

**From:** [Dennis Lee](#)  
**To:** [Kenneth Chou](#)  
**Subject:** Re: ZA Decision: PA22-051, 329 Greenfield Ave.  
**Date:** Wednesday, March 8, 2023 8:14:16 AM  
**Attachments:** [image002.png](#)  
[image010.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
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[image008.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

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Hi Kenneth,

We feel the statements of the error in current decision letter is very misleading. we would like to request a correction for it. Also we like to request notifying all parties involved about this error as well as the correction.

Thank you.  
Dennis

On Mar 8, 2023, at 7:17 AM, Dennis Lee [REDACTED] wrote:

Hi Kenneth,

What will you do or have done to correct this error, such as notifying all interested parties - the applicant, owner and/or related city's departments etc.?

Thank you.  
Dennis

On Mar 8, 2023, at 5:01 AM, Kenneth Chou <kchou@cityofsanmateo.org> wrote:

Hi Dennis,

The project includes the following conditions of approval which speaks to substantial conformance with the approved plans. Therefore, we will not be issuing a revised decision letter.

CITY OF SAN MATEO PLANNING APPLICATION  
CONDITIONS OF APPROVAL  
PA-2022-051, 329 GREENFIELD AVE., SFDDR

329 GREENFIELD AVE, SAN MATEO, CA 94403-5011  
PARCEL # 042214030  
AS APPROVED BY THE ZONING ADMINISTRATOR ON 3/2/2023

The following conditions of approval apply to the project referenced above. The conditions of approval are grouped under specific headings that relate to the timing of required compliance. Additional language within a condition may further define the timing of required compliance. Types of Building permits include Demolition, Shoring/Excavation, Foundation, and Superstructure.

The following conditions shall be satisfied prior to issuance of a DEMOLITION PERMIT, BUILDING PERMIT FOR SHORING OR FOUNDATION, or SITE DEVELOPMENT PERMIT, whichever is issued first, or prior to the deadline specified in that condition.

**Planning Division (PA)**

- 1 APPROVED PLANNING APPLICATION CONFORMANCE – All building permit plans, details, and subsequent construction shall substantially conform with the approved planning application. This includes but is not limited to plans, materials, project description, and other items submitted as part of the approved planning application. Any proposed modifications to the approved planning application shall be reviewed and approved by the Community Development Director, or his/her designee, prior to construction of the proposed modifications. The Community Development Director, or his/her designee, shall determine whether the proposed modifications substantially conform with the approved planning application, or whether a planning application modification is required to be submitted to permit the proposed modifications, as required by Municipal Code Section 27.08.080 Modifications. (PLANNING)
- 2 CONDITIONS OF APPROVAL – This complete list of Conditions of Approval shall be reproduced onto the second sheet of all building permit plan sets. (PLANNING)
- 3 PAYMENT OF OUTSTANDING PLANNING APPLICATION FEES – The applicant shall pay all outstanding planning application fees. (PLANNING)

**Building Division (PA)**

- 4 APPLICABLE BUILDING STANDARDS AND LOCAL CODES – All building permit plans shall demonstrate compliance with the applicable California Building Standards

Thank you,



<!--[if !vml]--><!--[endif]-->Kenneth Chou 周暉喆  
Assistant Planner | Community Development Dept.  
330 W. 20th Ave., San Mateo, CA 94403  
650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Tuesday, March 7, 2023 8:03 AM

**To:** Kenneth Chou <kchou@cityofsanmateo.org>  
**Subject:** Re: ZA Decision: PA22-051, 329 Greenfield Ave.

Hi Kenneth,

Thanks for clarifying. Will this error be corrected or it has already been corrected?  
Is there an updated approval document and change of the approval date?

Thank you.  
Dennis

On Mar 7, 2023, at 7:51 AM, Kenneth Chou <kchou@cityofsanmateo.org> wrote:

Hi Dennis,

That is an error. Based on the approved plans, all five windows are proposed to be frosted.

Best,



<!--[if !vml]--><!--[endif]-->Kenneth Chou 周曉喆  
Assistant Planner | Community Development Dept.  
330 W. 20th Ave., San Mateo, CA 94403  
650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Monday, March 6, 2023 2:32 PM  
**To:** Kenneth Chou <kchou@cityofsanmateo.org>  
**Subject:** Re: ZA Decision: PA22-051, 329 Greenfield Ave.

Hi Kenneth,

Thank you for the notification of the decision. I have a question:

Per the window schedule in the latest plan, all five second story rear windows are "frosted glazing". But the approval first page states "The proposed second story rear windows will be frosted for privacy, with the exception of the window serving the stairway landing..." that's new to me. Is it an error? Would you explain?

Thank you.  
Dennis

On Mar 3, 2023, at 6:36 AM, Kenneth Chou  
<kchou@cityofsanmateo.org> wrote:

Good afternoon Dennis,

Please find attached the Zoning Administrator's Decision, Conditions of Approval, and final approved plans for PA-2022-051, 329 Greenfield Ave. This approval by the Zoning Administrator is final unless appealed within ten (10) calendar days of the date of the approval.

Please let me know if you have any questions.



Kenneth Chou 周璋喆  
Assistant Planner | Community Development Dept.  
330 W. 20th Ave., San Mateo, CA 94403  
650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** [REDACTED]  
**To:** [Kenneth Chou](#)  
**Subject:** Re: Automatic reply: Questions on addition at 329 Greenfield Ave. San Mateo  
**Date:** Friday, February 24, 2023 4:46:52 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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Hi Kenneth,

I swung by city hall and gave Lisa at the front desk the check in an envelope with your name and department on it. Lisa said she will put it on your desk.  
Thank you again for your time and attention!

You have a great weekend!  
Dennis

On Thu, Feb 23, 2023 at 3:03 PM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

No problem. I will not be in the office tomorrow. However, you can leave it with the front desk and have it attn to me.

Best,



Kenneth Chou 周曄喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Thursday, February 23, 2023 2:59 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Automatic reply: Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

Thank you so much for answering my questions. I am planning to bring the check to your office tomorrow. What would be the good time for you in the afternoon? If you are not around, may I leave it to the people at the front desk?

Thanks,

Dennis

On Feb 23, 2023, at 2:13 PM, Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

The appeal application should be addressed To: Commission, Planning Commission. The check should be written to the City of San Mateo.

Best,



Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



---

**From:** Dennis Lee [REDACTED]

**Sent:** Thursday, February 23, 2023 2:08 PM

**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>

**Subject:** Re: Automatic reply: Questions on addition at 329 Greenfield Ave.  
San Mateo

Hi Kenneth,

Thanks for your call and email in answering my questions. Thank you so much for accommodating us. Much appreciated! Couple questions about the appeal:

1. The addressee of the appeal application. There are 4 selections under the "To:" header: City Council, Commission, Zoning Administrator and Other. What should I fill in?
2. Who will the check for the appeal be written to? City of San Mateo or Planning Commission etc.?

I'll do these:

1. Email you our comments by 2/27 5PM
2. Deliver a check of \$519 to you by 2/27
3. expect an email from you about the Zoning Administrator's final decision on the project on or after 2/28
4. Email you our appeal application during the appeal period

Please let me know if I miss anything. Thank you again for your help. Really appreciate it.

Best,

Dennis

On Thu, Feb 23, 2023 at 10:39 AM Kenneth Chou  
<[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

The comments should be sent to me by 2/27/2023 5pm through email. An appeal must be filed within 10 days after the decision letter and conditions of approval is issued. We are looking to issue the letter on 2/28/2023. Therefore, the appeal period will be filed between 2/28-3/9. Appeals are typically filed and paid in person. However, we are willing to accommodate by accepting a check in advance and you can email me the appeal application during the appeal period. The fee for appeal is \$519.00. In terms of the Planning Commission meeting, I am targeting either May 9 or May 23. It will be an evening meeting and both the appellant and applicant will be required to attend. Please see the application for appeal [here](#).

Please note, the appeal can only be filed after the decision letter is issued and during the appeal period (2/28-3/9). I will be sending you a copy of the decision letter when it is issued.

Best,



Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Wednesday, February 22, 2023 12:22 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Automatic reply: Questions on addition at 329 Greenfield Ave. San Mateo

BTW we want to appeal and would like to know if the city's appeal process can accommodate our schedule when we are out of town from 2/28 to 3/30.

Thank you.

Dennis

On Wed, Feb 22, 2023 at 12:13 PM Dennis Lee [REDACTED] wrote:

Hi Kenneth,

Thanks for the update. We have a few questions:

1. Whom should we give our comments to by Feb. 27 5PM? In what form (email etc)?
2. Would you give me some details of the appeal process and timeline?
3. We have an upcoming overseas trip from 2/28 - 3/30. Can the city process accommodate our schedule?

Thank you.

Dennis

On Tue, Feb 21, 2023 at 10:29 AM Kenneth Chou  
<[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

Thanks for checking in. I just got back from vacation.

After speaking with the applicants, they would like to keep the window as proposed. A noticing postcard for the tentative approval went out on 2/17 and the public comment period will end on 2/27 at 5pm.

Best,



Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Monday, February 13, 2023 2:43 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Automatic reply: Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

Looks like your automatic reply is still on.

Best,

Dennis

On Feb 13, 2023, at 1:29 PM, Kenneth Chou  
<[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Thank you for your email. I am out of the office and will be back on December 27, 2022. Please note, City Hall is closed on February 20, 2023 in observance of Presidents Day. For general inquiries, please contact [Planning@cityofsanmateo.org](mailto:Planning@cityofsanmateo.org). For project specific questions, please contact Rendell Bustos at [rbustos@cityofsanmateo.org](mailto:rbustos@cityofsanmateo.org).

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Thank you.

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**From:** [Dennis Lee](#)  
**To:** [Kenneth Chou](#)  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo  
**Date:** Monday, February 13, 2023 1:29:49 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
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[image015.png](#)  
[image016.png](#)

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Hi Kenneth,

Hope things are going well with you.

Haven't seen any update on this project since our virtual on 12/21. Just like to check in. At the virtual meeting, you said you would talk to the applicants about raising the window sill height. Any update or anything happening?

Thank you.  
Dennis Lee

**From:** [REDACTED]  
**To:** [Kenneth Chou](#)  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo  
**Date:** Thursday, December 15, 2022 11:05:19 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
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[image011.png](#)  
[image012.png](#)  
[image014.png](#)

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Thank you Kenneth. Invite has been received.

Best,  
Dennis

On Thu, Dec 15, 2022 at 8:44 AM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

Please accept this calendar invite for our meeting next Wednesday (12/21) at 3PM. The link and meeting information is below. Look forward to speaking with you.

Kind Regards,



Kenneth Chou 周曄喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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# Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 279 742 118 417

Passcode: zdj8x5

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

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**From:** Dennis Lee [REDACTED]  
**Sent:** Wednesday, December 14, 2022 11:18 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Thank you Kenneth for your availability information. I would like to do virtual on Wednesday (12/21) 3-4pm. Looking forward to receiving your invite and talking to you next Wednesday!

Best,

Dennis

On Wed, Dec 14, 2022 at 9:51 AM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

Would you prefer to meet in person, or virtually through zoom? We have the following availability:

Virtual:

Monday (12/19), 3-4pm

City Hall or Virtual:

Tuesday (12/20) 3-4pm or 4-5pm

Wednesday (12/21) 3-4pm

Let me know which time works best for you and I will follow up with a calendar invite.

Best,



Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]

**Sent:** Sunday, December 11, 2022 10:27 PM

**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>

**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Thank you for the update Kenneth. Yes, I would like to meet you and discuss the issues we have. Please let me know your availability, preferably in the afternoon.

Best,

Dennis

On Thu, Dec 8, 2022 at 4:46 PM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Dennis,

An incomplete letter has been issued to the applicant requesting information on the species of the proposed hedges to verify the height of the proposed planting when mature. The plans are a depiction of where and how many hedges are proposed to be planted. The gaps you see will be filled in by the foliage. As mentioned in my previous email, privacy hedges combined with frosted window treatments are acceptable architectural solutions that will mitigate privacy impact. Please also note, when evaluating privacy impacts and potential solutions, we acknowledge that privacy impacts are reduced with distance. The second story is setback 25 feet from the rear property line and more than 50 feet from the neighboring house.

Let me know if you would like to set up a meeting to discuss.

Best,



Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Tuesday, December 6, 2022 10:35 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

We feel the proposed frosted windows and hedges do not address our privacy concerns. We do not see the applicants follow the city's design guidelines on enhancing neighboring privacy. We do not see details about the hedges (incomplete?) nor do we

think those hedges will help preserve our privacy.

**1. The proposed frosted windows:** they only protect the project owner's privacy but NOT ours. For example: they can close the frosted windows to shower to protect their own privacy. But the view points are there, so when the windows are opened our privacy is invaded overlooking our backyard and our private living space into our home.

**2. The proposed hedges:** It looks like the proposed 5 windows facing our property are much higher than the hedges. The plan does not provide details on the height, diameter and spacing of these hedges (incomplete?). Also there are big gaps between these hedges in the plan, Through which our privacy is exposed. It is difficult to see how those hedges can provide much privacy for us when those windows on the addition story are so big, so many and much higher up above the regular 6 foot fence.

**3. City's Design Guidelines Section 6b states:**

- **Bullet point #1:** avoid direct views into neighboring windows or yard areas
- **Bullet point #3:** manipulation of architectural forms create or enhance neighboring privacy -- I don't see it in their plan. The applicants have plenty of architectural solutions to preserve our privacy, high windows, skylines, clearstory windows ...
- **Guideline after the bullet points:** Design house additions to respect adjacent neighbor privacy -- the applicants have not addressed this even though we brought it up a few times!

**4. Review due date:** We are also surprised that the 30 days review due date is Dec 8. Seems the resubmittal was already submitted early November and we, as an interested party, were not informed of the resubmittal until last week. This sure does not give us much time.

## 6b) Privacy - Placement of Second-Story

The placement of a second-story addition on a house can create privacy impacts on adjacent neighbors. When planning an addition, evaluate how the location of the second-story on the property may affect privacy by creating sight lines into adjacent homes.

- Is the second-story addition located to avoid direct views into neighboring windows or yard areas?
- Can the proposed second-story addition be pulled back from a property line to protect a neighbor's privacy?
- Can manipulation of architectural forms create or enhance neighboring privacy?
- Could the desired expansion be better accommodated with a single-story addition?

**Guideline:**

**Design house additions to respect adjacent neighbor privacy through careful placement of second-story massing and other architectural solutions.**

Best,

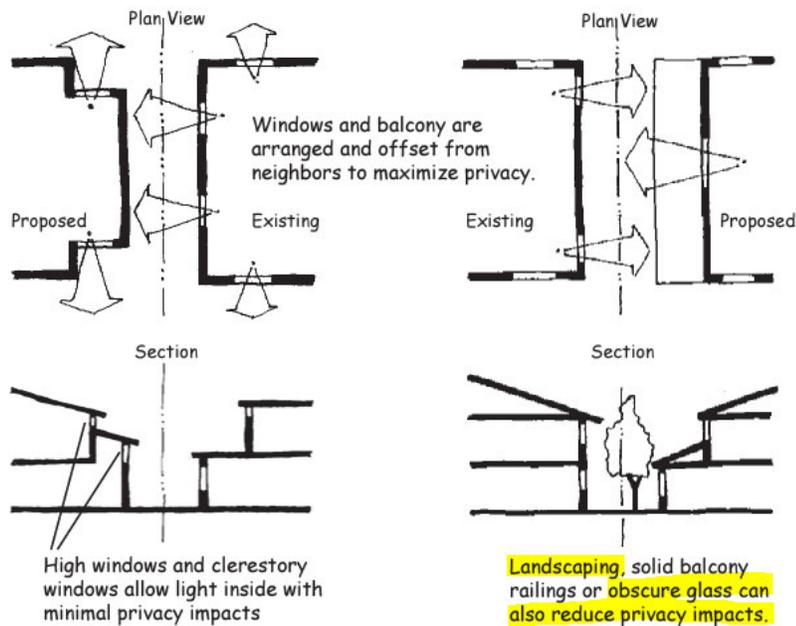
Dennis Lee

On Fri, Dec 2, 2022 at 3:59 PM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

Hope you had a great thanksgiving as well.

The proposed hedges combined with frosted windows are acceptable solutions that enhance privacy under the design guidelines Section 6a.



**Notes:**

When using landscaping to create privacy consider the potential view impacts that could occur from mature trees.

When evaluating privacy impacts and potential solutions, acknowledge that privacy impacts are greater when close, and reduce with distance.

As for section 6b, the proposed addition is setback 25 feet from the rear property line and more than 50 feet from the neighboring house.

The setback combined with the landscaping and architectural solutions are acceptable treatment methods that will minimize privacy impacts.

The resubmittal is under review and has a due date of 12/08/2022. I will be reviewing the materials to see if the application is complete or incomplete. If complete, we will be moving to the next step which is noticing the project for public comment. If incomplete, we will be issuing another incomplete letter.

Here is a chart outlining the step-by-step process of the application. We are currently at step 5.

Step	Action	Responsibility
1	<b>Mailing addresses:</b> Obtain City approval of meeting notice and meeting date and time, then purchase Neighborhood Informational Meeting mailing addresses from the City of San Mateo Planning Division	Applicant
2	<b>Meeting notice and Neighborhood Informational Meeting:</b> Mail Neighborhood Informational Meeting notice & hold neighborhood meeting	Applicant
3	<b>Application submittal:</b> Submit the single-family planning application guide to the City within 60 calendar days of neighborhood meeting. Submittals can be made online at <a href="http://www.cityofsanmateo.org/onlinepermitcenter">www.cityofsanmateo.org/onlinepermitcenter</a> or in-person at City Hall.	Applicant
4	<b>Project review:</b> Project review for code compliance and CEQA <sup>3</sup> exemption status and preparation of Incomplete Letter within 30 calendar days of submittal. If application is deemed incomplete, an incomplete letter is sent to the applicant with detailed comments from all reviewing City departments/divisions. <i>Note: The applicant has 120 calendar days to provide a response before the planning application is closed out due to inactivity.</i>	City staff (Development Review Board)
5	<b>Application resubmittal:</b> If incomplete, resubmit revised plans/additional information. Staff will provide a subsequent review (Step 4) and prepare a revised Incomplete Letter within 30 calendar days if needed. <i>Note: Multiple rounds of resubmittals may be required before planning application is complete. Each round may take up to 30 calendar days.</i>	Applicant
6	<b>Public notice for Decision:</b> When application is deemed complete, planner prepares Planning Application's Conditions of Approval and public notice of "Pending Zoning Administrator Decision." City staff will mail the notice at least 10 calendar days prior to a ZA decision, and members of the public may comment on the planning application. Applicant is required to post the public notice placard on the project site during these 10 days.	City staff & Applicant
7	<b>Decision:</b> Take action on the project through a ZA Decision document. (Note: decision is made to approve or deny the planning application.) The decision date begins a 10-calendar day appeal period.	City Staff (Zoning Administrator)
8	<b>Determination:</b> The ZA decision is final at the end of the 10 calendar day appeal period, unless: a. An appeal is filed for Planning Commission review (\$500 appeal fee); or b. Planning Application is "called up" for review by a Planning Commissioner If no appeal or call-up is received, the City's decision on the application is final.	

You can continue to provide comments and I would encourage you to discuss with the homeowners on the design. However, as mentioned, the proposed solutions are acceptable treatment methods for City review. Additional options are also listed in the process chart above.

Best,



Kenneth Chou 周曄喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



From: Dennis Lee [REDACTED]

**Sent:** Thursday, December 1, 2022 1:56 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

Hope you had a wonderful Thanksgiving.

Thank you for sending me a copy of the applicant's resubmittal plan. Sounds like they resubmitted it in mid November? We feel the resubmission did not fully address our concerns and the privacy issues identified in the city guidelines, specifically Section 6a and 6b.

We like to understand the resubmission process and have some questions:

1. What is the process and timeline after the resubmission?
2. What are our options in this process?

Best,  
Dennis Lee

On Tue, Nov 29, 2022 at 2:45 PM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

My apologies for the late response as I was out of the office for the last two weeks. Attached please find the resubmittal plans. They had resubmitted before I went on vacation, and I hadn't had a chance to send you a copy. The revised plans include frosted windows for the proposed second-story addition and new hedges along the rear property line to address privacy concerns.

Let me know if you have any questions.

Best,

Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403



650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Monday, November 21, 2022 3:59 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

Haven't seen any updates. Just like to check in to see if we miss anything or anything new on this project.

Also like to know if there is any deadline date for the applicant's resubmission for the project review?

Thank you and you have a great Thanksgiving!

Dennis Lee

On Wed, Oct 12, 2022 at 3:01 PM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

You are included in the interested party list. The applicant has not resubmitted the project for review, but your concern has been forwarded to the applicant to be addressed.

Best,



Kenneth Chou 周暉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Wednesday, October 12, 2022 1:10 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Hello Kenneth,

Hope things are going well with you.

Just like to check in to see any update or what's happening on this project. Also want to make sure I am on the project's interested party list.

Thank you!

Dennis Lee

On Mon, Sep 19, 2022 at 2:14 PM Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)> wrote:

Hi Dennis,

Thank you again for reaching out and providing comments. I understand your privacy concern and will be working with the applicant on this matter. I will be forwarding your concerns to the applicant and let you know when I hear

back.

Kind regards,



Kenneth Chou 周曉喆

Assistant Planner | Community Development Dept.

330 W. 20th Ave., San Mateo, CA 94403

650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Monday, September 19, 2022 1:05 PM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Subject:** Re: Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

Thanks for the update and the latest plans. Really appreciated your prompt response. We are surprised not to see our comments and privacy concerns made to the applicants included. Are those in a separate document? We hope our efforts to provide comments and feedback with the applicants and architect were not being ignored just like they increased those window sizes after we raised our concerns on privacy.

It seems the current plans do not use available architectural solutions to protect our privacy. In our communications, we even pointed them to the city's design guidelines(6a, 6b) on privacy (*italic*):

*The placement of a second-story addition on a house can create privacy impacts on adjacent neighbors. When planning an addition, evaluate how the location of the second-story on the property may affect privacy by creating sight lines into adjacent homes.*

- *Is the second-story addition located to avoid direct views into*

*neighboring windows or yard areas? ...*

- *Can manipulation of architectural forms create or enhance neighboring privacy? ...*

Our main concern is about the five big windows on the rear wall of the second story addition overlooking our property, creating direct sight lines to our yard and private space. The owner once said the windows are merely there to bring light. If so they have plenty of options to preserve our privacy including relocating the windows to the other walls, using skylights, raising window sill to above eye level ...

Thank you again for looking into this matter and planning to work with the applicant on our privacy concerns. Please keep us posted so we can provide info as needed.

Best.

Dennis Lee

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**From:** [Kenneth Chou](#)  
**To:** [REDACTED]  
**Subject:** RE: Questions on addition at 329 Greenfield Ave. San Mateo  
**Date:** Friday, September 16, 2022 1:14:00 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[329 GREENFIELD AVE Plans.pdf](#)  
[image008.png](#)

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Hi Dennis,

Sorry I missed your call yesterday. Confirming that I've received your comments below and will be working with the applicant to address the privacy concerns raised. Attached is a copy of the plans for the first round of review. Please note, the project is still under review and no approval has been made.

Have a great weekend.

Kenneth Chou 周暉喆  
Assistant Planner | Community Development Dept.  
330 W. 20th Ave., San Mateo, CA 94403  
650-522-7224 | [kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)



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**From:** Dennis Lee [REDACTED]  
**Sent:** Friday, September 16, 2022 10:24 AM  
**To:** Kenneth Chou <[kchou@cityofsanmateo.org](mailto:kchou@cityofsanmateo.org)>  
**Cc:** Dennis Lee [REDACTED]  
**Subject:** Questions on addition at 329 Greenfield Ave. San Mateo

Hi Kenneth,

Want to make sure you have received my email on the addition. I did a followup call yesterday afternoon and left a message for you. Hope you already got it.

I like to see how I can get an update on the project. The citizen self-help portal that you referred me to does not provide details. We did our parts providing comments/feedback to the applicants. We do not want our efforts being ignored and wasted. So we would like to see the application and/or plans they submitted to the city planning if possible. If needed I can come to your office to meet with you.

Thank you.  
Dennis Lee

On Thu, Sep 15, 2022 at 12:35 PM Dennis Lee [REDACTED] wrote:

Hi Kenneth,

Thank you so much for answering my questions on the project. Please see below our comments to city planning sent in late June. We haven't heard anything since then other than Laura Aguirre's reply of receiving my email, though we asked to be added to the interest list.

We still have big concerns about the five rear windows of the second story addition. Question: what is the planning process from this point forward?

Thank you very much for your time and attention to this matter.

Dennis Lee  
[REDACTED]

----- Forwarded message -----

From: **Dennis Lee** [REDACTED]

Date: Wed, Jun 29, 2022 at 11:28 AM

Subject: Comments on second story addition at 329 Greenfield Ave. San Mateo, CA 94403

To: <[Planning@cityofsanmateo.org](mailto:Planning@cityofsanmateo.org)>

Our home is located directly at the back of the said property with an adjoining back fence. In the virtual meeting for the proposed additions, we expressed our privacy concerns to the owners and architect. We also subsequently emailed them a few times with our additional comments. We even referenced them to the city's **Single-Family Dwelling Design Guidelines and related sections on neighbor's privacy**. The owners and architect have not addressed our concerns satisfactorily. We hope City Planning can help mitigate the impacts of this project and preserve our privacy.

**Our main concern is about the five windows at the rear of the second story addition.** We feel strongly these windows will cause privacy impacts for our home. Specifically these windows will directly overlook our entire backyard and create viewpoints to our private space in our home including our family room, bathroom and bedrooms.

The back windows' measurements were originally 2'x2' (3), 2.5'x3' (1) and 3'x3' (1) as shared at the virtual meeting. 11 days later the dimensions of these windows were increased to 2'x4' (3), 2.5'x4' (1) and 3'x4'(1) respectively after our comments. This change was in contrary in addressing our privacy concerns. We are very disappointed with this change.

The plan of the second story addition has two windows on each of the side walls but five windows on the rear wall looking into our backyard and the back of our house. These five windows are big and privacy invading. It definitely will be less intrusive to our privacy if these windows are moved to the side walls, OR the window sill level be raised to above eye level and using obscure window glass, as the owner said **the windows are merely there to bring light**.

Really hope the city can help so all parties' privacy can be preserved. Thank you very much

for your time and attention!

Dennis and Irene Lee

[REDACTED]

[REDACTED]

P.S. Please add us to the interest list for this project so we can get email updates on the subject.