



MEMORANDUM

Date: 6/13/2019
To: Planning Commission
From: Corinna Sandmeier, Senior Planner
Re: 315 Pope Street – Determination of Substantial Conformance for Addition of Trellis to the Rear of the House (PLN2019-00030)

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 21, 2014, the Planning Commission approved a use permit application at 315 Pope Street to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to lot 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/315-Pope-Street_20140421

Minutes

<https://www.menlopark.org/AgendaCenter/Minutes>

A building permit for the project was issued on July 18, 2014.

Proposed Revisions

The applicant is now requesting to add an approximately 228 square foot trellis to the rear of the house for shade. The proposed trellis would be painted wood to match the existing trellis at the front of the house that was part of the previous approval. The proposal would increase the building coverage from approximately 28.5 percent (2,369.4 square feet) to approximately 31.5 percent (2,626.9 square feet), where 35 percent (2,914.5 square feet) is the maximum permitted.

Excerpts of the approved and proposed project plans are included as Attachment A, and a project description letter summarizing the changes is included as Attachment B.

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 overall integrity of the architectural design is maintained with the proposed exterior change.
- There is no increase in floor area proposed, and the modifications will not result in increased intensity or change of use of the building.
- The revised project would continue to meet 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 24, 2019 Planning Commission meeting, please notify staff no later than **5:30 p.m. on Monday, June 17, 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 24, 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 Corinna Sandmeier at cdsandmeier@menlopark.org. If you wish to request that this item be scheduled for the Planning Commission meeting, please contact Kyle Perata at kperata@menlopark.org.

Attachments

- A. Approved and Revised Plans
- B. Project Description Letter