

County of Santa Clara

Department of Planning and Development

County Government Center, East Wing, 7th Floor

70 West Hedding Street

San Jose, CA 95110

Phone: (408) 299-5700

www.sccplandev.org



November 27, 2023

Tom Sloan

1475 S. Bascome Avenue Suite 208

Campbell, CA 95008

FILE NUMBER: PLN22-137

SUBJECT: Building Site Approval, Design Review Tier III, and Grading Approval

SITE LOCATION: 15581 Glen Una Drive, Los Gatos, CA 95030-2908 (APN: 510-26-007)

DATE RECEIVED: October 27, 2023

Dear Tom Sloan,

Your application for a Building Site Approval, Design Review Tier III, and Grading Approval was received on the above date and is deemed **incomplete**. For the application processing to resume, you must resolve the following issues and submit the information listed below.

Resubmittals are made via the internet, to do so, follow the instructions at the following URL: <https://plandev.sccgov.org/how/apply-permit/planning-resubmittal-procedures>. Before resubmitting, please consult me as this process is dynamic and at the time you choose to resubmit the process may have changed and/or been enhanced. The resubmitted materials must include all requested information. Once the information is submitted, the Planning Office 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 specialty or office and can provide details about the requested information.

AS NOTED ABOVE, PRIOR TO RESUBMITTAL PLEASE E-MAIL ME TO DISCUSS THE PROCESS.

Please submit *all* electronic copies of the revised plans/resubmittal documents (PDF) with a written response letter addressing each incomplete comment.

PLANNING OFFICE

Contact your Project Planner Parya Seif at (408)299-5783 or parya.seif@pln.sccgov.org regarding the following comments:

1. The provided scale on architectural plans is not legible, please modify the plans to provide legible scale for all sheets.
2. Please provide material/color samples on the elevation sheets. Additionally, provide a note on Sheet A5.0 and A5.1 stating, proposed glasses are not reflective.

LAND DEVELOPMENT ENGINEERING

Contact Darrell Wong at (408)-299-5735, darrell.wong@pln.sccgov.org regarding the following:

3. Demonstrate that the required improvements for the turnaround area are all within the recorded dedicated area at the intersection of the private road with Glen Una Drive or clearly show that the improvements required for the turnaround already exist.
4. Show a curvilinear return for the right of way dedication at the intersection of the private road dedication and Glen Una Drive. All fencing, gates and pillars should be located outside of the area offered for dedication.

ROADS AND AIRPORTS

Contact Thomas Esch at (408) 573-2450, tom.esch@rda.sccgov.org regarding the following:

THESE COMMENTS OVERRIDE PREVIOUS ROADS COMMENTS AND CONDITIONS:

5. Indicate on plans that Glen Una Drive is a County Maintained Road and “20 ft Right of Way” is a private road.
6. Improvement plans must clearly indicate existing and proposed site conditions within the County ROW, including but not limited to, edge of pavement, existing County ROW line on both sides of the road, above and below ground utility lines, easements, drainage facilities, trees, landscaping, and other structures and features. All utility relocations, replacements, abandonments, temporary facilities, and new facilities shall be shown.
7. Improvement plans in the area of the firetruck turnaround requires a separate detail (or incorporate into the plans) to indicate County ROW on both sides of Glen Una, adjacent property fence, concrete posts, trees, utility poles, existing edge of pavement, etc. Ensure County ROW is identified on both sides of the road for the extent of the improvements. Overlay the firetruck turnaround on top of this detail with dimensions. Plans as currently provided are insufficient to assess the impact of the firetruck turnaround to existing infrastructure, and to verify it can be built within the current ROW and private ROW without impacting adjacent neighbor.
8. The two driveways accessing the property from Glen Una Drive will be required to be improved to County Standard B/4.

9. The property's frontage will be required to be improved to County Standard B/4A. Indicate improvements on the revised plans to identify any conflicts that will need to be resolved (i.e. utility poles, trees, culverts, etc.). Plans must indicate how the existing flow along Glen Una frontage will be maintained.
10. Include County Standard details on the plan sets. While not required during the planning review process, road, driveway and frontage details with dimensions and specifics will be required during the encroachment permit process, in sufficient detail to fully demonstrate application of the County standards that will apply to the road additions, driveway, driveway gates, frontage and drainage to be constructed (i.e., not only referencing the County details).
11. Indicate on plans if any conflicts will require mitigation, such as tree or shrub removal or trimming, fence removal, or additional grading.
12. Gates, fences, retaining walls, fixed appurtenances, etc. shall be located outside the limits of the County maintained road ROW. Gates shall be located 30 feet from edge of pavement. If any items must remain in the ROW a Maintenance and Indemnification Agreement (MIA) recorded against the property will be required. "Non-breakaway fixed appurtenances require further traffic review and in certain conditions may need to be removed or relocated to be outside the ROW (will not be permitted to be retained under an MIA)". Indicate on plans the intent of any existing or future items in the ROW.
13. Identify on plans any trees or shrubs to be trimmed or removed, or any objects or fences to be relocated, in accordance with County Ordinances B17-68 and B17-69, within the lines of a triangle which has sides 20 feet from the point of intersection of the curblineline/edge of pavement and the driveway(s).
14. Demonstrate that the post-development maximum flow rate into the County Road right-of-way is equal-to or less-than the pre-development corresponding storm event flow rate per the County Drainage Manual. Provide engineered plans and drainage calculations for any detention or retention system necessary to satisfy this requirement.

CALFIRE

Contact Carlos Alcantar at carlos.alcantar@fire.ca.gov for information regarding the following items.

15. This project 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.

16. Access: Ensure Glen Una Drive is constructed to provide a minimum of two ten (10) foot traffic lanes, not including shoulder and striping to the building site from Saratoga Los Gatos Road per § 1273.01.

Article 2 Emergency Access and Egress
§ 1273.00. Intent

Roads and driveways, whether public or private, unless exempted under 14 CCR § 1270.02(d), shall provide for safe access for emergency wildfire equipment and civilian evacuation concurrently, and shall provide unobstructed traffic circulation during a wildfire emergency consistent with 14 CCR §§ 1273.00 through 1273.09.

§ 1273.01. Width.

- a) All roads shall be constructed to provide a minimum of two ten (10) foot traffic lanes, not including shoulder and striping. These traffic lanes shall provide for two-way traffic flow to support emergency vehicle and civilian egress, unless other standards are provided in this article or additional requirements are mandated by local jurisdictions or local subdivision requirements. Vertical clearances shall conform to the requirements in California Vehicle Code section 35250.
 - b) All one-way roads shall be constructed to provide a minimum of one twelve (12) foot traffic lane, not including shoulders. The local jurisdiction may approve one-way roads.
 - I. All one-way roads shall, at both ends, connect to a road with two traffic lanes providing for travel in different directions, and shall provide access to an area currently zoned for no more than ten (10) residential units.
 - II. In no case shall a one-way road exceed 2,640 feet in length. A turnout shall be placed and constructed at approximately the midpoint of each one-way road.
 - c) All driveways shall be constructed to provide a minimum of one (1) ten (10) foot traffic lane, fourteen (14) feet unobstructed horizontal clearance, and unobstructed vertical clearance of thirteen feet, six inches (13' 6").
17. Defensible Space: Maintain defensible space specifications described in Public Resource Code 4291

§ 1276.01. Setback for Structure Defensible Space.

- c) Structures constructed in the SRA are required to comply with the defensible space regulations in Title 14. Natural Resources Division 1.5. Department of Forestry and Fire Protection Chapter 7. Fire Protection Subchapter 3. Fire Hazard.

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

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Glen Una Drive

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.

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 processing. However, when funds associated with a "billable fee" application have been spent, an additional deposit will be required to continue processing the application.

If you have questions regarding the application, please contact me at (408)299-5783 or parya.seif@pln.sccgov.org.

Sincerely,

Parya Seif

Parya Seif
Associate Planner

cc:
Samuel Gutierrez, Principal Planner