

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



April 29, 2024

Nicholas Gera
19341 Monte Vista Drive
Saratoga, CA 95070

ngera@comcast.net

BY EMAIL ONLY

FILE NUMBER: PLN24-059
SUBJECT: Use Permit with Architecture and Site Approval (ASA) and Grading Approval for a Storage (RV) Facility.
SITE LOCATION: 12625 Monterey Road, San Martin, CA (APN: 779-13-031 and APN: 779-13-032)

Dear Mr. Gera,

The application for a Use Permit with Architecture and Site Approval (ASA) and Grading Approval for a Storage (RV) Facility on APN: 779-13-031 and APN: 779-13-032 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 Lara Tran at (408) 299-5759 or lara.tran@pln.sccgov.org regarding the following comments:

1. The owner will need to submit for a Lot Merger as part of the resubmittal due to the proposed development is on two parcels (Parcel 2 and Parcel 4) as shown on Parcel Map of Book 630, page 25. Submit for a Lot Merger application and include all the required documents from the [Lot Merger Checklist](#). The cost for the Lot Merger application is \$1,336.68. The Lot Merger will be reviewed simultaneously with the Use Permit; however, the land-use entitlement will not be issued until a Lot Merger is recorded.
2. Provide a detailed project description of the proposed use that includes the following information:
 - Hours/days of operation.
 - Number of customers/visitors per day/week during business hours.
 - Number of employees (including person(s) living in the “Office Manager’s Apartment” and their family, if any).
 - Identify total amount of RV storage and clarify if RV storage is outdoor or indoor.
 - Identify total amount of “Ground Loaded” units and clarify what “Ground Loaded” units means.
 - Clarify meaning of “Interior DF” units and location of the units.
 - Provide a clear description of the proposed use (is the use RV storage or container storage (or both) and identify the type of storage (RV storage or containers) is indoor or outdoor.

Grading

3. Clarify the need for approximately 4,000 cubic yards of cut for “Proposed Indoor Storage 1 and 2” and the 9,437 cubic yards of fill for the “Proposed Driveway.” Staff needs to have a clear understanding of why the amount of fill for the structures and the driveway are so high.

Architecture and Landscape Plan

4. Revise the elevation sheets and rendering sheet to incorporate rural aesthetics and roof pitches, overhangs, awnings, for the buildings as part of the [San Martin Integrated Design Plan and Guidelines](#). Examples of architectural styles that promote the rural character of the San Martin area includes California Ranch, Western, and Victorian styles.
5. Provide a color and materials sheet/board that show the project is conforming to the materials and colors requirements from the [San Martin Integrated Design Plan and Guidelines](#). Note that natural looking materials (adobe, wood, stone, brick, smooth stucco and timber) shall be used. Metal sheeting and excessive use of glass is not appropriate. Additionally, colors shall be earth-toned and neutral and avoidance of bright or vivid colors.
6. Provide a landscaping plan that includes any existing and all proposed on-site landscaping, any fencing and/or screening. All trees at least 12” in diameter shall be shown, indicating any which are to be removed. Note that the landscape plans shall conform to the requirements per the [San Martin Integrated Design Plan and Guidelines](#).

Fencing

7. Revise the elevation sheets and rendering sheet to incorporate natural looking fencing such as wooden or split rail fencing per the [San Martin Integrated Design Plan and Guidelines](#). Open storage use in the industrial area of San Martin shall incorporate a combination of fencing and landscaping.

Lighting Plan

8. Provide a rendering of the light fixtures with wattages (for each fixture). Note that the lighting shall be downlit and only be illuminating the area that is intended. The lighting plan provided in the submittal is missing the fixtures and indicates light spilling over the property lines from all sides. Note that the lighting plan shall conform to the [San Martin Integrated Design Plan and Guidelines](#) where the lights are low level and shall not create glare and illumination on neighboring parcels.
9. Revise the lighting plan to delineate the existing property lines as the sheets in the lighting plan show the two parcels as one lot instead of two.

Parking Plan for All On-Site Parking

10. Provide a parking plan for the proposed office use. Parking standards and requirements can be found in [Table 4.30-2](#) and [Table 4.30-3](#) of the County Zoning Ordinance, [Section 4.30.040\(A\)](#). Submit a site plan that indicates the required parking that meets the minimum requirements per County's Off-Street Parking Requirements. Include aisle width, dimensions, and space numbering to demonstrate compliance with the parking provisions. Based on parking demand per proposed square footage for the one (1) office (approximately 200 square feet), approximately 2 parking spaces are required with one (1) standard parking space and one (1) ADA compliance parking space. Identify what types of vehicles are expected to access the site. Adequate and separate areas for large vehicle parking shall be provided in the parking plan, if applicable. Driveway and parking areas is recommended to be treated or paved per the [San Martin Integrated Design Plan and Guidelines](#).

On-site Vehicular Circulation Plan

11. Identify vehicles' interior circulation pattern, including vehicle size, maximum size of anticipated vehicles, turning radius, and turning movements for the largest vehicle proposed to access the site. A traffic study will be required and will include Vehicle Miles Traveled (VMT) and Level of Service (LOS). The proposed plans must be consistent with the recommendations of a traffic study.

Signage

12. Revise the signage on "Office/Manager's Apartment" so that it is consistent signage regulations of from the [San Martin Integrated Design Plan and Guidelines](#).

Early Public Outreach

13. The project is subject to the Level 1 Early Notification and Outreach policy under a use permit. Signage at the site of the project (as described on the County [website](#)) and noticing within 300 feet of the surrounding neighborhood are required. The applicant is required to provide a photo within the 30-day time frame confirming the on-site signage has been satisfied. The Use Permit with ASA will require a public hearing at the Planning Commission.

California Environmental Quality Act (CEQA)

14. An Initial Study/Environmental Assessment will be required for the proposed project. As part of initial study review, the applicant will need to provide the following studies/reports:
 - A. Provide a noise study based on the proposed office use on the site.

- B. Archaeological report on a field study of the site(s) by a qualified professional archaeologist.
- C. Traffic and parking study shall include Vehicle Miles Traveled (VMT) and Level of Service (LOS).

*Please note additional information or reports may be needed once the project is deemed complete and the CEQA process has commenced.

LAND DEVELOPMENT ENGINEERING

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

- 15. 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 stockpile areas as well.
- 16. Please provide a revised Drainage Plan and necessary preliminary drainage calculations that demonstrates the following items:
 - A. The site can be adequately drained should the NDS storm chambers become fully inundated with runoff and there is drainage overflow,
 - B. The proposed development will not cause problems to the nearby properties,
 - C. The on-site drainage will be controlled in such a manner by the NDS system to not increase the downstream peak flow or cause a hazard or public nuisance.
- 17. The proposed structures appear to be installed over an existing property line. Please identify what is to become of the property line or how this will be compliant.
- 18. Please include all applicable easements affecting the parcel(s) with benefactors and recording information on the site plan. Please supply a copy of the preliminary title report, prepared within the current ownership of the properties, with a statement from the owner that no subsequent encumbrances have been recorded since the preparation of the title report.
- 19. Submit a completed Central Coast Watershed Questionnaire. Based on the results of the Questionnaire, incorporate the applicable stormwater treatment measures in the plans.

FIRE MARSHAL OFFICE (FMO)

Contact Alex Goff at (408) 341-4420 or alex.goff@sccfd.org regarding the following comments:

- 20. Provide a Response Letter addressing comments below, clarify what sheet comments are addressed. More comments may be made when more information is supplied.
- 21. Plans are to state the occupancy type and construction type of each structure. This information is needed to determine the following items.
 - A. Required fire flow from the fire hydrants per CFC Appendix "B".
 - B. Fire hydrant spacing per CFC Appendix "C".

DEPARTMENT OF ENVIRONMENTAL HEALTH

Contact Darrin Lee at (408) 918-3435 or darrin.lee@cep.sccgov.org regarding the following comments:

22. Obtain and provide a water will serve letter from San Martin Water. This letter shall state the water company's intent and ability to provide potable water to the proposed use/development.
23. Assuming the proposed chain fence is a permanent installation, provide for a 10-foot separation as a setback to posting/foundation.
24. NFPA 13 fire sprinklers are to be listed as a deferred submittal. Clarify the structures sprinklers are proposed for on the plans. [CFC Section 903.2 and Santa Clara County Ordinance No NS-110.136 Section B7-9.d]
25. Provide "Will Serve" Letter from water mutual for fire protection.
26. Plans to show hydrants as (N) or (E) and as a standard fire hydrants.
27. Provide fire hydrant flow data for hydrant located within distance requirements. Data to be recorded within 1 year and show minimum gpm available at 20 psi. More information is needed to determine the required fire flow. [CFC Table B105.1(1) and Table B105.1(2)]
 - A. Contact water purveyor for flow data.
28. Plans are to show minimum interior turning radius of 30 ft. and exterior turning radius of 50 ft. [Santa Clara County Ordinance No NS-110.136 Section D103.3].

ROADS AND AIRPORTS (RDA)

Contact Tom Esch at (408) 573-2450 or tom.esch@rda.sccgov.org regarding the following comments:

29. Monterey Rd has a Future Width Line (FWL) for a 60-foot half street width (110-foot full street) that transitions northward to a 65-foot half street width (115-foot full street). Show on the revised plans the existing centerline, edge of pavement, pavement striping, limits of the Monterey Rd right-of-way (ROW) and the limits of the FWL. A curvilinear dedication to public right-of-way will be required.
30. Improvement plans must clearly indicate existing and proposed site conditions within the ROW (and within the FWL), including but not limited to, 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.
31. Continue to indicate that all driveways accessing the property will be required to be improved to County Standard B/7. Identify width of driveway. Width of driveway is per result of traffic study or per Fire requirements.

32. Identify the existing location of the County sign as the County sign is in a proposed driveway. Identify new location of County sign and indicate installation of new sign by project.
33. The property's frontage will be required to be improved to County Standard B/6. Indicate improvements on the revised plans to identify any conflicts that will need to be resolved (i.e. utility poles, trees, culverts, etc.).
34. Include County Standard details on the plan sets. While not required during the planning review process, driveway and frontage details with dimensions and specifics will be required during the encroachment permit process, in sufficient detail to fully demonstrate application of the County standards that will apply to the driveway, driveway gates, frontage and drainage to be constructed (i.e., not only referencing the County details).
35. Provide a Traffic Study (TS) as it pertains to Use Permit application. The TS should include, at the minimum, the following elements:
 - A. Existing conditions;
 - B. Existing plus project conditions;
 - C. Trip generation study for AM peak hour, PM peak hour, peak hour of generator, weekend peak hour;
 - D. Site circulation analysis, including emergency vehicle access;
 - E. Site access analysis;
 - F. Sight distance analysis for driveway;
 - G. Truck turning templates;
 - H. Queuing analysis;
 - I. Feasibility of acceleration and deceleration lane at proposed driveway;
 - J. Existing transit, pedestrian, and bike facilities.
36. Provide a Sight Distance Analysis (SDA) for driveway approach/es. The SDA shall be based on County Standard driveway approach layouts consistent with Caltrans Highway Design Manual Section 200 and prepared by a licensed civil engineer demonstrating adequate stopping sight distance in both directions is available. The SDA is to include the following:
 - A. The design speed used to determine the stopping sight distance;
 - B. The basis of the design speed, i.e., the engineer's statement that he/she has determined the speed by driving the section of roadway or the engineer's calculation of the speed based upon the existing measured roadway geometry;
 - C. The limits of any obstruction(s) to be removed between the edge of pavement and the sight line.
37. As a result of studies and analysis, indicate on plans if any conflicts will require mitigation, such as tree or shrub removal or trimming, fence removal, or additional grading.
38. 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.

39. Gates, fences, retaining walls, fixed appurtenances, etc. shall be located outside the limits of the County maintained road ROW. Gates shall be located 30 feet from edge of pavement. Indicate on plans the intent of any existing or future items in the ROW and FWL. No new fixed appurtenances will be permitted in the ROW with the exception of the County directional sign.
40. Coordination and cost associated with utility pole relocations and roadway sign relocation will be the project's responsibility.

Prior to a resubmittal, please schedule an appointment to discuss any 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 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 review of the Use Permit with Architecture and Site Approval (ASA) and Grading Approval applications have 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 call (408) 299-5759 or email lara.tran@pln.sccgov.org.

Warm regards,

DocuSigned by:

747B96A85CB94DC...

Lara Tran
Senior Planner

cc:

Robert Salisbury, Principal Planner
Alex Goff, FMO
Darrin Lee, DEH
Tom Esch, R&A
Darrell Wong, LDE

Gloria Ballard, M. H. Engineering

Encl: Development sign