

# 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](http://www.sccplandev.org)



August 22, 2024

**\*\*Sent via email\*\***

Karl Shultz

39111 Paseo Padre Parkway, Suite #309

Fremont, CA 94538

[karl@shultzassociates.com](mailto:karl@shultzassociates.com)

**FILE NUMBER:** PLN24-125  
**SUBJECT:** Architecture & Site Approval Small Project Exemption (ASX)  
**SITE LOCATION:** 168 N Bascom Avenue, San Jose (APN 274-18-008)  
**DATE RECEIVED:** July 24, 2024

Dear Mr. Shultz,

The application for Architecture & Site Approval Small Project Exemption (ASX) for an interior remodel to modify an existing use, 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](mailto:david.horwitz@pln.sccgov.org) regarding the following incomplete comments:

### Application Fees

1. The application has an outstanding balance of \$516.00. Please make payment of the remaining balance prior to the next submittal.

### Application Documents

2. The project submittal is incomplete because it is missing documents or information required by the [Non-Residential Planning Submittal Checklist](#). For the next submittal, provide the following required documents or information:
  - a. Copy of current, recorded grant deed;
  - b. Project description including work or operational plan, hours of operation, activities, number of employees/volume of people, types of material to be used or stored on-site, traffic impact and/or number of vehicle trips per day, noise information, et cetera;
  - c. Evidence of legal access: The proposed plans show a shared entry driveway between the subject property (APN 274-18-009) and the south neighboring property (APN 274-18-008). Provide evidence of legal access on the portion of the south neighboring property by means of a recorded easement.

### Site Plan

3. The submitted site plan on sheet A1.1 of the plans is incomplete because it is missing information required by the Urban Zoning District – Site Plan Requirements, and the submittal is therefore incomplete. For the next submittal, provide the following information on the site plan on sheet A1.1:
  - a. Include the limits of the N Bascom Avenue right-of-way, including its width that it is maintained by the City of San Jose.

### Lighting Plan

4. The submittal is incomplete because it does not include a lighting plan as required by the Non-Residential Planning Submittal checklist. For the next submittal, provide a plan sheet within the plan set containing a lighting plan that is consistent with the following lighting requirements pursuant to Section 4.30.040 (H) of the County Zoning Ordinance
  - a. The equivalent of one foot candle of illumination shall be provided throughout the parking area;
  - b. All lighting shall be on a time clock or photo-sensor system;
  - c. Parking lot illumination devices shall be high-pressure sodium vapor with 90-degree cut-off and flat lenses; and,
  - d. All lighting shall be designed to confine direct rays to the premises. Any spillover beyond the property line, except onto public thoroughfares, shall be as approved by the approval authority. Any spillover onto public thoroughfares shall not cause a hazard to motorists.

Sign Details

5. The submittal does not include details for proposed signage as required by the Non-Residential Planning Submittal checklist, and therefore the submittal is incomplete. Clarify if any signs are proposed with this project. If so, please include the following information within the plans:
- 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

California Environmental Quality Act

6. The submitted project is incomplete because it does not contain documentation required by the Non-Residential Planning Submittal Checklist to assist staff in determining whether an environmental assessment is required for this project per the California Environmental Quality Act. To assist staff in determining if an environmental assessment will be required, complete and submit a [Petition for Exemption from Environmental Assessment Form](#) and an [Environmental Information Form](#) for the next submittal.

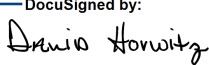
If the requested information is not submitted within 180 days, you are required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted no later than one (1) year from the date of the incomplete letter. **PARTIAL RESUBMITTALS WILL 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. As of the date of this letter, approximately 75% of the initial deposit associated with your "billable fee" application has been spent on the processing of your application.

If you have any questions regarding the application, please contact David Horwitz at (408) 299-5795 or [david.horwitz@pln.sccgov.org](mailto:david.horwitz@pln.sccgov.org).

Sincerely,

DocuSigned by:  
  
7066FCE5977A4A3...

David Horwitz  
Assistant Planner

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