



## MEMORANDUM

**Date:** 8/19/2019  
**To:** Planning Commission  
**From:** Fahteen Khan, Contract Assistant Planner  
**Re:** 1105 Hollyburne Avenue – Removal of second story window:  
Determination of Substantial Conformance (PLN2019-00073)

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 January 14, 2019, the Planning Commission approved a permit application at 1105 Hollyburne Avenue for a use permit to construct a new two-story, single family residence with attached garage on a substandard lot with respect to lot width and area in the R-1-U (Residential Single Family, Urban) zoning district. The subject site is less than 5,000 square feet in lot area, and therefore the applicant is requesting the floor area limit (FAL) be established by the Planning Commission through the use permit. The proposal also includes the removal of three heritage trees: two plum trees and Lombardy poplar. The Planning Commission staff report with approved plans is available through the link provided below.

### Staff report

<https://www.menlopark.org/DocumentCenter/View/20395/F1---1105-Hollyburne-Ave?bidId=>

With regard to minutes, the City's audio-visual system did not function correctly at this meeting and as such no summary minutes are available for this meeting. However, staff did confirm all actions from notes taken during the meeting.

The building permit has not yet been applied for.

### Proposed Revisions

The applicant is now requesting to remove one window from the second floor kitchen area. (As a reminder, the project had a relatively uncommon layout with the kitchen and shared living spaces on the upper level, with the bedrooms on the ground floor.) The proposed modifications are a result of kitchen appliance placement. The approved window layout overlaps with the currently-proposed location of a refrigerator. Removal of the window would provide better flow in the kitchen.

Project plans comparing the approved and proposed second floor plans and affected left side elevations, 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 Planning Commission's previous action based on the following:

- 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 overall integrity of the architectural design is maintained with the proposed exterior changes. Although the removed window would be in an area partly visible from the public right-of-way, it would primarily be side-facing, and the window removal would not create a monolithic or bland character.
- The proposed changes would improve the overall functionality of the kitchen.
- 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 September 9, 2019, Planning Commission meeting, please notify staff no later than **5:30 p.m. on Thursday, August 22, 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 September 9, 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](mailto: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](mailto:ktperata@menlopark.org)

### **Attachments**

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



CHRIS PARDO DESIGN  
ELEMENTAL ARCHITECTURE  
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Suite B  
Palm Springs, CA  
92262

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These drawings are prepared  
exclusively for the project stated herein.  
They are not intended for use on any  
other project.  
Schematic Design - 07/22/19

**Bishop  
Residence**

1105 Hillburne Ave.  
Merito Park, CA

AP# 062-073-300

**Schematic  
Design  
NOT FOR CONSTRUCTION**

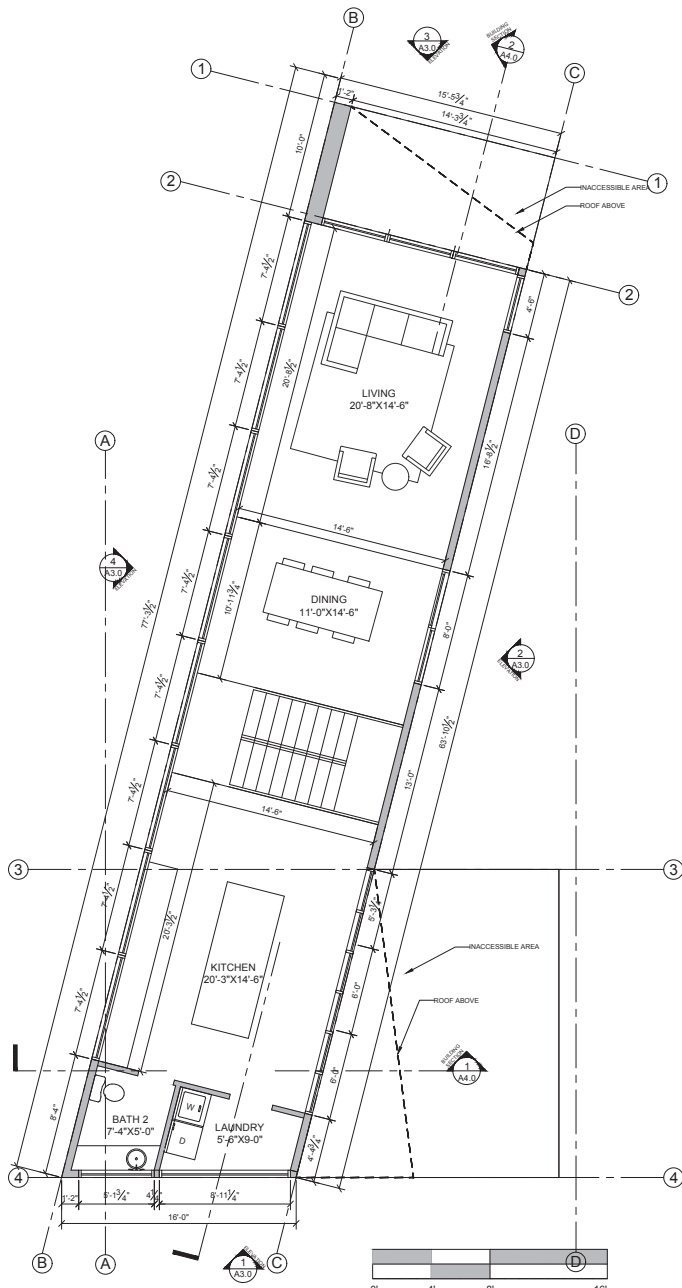
REVISIONS

No.	Date	Description
06.15.18	06.15.18	Plan Chk Comments
08.22.18	08.22.18	Plan Chk Comments
07.22.19	07.22.19	Design Change

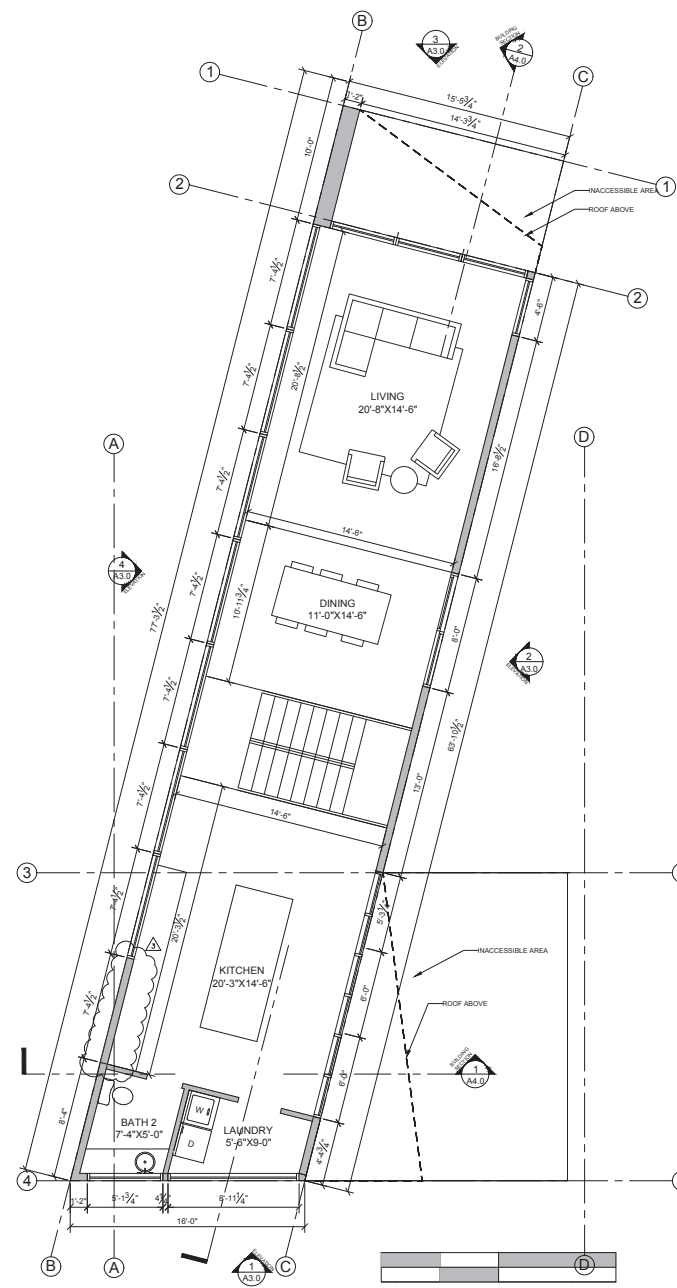
2nd level  
(change)

DATE 07.02.19

**A2.05**



② 2nd Level approved (planning commission on 01/14/19)



② 2nd Level Proposed



RECEIVED

AUG 01 2019

CITY OF MENLO PARK  
PLANNING DIVISION

Community Development Department  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025

To whom may it concern:

We are writing this letter to explain the change on the 2<sup>nd</sup> floor of the new construction project located at 1105 Hollyburne Menlo Park, Ca 94025. The change consists of the removal of a kitchen window on the 2<sup>nd</sup> floor of the residence. This change is being proposed to allow for kitchen appliance placement as the existing window layout overlaps with refrigerator location. We believe that this change would help improve the kitchen layout with a minimal impact on the building envelope.

If you have any questions or concerns please contact Steve Turley at [turley@elementalarchitecture.com](mailto:turley@elementalarchitecture.com) or at (646)706-2810.

Sincerely,



Thomas E. Bishop  
(property owner)