

County of Santa Clara

Department of Planning and Development
Planning Office

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San Jose, California 95110-1705
(408) 299-5770 FAX (408) 288-9198
www.sccplanning.org



August 29, 2019

RRRS Inc.
Ninga Singireddy
13235 Monterey Road
San Martin, CA 95237

FILE NUMBER: PLN19-0156
SUBJECT: Architecture and Site Approval – Minor Projects
SITE LOCATION: 13235 Monterey Road (APN: 779-10-017)
DATE RECEIVED: July 30, 2019

Dear Ninga Singireddy,

Your application for Architecture and Site Approval – Minor Projects (ASX) for sign replacement at an existing service station was received on the above date and is **incomplete**. In order for application processing to resume, you must resolve the following issues and submit the information listed below.

Resubmittals are made in person at the Planning Division counter and must include all requested information along with a completed application form (which is used to track the resubmittal). Once the information is submitted, the Planning Division will distribute the plans, reports and/or information to the appropriate staff or agency for review.

If you have any questions about the information being requested, you should first call the person whose name is listed as the contact person for that item. He or she represents a particular specialty or division and can provide details about the requested information.

An appointment is required for all future resubmittals. Please contact me at (408) 299-5799 or via email at joanna.wilk@pln.sccgov.org to schedule a meeting.

Submit **2 (two)** revised plans, and one electronic copy on CD or USB (pdf) addressing the following items.

PLANNING OFFICE

Contact Joanna Wilk at (408) 299 5799 or joanna.wilk@pln.sccgov.org for information regarding the following items:

1. Drawing SN1 indicates new illumination lights are proposed as a part of the “Extra Mile” sign. Please show the location of the proposed lights on the plan sheet so Staff can verify how the sign will be illuminated. A section drawing with notations would be acceptable if the sign is internally illuminated.

2. On the site plan, or on drawing BS1, please call out the perimeter dimensions of the existing building. This information is needed to determine the allowed size of the attached Extra Mile sign. The area of the attached Extra Mile sign shall not exceed one square foot for each linear foot of occupancy frontage.
3. Please call out the distance from the free-standing Price sign to the property line of the nearest residential lot. Signs facing residential lots shall be at least 50 feet from the property line of that residential lot.
4. The existing free-standing Price sign is existing non-conforming. It is permitted, but it does not meet current height and setback requirements. Existing non-conforming signs may only have their messaging changed, and any other replacement or alteration requires an Architecture and Site Approval – Major Project (ASA) application.

The proposed free-standing Price sign is in the same location as the existing non-conforming sign, but it includes a new pole, bolts, and messaging. Additionally, the proposed sign is taller than the original sign and appears to encroach into the required setbacks.

Please take one of the following actions to resolve the free-standing Price sign issue:

- a) Revise the scope of work to maintain the structural integrity of the existing free-standing sign and only replace the messaging.
- b) Relocate the proposed free-standing Price sign to conform with height and setback requirements as prescribed in Section 4.40.060.D & E show below.
 - The maximum height of a freestanding sign shall be the square footage of the sign area divided by four (4). However, in no event shall the height of any sign exceed 20 feet.
 - The required front setback of a freestanding sign on a lot shall be the sign height minus four (4) feet multiplied by two, or four (4) feet, whichever is greater.
 - Each freestanding sign shall be located at least 25 feet from the side and rear property lines of the lot.
- c) Apply for ASA, which includes an additional fee and a public hearing. Replacement or alteration of an existing non-conforming sign may be permitted provided that the following are met:
 - The resulting sign area is no larger than the original non-conforming sign.
 - The resulting sign will reduce visual clutter of other adverse visual impacts.

If the requested information is not submitted within 180 days, you will be required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted within 1 year of the date of this letter and will not be accepted after 1 year. **PARTIAL RESUBMITTALS WILL NOT BE PROCESSED.** Fees required at the time of resubmittal will be those in effect at that time.

Please note that the Architectural and Site Approval – Minor Project was charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

In submitting this land use application, the owner/applicant included an initial application fee. Application fees are categorized as "fixed fees" and "billable fees", based on the particular application types. "Fixed fee" applications do not require any additional fees to continue

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processing. However, when funds associated with a "billable fee" application have been spent, an additional deposit will be required to continue processing the application. As of the date of this letter, approximately 0-25% of your initial deposit associated with your "billable fee" applications have been spent on the processing of your application.

If you have any additional questions regarding this application, please call me at (408) 299-5799 or joanna.wilk@pln.sccgov.org to discuss or schedule an appointment.

Sincerely,

A handwritten signature in black ink, appearing to be the initials 'JW' in a cursive style.

Joanna Wilk
Associate Planner

cc: Calcraft
Thomas Serna
1426 S. Willow Avenue
Rialto, CA 92376