



## Project Application - Planning Division

**Type of Application:** ☐ Accessory Dwelling Unit ☐ Conditional Use/Minor Use Permit  
☒ Design Review ☐ Hillside Area Construction Permit ☐ Minor Modification  
☒ Special Permit ☐ Variance ☐ Other

**Project Address:** 720 Newhall Road **Assessor's Parcel #:** 028-142-290 **Zoning:** R1

### Project Description:

Remodel and addition to existing 1 story residence. New second story to be added. Removal of (E) detached garage, construction of (N) detached garage

### Applicant

**Name:** Carlos Rojas  
**Address:** 1014 Howard Avenue  
San Mateo, CA 94401

**Phone:** (650) 579 5762  
**E-mail:** carlos@trgarch.com

### Property Owner

**Name:** John & Kimberly Ohlund

### Architect/Designer

**Name:** Randy Grange  
**Address:** 1014 Howard Avenue  
San Mateo, CA 94401

**Phone:** (650) 579 5762  
**E-mail:** randy@tgrarch.com

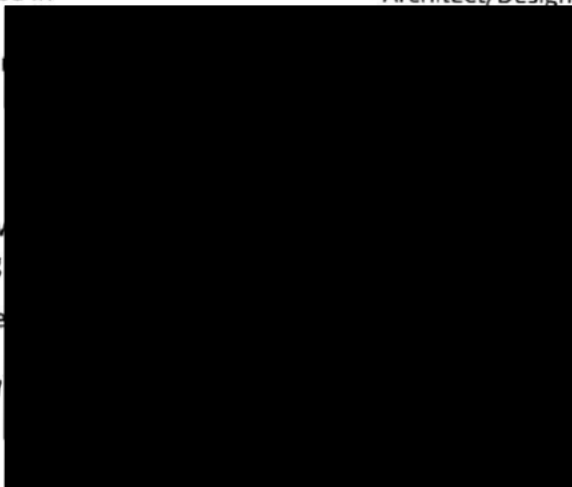
### Authorization to Reproduce Project Plans:

I hereby grant the City of Burlingame the authority to post plans submitted with this application on the City's website as part of the Planning approval process and waive any claims against the City arising out of or related to such action.

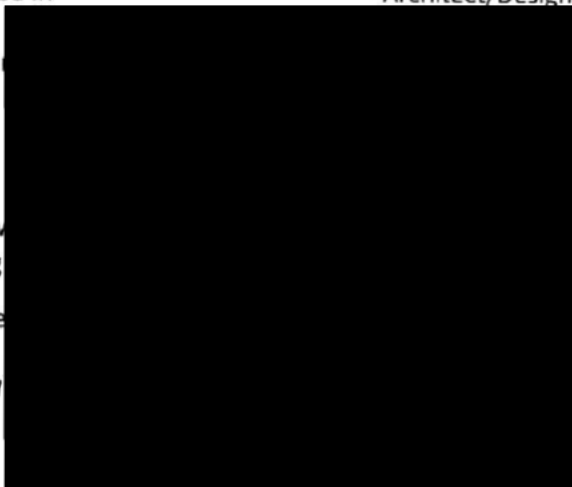
RG  
(Initials of Architect/Designer)

**Burlingame Business License #:** 14562 **\* Architect/Designer must have a valid Burlingame Business License.**

**Applicant:** I hereby certify that the information herein is true and correct to the best of my knowledge and belief.

**Applicant's signature:**  **Date:** 5/16/22

**Property Owner:** I am authorized to authorize the above applicant to submit this application to the Planning Division.

**Property owner's signature:**  **Date:** 5/13/2022  
5.13.2022

**Date Application Received:** 



## City of Burlingame Special Permit Application (R-1 and R-2)

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The Planning Commission is required by law to make findings as defined by the City's Ordinance (Chapter 25.78). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Refer to the end of this form for assistance with these questions.

- 1. Explain why the blend of mass, scale and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the existing street and neighborhood.**

We are proposing a new second story addition to an existing one story building, that is in a neighborhood that is composed of large one and two story residences. Our proposed addition will keep the existing front room of the house as a prominent feature and the addition is of a consistent style compared to the existing house. The mass is pushed toward the back of the building and therefore the scale of the house is reduced toward the street.

- 2. Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.**

The addition to the house ties into and compliments the existing house, and we are using steep roof slopes to connect our second story addition to the existing building. The neighborhood exhibits a lot of larger two story residences which are comparable to the proposed building.

- 3. How will the proposed project be consistent with the residential design guidelines adopted by the City?**

The project exhibits a strong and consistent architectural style with the existing building and neighborhood. The addition will add minimally to the footprint of the existing house and not affect the existing front or side setbacks. The second story addition is also stepped in toward the center of the site on the majority of the project. We are replacing a large detached garage with a smaller building farther back on the site.

- 4. Explain how the removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the City's reforestation requirements. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.**

We are proposing to remove one existing tree that is very close to and leaning away from the existing detached garage. We plan on planting (4) new trees on the site to meet the City's requirements.

**RECEIVED**

**MAY 18 2022**

**CITY OF BURLINGAME  
CDD-PLANNING DIV.**

1. ***Explain why the blend of mass, scale and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the existing street and neighborhood.***

How will the proposed structure or addition affect neighboring properties or structures on those properties? If neighboring properties will not be affected, state why. Compare the proposed addition to the mass, scale and characteristics of neighboring properties. Think about mass and bulk, landscaping, sunlight/shade, views from neighboring properties. Neighboring properties and structures include those to the right, left, rear and across the street.

How does the proposed structure compare to neighboring structures in terms of mass or bulk? If there is no change to the structure, say so. If a new structure is proposed, compare its size, appearance, orientation etc. with other structures in the neighborhood or area.

2. ***Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.***

How does the proposed structure or use compare aesthetically with structures or uses in the existing neighborhood? If it does not affect aesthetics, state why. Was the addition designed to match existing architecture and/or pattern of development on adjacent properties in the neighborhood? Explain why your proposal fits in the neighborhood.

How will the structure or addition change the character of the neighborhood? Think of character as the image or tone established by size, density of development and general pattern of land use. If you don't feel the character of the neighborhood will change, state why.

3. ***How will the proposed project be consistent with the residential design guidelines adopted by the City?***

Following are the design criteria adopted by the City Council for residential design review. How does your project meet these guidelines?

1. Compatibility of the architectural style with that of the existing character of the neighborhood;
2. Respect for the parking and garage patterns in the neighborhood;
3. Architectural style and mass and bulk of structure;
4. Interface of the proposed structure with the structures on adjacent properties; and
5. Landscaping and its proportion to mass and bulk of structural components.

4. ***Explain how the removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the city's reforestation requirements. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.***

Will any trees be removed as a result of this proposal? If so, explain what type of trees will be removed and if any are protected under city ordinance (C.S. 11.06), why it is necessary to remove the trees, and what is being proposed to replace any trees being removed. If no trees are to be removed, say so.

**From:** Jen Hoogeveen [REDACTED]  
**Sent:** Thursday, September 29, 2022 11:38 AM  
**To:** GRP-Planning Commissioners  
**Cc:** CD/PLG-Fazia Ali; CD/PLG-Amelia Kolokihakaufisi; Eric Hoogeveen  
**Subject:** Requests Re: 720 Newhall Rd

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Members of Burlingame Planning Dept's Planning Commission,

I'm following up on our virtual meeting at the beginning of Sept. I have spoken to the property owner, John Ohlund three times and he is a kind man. Although John and his wife own the property, he and his wife do not reside on the property. John and his wife's daughter and her husband reside on the property and have for the past 6 and 1/2 years while we lived here.

We are writing you with our safety and privacy concerns and will provide background information to increase your understanding of our concerns.

Steve from Timberline [REDACTED]

[REDACTED] After the backyard of our property was filled with sawdust from the two 100 ft redwood trees in the yard of the house that faces the back of our property.

[REDACTED]

natural things in the environment. I informed John Ohlund about this event and John knows Steve with Timberline and confirmed this event occurred. John agreed to put up a 20ft net fence along the entire North side of the fence line for the duration of the project. We would like this to be noted in the approval plans of this project.

We purchased our home on 724 Newhall Rd (a 100+ year old home) 6 and 1/2 yrs ago, much of which was "original" when we purchased it. We did a remodel, not because we wanted to, but because we had to make sure our house was safe for our family to live in. We also put in fake lawn so our son could safely play on it and avoid getting rashes.

Eric and I took the responsibility of making sure that we thoroughly blew or swept any sawdust left behind with our project and John's son-in-law (at 720 Newhall) called the Burlingame police on us 9 times (for using an electric blower) when we were cleaning up our backyard. We asked the Burlingame Police if we could stop this behavior as the police said "you are not doing anything wrong and you are allowed to do what you are doing, we just have to come out here and make a visit, even though you are not doing anything wrong". Thankfully Amelia told me I can reach out to Burlingame's Code Enforcement group going forward to ensure the resources of our Burlingame Police department are not being wasted.

Since the relationship with our neighbors has been ruptured, they have placed cameras on the side of their house facing our house to video tape our children who have a rope obstacle course on that side of the house. We are worried about my children's safety and do not want my kids' actions recorded by camera by our neighbors. All of their lower windows are blacked out with curtains at all times and we do not want any of their north side windows to see on our property to protect the safety and privacy of our kids and family.

Because the remodel of the house at 720 Newhall is compromising the safety and privacy of our family, we would like to propose the following measures take place before the planning commission approves any construction:

- **Windows** – We would like our neighbors to decrease the number of windows on the North side of their house on the upper story. We would also like them to change the windows on their lower story to have frosted or translucent/opaque windows. We only have 1 window on the upper story of our house facing their property and the window is 1/2 frosted glass. Their house is going to remove any light and privacy we currently have.
- **Fence** – we currently have a 5 ft fence on the north side of 720 Newhall and we would like them to construct a 7ft fence with 1 foot of lattice to ensure the safety and privacy of our children.
- **Landscaping** – we would like to request a wall of trees along the fence in case they do place cameras on their north facing windows, they can't view our children playing in our yard.
- I spoke to John Ohlund (property owner) and he agreed to put up a 20 ft net fence along the North side of 720 Newhall Road to ensure the amount of saw dust coming onto our property at 724 Newhall will be minimal if any.

Since the next time the (720 Newhall Rd.) project is reviewed by the Planning Commission, Eric and I would appreciate it if you can consider the safety and well-being of our kids with the construction you approve. We would also **appreciate if our requests can be part of the Conditions of Approval for 720 Newhall Rd project.**





# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes - Draft Planning Commission

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Monday, September 12, 2022

7:00 PM

Online

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- a. 720 Newhall Road, zoned R-1- Application for Design Review and Special Permit for first story plate height for a first and second story addition to an existing single-unit dwelling and new detached garage. (Carlos Rojas, TRG Architects, applicant and architect; John and Kimberly Ohlund, property owners) (95 noticed) Staff Contact: Fazia Ali

*All Commissioners have visited the project site. Planning Manager Hurin provided an overview of the staff report.*

*Chair Gaul opened the public hearing.*

*Carlos Rojas, designer, John and Kimberly Ohlund, property owners, represented the applicant and answered questions about the application.*

*Public Comments:*

*> Jen Hoogeveen: The applicants for the project do not live there. Thank you so much, Commissioner for bringing up those points. We definitely strongly oppose a large metal roof. We bought our house because we had two very small houses on each side. We really like the views and the light that we get. We have only one small window on the upper side of the bathroom facing south and their house will completely block all of that light that we get on that side of the house. We have a couple of major issues that need to be brought up first. We have a ten-year-old son that has a severe allergy to sawdust. We have no idea about this until the house behind us went to a complete new construction. Our dear friend Steve was awesome. When he took down the tree, he didn't know what happened but we ended up in the emergency room. Luke was covered head to toe in a rash and it impacted his breathing. Then we figured out it was because the tree was taken down and that the rashes were coming from sawdust from other projects around the area. We were unaware of this and now we are very, very attuned to it. We blow any sawdust there is and we're very, very careful. Both my husband and I work from home from 8:00 to 5:00 and our jobs involve talking to people. I'm talking to patients and doctors and he's talking to clients. We do believe that any kind of construction from 8:00 to 5:00 would impact our jobs or us keeping our jobs because that's what we have, we need to maintain our house. We do not have any insulation on the south side of our house, so that's just studs and stucco. We hear everything and any kind of project would impact our working day, therefore, putting our jobs at risk and the ability for us to keep our house. We also repaved the front of our house because we had a lot of construction on the block, people parked in front of our house and caused major damage. With our kids playing outside riding bikes it was a safety issue. We paid \$2,000 to repave it. We do not want a single car parking in front of our house. We also have just views that would be obstructed. You can imagine going and looking at a large metal roof with a very large front window that is a very monstrous window. We just want to make sure you're highlighting this. Thank you so much. I have expressed my views with the Planning Division staff to let them know we're very concerned about this. We've got really awesome neighbors all the way around. We don't have very good communication with our neighbors. We hope to God when our kids hit a ball over, they do pass it over within 48 hours. So, thank you so much for your time. Thank you for considering this and thank you for considering the health of our son.*

*> Public comment sent via email by Jen and Eric Hoogeveen: Hello, we would like to provide a public comment for the 720 Newhall Road. We have a number of concerns:*

- 1. Noise - Both my husband and I work from home from 8-5pm and we are on calls throughout the day.*

We do not have insulation on the south side of our house, which will be exposed to loud and disruptive remodeling noise. We are concerned the noise will not allow us to perform our work tasks successfully therefore, putting both of our jobs at risk.

2. Sawdust - Our 10yr old son has a severe allergy to sawdust. We were unaware of this allergy until our neighbors took down two 100 foot redwood trees and we had to take our son to the emergency room 4 years ago. We noticed our son's body was covered in a visible rash and he suffered from shortness of breath. We ask that the project work to keep the saw dust to a minimum by putting up a 15 foot fence on the property line to keep the dust at a minimum. We would also like the dust to be swept and cleaned daily to minimize the dust in the air.

3. Parking - We would like to request additional construction vehicles to not park in front of our house as we had to pay \$2000 to repave our property. If there are cars on the property, and damage to the property in front of our bushes, we will ask the neighbors to pay for this property to be repaved to be brought back to its current state. Thank you.

Chair Gaul closed the public hearing.

*Commission Discussion/Direction:*

> Consider reducing the size of the street facing window at the primary bedroom upstairs. It's a beautiful window, but I'm struck by how large it is and how the face of the second story takes over and reduces or dwarfs the first floor area.

> Overall, I like the quality of the drawings and the project. I do agree that the window in the front, as my fellow commissioner said, seems to be a little overbearing in comparison to the rest of the scale of the elevation. I did take a good look at the upper windows and what they are looking towards, they seem to have done a pretty good job of minimizing large window spaces on either side to the neighbors. It's a two-story home like many of the homes in the area and we are on smaller lots so it fits with the neighborhood. I don't feel that it's out of scale. Given the down slope of the lot going backwards, I can support the height variance. They are not trying to go higher but lower, so that seems straightforward to me. So, with some finessing of the windows and maybe doing some coordination with neighbors, this is a good project to move forward.

> I would agree, this is a house that they are trying to save and it has good story that goes along with it. This could easily have been a tear down, but the renovation looks good and I love the front porch. I do agree with the front window comments. I also am not sure about the seam metal roof for this style of house, but it looks good.

> I'm pleased with the design and I agree with my fellow commissioner regarding the upper floor window, it does seem odd. I feel like a 3d rendering would help a lot in understanding the scale of that window with the porch because it certainly seems massive over the top. I'd like to see more detail on the port hole louvered attic vents. I don't know if they are going to continue with louvered attic vents or it's going to be a window or other material. So we need more clarity there.

> Overall, this is a very charming home. I've already made my comments earlier about the couple of items of concern; the large window and I'm not certain the standing seam metal roof may be the right choice for this home. But it was a very crafty raised height area, how the rear of the house has been tucked in for the addition, I think that's a nice design. I definitely appreciate working with the existing home, expanding it and minimizing those full demolition of an entire home. I just wanted to add the positive thoughts that I have for this project.

> I would agree. I like the project overall. I appreciate saving what you can of an older home and it's a nice quality home. I'm also not one hundred percent sure on the standing seam metal roof but a rendering goes a long way to bolster your argument. So if it could come back, a 3D rendering might be helpful. Overall, it's a nice project.

> I completely agree with my fellow commissioners on everything including the window and the metal roof. I love the story. I happen to know the applicants. It's a nice story and they've done a really beautiful job of reusing an existing structure. I hope things work out with the neighbors. We're all impacted by this small lot so I get it.

**Commissioner Pfaff made a motion, seconded by Commissioner Tse, to place on the item on the Regular Action Calendar when plans have been revised as directed. The motion carried by the**

**following vote:**

**Aye:** 6 - Gaul, Horan, Lowenthal, Pfaff, Schmid, and Tse

**Absent:** 1 - Comaroto



Amelia and Rubin have both been helpful in hearing and helping address our son's health issues and our safety concerns regarding the current residents in 720 Newhall Rd. Eric and I will be contacting Burlingame's code-enforcement group as the Burlingame Police Chief has currently placed a note for the residents at 720 Newhall Rd that they can't call the police for neighbors using electric blowers during designated times. The neighbors directly behind us and behind them on Walnut have supported our family to ensure that Burlingame Police Department's resources are utilized to ensure the safety of our residents.

We will also be contacting Burlingame's Code Enforcement Division – [code-enforcement@burlingame.org](mailto:code-enforcement@burlingame.org) | 650-558-7208 if any issues arise from our neighbors placing North facing cameras to film minors.

Thank you in advance for considering our son's safety and our family's privacy.

Jen and Eric Hoogeveen



**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

October 12, 2022

Burlingame Planning Commission

RE: 720 Newhall Road - Burlingame

Dear Members of the Burlingame Planning Commission,

We want to respect your time. We had no intention of airing personal, neighborly relations, however, we feel obligated to address some of the personal attacks made against us by the neighbor at 724 Newhall.

As to the design issue raised in Ms. Hooegeveen's September 29 email:

**Windows :** We feel that we have kept the number and size of windows on the North side of our property at a minimum; we are not interested in reducing the number of windows. Our design pulls the building line in from the existing line to create further separation between houses, adding additional privacy. Our architect can address this design issue further during the meeting.

**Fence:** We would like to continue the tall fence on the North side, that we had done at the back of our property, to the street to the maximum allowable height of the Burlingame Building Code.

**Temporary Fencing During Construction:** Due to safety concerns, we are not willing to build a 20 foot construction fence the length of the property. We do not believe that a construction fence of this height has been required in Burlingame and it is not a reasonable request. Instead, we plan to hang mesh/netting from scaffolding once it is erected.

**Landscaping:** We intend to install landscape screening along the North side of our property for additional privacy. However, dropping leaves seems to be a major concern for Ms. Hooegeveen.

In regards to the Hooegeveens son's sawdust allergy, we were unaware of this concern until the Planning Commission Meeting on Zoom on 9/12/22. We are certainly willing to take precautions to minimize any health-related concerns. One of the residents at 720 Newhall has life threatening environmental allergies, so we are well aware of the seriousness of this issue. Other than the fence, no redwood will be used during construction.

As to the security camera and related allegations:

In the first place, this issue is not appropriate for the Planning Commission. But by way of background, the camera was installed after multiple instances of Ms. Hooegeveen coming on to 720 Newhall and throwing/blowing debris onto our property. It was installed at the recommendation of the Burlingame Police Department. The camera is directed to only view our property. As long as the neighbors stay on their side of the property line and do not create a nuisance by throwing/blowing their yard debris on to our property, there will be no problems.

Many neighbors on Newhall Road have done remodels, there have been several additions and a couple of new builds on the street, including a major 2<sup>nd</sup> story addition to 724 Newhall in the late 1970's/early 1980's. It is our intention to perform our addition/remodel project in accordance with Burlingame's standards and best management practices, and with due regard to neighbor concerns. Ms. Hoogeveen's threat to involve Code Enforcement before we have even begun construction is ominous, but we will deal with it as necessary.

Thank you for your time and consideration in this matter. Again, we apologize for taking your time, however, we felt obligated to address the unfortunate neighbor situation.

Sincerely,

John & Kimberly Ohlund

## Planning Commission Comments Response

**Date:** September 27<sup>th</sup>, 2022

**Applicant:** TRG Architects  
1014 Howard Avenue  
San Mateo, CA 94401

**Project Address:** 720 Newhall Road  
Burlingame, CA 94010

**Owner(s):** John and Laura Ohlund

**Re:** Planning Commission Comments

Comment #	Sheet No.	Comment Response
Neighbor Comments		
1	N/A	Regarding temporary construction fencing, our Owner is happy to provide a tall fence against the neighbor's property to prevent sawdust from easily going over to their property. Our Owner and the Neighbors have discussed
2.	N/A	Regarding parking, efforts will be made to avoid parking in front of the neighbor's house. Our Owner and the Neighbors have discussed
3.	A2.2, A2.3, A3.1-A3.5	Regarding metal roofing. Roofing material replaced throughout to composition shingle roofing
4.	A2.2, A3.1	Regarding large front window at master bedroom. Window group reduced by a total of 18" in width.
Planning Commission		
1.	A2.2, A2.3, A3.1-A3.5	Regarding metal roofing. Roofing material replaced throughout to composition shingle roofing
2.	A2.2, A3.1	Regarding large front window at master bedroom. Window group reduced by a total of 18" in width.
3.	A3.1-A3.5	Regarding port hole attic vents, clarification note added showing that they will be louvered attic vents. This element is existing, and we are keeping and repeating it to call back to the original house.

Comment #	Sheet No.	Comment Response

**\*\*\*Please contact me if there are any questions or issues that would require an additional round of submittals.**

Thank you,

Carlos Rojas  
Project Architect



1014 Howard Avenue  
San Mateo, CA 94401  
o: (650) 579-5762  
f: (650) 579-0115



CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010  
PH: (650) 558-7250  
[www.burlingame.org](http://www.burlingame.org)

**Project Site: 720 Newhall Road, zoned R-1**

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom **on Monday, October 24, 2022 at 7:00 P.M.** You may access the meeting online at [www.zoom.us/join](https://www.zoom.us/join) or by phone at (346) 248-7799:

Meeting ID: 850 0771 4538

Passcode: 388194

**Description:** Application for Design Review and Special Permit for first story plate height for a first and second story addition to an existing single-unit dwelling and new detached garage.

Members of the public may provide comments by email to [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org) or speak at the meeting.

Mailed: October 14, 2022

**PUBLIC HEARING  
NOTICE**

*(Please refer to other side)*

**City of Burlingame - Public Hearing Notice**

If you have any questions about this application or would like to schedule an appointment to view a hard copy of the application and plans, please send an email to [planningdept@burlingame.org](mailto:planningdept@burlingame.org) or call (650) 558-7250.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed, should contact the Planning Division at [planningdept@burlingame.org](mailto:planningdept@burlingame.org) or (650) 558-7250 by 10 am on the day of the meeting.

If you challenge the subject application(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing, described in the notice or in written correspondence delivered to the city at or prior to the public hearing.

Property owners who receive this notice are responsible for informing their tenants about this notice.

Kevin Gardiner, AICP  
Community Development Director

*(Please refer to other side)*



This aerial map shows a residential neighborhood with a central area highlighted in red and a larger area outlined in blue. The red area is bounded by Willow Ave to the north, Walnut Ave to the east, and Windsor Dr to the south. The blue area extends further south and west, including properties along Willow Rd and Sharon Ave. Numerous house numbers are visible on the map.