



September 22, 2023
AP+I Job No. 21075

Parya Seif
County of Santa Clara
Department of Planning and Development
County Government Center, East Wing, 7th Floor
70 West Hedding Street
San Jose, CA 95110

Subject: Planning Review for PLN23-082 Modification of Use Permit and Architectural and Site Approval

Dear Ms. Seif:

The following is our itemized response to the planning review comments prepared by you, land development engineering comments prepared by Darrel Wong, fire marshal comments prepared by Alex Goff, and geology comments prepared by David Seymour on June 9, 2023.

Additionally, the Planning Department requested that the owner's small interior renovation project (**DEV23-1955**) currently in building permit review be added to this use permit modification. Therefore, drawings and revisions related to that interior renovation have been added to this drawing set and the use letter updated by the school. Please note that the interior renovation does NOT add any head count nor change the hours of operation for the Church or School. All revised items have been clouded and provided a delta #1 on the plans indicated below.

Planning Office:

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.

Response: There are no parking changes or additions in the upper parking lot as part of this project. The stray linework has been cleaned up. The only parking changes are in the lower parking lot.

2. Grading: 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, included grading within five (5) feet of the perimeter foundation.

Response: Please refer to response letter provided by Carroll Engineering.

3. Elevation: 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.

Response: The height of the proposed building's finish floor per the civil drawings has been added to Sheet A5.8. Please note, the total height of the proposed building is 14'-6" above finish grade. Please refer to C4.1 for additional information on finish pad and other grading.

4. Signage: 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 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.

Response: No signage is proposed as part of this application. Please see new General Note #4 on Sheet A1.1.

5. Lighting: Please identify location and type of 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 part of this application.

Response: No exterior lighting is proposed as part of this application. Please see new General Note #5 on Sheet A1.1.

6. Early Public Outreach: 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.

Response: Noted. The early notice signage has been installed at the site. Please see photo exhibit below:



7. Place Numbers on the parking stalls.

Response: Parking stalls have been numbered on the proposed site plan on Sheet A1.1.

8. Identify the handicap parking stalls.

Response: Accessible parking stalls are identified by the International Accessibility Symbol (ISA) on the proposed site plan on Sheet A1.1. Spaces #41, 99-102, 108, and 109 are existing accessible spaces.

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 staff as well as maximum number of teachers who will be onsite at any time.

Response: Please see attached Staff Roster showing the amount of full time and part time staff for the Ventana School and Christ Church of Los Altos. The charts on the following pages additionally indicate the number of staff present on campus on each working day of the week.

10. Please place label on existing buildings on the site plan to provide information regarding the current use of the building.

Response: Labels describing the current use of the onsite buildings have been added to the proposed site plan on sheet A1.1.

Land Development Engineering:

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.

Response: Please refer to response letter provided by Carroll Engineering.

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.

Response: Please refer to response letter provided by Carroll Engineering.

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.

Response: Please refer to response letter provided by Carroll Engineering.

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.

Response: Please refer to response letter provided by Carroll Engineering.

15. Show all of the existing and proposed utilities on the civil site plans. The proposed structure appears to be impacted by the existing joint trench.

Response: Please refer to response letter provided by Carroll Engineering.

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.

Response: Please refer to response letter provided by Carroll Engineering.

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.

Response: Please refer to response letter provided by Carroll Engineering.

Fire Marshal Office:

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.

Response: The existing fire department turnaround has now been labeled as such on Sheet A1.1. Parking shown adjacent to the fire department turnaround is existing and does not impact on the required clear turnaround space. Stray linework has been removed.

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 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 buses). The plans would also need to show how this area would be marked for one-way access such as signs and painted drivable surface.

Response: This portion of the drivable surface is intended to be a 2-way, non-fire lane. The plans have been adjusted to increase the drivable width in this location to be a minimum of 20 feet wide to accommodate the 2-way access. C3.1 also clearly indicates the fire truck access which does not pass between the new planter and the new building.

20. Plans are to show a standard fire hydrant within 400 ft. exterior path of travel to all portions of the structure. Hydrant is to be shown as (N) new or (E) existing.

Response: Linework depicting the exterior path of travel within 400 feet of all portions of the structure has been added to Sheet A1.1. All draglines reaching the buildings are within 400' of existing hydrants. All hydrants are existing and have been identified with new Keynotes #13 and #14.

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.

Response: Please refer to response letter provided by Carroll Engineering.

Geology:

22. 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.

Response: Please see attached updated 2022 CBC Parameters letter for the geotechnical investigation prepared by TRC.

END OF COMMENTS**DESCRIPTION OF INTERIOR RENOVATION:**

Renovation of an existing approximately 901 square foot interior space in Building A (Parish Hall) to reduce the existing kitchen from a commercial kitchen and servery to a smaller approximately 330 sf kitchen with residential appliances for use by staff and parishioners and an approximately 575 sf art room for art project space for students. The art room would not have a kiln or use or store any hazardous materials. Staff and student head count as well as operating hours would remain unchanged. An air conditioning condenser would be placed in the existing exterior patio and would be fully concealed from view from the parking lot and property line behind existing fencing.

Please do not hesitate to reach out with any questions or concerns.

Sincerely,

Wendy Woo
Associate Principal + Architect

21075_Planning Response Letter.doc