

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



June 9, 2023

Wendy Woo, AP+I Design, Inc.

117 Easy St.

Mountain View, CA 94043

FILE NUMBER: PLN23-082

SUBJECT: Modification of Use Permit with Architectural and Site Approval

SITE LOCATION: 1040 Border Road, Los Altos, CA 95120 (APN: 336-06-010)

DATE RECEIVED: May 10, 2023

Dear Wendy Woo,

Your Application for Modification of Use Permit with Architectural and Site 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. They represent 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 Parya Seif at (408)299-5783 or parya.seif@pln.sccgov.org regarding the following comments:

Planset

1. Please clarify whether project proposes addition of any parking stalls to the upper parking lot. Sheet A1.1, identifies addition of 5 parking stalls to the upper parking lot; however, the edge of the pavement has not been modified to accommodate the new parking stalls.

Grading

2. The provided grading table on Sheet C4.1 is incomplete as it does not break down the grading quantity for the proposed development. Please provide Earthwork Quantities Table of cut, fill, import, export, and vertical depth (cut/fill) for all proposed improvements. Please separate the grading quantity for the building pad, driveway, and site improvements. Earthwork is exempted from grading permit, if it is associated with the excavation of a foundation for a building, including grading within five (5) feet of the perimeter foundation.

| Earthwork Summary | | | | | |
|-------------------|-----|------|--------|--------|---------------------|
| Use | Cut | Fill | Import | Export | Max. Vertical Depth |
| Building Pad | | | | | |
| Driveway | | | | | |
| Site grading | | | | | |
| Total | | | | | |

Elevation

3. Revise the elevation drawings on Sheet A5.8 to indicate the **final grade level** and identify the height of the proposed building. Per Section 1.30 of the Zoning Ordinance, building height is measured as the vertical distance from the final grade to the top of a building or structure. The elevation measurement shall be indicated by a vertical line showing the top point and the bottom point of the measurement.

Signage

4. Please identify location of any proposed sign on the site plan. If the project does not propose any sign, please provide a note stating that no signage is proposed as a part of this application. Note that any proposed signage will be subject to ASA and colored elevations of any proposed signs should be submitted with application for review and approval.

Lighting

5. Please identify location and type of any proposed on-site exterior lighting. If the project does not propose any exterior lighting, please provide a note stating that no exterior lighting is proposed as a part of this application.

Early Public Outreach

6. Use Permit is subject to the early notification and outreach policy. Signage at the site of the project and notification to surrounding properties are required. Attached is the signage that is required to be posted at the project site for File PLN23-082. A list of signage vendors (sign companies) and Public Notice Sign Guidelines are also included for your reference. The applicant is required to provide a photo within the 30-day time frame confirming the on-site signage has been satisfied.

Staff recommends you provide the following information which will likely be useful to the Planning Commission when they consider whether to approve the project.

7. Place numbers on the parking stalls.
8. Identify the handicap parking stalls.
9. The submitted project description letter states that several teachers are part time or work remote. Please provide information on the number of full time and part time staffs as well as maximum number of teachers who will be onsite at any time.
10. Please place label on existing buildings on the site plan to provide information regarding the current use of the building.

LAND DEVELOPMENT ENGINEERING

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

11. Please provide updated earthwork calculations of the earthwork quantities shown on the plans. Additional earthwork may be required to accommodate for any storm water treatment facilities.
12. Please provide a table of the estimated earthwork quantities per C12-424(g). Quantities should be separated into the different bodies of work for the project.
13. Please provide a table of the estimated impervious areas that are created and/or replaced as a part of the development. The net change in impervious areas shall be clearly stated on the plans.
14. 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 construction staging areas as well. The quantity of disturbed area shall be shown on the plans with a table.
15. Show all of the existing and proposed utilities on the civil site plans. The proposed structure appears to be impact the existing joint trench.
16. The proposed development appears to impact drainage flows. Please provide a Drainage Plan including all existing and proposed drainage facilities 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.
17. Submit a revised San Francisco Bay Watershed Questionnaire (MRP 3.0). Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans. The proposed improvements will likely require stormwater treatment measures based on the previous submittal. The storm drainage facilities shall be shown on the plans and

include a section of the treatment facility and the related grading associated with the facility. The discharge shall be shown on the plans. The requirements now in effect will be that of MRP3.0 since the project will not be approved by June 30, 2023.

FIRE MARSHAL OFFICE

Contact Alex Goff at (408) 299-5763 or alex.goff@sccfd.org regarding the following:

18. Sheet 3 of 18 note 20 shows a fire department turnaround. Sheet 4 of 18 doesn't label the turnaround and appears to have items such as parking spaced in the turnaround. The plans are to clearly show this area clear and identified as a turnaround.
19. Minimum drivable width to be 20 ft. Sheet 4 of 18 shows a new planting area (Note 3) north of the proposed structure that appears to reduce this drivable width. Clarify on the plans what the drivable width is for this area.
If this is a proposed one-way access, the plans are to clarify and state what the access will be (such as busses). The plans would also need to show how this area would be marked for one-way access such as signs and painted drivable surface.
20. Plans are to show a standard fire hydrant within 400 ft. exterior path of travel to all portions of structure. Hydrant is to be shown as (N) new or (E) existing.
21. Provide fire hydrant flow data recorded within 1 year for hydrant within distance requirements. Flow to show a minimum of 1,500 gpm at 20 psi. Contact water purveyor for flow data.

GEOLOGY

Contact David Seymour at (408) 299-6711 or david.seymour@pln.sccgov.org regarding the following:

23. The site is located within a County Landslide Hazard Zone. The geotechnical investigation report by TRC, dated August 4, 2022, adequately addresses the landslide hazard and is approved except for the seismic design parameters, which were based on the 2016 California Building Code (CBC).
Prior to approval, submit a letter report prepared by the geotechnical consultant that includes seismic design parameters per the 2022 CBC.

Prior to resubmittal, please feel free to 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.

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

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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: Robert Salisbury, Principal Planner