

# County of Santa Clara

Department of Planning and Development  
Planning Office

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July 9, 2020

Walden West  
c/o Matt Lightner  
15795 Sanborn Rd.  
Saratoga, CA.

**\*\* SENT VIA EMAIL/US MAIL \*\***

**County Record #:** PLN21-085  
**Subject:** Use Permit with Architectural and Site Approval (ASA) for partially enclosed Multi-Purpose Building, construct Amphitheatre and site improvements  
**Site Location:** 15795 Sanborn Avenue, Saratoga, CA 95020 (APN 517-04-058)  
**Date Received:** April 24, 2020

Dear Mr. Lightner:

Your application for Use Permit, Architecture and Site Approval and Grading Approval for the property located at 15795 Sanborn Avenue, Saratoga is **incomplete**. For the application processing to resume, you must resolve the following issues and submit the information listed below. Resubmittals are 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.

## **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. They represent 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.**

## **PLANNING**

Contact Valerie Negrete at (408) 299-5791, [valerie.negrete@pln.sccgov.org](mailto:valerie.negrete@pln.sccgov.org) regarding the following:

1. **Acknowledgement and Agreements Form**: Please provide documentation that the signatory on this form represents the property owner(s).

2. Plans: Please provide an updated plan set which includes:
  - a. Site Plan, page C2.1 indicates “revised parking stalls” and “new parking stalls” but there is no respective legend to decipher the details of the stalls.
  - b. Site grading should indicate the grading quantities in the different sections of the site for clarity.
  - c. Sheet C.1 indicates at least three (3) trees to be removed. Please indicate the type of trees proposed for removal. Also note that during environmental review process staff will need an arborist report to document the proposed tree removal and tree protection measures for trees located adjacent to the construction area. Please discuss with staff the report scope.
  - d. Sheet C.1 notates a sign to be removed adjacent to the parking lot. Will this sign be replaced and if so, please provide the dimensions and colors of replaced signage.
  - e. Fencing and a retaining wall is proposed to be removed. If replaced, provide the location and colors and materials of new fencing.
3. Project Description: Submit an updated “Project Description”, to include the following information:
  - a. Parking is stated as not to change however this is inconsistent with the site plan. See also Comment 1.
  - b. Item 3.d stipulates there is a request to modify the parking and bus drop off areas. It is not clear what those changes are. Please expand as to what is being changed.
4. Grading  
Provide the following documents for grading approval:
  - a. [Statement of justification](#) of proposed grading.
  - b. Completed [Grading Design Standards Forms](#) (Prepared and signed by a registered civil engineer).

Clarify how the project minimizes grading according to the County Grading Findings Ordinance [Section C12-433 in the Grading Justification Form](#).

5. Tree Removal: In order to assess impacts to proposed tree removal 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.
6. California Environmental Quality Act (CEQA)  
Per the California Environmental Quality Act (CEQA); an Environmental Assessment would be required for the proposed project. The following studies not submitted with this application are required after review of the initial materials has been completed:
  - a. An Arborist Report is required in order to inventory all protected trees on site. The report must assess any potential impacts to tree health as a result of development and include any conditions or mitigations deemed necessary to lessen impacts to existing trees.

#### **ENVIRONMENTAL HEALTH**

Contact Darrin Lee at 408-299-5748, [Darrin.Lee@deh.sccgov.org](mailto:Darrin.Lee@deh.sccgov.org) regarding the following:

7. On revised site plan, locate and show all the onsite wastewater treatment systems (OWTS) serving the Walden West property. For assistance in locating the whereabouts of the property's existing OWTS, contact the Department of Environmental Health to obtain septic system/ OWTS as-built(s). Please follow the provided link and complete the online request form to obtain OWTS as-builts. Upon receipt of the as-builts, accurately overlay the information onto a revised site plan set.

<https://cepascc-ca.nextrequest.com/>

8. Due to the proposed increase in occupancy (20 extra beds), the existing OWTS serving the Building B shall be examined/reviewed for functionality and the ability to accommodate the additional waste water loading. For additional information regarding onsite wastewater treatment systems, OWTS design flows, and sizing requirements, please refer to the County of Santa Clara Onsite Manual. For wastewater flow guidelines, please refer to Table 3-2 of the Onsite Manual.

Note: Existing Building B conditions: 6 camper dorms at 20 beds each, total of 120 beds.

Proposed conditions: 3 dorms at 40 beds, plus 20 new beds, total of 140 beds.

- a) Dispersal fields shall be sized to accommodate peak flows inclusive of (in this case) number of beds and its associated wastewater contribution, food facility/ kitchen, showering facilities, guests/attendees, and employees/staff. See County of Santa Clara Onsite Manual for wastewater flow/design considerations.
9. Provide/Clarify the number of persons using attending the Walden West and its facility daily. The numerical count shall include attendees/ visitors, volunteers, staff persons/ employees, and visitors to the rope course.
  10. Provide a list of (special) events held onsite.
    - a) Clarify how often/frequency Walden West allows for visitors to stay overnight; identify the building or buildings used for overnight/ extended stay onsite.
    - b) Property website indicates catering events and use of existing kitchen facility and dining. Please provide additional information regarding kitchen rentals, catered events, and use of the existing kitchen(s). On the revised site plan, show location of the kitchen facility (or facilities) used for catering and dining events.
    - c) For those utilizing the recreational rope course, where are the restroom facilities for the rope course participants.
  11. Due to the increase in occupancy (Building B) and other ongoing activities, contact the State Water Resources Control Board (SWRCB), Drinking Water Program, Mr. Eric Lacy, to review and comment on the existing public water system's ability to accommodate the existing and proposed use. As a resubmittal, provide documentation from SWRCB documenting its conclusion regarding the impacts (if any) resulting from the additional occupancy/users to the existing public water system.

**FIRE MARSHAL's OFFICE**

Contact Alex Goff at 408-299-5763, [Alex.Goff@sccfd.org](mailto:Alex.Goff@sccfd.org) regarding the following:

12. Plans to clearly state the size, occupancy type and construction type of each structure. The fire sprinkler and fire hydrant water demand are based off this information.

13. Supporting documents state fire sprinklers and fire alarm will be a part of the scope, however fire sprinklers are not listed as a deferred submittal.
  - a) Plans are to list NFPA 13 fire sprinklers as a deferred submittal.
  - b) Clarify what buildings already have NFPA 13 fire sprinklers and what buildings will have sprinklers installed new.
  - c) Previous Use Permit required NFPA 13 fire sprinklers for all proposed structures.
14. Clarify where the water is supplied (water purveyor or a well). Plans are to show above ground water tanks meeting NFPA 1142 and CFMO-W2 if the water demand of the sprinklers and hydrant require a tank.
  - a) The water tank is to be listed as a deferred submittal if one is proposed.
  - b) A fire pump house for a fire pump is to be shown on the plans and listed as a deferred submittal if one is proposed.
15. Site Plan to clearly show fire hydrant/s within 400 ft. exterior path of travel to all portions of structure.
  - a) Fire hydrants to be listed as standard or wharf and (N)new or (E)existing.
16. Online maps appear to show a gate crossing fire department access. All gates are to be listed as manual or mechanical.
  - a) All mechanical gates to have a Knox Key Switch installed. This switch is to be labeled as (N)new or (E)existing.
17. Property is located within the State Response Area (SRA) and the Wildland Urban Interface (WUI).
  - a) Building construction to meet chapter 7A of the CA Building Code.
  - b) Defensible Space to be maintained at all times.
  - c) PRC-4290 requirements are to be met.

#### **LAND DEVELOPMENT ENGINEERING**

Contact Eric Gonzales at (408) 299 - 5716, [Eric.gonzales@pln.sccgov.org](mailto:Eric.gonzales@pln.sccgov.org) regarding the following:

18. Please provide earthwork calculations of the earthwork quantities shown on the plans.
19. Please show the limits of the disturbed area as a result of the proposed development. Include the disturbed areas of the septic field and any stockpile areas as well.
20. Identify the limits of the landscape planting for the project. This should include all disturbed areas that are not hard scaped subtracting out all areas that are specifically identified as hydroseeded. The landscaping should also include the area of swimming pools. Provide an accounting on the plan sheet. The landscaping shall be subject to water efficiency requirements depending on the quantity of landscape area.
21. Please provide the disturbed area and impervious area accounting on the plan set.

22. Please clearly indicate the areas of paving or other impervious areas that will be created or replaced as a part of this project on the Grading Plan. Use hatching on your grading plans as necessary.
23. This project is located within the San Francisco Bay Watershed and may include ten thousand square feet or more of new or replacement impervious area. Please provide a completed copy of the Clean Water Program Questionnaire found on the County Clean Water Program website reflecting the installation of the bio-retention areas shown on the plans.

### **GEOLOGY**

Contact: Jim Baker at 408-299-5774, [jimbaker@pln.sccgov.org](mailto:jimbaker@pln.sccgov.org) regarding the following:

24. Submit a Plan Review Letter that confirms the plans conform with the recommendations of the previously reviewed and approved geologic and geotechnical reports.

**Prior to resubmittal, please contact me to schedule an appointment so we can meet and discuss my 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 have 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](mailto:valerie.negrete@pln.sccgov.org).

Regards,



Valerie Negrete  
Senior Planner

**cc:**

Bharat Singh  
Alex Goff, FMO  
Eric Gonzales, LDE  
Darrin Lee, DEH