



Planning and Development

Lisa Plowman, Director
Jeff Wilson, Assistant Director
Elise Dale, Assistant Director

April 23, 2026

Mr. Tyler Quiel
3196 Serena Ave.
Carpinteria, CA 93013
Via email at: tyler@quiel.com

**RE: Determination of Application Incompleteness
Sandoval Quiel Revocable Living Trust – Accessory Dwelling Unit, Case No. 26CDP-00025
3196 Serena Ave., APN 005-340-006**

Dear Mr. Quiel:

Thank you for the application submitted on April 8, 2026, for a Coastal Development Permit to allow the conversion of the existing 526-square-foot garage to an accessory dwelling unit (ADU). The Planning and Development Department (P&D) reviewed your application and found it to be incomplete pursuant to the County's application checklist requirements. Application checklists can be found online, here: [Case Specific Submittal Checklists & Supplemental Application Forms | Santa Barbara County, CA - Official Website.](#)

This letter identifies information required for the processing of your project, and specifically outlines at what stage(s) of the process this information is required. These stages include 1) Application Completeness Review and 2) Consistency Review. The stage(s) at which these items are required is identified in bold at the beginning of each requested item. For increased efficiency in processing, we recommend that you submit items required for Consistency Review together with Completeness items.

- **Completeness** (Information required to achieve a Complete application). Required to understand what is being proposed as a part of the project, which will later be the basis to evaluate the project for consistency with applicable policies. This includes all details requested on the County's application checklists (including case-specific, Departmental, and Architectural Review checklists).
- **Consistency** (Information required to evaluate consistency with applicable ordinance and policy requirements). For special studies, the study shall note and respond to applicable policies (e.g. applicable setbacks from biological resources). Please be advised that a

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comprehensive analysis of the project's consistency with applicable ordinance and policy requirements cannot be conducted until all items required for consistency review have been provided.

Following determination of application completeness, P&D will begin an evaluation of the proposed project's consistency with applicable State and County regulations

The information listed below is required for analysis of the proposed project.

Additional Information Required

- 1. Flood Control (X Completeness, Consistency).** Please address the following incompleteness items for Flood Control's review of the project. Comments are based on requirements under Ordinance 15A and 15B and can be found in the Application Completeness checklist on the Flood Control Page: [Development Review & Flood Plain Management Section | Santa Barbara County, CA - Official Website](#)
 - a. Provide the approximate date/year when the existing garage was built.
 - b. Provide the approximate date/year when this structure was converted to an ADU.
 - c. Provide information on what the structure entailed prior to the conversion – was it habitable prior to the conversion?
 - d. Delineate the limits of both the effective and the preliminary special flood hazard areas with respect to the locations of the structures on the property.
 - e. Delineate the top-of-creek bank and the 50-foot top-of-bank setback with respect to the structures on the property.

- 2. Carpinteria-Summerland Fire District Review Items. (X Completeness, X Consistency).** The following information is required in order to understand the scope of the proposed project as it pertains to Fire District requirements and whether the project, as proposed, will comply with applicable requirements. Comments are based on requirements in the Carpinteria-Summerland Fire District submittal checklist: <https://content.civicplus.com/api/assets/0e64a4b0-dd93-491c-8c7b-66ebf03010d1>
 - a. Incomplete items.**
 - i. Specify if existing SFD has fire sprinklers installed.
 - ii. Show scaled Fire District turnaround on plans.
 - iii. Show location of closest fire hydrant along an approved access route.
 - b. Inconsistency items.**
 - i. Required access width is 20' per fire access standard.
 - ii. Address is incorrect. 3202 Serena Drive is assigned to the 625-square-foot ADU. A separate submittal is required for an additional address for the 526-square-foot ADU.

3. **Unpermitted Fence (Completeness, X Consistency).** The existing fence on the property is unpermitted and is currently part of a zoning violation (Case No. 24ZEV-00213). Please label the fence to specify that it is an “existing, unpermitted fence”.
4. **Site Addressing (Completeness, X Consistency).** The addressing throughout the plan set is incorrect. The proposed 526-square-foot ADU does not yet have an address. The 625-square-foot ADU was assigned an address of 3202 Serena Avenue by the Carpinteria-Summerland Fire District. The property address is 3196 Serena Avenue. Please remove all references to 3200 Serena Avenue from the plan set, and remove “3202 Serena Avenue” from the proposed 526-square-foot ADU.
5. **Kitchen Requirements (Completeness, X Consistency).** Pursuant to Section 35-142.8.4 of Article II, an accessory dwelling unit shall provide complete independent living facilities for one or more persons, including permanent provisions for eating and cooking inclusive of the following:
 - a. A cooking facility with appliances, including at least a range, sink, and freestanding refrigerator; and
 - b. Food preparation counter and storage cabinets that are of reasonable size in relation to the size of the accessory dwelling unit and not less than four feet in length.

It is unclear if there is a freestanding refrigerator and if there is a food preparation counter and storage cabinets of at least four feet in length. Please clarify this information on the floor plan.

6. **Plans Drawn to Scale (Completeness, X Consistency).** Pursuant to the Santa Barbara County Planning and Development Department Plan Set Checklist, all plans shall be drawn to scale using standard architectural or engineering scales (e.g., 1 inch = 40 feet, ¼ inch = 1 foot). The site plan is not scaled correctly, and the floor plan does not indicate any scale.

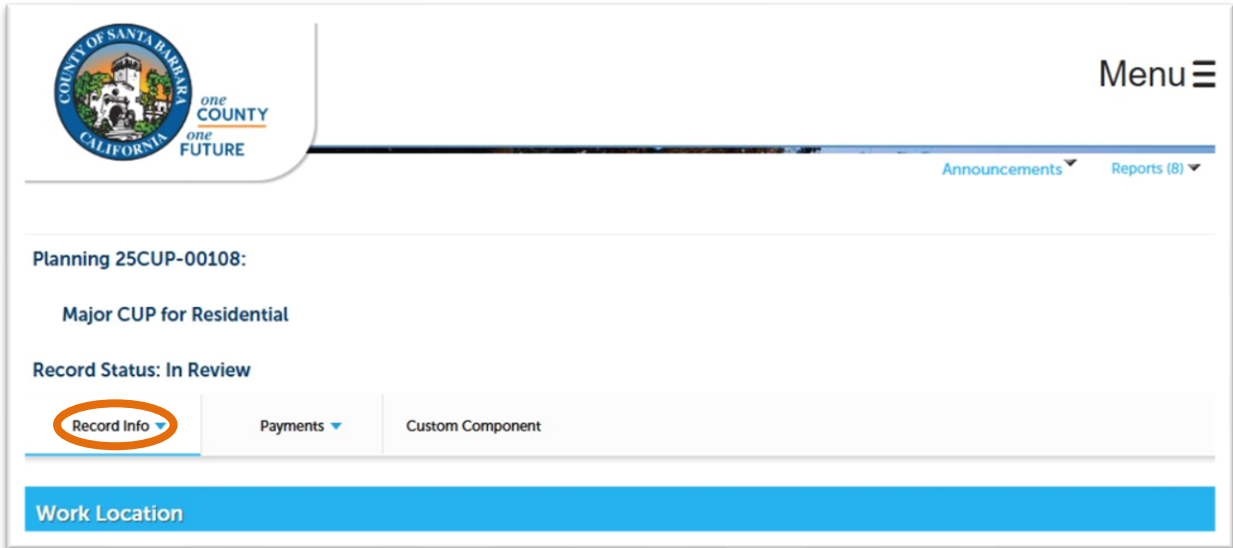
All of the incomplete items outlined above must be addressed in your resubmittal. For instance, if a required study is not yet completed, please advise on the status in your resubmittal materials.

Resubmittal Instructions

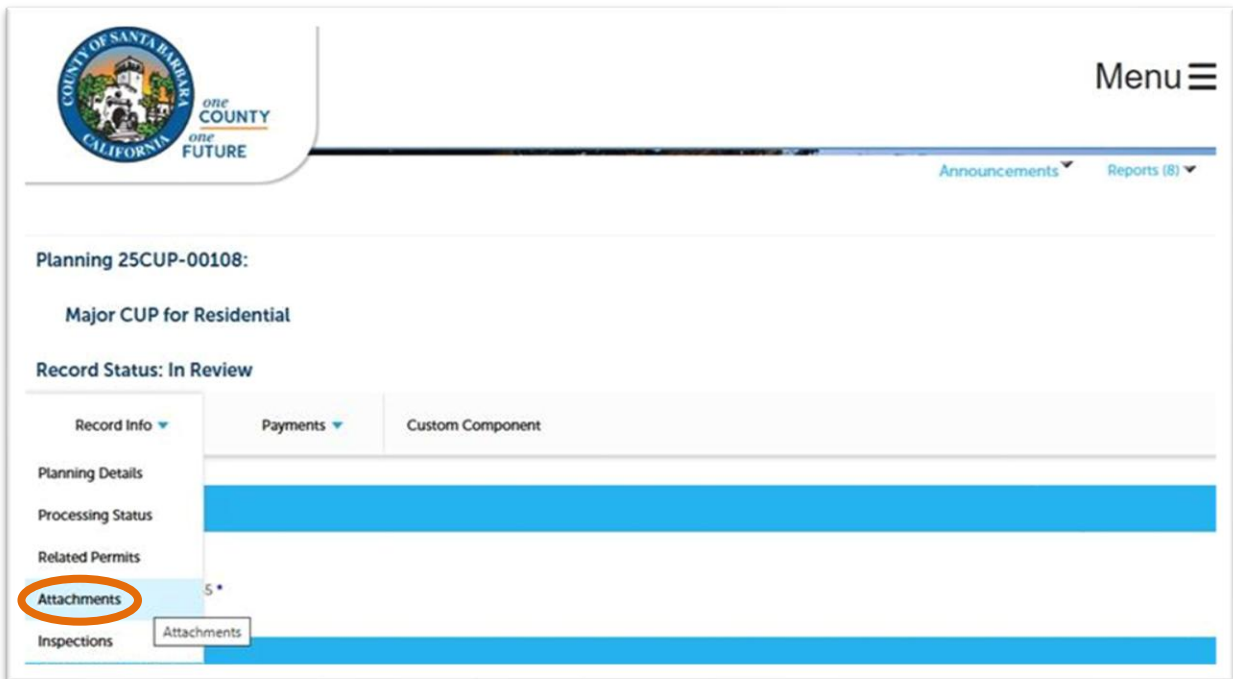
Please upload all resubmittal materials to Case No. 26CDP-00025 in the Citizen’s Access Portal at <https://aca-prod.accela.com/sbco/Default.aspx>.

After logging in and navigating to the permit record, please complete the following steps:

Step 1. Select the “Record Info” dropdown.



Step 2. Select the "Attachments" dropdown.



Step 3. Select the "Resubmit" button under the Actions column.

Record Status: In Review

Record Info ▾ Payments ▾ Custom Component

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pic;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip;mht;mhtml are disallowed file types to upload.

File Name	Description	Type	Size	Date	Document Status	Action
Signed Agreement for Payment (12).pdf	2024.09.13 ATP Form	Agreement to Pay Form	998.05 KB	03/18/2025	Uploaded	Actions ▾
Signed Agent Authorization (4).pdf	2024.09.13 Agent Auth Form	Authorization of Agent	389.30 KB	03/18/2025	Uploaded	Actions ▾
Signed Indemnification Agreement (16).pdf	2024.09.13 Indem Agreement	Indemnification Form	1.17 MB	03/18/2025	Uploaded	Actions ▾
22115_Ashburn Pool Cabana (2)20250320111619(1).pdf	2024.09.13 Plans V1	Plan Set	6.58 MB	03/20/2025	Revisions Required	Resubmit Actions ▾
22115_Ashburn Pool Cabana (2).pdf	2024.09.13 Plans V1	Plan Set	6.61 MB	03/20/2025	Review Complete	Actions ▾

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With each resubmittal, you **must** upload a current plan set that includes an updated date.

You must notify your assigned planner by email when all materials are uploaded in order to initiate submittal review. Additionally, all resubmittals must include a cover letter that describes all newly submitted materials, outlines any changes that were made to previously submitted materials, and responds to all requested items listed above.

Please submit the information requested above within 90 days of the date of this letter. Please note that if P&D does not receive the required application material within a timely manner, your project may be closed and you will be refunded any unused portion of your deposit.

P&D can set up a meeting with you to discuss your project and the requested information as needed.

Project Description

Our review is based on the following project description:

The project is a request for a Coastal Development Permit to allow for the as-built conversion of an existing 526-square-foot garage to an accessory dwelling unit. No grading is proposed. No trees are proposed for removal. The parcel will continue to be served by the Montecito Water District, the Carpinteria Sanitary District, and the Carpinteria-Summerland Fire Protection District. Access will continue to be provided off of Serena Avenue. The property is a 0.52-acre parcel zoned 20-R-1 and shown as Assessor's Parcel Number 005-340-006, located at 3196 Serena Avenue in the Toro Canyon Plan area, First Supervisorial District.

Project Cost Estimate

Based upon our preliminary review, with associated fees for hearings and noticing, P&D estimates that processing your project will require approximately 8 planner hours for a total estimate of \$2,502.24. Please refer to the enclosed Project Cost Estimate Worksheet for additional detail on this estimate.

Additional future costs may apply, including Building and Safety permit fees, Development Impact Mitigation Fees, and other agency fees (such as school and utility district fees). Any security deposit balance remaining at completion of case processing will be refunded.

Starting next month, you will receive a monthly invoice for all unpaid charges on your account. All invoices must be paid within 30 days. Non-payment of an invoice will result in processing delays.

If you have any questions regarding this letter, please contact me at wbrown@countyofsb.org or at (805) 568-2040. I look forward to working with you on this project.

Sincerely,

Willow Brown

Willow Brown, Development Review Division
Planning and Development Department
County of Santa Barbara
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encl.: Project Cost Estimate