

County of Santa Clara

Department of Planning and Development
Planning Office

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June 25, 2021

Bay Area Vipassanna Centre
C/o Sandeep Nayyar
530 Lawrence Expressway, #365
Sunnyvale, CA 94085

Sent via email/US mail

FILE NUMBER: PLN20-0003
SUBJECT: Use Permit, Architecture and Site Approval, and Grading Approval
SITE LOCATION: 9201 El Matador Drive, Gilroy, CA 95020 (APN: 756-30-024)
DATE RECEIVED: May 26, 2021

Dear Mr. Nayyar,

Your application for Use Permit, Architecture and Site Approval and Grading Approval for the property located at the intersection of Redwood Retreat Road and El Matador Drive in Gilroy (APN: 756-30-024) is **incomplete**. For the application processing to resume, you must resolve the following issues and submit the information listed below. Resubmittals are made electronically 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 Office will distribute the plans, reports and/or information to the appropriate staff or agency for review.

There are elements of the proposal that Staff cannot support, which are listed below under Additional Information/ Issues of Concern. Staff recommends discussing additional design options with staff, to ensure the project is consistent with all County requirements, prior to a resubmittal in response to the Incomplete Comments outlined below.

INCOMPLETE COMMENTS

Following are the incomplete comments on the submitted application, pursuant to the Government Code Section 65943 and the County's Zoning Ordinance Section 5.20.080. If you have any questions about the information being requested below, you should first call the person whose name is listed as the contact person for that item. He or she represents a specialty or office and can provide details about the requested information.

AN APPOINTMENT IS REQUIRED FOR A RE-SUBMITTAL. PLEASE CALL OR EMAIL ME TO SCHEDULE AN APPOINTMENT.

A re-submittal meeting is required prior to responding to the following comments. All items must be addressed and included in the resubmittal.

PLANNING

Contact Valerie Negrete at (408) 299-5791 or valerie.negrete@pln.sccgov.org regarding the following comments:

1. **Plans**: Please provide an updated plan set which includes:
 - a. Provide size, location, design, and capacity of existing and proposed water tanks. The architectural, landscaping, and grading plans do not match. Will there be one large tank or multiple water tanks? **2nd request, please contact staff for questions on how to respond to this request.**
 - b. Please also see Comment 5 through 8 from the Fire Marshalls Office.
2. **Project Description**: Submit an updated “Project Description”, to include the following information:
 - a. A proposed construction schedule for the project. **2nd request, please contact staff for questions on how to respond to this request.**
3. **Tree Removal**: The site contains an area that appears to be oak woodlands. In order to assess impacts to these trees and trees on-site in the development area, a tree inventory will be required. The inventory must be conducted a licensed arborist and shall tally each tree within the development area along with an assessment of tree health, rationale for the tree rating and discussion of any impacts to trees both during and after construction. The arborist must also state whether or not the grove of trees centrally located on-site is considered an oak woodland and if so, ***whether the project will result in any loss of oak woodlands.*** **2nd request, please contact staff for questions on how to respond to this request.**
4. **California Environmental Quality Act (CEQA)**
Per the California Environmental Quality Act (CEQA); an Environmental Assessment would be required for the proposed project. Although studies identified in the November 4, 2020 letter were provided, please note that there will be additional information needed in order to complete the required environmental review.

FIRE MARSHAL’S OFFICE (FMO)

Contact Alex Goff at (408) 299-5763 or alex.goff@sccfd.org regarding the following comments:

5. Site Plans differ on different pages, all sheets are to show the same site (Civil Sheets appear to be most updated). Some examples include -

The fire department access differs on different pages (some Landscaping Plans don't show a loop).

- b. The water tanks are different sizes and or not shown on different sheets.
- b. Buildings not located on all sheets (Volunteer Accommodations near Kitchen are missing on some sheets).

6. Clarify if the site would be considered a "Camp" occupancy. The title states a Camp, a Camp occupancy has specific requirements.
7. Fire calculations appear to only show required water for fire hydrant and not fire sprinklers. The tanks will need to be sized at minimum to carry the demand for fire hydrant or fire sprinklers (whichever is greater). It's unknown at this time what the higher demand is (sprinklers or hydrant).
8. Ensure that construction type and exposure are correct in calcs. Different plans currently show buildings in different locations.

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (Cal Fire)

Contact Craig Farley at (408) 500-1000 or craig.farley@fire.ca.gov regarding the following comments:

9. This project (Record No. PLN20-003) is located within the State Responsibility Area (SRA) and is recommended to follow all minimum wildfire protection standards of California Code of Regulations Title 14 Natural Resources Division 1.5 Department of Forestry Chapter 7 - Fire Protection Subchapter 2 SRA Fire Safe Regulations Articles 1-5.

Turnaround: Approved turnaround near "female accommodations" within fifty (50) feet of the buildings. Minimum turning radius of 40 feet of hammerhead/T facing in the correct orientation (perpendicular to the main road).

§ 1273.05. Turnarounds

- (a) Turnarounds are required on driveways and dead-end roads.
- (b) The minimum turning radius for a turnaround shall be forty (40) feet, not including parking, in accordance with the figures in 14 CCR §§ 1273.05(e) and 1273.05(f). If a hammerhead/T is used instead, the top of the "T" shall be a minimum of sixty (60) feet in length.
- (c) Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart.
- (d) A turnaround shall be provided on driveways over 300 feet in length and shall be within fifty (50) feet of the building.

LAND DEVELOPMENT ENGINEERING (LDE)

Contact Eric Gonzales at (408) 299-5700 or eric.gonzales@pln.sccgov.org regarding the following comments:

10. Fill out and submit the forms in the Low Impact Development and Post Construction Stormwater Management Requirements (PCR) Applicant's Packet for South Santa Clara County (Central Coast).

ROADS & AIRPORTS DEPARTMENT

Contact Leo Camacho at (408) 573-5465 or leo.camacho@rda.sccgov.org regarding the following comments:

11. If access from El Matador Dr. will no longer be part of this project the removal of the driveway connection to El Matador Dr should be noted.
12. A safety and operational analysis of the main entrance off Redwood Retreat Rd will be required and should include but not limited to:
 - a. Queuing analysis
 - b. turn pockets necessity
 - c. Truck turning template for the largest size vehicle that will access the site
 - d. Any proposed gates at the entrance should be evaluated as part of the queuing analysis
13. A previous submittal included a sight distance analysis (SDA). Plans should clearly indicate the removal of any sight obstructions within the sight distance triangle.

Prior to resubmittal, please contact me to schedule an appointment so we can meet and discuss comments regarding the project.

Please make sure the requested changes are made for the revised plan sets and documents that are needed for the resubmittal. **Resubmittals are only accepted by appointment with the assigned project planner.** 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 no later than **one (1) year** from the date of this letter. 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 application has been charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

If you have questions regarding the application, please call (408) 299-5791 or email valerie.negrete@pln.sccgov.org.

Respectfully,



Valerie Negrete
Senior Planner

cc:

Valerie Negrete
Manira Sandhir
Bharat Singh
Alex Goff, FMO
Eric Gonzales, LDE
Darrin Lee, DEH

Leo Camacho, R&A
Craig Farley, Cal Fire