

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



August 2, 2024

****Sent via email****

San Jose Water Company

c/o Scott Hoffman

1265 South Bascom Ave

San Jose, CA 95128

scott.hoffman@sjwater.com

FILE NUMBER: PLN24-112
SUBJECT: Architecture & Site Approval for 45-foot-tall Lattice Tower with Antenna
SITE LOCATION: 0 Bayview Dr, Los Gatos (APN: 544-45-004)
DATE RECEIVED: July 3, 2024

Dear Scott,

The application for Architecture & Site Approval to construct a 45-foot-tall lattice tower with antenna, which was received on the above date, is **incomplete**. For the application process to resume, please resolve the following issues and submit the information listed below.

Resubmittals are made electronically with the assigned project planner and must include all requested information. 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 RESUBMITTAL. PLEASE EMAIL THE ASSIGNED PROJECT PLANNER TO SCHEDULE AN APPOINTMENT.

Please submit all electronic copies of the revised plans/resubmittal documents in PDF format with a *written response* addressing the following items.

PLANNING OFFICE

Contact David Horwitz at (408) 299-5795 or david.horwitz@pln.sccgov.org regarding the following comments:

Outstanding Fees

1. This application has an outstanding fee balance of \$9,401.45. All outstanding fees must be paid immediately.

Application Documents

2. Provide the following required documents per the [Non-Residential Planning Submittal Checklist](#) at the next submittal:
 - a. Master Application;
 - b. Petition for Exemption from Environmental Assessment Form;
 - c. Environmental Information Form; and,
 - d. Copy of recorded grant deed

Project Description

3. Provide a statement narrating how the project site is currently used and its limits of operation, including what work occurs on the property, hours of operation, and whether the site is manned or unmanned. If the property is unmanned, state the frequency of trips to the site, and how many employees may be on-site at a time.

Site Plan

4. The site plan is incomplete. Please include the following information on the site plan for the next submittal:
 - a. Show the entire property with dimensioned boundaries;
 - b. List the gross lot area, defined as the gross lot area on a recorded parcel map, tract map, or record of survey. Also, the total area of any lot whose deed contains a legal description that includes land underlying public or private rights-of-way as fee-title portions of the lot (§1.30.030). Gross lot area shall be expressed in acres with two decimal places (e.g. 20.00 acres);
 - c. List the net lot area, defined as the net area of a lot specified as such on a recorded parcel map, tract map, or record of survey, or the total land area of any lot exclusive of land underlying public or private rights-of-way (§1.30.030). Net lot area shall be expressed in acres with two decimal places (e.g. 18.70 acres);
 - d. Label all right of way (ROW) easements as County-maintained or Not County-maintained. Label the center-line, edge of pavement, edge of ROW, and width of ROW for each ROW easement;
 - e. Label height of all existing and proposed fencing;
 - f. Show the extent of the proposed foundation pad;
 - g. Show the path of all overhead powerlines and the location of all power poles;
 - h. Label the use of all existing development permitted on the property via County File No. 2016-61445-00, and all appurtenant equipment; and,

- i. Show the area of the reservoir and provide its permitting information or the date that it was constructed.
- 5. Clarify what the clusters of bold, black dots shown on the site plan at the north part of the property symbolize, as well as the hollow, red circles.
- 6. Clarify the use of existing structure on the west side of the property encroaching onto APN: 544-45-081.
- 7. Provide any proposed grading quantities on the site plan. The proposed grading quantities must be in tabular form. An example of a grading quantities table is included below:

Example of Grading Quantities:

Earthwork Quantities					
	Cut	Fill	Net	Max Cut Ht.	Max Fill Ht.
Building Pads (new addition)					
Driveway (any improvements to existing driveway)					
Site Grading					
Retaining Wall					
Total					

- 8. Show all existing trees in the vicinity of the project site, labelling their species, diameter, and whether they are to be retained or removed with the proposal. If any trees are proposed to be removed, please list them in a tabular format, include their location, size, and species of all trees having a main trunk or stem measuring 15.7 inches or greater in circumference (5 inches or greater in diameter) that are at least 4.5 feet above ground, that are either proposed to be removed and/or with canopy within the development area that may be impacted by the project. Please refer to the table below as an example:

Tree Removal Summary		
Tree Number	Common Name	DBH (inches)
1		
2		
3		
etc.		

- 9. Pursuant to the Santa Clara County Guidelines for Tree Protection and Preservation For Land Use Applications, submit a Tree Replanting and Maintenance Plan showing the species, size, and location of the replacement trees relative to the proposed development and through the property. Note that the location of the replacement trees must be selected to be in a feasible area to promote growth and longevity of the replacement trees.
For example, locating tree immediately adjacent to existing trees, retaining walls, structural foundations, and driveways must be avoided.
- 10. Replacement trees shall be in accordance with Santa Clara County Guidelines for Tree

Protection and Preservation for Land Use Applications. As such, please provide a tree replacement plan and list species and locations of trees, per Section C16-7 (e) of the County Ordinance Code. Replacement trees shall be of a like kind species of tree removed, and the following are the replacement ratios:

For the removal of one small tree (5-18 inches DBH)
(2) 24-inch box trees, or (3) 15-gallon trees

For the removal of one medium tree (18-24 inches DBH)
(3) 24-inch box trees, or (4) 15-gallon trees

For the removal of a tree larger than 24 inches (DBH)
(4) 24-inch box trees, or (5) 15-gallon trees

Note: A separate plan sheet may be created depicting all tree removal and replanting in relation to the proposed development if the site plan becomes illegible due to the number of requirements.

11. Show existing and proposed parking on the site plan. Pursuant to Section 4.30.040 of the County Zoning Ordinance, the proposed use requires one parking space (if attended) plus one additional parking space for a service vehicle. Please also show the proposed path of travel between the parking area and the proposed development.

Elevations

12. Provide an east and west elevation of the proposed development. On all elevations drawings, show the elevation points of finished grade, the top of the cabinet, the top of the tower, and the top of the antenna.
13. The elevations on Sheet A-3 show the fence enclosure with a maximum proposed height of six feet whereas Sheet D-2 states that the proposed fence is a maximum of ten-feet-tall. Additionally, the fence height measurement on Sheet A-3 does not measure the height of the fence to finished grade. Please clarify the proposed height of the fence throughout the plans, and ensure the height is measured from finished grade.

Lot Legality

14. Provide evidence of lot legality for the next submittal. Please refer to Deeds & Lot Legality handout for accepted forms of evidence, here:

<https://stgenpln.blob.core.windows.net/document/DeedLotLegality.pdf>

Architecture & Site Approval Submittal Documents

15. Complete and submit a Color Board with manufacturer specs for the proposed paint color for the tower and antenna. Consistent with the ASA Guidelines, colors should be earth tone and match with the surrounding environment and have a light reflectivity value (LRV) of 30 or

less. A template for the Color Board may be found here:

https://stgenpln.blob.core.windows.net/document/DR_ColorMatBoard.pdf

16. Submit a landscaping plan within the plan set to include any existing and all proposed on-site landscaping, including any fencing and/or screening. All trees with a diameter of at least 12-inches shall be shown, additionally indicating whether any trees are proposed for removal. The landscaping plan must be signed by a Licensed Landscape Architect, and should be consistent with Section II of the Architecture & Site Approval Guidelines to include the following:
- a. Common and botanical name grouped according to type (i.e. tree, shrub, ground cover);
 - b. Quantity of plant;
 - c. Initial size at time of installation and size at maturity (plant maturity should be reached within three years of planting);
 - d. Spacing of plants (where individual location is impossible to show); and,
 - e. A key to plant identification on the location plan.

The landscaping plan should also include a Maintenance and Irrigation plan to ensure that the landscape will have proper growth and longevity.

Note: Refer to Policy Issue Letter for additional information regarding the landscape plan.

17. Clarify if any lighting is proposed with the project. If lighting is proposed with the project, please provide a photometric plan within the plan set that includes the following:
- a. Location and orientation of the proposed lighting;
 - b. Schedule of times when lighting will be in operation.
 - c. Lighting model depicting the location and value of footcandles resulting from the casting of light;
 - d. Specs of proposed pole/mounting equipment and lighting, including mounting height, wattage, shielding, and an image of the proposed pole/mounting equipment.

Consistent with ASA Guideline I.A.5, external lighting should be subdued and provide for safety and security. It should not create glare on neighboring properties or streets. Lighting fixtures should be durable and compatible with building design and landscaping.

Note: If poles will be constructed on which to mount lighting, a proposed paint color shall be provided on the Color Board for the lighting poles.

18. Clarify if any signs are proposed with this project. If so, please include the following information on the site plan;
- a. Location of all signs;
 - b. Elevations noting the dimensions of the sign (height, width, length);
 - c. Landscaping associated with the sign;
 - d. For illuminated signs, provide a cross section of the sign to verify what type of illumination is proposed, and,
 - e. Copy of master sign program

Existing Utilities

19. Sheet T-1 states that there is an existing power supply. Clarify the location of the power source for the antenna, and provide applicable specs such as type of power (e.g. a generator, overhead transformer affixed to a power pole, etc.), fuel (e.g. diesel) or batteries, and the capacity of the power source.

LAND DEVELOPMENT ENGINEERING

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

20. If the earthwork, including the import of rock and other earthwork, exceeds 150 cubic yards, or if the amount of impervious area added exceeds 2,000 square feet for the base station and antenna location, submit a letter requesting an exemption from the Grading and Drainage Ordinance for Governmental Agencies. State the quantity of any earthwork required for the development.
21. Show all existing and proposed electrical/joint trench utilities on the plans. If any easements are required for the development, the dedication or the recorded document providing the required easement shall be shown on the plans.
22. Please submit evidence of legal access to the site from the nearest, publicly maintained road, compiled and/or prepared by a Licensed Land Surveyor or Registered Civil Engineer authorized to practice land surveying, per C12-326 of the Single Building Site Ordinance. Note the recorded document information for all easements on the plans.

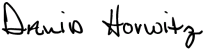
If the requested information is not submitted within 180 days, you are required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted no later than one (1) year from the date of the incomplete letter. **PARTIAL RESUBMITTALS WILL NOT BE PROCESSED.** Fees required at the time of resubmittal will be those in effect at that time.

Please note that the Architecture & Site Approval application is charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

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 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 any questions regarding the application, please contact David Horwitz at (408) 299-5795 or david.horwitz@pln.sccgov.org.

Sincerely,

DocuSigned by:

7066FCE5977A4A3...

David Horwitz
Assistant Planner

cc: Samuel Gutierrez, Principal Planner
Carl Hilbrants, Senior Planner