



## MEMORANDUM

**Date:** 11/4/2016  
**To:** Planning Commission  
**From:** Michele T. Morris, Assistant Planner  
**Re:** 120 Chester Street – Determination of Substantial Conformance

For all applications that involve the construction or alteration of structures (e.g., Architectural Control and Use Permit), a standard condition of approval is applied requiring the subsequent development to be in substantial conformance with the approved plans. Staff has come across a case where the proposed modifications warrant notification of the Planning Commission, although staff believes they are in substantial conformance with the original approval. As is described in more detail later, any Planning Commissioner may request that the item be added to the agenda of the next pending Planning Commission meeting for further discussion.

### Background

On November 16, 2015, the Planning Commission unanimously approved a Use Permit at 120 Chester Street to determine the Floor Area Limit of a lot with less than 5,000 square feet of area, associated with the construction of a rear addition to an existing single-story, single-family residence in the R-1-U (Single-Family Urban Residential) zoning district. The Planning Commission staff report with approved plans and meeting minutes are available through the links provided below.

### Staff report

<http://menlopark.org/DocumentCenter/View/8722>

### Minutes

<http://www.menlopark.org/AgendaCenter/ViewFile/Minutes/11162015-2647>

Following the use permit approval, the applicant submitted a building permit application on December 1, 2015, and the permit was issued on May 23, 2016. Construction of the residence is currently underway.

### Proposed Revisions

The applicant is requesting to modify the approved elevations (Attachment A) by changing the type of windows on the left side of the front façade. The proposed bedroom windows would change from fixed, vinyl-framed casement windows to a bay window consisting of two single-hung windows on each side of a fixed window. The new bay window would be cantilevered and would not add more floor area to the floor area limit. The roof line would be modified to create an overhang above the new bay window. The new windows would also include vinyl frames with wood trim. The applicant states that the proposed bay window would create a more open space in the bedroom and add character to the front of the proposed residence. The applicant has submitted a project description letter and revised elevations, included as Attachments B and C, respectively.

### **Staff review**

Staff has determined that the changes to the project plans are in substantial conformance with the Planning Commission's previous use permit recommendation based on the following:

- The modification of the bedroom windows and roof line would not affect the overall integrity of the architectural design of the house.
- The project modification meets all development regulations in the R-1-U zoning district with respect to setbacks, height, daylight plane, floor area limit, and building coverage.

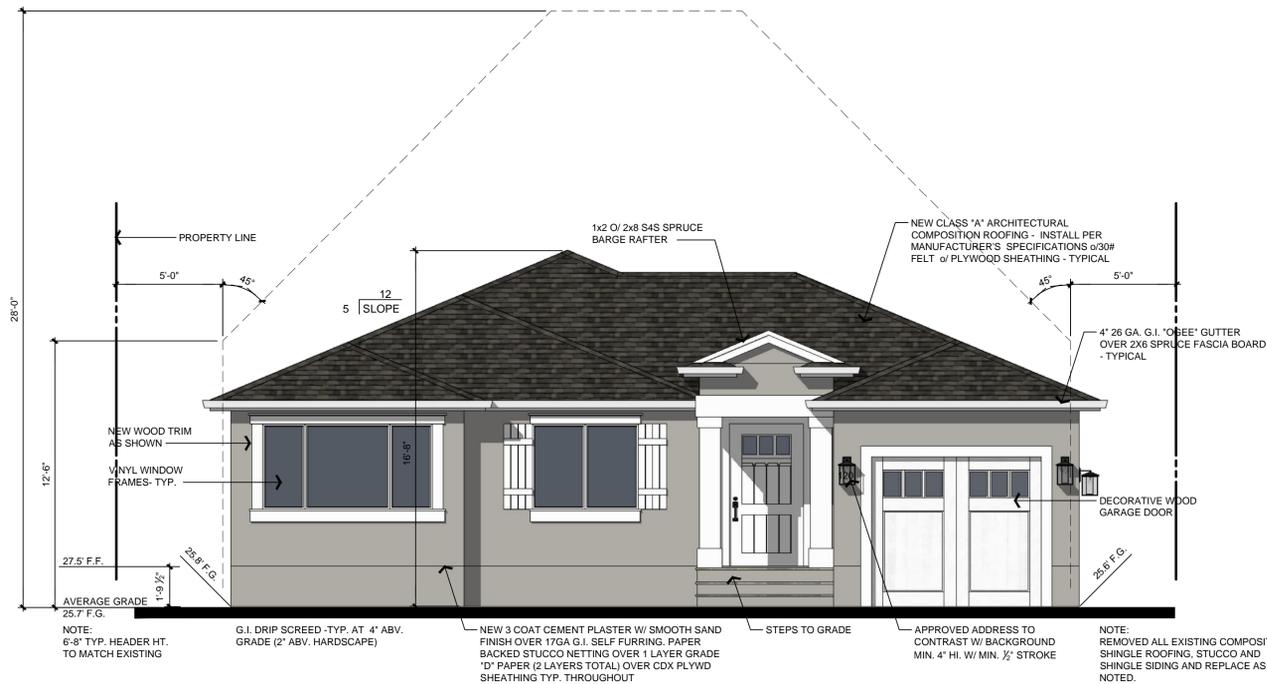
### **Planning Commission Review**

If any member of the Commission would like to discuss the changes to the plans described above at the November 14, 2016 Planning Commission meeting, please notify staff no later than **5:00 p.m. on Monday, November 7, 2016**. If staff does not receive a request from a Planning Commissioner, there will be no further review and the City will proceed with processing the described modifications as part of the building permit application. If any member of the Commission makes such a request, the item would be placed on the November 14, 2016 agenda as a regular business item to give the full Commission the opportunity to determine whether or not the correction meets the intent of the original approval. No additional materials beyond what is contained in this memorandum would be prepared for the agenda item.

If you have questions about the project or process, please contact Michele T. Morris at [mtmorris@menlopark.org](mailto:mtmorris@menlopark.org).

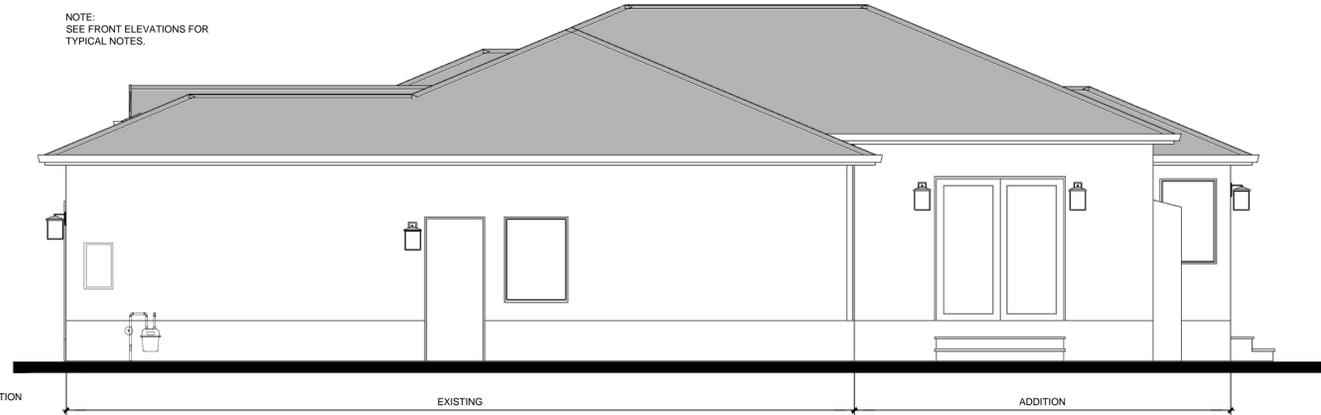
### **Attachments**

- A. Approved Elevations
- B. Project Description Letter
- C. Revised Elevations



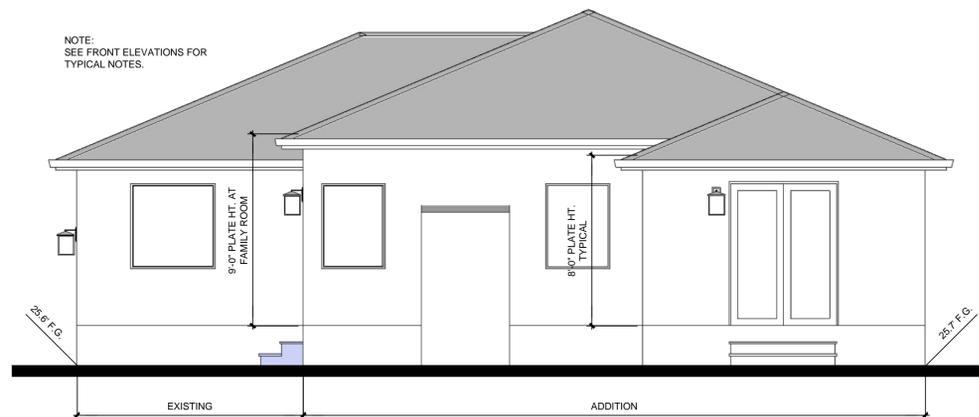
**Proposed Front Elevation (North)**

scale: 1/4" = 1'-0"



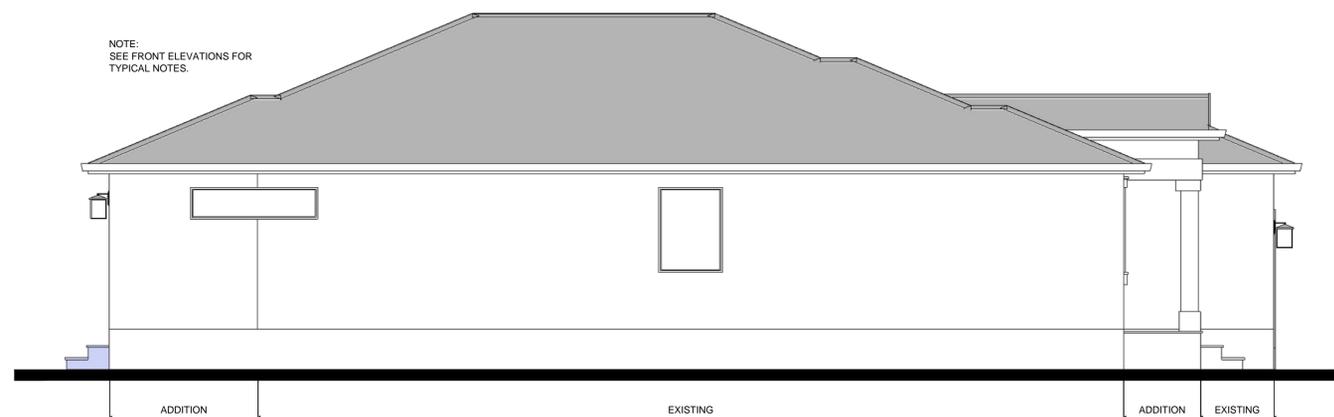
**Proposed Right Elevation (East)**

scale: 1/4" = 1'-0"



**Proposed Rear Elevation (North)**

scale: 1/4" = 1'-0"



**Proposed Left Elevation (West)**

scale: 1/4" = 1'-0"



Date: 7/21/15

Drawn By: DCW

Revisions:

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Proposed Exterior Elevations

Project No: 1518

Sheet No: A-3

of

# WARREN DESIGN

579 E. Campbell Avenue Campbell, CA 95008 p. 209.534.7371

**120 CHESTER STREET**

**OCTOBER 19, 2016**

## **PROJECT DESCRIPTION**

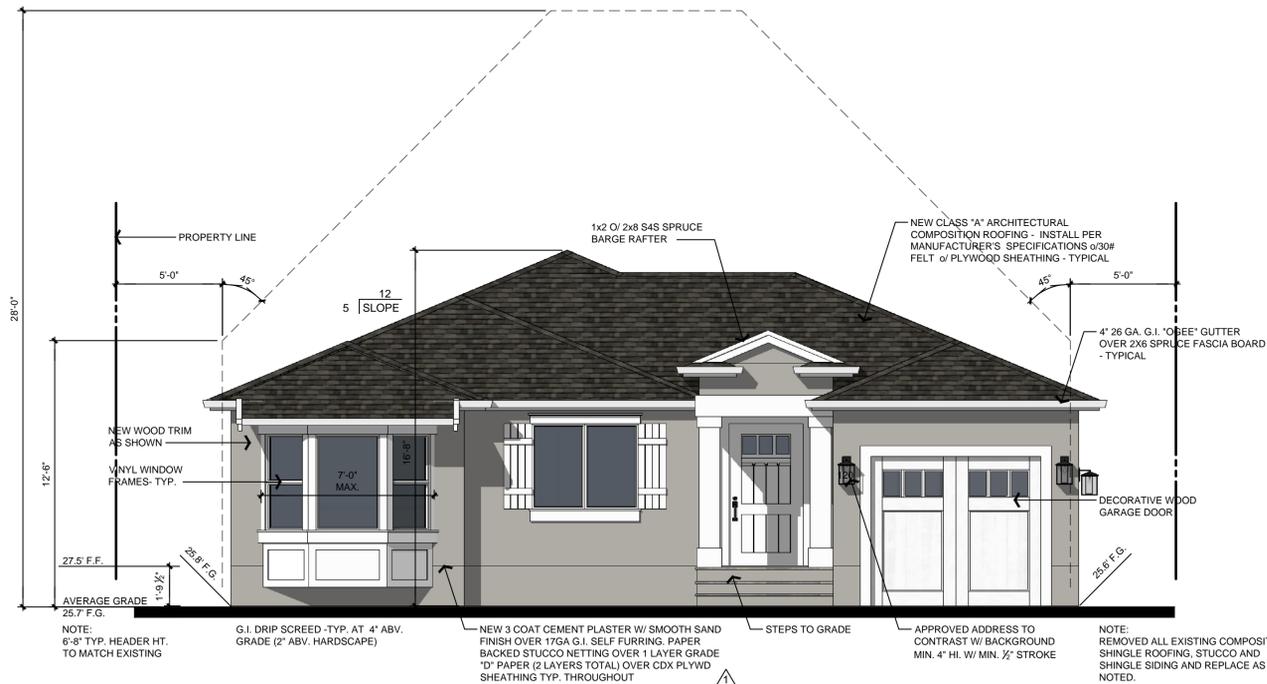
The front bedroom had an existing 7' wide window that we want to replace with a 7' wide cantilevered bay window. The reason was to make the room feel more open and add some character to the front of the house to break up all the flat walls.

Sincerely,

**WARREN DESIGN**

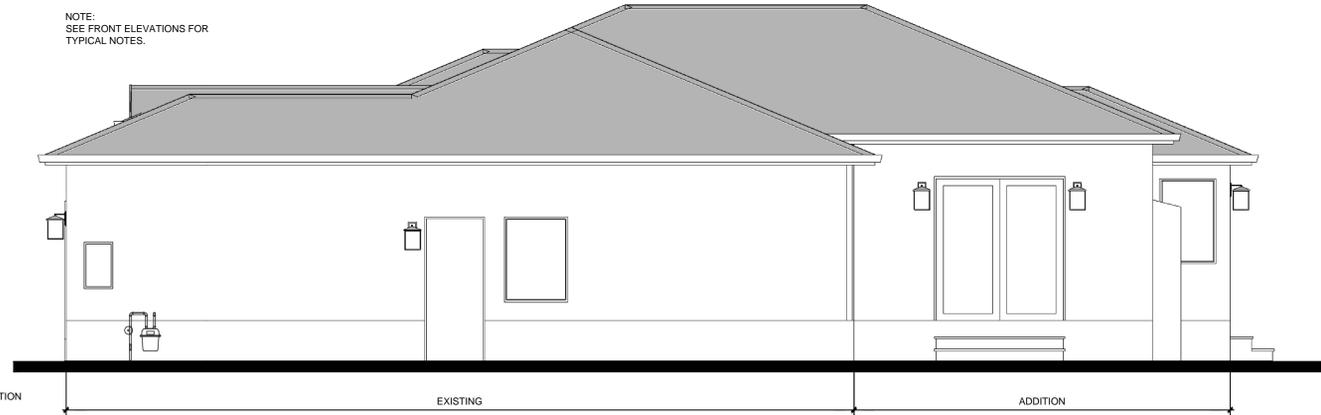
A handwritten signature in blue ink, appearing to read 'D. Warren', with a long horizontal flourish extending to the right.

Daniel Warren, Principal



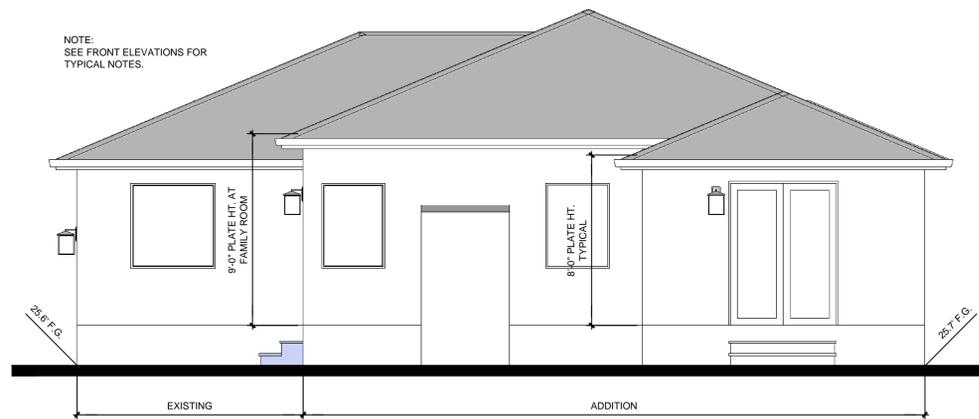
**Proposed Front Elevation (North)**

scale: 1/4" = 1'-0"



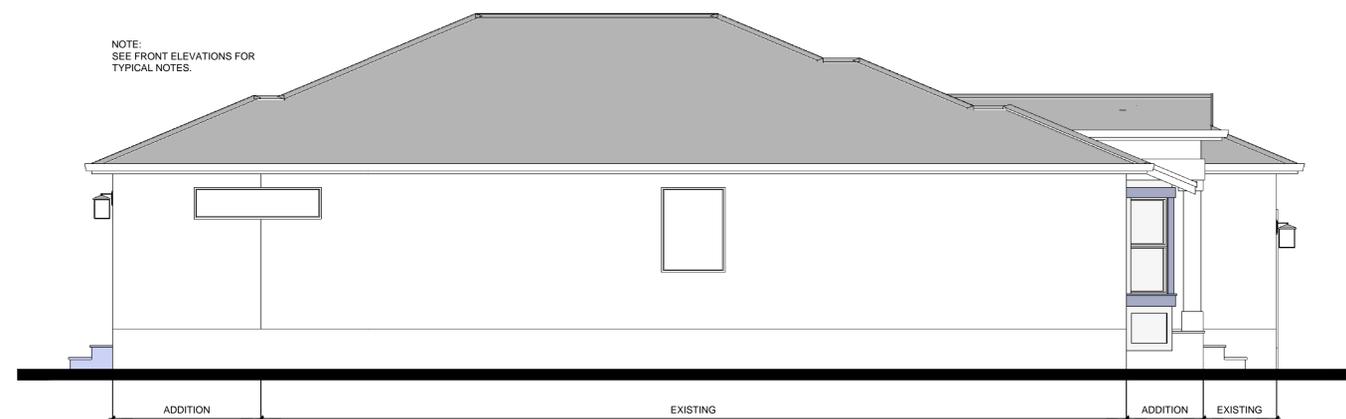
**Proposed Right Elevation (East)**

scale: 1/4" = 1'-0"



**Proposed Rear Elevation (North)**

scale: 1/4" = 1'-0"



**Proposed Left Elevation (West)**

scale: 1/4" = 1'-0"



Date: 7/21/15

Drawn By: DCW

Revisions:

▲ OWNER REV 6/3/16

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Proposed Exterior Elevations

Project No: 1518

Sheet No: A-3

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