



MEMORANDUM

Date: 2/25/2019
To: Planning Commission
From: Fahteen Khan, Contract Assistant Planner
Re: 527 Bay Road - Condition Review (PLN2018-00101)

This memorandum addresses a condition of approval that requires Planning Commission review of a particular change or clarification to a project. As is described in more detail later, any Planning Commissioner may request that the item be added to the agenda of the next Planning Commission meeting for further discussion. Absent such a request by the noted date/time, the staff determination will become effective.

Background

On January 28, 2019, the Planning Commission conditionally approved a use permit (PLN2018-00101), to demolish a single-story, single family residence and construct a new two-story single-family residence with attached garage on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) Zoning District. The application was approved with the condition that the applicant make revisions to the proposed second floor windows on the right-side of the proposed residence to address potential privacy concerns identified by the Planning Commission during the meeting, and subsequently submit the revisions for the review and approval of Planning staff, with subsequent email clearance by the Planning Commission.

The project-specific condition (condition of approval 4a) is below:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall modify the windows on the right-side elevation to have a minimum sill height of four feet from finished floor or use obscure glass, subject to review and approval by the Planning Division with notification to the Planning Commission of staff's determination.

The January 28th Planning Commission staff report and draft meeting minutes are available through the links below.

Staff Report

<https://www.menlopark.org/DocumentCenter/View/20463/F1---Bay-Rd-Staff-Report-Final?bidId=>

Minutes

<https://www.menlopark.org/DocumentCenter/View/20605/2019-01-28-PC-Draft-Minutes?bidId=>

Proposed Revisions

Revisions have been made to the plans to address the Planning Commission's direction at the meeting and submitted for staff review and approval. The approved and proposed elevations, are in Attachment A. In summary, the revisions include:

- Modifications to the four windows on the right side of the second floor to increase the sill heights to four feet and reduce the size of the windows accordingly (reduction to four feet in vertical height, where five feet was previously proposed). No additional changes are proposed as part of this memo.

Staff Review

Staff has determined that the changes to the project plans address the Planning Commission's condition of approval for the use permit, based on the following:

- The windows on the right of the building would be slightly smaller with regard to overall height measured from the sill to the top of the glass;
- The sill heights have been increased to four feet from three feet per the Planning Commission's request; and
- No additional changes are proposed as part of the proposed revisions.

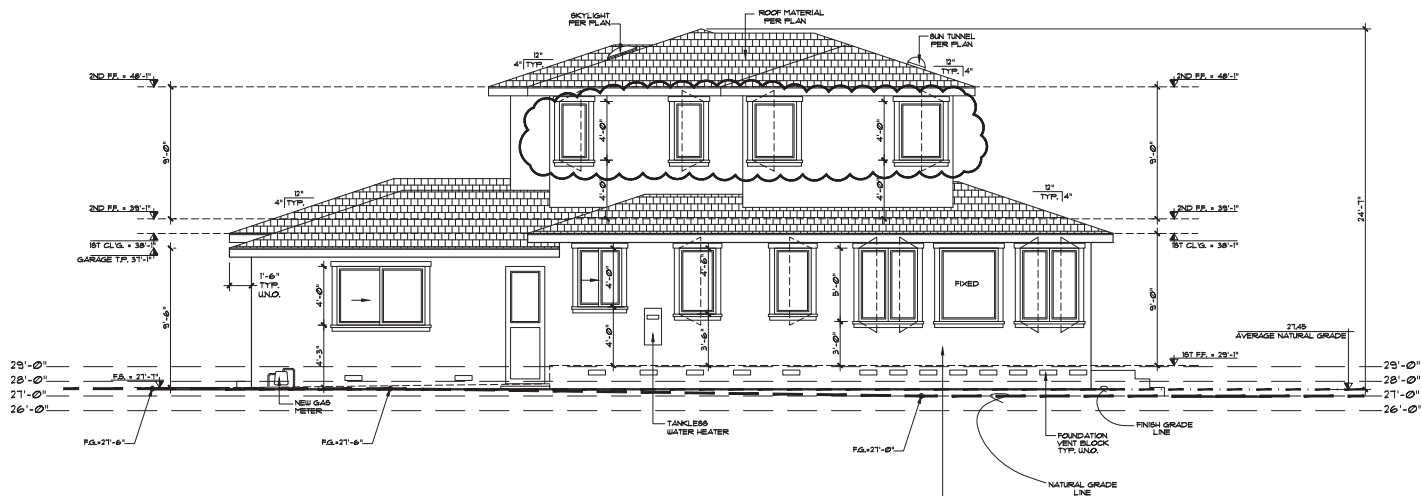
Planning Commission Review

If any member of the Commission would like to discuss the changes to the plans described above at the February 25, 2019 Planning Commission meeting, please notify staff no later than **5:30 p.m. on Tuesday, February 19, 2019**. 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 February 25, 2019 agenda as a regular business item to give the full Commission the opportunity to No additional materials beyond what is contained in this memorandum would be prepared for the agenda item.

If you have questions about the project, please contact Fahteen Khan at fnkhan@menlopark.org. If you wish to request that this item be scheduled for the Planning Commission meeting, please contact Kyle Perata at ktperata@menlopark.org.

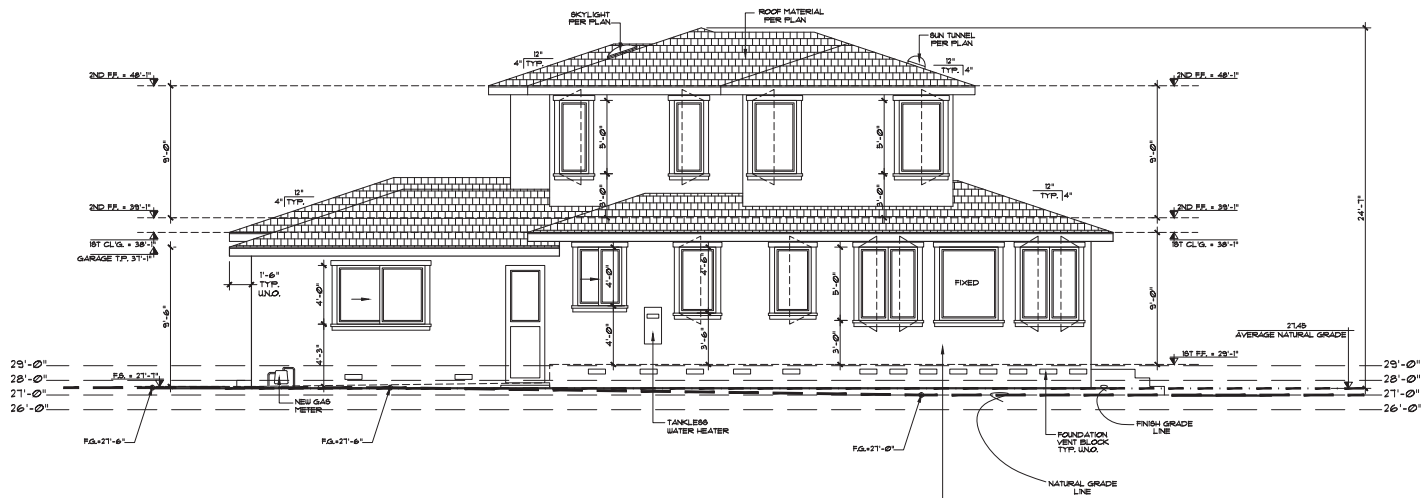
Attachments

A. Approved/Proposed Second Floor Plans and Right-side Elevations



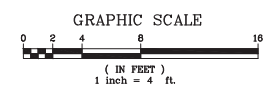
PROPOSED SECOND FLOOR PLAN

THREE COAT, 5/8" MIN. THK. STUCCO OR 2 LAYERS OF GRADE "D" PAPER LINER OCCURS ON ALL SIDES. SMTHG. IT HAS ALSO 20 GA. GALVANIZED SHEET SCREED AT FOUNDATION PLATE LINE AT LEAST 4" ABOVE GRADE, TYPICAL UNLESS NOTED OTHERWISE.



**PROPOSED RIGHT ELEVATION
APPROVED BY PLANNING COMMISSION
JANUARY 28, 2019**

THREE COAT, 5/8" MIN. THK. STUCCO OR 2 LAYERS OF GRADE "D" PAPER LINER OCCURS ON ALL SIDES. SMTHG. IT HAS ALSO 20 GA. GALVANIZED SHEET SCREED AT FOUNDATION PLATE LINE AT LEAST 4" ABOVE GRADE, TYPICAL UNLESS NOTED OTHERWISE.



REVISIONS	BY

ARIA
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SUITE 313, SAN JOSE, CA 95128
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RIGHT ELEVATION

NEW 2 STORY HOME FOR:
527 BAY ROAD,
MENLO PARK, CA 94025
APN: 062052110

DATE	06/28/19
SCALE	1/4" = 1'-0"
DRAWN	BK
JOB	
SHEET	
OF SHEETS	