

# 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



July 20, 2023

Michael Helm  
200 Seventh Ave., #110  
Santa Cruz, CA 95062  
Email: [mhelm7@icloud.com](mailto:mhelm7@icloud.com)

\*\*\* Sent via email \*\*\*

**FILE NUMBER:** PLN22-228  
**SUBJECT:** Design Review, Grading Approval, and Special Permit  
**SITE LOCATION:** 14500 Arnerich Hill Rd, Los Gatos, CA 95032 (APN: 537-12-012)  
**DATE RECEIVED:** June 21, 2023

Dear Michael:

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

Please note that the Department is only accepting electronic submittals. Please refer to procedures for planning resubmittals, available on the County website at:  
<https://plandev.sccgov.org/how/apply-permit/planning-resubmittal-procedures>

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. They represent a specialty or office and can provide details about the requested information.

**AN APPOINTMENT IS REQUIRED FOR THIS RESUBMITTAL. PLEASE CALL ME AT (408) 299-5718 TO SCHEDULE AN APPOINTMENT.**

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

## **PLANNING**

Contact your project planner Lulu Pang at (408) 299-5718 or [lulu.pang@pln.sccgov.org](mailto:lulu.pang@pln.sccgov.org) regarding the following comments:

### *Tree Preservation*

1. The subject parcel is within a “-d1” (Design Review) combining zoning district. According to *Santa Clara County Guidelines for Tree Protection and Preservation for Land Use Applications*, replacement trees are required for each protected tree that will be removed. A protected tree on this parcel requiring removal approval is any tree having a main trunk or stem measuring 12 inches or more in diameter at a height of 4½ feet above ground level, or in the case of multi-trunk trees a total of 24 inches or more in diameter of all trunks. For the tree replacement, the following ratios apply:
  - For the removal of one small tree (5- 18 inches):  
**(3) 15-gallon trees, or (2) 24-inch box trees.**
  - For the removal of one medium tree (18 – 24 inches):  
**(4) 15-gallon trees or (3) 24-inch box trees.**
  - For the removal of a tree larger than 24 inches  
**(5) 15-gallon trees or (4) 24-inch box trees.**

As shown on the submitted tree removal summary table, 12 protected trees (12 inches ≤ DBH < 18 inches) are proposed to be removed. As such, (36) 15-gallon trees or (24) 24-inch box trees shall be replanted. Please provide a tree replanting summary table in the plan set and indicate the locations and common names for the replacement trees on the site plan or landscape plan. Note: Replacement trees should be California native. Oak trees shall be replaced with oak trees (no exceptions taken).

### *Grading*

2. As shown on the submitted earthwork summary table, the proposed cut for the storage/workshop is greater than five (5) feet in vertical depth at its deepest point when measured from the natural ground surface. As such, a grading permit is required, per County Grading Ordinance Sec. C12-406. Please provide completed Grading Design Standards Forms (prepared and signed by a registered civil engineer), per [Checklist for Grading Approval](#). Link to the form:  
[https://stgenpln.blob.core.windows.net/document/Grading\\_Standards\\_Form.pdf](https://stgenpln.blob.core.windows.net/document/Grading_Standards_Form.pdf)
3. There is an outstanding fee of \$2,843.00 for the Grading Approval application. Please make the payment through the [County Public Portal](#) prior to the next resubmittal.

### *Special Permit*

4. On the submitted pool cabana floor plan (sheet 22), five (5) plumbing fixtures are proposed, including a washer/dryer, two sinks, one shower, and one toilet. On sheet 3, please update the description which indicates that “special permit required for four (4) plumbing fixtures” and ensure consistency throughout the plan set.

## **ENVIRONMENTAL HEALTH**

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

5. Submitted plans do not show the following information: locations of soil test pits and percolation test holes.
  - a) Upon completion of the soil profiles and percolation test(s), locate and show on a site grading and drainage plan, the locations for all conducted soil profile and percolation test holes. Provide and include all results from the soil profile and percolation tests.
  - b) Demonstrate through wastewater calculation, the minimum amount of dispersal field to accommodate the proposed development (major building addition to existing dwelling, proposed accessory dwelling unit, and cabana).

## **LAND DEVELOPMENT ENGINEERING**

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

6. Please show the limits of the disturbed area as a result of the proposed development. Include the disturbed areas of the material storage, any stockpile and construction staging areas and all areas of the driveway and turnaround expansion as well.
7. Include drainage improvements and detention/retention mitigation to address the increase in impervious area. Per the previous comments, provide a Drainage Plan that demonstrates the following items:
  - a) the site can be adequately drained,
  - b) the proposed development will not cause problems to the nearby properties,
  - c) the on-site drainage will be controlled in such a manner as to not increase the downstream peak flow or cause a hazard or public nuisance. If this cannot be demonstrated, provide a detention system pursuant to the Design Guidelines in Section 6.3.3 of the 2007 Santa Clara County Drainage Manual.
8. Please include all applicable easements affecting the parcel with benefactors and recording information on the site plan. Verify the location of the existing watercourse and the recorded easements on Book 461 Page 16 may impact the proposed leachfield expansion area.
9. Verify that the preliminary plans are based on actual field topography provided by a surveyor and not simply based on schematics simply drawn into the plans. Provide related vertical and horizontal datum information supporting the topographic survey.
10. Show the location of the existing concentrated flow from the developed sit and the discharge location with respect to the slope easement and the leachfield location. The drainage swale shall be clearly identified on the plans.
11. Provide a profile and station line for the driveway to be reconstructed. Show the turning radius for the reconstructed driveway.

12. The plans call for the turnaround to be a maximum of 5% slope, but the contours do not appear to indicate that slope. Please provide grading plans for the re-constructed driveway and turnaround which match that requirement.
13. Please show the existing topography in the area of the proposed pool cabana and the driveway expansion. There are only two topographic contours in the location of the cabana. Topography should be shown 50' beyond the limits of the improvements in both the location of the pool cabana and the shop/storage as well the driveway and turnaround expansion. All grading for the proposed project shall be shown on the plans.
14. Provide grading calculations to justify the proposed improvements. The quantities of grading appear to be undercounted, especially around the driveway expansion and retaining wall near the storage structure.
15. Show the locations of all the utilities serving the proposed structures. All new utilities are to be installed underground.
16. Provide a cross-section of the retaining wall and associated grading around the garage addition.

---

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.

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 any additional questions regarding this application or would like to clarify Planning incomplete comments, please contact me at (408) 299-5718 or [lulu.pang@pln.sccgov.org](mailto:lulu.pang@pln.sccgov.org).

Sincerely,

*LP*

Lulu Pang  
Assistant Planner

cc:

Samuel Gutierrez, Principal Planner