



COMMUNITY DEVELOPMENT DEPARTMENT
420 Capitola Avenue, Capitola, CA 95010
Website: ci.capitola.ca.us | Telephone: (831) 475-4300
Rich Grunow, Director

COURTESY NOTICE

February 22, 2016

Via First Class and Certified Mail

David Morrell
828 Bay Ave
Capitola, CA 95010

RE: Vacation Rental in Capitola

Dear David Morrell:

This letter is intended as a courtesy letter to local real-estate agencies and property management companies regarding transient (vacation) rental use within the City of Capitola. At the direction of the City Council, the City of Capitola is currently undergoing a citywide code enforcement effort to halt the operation and use of illegal transient rentals. These efforts will be ongoing to ensure that illegal transient rentals no longer operate within City limits.

The City has identified numerous properties throughout the City as transient rentals that are operating illegally, both within or outside the Transient Rental Overlay (TRO) Zone. A transient rental is defined as occupancy for hire of real property or portion thereof for a period of less than thirty consecutive calendar days (§17.03.068). The following information is intended as informational to ensure all properties listed or managed as transient rental by a business are in compliance with the regulations.

Please be aware that advertising unpermitted vacation rentals is a violation of Municipal Code section §17.19. Real estate agencies and property management companies found in violation of will be subject to daily fines if listings are not removed in a timely manner.

We appreciate your help in communicating to property owners the necessary permits to operate a transient rental within the City of Capitola. Enclosed are two sample letters that have been sent to property owners that are operating illegally within Capitola. One letter is for illegal rentals with the TRO that do not have the required transient rental occupancy certification and business license. The other letter is for properties renting for less than 30 days outside of the TRO. If you manage any properties that you know are not operating legally, please work with the owner to bring the properties into compliance within the timelines established in the applicable letter.

Please view our website for additional information and forms regarding Transient Rentals and the Transient Rental Overlay at:
<http://www.cityofcapitola.org/communitydevelopment/page/vacation-rentals-0>.

I am available to answer any questions you may have. I can be reached at (831) 475-7300 or rsafty@ci.capitola.ca.us . I look forward to working with you to resolve this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Ryan Safty", written in a cursive style.

Ryan Safty
Assistant Planner