

# County of Santa Clara

Department of Planning and Development  
Planning Office

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70 West Hedding Street  
San Jose, California 95110-1705  
(408) 299-5770 FAX (408) 288-9198  
www.sccplanning.org



August 28, 2017

Charles and Sandy Touchatt  
PO Box 254  
Redwood City, Ca. 94064

FILE NUMBER: 10880 - 71-32-17P  
SUBJECT: Use Permit & Architecture and Site Approval  
SITE LOCATION: 14155 Llagas Avenue (Assessor's Parcel Number 825-04-014 formerly 825-04-009)  
DATE RECEIVED: 7/25/2017

Dear Mr. and Mrs. Touchatt:

Your application for a Use Permit and Architectural and Site Approval application is incomplete. In order for application processing to resume, you must resolve the following issues and submit the information listed below. Resubmittals are made in person at the Planning Office counter and must include all requested information along with a completed application form (which is used to track the resubmittal). Once the information is submitted, the Planning Office will distribute the plans, reports and/or information to the appropriate staff or agency for review.

If you have any questions about the information being requested, you should first call the person whose name is listed as the contact person for that item. He or she represents a particular specialty or office and can provide details about the requested information.

**AN APPOINTMENT IS REQUIRED FOR THIS RESUBMITTAL.  
PLEASE CALL ME AT (408) 299-5791 TO SCHEDULE AN APPOINTMENT.**

Submit 6 revised plans (with 1 electronic copy) addressing the following items.

PLANNING OFFICE

Contact - VALERIE NEGRETE - (408) 299- 5791/  
valerie.negrete@pln.sccgov.org for information regarding the following item(s).

1. San Martin Integrated Design Guidelines. Our pre-application letter advised that the Use Permit application would need to demonstrate conformance with the San Martin Integrated Design Guidelines. The project packet did not include information demonstrating how the

proposal is consistent with the San Martin Integrated Design Guidelines. Below is a list of items that will need to be provided. For clarity please include with your response letter, a statement, indicating how the proposal is incorporating the design guidelines.

- a. Landscaping Plan<sup>1</sup>. The landscaping plan shall be prepared by a licensed landscape architect and consist of a combination of trees and shrubs. Landscaping shall be installed around the front, side and rear of the property, with a minimum landscaping strip of 15 feet and 20 feet where storage is proposed, as well as incorporated within the site. Open storage areas shall be screened with a combination of landscaping and fencing. Please note wider landscaping strips may be required to enhance the visual character of the site. In addition, any new landscaping would be subject to the County's newly adopted sustainable landscape ordinance.

<https://www.sccgov.org/sites/dpd/PlansOrdinances/Landscape/Pages/LandscapeOrdinance.aspx>

- b. Lighting Plan. Off-street parking areas shall provide exterior lighting with an equivalent of one (1) foot candle of illumination throughout the parking area<sup>2</sup>. Include proposed lighting along each building.
- c. Architecture. Provide architectural details of the proposed buildings including roofing details, building articulation, and proposed siding. Provide fencing material consistent with the San Martin Integrated Design Guidelines, link attached below for more information:

<https://www.sccgov.org/sites/dpd/DocsForms/Documents/SanMartinDesignGuidelines.pdf>

- d. Signage. Submit a signage plan which incorporates the rural designs described within the San Martin Integrated Design Guidelines. Include a notation on the site plan as to where the proposed signage is proposed.

2. Project Description. Please revise the "Project Description" to include the following:

- a. Clarification as to the hours of operations and estimated trips per day. The project description indicates drivers, lead men and laborers will arrive between 5:00-5:30am however

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<sup>1</sup> San Martin Integrated Design Plan, Non-residential Design Guidelines Component, Section II.E, accessed at:  
<https://www.sccgov.org/sites/dpd/DocsForms/Documents/SanMartinDesignGuidelines.pdf>

<sup>2</sup> Santa Clara County Zoning Code, Section 4.30.H, accessed at  
<https://www.sccgov.org/sites/dpd/DocsForms/Documents/ZonOrd.pdf>

the Environmental Form page 8 indicates most trips will occur between 7:30 am to 5:00 pm. (see also g.) Overall daily trips are estimated at 3 per day according to the project description but the Environmental Form indicates 10 trips per day. Please explain the discrepancies.

- b. Clarify the total number of employees. The project description provides 30 employees and the Environmental Form page 3 states 35.
- c. A list of the products that will be stored on-site. Include what will be stored in the "Heavy Equipment Area".
- d. Duration of storage.
- e. Description of what is proposed to be repaired on-site.
- f. List any equipment on site that will generate noise along with its typical noise level. See Comment 5 below.
- g. Customer base information, such as when and if any customers will come to the site. If the site is open to customers, please provide hours of operation for customers.
- h. Clarification as to what happens during the winter season and what is meant by partial operation. Include any staff and associated activity level changes.
- i. Clarification on weekend work emergencies and what would require the site to be open during the weekend along with an estimate of how often the site may be open during the weekend.

Note: Please ensure that the project description and assumptions in the Noise report and Traffic Report are consistent.

3. Please update the site plan to include:
  - a. Project data sheet identifying each building with their proposed square footage. The square footages identified on the submitted Environmental Information Form, page 2, was not shown on the plans submitted.
  - b. Setbacks from Llagas Creek, located to the west of the site<sup>3</sup>. Please note that staff may require a biologist to verify the top of bank/edge of riparian area. Either relocate improvements 150 feet away from the edge of the riparian edge or as part of the project review we may require a biological report to substantiate proposed project impacts.
  - c. Proposed parking table with the total number of spaces provided, including handicap accessible spaces. Include parking stall dimensions, loading areas and proposed access and vehicular circulation with directional arrows<sup>4</sup>. Please include parking for caretakers unit. See also comment 15 and 21.
  - d. On-site internal circulation for vehicles. See also 21.
  - e. Indicate the location of any proposed fencing with height.

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<sup>3</sup> Pre-Application letter dated June 9, 2016, 6. Site Design

<sup>4</sup> Pre-Application letter dated June 9, 2016, 11. Parking

4. Provide elevations on all sides for all structures proposed.
5. Noise. A Noise evaluation is required<sup>5</sup> to assess any potential impacts to sensitive receptors in accordance with the County's noise compatibility standards and Noise Ordinance. A list of Noise consultants is provided below:

[https://www.sccgov.org/sites/dpd/DocsForms/Documents/Consultant Noise.pdf](https://www.sccgov.org/sites/dpd/DocsForms/Documents/Consultant%20Noise.pdf)

Please note that during environmental review, the Noise Study may be peer reviewed at the applicant's expense.

6. Cultural Resources. Provide an archaeological report in accordance with the recommendations contained in the Northwest Information Center comment letter. See attached letter and the County's list of archeological consultants.
7. Traffic Analysis. Based on your project description it appears that the project would generate at least 60 trips a day to the site based on the number of employees. Please identify the number of trips per day to inform the traffic analysis and ensure that the time of day and days of the week for trips are included. Note that a traffic study may be needed based on the information provided.
8. The subject property is located in the Santa Clara Valley Habitat Plan Area and the Private Development area is designated "Area 3: Rural Development Not Covered". According to County GIS and Habitat Agency Geobrowser maps, land cover on the 3.08 acre proper is designated Urban-suburban and no sensitive habitats (serpentine, wetland, creeks, streams, ponds or burrowing owl occupied nesting habitat) are identified on the property. However, the outdoor distribution facility project may be subject to Habitat Plan fees that include nitrogen deposition fees. For more information, applicable Habitat Plan fees and conditions can be found at the Santa Clara Valley Habitat Agency website at <http://scv-habitatagency.org/250/Private-Applicant>  
  
Please contact Kim Rook, Sr. Planner, at 408-299-5790 or [kim.rook@pln.sccgov.org](mailto:kim.rook@pln.sccgov.org) directly regarding this comment.
9. Grading Approval<sup>6</sup>. Page 3 of the Environmental Form indicates the project proposes 2,400 cubic yards of cut and fill. Pursuant to Santa Clara County Grading Ordinance, a grading permit is required and justification for grading will be reviewed in accordance Santa Clara County Grading Ordinance Section C12-433 (See also comment 9). Please submit the Statement of Justification along with the items identified in the Grading Approval checklist (link below) along with payment of \$ 2,383.

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<sup>5</sup> Pre-Application letter dated June 9, 2016, 9. Noise

<sup>6</sup> Pre-Application letter dated June 9, 2016, 12. Grading Permit

<https://www.sccgov.org/sites/dpd/Iwantto/Permits/Pages/GA.aspx>

LAND DEVELOPMENT ENGINEERING

Contact CHRISTINE HII - (408) 299- 5716/ Christine.hii@pln.sccgov.org for information regarding the following item(s).

10. A grading permit is required, please apply for grading approval concurrently with the Use Permit application.
11. For the proposed 95% compaction AB driveway and parking surfaces, please note on the plan and section that these driveway and parking surfaces shall continue to remain pervious and no sealing shall be proposed and/or applied in the future.
12. The project will be subject to the requirements of the Clean Water Program. This includes implementing Low Impact Development site design measures, stormwater quality treatment, stormwater runoff retention, and hydromodification for the 2 through 10 year storm. Please fill out and submit the forms in the Post Construction Requirements (PCR) Applicant's Packet for requirements determination and provide conceptual storm water management plan showing conformance. Forms can be downloaded at the following link (click on Central Coast Watershed Questionnaire on the page):

<https://www.sccgov.org/sites/dpd/Programs/Stormwater/Pages/Stormwater.aspx>

13. The proposed repair shop will be subject to source control implementation and any sanitary sewer connections must be approved by sanitary sewer authority.
14. Driveway access shall be per County Standard SD1 and FMO's (Fire Marshal's Office) requirement.
15. ADA accessible parking and path of travel shall be provided.
16. A portion of the property is in FEMA Special Flood Hazard Area Zone AE and any improvement in the SFHA will have to be in conformance with the county's flood plain ordinance.
17. Please relocate the retention ponds outside the limit of the floodplain.

DEPARTMENT OF ENVIRONMENTAL HEALTH (DEH)

Contact DARIN LEE - (408) 299-5748/ darin.lee@deh.sccgov.org for information regarding the following item(s).

18. The onsite wastewater treatment system (OWTS) appears to be located within the proposed grading area. Contact the Department of Environmental Health so as to conduct a site assessment to locate an area suitable for the installation of an OWTS.

19. For a commercial use, Santa Clara County Onsite Wastewater Treatment System (OWTS) Ordinance requires that subsurface leaching system requirements for commercial facilities must be sized base on peak wastewater flows. In order to determine what those flows will be, the applicant must provide the maximum number of attendees at events (customers), number of employees/owners/workers at the facility/events, frequency of use (how many times/week or times/month and months/year).
- a) Contact Christina Rodriguez (408-918-3477) to arrange for a site assessment to determine whether there is sufficient area available (that conforms to slope and setback requirements) to accommodate a septic system leachfield. This activity is subject to a separate fee and application to the Department of Environmental Health (DEH).
  - b) Maintain a minimum of a 100 foot horizontal set back between proposed well and OWTS.
  - c) Test borings/excavations and percolation studies are necessary to provide reasonable assurance of satisfactory septic system operation, to determine depth to bedrock and/or groundwater and to determine the length of drainfield required. Contact Christina Rodriguez at 408-918-3477. These activities are subject to a separate fee and application to the Department of Environmental Health (DEH).
20. Two or more buildings may be served by a combined OWTS or individual buildings may utilize an independent OWTS. For Individual OWTS, separate feasibility studies shall be required to determine sizing requirements as determined by site assessment, soil profile, and percolation tests. These activities are subject to separate fees and application to DEH.
21. Soil contamination was uncovered in early 1990 as a result of a prior auto-dismantling yard storing motors, engines, batteries and other auto parts leaking contaminants into the soil. In order to assess the extent of the contamination, the project applicant shall retain a qualified hazardous materials professional to conduct focused sampling and analysis for contamination of soil, soil vapor, and/or groundwater on-site. Sampling on the site shall be under the oversight of the Santa Clara County Department of Environmental Health, or equivalent regulatory agency. For additional information as to the requirements of the study, please contact Aaron Costa at 408-918-1954.

ROADS & AIRPORTS DEPARTMENT

Contact ROCELIA KMAK (408) 573-2464 / [Rocelia.Kmak@rda.sccgov.org](mailto:Rocelia.Kmak@rda.sccgov.org) for information regarding the following items.

22. Provide a truck turning template for the largest vehicle regularly accessing the site. The truck turning movements shall determine



any modifications required to County Standard B5 for the main driveway approach.

23. Provide an overview of site operations demonstrating that vehicles will not be queuing when accessing the site and interfering with traffic and roadway operations along Llagas Avenue.

FIRE DEPARTMENT

Contact: Mac Bala (408) 299-5763 / [mac.bala@pln.sccgov.org](mailto:mac.bala@pln.sccgov.org) for information regarding the following items.

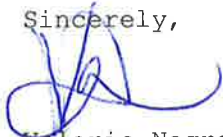
24. Interior fire access need to be a minimum of 20 feet. Please show wider access of no less than 20 feet.

If the requested information is not submitted within 180 days, you will be required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted within 1 year of the date of this letter and will not be accepted after 1 year. 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 subject application has been 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. As of the date of this letter, approximately 30% of your initial deposit associated with your billable fee application has been spent on the processing of your application.

If you have any additional questions regarding this application, please call me at (408) 299-5791 to discuss by telephone or to schedule an appointment to do so.

Sincerely,



Valerie Negrete  
Associate Planner

cc:

Mac Bala, FMO  
Christine Hii, LLDE  
Rocelia Kmak, Roads and Airports  
Gavin Finley, Roads and Airports  
Darin Lee, DEH

Enclosure (3): Caltrans letter dated August 14, 2017.  
Northwest Information Center letter dated August 7,  
2017

List of Archaeological Consultants