



MEMORANDUM

Date: 5/23/2019
To: Planning Commission
From: Fahteen Khan
Re: 262 Yale Road – Determination of Substantial Conformance (PLN2019-00037)

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. In the following case, staff believes that a project's proposed changes are in substantial conformance with its original approval, although the modifications warrant notification of the Planning Commission. 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.

Background

On April 24, 2017, the Planning Commission unanimously approved a use permit application at 262 Yale Road to demolish an existing single-story home and detached garage, and build a new two-story residence with a basement on a substandard lot with respect to width in the R-1-U (Single Family Urban) zoning district. The Planning Commission staff report with approved plans and meeting minutes are available through the links provided below.

Staff report

<https://www.menlopark.org/DocumentCenter/View/14223/F2---262-Yale-Road?bidId=>

Minutes

https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_04242017-2913

Following the use permit approval, the applicant submitted a building permit application on May 25, 2017, and the permit was issued on August 9, 2017. Construction of the residence is currently underway.

Proposed Revisions

The applicant is requesting to modify the approved plans (Attachment A) by changing the type of roof material from composition shingle to standing seam metal. No other changes to the approved elevations are proposed. The applicant has submitted a project description letter and revised elevations, included as Attachments B and C, respectively. The proposed modifications are a result of upgrading of the proposed material for energy efficiency, durability, and aesthetics reasons.

Project plans comparing the approved and proposed are on separate Approved/Proposed Plans attachments which are included as Attachment A and B, and a project description letter summarizing the changes is included as Attachment

C.

Staff Review

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

- The proposed change would be consistent with architectural style of the original approval; contemporary style with traditional elements.
- Proposed change would be comprehensive.
- 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 June 3, 2019 Planning Commission meeting, please notify staff no later than **5:30 p.m.** on **Tuesday, May 28, 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 June 3, 2019 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, 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 Elevations
- B. Project Description Letter
- C. Revised Elevations