

**PLANNING COMMISSION
AGENDA REPORT**



**CITY OF MILLBRAE
621 Magnolia Avenue
Millbrae, CA 94030**

SUBJECT: Design Review Permit application to allow the construction of a new second-story addition to an existing single story single-family residence located in the Single-Family Residential (R-1) Zoning District (Public Hearing)

ATTACHMENTS:

1. Resolution
2. Conditions of Approval
3. Neighbor Consultation Forms
4. Site Photos
5. Project Plans
6. Color & Material Samples (to be presented at meeting)
7. Public Correspondence

Report No. 4a

For Agenda of: November 1, 2021

Address: 8 Dexter Place

Department: Community Development

Originator: Cristian Santana
Assistant Planner

Approved: Roscoe Mata,
Planning Manager

Property Owner: Ryan Owen

Applicant: Alex Tzang

Application submittal date:
August 11, 2021

Application deemed complete date: October 11, 2021

Prior Planning Commission meeting date(s): none

REPORT TYPE: ☒ ACTION ☐ INFORMATIONAL

ITEM TYPE: ☐ CONSENT ☒ PUBLIC HEARING ☐ EXISTING BUSINESS ☐ NEW BUSINESS

EXECUTIVE SUMMARY

The proposed project involves the construction of a new 849 sf second-story addition and 106 sf first story addition to an existing single story single-family residence. The proposal is subject to Planning Commission design review since it is a second story addition over 500 sf.

The existing property is a single-story home on a 5,116 sf existing interior lot. This lot is located in the Single-Family Residential (R-1) zone. The existing single-family residence is located on the east side of Dexter Place between Laurel and Robert Place.

The existing 1,855 sf single-family residence contains three bedrooms, two bathrooms, a kitchen, an entry, a covered porch, and an attached two-car garage. The existing roof pitch is 3:12.

The proposed home would be a two-story 2,810 sf home. The 1,466 sf first story would include two bedrooms with two full bathrooms, a living room, storage space, a kitchen, a dining room, a covered porch, and an attached two-car garage. The 1,466 sf first story includes a 106 sf first-story

addition that will expand the kitchen, a bedroom, and a bathroom. The proposed 849 sf second story includes two bedrooms, one bathroom, an office, and a family room. The proposed roof pitch is 3:12.

The FAR will increase from 36.2% to 54.9% (55% is the allowable maximum). The lot coverage would increase from 37.6% to 39.7% (50% is the allowable maximum).

RECOMMENDATION

Staff recommends that the Planning Commission review the project, consider the public testimony and the Findings, as presented, and consider adopting the attached Resolution approving the Design Review Permit application to allow the second-story addition to an existing single story single-family residence.

NEIGHBORHOOD AND SURROUNDING USES

The project is site is in the Meadow Glen neighborhood, located on the east side of Dexter Place between Laurel Avenue and Robert Place. The site is a 5,116 sf lot, zoned Single-Family Residential (R-1) identified in the General Plan as Low Density Residential. The lot is occupied by a single-story, single-family residence.

Project Address: 8 Dexter Place					
	Site	North	South	East	West
General Plan	Low Density Residential	Low Density Residential	Low Density Residential	Low Density Residential	Low Density Residential
Zoning	R-1	R-1	R-1	R-1	R-1

PROPOSAL

The proposed project includes the construction of an 849 sf second story addition, a 106 sf single story addition for a total of a 2,810 sf two-story single-family home. The proposed first story includes two bedrooms with two full bathrooms, a living room, storage space, a kitchen, a dining room, a covered porch, and an attached two-car garage. The proposed second story includes two bedrooms, one bathroom, an office, and a family room. The proposed roof pitch is 3:12.

Building height would increase from 12'-8 ¼" to 28'-8 ¼". All ground floor and upper story setbacks are met. The proposed two-car garage satisfies the required covered parking per zoning code. The proposal complies with all other R-1 zone development standards.

The existing home measures 1,855 sf in area, including the attached garage, porch, and deck. The proposed home increases the total square footage to 2,810 sf, including the attached garage, porch, and deck. The FAR would increase from 36.2% to 54.9% (55% is the allowable maximum). The lot coverage would increase from 37.6% to 39.7% (50% is the allowable maximum).

ISSUES & ANALYSIS

The proposed new construction complies with minimum and maximum development standards as follows (existing non-conforming in *italics*; proposed non-compliant in bold *italics*):

Interior Lot (SFR-R1)	Requirement	Existing	Proposed
Building Setbacks (All Floors)			
1 st Floor Front Setback WEST	20 Ft.	<i>17 Ft. 0 ¾ In.</i>	<i>17 Ft. 0 ¾ In.</i>
1 st Floor Side Setback NORTH	5 Ft.	7 Ft.	7 Ft.
1 st Floor Side Setback SOUTH	5 Ft.	<i>4 Ft. 9 In.</i>	<i>4 Ft. 9 In.</i>
1 st Floor Rear Setback EAST	10 Ft.	17 Ft. 10 In.	17 Ft. 10 In.
2 nd Floor Front Setback WEST	10 Ft.	N/A	18 Ft. 7 ½ In.
2 nd Floor Side Setback SOUTH	4 Ft.	N/A	4 Ft. 5 ¼ In.
2 nd Floor Side Setback	6 Ft.	N/A	7 Ft. 3 ¾ In.
	Gross Area	Existing	Proposed
Site Area	5,000 SF	5,116 SF	No Change
Maximum Lot Coverage	50% (2,500 SF)	37.6% (1,925 SF)	39.7% (2,031 SF)
Maximum Floor Area Ratio	55% (2,750 SF)	36% (1,855 SF)	54.9% (2,810 SF)
Maximum Building Height	30 Ft.	17 Ft. 11 ¼ In.	28 Ft. 8 ¼ In.
Minimum Rear Yard Open Space	1,000 SF	1,206 SF	1,206 SF
Enclosed Parking	2 Garage Spaces	2 Garage Spaces	No Change

Design Review

Section 10.05.1150 (Architectural, Landscaping and Site Plan Consideration) of the Millbrae Municipal Code requires Design Review, pursuant to the City's adopted Residential Design Guidelines, for significant alterations to an existing development. The Design Guidelines include generalized review criteria that seek to integrate additions into the existing character of the structure and neighborhood, while respecting the privacy, views, and solar access of neighboring properties.

The existing home is a single-story 1948 ranch style home similar to other buildings in the neighborhood. The front exterior is a sand-colored stucco, with brown exterior trimming, wood doors, and a brick chimney. The roof is a gabled roof type with roof pitch of 3:12.

The proposed exterior finishes will be a "Soaring Eagle" light blue colored stucco, charcoal colored shingle roof, six-foot high brown wood fence, white vinyl windows with matching wood trim, dark gray wood front door, and wood white garage doors. The proposed roof pitch ratio is 3:12.

Neighborhood Character

The majority of the homes within the area are one to two-stories, and are generally ranch style with cross hipped roof designs. The existing residence is situated on a U-shaped street connecting to Anita Drive to the south and there are no views of the San Francisco bay from the existing property. There are a mix of single and second story homes in the neighborhood. The subject building was built around 1948.

Parking

The project site contains a 415 sf two-car, enclosed and attached garage. The proposed plan provides an attached 425 sf garage. Pursuant to section 10.05.2100 of the Zoning Ordinance, two garage spaces are required per single-family-dwelling. The proposed enclosed parking of 425 sf provided on the site exceeds the 400 sf required by the Zoning Ordinance and conforms to the recommended parking guidelines of two-enclosed spaces.

Public Notice Requirement

The City of Millbrae Community Development Department follows legally required public noticing requirements outlined in the Municipal Code Section 10.05.2900 including: publishing the Planning Commission meeting date not less than ten days prior to the hearing, in a newspaper of general circulation in the city and mailing notice cards to property owners within a 300 foot radius of the subject property. In addition, ten days prior to the hearing, staff posts notices in at least three public places along the street and stakes a notice placard on the subject property. At least three days before the meeting, staff posts the project meeting date on the City website Planning Commission calendar; and on the bulletin boards at City Hall and the Millbrae Public Library.

Neighborhood Response

In accordance with the City of Millbrae Community Development Departments' Submittal Requirements for Residential Development to notify each adjacent property owner abutting the project site, a total of six Proof of Neighbor Consultation forms from the adjacent residences have been submitted as follows:

Response	#	Address	Date Applicant Sent	Date Received by Staff
Support	5	7 Dexter Place 28 Robert Place 6 Dexter Place 10 Dexter Place 11 Dexter Place	10/05/2021 8/19/2021 8/23/2021 8/17/2021 8/17/2021	10/06/2021 8/26/2021 8/26/2021 8/26/2021 8/26/2021
Oppose	1	30 Robert Place	10/06/2021	10/8/2021
No Response	1	26 Robert Place	10/06/2021	10/06/2021

The resident at 30 Robert Place located diagonally towards the southeast returned the consultation form expressing an opposition response to the project at 8 Dexter Place. Please see Attachment 7.

30 Robert Place Concerns

The resident diagonally adjacent (southeast) to 8 Dexter Place expressed two primary concerns:

1. The mass and bulk of the second story addition was particularly large, in terms affecting the rear views and sunlight of 30 Robert Place.
2. The loss of privacy with the construction of a second story addition.

Staff evaluated both concerns raised by the owner. The proposed second story complies with the required upper floor setbacks pursuant to Section 10.05.0620 of the Millbrae Municipal Code. The Millbrae Municipal Code does not require a rear upper story setback. Additionally, there are several existing neighboring sites that contain second story additions (11 Dexter Pl, 208 Anita Dr, 307 Anita Dr, & 301 Helen Dr.), contributing to the overall bulk and mass compatibility of the neighborhood. Staff evaluated the privacy concerns with the second story addition and notes that the window study indicates two windows facing the rear of the property. The configuration of the two rear second story windows and east-facing side windows appear to limit the range of visibility from the second story proposal into the rear yard of 30 Robert Place.

REQUIRED FINDINGS

Design Review Permit

Pursuant to Section 10.05.2500(C)(2) of the Millbrae Municipal Code the design review application materials shall be evaluated by the Planning Commission. The following finding are required, under this section of the code, for the Planning Commission to approve the requested Design Review Permit:

a. The architectural, landscaping, and general appearance of the proposed building or structure and grounds are in keeping with the character of the neighborhood;

The neighborhood contains a mix of one and two-story ranch style homes, with either gabled or hip style roofs. The existing landscaping is to remain. Plantings and shrubs include english lavender, rosemary, anouk lavender, autumn sage, sedum rubrotinctum “redberry”, and two trees (key lime and cherry plum). Second story additions are common within the vicinity of the site, keeping with the character of the neighborhood.

The existing home is a single-story ranch style home similar to other buildings in the neighborhood. The front exterior is a sand-colored stucco, with white siding and shutters, wood doors, and a brick chimney. The roof is a gabled roof type with roof pitch of 3:12.

The proposed exterior finishes will be a “Soaring Eagle” light blue colored stucco, charcoal colored shingle roof, 6 Ft. high brown wood fence, white vinyl windows with matching wood trim, dark gray wood front door, and wood white garage doors. The proposed roof pitch ratio will be 3:12.

b. The project complies with all applicable development regulations.

The subject property is an interior lot and meets all setbacks, floor area and height requirements. The proposed project would expand an existing 1,855 sf single-story home into a two-story home at 2,810 sf. FAR will increase from 36.2% to 54.9% (55% is the allowable maximum) and the lot coverage would increase from 37.6% to 39.7% (50% is the allowable maximum). Pursuant to section 10.05.2100 of the zoning ordinance, two garage spaces are required per single family residence. The provided garage spaces meet the parking requirements for the R-1 Zone.

- c. **The project will not cause a significant visual impact to neighboring views from principal rooms of a residence (unless it is proven by the applicant that there is no other viable or cost-effective alternative);**

Based on plan review and neighbor responses, staff found that the project meets the intent of the design review guidelines and would not cause any negative visual impact to neighbors. The building height would increase from 17'-11 ¼" to 28'-8 ¼". There are no views of the San Francisco Bay in the neighborhood.

- d. **The proposal is not detrimental to the orderly, harmonious and safe development of the city and will not impair the desirability of investment or occupation in the neighborhood in which the building or structure is proposed to be erected.**

The proposed project complies with all standards as identified in the Zoning Code and will be required to comply with all applicable building and fire safety codes. The presence of existing second story additions contribute to the orderly and harmonious development of the neighborhood. The proposed project complies with required development standards for second story additions. Therefore, based upon the above findings, the addition will not decrease the desirability of the neighborhood or disrupt the orderly development of the City.

GENERAL PLAN CONSISTENCY

LU1: Preserve the Quality of Residential Neighborhoods

a. LU1.1: Quality of Millbrae's Residential Neighborhoods

LU2: Promote Proper Site Planning, Architectural Design, and Property Maintenance

b. LU 2.1: Site Planning and Design

c. LU2.2: Residential Design Guidelines

The project is consistent with the above general plan goals and policies in that that the project enhances the quality of the neighborhood as a whole. The project ensures a reasonable level of compatibility between the scale and mass of structures, as well as provide high-quality site planning by maximizing front yard landscaping.

ENVIRONMENTAL REVIEW

This project has been determined to be Categorically Exempt pursuant to Section 15301 Class 1 (e) (2) of the California Environmental Quality Act that allows for an addition to an existing structure provided that the addition will not result in an increase of more than 10,000 sf if (A) the project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and (B) the area in which the project is located is not environmentally sensitive. The project meets both conditions. The subject property and/or structure is not listed on the California or National Register for historic resources or is associated with any person of historical importance.

PLANNING COMMISSION ACTION:

Staff recommends that the Planning Commission review the project, consider the public testimony and the Findings, as presented, and consider adopting the attached Resolution to allow the construction of a new second-story addition to an existing single story single-family residence located in the Single-Family Residential (R-1) Zoning District subject to the attached Conditions of Approval.

RESOLUTION NO. 21-XX

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MILLBRAE
APPROVING THE DESIGN REVIEW PERMIT APPLICATION TO ALLOW
THE CONSTRUCTION OF A NEW SECOND-STORY ADDITION TO AN EXISTING
SINGLE STORY SINGLE-FAMILY RESIDENCE LOCATED IN THE SINGE-FAMILY
RESIDENTIAL (R-1) ZONING DISTRICT AT 8 DEXTER PLACE. (PUBLIC
HEARING)**

CITY OF MILLBRAE

WHEREAS, the applicant has filed PA 21-101 to request the approval to allow the construction of a new second-story addition to an existing single story single-family residence located in the Singe-Family Residential (R-1) zoning district at 8 dexter place, subject to the attached Conditions of Approval; and

WHEREAS, the proposal will consist of the construction of a 849 square foot second-story addition; and

WHEREAS, the Planning Commission found that this project is consistent with the City's General Plan, Development Code, and has determined that the project is categorically exempt per Section 15301 Class 3 (a) of the California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, this Planning Commission, having considered the evidence received at the public hearing duly noticed, desires to recommend approval of the project in the manner proposed and referenced above and in accordance with the following findings;

Design Review Permit:

- a. The architectural, landscaping, and general appearance of the proposed building or structure and grounds are in keeping with the character of the neighborhood;**

The neighborhood contains a mix of one and two-story ranch style homes, with either gabled or hip style roofs. The existing landscaping is to remain. Plantings and shrubs include english lavender, rosemary, anouk lavender, autumn sage, sedum rubrotinctum "redberry", and two trees (key lime and cherry plum). Second story additions are common within the vicinity of the site, keeping with the character of the neighborhood.

The existing home is a single-story ranch style home similar to other buildings in the neighborhood. The front exterior is a sand-colored stucco, with white siding and shutters, wood doors, and a brick chimney. The roof is a gabled roof type with roof pitch of 3:12.

The proposed exterior finishes will be a “Soaring Eagle” light blue colored stucco, charcoal colored shingle roof, 6 Ft. high brown wood fence, white vinyl windows with matching wood trim, dark gray wood front door, and wood white garage doors. The proposed roof pitch ratio will be 3:12.

b. The project complies with all applicable development regulations;

The subject property is an interior lot and meets all setbacks, floor area and height requirements. The proposed project would expand an existing 1,855 sf single-story home into a two-story home at 2,810 sf. FAR will increase from 36.2% to 54.9% (55% is the allowable maximum) and the lot coverage would increase from 37.6% to 39.7% (50% is the allowable maximum). Pursuant to section 10.05.2100 of the zoning ordinance, two garage spaces are required per single family residence. The provided garage spaces meet the parking requirements for the R-1 Zone.

c. The project will not cause a significant visual impact to neighboring views from principal rooms of a residence (unless it is proven by the applicant that there is no other viable or cost-effective alternative);

Based on plan review and neighbor responses, staff found that the project meets the intent of the design review guidelines and would not cause any negative visual impact to neighbors. The building height would increase from 17'11 ¼" to 28'8 ¼". There are no views of the San Francisco Bay in the neighborhood.

d. The proposal is not detrimental to the orderly, harmonious and safe development of the city and will not impair the desirability of investment or occupation in the neighborhood in which the building or structure is proposed to be erected.

The proposed project complies with all standards as identified in the Zoning Code and will be required to comply with all applicable building and fire safety codes. The presence of existing second story additions contribute to the orderly and harmonious development of the neighborhood. The proposed project compiles with required development standards for second story additions. Therefore, based upon the above findings, the addition will not decrease the desirability of the neighborhood or disrupt the orderly development of the City.

NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED BY THE PLANNING COMMISSION THAT:

1. The recitals set forth above are true and correct and are hereby incorporated herein by this reference and full set forth in their entirety.
2. The adoption of the Design Review Permit will not be detrimental to the public health, safety, and general welfare.
3. This resolution shall be effective immediately.

PASSED AND ADOPTED as a Resolution of the City of Millbrae Planning Commission at the public meeting held on the 1st day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHAIR

ATTEST:

SECRETARY

CONDITIONS OF APPROVAL

Project: 8 Dexter Place

Date: Nov. 1, 2021

GENERAL REQUIREMENTS:

1. This approval and all rights hereunder shall be effective for a period of one (1) year from the date of approval. The Planning Commission may extend this approval period, not to exceed three years, if a written request is made and submitted by the property owner prior to the expiration of the approval period (Section 10.05.2550) and a notice of a public hearing has been made pursuant to Section 10.05.2900 (D) of the Millbrae Municipal Code. Applicant shall photocopy these Conditions of Approval onto the building permit application, at time of submittal, to the Building Division.
2. Violation of any of the conditions of this permit shall be cause for the issuance of an infraction or citation, prosecution, and/or revocation and termination of all rights under the permit, by the City of Millbrae.
3. In the event of transfer of ownership of the property involved in this application, the new owner shall be fully informed of the use and development of said property as set forth by this permit together with all conditions, which are a part thereof. These specific requirements must be recorded with all title conveyance documents at time of closing escrow.
4. Site development, including landscaping, shall conform to the approved plans on file in the City of Millbrae Community Development Department. No significant changes, as determined by the Community Development Director, shall be made to the approved plans without prior review and approval by the Planning Commission.
5. Front yard Landscaping Requirement. Front yards are required to have at least 60% landscaping in the front yard and no more than 40% for a paved driveway. "Front yard" is a yard extending across the full width of the front of the lot between its front lot line and any portion of the front facade of the main building measured from the front property line. The property owner is responsible for complying with this requirement. The landscaped area includes the walkway to the front door if the walkway is within the 60% minimum landscape area requirement. No paving is permitted in the front vegetation strip between the sidewalk and the roadway/street. Property owner is responsible for maintaining the landscape vegetation strip between sidewalk and roadway/street.
6. All structures shall conform to California Building Code requirements and all required permits from the City of Millbrae Building Division must be secured prior to initiating development under the terms of this permit.

7. Any off-site improvements found to be damaged shall be repaired and/or replaced as required by the City of Millbrae Director of Public Works.
8. All required utility easements shall be provided as indicated by the department or agency having jurisdiction.
9. The project shall comply with all applicable “City of Millbrae Public Works General Conditions of Approval” (copy provided to applicant). This condition includes project compliance with the Public Works Construction and Demolition Reuse and Recycling Requirements, including submittal of planning forms to the City’s Recycling Coordinator prior to issuance of a Building Permit.
10. Developers Fees for School Facilities: All building permits for new buildings or additions over 500 square feet shall pay developer’s fees to both the San Mateo United High School District AND the Millbrae Elementary School District as permitted by the California Education Code section 17620 and California Government Code Section 53080. When a building permit is ready to issue, the permit applicant will be given a copy of the completed application to deliver to the school districts to pay the fees. Then proof of payment must be submitted to the City Building before the permit can be issued.. Please visit the following website to call for current fees and for payment: <https://www.ci.millbrae.ca.us/home/showpublisheddocument?id=17533>.
11. Hours of construction are limited from Monday to Friday 7:30 A.M. to 7:00 P.M., Saturday 8:00 A.M. to 6:00 P.M., with Sunday and Holidays from 9:00 A.M. to 6:00 P.M.

STANDARD CONDITIONS:

12. Construction Conformance with Approved Planning Application. All building permit application plans and details, and subsequent construction shall substantially conform with the approved planning application, including: drawings, plans, renderings, materials samples, building colors, the written project description, and other items submitted as part of the approved planning application. No signage is approved as part of the planning application; signage is governed by the City’s Sign Ordinance. Documentation of any changes to the approved Planning Application plan set shall be provided at the time of Building Permit application submittal. Any proposed modifications to the approved planning application must be reviewed by the Community Development Director. Modifications to Building Permit plans must be approved prior to construction of the modified improvements. The Community Development Director shall determine whether the proposed modifications substantially conform with the approved planning application, or whether a planning application for a modification of a previously approved planning application is required to be submitted to permit the proposed project modifications.
13. Required Building Wall and Roof Demolition Approval Requirement. No demolition of exterior walls, roof structure, or any other portion of the building shall be permitted beyond those that are authorized by this planning application approval and related

building permit. The Planning Division shall be contacted immediately in the event that during construction the removal of any additional existing walls, roof structure, or any other portion of the building not originally approved for removal are proposed. No further construction or demolition shall continue prior to Planning Division and Building Division approval. A new planning application and a modification to the building permit may be required depending on the scope of the proposed modification to the approved plans.

14. Prior to the framing inspection, a licensed surveyor shall shoot the height of the roof ridge and certify in writing that the overall building height is per the approved plans. Said certification shall be submitted to the Building Division prior to the framing inspection being scheduled.
15. Planning Inspections. Planning inspections shall be required at rough framing stage and prior to the release of utilities, final inspection, or issuance of a certificate of occupancy, whichever occurs first.
16. Conformance with Approved Planning Application at All Times. All physical improvements, uses, and operational requirements authorized by the approved planning application shall substantially conform at all times that the use permitted by this planning application occupies the premises with the approved planning application, including: drawings, plans, renderings, materials samples, building colors, the written project description, and other items submitted as part of the approved planning application. Any proposed modifications to the approved planning application must be reviewed by the Community Development Director. The Community Development Director shall determine whether the proposed modifications substantially conform with the approved planning application, or whether a planning application for a modification of a previously approved planning application is required to be submitted to permit the proposed project modifications.
17. Prior to issuance of any building permits, all new construction shall comply with all applicable building and fire safety codes.
18. All landscaped areas must be maintained in a neat, healthy, and growing condition, including public parkways and street trees.
19. The property shall be developed and maintained in a neat, quiet, and orderly condition and in a manner so as not to be detrimental to adjacent properties and occupants. This shall encompass the maintenance of the exterior facades of the building and all landscaping surrounding the building.

7294 1766

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City of Millbrae

PROOF OF ADJACENT OWNER CONSULTATION

(Applicant to complete the following)

I, Ryan Owen + Leslie Chinn, (owner/owner's agent), have met with the party listed below regarding a single family addition (type of permit(s)) for second story addition (project description) at 8 Dexter Place (project location). I have fully explained the proposal and answered all questions to the best of my ability. I have provided a copy of the current plans to the listed party.

RECEIVED

OCT 6 2021

CITY OF MILLBRAE
PLANNING DIVISION

THIS FORM IS TO BE RETURNED TO THE CITY OF MILLBRAE BY THE PROJECT APPLICANT

(Adjacent property owner to complete the following)

I, Jeannie Liu, own the property located at 30 Robert Place. On 10 / 8 / 21, the above proposal was shown to me and I received a copy of the plans.

☐ I support the proposal as shown to me.

Signature

Date

☒ I oppose the proposal as shown to me

Signature

Date

Jeannie Liu

Name

Email

Contact Number

Comments (optional):

November 2017



City of Millbrae

PROOF OF ADJACENT OWNER CONSULTATION

(Applicant to complete the following)

I, Ryan Owen / Leslie Chin, (owner/owner's agent), have met with the party listed below regarding a single family addition (type of permit(s)) for second story addition (project description) at 8 Dexter Place (project location). I have fully explained the proposal and answered all questions to the best of my ability. I have provided a copy of the current plans to the listed party.

Signature

Date

THIS FORM IS TO BE RETURNED TO THE CITY OF MILLBRAE BY THE PROJECT APPLICANT

(Adjacent property owner to complete the following)

I, Xiaofun Wu, own the property located at 28 Robert Pl. On 8/17/2021 the above proposal was shown to me and I received a copy of the plans.

☒ I support the proposal as shown to me.

Signature

Date

☐ I oppose the proposal as shown to me

Signature

Date

Name

Email

Contact Number

Comments (optional):

RECEIVED

AUG 26 2021

CITY OF MILLBRAE
PLANNING DIVISION

November 2017



City of Millbrae

PROOF OF ADJACENT OWNER CONSULTATION

(Applicant to complete the following)

I, Ryan Owen & Leslie Chen, (owner/owner's agent), have met with the party listed below regarding a single family addition (type of permit(s)) for second story addition (project description) at 8 Dexter Place (project location). I have fully explained the proposal and answered all questions to the best of my ability. I have provided a copy of the current plans to the listed party.

Signature

Leslie Chen

OCT 6 2021

Date

8/20/2021

City of Millbrae
Building Division

THIS FORM IS TO BE RETURNED TO THE CITY OF MILLBRAE BY THE PROJECT APPLICANT

(Adjacent property owner to complete the following)

I, Sin Yee Cheung, own the property located at 7 Dexter Place. On 10/5/2021, the above proposal was shown to me and I received a copy of the plans.

☒ I support the proposal as shown to me.

Signature

Date

☐ I oppose the proposal as shown to me

Signature

Date

Name

Email

Contact Number

Comments (optional):

November 2017



City of Millbrae

PROOF OF ADJACENT OWNER CONSULTATION

(Applicant to complete the following)

I, Ryan Owen & Leslie Quinn, (owner/owner's agent), have met with the party listed below regarding a single family addition (type of permit(s)) for second story addition (project description) at 8 Dexter Place (project location). I have fully explained the proposal and answered all questions to the best of my ability. I have provided a copy of the current plans to the listed party.

Signature Leslie Quinn

Date 8/20/2021

THIS FORM IS TO BE RETURNED TO THE CITY OF MILLBRAE BY THE PROJECT APPLICANT

(Adjacent property owner to complete the following)

I, Margaret M Farley, Trustee Richard Plume Trust, own the property located at 6 Dexter Place Millbrae. On 8/20/2021, the above proposal was shown to me and I received a copy of the plans.

☒ I support the proposal as shown to me.

Signature Margaret M Farley

Date 8/23/2021

☐ I oppose the proposal as shown to me

Name Margaret M Farley Email lgleagles@gmail.com

Contact Number 415 492 8690

Comments (optional):

RECEIVED

AUG 26 2021

November 2017



City of Millbrae

PROOF OF ADJACENT OWNER CONSULTATION

(Applicant to complete the following)

I, RYAN OWEN / LESLIE CHIN, (owner/owner's agent), have met with the party listed below regarding a SINGLE FAMILY ADDITION (type of permit(s)) for SECOND STORY ADDITION (project description) at 8 DEXTER PLACE (project location). I have fully explained the proposal and answered all questions to the best of my ability. I have provided a copy of the current plans to the listed party.

Ryan P. Owen
Signature

8/17/21
Date

THIS FORM IS TO BE RETURNED TO THE CITY OF MILLBRAE BY THE PROJECT APPLICANT

(Adjacent property owner to complete the following)

I, JOHN & JANET AGIUS, own the property located at 10 DEXTER PLACE. On 8/17/2021, the above proposal was shown to me and I received a copy of the plans.

☒ I support the proposal as shown to me.

[Signature]
Signature

8/17/2021
Date

☐ I oppose the proposal as shown to me

Signature

Date

JOHN AGIUS
Name

janetjohn.agius@gmail.com
Email

650-455-6032
Contact Number

Comments (optional):

RECEIVED

AUG 26 2021

CITY OF MILLBRAE
PLANNING DIVISION

November 2017



City of Millbrae

PROOF OF ADJACENT OWNER CONSULTATION

(Applicant to complete the following)

I, RYAN OWEN / LESLIE CHEN, (owner/owner's agent), have met with the party listed below regarding a SINGLE FAMILY ADDITION (type of permit(s)) for SECOND STORY ADDITION (project description) at 8 DEXTER PLACE (project location). I have fully explained the proposal and answered all questions to the best of my ability. I have provided a copy of the current plans to the listed party.

Ryan P. Chen
Signature

8/15/21
Date

THIS FORM IS TO BE RETURNED TO THE CITY OF MILLBRAE BY THE PROJECT APPLICANT

(Adjacent property owner to complete the following)

I, RICKY CHEN, own the property located at 11 DEXTER PLACE. On 8/17/21, the above proposal was shown to me and I received a copy of the plans.

☒ I support the proposal as shown to me.

[Signature]
Signature

8/17/2021
Date

☐ I oppose the proposal as shown to me

Signature

Date

RICKY CHEN
Name

chenr12@gmail.com
Email

650-255-7361
Contact Number

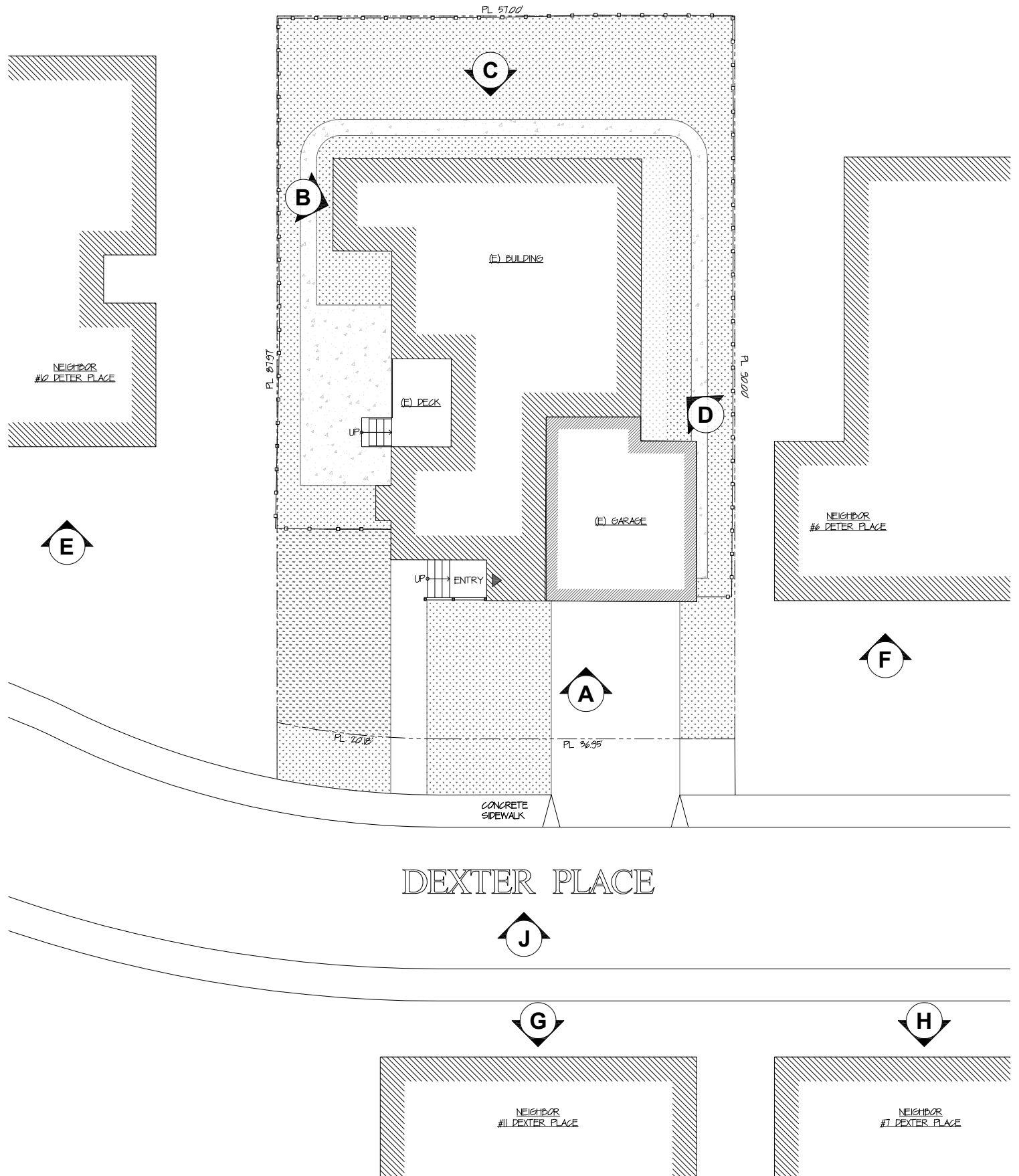
Comments (optional):

RECEIVED

AUG 26 2021

CITY OF MILLBRAE
PLANNING DIVISION

November 2017



JOB: 221031 PROJECT: **SECOND STORY ADDITION**

DATE: 08-05-21 8 DEXTE PLACE, MILLBRAE CA

SHEET TITLE:

STREET IMAGE KEY PLAN



ALEX TZANG
GROUP

DESIGN
DEVELOPMENT
MANAGEMENT



IMAGE A FRONT ELEVATION - PROJECT SITE (8 DEXTER PLACE)



IMAGE B LEFT SIDE ELEVATION - PROJECT SITE (8 DEXTER PLACE)



IMAGE C REAR ELEVATION - PROJECT SITE (8 DEXTER PLACE)



IMAGE D RIGHT SIDE ELEVATION - PROJECT SITE (8 DEXTER PLACE)



IMAGE E LEFT SIDE NEIGHBOR (10 DEXTER PLACE)



IMAGE F RIGHT SIDE NEIGHBOR (6 DEXTER PLACE)



IMAGE G NEIGHBOR ACROSS THE STREET (7 DEXTER PLACE)



IMAGE H NEIGHBOR ACROSS THE STREET (11 DEXTER PLACE)



IMAGE J FRONT VIEW FROM ACROSS THE STREET

SECOND STORY
ADDITION

8 DEXTER PLACE, MILLBRAE, CA

PROJECT INFORMATION

APN: 021-352-470 CONSTRUCTION TYPE: V-B
ZONING: R1 STORIES: TWO
OCCUPANCY GROUP: R-3/U FIRE SPRINKLERS: YES

OCCUPANCY & BUILDING SUMMARY

MAJOR STANDARDS	EXISTING	PROPOSED	DIFFERENCE
LOT SIZE (SQFT)	5,116 SF	5,116 SF	-
1ST FLOOR (SQFT)	1,370 SF	1,466 SF	+96 SF
2ND FLOOR (SQFT)	-	849 SF	+849 SF
GARAGE	415 SF	425 SF	+10 SF
DECK	80 SF	80 SF	-
COVERED PORCH	60 SF	60 SF	-
TOTAL COVERAGE (%)	1,925SF(37.63%)	2,095SF(40.93%)	+106SF(2.07%)
HEIGHT	17'-11 1/4"	28'-0 1/4"	+10'-9"
FAR(%)	1,855SF(36.26%)	2,510SF(49.07%)	+955SF(18.67%)
FRONT SETBACK (HOUSE)	17'-0 3/4"	17'-0 3/4"	-
LEFT SIDE SETBACK	7'-0"	7'-0"	-
RIGHT SIDE SETBACK	11'-7 1/2"	8'-4"	(-) 3'-3 1/2"
REAR SETBACK(BUILDING)	17'-10"	17'-10"	-
PARKING	TWO	TWO	-

SCOPE OF WORK

- 849SF SECOND FLOOR ADDITION.
- 106SF FIRST FLOOR ADDITION.
- FIRST FLOOR INTERIOR REMODEL.

SHEET INDEX

A-1 COVER SHEET	A-6 ROOF PLANS
A-2 SITE PLANS	A-7 LANDSCAPING PLAN
A-3 EXISTING FLOOR AND AREA PLAN	A-10 TOPO SURVEY
A-3-1 PROPOSED FLOOR PLAN	A-11 MATERIALS
A-3-2 PROPOSED AREA PLAN	A-15 SOLAR ACCESS STUDY
A-4 EXISTING ELEVATIONS	A-15-1 SOLAR ACCESS STUDY
A-4-1 PROPOSED ELEVATIONS	
A-4-2 PROPOSED ELEVATIONS	
A-5 SECTIONS	

APPLICABLE CODES

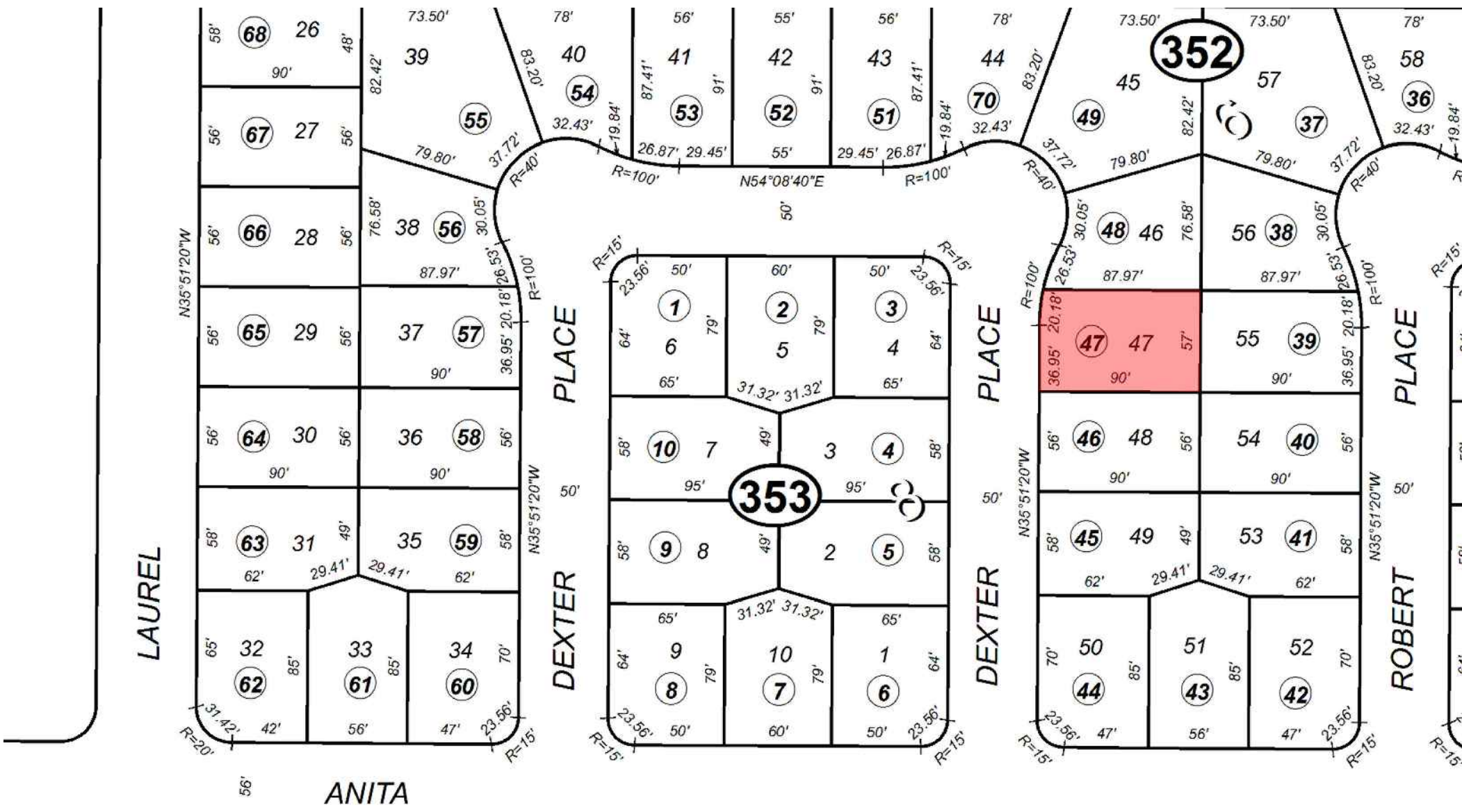
PROJECT SHALL CONFORM TO THE PROVISIONS OF ALL APPLICABLE CODES, LAWS, ORDINANCES, RULES AND REGULATIONS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
- CBC 1072 & CBC 1026.11
- 2019 CALIFORNIA RESIDENTIAL CODES
- 2019 CALIFORNIA BUILDING, MECHANICAL, PLUMBING AND ELECTRICAL CODES
- 2019 CALIFORNIA ENERGY CODES
- 2019 CALIFORNIA GREEN BUILDING STANDARDS CODES
- 2019 CALIFORNIA FIRE CODES
- MILLBRAE CODES

PUBLIC WORK NOTES

- ANY SUBSTANDARD SIDEWALK, CURB AND GUTTER FRONTING THE PROPERTY SHALL BE REMOVED AND REPLACED TO CURRENT CITY STANDARDS AS DIRECTED BY THE CITY OF MILLBRAE AND AT THE OWNER'S EXPENSE. THE CITY OF MILLBRAE SHALL BE THE SOLE JUDGE OF WHETHER ANY SUCH REPLACEMENT IS NECESSARY.
- THE OWNER SHALL COORDINATE WITH THE PUBLIC WORKS DEPARTMENT TO ENSURE THAT ANY PROPOSED REPAIR WORK TO THE SEWER LATERAL, SIDEWALK, CURB, AND/OR GUTTER WILL BE SATISFACTORY TO THE CITY. AN ENCROACHMENT PERMIT SHALL BE OBTAINED FOR ANY WORK IN THE PUBLIC RIGHT OF WAY AND SHALL BE RESPONSIBLE FOR ALL APPLICABLE FEES AND DEPOSITS.



VICINITY MAP



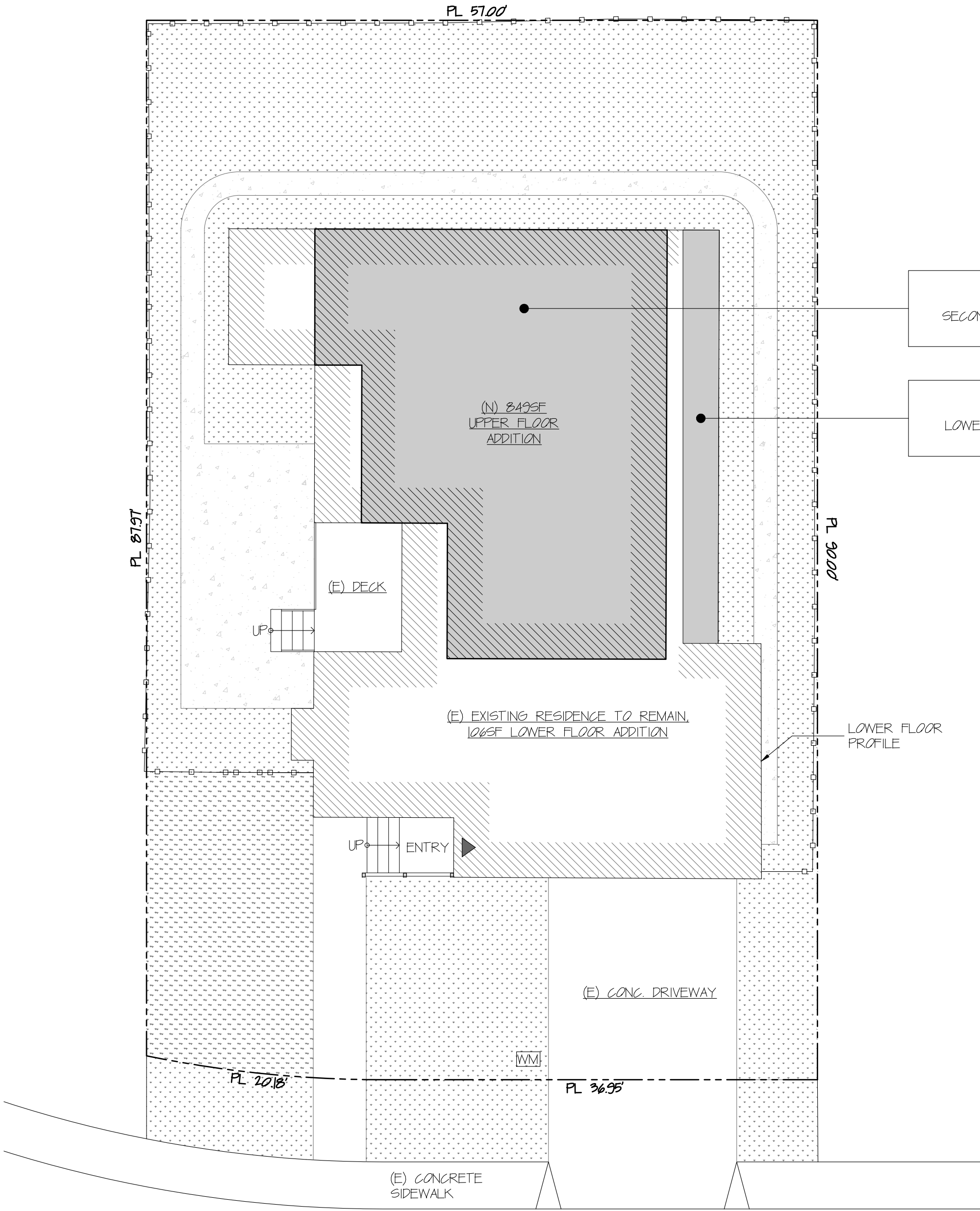
PARCEL MAP



PROPOSED HOUSE ISOMETRIC VIEW



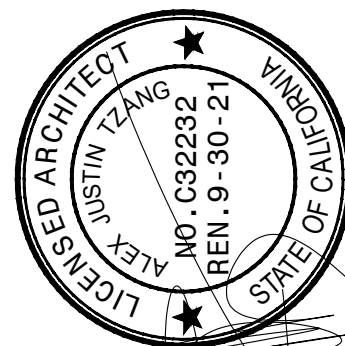
PROPOSED HOUSE STREET PERSPECTIVE



DEXTER PLACE

1 PLOT PLAN
SCALE = 1/8" = 1'-0"

ALEX TZANG
ARCHITECTS



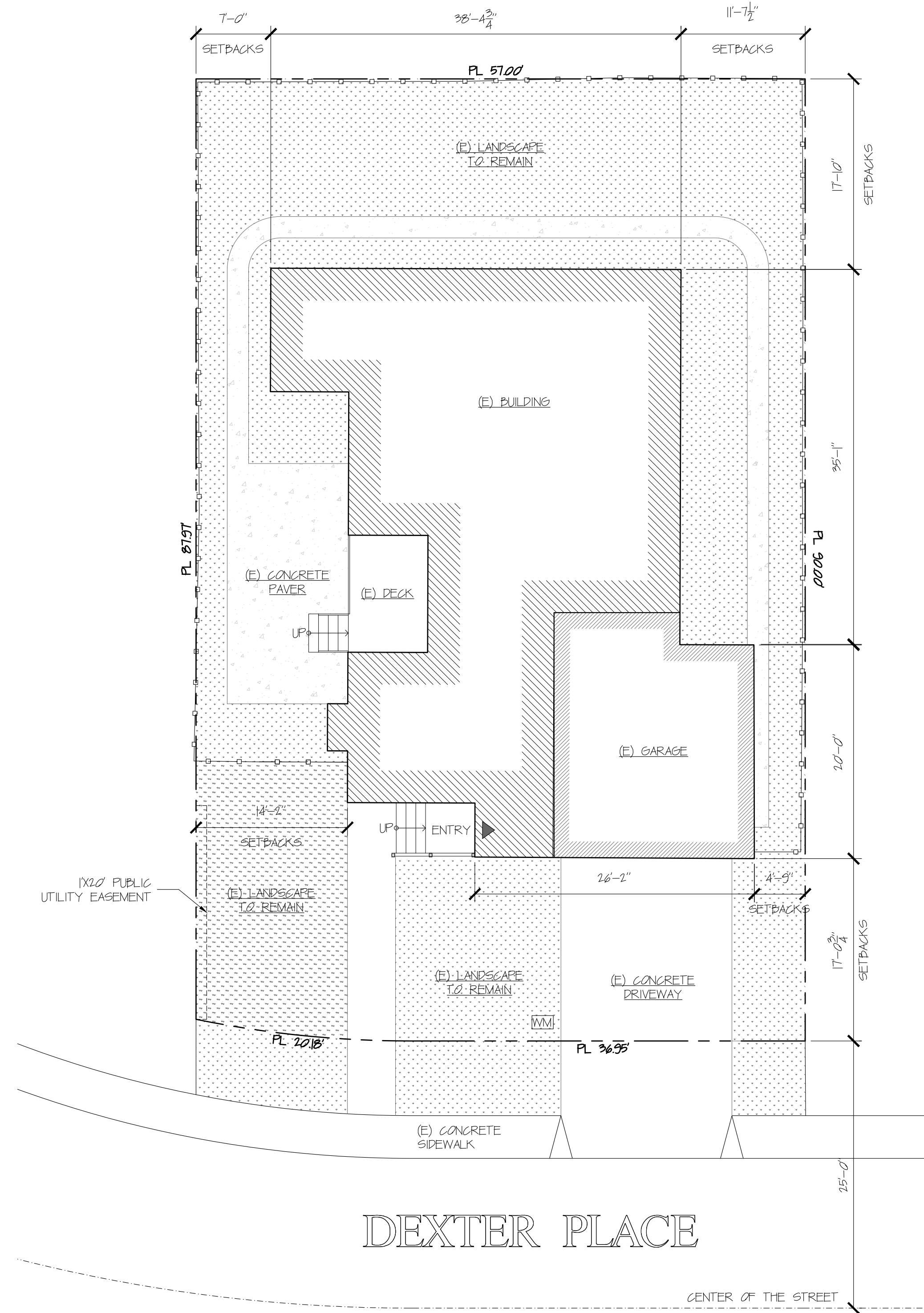
CONTACTS:
OWNER: RYAN OWEN
(415) 225-8780 ryanowen77@yahoo.com
DESIGNER: ALEX TZANG
(415) 309-8082 alex@alexTZANG.com

REVISIONS:

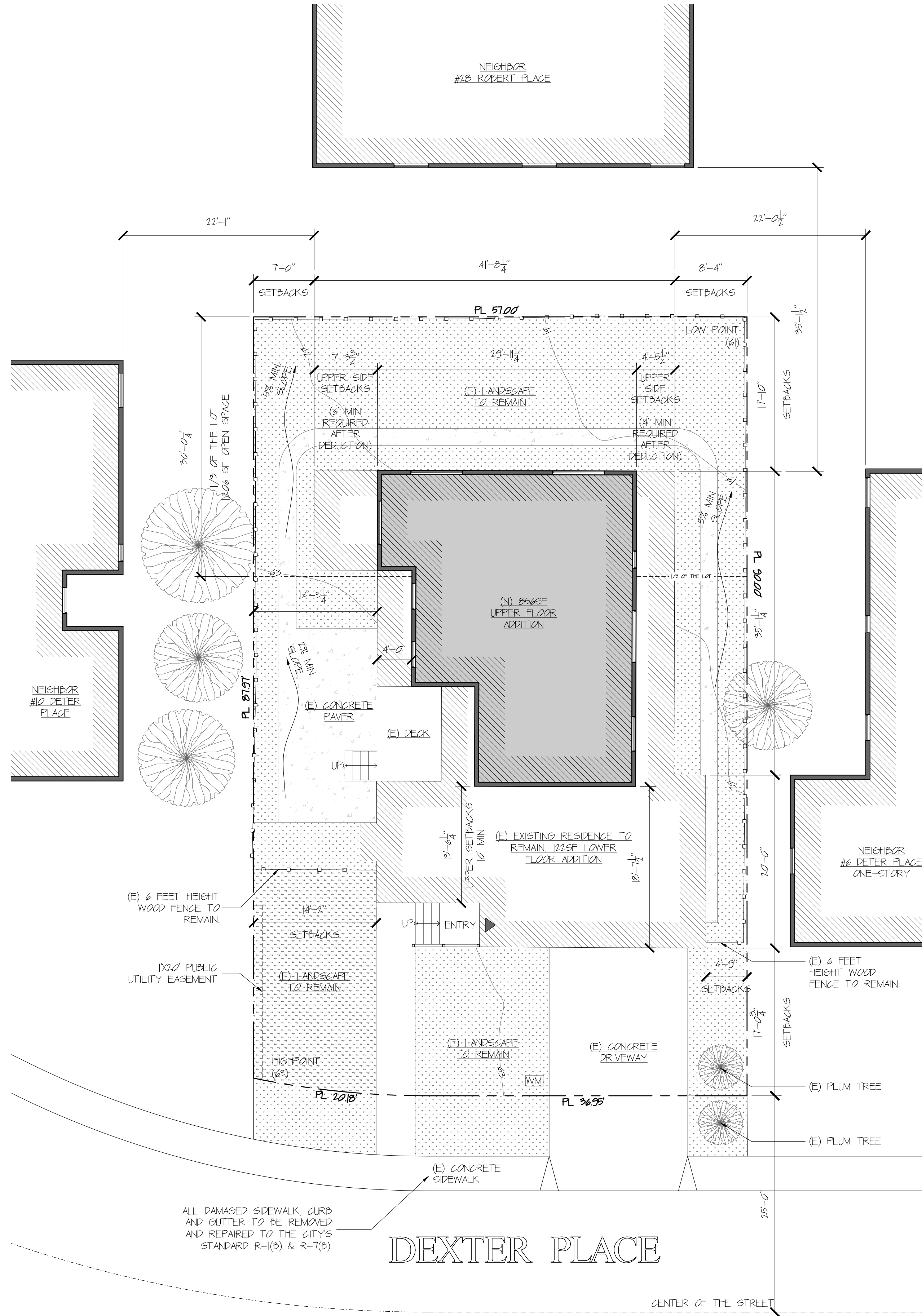
PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

JOB: 221031
DATE: 08-11-2021
SHEET NUMBER:
SHEET TITLE:

A-1.0 COVER SHEET

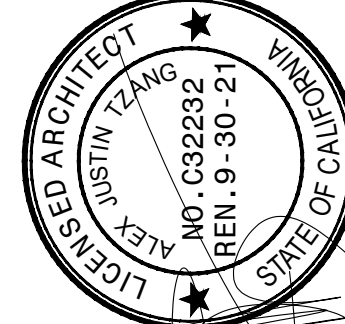


1 EXISTING SITE PLAN
SCALE = 1/8" = 1'-0"



2 PROPOSED SITE PLAN
SCALE = 1/8" = 1'-0"

SITE GRADING GENERAL NOTES
SLOPE OF GRADE AWAY FROM EXTERIOR FOUNDATIONS TO BE 6 INCHES MIN. WITHIN 10 FT (5% MIN.) AT IMPERVIOUS SURFACE, A 2% MIN. SLOPE IS PERMITTED.
CONTRACTOR TO OBTAIN ENCROACHMENT PERMIT FROM PUBLIC WORK DEPARTMENT PRIOR TO CONSTRUCTION.



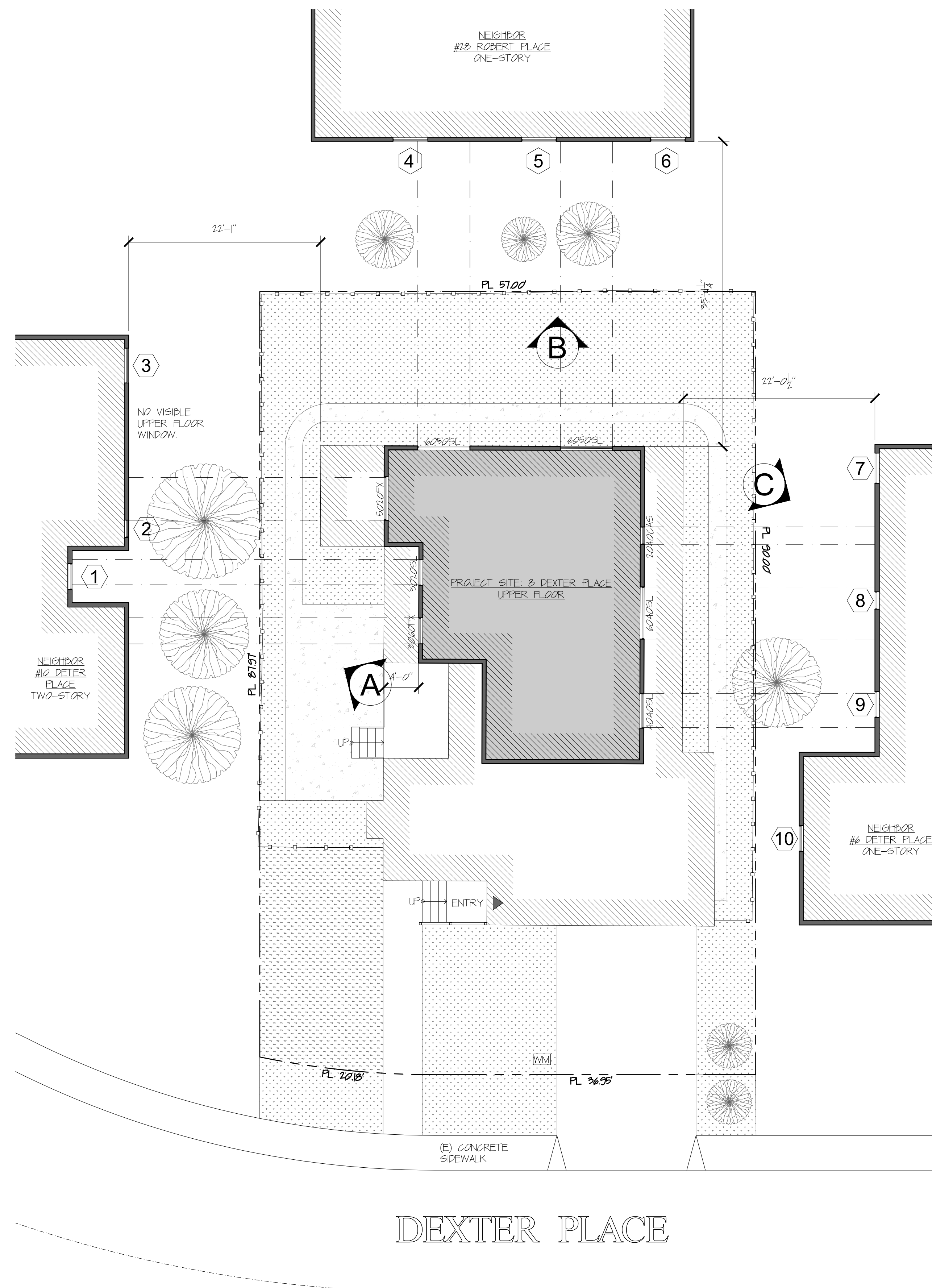
CONTACTS:
OWNER: RYAN OWEN
(415) 225-8780 ryanpowen77@yahoo.com
DESIGNER: ALEX TZANG
(415) 309-8082 alex@alextzang.com

REVISIONS:

PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

JOB: 221031
DATE: 08-11-2021
SHEET NUMBER: A-2

SHEET TITLE:
SITE PLANS

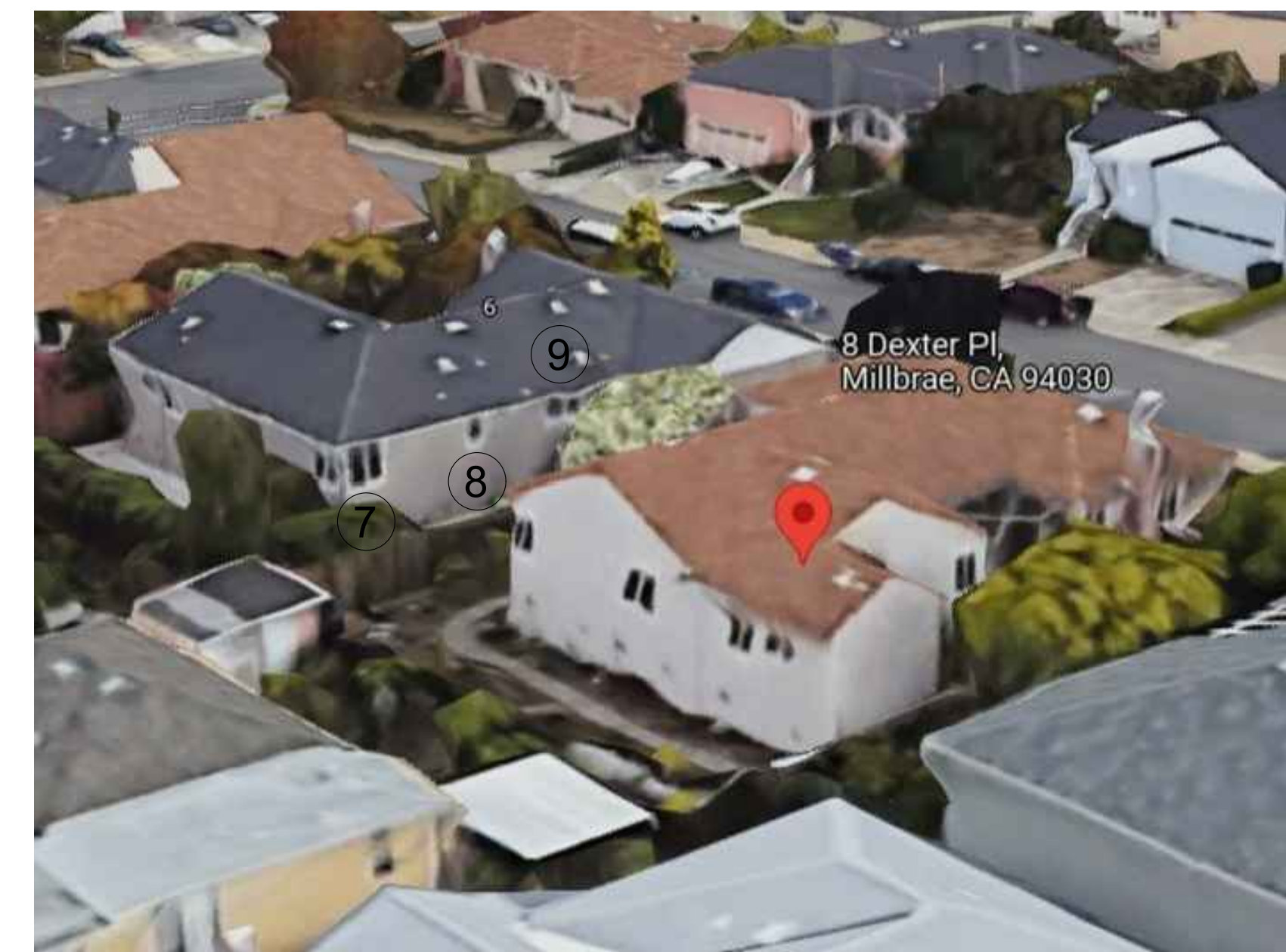


1 PROPOSED SITE PLAN
SCALE = 1/8" = 1'-0"

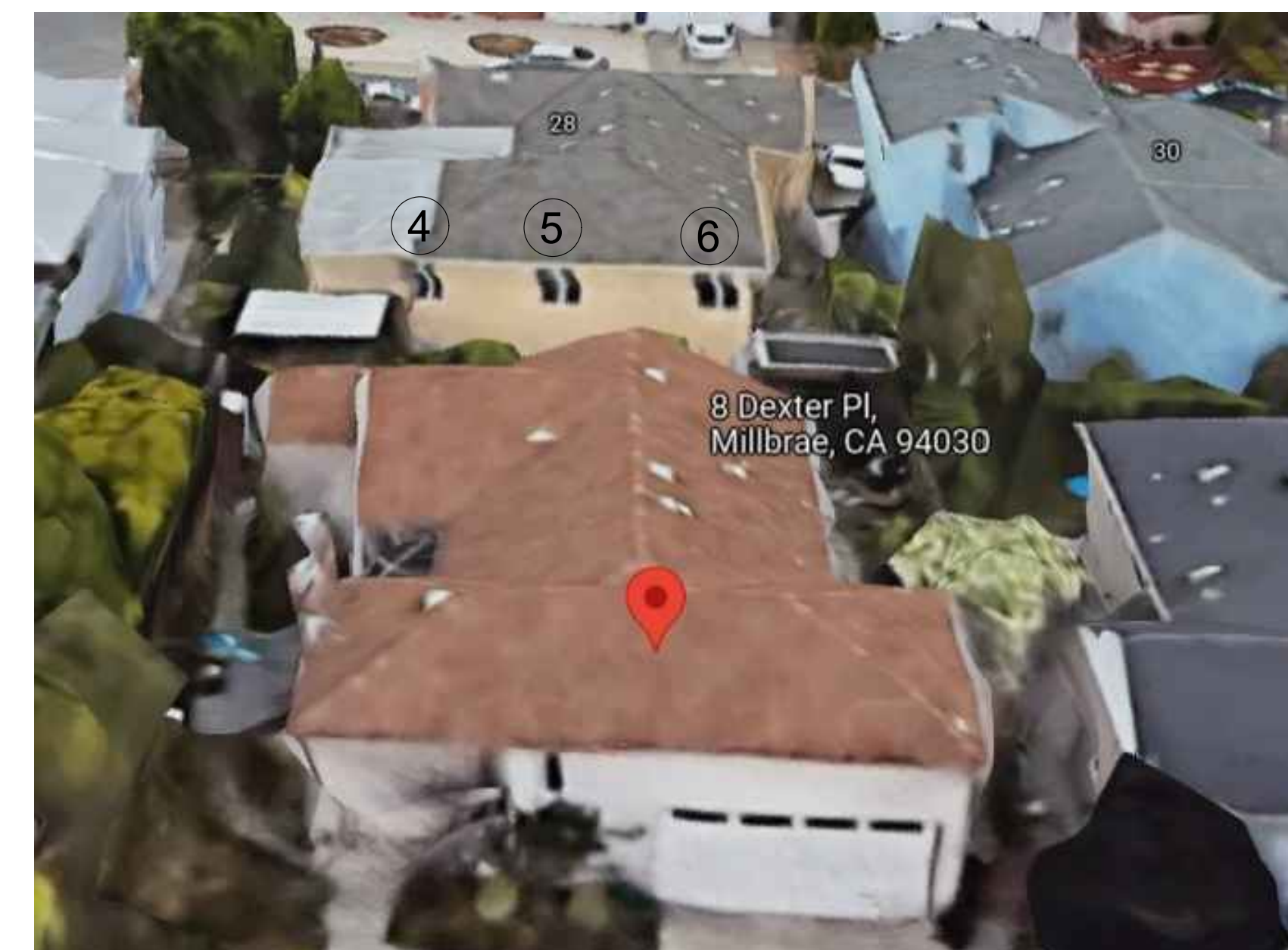
SCALE = 1/8" = 1'-0"



Ⓐ LEFT NEIGHBOR - 10 DEXTER PLACE

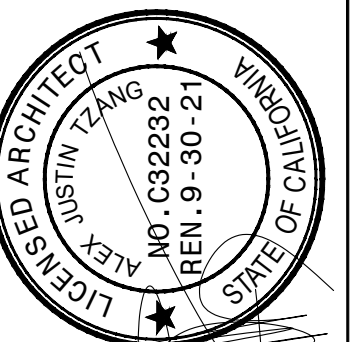


ⓑ RIGHT NEIGHBOR - 6 DEXTER PLACE



© REAR NEIGHBOR - 28 ROBERT PLACE

ALEX TZANG ARCHITECTS



OWNER: RYAN OWEN
(415) 225-8780 ryanpowen77@yahoo.com
DESIGNER: ALEX TZANG
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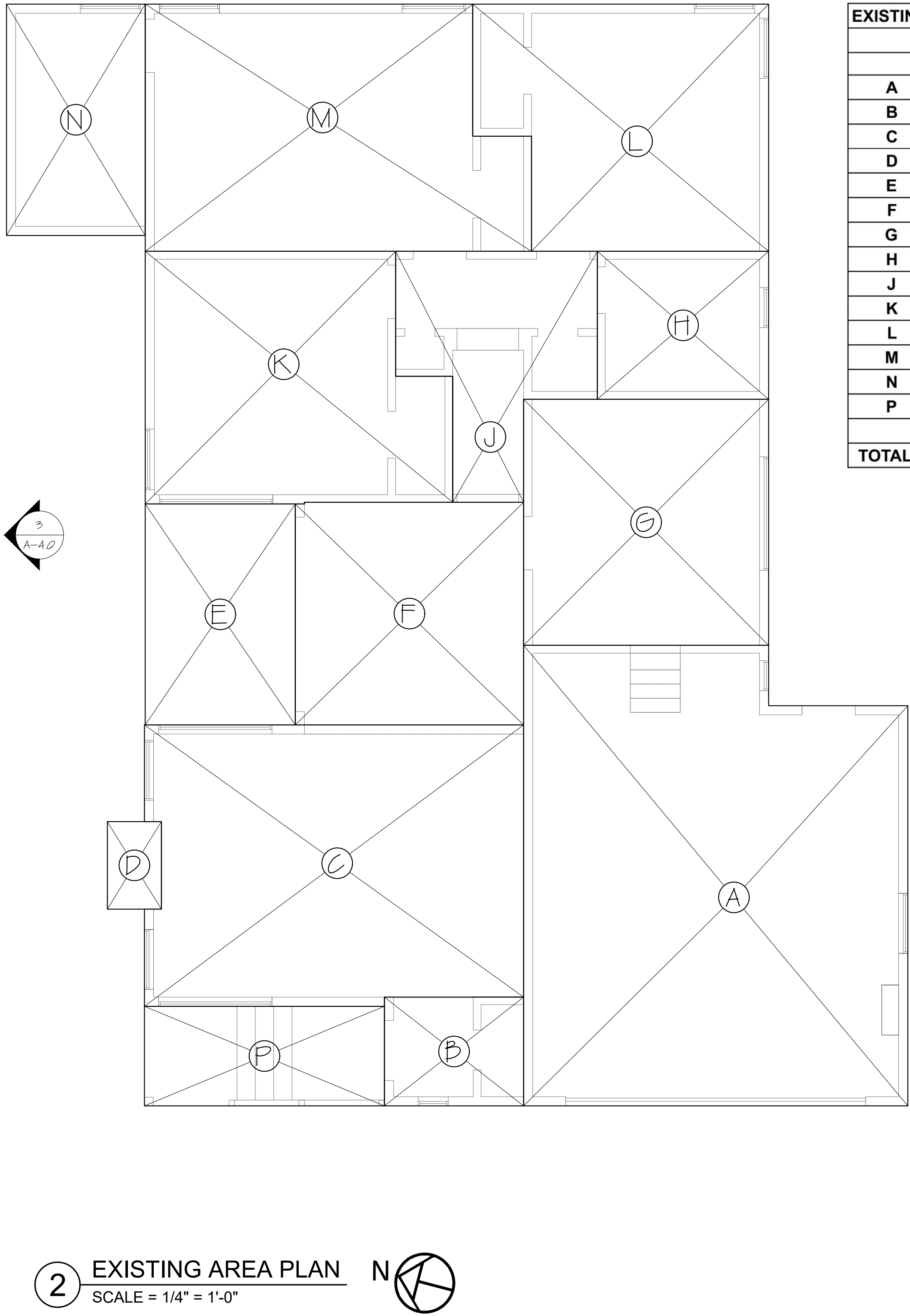
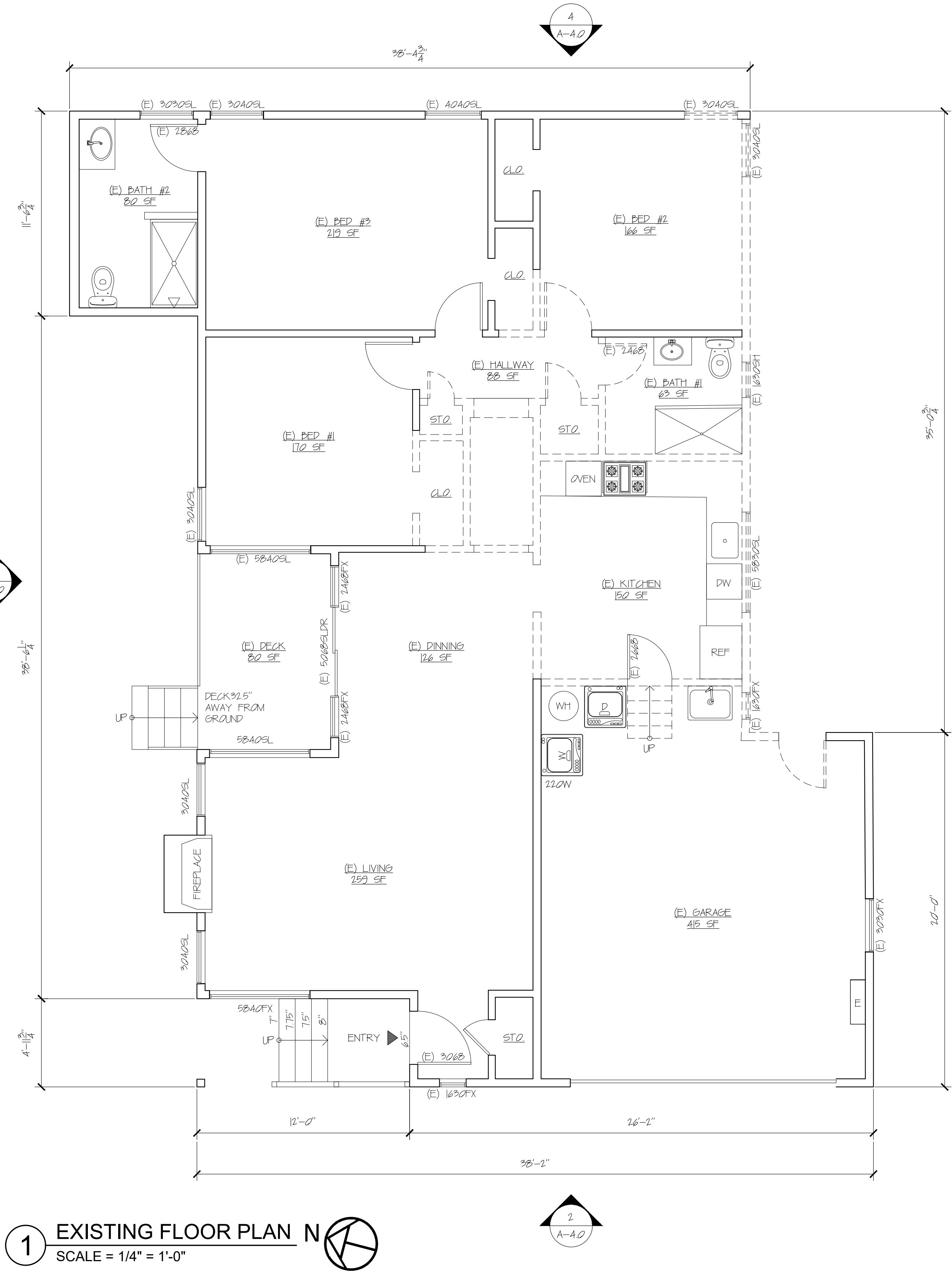
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SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

SHEET TITLE:

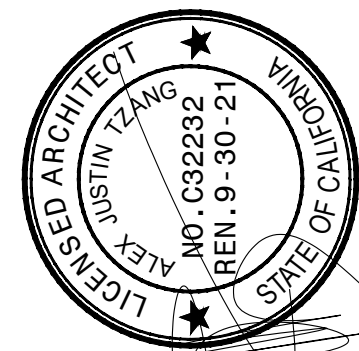
JOB: 221031	
DATE: 08-11-2021	
SHEET NUMBER:	

A-2.1 WINDOW STUDY



EXISTING FLOOR AREA RATIO			
		SQFT.	CALCULATION
A	GARAGE	415	
B	ENTRY	37	
C	LIVING	259	
D	FIREPLACE	12	
E	DECK	40	80 x 1/2
F	DINING	126	
G	KITCHEN	150	
H	BATH#1	63	
J	HALLWAY	88	
K	BED#1	170	
L	BED#2	166	
M	BED#3	219	
N	BATH#2	80	
P	PORCH	30	60 x 1/2
TOTAL =		1855	36%

ALEX TZANG
ARCHITECTS



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REVISIONS:

PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

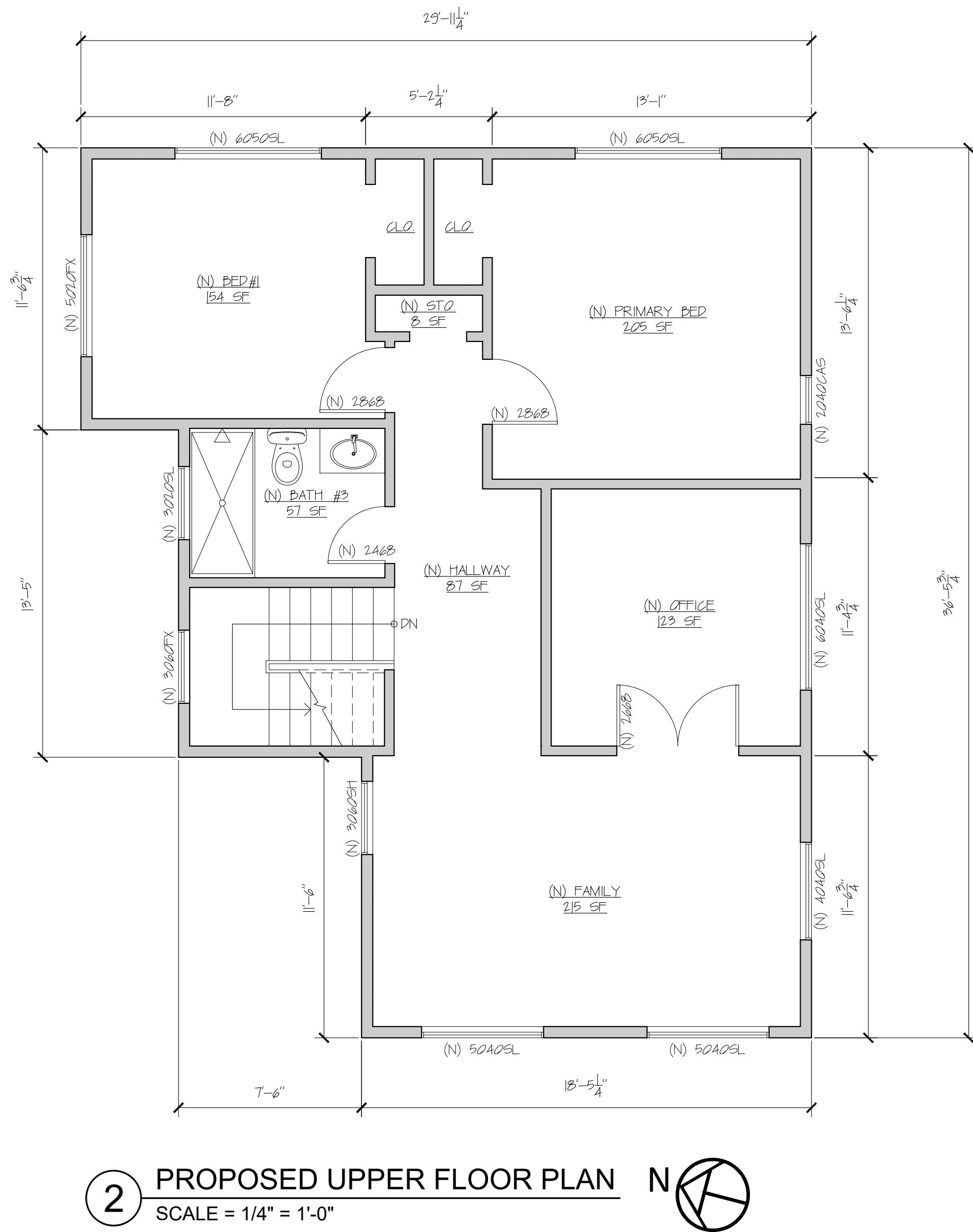
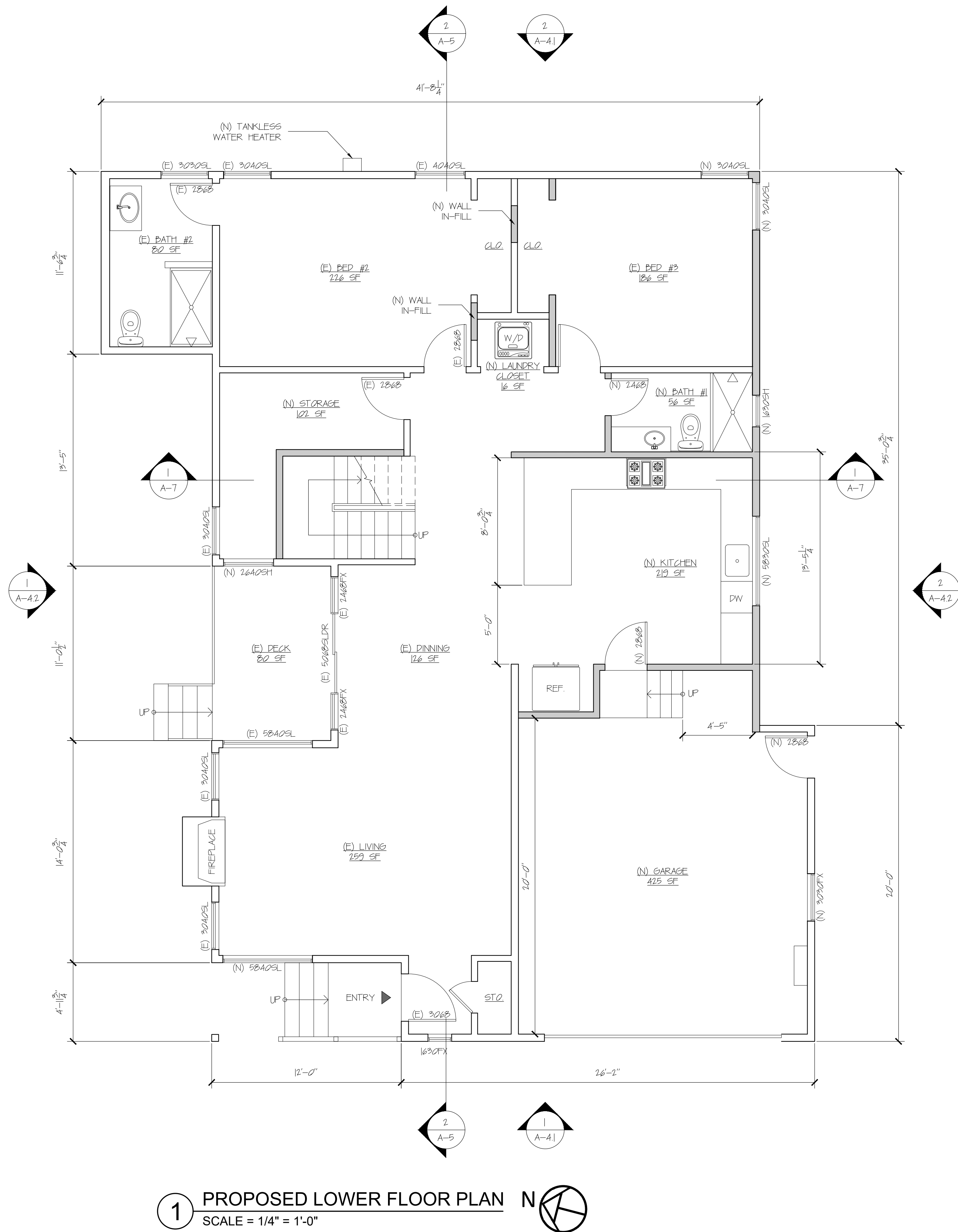
SHEET TITLE:

EXISTING FLOOR PLAN

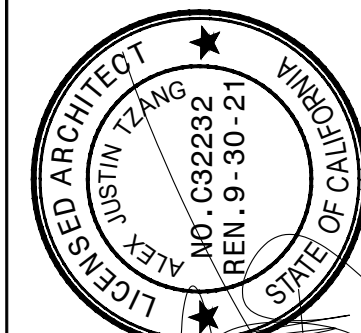
JOB: 221031
DATE: 08-11-2021
SHEET NUMBER:

A-3.0

FIRE SPRINKLER
• AUTOMATIC FIRE SPRINKLER SYSTEM REQUIRED.



ALEX TZANG
ARCHITECTS



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REVISIONS:

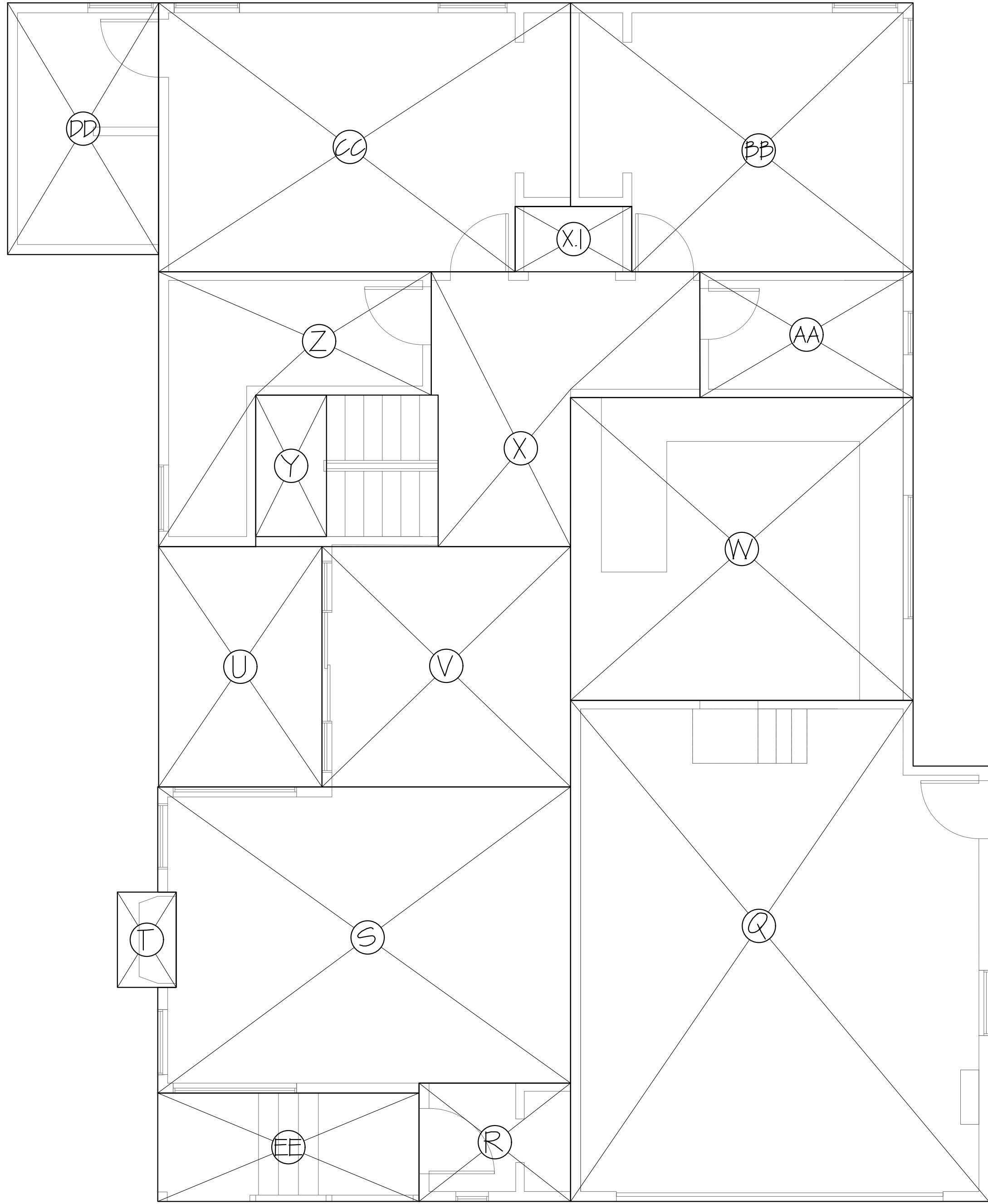
PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

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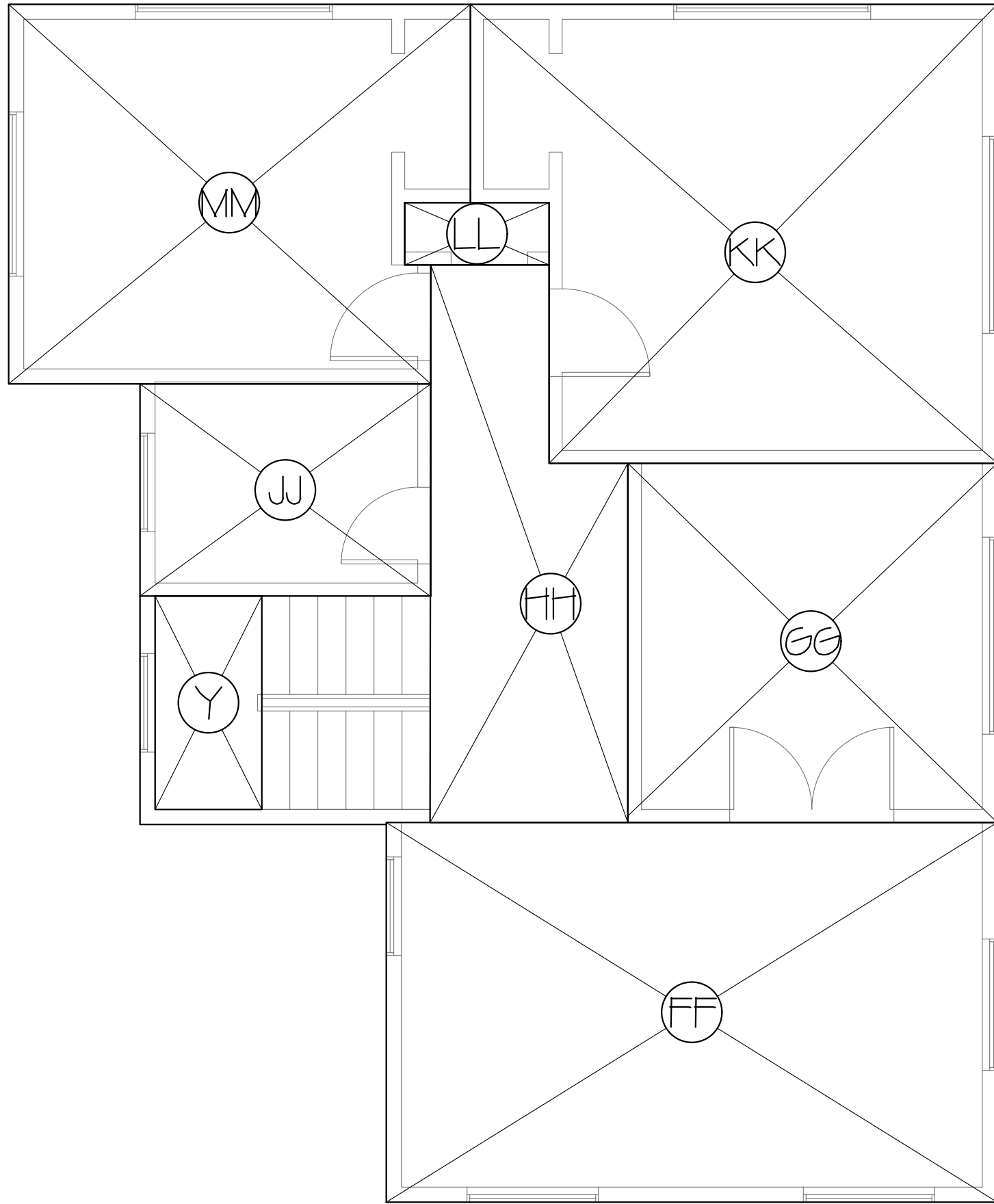
PROPOSED FLOOR PLANS

JOB: 221031
DATE: 08-11-2021
SHEET NUMBER:

A-3.1

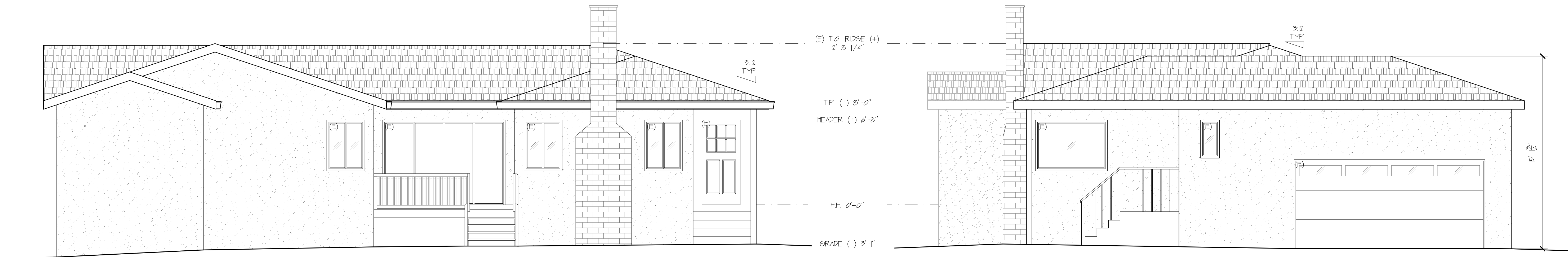


1 PROPOSED LOWER FLOOR PLAN N



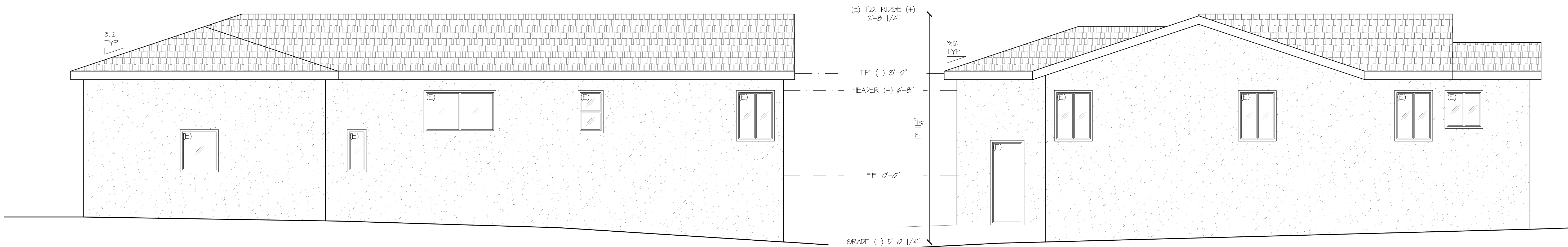
2 PROPOSED UPPER FLOOR PLAN N

PROPOSED FLOOR AREA RATIO (SF)			
MAIN FLOOR		SQFT.	CALCULATION
Q	GARAGE	425	
R	ENTRY	37	
S	LIVING	259	
T	FIREPLACE	12	
U	DECK	40	80 X 1/2
V	DINING	126	
W	KITCHEN	219	
X	HALLWAY	113	
X.1	LAUNDRY CLO.	16	
Y	LANDING	34	13 X 21 / 8
Z	STORAGE	102	
AA	BATH #1	56	
BB	BED#3	186	
CC	BED#2	226	
DD	BATH #2	80	
EE	PORCH	30	60 X 1/2
UPPER FLOOR			
FF	FAMILY	215	
GG	OFFICE	123	
HH	HALLWAY	87	
JJ	BATH #3	57	
KK	P.BED	205	
LL	STORAGE	8	
MM	BED#1	154	
1ST FLOOR:		1961	
2ND FLOOR:		849	
TOTAL =			
		2810	55%



1 EXISTING LEFT SIDE ELEVATION (SOUTH)
SCALE = 1/4" = 1'-0"

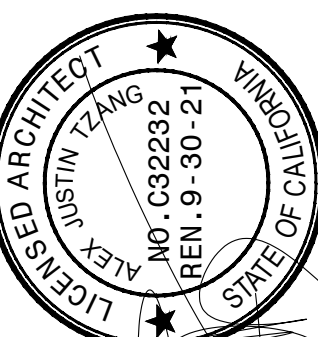
2 EXISTING FRONT ELEVATION (WEST)
SCALE = 1/4" = 1'-0"



3 EXISTING RIGHT SIDE ELEVATION (NORTH)
SCALE = 1/4" = 1'-0"

4 EXISTING REAR ELEVATION (EAST)
SCALE = 1/4" = 1'-0"

ALEX TZANG
ARCHITECTS



CONTACTS:
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DESIGNER: ALEX TZANG
(415) 309-8082 alex@alexztang.com

REVISIONS:

PROJECT: SECOND STORY ADDITION

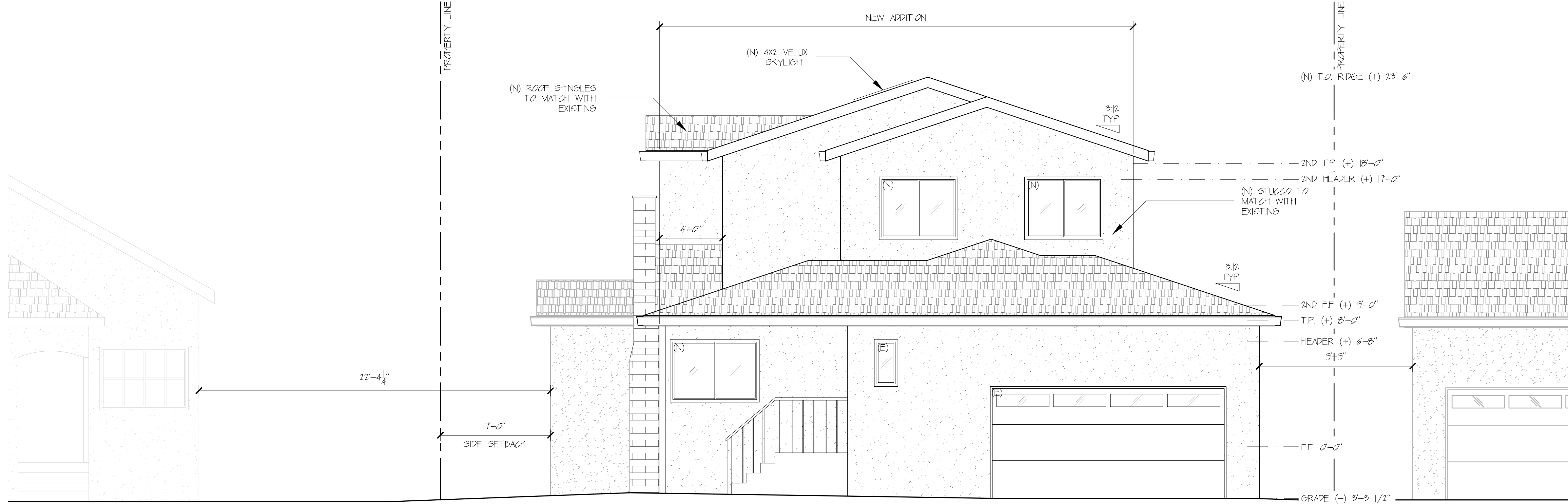
8 DEXTER PLACE, MILLBRAE CA

JOB: 221031

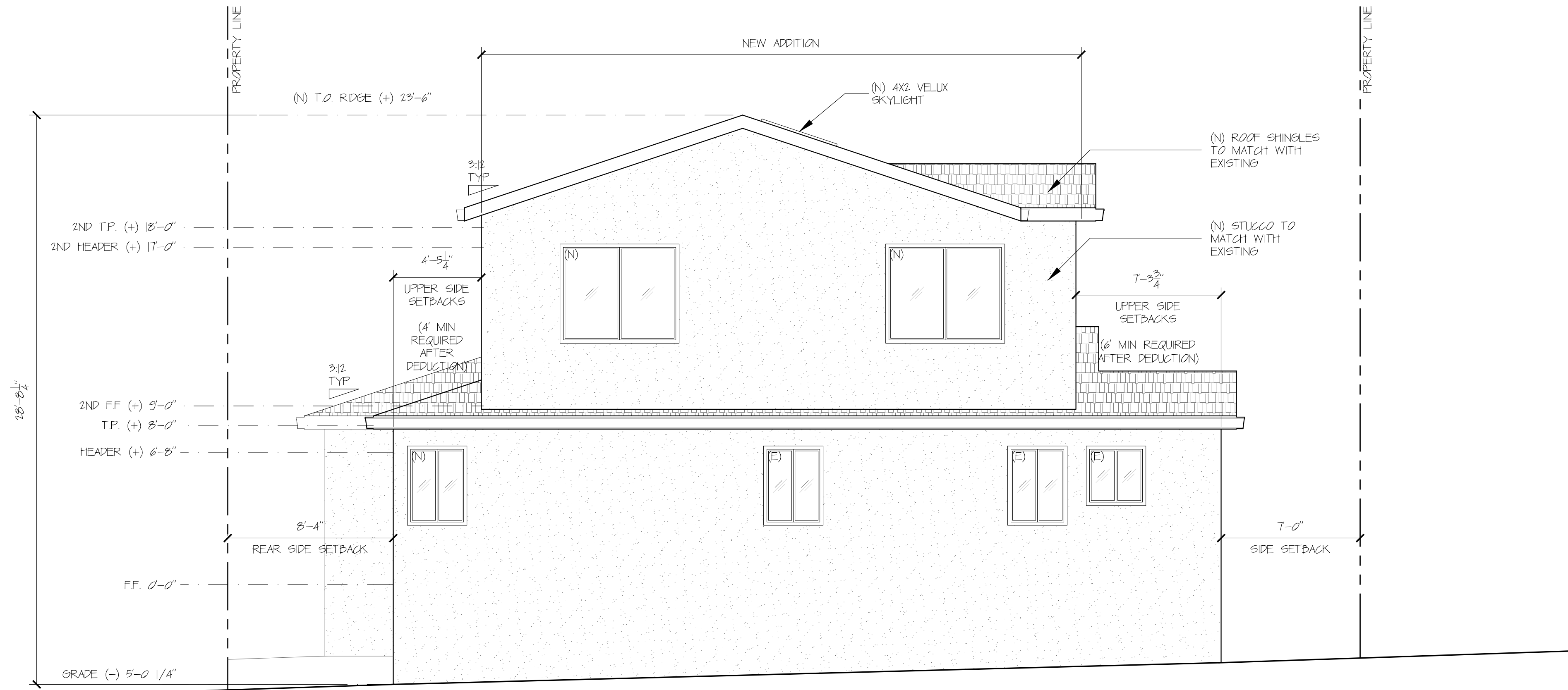
DATE: 08-11-2021

SHEET NUMBER: A-4.0

SHEET TITLE: EXISTING ELEVATIONS

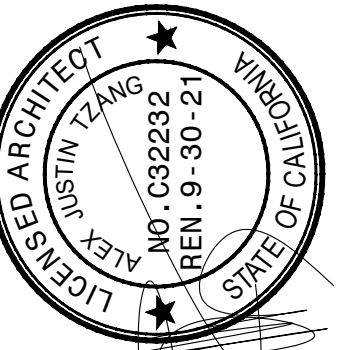


1 PROPOSED FRONT ELEVATION (WEST)
SCALE = 1/4" = 1'-0"



2 PROPOSED REAR ELEVATION (EAST)
SCALE = 1/4" = 1'-0"

ALEX TZANG
ARCHITECTS



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REVISIONS:

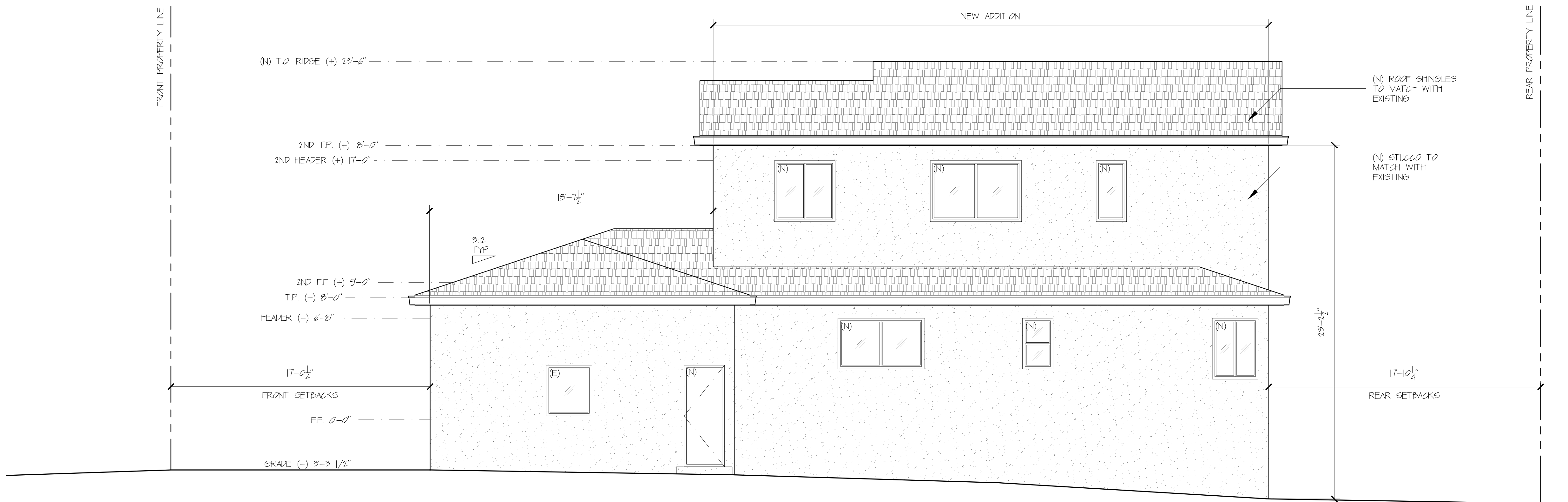
PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

JOB: 221031
DATE: 08-11-2021
SHEET NUMBER: A-4.1

SHEET TITLE:
PROPOSED ELEVATIONS

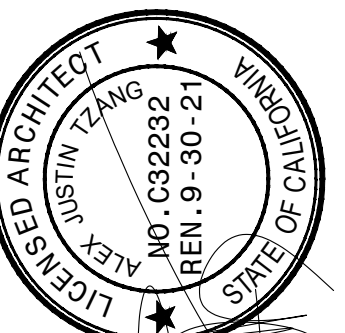


1 PROPOSED LEFT SIDE ELEVATION (NORTH)
SCALE = 1/4" = 1'-0"



2 PROPOSED RIGHT SIDE ELEVATION (SOUTH)
SCALE = 1/4" = 1'-0"

ALEX TZANG
ARCHITECTS



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(415) 225-8780 ryanpowen77@yahoo.com
DESIGNER: ALEX TZANG
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REVISIONS:

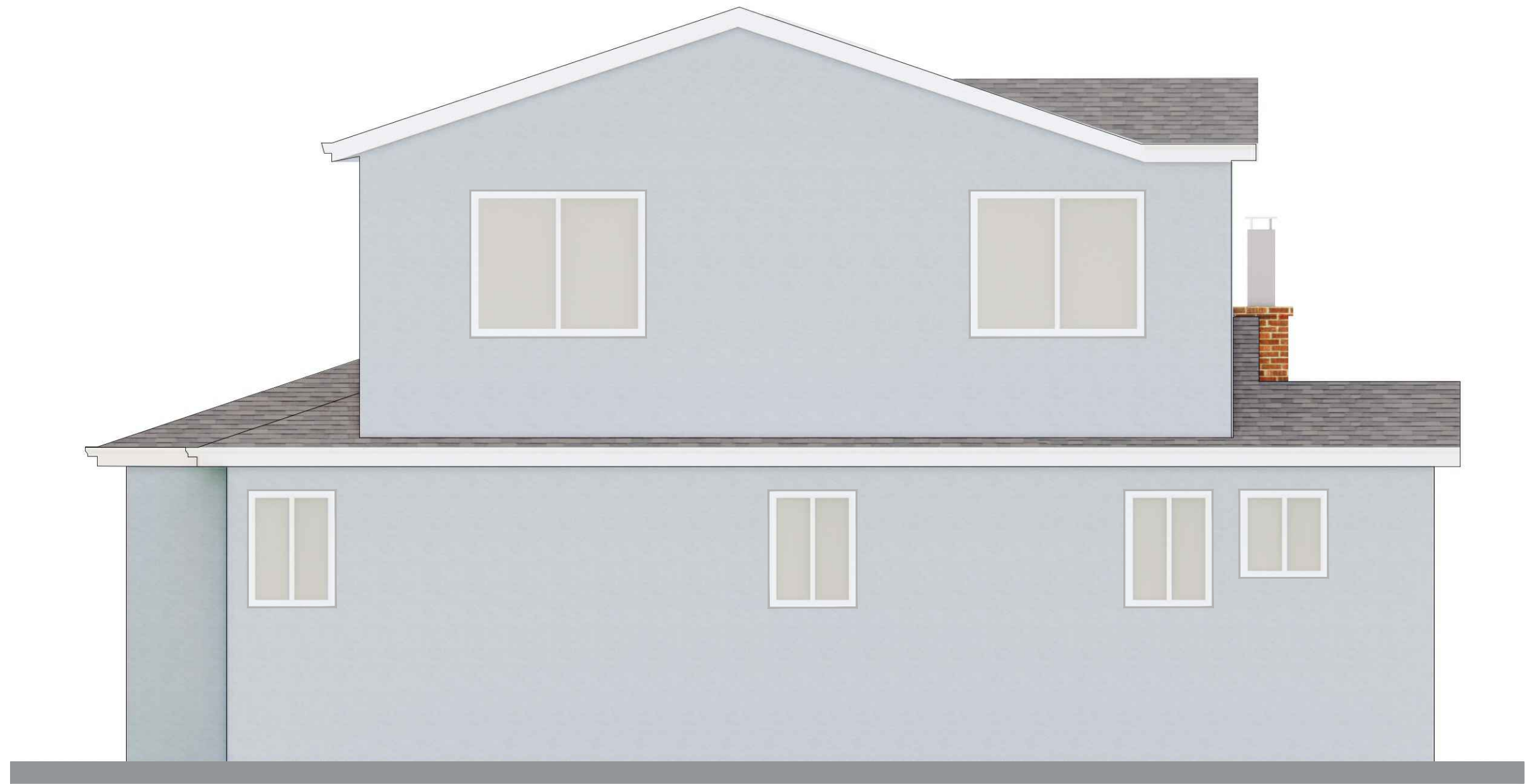
PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

JOB: 221031
DATE: 08-11-2021
SHEET NUMBER: A-4.2

SHEET TITLE:
PROPOSED ELEVATIONS



1 PROPOSED FRONT ELEVATION (WEST)
SCALE = N.T.S.



2 PROPOSED REAR ELEVATION (EAST)
SCALE = N.T.S.

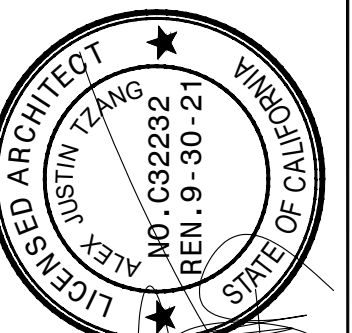


3 PROPOSED LEFT SIDE ELEVATION (NORTH)
SCALE = N.T.S.



4 PROPOSED RIGHT SIDE ELEVATION (SOUTH)
SCALE = N.T.S.

**ALEX TZANG
ARCHITECTS**



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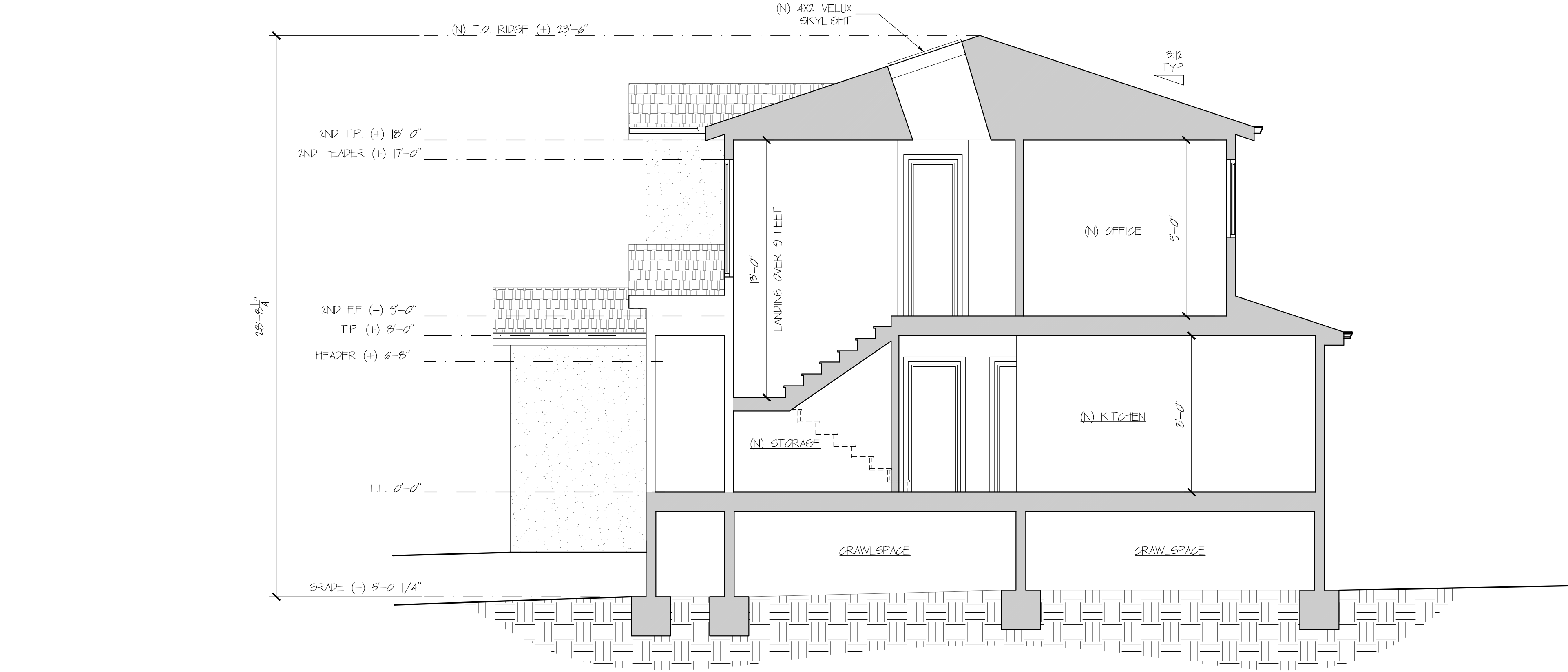
REVISIONS:

PROJECT: **SECOND STORY ADDITION**
8 DEXTER PLACE, MILLBRAE CA

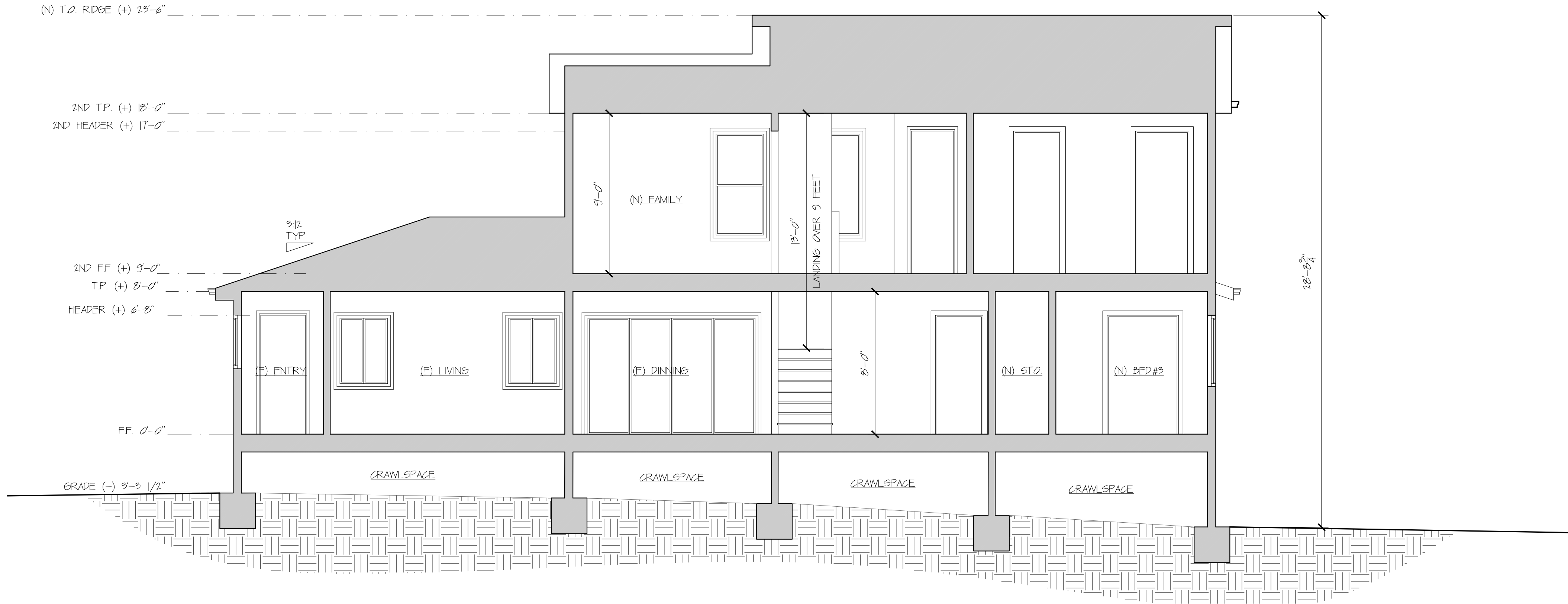
JOB: 221031
DATE: 08-11-2021
SHEET NUMBER:

SHEET TITLE:
PROPOSED COLOR ELEVATIONS

A-4.3

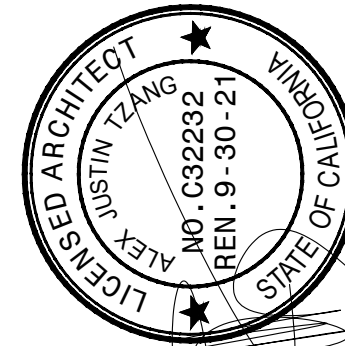


1 PROPOSED CROSS SECTION
SCALE = 1/4" = 1'-0"



2 PROPOSED LONGITUDINAL/SIDE SECTION
SCALE = 1/4" = 1'-0"

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REVISIONS:

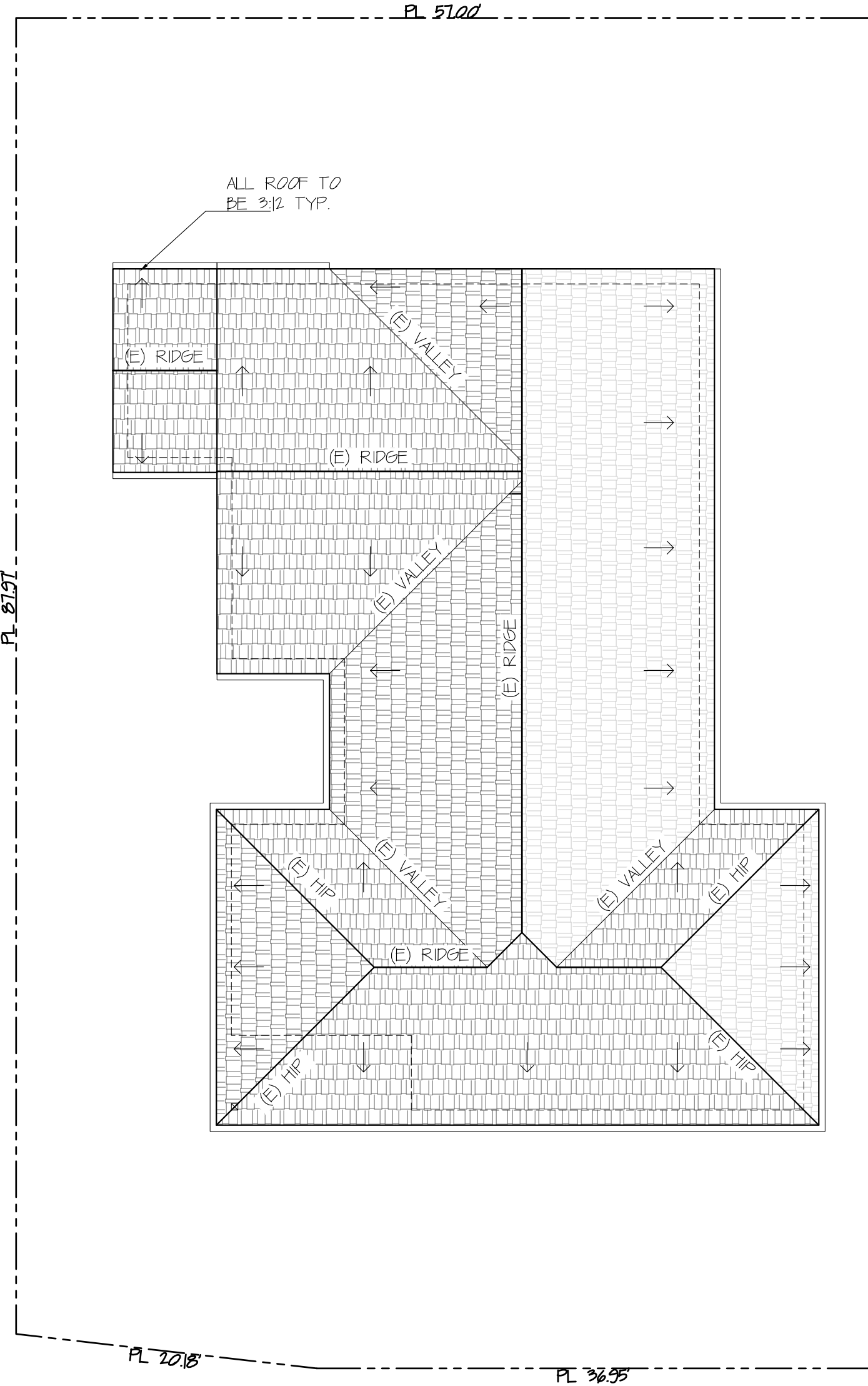
PROJECT: SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

JOB: 221031
DATE: 08-11-2021
SHEET NUMBER:

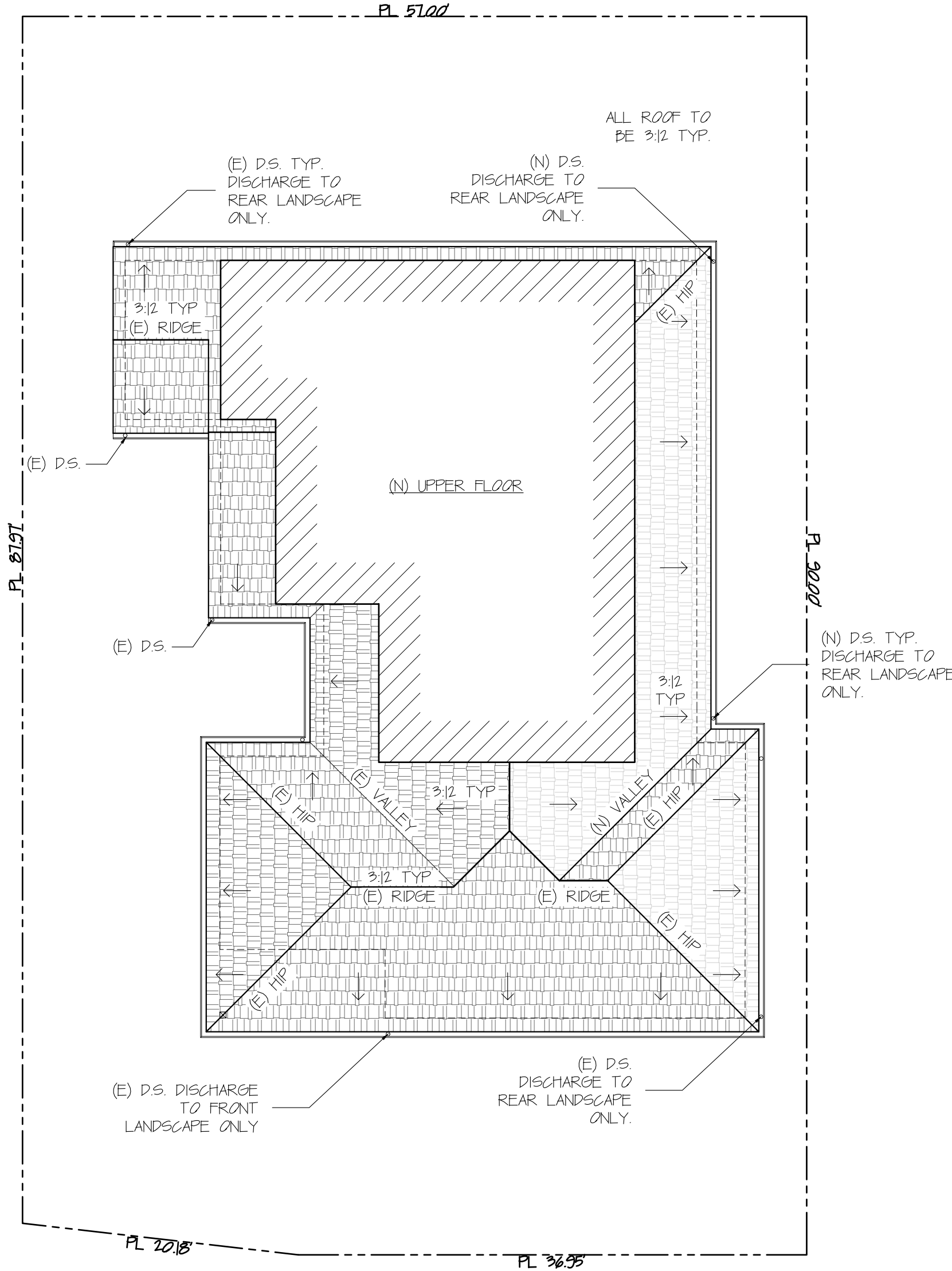
SHEET TITLE:

PROPOSED SECTIONS

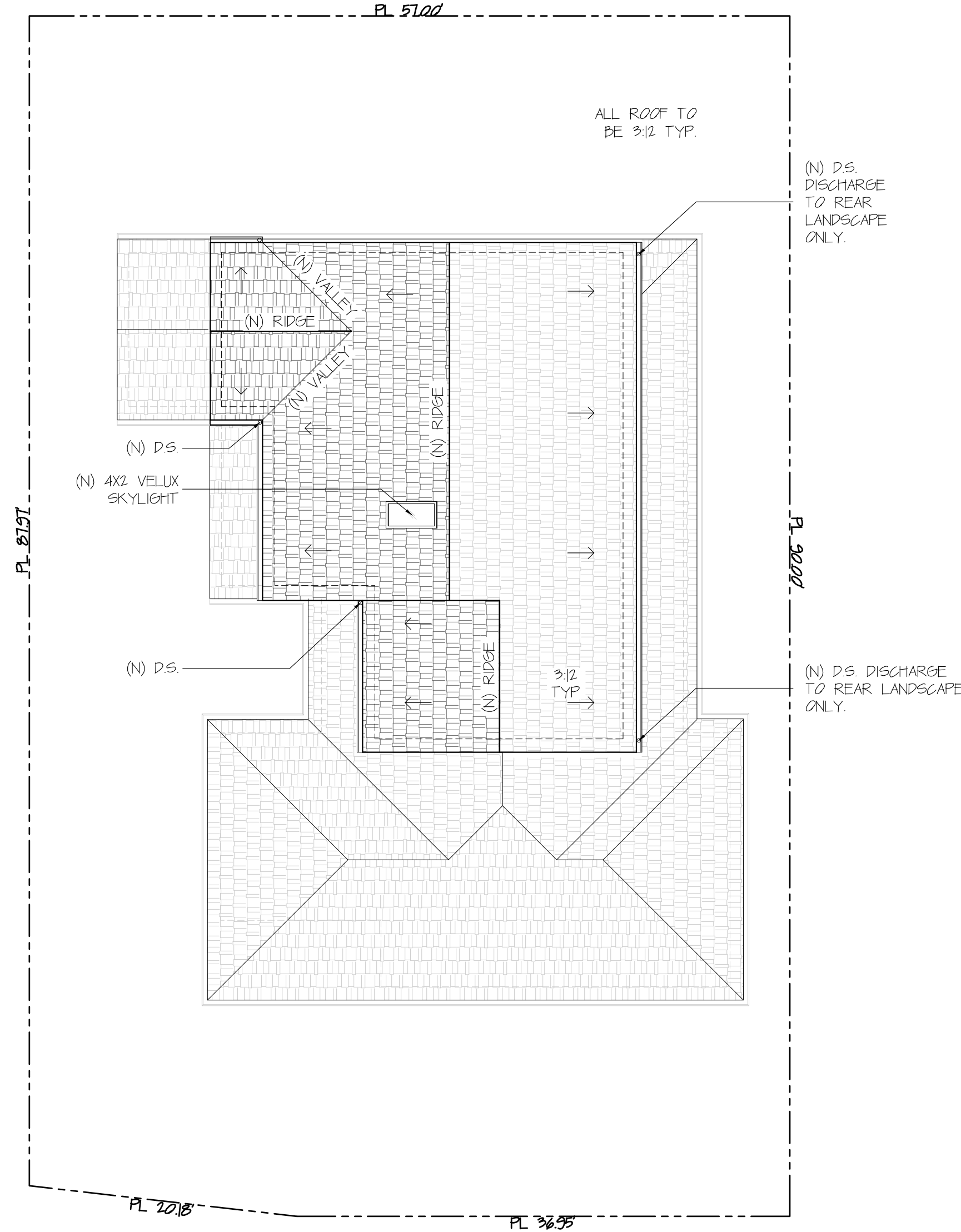
A-5.0



1 EXISTING ROOF PLAN N
SCALE = 1/8" = 1'-0"



2 PROPOSED LOWER ROOF PLAN N
SCALE = 1/8" = 1'-0"



3 PROPOSED UPPER ROOF PLAN N
SCALE = 1/8" = 1'-0"

EXISTING HOUSE STREET VIEW

EXISTING FRONT YARD HAVE MORE THAN 60% LANDSCAPING AREA.



① ENGLISH LAVENDER
TYPE: SHRUB
SPREAD: 36"



④ ROSEMARY
TYPE: HERB
SPREAD: 24"-48"



⑦ CHERYY PLUM
TYPE: TREE
SPREAD: 30'



② ANOUK LAVENDER
TYPE: SHRUB
SPREAD: 36"



⑤ SEDUM RUBROINCTUM 'REDBERRY'
TYPE: SUCCULENT
SPREAD: 4"-6"



③ AUTUMN SAGE
TYPE: HERB
SPREAD: 24"-36"



⑥ KEY LIME
TYPE: TREE
SPREAD: 5'-15'

CALCULATION

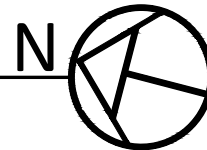
FRONT YARD: 1,127 SF

HARDSCAPE AREA = 447 SF (39.7%)
LANDSCAPE AREA = 680 SF (60.3%)



1 LANDSCAPING PLAN

SCALE = 1/8" = 1'-0"



CONTACTS:
OWNER: RYAN OWEN
(415) 225-8780 ryanpowen77@yahoo.com
DESIGNER: ALEX TZANG
(415) 309-8082 alex@alexTZang.com

REVISIONS:

SECOND STORY ADDITION
8 DEXTER PLACE, MILLBRAE CA

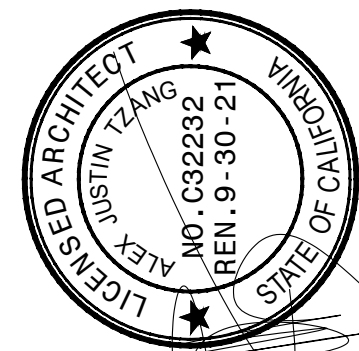
PROJECT:

DATE: 08-11-2021

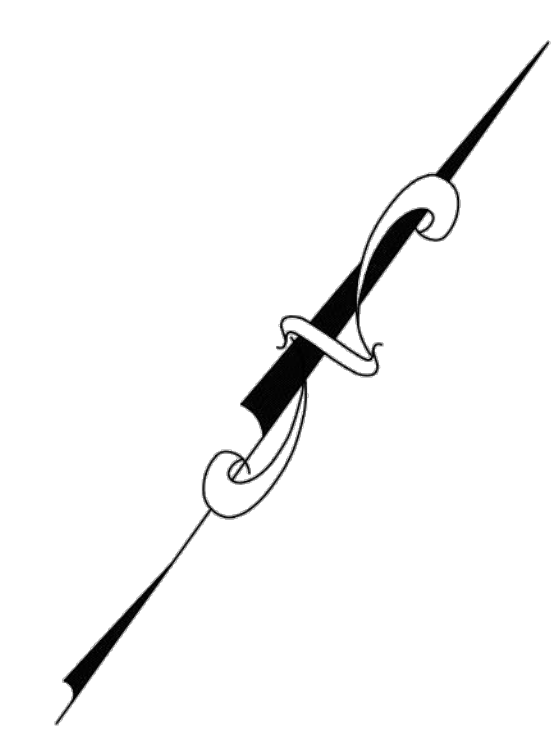
SHEET TITLE:

EXISTING LANDSCAPE PLAN

A-7.0



**ALEX TZANG
ARCHITECTS**



= 5,116 SQ. FT. ±
= 0.117 ACRES ±

PARTIAL TOPOGRAPHIC SURVEY PLAN		PREPARED FOR:	
8 DEXTER PLACE A.P.N. 021-352-470		RYAN OWEN	
LOT 47, BLOCK 6, 26 MAPS 6-9			
MILLBRAE SAN MATEO COUNTY CALIFORNIA			
DRAWN BY: RJD			
DESIGNED BY: ---			
CHECKED BY: RJD			
SCALE: 1"=10'			
DATE: 07/29/21			
PROJECT NO. 21-1031			
SHEET 1 of 1			



EXISTING - JUNE 20, 6 AM.



PROPOSED - JUNE 20, 6 AM.



EXISTING - JUNE 20, 6 PM.



PROPOSED - JUNE 20, 6 PM.



EXISTING - DECEMBER, 8 AM.



PROPOSED - DECEMBER, 8 AM.



EXISTING - DECEMBER, 4 PM.



PROPOSED - DECEMBER, 4 PM.

JOB: 221031		PROJECT: SECOND STORY ADDITION		REVIEWS:		CONTACTS:		ALEX TZANG ARCHITECTS	
DATE: 08-11-2021		8 DEXTER PLACE, MILLBRAE CA				OWNER: RYAN OWEN (415) 225-8780 ryanpowen77@yahoo.com		ARCHITECT'S SEAL	
SHEET NUMBER:		SHEET TITLE:				DESIGNER: ALEX TZANG (415) 309-8082 alex@alexztang.com			
A-15		SOLAR STUDIES							

From: [Jeannie Liu](#)
To: [Cristian Santana](#)
Subject: 8 Dexter Place Proposed Design Review
Date: Friday, October 15, 2021 11:56:01 AM

Hi Cristian,

Below are my concerns to oppose the second story addition of 8 Dexter Place.

1. The 2nd story addition is huge. It will block neighbor views and the lighting of my yard.
2. I will loss privacy if the 2nd story addition is built. By looking at the pictures I received, the 2nd story addition is at the back of their house and with two big windows facing my back yard. Privacy is an important thing to me.

Thanks,
Jeannie