

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



November 15, 2023

Thanh Tran
Southbay Structure, Inc.
3150 Almaden Express Way Suite #214
San Jose, CA 95118

thanh@sbstr.com

BY EMAIL ONLY

FILE NUMBER: PLN23-190
SUBJECT: Design Review (Tier 2) for addition of 2,103 sq. ft. including indoor basketball court and a bathroom to the main house.
SITE LOCATION: 15881 Glen Una Dr. Los Gatos, CA 95030 (APN:510-26-067)

Dear Thanh Tran:

The application for Design Review is **incomplete**. For the application processing to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with the 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 TO SCHEDULE AN APPOINTMENT.

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

PLANNING OFFICE

Contact the Project Manager at (408) 299-5707 or eunice.ban@pln.sccgov.org regarding the following comments:

1. Please clarify table detailing the amount of cut and fill (in cubic yards) associated with each individual proposed improvements (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.

2. Provide details of the retaining wall by providing information on height and section details.
3. Fill in spot elevation on topography plan, and provide accurate height of structure by providing the distance between final grade to top of plate and top of structure.
4. Provide copies of completed [well information questionnaire](#).

LAND DEVELOPMENT ENGINEERING

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

5. Please provide earthwork calculations of the earthwork quantities shown on the plans for the construction of the addition and any associated site work. Please provide a table of the estimated earthwork quantities per C12-424(g) for this earthwork. Quantities should be separated into the different bodies of work for the project.
6. 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.
7. Please show the limits of the disturbed area as a result of the proposed development. Include the disturbed areas of the utility installation and the construction staging areas as well.
8. Show all of the existing and proposed utilities on the plans.
9. The proposed development impacts drainage flows by increasing the impervious area of the site, thereby not meeting the exemption requirements of Section C12-407 of the County Grading & Drainage Ordinance. Please 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.
9. Provide cross sections through the new structure depicting the proposed grading required for the development as proposed. The plans should indicate the finished floor elevation and its relative comparison to the existing ground elevation. The elevation views are helpful, but not sufficient.

DEPARTMENT OF ENVIRONMENTAL HEALTH

Contact Darrin Lee at (408) 299-5748 or darrin.lee@deh.sccgov.org regarding the following comments:

To achieve septic system and/or grading clearance,

9. Accurately locate and show the existing onsite wastewater treatment system (septic tank and dispersal field) on a revised site plan. For assistance in locating the existing onsite wastewater treatment system (OWTS), follow the provided link and complete the online request form to obtain an as-built drawing for the subject property/ septic permit #25763. After obtaining an as-built drawing, overlay the as-built information onto a revised site plan to be submitted to Environmental Health.

<https://cepascc-ca.nextrequest.com/>

10. Apply for and receive a recommended approval stamp/ septic clearance from the Department of Environmental Health. This is a separate submittal to Environmental Health and subject to the completion of the “Land Use Plan Review Application” and payment of applicable fees. Follow the provided hyperlink to the online application form: [Plan Check Application Form \(sccgov.org\)](#). Note: If staff determines the project requires additional testing for OWTS feasibility, the project owner /applicant will be directed to complete an additional service application for OWTS feasibility and pay the required fees prior to commencement of work and/or testing activities.

For further information related to septic clearance and/ or the procedures to receive septic system clearance, follow the provided hyperlink: [Application for Septic/OWTS Clearance for Building Additions and Accessory Structures - Consumer Protection Division - County of Santa Clara \(sccgov.org\)](#).

11. Submit the completed service application to DEHLandUse@deh.sccgov.org. A project number and a land use specialist will be assigned to your project.
12. Upon receiving septic/grading clearance from the Department of Environmental Health, upload the approved plans to the DEV record via Accela’s public portal.
13. Septic/ Grading clearance is required even if there is no plumbing involved with the project. The plans must be evaluated to ensure all setbacks to the onsite wastewater treatment system are met.

FIRE MARSHAL’S OFFICE

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

Provide a Response Letter addressing comments below. Provide sheet that comments were addressed. More comments may be made when more information is supplied.

14. Plans are to state project is located within the Wildland Urban Interface (WUI) and will maintain defensible space at all times.
15. Per the County Ordinance, fire sprinklers are required when an addition greater than 500 sf. is proposed and the entire covered area is now greater than 3,600 sf. Fire Sprinklers are to be listed as a deferred submittal for the entire home and attached structures (such as the garage, basement, etc.). [Santa Clara County Ordinance No NS-110.136 Section B7-9.d.5]

16. Plans to show hydrant as (N) or (E) and standard or wharf hydrant. Comments were made based off an (E) standard fire hydrant.
17. Provide fire hydrant flow data for hydrant located within distance requirements. Data to be recorded within 1 year and show a minimum of 1,375 gpm is available at 20 psi. [CFC Table B105.1(1) and Table B105.1(2)]
 - a) Contact water purveyor for flow data.
 - b) Fire flow has been reduced from 2,750 gpm due to fire sprinkler requirement.
18. Fire department turnaround meeting CFMO-SD16 needed as driveway or dead-end road is greater than 150 ft. in length. Plans to clearly label the turnaround and show the dimensions. [CFMO-A1 Section II.C and CFMO-SD16]
19. Driveway 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]
20. Plans to show any gates crossing driveway. Gates to be labeled as (N)new or (E)existing and manual or mechanical. All mechanical gates to have a Knox Key Switch shown as (N) or (E). [CFMO-A3 and CFC Section 503.5 and Section 506]

CAL FIRE

Contact Carlos Alcantar at carlos.alcantar@fire.ca.gov regarding the following comments:

This project (Record No. PLN23-90) is located within the State Responsibility Area (SRA) and is recommended to follow all minimum wildfire protection standards of **California Code of Regulations Title 14 Natural Resources Division 1.5 Department of Forestry Chapter 7 - Fire Protection Subchapter 2 SRA Fire Safe Regulations Articles 1-5.**

21. **Access:** Ensure Glen Una Drive and access roads are constructed to provide a minimum of two ten (10) foot traffic lanes, not including shoulder and striping to the building site from Saratoga Los Gatos Road per § 1273.01.

Article 2 Emergency Access and Egress

§ 1273.00. Intent

Roads and driveways, whether public or private, unless exempted under 14 CCR § 1270.02(d), shall provide for safe access for emergency wildfire equipment and civilian evacuation concurrently, and shall provide unobstructed traffic circulation during a wildfire emergency consistent with 14 CCR §§ 1273.00 through 1273.09.

§ 1273.01. Width.

(a) All roads shall be constructed to provide a minimum of two ten (10) foot traffic lanes, not including shoulder and striping. These traffic lanes shall provide for two-way traffic flow to support emergency vehicle and civilian egress, unless other standards are provided in this article or additional requirements are mandated by local

jurisdictions or local subdivision requirements. Vertical clearances shall conform to the requirements in California Vehicle Code section 35250.

(b) All one-way roads shall be constructed to provide a minimum of one twelve (12) foot traffic lane, not including shoulders. The local jurisdiction may approve one-way roads.

(1) All one-way roads shall, at both ends, connect to a road with two traffic lanes providing for travel in different directions, and shall provide access to an area currently zoned for no more than ten (10) residential units.

(2) In no case shall a one-way road exceed 2,640 feet in length. A turnout shall be placed and constructed at approximately the midpoint of each one-way road.

(c) All driveways shall be constructed to provide a minimum of one (1) ten (10) foot traffic lane, fourteen (14) feet unobstructed horizontal clearance, and unobstructed vertical clearance of thirteen feet, six inches (13' 6").

22. **Dead-end Road:** Ensure Glen Una Drive does not exceed the maximum length for a dead-end road depending on parcel size. Dead-end road begins at Glen Una Drive and Peach Hill Road.

1273.08. Dead-end Roads

(a) The maximum length of a dead-end road, including all dead-end roads accessed from that dead-end road, shall not exceed the following cumulative lengths, regardless of the number of parcels served:

- parcels zoned for less than one acre - 800 feet
- parcels zoned for 1 acre to 4.99 acres - 1,320 feet
- parcels zoned for 5 acres to 19.99 acres - 2,640 feet
- parcels zoned for 20 acres or larger - 5,280 feet

All lengths shall be measured from the edge of the road surface at the intersection that begins the road to the end of the road surface at its farthest point. Where a dead-end road crosses areas of differing zoned parcel sizes requiring different length limits, the shortest allowable length shall apply.

(b) See 14 CCR § 1273.05 for dead-end road turnaround requirements.

23. **Turnaround:** Glen Una Drive will need a turnaround at its terminus since it is a dead-end road per § 1273.05 and meet specifications in § 1273.05

§ 1273.05. Turnarounds

(a) Turnarounds are required on driveways and dead-end roads.

(b) The minimum turning radius for a turnaround shall be forty (40) feet, not including parking, in accordance with the figures in 14 CCR §§ 1273.05(e) and 1273.05(f). If a hammerhead/T is used instead, the top of the "T" shall be a minimum of sixty (60) feet in length.

(c) Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart.

(d) A turnaround shall be provided on driveways over 300 feet in length and shall be within fifty (50) feet of the building.

(d) Each dead-end road shall have a turnaround constructed at its terminus. Where parcels are zoned five (5) acres or larger, turnarounds shall be provided at a maximum of 1,320 foot intervals.

24. **Defensible Space:** Maintain defensible space specifications described in Public Resource Code 4291

§ 1276.01. Setback for Structure Defensible Space.

(c) Structures constructed in the SRA are required to comply with the defensible space regulations in Title 14. Natural Resources Division 1.5. Department of Forestry and Fire Protection Chapter 7. Fire Protection Subchapter 3. Fire Hazard.

ROADS AND AIRPORT

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

25. Indicate on plans that Glen Una Drive is a County Maintained Road and West Canon Drive is a private road.
26. Improvement plans must clearly indicate existing and proposed site conditions within the ROW, including but not limited to, edge of pavement, existing ROW line, above and below ground utility lines, easements, drainage facilities, trees, landscaping, and other structures and features. All utility relocations, replacements, abandonments, temporary facilities, and new facilities shall be shown.
27. Demonstrate that the post-development maximum flow rate into the County Road right-of-way is equal-to or less-than the pre-development corresponding storm event flow rate per the County Drainage Manual. Provide engineered plans and drainage calculations for any detention or retention system necessary to satisfy this requirement.
28. Gates, fences, retaining walls, fixed appurtenances, etc., remaining in the limits of the County maintained road ROW will require a Maintenance and Indemnification Agreement (MIA) recorded against the property. No new fixed appurtenances will be permitted in the ROW. The MIA would be processed under the encroachment permit process. Indicate on plans the intent of any existing or future items in the ROW, with notation that such remaining items will be addressed through the MIA/encroachment permit process.
29. Identify on plans any trees or shrubs to be trimmed or removed, or any objects or fences to be relocated, in accordance with County Ordinances B17-68 and B17-69, within the lines of a triangle which has sides 20 feet from the point of intersection of the curbline/edge of pavement and the driveways.

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

Note the Design 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 Eunice.ban@pln.sccgov.org.

Sincerely,

Eunice Ban, AICP
Senior Planner