



MEMORANDUM

Date: 7/3/2019
To: Planning Commission
From: Kaitie Meador, Senior Planner
Re: 725 Oak Grove – 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. 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 October 22, 2018, the Planning Commission approved an Architectural Control application at 725 Oak Grove Avenue to perform interior and exterior modifications, including the addition of a mezzanine level to an existing one-story commercial building located in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The Planning Commission staff report and meeting minutes are available through the links provided below.

Staff report

<https://www.menlopark.org/DocumentCenter/725-Oak-Grove>

Minutes

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

On March 1, 2019, a building permit application was submitted and is currently under staff review.

Proposed Revisions

The applicant is now requesting exterior changes to the approved plans, with primary changes as follows:

- The decorative metal screen on the upper floor glazing would be removed.
- The number of operable windows would be reduced throughout the building.
- The storefront windows on the ground floor would not extend to the ground.
- The front entry awning size would be reduced to only cover the entry door.
- Several windows would be removed from the upper floor on the Oak Grove Avenue elevation.
- The ground floor windows and doors would be reconfigured on the Oak Grove Avenue elevation.
- The footprint of the mechanical rooftop screening area would be increased in size and the door would be removed.

- The total height of the building would increase by approximately 7.75 inches from 22 feet to 22 feet 7.75 inches.

Project plan excerpts comparing the approved and proposed plans, juxtaposed on the same sheet, 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 approved architectural control approval based on the following:

- There would be no increase in the proposed gross floor area, and the modifications would not increase the intensity or change the use of the building.
- The overall integrity of the architectural design would be maintained with the proposed exterior changes.
- The proposed changes would be compatible with the approved contemporary architectural style, and the exterior finishes would be consistent throughout the building.
- The proposed increase in height of the building is modest.
- The revised project would continue to meet all applicable development regulations of the El Camino Real/Downtown Specific Plan with respect to setbacks, height, building profile, daylight plane, and floor area ratio.

Planning Commission Review

If any member of the Commission would like to discuss the changes to the plans described above at the July 22, 2019 Planning Commission meeting, please notify staff no later than **5:00 p.m. on Monday, July 8, 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 July 15, 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 or process, please contact Kaitie Meador at kmmeador@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 and Revised Plans
- B. Project Description Letter