owns this property with the intention of our children and their children, owning the property in the future.

In 1997 we permitted and constructed a well, which generates 50 gallons per minute. We also constructed an oversized septic system with two leachfields. We permitted and constructed a new home on a separate lot next-door (2990 Red Wolf Drive) in 2007. This property was completed right at the peak of the mortgage meltdown. We were not able to sell this property due to the market downturn. We stood to lose both properties to foreclosure and therefore made the decision to rent as a short term rental in an effort to generate some cash to help make the mortgage payment and save these properties from foreclosure. We applied for two TOT licenses in 2010. (certificate number 304 and 613). We have been working with the County for the last 14 years, filing quarterly TOT tax returns and have never been late once. Finally, after being on the market for almost 14 years, we sold the house next-door in March 2021 without a profit.

Today we enjoy our modest Adobe home which sits on 12 acres, with no visible neighbors, more than ever. When we're not using the property, we do rent it out as a Vacation Rental. This helps us make the mortgage payment and allows this property to stay in our family trust for the foreseeable future. One of the most unexpected benefits of owning this problem and finding a solution for our problem, is the wonderful guests that we have met who rent our home. We have 134 reviews, all 5 star exceptional ratings. These reviews substantiate that we deliver a great Monterey Peninsula experience. Whether they are a family of four visiting, or two couples, they enjoy the authentic Adobe experience surrounded by open space. These guests will bring their dog, enjoy family gatherings, and vacation in an environment that truly captures the Monterey Peninsula.

Here are some of the captions from our guest reviews:

*Heaven on Earth, Stunning views - didn't want to leave!, Stunning and Regenerative, Seaside Hilltop Heaven, Perfectly perched, relaxing stay, Perfect "home base" for exploring the Central Coast, Paradise on Point Lobos Ridge, Like a beautiful painting., Wow! Wow! Wow!, Amazing One of a Kind, Amazing house above the clouds, Very nice, secluded and private, Perfect Carmel Vacation, Peace and serenity on the hill!!, Mountain top views minutes from Carmel, Cozy house on a beautiful property above the ocean, Amazing, Peaceful Oasis Surrounded by Nature, Magical Carmel Stay, Beyond Expectations! Privacy and Beauty!, Relaxing getaway with perfect Big Sur access, Perfect spot for couples getaway, Lovely in Every Way, Carmel Bliss! Perfect escape, Wish we could stay forever!, Pictures don't do this property justice! Mountain top paradise!, The gift of peace and tranquility wrapped up in unforgettable views, Beautiful! Everything as advertised and much much more.*

We think the guest captions speak volumes, and respectfully ask that you continue to allow guests to visit our adobe home and experience the Monterey Peninsula from this unique and one of a kind location. Allowing this use will ensure our family trust for generations to come will continue to enjoy this legacy property. Thank you for your time and consideration to learn a bit about our Time-Honored Adobe Home.

Sincerely,

*Lou & Kristin Sena*

## **2. HOME LAYOUT**

Great room with fully appointed kitchen/dining/living area

Adobe fireplace

2 bedrooms, 1 bath with shower and tub

Brick decks on 3 sides of the house with Outdoor seating /Gas BBQ/large reclaimed picnic table.

Laundry room

Large native grass fenced-in dog area.

### **3. RENTAL OPERATIONAL DESCRIPTION**

- a. My wife and I have owned this property for 27 years. We have managed the vacation rental with the same dedicated crew of 3 people for the last 14 years. We have an Operations Binder on site with the Safety and Emergency Plan, including a listing of how to contact the owners via cell phone and email along with all the other team members contact information and services provided. We do not stay on-site during rental periods, but our response time to be on the property is less than 30 minutes.
- b. A maximum of 4 guests are allowed to stay on the property.
- c. No more than 2 guest cars are allowed to be parked on the premises.
- d. A signed leasing agreement is required prior to the guest accessing the property.
- e. The guest names and ages are added to the leasing agreement prior to arrival.
- f. The required minimum stay for a guest is 4 nights. Maximum stay for a guest is 29 days. Property is booked throughout the year on an average of 20 nights per month. 1 rental contract allowed at a time.
- g. A full in-home and ground inspection is done prior and post every rental.
- h. The property is subject to the transient occupancy tax. (Chapter 5.40, Monterey County Code)
- i. Any cooking facility must comply with State and County codes.
- j. Owners enforce a noise policy that prohibits loud and unreasonable sound any day of the week from 9:00 p.m. to 7:00 a.m. the following morning.
- k. On site well provides domestic water and fire protection with 20,000 gallons on site.
- l. The property has an oversized waste water septic system with two separate septic leachfields.
- m. Lou Sena, Owner, has first contact with every guest to determine they are a good fit. Lou is responsible for executing the guest rental agreement before passing them off to the property manager, Irma Salamanca.
- n. Property Manager's Address:

Irma Salamanca  
1206 La Salle Ave  
Seaside, CA 93955

### **3. FIRE & SAFETY PLAN**

- a. Local Fire Department is nearby in The Carmel Highlands. 73 Fern Canyon Rd, Carmel CA 93923, Phone: (831) 624-2374. The Local Hospital is Community Hospital. 23625 Holman Hwy, Monterey, CA 93940, Open 24 hours, Phone: (831) 624-5311.
- b. Fire Hydrant hook up is located on the property at the 20,000 gallon capacity water tanks. (Four 5000 gallon tanks)
- c. Trees surrounding the property are trimmed and maintained on a regular basis.
- d. No outdoor fires, charcoal BBQs, or outdoor heaters are allowed.
- h. Property has the required smoke, and carbon monoxide detectors. The house is equipped with fire extinguishers.
- i. Fireplaces are serviced and inspected by a Chimney Sweep annually.

- j. The Adobe Home is a non-smoking property.
- k. Guests are asked to not use the fireplace unless they are experienced and responsible.

#### **4. PARAMETERS OF USE**

- a. No parties or events of any kind are allowed.
- b. Owners shall enforce a noise policy that prohibits loud and unreasonable sound any day of the week from 9:00 p.m. to 7:00 a.m. the following morning
- c. No outside sound systems are allowed on the premises.
- d. Guests are to arrive no later than 10pm.
- e. Speed Limit of 15 MPH required. Failure to follow this will result in eviction.
- f. Dogs must be leashed when outdoors.
- g. Rental contract requires that Guests acknowledge that the property is adjacent to wildlife and to not disturb any wildlife.
- h. Guests are asked to be aware of the surrounding area and the uneven surfaces.
- I. In case of immediate on-site issues, questions, or concerns, guests are asked to contact Lou at (831) 917-1989.

#### **5. VENDORS/PARTNERS**

- a. Del Mar French Laundry
- b. Cooper Scollan, Native Coast Landscape, has been servicing the property for the last 14 years, and is the property manager back-up for any time-sensitive matters.
- c. Irma Salamanca is the dedicated property manager for last 14 years. Responsible for housecleaning oversight, guest pre-post visit, sourcing supplies, and home inspections.
- d. Keystone is the Chimney Sweep company.
- e. Advance Water Systems is responsible for quarterly well water treatment.
- f. Carmel Valley Pump and Backflow is responsible for well pump, storage water, and treatment.
- g. Plumber on-call is O C G Plumbing, Inc. Oscar C Grijalva .
- h. 831 Septic is on-call for septic system maintenance and inspection.
- i. Monterey Pest Control maintains the property.
- j. Scudder Roofing maintains the Roof.
- k. HVAC- Wilsons Heating maintains the Heating equipment.

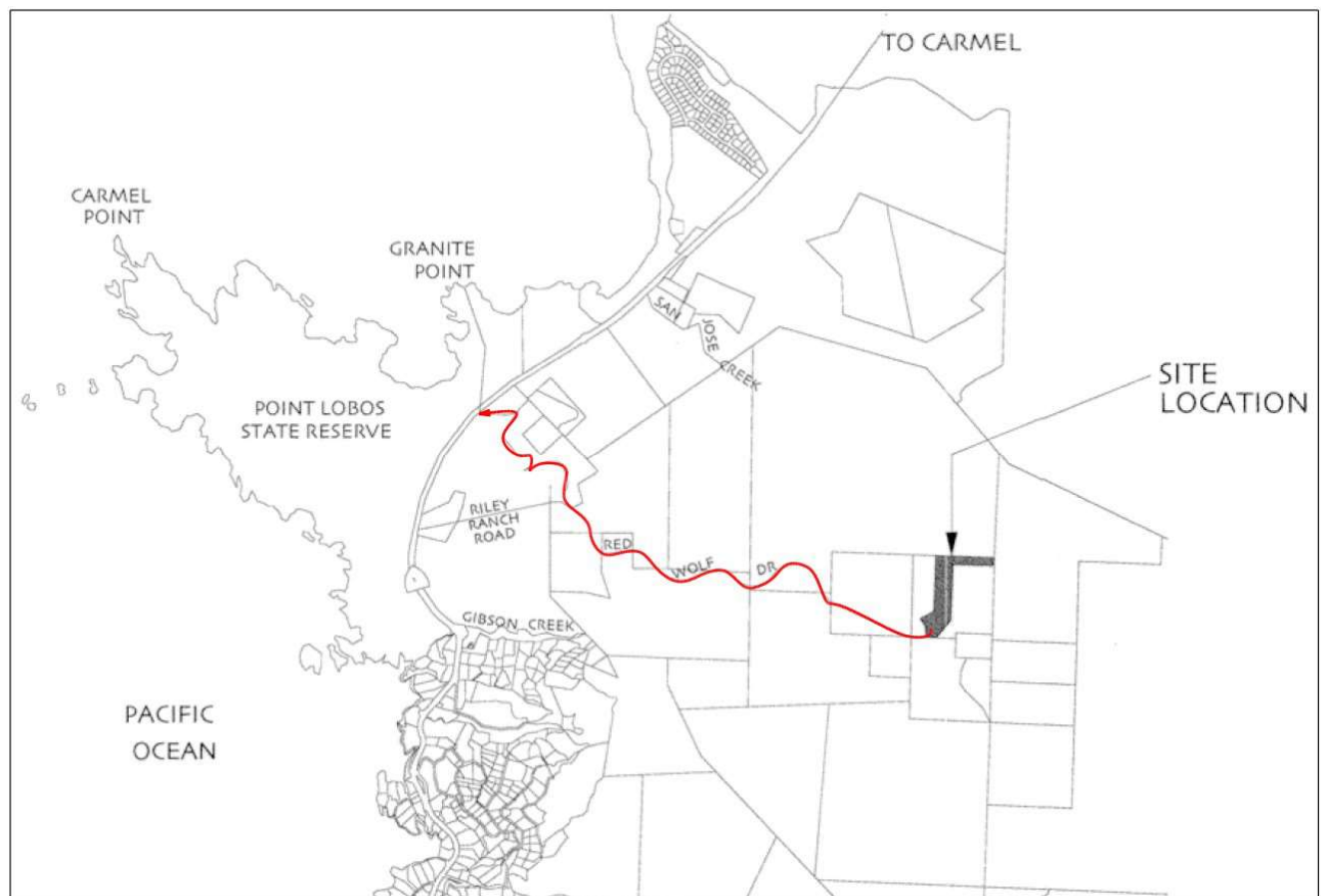
#### **UTILITIES**

- a. Water, private well two-system producing 50 gallons per minute. Treated quarterly and inspected annually by Monterey County Department of Environmental Health.
- b. LP gas: Suburban Propane.
- c. Electricity: PG&E
- d. Sewer: On Site Waste Water Septic System

## Evacuation Plan:

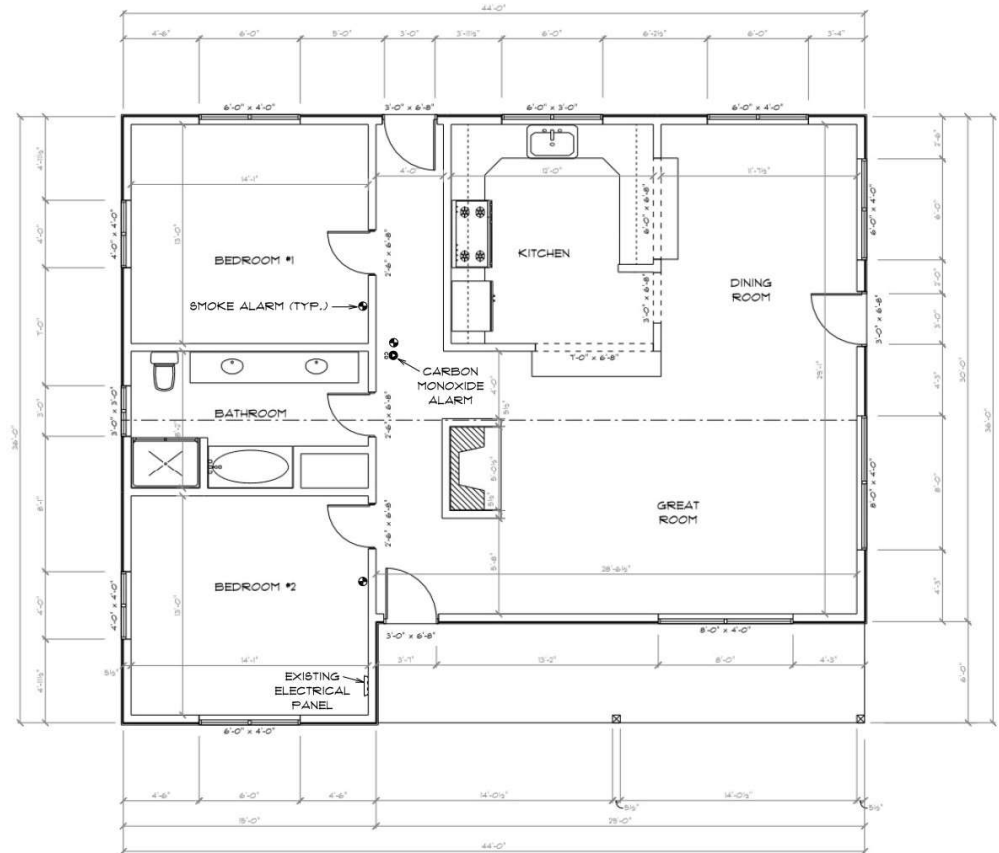
- Download the FEMA app for a list of open shelters during an active disaster.
- Follow local evacuation instructions.
- Leave early enough to avoid being trapped by severe weather.
- If time allows: Call or email your family communications plan. Tell them where you are going.
- Secure the home by closing and locking doors and windows.
- Unplug electrical equipment such as radios, televisions and small appliances. If you have time, shut off water, gas and electricity before leaving.
- Leave a note telling when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a hat.
- Be alert and check neighbors who may be in the area.
- Follow the recommended evacuation route. Do not take shortcuts, they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.

## EVACUATION ROUTE:

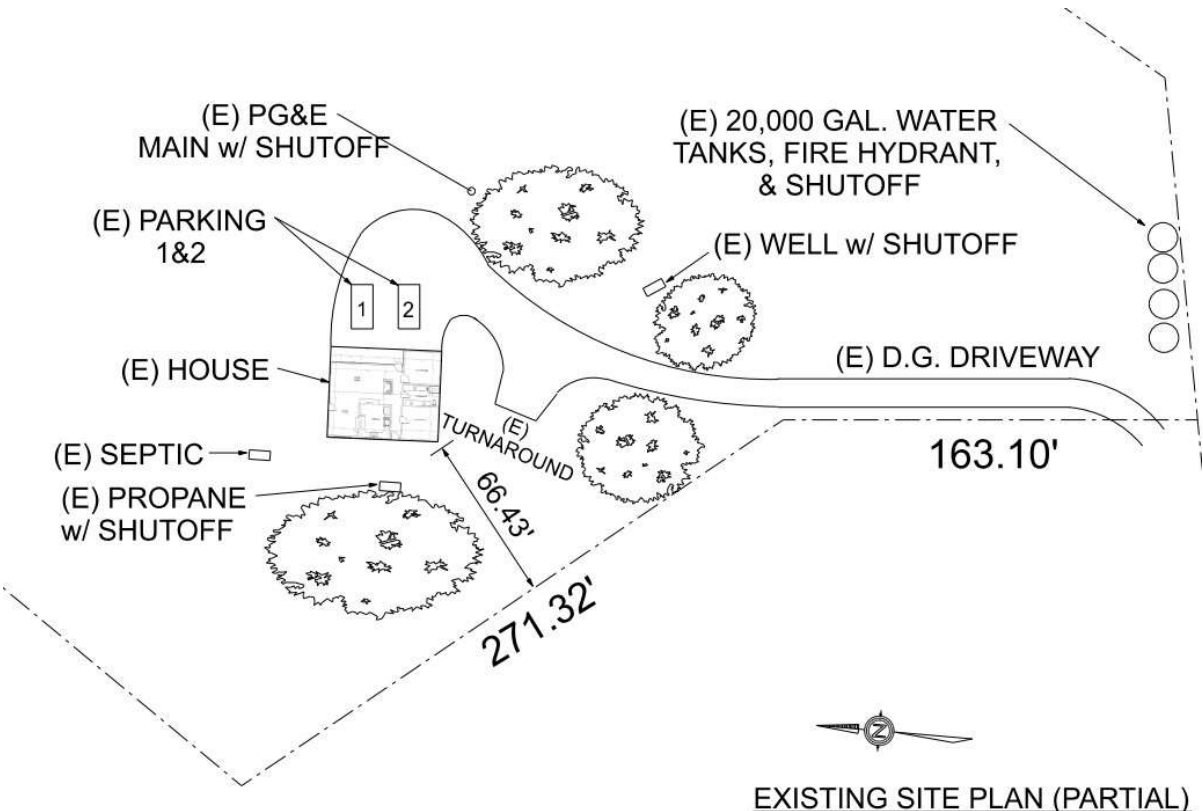




**FLOORPLAN w/ ELECTRICAL PANEL:**



**SITE PLAN w/ SHUTOFF LOCATIONS:**



EXISTING SITE PLAN (PARTIAL)





# HOUSING AND COMMUNITY DEVELOPMENT

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[Planning  
Services](#)
[Permit Center](#)
[GIS / Maps](#)
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## Vacation Rental Home Inspection Checklist

### Property Information

- ☒ Vacation Rental Address and Unit/Suite/Apt #
- ☒ Total number of bedrooms
- ☒ Total number of onsite parking spaces (e.g. garage, driveway)

### Interior Inspection

- ☒ Beds are located in approved Bedrooms, in compliance with the Building Code at the time of construction, with appropriate ingress and egress.
- ☒ Every sleeping room has a functional smoke alarm.
- ☒ Every hallway with a sleeping room has a functional smoke alarm. Every floor has a functional carbon monoxide alarm.
- ☒ All built-in kitchen appliances operate properly and space for food storage, preparation, and serving are in good and safe condition. All electrical outlets in kitchen and bathrooms are Ground Fault Circuit Interrupter (GFCI) protected.
- ☒ Water heater is properly strapped, adequately vented, and temperature and pressure relief valves are drained to outside.
- ☒ Other heating equipment is in safe operating condition and placed in an approved location.
- ☒ There is at least one readily accessible class A fire extinguisher located in the home that has been serviced annually by a certified fire extinguisher company.
- ☒ The building conforms to the applicable state building and fire codes at the time the building was constructed.

### Exterior Inspection

- ☒ There is no evidence of infestation, garbage, and debris at the site.
- ☒ The property has active garbage pick-up service.
- ☒ If a garage is present, it is only used as a garage and only non-combustible flooring exists. Driveway, if present, is open and accessible to vehicles.
- ☒ Property is in an overall safe and sanitary condition.
- ☒ Water heater is properly strapped, adequately vented, and temperature and valves are drained to outside. Other heating equipment is in safe operating condition and placed in an approved location.

### Home Inspection Results

- ☒ Passed
- ☐ Failed

**Remarks/Observations:** Home is clean and well maintained.



**Home Inspector Certification**

*Under penalty of perjury, the undersigned certifies that the information on this form is based on an actual site inspection of the property and is complete and accurate.*

Home Inspector or General Contractor Name & Acknowledgement: \_\_\_\_\_

☒ California Contractors State License Board License Classification Type B CSLB Lic. 1078278

☐ California Contractors State License Board License Classification Type B-2

☐ California Contractors State License Board License Classification Type C-47

☐ California Real Estate Inspection Association

☐ American Society of Home Inspectors

☐ International Code Council

☐ International Association of Certified Home Inspectors

Please check the relevant certification agency and write your License/Certification number below:

Date: 10/22/2025



CSLB 1078278

*Click 'Print' at the top of this page and save as a PDF.*

1441 Schilling Place

South 2nd Floor

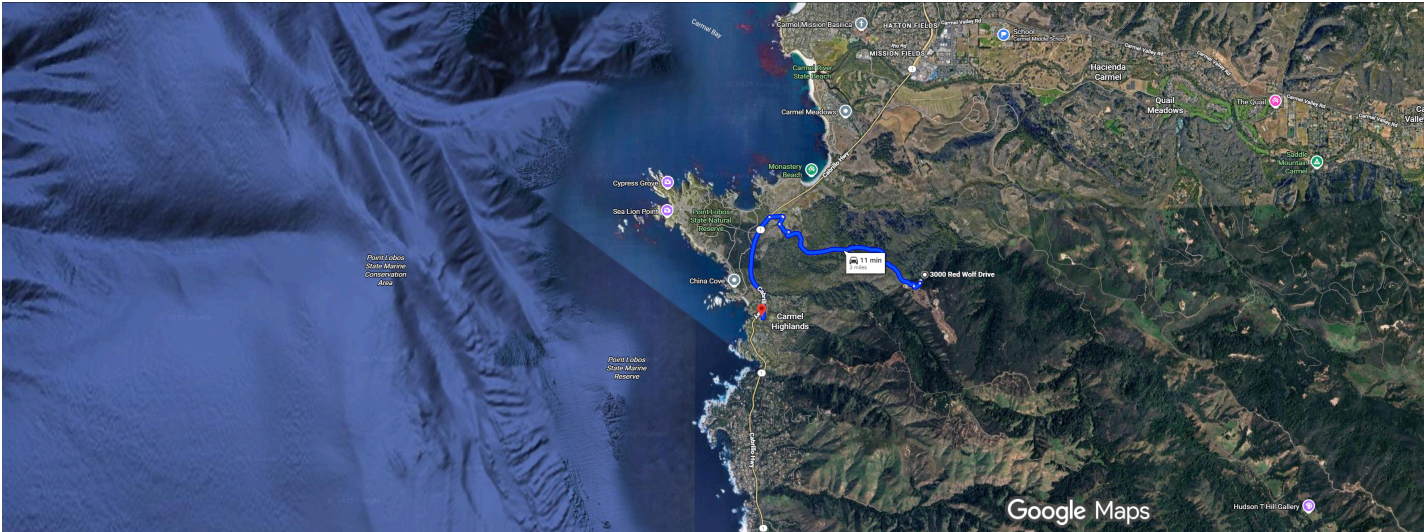
Salinas, CA 93901

831-755-5025

Sitemap

Contact Us





Imagery ©2025 Airbus, Data CSUMB SFML, CA OPC, Landsat / Copernicus, Maxar Technologies, Map data ©2025 Google 2000 ft

This route has restricted usage or private roads.  
3000 Red Wolf Dr  
Carmel, CA 93923

Take Red Wolf Dr to CA-1 S

- ↑

1. Head south toward Red Wolf Dr

8 min (2.0 mi)
- ↪

2. Turn right onto Red Wolf Dr

407 ft
- ↶

3. Turn left to stay on Red Wolf Dr

1.6 mi
- ↪

4. Turn right at the 1st cross street onto Allan Rd/Allen Rd

0.1 mi
- Restricted usage road

394 ft
- ↶

5. Turn left toward Riley Ranch Rd

66 ft
- Restricted usage road

66 ft
- ↶

6. Turn left at the 1st cross street onto Riley Ranch Rd

0.1 mi
- Restricted usage road

0.1 mi
- ↶

7. Turn left onto CA-1 S

3 min (0.9 mi)

Drive to Fern Canyon Rd

- ↶

8. Turn left onto Corona Rd

20 sec (449 ft)
- ↪

9. Turn right onto Fern Canyon Rd

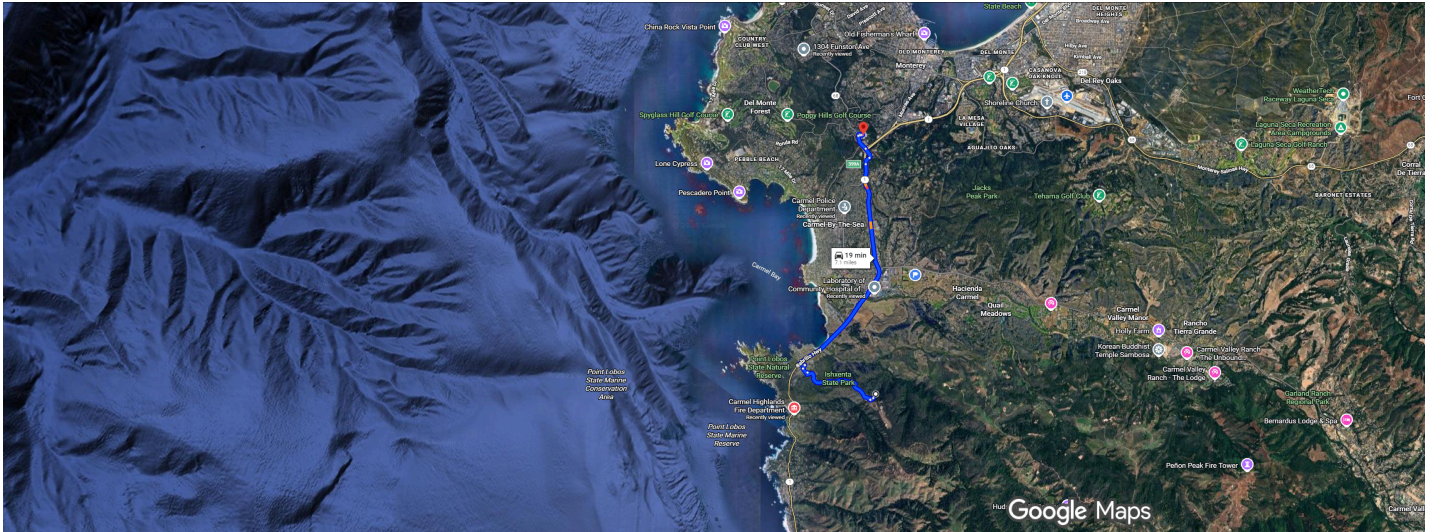
52 ft
- Destination will be on the right

397 ft

Carmel Highlands Fire Department  
73 Fern Canyon Rd, Carmel, CA 93923







Imagery ©2025 Airbus, Data CSUMB SFML, CA OPC, Data MBARI, Landsat / Copernicus, Maxar Technologies, Map data ©2025 Google 1 mi

**⚠ This route has restricted usage or private roads.**  
3000 Red Wolf Dr, Carmel, CA 93923

#### Take Red Wolf Dr to CA-1 N

- 8 min (2.0 mi)
- ↑ 1. Head south toward Red Wolf Dr
- 407 ft
- ➡ 2. Turn right onto Red Wolf Dr
- 1.6 mi
- ↶ 3. Turn left to stay on Red Wolf Dr
- 0.1 mi
- ➡ 4. Turn right at the 1st cross street onto Allan Rd/Allen Rd
- ⚠ Restricted usage road**
- 394 ft
- ↶ 5. Turn left toward Riley Ranch Rd
- ⚠ Restricted usage road**
- 66 ft
- ↶ 6. Turn left at the 1st cross street onto Riley Ranch Rd
- ⚠ Restricted usage road**
- 0.1 mi

#### Follow CA-1 N to CA-68. Take exit 399A from CA-1 N

- 8 min (4.5 mi)
- ➡ 7. Sharp right onto CA-1 N
- 4.3 mi
- ➡ 8. Take exit 399A for CA-68 W toward Pacific Grove/Pebble Beach
- 0.2 mi

#### Continue on CA-68 to your destination in Monterey

- 2 min (0.6 mi)
- ↑ 9. Continue onto CA-68
- 0.2 mi
- ➡ 10. At the traffic circle, continue straight onto CA-68 E
- 0.3 mi
- ↗ 11. Slight right
- 269 ft
- ➡ 12. Turn right
- 102 ft

- ↩ 13. Turn left  
161 ft
- ↪ 14. Turn right  
**i** Destination will be on the right  
262 ft

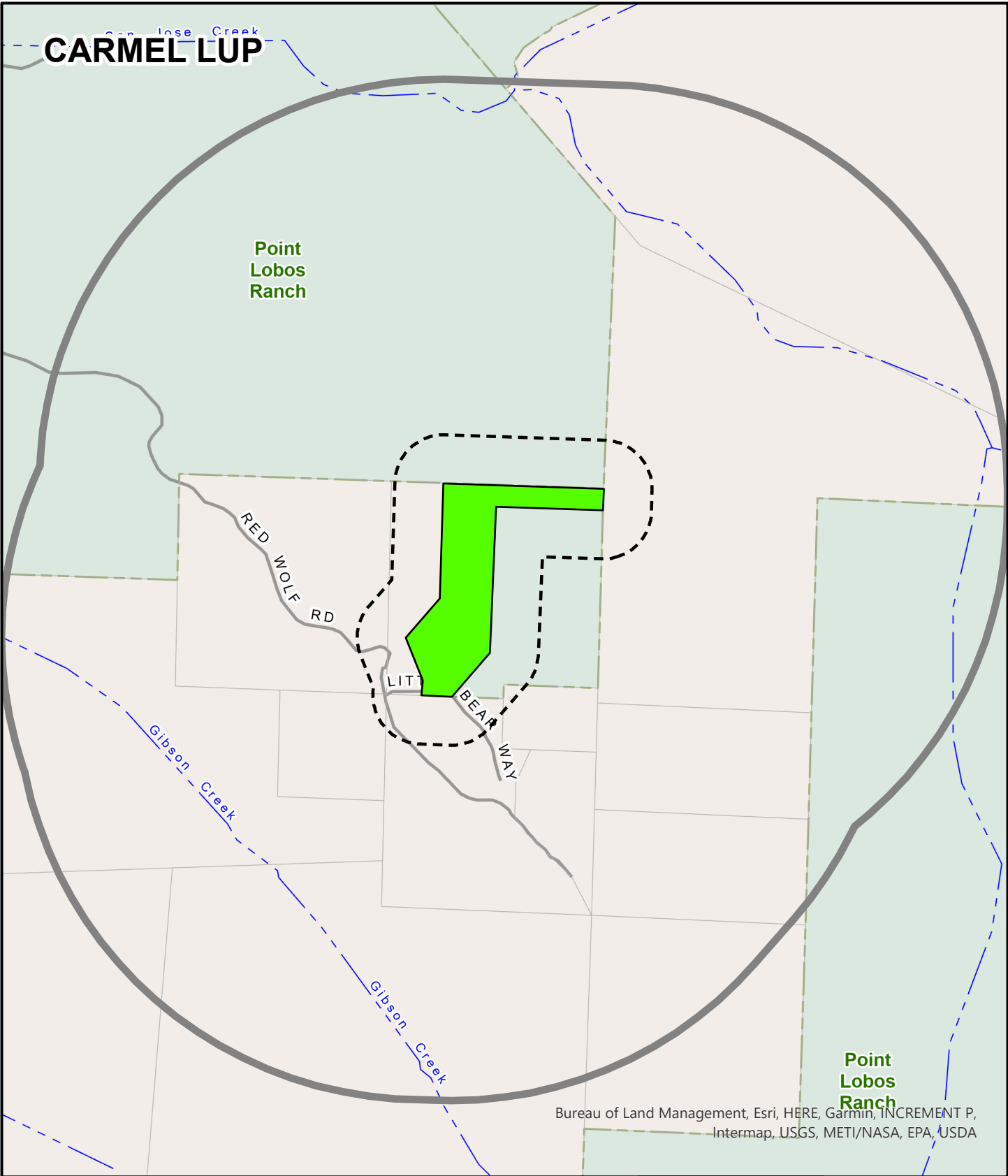
**Community Hospital of the Monterey Peninsula**  
23625 Holman Hwy, Monterey, CA 93940

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## Exhibit B



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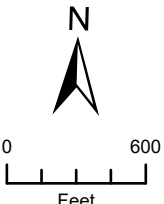


**APPLICANT:** SENA

**APN:** 416011032000

**FILE #** PLN220025

Project Site
  300 FT Buffer
  2500 FT Buffer



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# County of Monterey

## Item No.2

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: ZA 26-002

January 15, 2026

Introduced: 1/8/2026

Current Status: Agenda Ready

Version: 1

Matter Type: Zoning Administrator

#### **CONSIDER AND ADOPT THE 2026 ZONING ADMINISTRATOR MEETING SCHEDULE.**

##### RECOMMENDATION:

It is recommended that the County of Monterey Zoning Administrator adopt the 2026 Zoning Administrator meeting schedule.

##### SUMMARY/DISCUSSION:

Regular Zoning Administrator meetings are held on the second and last Thursdays of each month except for the months of November and December in which there shall be one meeting held on the second Thursday of each month, unless otherwise modified by the Zoning Administrator at the time of the regular calendar adoption at its first meeting each year.

The 2026 regular meeting schedule is included for consideration as Exhibit A. An alternative 2026 meeting schedule is included for consideration as Exhibit B, which aligns with the regular meeting schedule except that no meeting is scheduled on the last Thursday in July. Staff has proposed this alternative meeting schedule eliminating the second meeting in July to coincide with the Board of Supervisors summer recess, during which no Board meetings are scheduled. Staff is proposing the same mid-year recess for Planning Commission and Administrative Permit hearings.

Staff requests that the Zoning Administrator consider adopting the alternative 2026 meeting schedule to afford the opportunity for Housing and Community Development (HCD) administrative and planning staff in July to conduct a mid-year comprehensive review of hearing documents, meeting minutes, and administrative records, as well as participate in staff training and coordinate regarding process improvements. Staff anticipates this mid-year break in hearings will not adversely affect or delay applicant projects and instead will allow for improved processing and administrative of planning permits. During this time, planning services, application intake, and processing will continue without interruption, and statutory timelines will be maintained. Staff plans to work with applicants and the Zoning Administrator to ensure that time-sensitive items are schedule before or after the recess, and that those agendas are filled to extent feasible.

##### OTHER AGENCY INVOLVEMENT

None.

Prepared and Approved by: Melanie Beretti, Chief of Planning

The following attachments are on file with HCD:

Exhibit A - Regular 2026 Meeting Schedule

Exhibit B - Alternative 2026 Meeting Schedule



# County of Monterey

## Item No.2

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
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##### OTHER AGENCY INVOLVEMENT

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Prepared and Approved by: Melanie Beretti, Chief of Planning

The following attachments are on file with HCD:

Exhibit A - Regular 2026 Meeting Schedule

Exhibit B - Alternative 2026 Meeting Schedule

Exhibit A – Alternative 2026 Meeting Schedule

<b>January 15, 2026</b>
<b>January 29, 2026</b>
<b>February 12, 2026</b>
<b>February 26, 2026</b>
<b>March 12, 2026</b>
<b>March 26, 2026</b>
<b>April 9, 2026</b>
<b>April 30, 2026</b>
<b>May 14, 2026</b>
<b>May 28, 2026</b>
<b>June 11, 2026</b>
<b>June 25, 2026</b>
<b>July 9, 2026</b>
<b>August 13, 2026</b>
<b>August 27, 2026</b>
<b>September 10, 2026</b>
<b>September 24, 2026</b>
<b>October 15, 2026</b>
<b>October 29, 2026</b>
<b>November 12, 2026</b>
<b>December 10, 2026</b>



Exhibit B – Regular 2026 Meeting Schedule

<b>January 15, 2026</b>
<b>January 29, 2026</b>
<b>February 12, 2026</b>
<b>February 26, 2026</b>
<b>March 12, 2026</b>
<b>March 26, 2026</b>
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