

# County of Santa Clara

## Department of Planning and Development

County Government Center, East Wing, 7th Floor

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Phone: (408) 299-5700

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August 16, 2023

Gary Kohlsaat  
51 University, Ste. L  
Los Gatos, CA 95030

[garyk@kohlsaatarch.com](mailto:garyk@kohlsaatarch.com)

\*\*\*BY EMAIL ONLY\*\*\*

**FILE NUMBER:** PLN23-061  
**SUBJECT:** Design Review Administrative Review for remodel and reduction in square footage to existing home over 5,000 SF  
**SITE LOCATION:** 15350 Blackberry Hill Road, Los Gatos (APN 537-07-020)

Dear Mr. Kohlsaat:

The application for Design Review Administrative Review for remodel of an existing home over 5,000 SF at 15350 Blackberry Hill Road, Los Gatos (APN 537-07-020) is **incomplete**. For the application processing to resume, please resolve the following issues and submit the information listed below.

Resubmittals are to be made electronically with Rebecca Rockom, the assigned project manager/planner, and must include all requested information along with a completed application form (which is used to track the resubmittal). Once the information is resubmitted, the Planning Office will distribute the plans, reports and/or information to the appropriate staff or agency for review.

If there are any questions about the information requested, please contact the specific staff for that item.

**A VIRTUAL APPOINTMENT IS REQUIRED FOR A RESUBMITTAL. PLEASE EMAIL ME TO SCHEDULE AN APPOINTMENT.**

Please submit electronic copies of the revised plans /resubmittal documents (PDF) with a *written response* addressing the following items.

### **PLANNING OFFICE**

Contact (408) 299-5707 or [rebecca.rockom@pln.sccgov.org](mailto:rebecca.rockom@pln.sccgov.org) regarding the following comments:

1. The materials submitted for Design Review are incomplete. Please submit the following information and/or documents as listed on the [Design Review checklist](#):
  - a. Color and Materials form with Light Reflectivity Values (LRV) noted. Please use this form:  
[https://stgenpln.blob.core.windows.net/document/DR\\_ColorMatBoard.pdf](https://stgenpln.blob.core.windows.net/document/DR_ColorMatBoard.pdf)

- b. The current Grant Deed. A copy of this deed may be obtained from the [County Clerk-Recorder's Office](#).
  - c. Evidence showing legal lot creation. Please provide the grant deed that was in place as of June 25, 1969, and the next consecutive grand deed conveying ownership from the June 1969 owner.
  - d. Grading quantities. Provide a table detailing the amount of cut and fill (in cubic yards) associated with each individual improvement (e.g., building pad, driveway, access road, accessory structures, landscaping, and other improvements etc.) and the total amount of cut and fill. The maximum height and depth of cut and fill must also be included on the site plans. If there is to be no grading, please state as such on the site plans.
  - e. Petition for Exemption from Environmental Assessment Form. Please submit the form found here:  
[https://stgenpln.blob.core.windows.net/document/CEQA\\_Exemption\\_2013.pdf](https://stgenpln.blob.core.windows.net/document/CEQA_Exemption_2013.pdf)
2. The site plans as provided are incomplete. Please make the following corrections to the site plans:
- a. Parcel is located within the HS-d1 district (Hillsides within the Santa Clara Valley Viewshed Design Review district). Site plans need to show the required 30' setbacks from the front, side, and rear property lines.
  - b. The average slope of this parcel is 43%. Please provide the Average Slope calculation of the development area or show the contour lines on the site plans.

### **LAND DEVELOPMENT ENGINEERING**

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

3. Per the previous comments, provide a table of the estimated earthwork quantities per C12-424(g) including improvements. Quantities should be separated into the different bodies of work for the project.
4. Per the previous comments, provide a table of the estimated impervious areas that are created as a part of the development. The net change in impervious areas shall be clearly stated on the plans. Should the net new impervious area exceed the County limits, provide drainage improvements and mitigation as necessary.
5. Per the previous comments, show all the existing and proposed water lines on the plans.
6. The proposed development will not meet the exemption requirements of Section C12-407 of the County Grading & Drainage Ordinance. Per the previous comments, provide a Drainage Plan that demonstrates the following items:
  - a. the site can be adequately drained,
  - b. 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.

7. Please provide existing and/or proposed to include a driveway approach per SD4/SD4A (depending on the existing width of Blackberry Hill Rd. in the location of the driveway approach) that conforms to County standard slopes of less than 5% grade 20 feet from the edge of pavement or to the right of way, whichever is greater.
8. Per the previous comments, provide existing grades and topography for the driveway plan and section to conform to County Standard Detail SD5 or as required by the County Fire Marshal's Office, whichever is greater.
9. Per the previous comments, provide existing grades and topography for the turnaround to conform to County Standard Detail SD16 or as required by the County Fire Marshal's Office or CalFire, whichever is greater.
10. Per the previous comments, include all applicable easements affecting the parcel(s) with benefactors and recording information on the site plan. Please supply a copy of a preliminary title report, prepared within the current ownership of the property, with a statement from the owner that no subsequent encumbrances have been recorded since the preparation of the title report.
11. Provide a profile of the driveway from Blackberry Hill Road to the garage and fire turnaround.

### **FIRE MARSHAL'S OFFICE**

Contact Alex Goff at (408) 299-6757 or [alex.goff@sccfd.org](mailto:alex.goff@sccfd.org) regarding the following comments:

#### **Land Use**

12. Provide a Response Letter addressing comments below. More comments may be made when more information is supplied.
13. Fire department access to be made of an "all weather" material capable of holding 75,000 pounds, this is to be noted on the plans. [CFC Section D102 and CFMO-A1 Section II.G]
14. Plans are to show any gates crossing fire department access meeting CFMO-A3. Gates are to be listed as manual or mechanical.
  - a) If gate is mechanical, a Knox Key Switch is to be shown as (N) or (E).
15. Plans are to clarify water source, such as the water mutual or a private well.
16. If a water purveyor isn't available for domestic water, the plans are to show a minimum 3,000-gallon water tank to serve the domestic/fire sprinkler water.
17. Plans are to state what the (E) 5,000-gallon water tank serves. It's not clear if this tank is serving a wharf hydrant per CFMO-W1, W4 and W5 or if the tank is serving domestic needs.

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 manager.** If the requested information is not submitted within **180 days**, you are 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 the incomplete letter. PARTIAL

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RESUBMITTALS WILL NOT BE PROCESSED. Fees required at the time of resubmittal will be those in effect at that time.

Note the Design Review Administrative Review application has been charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

In submitting the land use application, the owner/applicant included an initial application fee. Application fees are categorized as "fixed fees" and "billable fees", based on the specific 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 (408) 299-5707 or [rebecca.rockom@pln.sccgov.org](mailto:rebecca.rockom@pln.sccgov.org).

Sincerely,



Rebecca Rockom  
Assistant Planner