

County of Santa Clara

Department of Planning and Development

County Government Center, East Wing, 7th Floor

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May 31, 2023

Sasha Wang and Hsiao H. Chen

1464 Arbor Avenue

Los Altos, CA 94024

shasha20042005@yahoo.com

BY EMAIL ONLY

FILE NUMBER: PLN23-071

SUBJECT: Building Site Approval (B) of (N) 3235.4 SF single-family dwelling with attached (N) 436.6 SF garage, (N) 498 SF Junior Accessory Dwelling Unit (JADU), conversion of (E) 648 SF workshop to an Accessory Dwelling Unit (ADU), and demolition of (E) residence

SITE LOCATION: 1464 Arbor Avenue, Los Altos (APN: 331-10-067)

Dear Ms. Wang and Mr. Chen:

The application for Building Site Approval of a new single-family dwelling with an attached garage, attached Junior Accessory Dwelling Unit (JADU), detached Accessory Dwelling Unit (ADU), and demolition of the existing residence at 1464 Arbor Avenue, Los Altos (APN: 331-10-067) 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 regarding the following comments:

1. The historical deeds provided from August 1969 and April 1970 match the current grant deed, however legal lot verification requires the deed of record as of June 25, 1969. Please submit the deed prior to August 7, 1969.
2. The deed from April 17, 1970 (Document 6035-13/227) grants a 10-foot easement to the County of Santa Clara across the back of the parcel for sanitary sewer repair and maintenance. Please include this easement on the site plans. The existing shed crosses into that easement; a 128 SF shed was permitted (1975 BP# 20801) therefore it is allowed to stay in this location, but cannot be enlarged or altered.
3. The site plans indicate a new retaining wall. Please show the elevation of the proposed retaining wall with height, and add the height (as well as the depth of any cuts) to the grading table on the site plans.
4. Project includes a Junior Accessory Dwelling Unit. Pursuant to County Zoning Ordinance [§ 4.10.015\(F\)\(4\)](#), owner-occupancy of one unit is required in any single-family residence that contains a junior accessory dwelling unit. The owner may reside in either the single-family residence or the junior accessory dwelling unit. Please complete, sign, and submit this affidavit acknowledging the deed restriction found here:
https://stgenpln.blob.core.windows.net/document/JADU_DeedRestriction_Form.pdf
5. In addition to the primary dwelling with attached JADU, the scope of work also proposes to convert a 648 SF accessory structure/workshop (permitted in 1978 BP# 25994) into an Accessory Dwelling Unit.

Pursuant to Zoning Ordinance [§ 3.40.030](#), the gross floor area on this parcel is limited to 3,675 square feet (3,500 square feet of floor area, plus one additional square foot of floor area per 10 square feet of net lot area). A cumulative total of 800 square feet for all accessory dwelling units on a lot shall not count toward floor area. This project proposes a 3,235.4 SF single-family dwelling with attached 436.6 SF garage for a combined total of 3,672 square feet. The proposed conversion of the workshop to ADU in combination with the Junior ADU will exceed the allowable floor area by 349 square feet.
 $(3,675 - 3,672) - [800 - (498 + 648)] = -349$.

If the project scope is adjusted to no longer include this detached ADU, the combined square footage of the existing workshop and storage shed exceed 500 square feet, therefore pursuant to [§ 3.40.030\(A\)\(3\)](#) must be included in the total floor area. This additional floor area also exceeds the maximum floor area of 3,675 SF, by 773 square feet.

$(3,675 - 3,672) - (128 + 648) = -773$.

Please revise plans to conform to the maximum allowable floor area.

Historic Heritage Coordinator Comments

6. The application proposes the demolition of an existing home over 50 years old. Please submit the two Historic Resource Identification forms found at the foot of this page:
<https://plandev.sccgov.org/policies-programs/historic-preservation/heritage-resource-inventory>

To meet CEQA standards for the identification of a potentially historic structure over 50 years old, demolition of this residence may require a third-party historic review.

LAND DEVELOPMENT ENGINEERING

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

7. Please provide earthwork calculations based on the plans provided. The proposed contours and pad elevations must be shown on the plans. The existing finished floor elevations must be shown on the plans and are also necessary for the calculation of the earthwork quantities. Provide a section through the house from front to the rear of the property to justify your calculations.
8. Please 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 and include all hardscape and building footprint.
9. Please show the limits of the disturbed area as a result of the proposed development. Include the disturbed areas of the construction staging and any stockpile areas as well. Note the areas which are to be planted and landscaped on the plans.
10. Please comply with the Grading setbacks to property line per County Grading Ordinance C12-558. If the retaining walls are to be installed along property line, provide a section detail to show the installation of the wall with respect to the property line.
11. Show all of the existing and proposed utilities on the plans. No water line or electric/gas connections are shown on the plans. New utilities are required to be installed underground.
12. The proposed development may impact drainage flows, thereby not meeting the exemption requirements of Section C12-407 of the County Grading & Drainage Ordinance. Please provide a Drainage Plan as necessary 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.
13. Please include all applicable easements affecting the parcel 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.
14. Please clearly identify all retaining walls necessary to establish the grading shown with appropriate top and bottom of wall elevations. Please provide a cross section of the grading, including the proposed wall, per Section C12-424 (j) and (k) of the County Grading & Drainage Ordinance.
15. Please verify the setback shown on the plans. If the County Roads and Airports Department required additional dedication, the setback should be taken from the future right of way line.

ROADS AND AIRPORTS

Contact Tom Esch at (408) 299-5780 or tom.esch@rda.sccgov.org regarding the following comments:

16. County roadway Arbor Ave has a Future Width Line (FWL) for a 30-foot half street width (60-foot full street). Show on the revised plans the existing centerline, edge of pavement, the limits of the

Arbor Ave right-of-way (ROW) and the limits of the FWL. A curvilinear dedication to public right-of-way will be required.

17. Indicate on plans that Arbor Ave is a County Maintained Road.
18. Gates, fences, retaining walls, fixed appurtenances, etc. shall be located outside the limits of the County maintained road ROW. Indicate on plans the intent of any existing or future items in the ROW.
19. Indicate if asphalt from edge of pavement to new driveway will be replaced or remain in current condition.

FIRE MARSHAL'S OFFICE

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

Fire Marshal Review- Land Use

20. Fire department access to be located within 200 ft. exterior path of travel to all portions of structure. [CFC Section 503.1.1 and Ordinance]. Plans are to clarify this distance.
21. Provide fire hydrant flow data recorded within 1 year showing a minimum of 875 gpm is available at 20 psi.
 - a) Contact water purveyor for flow data.
 - b) Flow has been reduced per CFC Appendix B as fire sprinklers are proposed.

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

Note the Building Site Approval 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.

Sincerely,



Rebecca Rockom
Assistant Planner