



REGULAR MEETING AGENDA

Date: 10/5/2026
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:
zoom.us/join – Meeting ID# 846 9472 6242
- Access the meeting real-time via telephone (listen only mode) at:
(669) 900-6833
Regular Meeting ID # 846 9472 6242
Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:
planning.commission@menlopark.gov
Please include the agenda item number related to your comment.

*Written comments are accepted up to 1 hour before the meeting start time. Written messages are provided to the Planning Commission at the appropriate time in their meeting.

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

- A. Call To Order**
- B. Roll Call**
- C. Reports and Announcements**
- D. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The

Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

E. Consent Calendar

- E1. Approval of minutes from the September 28, 2026, Planning Commission meeting ([Attachment](#))

F. Public Hearing

- F1. Use Permit Revision/Eric Peterson/6 Robert S Dr.:
Consider and adopt a resolution to approve a use permit revision for an addition to an existing nonconforming two-story, single-family residence in the R-E (Residential Estate) zoning district on a substandard lot with regard to minimum lot width. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The original use permit was approved in 2002. ([Staff report #26-044-PC](#))

H. Informational Items

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: October 19, 2026
 - Regular Meeting: November 2, 2026

I. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the Planning Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with

disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive email notifications of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 9/30/2026)



REGULAR MEETING DRAFT MINUTES

Date: 9/28/2026
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
Belle Haven Community Campus
100 Terminal Ave., Menlo Park, CA 94025

Regular Meeting

A. Call To Order

Chair Silverstein called the meeting to order at 7:01 p.m.

B. Roll Call

Present: Ross Silverstein (Chair), Katie Behroozi (Vice Chair), Andrew Ehrich, Katie Ferrick, Nancy Larocca Hedley, Jennifer Schindler, Misha Silin

Staff: Monika Roy, Planning Technician; Brian Toy, Associate Planner; Corinna Sandmeier, Principal Planner

C. Reports and Announcements

Principal Planner Sandmeier stated that at it's meeting tomorrow night, the City Council will hold a study session to receive a presentation and update on the financial review of the downtown development proposals for parking plazas 1, 2 and 3.

D. Public Comment

Chair Silverstein opened public comment and closed it as no one requested to speak.

E. Consent Calendar

- E1. Approval of minutes from the September 14, 2026, Planning Commission meeting (Attachment)

Chair Silverstein opened public comment and closed it as no one requested to speak.

ACTION: To approve the Consent Calendar as presented; passes 7-0.

F. Public Hearing

- F1. Use Permit/Shu Wu/411 Chester St.:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached carport and construct a new two-story, single-family

residence on a substandard lot with regard to lot width and area in the R-1-U (Single Family Urban Residential) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The project includes an attached ADU (accessory dwelling unit), which is a permitted use and not subject to discretionary review. (Staff report #26-042-PC)

Associate Planner, Brian Toy, provided an update on the proposed height of the structure.

The applicant team presented the project.

Chair Silverstein opened public comment and closed it as no one requested to speak.

Commissioner Silin asked staff clarifying questions about the ADU entrance.

Commissioner Hedley commented on the importance of electrification for home appliances.

ACTION: Motion and second (Ferrick/Behroozi) to adopt a resolution approving the item as submitted; Passes 7-0.

F2. Use Permit/Babak Homayouni/253 Yale Road.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached garage 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 Residential) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The project includes an attached ADU (accessory dwelling unit), which is a permitted use and not subject to discretionary review. (Staff report #26-043-PC)

The applicant team presented the project.

Chair Silverstein opened the public hearing.

Public comments:

- Hugh Macdonald expressed concerns about the permitted uses, ADU parking, setbacks, and drainage.

Chair Silverstein closed the public comment period.

Commissioner Hedley commented on the importance of electrification for home appliances.

ACTION: Motion and second (Ehrich/Silverstein) to adopt a resolution approving the item as submitted; Passes 7-0.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

Principal Planner Sandmeier announced that the next Planning Commission meeting will be in one week on Oct. 5 and that the agenda includes a use permit request for a single-family home.

- Regular Meeting: October 5, 2026
- Regular Meeting: October 19, 2026

I. Adjournment

Chair Silverstein adjourned the meeting at 7:38 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Monika Roy



STAFF REPORT

Planning Commission

Meeting Date:

10/5/2026

Staff Report Number:

26-044 -PC

Public Hearing:

Consider and adopt a resolution to approve a use permit revision for an addition to an existing nonconforming two-story, single-family residence in the R-E (Residential Estate) zoning district, at 6 Robert S. Dr. The original use permit was approved in 2002. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities.

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit revision for an addition to an existing nonconforming two-story, single-family residence in the R-E (Residential Estate) zoning district on a substandard lot with regard to minimum lot width, at 6 Robert S. Dr. The original use permit was approved in 2002. The draft resolution, including recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required findings can be made for the proposal.

Background

Site location

The subject property is located at the end of a cul-de-sac on Robert S. Dr. The neighboring property to the rear (8 Robert S. Dr.) is accessed via a 20-foot-wide panhandle extension that runs along the right side of the subject property. The existing driveway for the subject property is also accessed from this panhandle as opposed to the property's street frontage on Robert S. Dr. Residences along Robert S. Dr. are a mixture of two-story homes with predominantly traditional architectural styles. Other single-family residences surround the property, with all properties along Robert S. Dr. zoned R-E and parcels to the south and west of the subject property zoned R-1-S. A location map is included as Attachment B.

Previous Planning Commission action

On Oct. 21, 2002, the Planning Commission approved a use permit request to demolish an existing single-story residence and construct a new two-story residence with a basement. A use permit was required due to the lot having a substandard width of 103 feet, where 110 feet is required.

Analysis

Project description

The applicant is proposing a 55-square-foot addition to the first floor, and a 504-square-foot addition to the second story to expand the existing approximately 8,792-square-foot, six-bedroom, six-and-one-half-bathroom house. The R-E zoning district requires a total of 30 feet for the side setbacks, with a minimum of 10 feet on any side. The developer chose to utilize the left side as the minimum 10-foot setback, while the right side has a 20-foot setback. It appears part of the existing left-side roof may intrude into the required daylight plane, but due to the pie shape of the lot it's not clear. Recommended condition of approval 2a requires updated plans at the building permit stage to confirm if the daylight plane requirement is met. If the requirement is not met, the existing intrusion would be permitted to remain as an existing non-conforming condition and this would not impact the proposed project.

The proposed residence would be an approximately 7,600-square-foot residence containing seven bedrooms and seven and one-half bathrooms. The existing garage is proposed to remain, but one of three parking spaces would be replaced with a mudroom and laundry area, leaving a total of two covered parking spaces that would continue to meet the City's parking standards.

The proposal includes a small first-story addition on the right side to expand the size of the guest bedroom and reorient the guest bathroom, and to make space for a gallery off the family room that would open onto the rear covered patio. This addition would be set back approximately 21 feet from the right-side property line. The rear covered patio would increase in size to allow for an outdoor dining area open on three sides. The second-story addition would include a bedroom and bathroom located toward the central rear of the residence. Interior renovations are also planned for the basement guest room, first-floor family room, and a second-floor bedroom and laundry room.

The proposed scope of work equals approximately 29% of the replacement value of the existing residence; therefore, a use permit is not required to exceed the 50% replacement value threshold even if the existing residence is non-conforming with regard to the daylight plane. However, a use permit revision is required to revise the previously approved use permit.

The proposed additions would comply with all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), and height. The project plans and the applicant's project description letter are included as Attachment A, Exhibits A and B, respectively. A data table summarizing parcel and project attributes is included as Attachment C.

Design and materials

As described in the project description letter, the applicant is proposing first- and second-story additions of approximately 55 square feet and 504 square feet, respectively. The additions are designed to be consistent with the colonial architectural style of the home. The exterior materials would include painted wood siding and trim. The new construction would be integrated into the existing building massing. Given that there are screening trees and vegetation and large setbacks between the rear and right-side property lines, staff believes that potential privacy impacts would be minimal. Staff believes the scale, materials, and style of the proposed addition would result in development that is appropriate for the lot and generally

consistent with the broader neighborhood.

Trees and landscaping

A total of 30 trees exist on the site or near the property line on adjacent properties, with 11 having heritage status. Two non-heritage trees, located in the vicinity of the proposed covered patio, would be removed. The City Arborist determined that an arborist report was not necessary.

Correspondence

The applicant states in their project description letter that they provided a letter with architectural drawings to several neighbors within the immediate area, and all were supportive of the proposed project. As of the writing of this staff report, staff has not received any correspondence on the proposal.

Conclusion

Staff believes that the design, scale, and materials of the proposed addition are generally compatible with the surrounding neighborhood. Given that there is extensive screening and large setbacks between the rear and right-side property lines, staff believes that privacy impacts would be minimal. Staff recommends that the Planning Commission approve the use permit request.

Impact on City Resources

The project sponsor is required to pay Planning, Building, and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

The project is categorically exempt under Class 1 (Section 15301, "Existing facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

Attachments

A. Draft Planning Commission Resolution approving the Use Permit

Exhibits to Attachment A

A. Project Plans

B. Project Description Letter

C. Conditions of Approval

B. Location Map

C. Data Table

Report prepared by:
Matthew Ball, Assistant Planner

Report reviewed by:
Tom Smith, Principal Planner

RESOLUTION NO. XXXX

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT REQUEST FOR AN ADDITION TO AN EXISTING NONCONFORMING TWO-STORY, SINGLE-FAMILY RESIDENCE. THE ORIGINAL USE PERMIT WAS APPROVED IN 2002. THE SUBJECT PARCEL IS LOCATED ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT WIDTH IN THE R-E ZONING DISTRICT, AT 6 ROBERT S. DRIVE.

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit for an addition to the first and second stories of a single-family residence that received a use permit in 2002. The subject parcel is located on a substandard lot with regard to minimum lot width in the R-E (Residential Estate) zoning district (the "Project"), at 6 Robert S. Drive (APN 071-051-530) ("Property"); and

WHEREAS, the Property is located in the Residential Estate (R-E) zoning district, which supports single-family uses; and

WHEREAS, the Property is an existing nonconforming residence with regard to the left-side daylight plane; and

WHEREAS, the proposed Project scope is less than the 50 percent threshold for nonconforming new work value, at 29 percent of the value of the existing residence; and

WHEREAS, the proposed Project otherwise complies with all objective standards of the R-E zoning district; and

WHEREAS, the Property received a use permit in 2002, and therefore requires a use permit revision to allow modifications to the previously approved plans; and

WHEREAS, the Project requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically exempt from environmental review under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on October 5, 2026, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit revision for first- and second-story additions to a nonconforming two-story, single-family residence on a substandard lot is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
 - a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-E zoning district and the General Plan because additions are allowed to be constructed on homes that received a prior use permit subject to issuance of a use permit revision, provided that the proposed additions conform to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.
 - b. The proposed residence would include the required number of off-street parking spaces because two parking spaces would be required at a minimum, and two parking spaces are provided in an attached garage.
 - c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the proposed residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale and style of surrounding homes.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2026-00027, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. Environmental Review. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

- a. The Project is categorically exempt from environmental review under Class 1 (Section 15303, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

Section 5. Severability. If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on October 5, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of October, 2026.

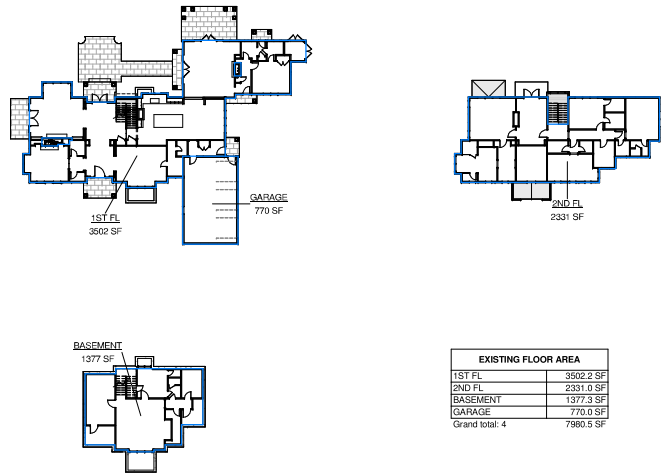
PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

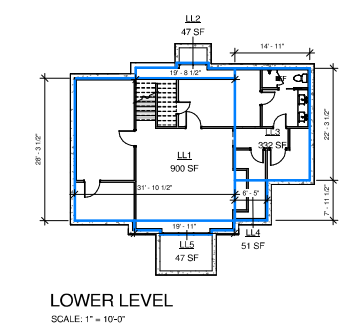
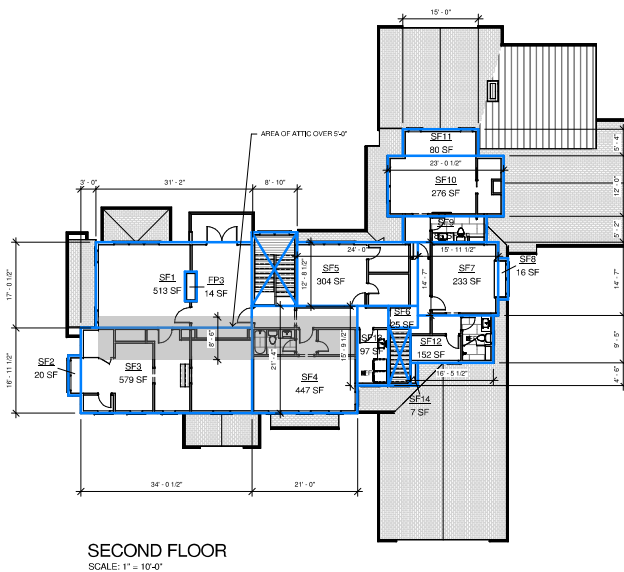
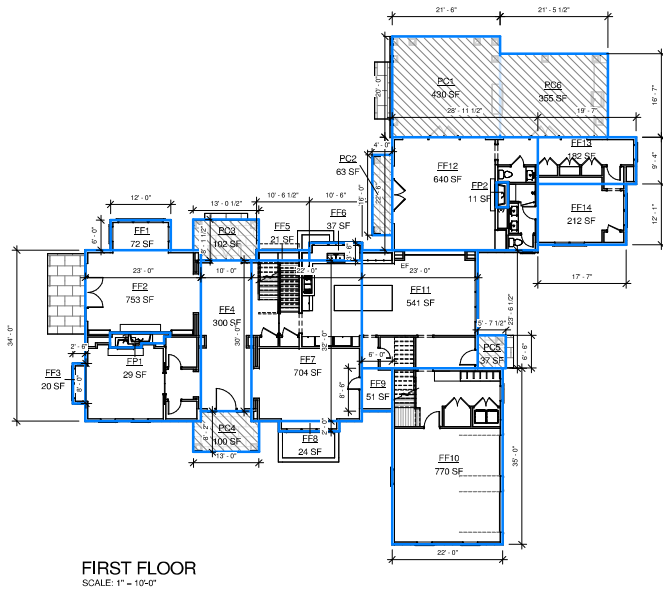
- A. Project plans
- B. Project description letter
- C. Conditions of approval

THE CRAIG R
6 ROBERT S DRIVE
MENLO PARK, CALIFORNIA



EXISTING FLOOR AREA	
1ST FL	3502.2 SF
2ND FL	2331.0 SF
BASMENT	1377.3 SF
GARAGE	770.0 SF
Grand total:	7980.5 SF

EXISTING FLOOR AREA DIAGRAM
SCALE: 1" = 20'-0"



REMODEL / ADDITION AREAS FIRST FLOOR LOWER LEVEL		
Name	Area	Dimensions
LL1	900 SF	31' - 10" x 28' - 3"
LL2	47 SF	19' - 8" x 2' - 0"
LL3	332 SF	14' - 11" x 22' - 3"
LL4	51 SF	6' - 5" x 7' - 11"
LL5	47 SF	19' - 11" x 2' - 0"
1377 SF	(DOES NOT COUNT)	

REMODEL / ADDITION AREAS FIRST FLOOR		
Name	Area	Dimensions
FF1	72 SF	12' - 0" x 6' - 0"
FF2	753 SF	23' - 0" x 34' - 0"
FF3	20 SF	2' - 6" x 8' - 0"
FF4	300 SF	10' - 0" x 30' - 0"
FF5	21 SF	10' - 6" x 2' - 0"
FF6	37 SF	10' - 6" x 3' - 6"
FF7	704 SF	22' - 0" x 32' - 0"
FF8	24 SF	12' - 0" x 2' - 0"
FF9	51 SF	6' - 0" x 8' - 6"
FF10	770 SF	22' - 0" x 35' - 0"
FF11	541 SF	23' - 0" x 23' - 6"
FF12	640 SF	28' - 11" x 22' - 6"
FF13	162 SF	19' - 7" x 8' - 4"
FF14	212 SF	17' - 7" x 12' - 1"
4327 SF		

REMODEL / ADDITION AREAS SECOND FLOOR		
Name	Area	Dimensions
SF1	513 SF	31' - 2" x 17' - 0"
SF2	20 SF	2' - 6" x 8' - 0"
SF3	579 SF	34' - 0" x 16' - 11"
SF4	447 SF	21' - 0" x 21' - 4"
SF5	304 SF	24' - 0" x 12' - 8"
SF6	25 SF	6' - 10" x 4' - 4"
SF7	233 SF	15' - 11" x 14' - 7"
SF8	16 SF	2' - 0" x 8' - 0"
SF9	86 SF	16' - 7" x 5' - 2"
SF10	276 SF	23' - 0" x 12' - 0"
SF11	80 SF	15' - 0" x 5' - 4"
SF12	152 SF	16' - 5" x 9' - 5"
SF13	97 SF	6' - 1" x 15' - 9"
SF14	7 SF	1' - 5" x 4' - 6"
2835 SF		

AREA OF ATTIC OVER 5' - 0" = 438' SF
TOTAL FLOOR AREA: 7,600 SF

ADDITIONAL BUILDING COVERAGE (FIREPLACES / PORCHES)

REMODEL / ADDITION AREAS BUILDING COVERAGE		
Name	Area	Dimensions
FP1	29 SF	10' - 9" x 2' - 1"
FP2	11 SF	2' - 3" x 5' - 0"
PC1	430 SF	21' - 6" x 20' - 0"
PC2	63 SF	4' - 0" x 22' - 6"
PC3	102 SF	13' - 0" x 8' - 1"
PC4	100 SF	13' - 0" x 8' - 2"
PC5	37 SF	5' - 7" x 6' - 6"
PC6	365 SF	21' - 5" x 16' - 3"
1127 SF		

No. Issue Date By

1 PLANNED 12.23

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REGISTERED ARCHITECT
PACIFIC PENINSULA ARCHITECTS, INC.
CARRIE A. HARRIS
STATE OF CALIFORNIA

Pacific Peninsula Architects
718 SAN GABRIEL AVENUE, SUITE 100
MENLO PARK, CA 94025
www.pacificpeninsula.com | 650.323.7900

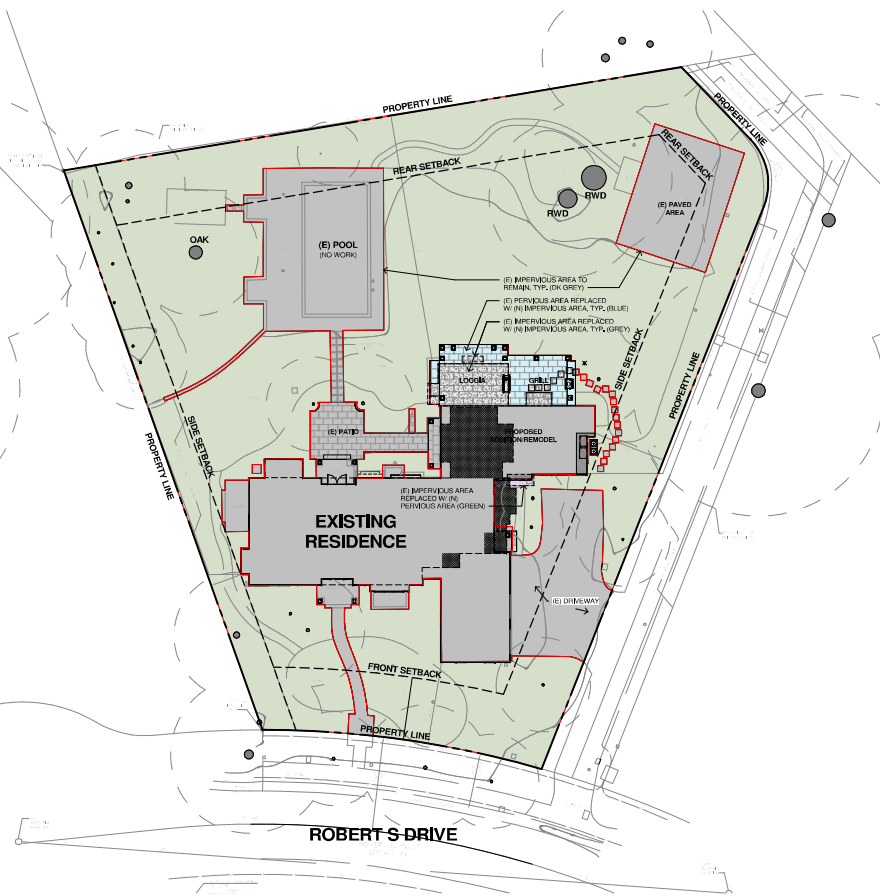
THE CRAIG RESIDENCE REMODEL
6 ROBERT S. DRIVE
MENLO PARK, CALIFORNIA

Date: 8/14/26
Scale: As indicated
Drawn by: NS
Job: 2517

T1.1



EXISTING PLAN
(BASE ON TOPOGRAPHIC SURVEY PLAN)



PROPOSED PLAN

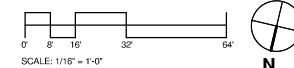
**IMPERVIOUS / PERVIOUS
AREA LEGEND:**

-  (E) IMPERVIOUS AREA
-  (N) IMPERVIOUS AREA
-  (E) IMPERVIOUS AREA REPLACED BY (N) IMPERVIOUS AREA
-  (N) PERVIOUS AREA
-  (E) PERVIOUS AREA

**IMPERVIOUS / PERVIOUS
CALCULATIONS:**

EXISTING PLAN:
IMPERVIOUS SURFACES: 10,803 SF
PERVIOUS SURFACES: 21,885 SF

PROPOSED PLAN:
IMPERVIOUS SURFACES: 11,244 SF
PERVIOUS SURFACES: 21,444 SF



SITE-IMPERVIOUS CALCULATION

No.	Issue	Date	By
1	PLANNED	12.23	

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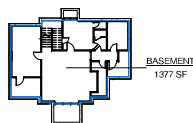
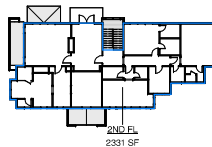
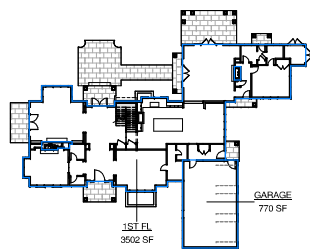


Pacific Peninsula Architects, Inc.
718 SAN GABRIEL AVENUE, MENLO PARK, CA 94025
www.pacificpeninsula.com | 650.323.7900

THE CRAIG RESIDENCE REMODEL
6 ROBERT S DRIVE
MENLO PARK, CALIFORNIA

Date: 8/14/26
Scale: As indicated
Drawn by: NS
Job: 2517

T1.2



EXISTING FLOOR AREA DIAGRAM
SCALE: 1" = 20'-0"

NON-CONFORMING STRUCTURES CALCULATIONS

Project Name: 6 Robert S Drive

City: Menlo Park, CA

Client: The Craig Residence Remodel

Architect: Pacific Peninsula Architects, Inc.

Engineer: Pacific Peninsula Engineers, Inc.

Date: 8/14/2018

Existing Floor Area

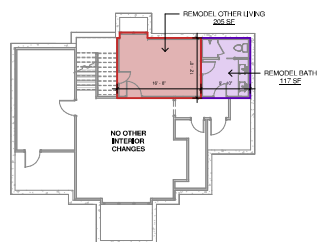
Room	Area (SF)	Volume (CF)	Height (ft)
Garage	770	11,550	15
1st Floor	3,902	58,530	15
2nd Floor	2,331	34,965	15
Basement	1,377	20,655	15
Total	8,380	125,700	

Proposed Floor Area

Room	Area (SF)	Volume (CF)	Height (ft)
Garage	770	11,550	15
1st Floor	3,902	58,530	15
2nd Floor	2,331	34,965	15
Basement	1,377	20,655	15
Total	8,380	125,700	

LOWER LEVEL TOTALS

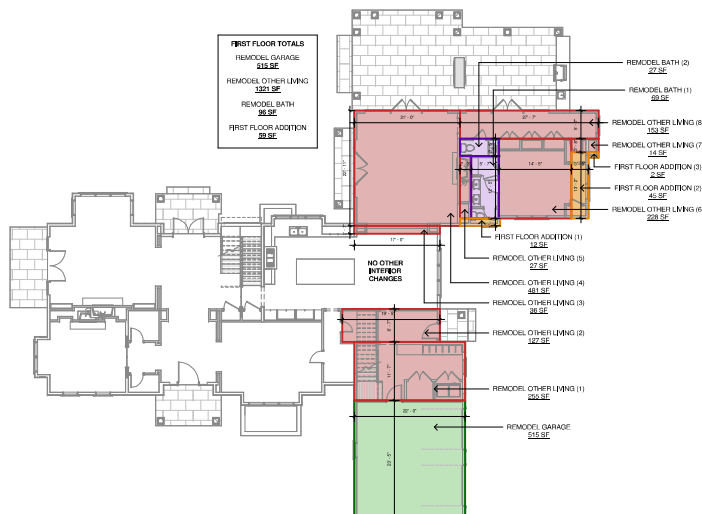
REMODEL OTHER LIVING	208 SF
REMODEL BATH	117 SF



PROPOSED LOWER LEVEL
SCALE: 1" = 10'-0"

FIRST FLOOR TOTALS

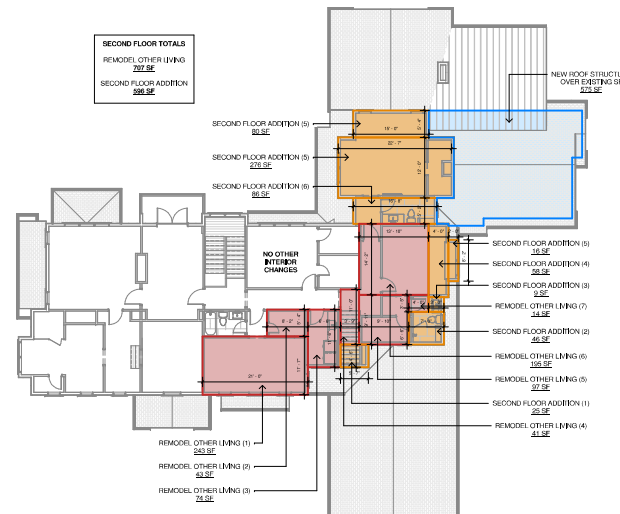
REMODEL GARAGE	518 SF
REMODEL OTHER LIVING	1301 SF
REMODEL BATH	86 SF
FIRST FLOOR ADDITION	89 SF



PROPOSED FIRST FLOOR
SCALE: 1" = 10'-0"

SECOND FLOOR TOTALS

REMODEL OTHER LIVING	707 SF
SECOND FLOOR ADDITION	288 SF



PROPOSED SECOND FLOOR
SCALE: 1" = 10'-0"

NON-CONFORMING STRUCTURES CALCULATIONS

No.	Issue	Date	By
1	PLANNING	8-15-18	
2	PLANNING	8-2-18	

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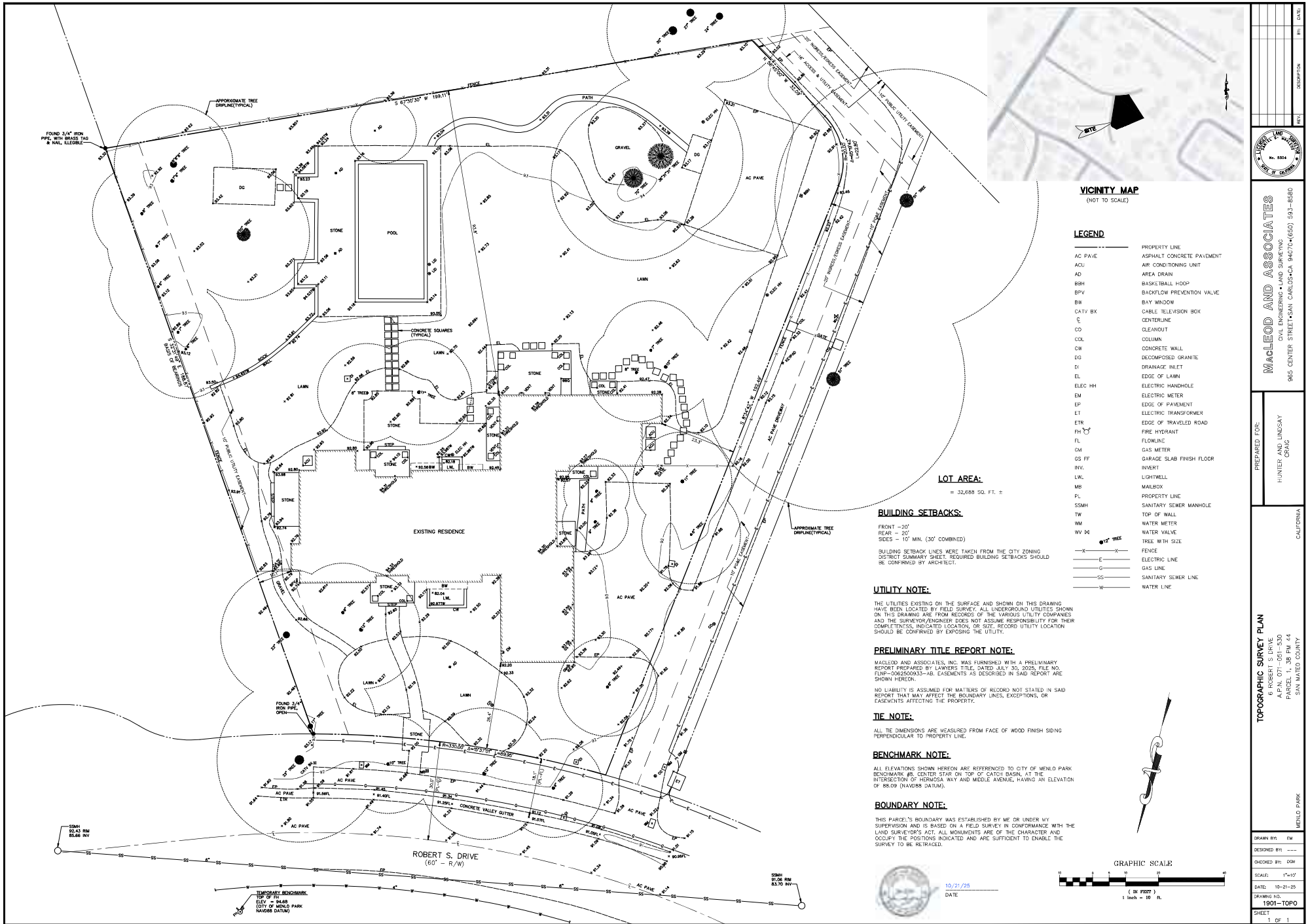


THE CRAIG RESIDENCE REMODEL
6 ROBERT S DRIVE
MENLO PARK, CALIFORNIA

Date: 8/14/2018
Scale: As indicated
Drawn by: NS
Job: 2517

T1.3

8/23/2018 10:28:27 AM



No.	Issue	Date	By
1	PLANNED	12.23.20	

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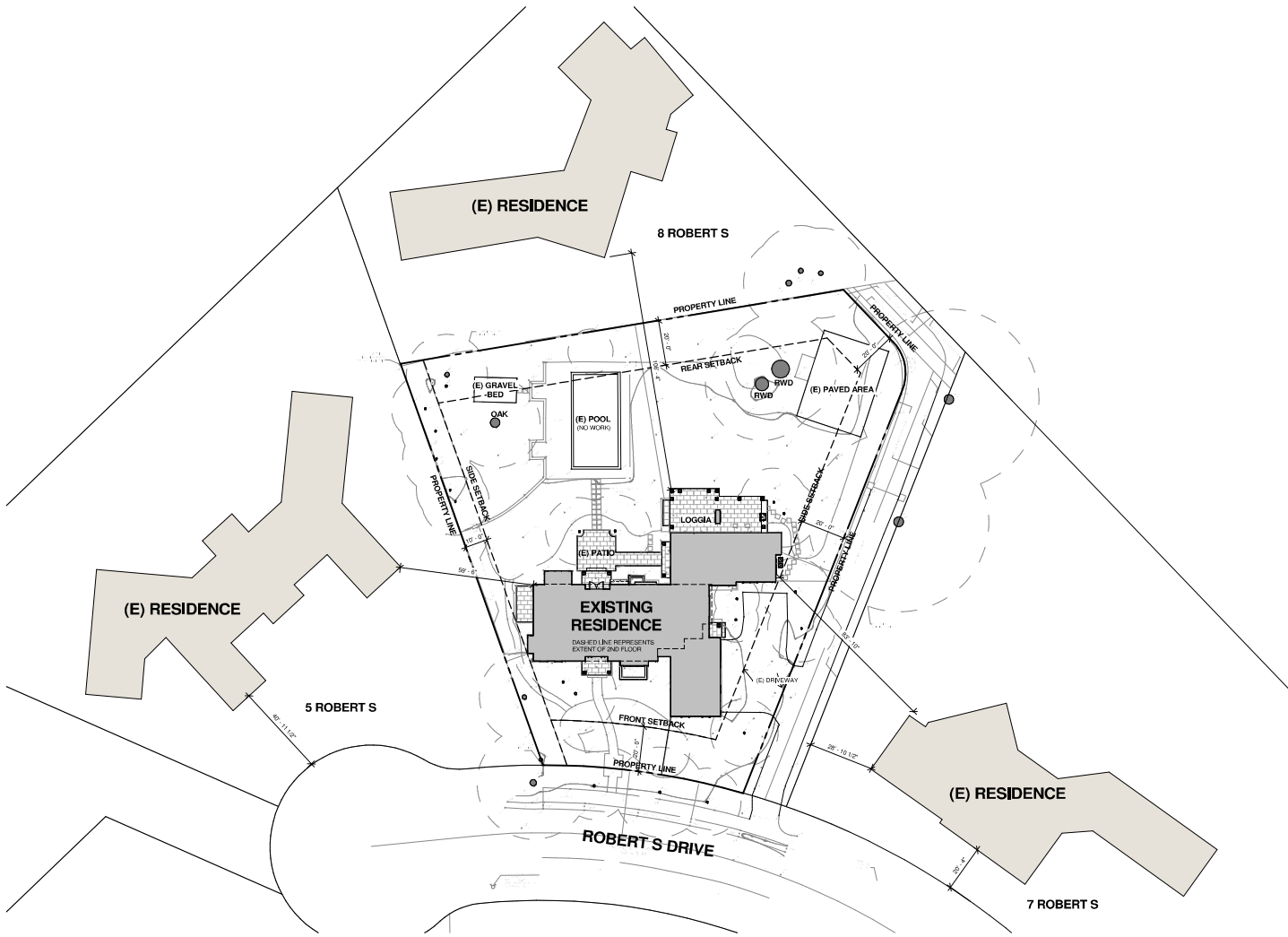


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 Scale: As indicated
 Drawn by: NS
 Job: 2517

E1.0



SITE LEGEND:

(E) CONTOUR:

PROPOSED CONTOUR:

SETBACK: EASTMENT LINE:

PROPERTY LINE:

(E) TREE TO REMAIN:

(E) TREE TO BE REMOVED:

BUILDING OUTLINE:

FLOOR ELEVATION:

SPOT ELEVATION:

EDGE OF PAVEMENT:

PROPOSED UTILITY LINE:



5 ROBERT S



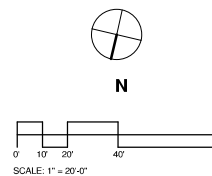
6 ROBERT S (PROJECT SITE)

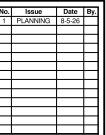


7 ROBERT S

STREETSCAPE

AREA PLAN / EXISTING SITE PLAN



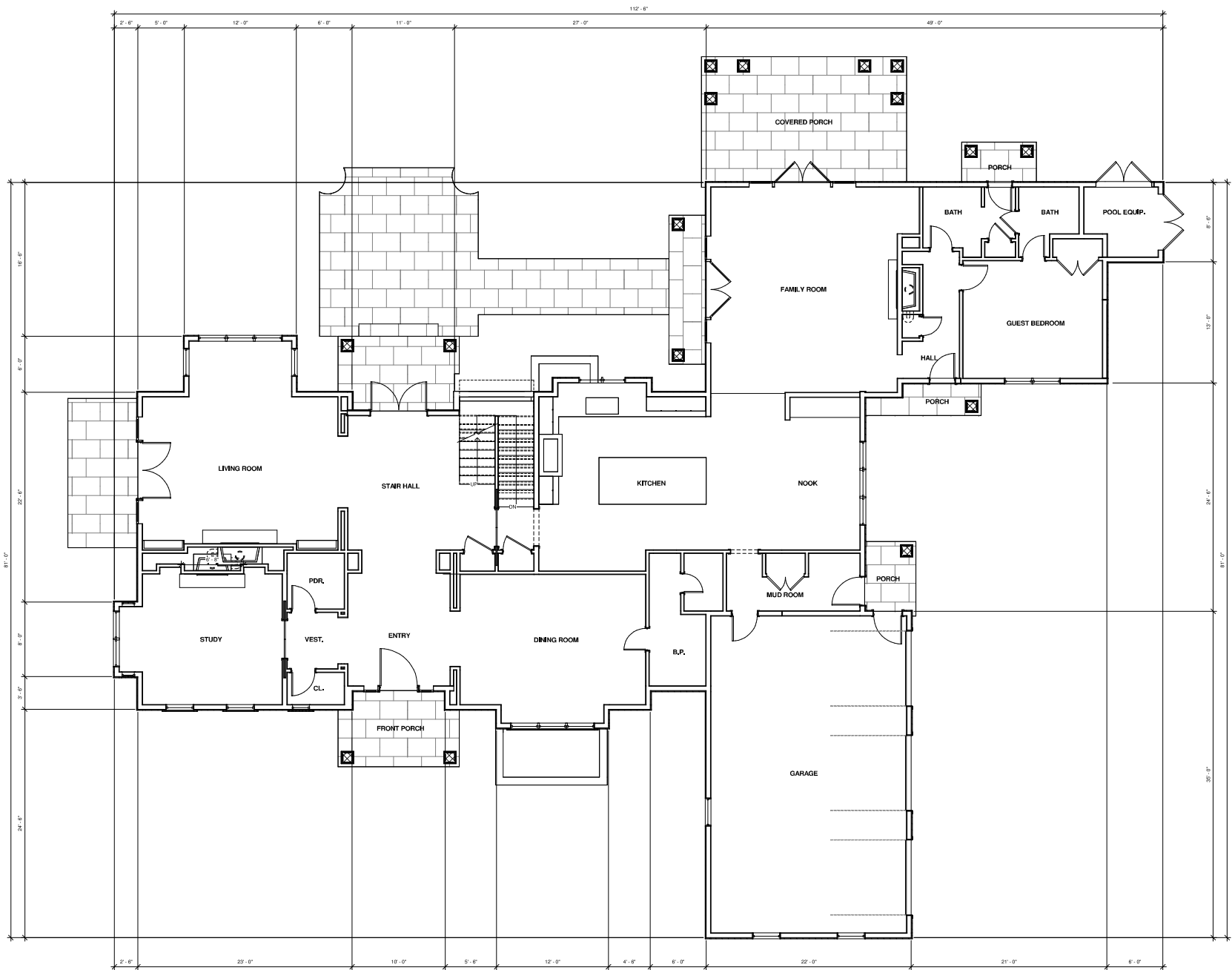


THE CRAIG RESIDENCE REMODEL
6 ROBERT S DRIVE
MENLO PARK, CALIFORNIA

Date	8/14/26
Scale	1/4" = 1'-0"
Drawn by	NS
Job	2517

E2.0.

EXISTING LOWER LEVEL PLAN



No.	Issue	Date	By
1	PLANNING	12-23-20	
2			
3			
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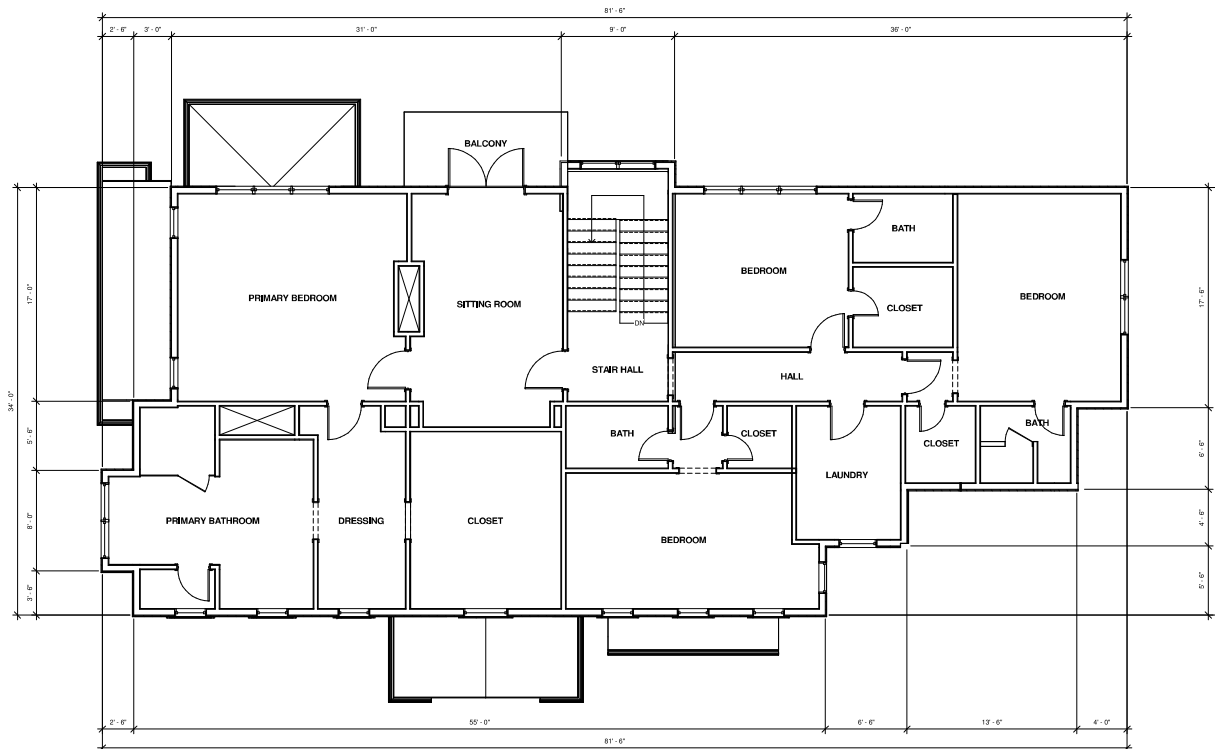


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THE CRAIG RESIDENCE REMODEL
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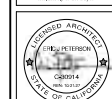
Date:	8/14/20
Scale:	1/4" = 1'-0"
Drawn by:	NS
Job:	2517

E2.1.



No.	Issue	Date	By
1	PLANNING	12-23-20	

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E2.2.



FRONT ELEVATION



REAR ELEVATION

EXISTING EXTERIOR ELEVATIONS

THE CRAIG RESIDENCE REMODEL
6 ROBERT S. DRIVE
MENDOTA, CALIFORNIA

Date: 8/14/26
Scale: 1/4" = 1'-0"
Drawn by: Author
Job: 2517

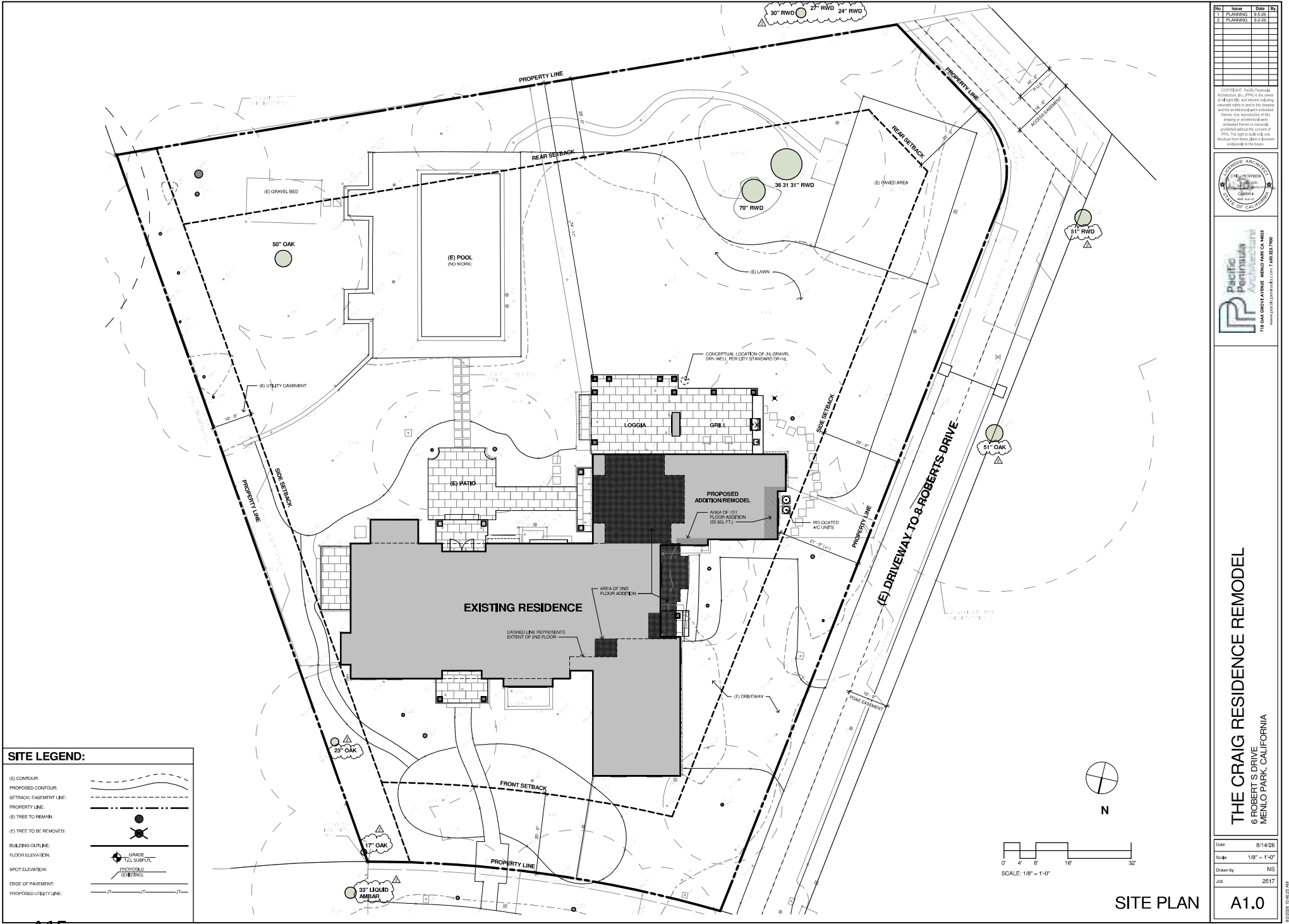
E4.1

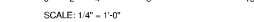
No.	Issue	Date	By
1	PLANNED	11-20	

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THE CRAIG RESIDENCE REMODEL
6 ROBERT S DRIVE
MENLO PARK, CALIFORNIA

A2.0

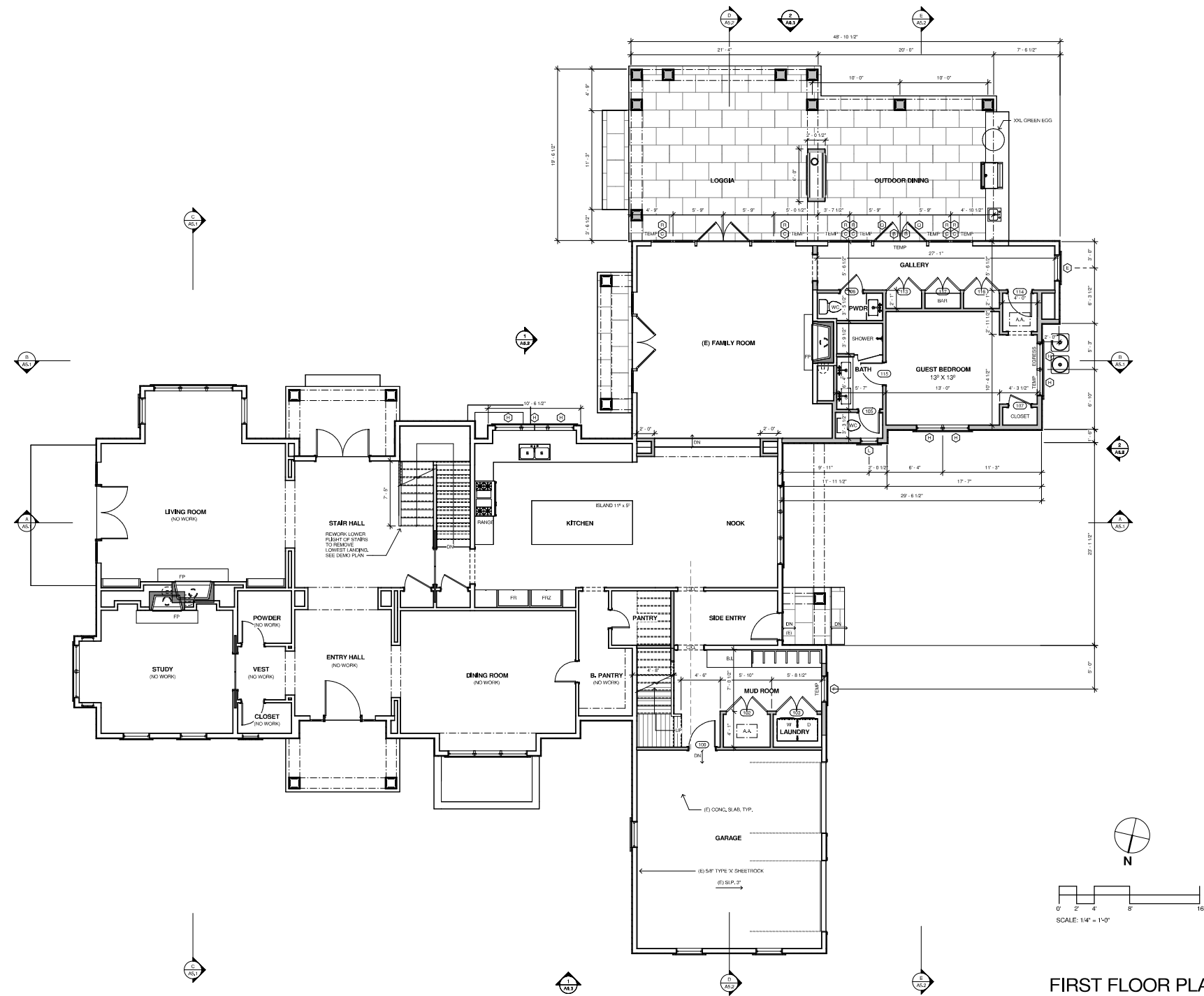
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No.	Issue	Date	By
1	PLANNING	12.2.20	
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 MENLO PARK, CALIFORNIA

Date: 8/14/26
 Scale: 1/4" = 1'-0"
 Drawn by: NS
 Job: 2517

A2.1

FIRST FLOOR PLAN

No.	Issue	Date	By
1	PLANNED	12-23-20	

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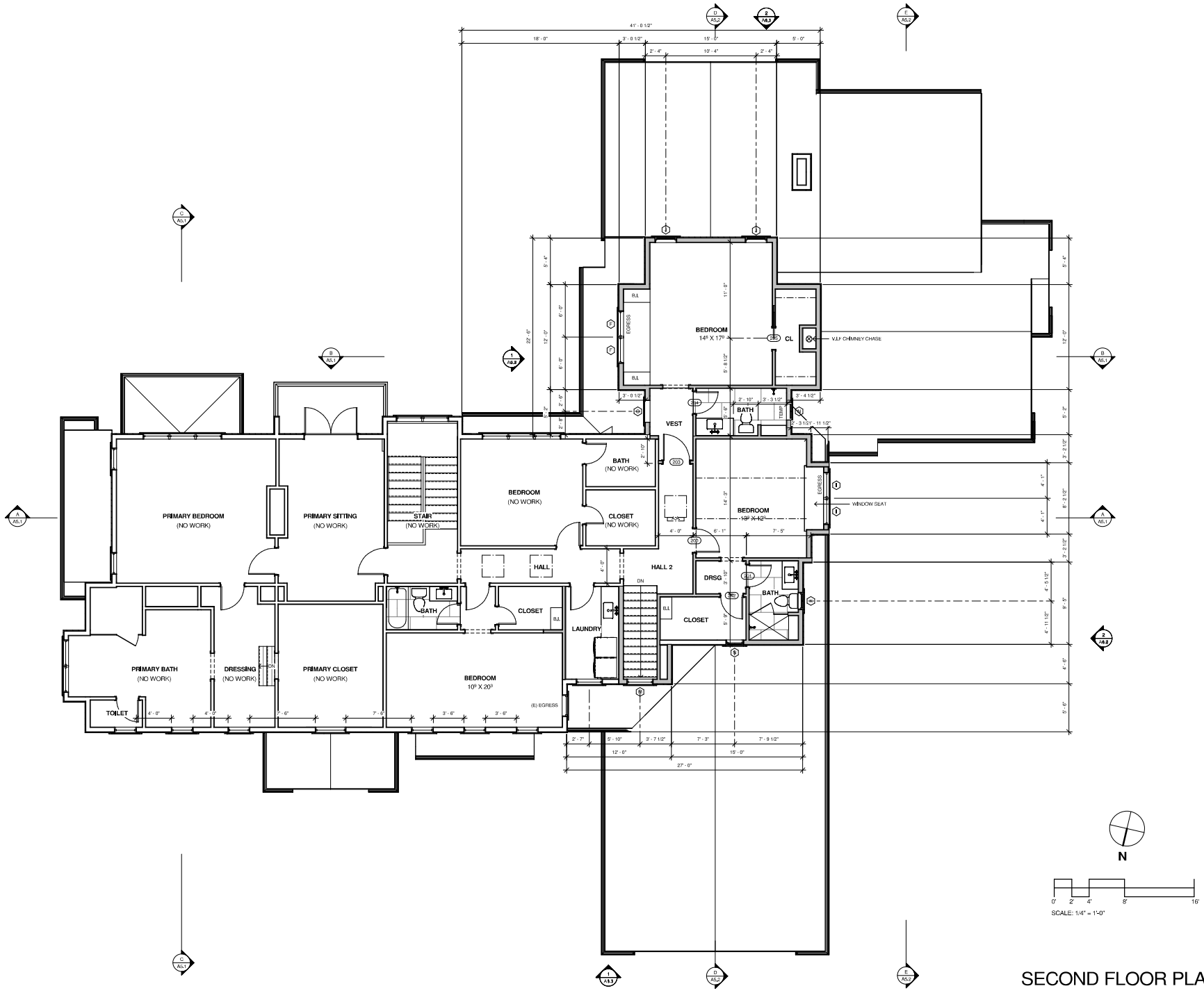
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THE CRAIG RESIDENCE REMODEL 6 ROBERT S. DRIVE MENLO PARK, CALIFORNIA

Date	8/14/20
Scale	1/4" = 1'-0"
Drawn by	NS
Job	2517

A2.2

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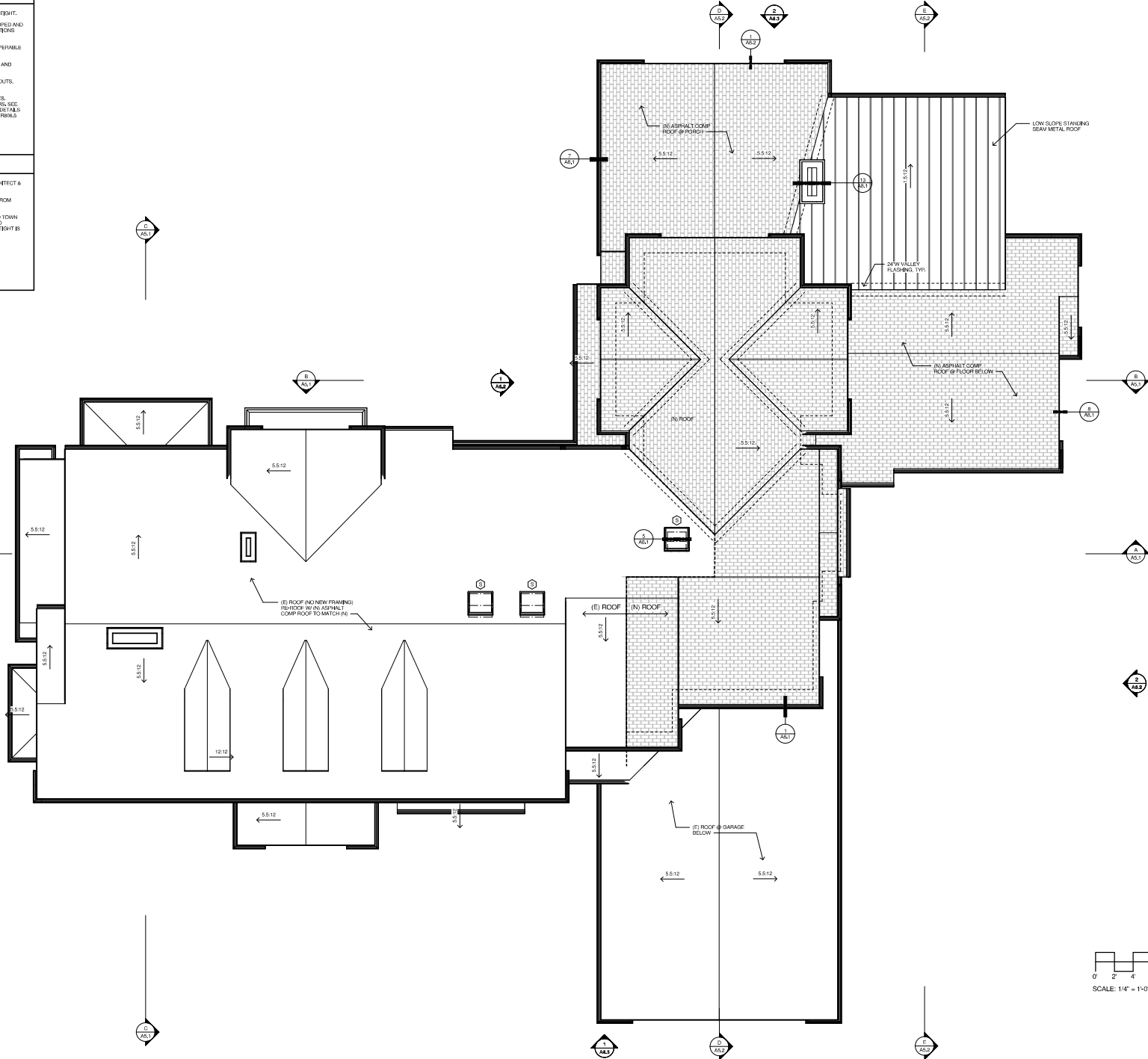
SECOND FLOOR PLAN

ROOF NOTES

SEE ARCHITECTURAL ELEVATIONS, SHEET A1, FOR ROOF HEIGHT.
 ALL EXHAUST VENTS, FLUES AND STACKS ARE TO BE GROUPED AND LOCATED WHERE INDICATED ON ROOF PLAN. VERIFY LOCATIONS WITH ARCHITECT.
 ALL PLUMBING VENTS TO BE MIN. 10'-0" AWAY FROM ANY OPERABLE SKYLIGHT OR 3'-0" MIN. ABOVE ANY FIXED SKYLIGHT.
 ALL HIDDEN VALLEY FLASHING, STEP FLASHING, CRICKETS, AND MEC FLASHING SHALL BE COPPER.
 ALL VISIBLE SHEET METAL ELEMENTS (GUTTERS, DOWNSPOUTS, VENTS, CHIMNEY CAPS) SHALL BE COPPER.
 ATTICS ARE DESIGNED AS CONDITIONED UNVENTED SPACES. PROVIDE CLOSED CELL FOAM INSULATION @ ROOF RAFTERS. SEE SECTION FOR LOCATIONS. FOR FINISHES AND HAVE DETAILS FOR ASSEMBLY THAT MEETS ALL CONDITIONS OF SECTION RIBS.

ROOF HEIGHT NOTES

O.C. & FRAMING SUBCONTRACTOR SHALL CONFER W/ ARCHITECT & SURVEYOR PRIOR TO SETTING RIDE.
 LICENSED SURVEYOR SHALL VERIFY BUILDING HEIGHTS FROM AVERAGE EXISTING NATURAL GRADE.
 O.C. TO HAVE SURVEYOR PROVIDE A CERTIFIED LETTER TO TOWN OF ATHERTON BUILDING DEPARTMENT & OWNER PRIOR TO FRAMING INSPECTION. LETTER TO CONFIRM THAT ROOF HEIGHT IS WITHIN CITY MAXIMUM OF 30'-0" H.
 SEE ROOF NOTES FOR ADDITIONAL INFO.



ROOF PLAN

No.	Issue	Date	By
1	PLANNED	11.2.20	

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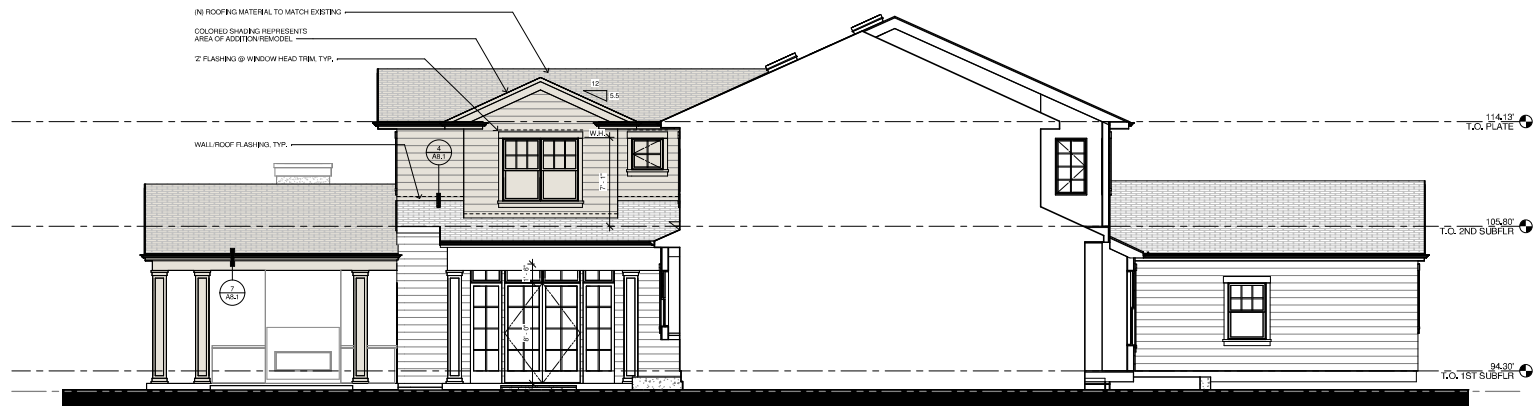


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 6 ROBERT S. DRIVE
 MENLO PARK, CALIFORNIA

Date:	8/14/20
Scale:	1/4" = 1'-0"
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Job:	2517

A3.1



03 - WEST ELEVATION - PARTIAL



04 - EAST ELEVATION

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1	PLANNING	12.23.20	

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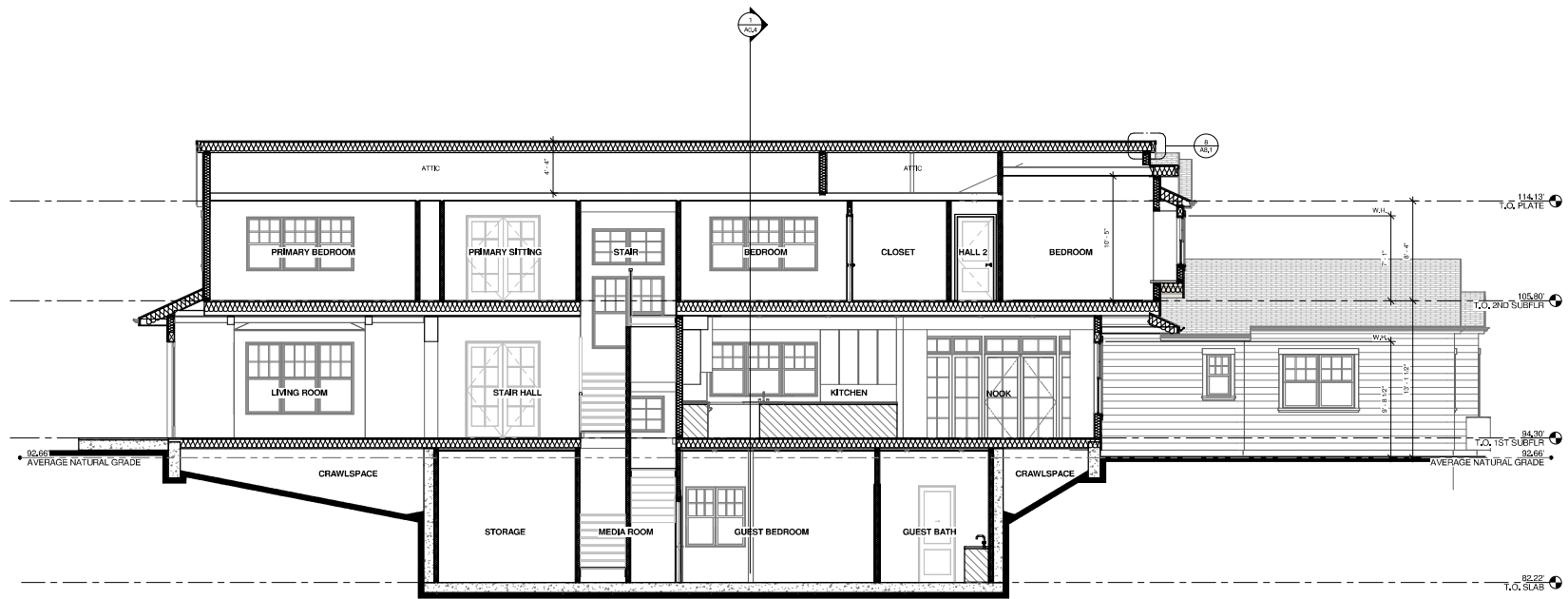
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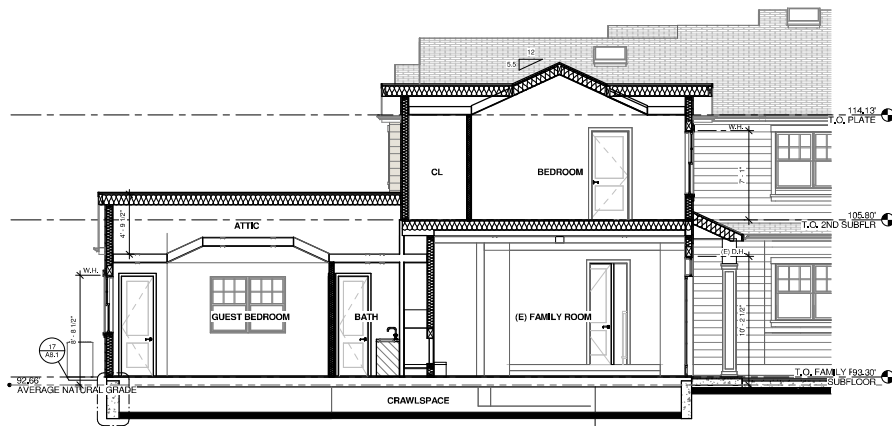
Date: 8/14/20
Scale: 1/4" = 1'-0"
Drawn by: NS
Job: 2517

EXTERIOR ELEVATIONS

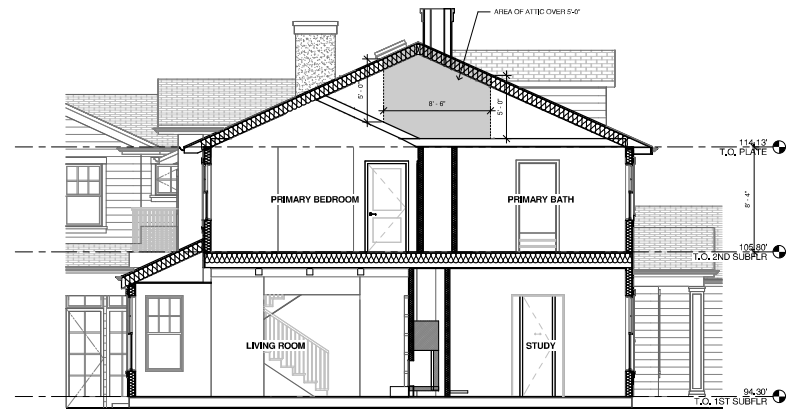
A4.2



SECTION A-A



SECTION B-B



SECTION C-C

SECTIONS

THE CRAIG RESIDENCE REMODEL
6 ROBERT S. DRIVE
MENDOTA, CALIFORNIA

Date:	8/14/26
Scale:	1/4" = 1'-0"
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Job:	2517

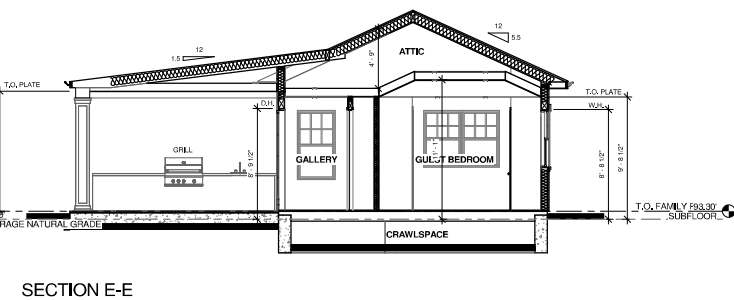
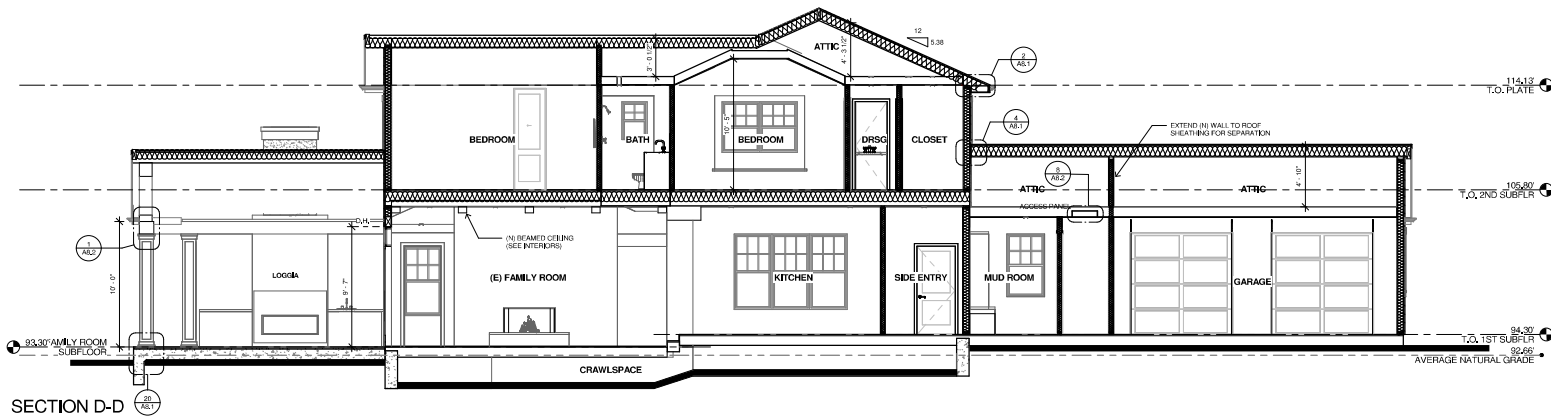
A5.1

No.	Issue	Date	By
1	PLANNED	12.23.25	

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No.	Issue	Date	By
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THE CRAIG RESIDENCE REMODEL
 6 ROBERT S. DRIVE
 MENLO PARK, CALIFORNIA

Date	8/14/20
Scale	1/4" = 1'-0"
Drawn by	NS
Job	2517

SECTIONS

A5.2



9 July 2026

Re: Project Description
6 Robert S Drive
Menlo Park, CA

Revision to existing Use-Permit for a single family residence

The Craig's have retained us to remodel and add on to an existing home to create a home for their growing family. The remodel entails a rework of a ground floor bedroom suite to better suit their needs along with adding an additional bedroom on the second floor. A significant portion of the project is at the rear of the home, with very little visible from the street frontage.

The second floor addition is primarily over the existing family room. In addition at the first floor there is an enlarged covered patio and dining area open on three sides to the rear yard.

The architectural style will be retained and will match the existing Colonial style – painted wood siding and trim.

As the property is oversized for the zoning and is heavily screened with landscaping there is very little concern for privacy between the second floor addition and any neighboring parcels.

Regardless, the Craig's will reach out to their immediate neighbors to let them know of the upcoming project and to review any concerns they may have ahead of the planning commission hearing.

Subject: Proposed Remodel Plans for 6 Robert S Drive

Dear Neighbor,

We hope this letter finds you well! As your neighbors at 6 Robert S, we are writing to share that we are proposing a remodel and addition to the second floor at the rear of the house. With the design, we have strived to limit visibility from the street and adjacent neighbors to respect privacy.

We are working with Pacific Peninsula Architecture on the design. In coordination with the Menlo Park Planning Department, we are sharing our proposed plans with surrounding property owners prior to our Planning Commission review. We want to ensure you have clear visibility into what we are proposing and an easy way to get in touch.

A copy of the proposed plans is attached.

If you have any questions or would like to discuss the project, please feel free to reach out to us directly:

- Contact: Lindsay Craig
- Email: Lindsay.m.cook1@gmail.com
- Phone: 614-546-7121

- Architect: Eric Peterson, Principal, PPA, Inc.
- Email: epeterson@pacificpeninsula.com
- Phone : 650-323-7900

We are preparing our updated submission materials for the City, so please feel free to send any comments or questions our way by August 14, 2026 so we can include a summary of neighbor communications in our report ahead of scheduling the Planning Commission review.

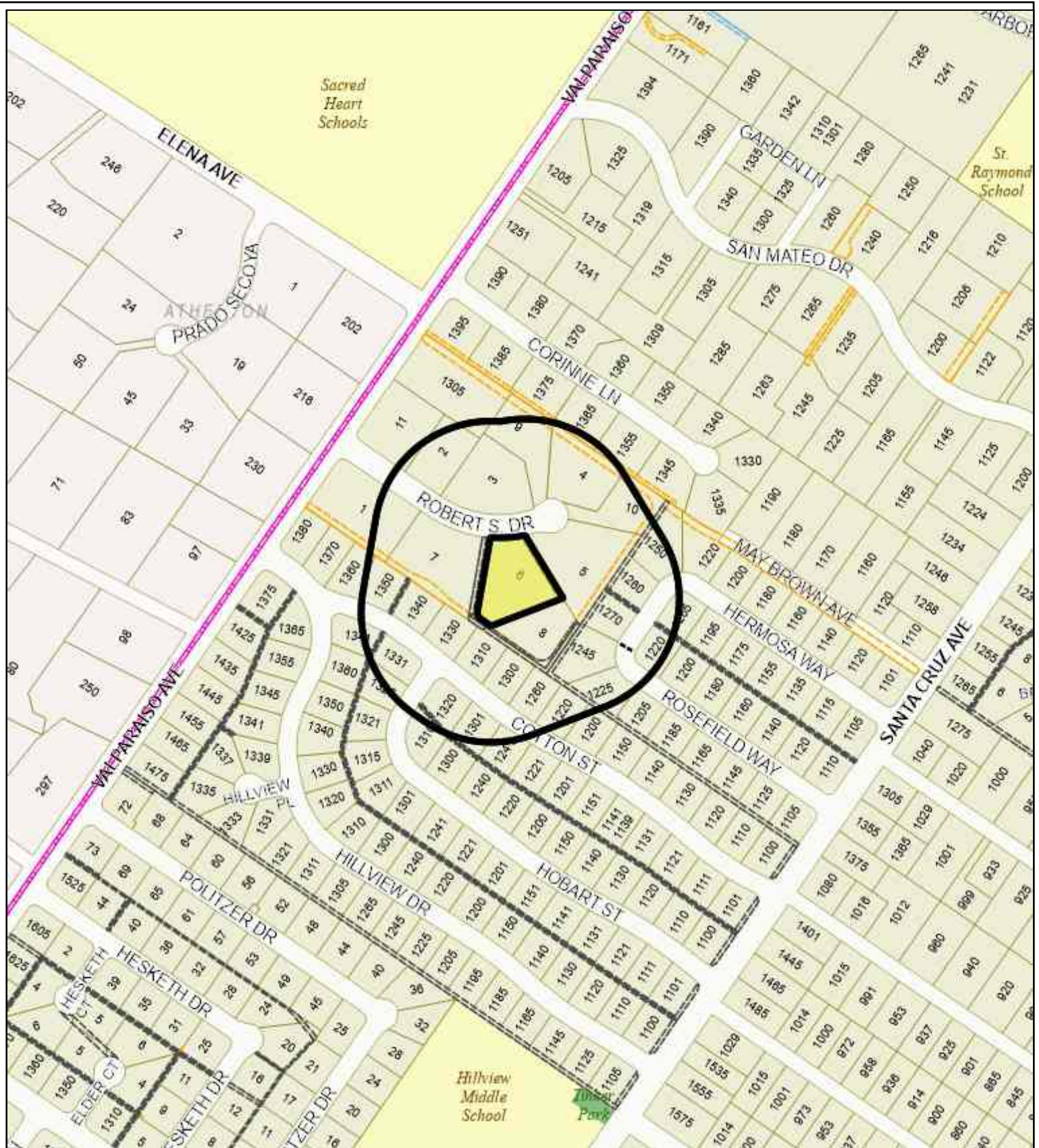
Thank you for your time, and we look forward to staying in touch!

Warmly,

Lindsay Craig

LOCATION: 6 Robert S. Drive	PROJECT NUMBER: PLN2026-00027	APPLICANT: Eric Peterson	OWNER: Hunter and Lindsay Craig
PROJECT CONDITIONS: a. The use permit shall be subject to the following standard conditions: a. The applicant shall be required to apply for a building permit within one year from the date of approval (by October 5, 2027) for the use permit to remain in effect. b. Development of the project shall be substantially in conformance with the plans prepared by Pacific Peninsula Architecture, Inc., consisting of 20 plan sheets, dated September 2, 2026, and approved by the Planning Commission on October 5, 2026, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project. d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering, and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes. f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division. g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits. h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application. j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim,			

LOCATION: 6 Robert S. Drive	PROJECT NUMBER: PLN2026-00027	APPLICANT: Eric Peterson	OWNER: Hunter and Lindsay Craig
PROJECT CONDITIONS: action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings. k. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application. 2. The use permit shall be subject to the following project-specific conditions: a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing the daylight plane requirement along the left side of the property at various points where the residence is closest to the side property line.			



City of Menlo Park
Location Map
6 Robert S. Drive



Scale: 1:4,000

Drawn By: Matthew Ball

Checked By: Tom Smith

Date: 10/5/2026

Sheet: 1

6 Robert S. Drive – Attachment C: Data Table

	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	32,688.0	sf	32,688.0	sf	20,000.0	sf min
Lot width	103.0	ft	103.0	ft	110.0	ft min
Lot depth	190.7	ft*	190.7	ft*	130.0	ft min
Setbacks						
Front	22.9	ft	26.4	ft	20.0	ft min
Rear	93.8	ft	93.8	ft	20.0	ft min
Side (right)	21.0	ft	23.3	ft	10 ft. min per side, 30 feet min total	
Side (left)	10.1	ft	10.1	ft		
Building coverage	5,454.2	sf	5,084.2	sf	9,806.0	sf max
	16.7	%	15.6	%	30.0	% max
FAL (Floor Area Limit)	7,600.2	sf	7,041.2	sf	9,222.0	sf max
	23.3	%	21.5	%	28.0	% max
Square footage by floor	1,377.0	sf/basement	1,377.3	sf/basement		
	3,812.2	sf/1 st	3,502.2	sf/1 st		
	2,835.0	sf/2 nd	2,331.0	sf/2 nd		
	515.0	sf/garage	770.0	sf/garage		
	1,087.0	sf/porch	772.0	sf/porch		
	40.0	sf/fireplace	40.0	sf/fireplace		
	438.0	sf/attic	438.0	sf/attic		
Square footage of buildings	10,104.2	sf	9,230.5	sf		
Building height	29.8	ft	29.8	ft	30.0	ft max
Parking	2 spaces		3 spaces		2 spaces	
Note: Areas shown highlighted indicate a nonconforming or substandard situation						
Trees	Heritage trees	11	Non-Heritage trees	21	New trees	0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	2	Total number of trees	32

*Lot depth estimated as simple average of lengths of longest side property lines. Future projects/redevelopment could require lot depth measurement based on City's established guidelines.