



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

---

Monday, March 11, 2019

7:00 PM

Council Chambers

---

- a. 1125 Oxford Road, zoned R-1 - Application for a Special Permit for reduction in the number of on-site parking spaces. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301 (e) (1) of the CEQA Guidelines. (James Neubert Architects, architect; Vishal Jangla, property owner) (129 noticed) Staff Contact: Catherine Keylon

**Attachments:** [1125 Oxford Rd - Staff Report](#)  
[1125 Oxford Rd - Attachments](#)  
[1125 Oxford Rd - Plans](#)

*All Commissioners had visited the project site. There were no ex-parte communications to report. Commissioners Terrones and Comaroto were not in attendance for the study item, but each reviewed the video.*

*Senior Planner Catherine Keylon provided an overview of the staff report.*

*There were no questions of staff.*

*Chair Gaul opened the public hearing.*

*Jim Neubert, James Neubert Architects, represented the applicant.*

*Commission Questions/Comments:*

- > *Does the desire to open the door require it to look like a second garage door? (Neubert: No. It is the preference of the owner. The original house had two doors. Wanted to have the same expression, but different uses.)*
- > *Was anything done to make the door to the den separate from the garage, so it does not look like a two-car garage? (Neubert: Thought the consensus was the two doors looked good. It is the owners' preference. Thought the only issue was the width of the driveway.)*
- > *How are the bottoms of the doors insulated? (Neubert: They are custom-made doors, with insulation at the closing flange and a curb at the bottom for wind and water resistance.)*

*Public Comments:*

*There were no public comments.*

*Chair Gaul closed the public hearing.*

*Commission Discussion:*

- > *Surprised to see the doors there. Thought the applicant was instructed to have the garage doors look less like two sets of garage doors.*
- > *Could make the garage look like a garage separate from the den, such as a nested gable or*

*additional trim detail... something to differentiate the garage and the face of the garage doors from the den space. Something so it does not look like two garage doors side by side.*

*> The two doors do not fit the neighborhood. French doors could be beautiful.*

*> Meeting notes show intent to not have two garage doors.*

*> There is so much reworking being of the front facade: the doors are being pulled, the gable is being completely redone, the vent is being replaced. It would not be difficult to revise it so it does not look like two garage doors. Understands the desire for the indoor-outdoor aspect, and it would be nice to have patio doors, but it looks odd to have two garage doors with it not being a two-car garage.*

*> Likes the idea of the tree in front with the patio.*

**Commissioner Sargent made a motion, seconded by Commissioner Loftis, to continue the item. The motion carried by the following vote:**

**Aye:** 6 - Sargent, Loftis, Comaroto, Gaul, Terrones, and Tse

**Absent:** 1 - Kelly

# James Neubert Architects

693 Third Avenue  
Redwood City, CA 94063

phone: 650/357.0408  
jneubert5@gmail.com

3.26.19

Burlingame Planning Commission  
March 11, 2019 – Review Agenda

## Design Revision Response Summary

Jangla Residence Remodel,  
1125 Oxford Rd., Burlingame CA 94010

### Summary:

We have made changes to the front of the former 2-car garage to better reflect the new uses. The garage doors on the left remain with a natural wood finish, while on the right the new Den-Study has a pair of French Doors with trim to match the other doors and windows on the house. Above the new pair of French Doors is an extended arbor with natural wood finish, framing the walk-out, intended to have plantings growing upon it. We can provide arbor details if requested.

The other proposed extensive landscaping improvements have been retained. We removed the proposed tree from the front yard.

RECEIVED

MAR 27 2019

CITY OF BURLINGAME  
CDD-PLANNING DIV.



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

---

Monday, February 11, 2019

7:00 PM

Council Chambers

---

- b. 1125 Oxford Road, zoned R-1 - Application for Special Permit for reduction of on-site parking. (James Neubert Architects, architect; Vishal Jangla, property owner) (129 noticed) Staff Contact: Catherine Keylon

*All Commissioners had visited the project site. There were no ex-parte communications to report.*

*Community Development Director Gardiner provided an overview of the staff report.*

*Questions of staff:*

- > *Is the design of the garage subject to review?*

*Chair Gaul opened the public hearing.*

*Jim Neubert, James Neubert Architects, represented the applicant.*

*Commission Questions/Comments:*

- > *Why two garages even though one will be living space? (Thought it helped divide the rooms, and look like garage door entries. Thought it had appeal as a two-car garage from the street.)*
- > *Driveway space in front of den maintain pavers? (Will remain untouched.)*
- > *Since it is not a garage, would it make sense to remove the pavers? (Could do other landscape if asked.)*

*Public Comments:*

*Vince Emory: Looks nice from the outside. However there was an illegal family room, and has since been referred to as a fifth bedroom. Worried about a four bedroom house becoming a five bedroom.*

*Den/study for the children.*

*Highway Road resident: How is increasing the living space result in garage being reduced?*

*Chair Gaul closed the public hearing.*

*Commission Discussion:*

- > *Concern the site plan allows parking in front of the den, which breaks the code.*
- > *Double car garage does not fit the pattern of the neighborhood.*
- > *Eliminate some of the driveway and add landscaping to inhibit parking.*
- > *Should be treated as habitable space and made distinct from the garage, to look like habitable space.*

*Sargent  
Action*

Burlingame Planning Commission  
February 11, 2019 – Review Agenda

## Project Introduction

Jangla Residence Remodel,  
1125 Oxford Rd., Burlingame CA 94010

### Owner's Description:

The prior owners of our home had converted the two-car garage into a living space without permits. Since we bought our home in the summer of 2018, our priority has always been to rectify this unlawful conversion. We proactively reached out to Rachel Norwitt, a code enforcement officer with the City, and assured her of our intentions to address the issue at the earliest. We promptly retained an architect, James Neubert, and began pursuing a plan to legalize the space. As a Deputy District Attorney, it is important to me that we are in compliance with all applicable rules and regulations.

In consultation with our architect, we are proposing to restore one parking space and convert the remaining area into a den and study area for our family. We are a family of four. We envision our two young children, Dashiell and Huxton, utilizing this room to play and relax as well as to study as they grow. It is also important for us as a family to remain connected. We appreciate how our architect's design in this garage conversion achieves that balance by creating a dedicated space for our children to engage all while remaining connected to the general living space. We sincerely hope the planning commission will approve our plan that complies with the law and satisfies the needs of our growing family.

### Architect's Description:

This project attempts to bring back a vintage original look to the home, in removing the non-sanctioned exterior work to the house. While we are proposing 1-car covered storage and 2-car surface parking in front (or one-car surface parking in front of the new Den or Study), the front of the house will have two garage doors, as before. They are proposed to be out-swing carriage doors, with a good amount of glazing, both for attractive custom appearance and daylighting. We have taken out the Tudor stickwork above, and we hope you agree it is a better expression of exterior style and materials. Four immediate neighbors have been consulted and they are in support of the remodel.



DAVID AUSTIN®



Search



**WINCHESTER CATHEDRAL**





From [greengardenista.com](http://greengardenista.com)

**Visit**





# APPLICATION TO THE PLANNING COMMISSION

**Type of application:**

- Design Review       Variance       Parcel #: 025-252-210  
 Conditional Use Permit     Special Permit     Zoning / Other: \_\_\_\_\_

**PROJECT ADDRESS:** 1125 Oxford Road

**APPLICANT**

Name: James Neubert Architects  
 Address: 693 Third Avenue  
 City/State/Zip: Redwood City CA 94063  
 Phone: 650.357.0408  
 E-mail: jneubert5@gmail.com

**PROPERTY OWNER**

Name: VISHAL JANGLA  
 Address: 1125 Oxford Road  
 City/State/Zip: Burlingame CA 94010  
 Phone: 408.306.8606  
 E-mail: vjangla@gmail.com

**ARCHITECT/DESIGNER**

Name: \_\_\_\_\_  
 Address: ABOVE  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Burlingame Business License #: \_\_\_\_\_

**RECEIVED**  
 JAN 29 2019  
 CITY OF BURLINGAME  
 CDD-PLANNING DIV.

**Authorization to Reproduce Project Plans:**

I hereby grant the City of Burlingame the authority to reproduce upon request and/or 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. JN. (Initials of Architect/Designer)

**PROJECT DESCRIPTION:** Removing non-permitted prior owner 2-car garage converted to living space into now-legal 1-car garage plus small family room. Also 51 s.f. rear yard addition + kitchen remodel.

**AFFIDAVIT/SIGNATURE:** I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: [Signature] Date: 1-28-19

I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Commission.

Property owner's signature: [Signature] Date: 1/27/19

Date submitted: \_\_\_\_\_



**CITY OF BURLINGAME  
SPECIAL PERMIT APPLICATION**

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.50). 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. Please type or write neatly in ink. Refer to the back of this form for assistance with these questions.

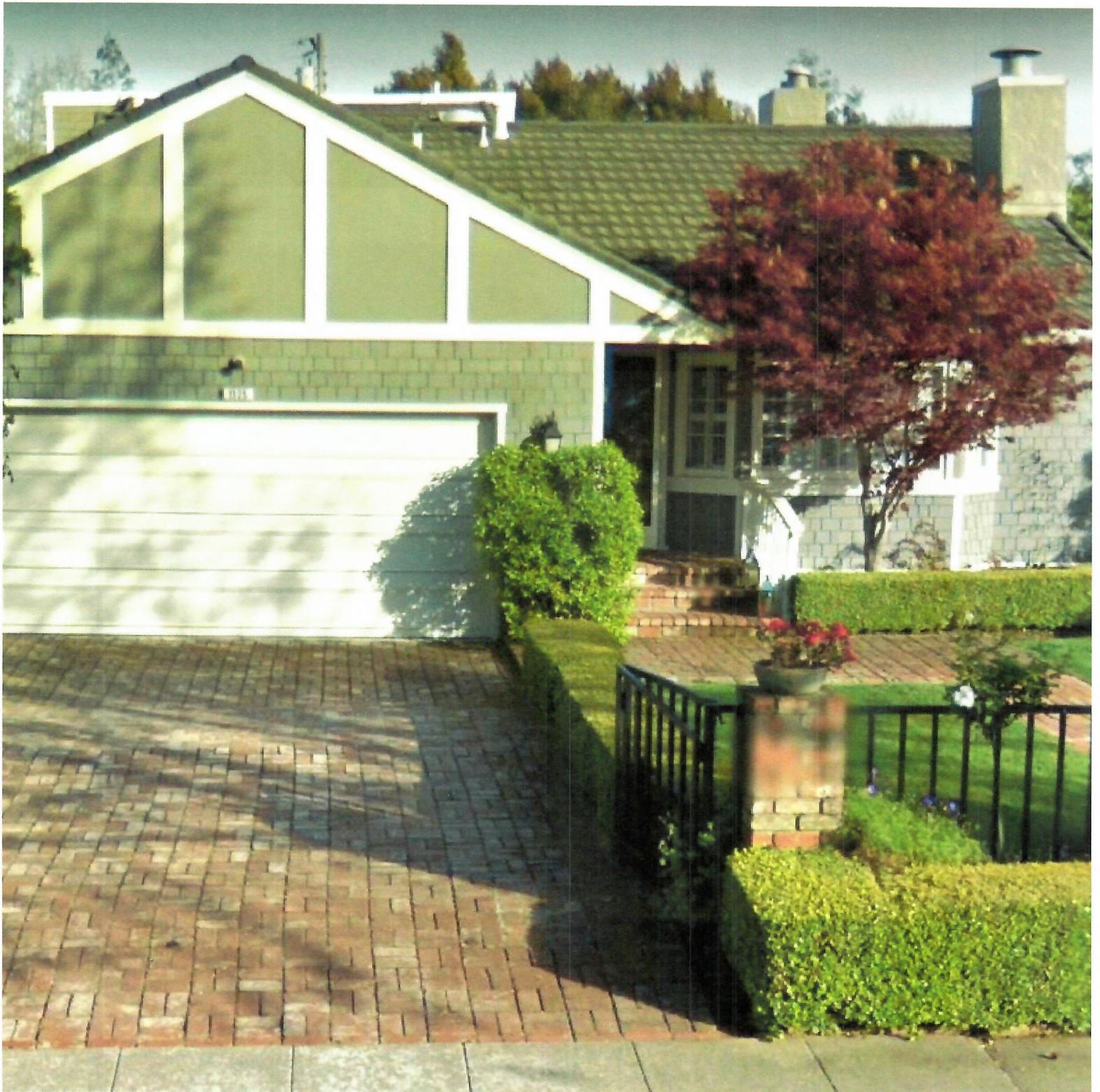
1. **Explain why the blend of mass, scale and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the existing street and neighborhood.** *Nature of this project is new carriage doors at Garage, custom, with some minor changes to materials. We are removing some Tudor stickwork which does not blend well with the house.*
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.** *We think the new doors look historical and we have provided a consistent blend of shake shingles, brick masonry and stucco facing the street.*
3. **How will the proposed project be consistent with the residential design guidelines adopted by the city (C.S. 25.57)?** *We have restored the stylistic integrity of the house from the current poorly considered non-permitted remodel.*
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.**

*This ordinance does not apply this project.*

RECEIVED SPECPERM.FRM

JAN 29 2019

CITY OF BURLINGAME  
CDD-PLANNING DIV.







## ***Project Comments – Planning Application***

Project Address: 1125 Oxford Road, zoned R-1, APN: 025-252-210

Description: Request for Special Permit for reduction of on-site parking.

From: Jennifer Lee  
Stormwater

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

The project does not create and/or replace  $\geq 2,500$  square feet of impervious surface or use architectural copper, nothing is required at this time.

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

Any construction project in the City, regardless of size, shall comply with the city's stormwater NPDES permit to prevent stormwater pollution from construction-related activities. Project proponents shall ensure that all contractors implement appropriate and effective Best Management Practices (BMPs) during all phases of construction, including demolition. **When submitting plans for a building permit, please include the Construction BMP plan sheet.** An electronic file is available at: [www.burlingame.org/stormwaterdevelopment](http://www.burlingame.org/stormwaterdevelopment).

Reviewed By: Jennifer Lee  
650-558-7381

Date: 1/28/2019



## **Project Comments – Planning Application**

Project Address: **1125 Oxford Road, zoned R-1, APN: 025-252-210**

Description: **Request for Special Permit for reduction of on-site parking.**

From: **Rick Caro III  
Building Division**

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

- 1) On the plans specify that this project will comply with the 2016 California Building Code, 2016 California Residential Code (where applicable), 2016 California Mechanical Code, 2016 California Electrical Code, and 2016 California Plumbing Code, including all amendments as adopted in Ordinance 1889. Note: If the Planning Commission has not approved the project prior to 5:00 p.m. on December 31, 2016 then this project must comply with the 2016 California Building Codes.
- 2) As of January 1, 2014, SB 407 (2009) requires non-compliant plumbing fixtures to be replaced by water-conserving plumbing fixtures when a property is undergoing alterations or improvements. This law applies to all residential and commercial property built prior to January 1, 1994. Details can be found at [http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb\\_0401-0450/sb\\_407\\_bill\\_20091011\\_chaptered.html](http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_0401-0450/sb_407_bill_20091011_chaptered.html). **Revise the plans to show compliance with this requirement.**
- 3) Provide two completed copies of the *Mandatory Measures* with the submittal of your plans for Building Code compliance plan check. In addition, replicate this completed document on the plans. Note: On the Checklist you must provide a reference that indicates the page of the plans on which each Measure can be found. BMC 18.30.040, 18.30.045 & 18.30.050
- 4) Place the following information on the first page of the plans.

**“Construction Hours”**

**Weekdays: 8:00 a.m. – 7:00 p.m.**

**Saturdays: 9:00 a.m. – 6:00 p.m.**

**Sundays and Holidays: No Work Allowed**

**(See City of Burlingame Municipal Code, Section 18.07.110 for details.)**

**(See City of Burlingame Municipal Code, Section 13.04.100 for details.)**

***Construction hours in the City Public right-of-way are limited to weekdays and non-City Holidays between 8:00 a.m. and 5:00 p.m.***

**Note: Construction hours for work in the public right of way must now be included on the plans.**

- 5) Acknowledge that anyone who is doing business in the City must have a current City of Burlingame business license.
- 6) Acknowledge that when you submit your plans to the Building Division for plan review, that a completed Supplemental Demolition Permit Application will be provided. **NOTE: The Demolition Permit will not be issued until a Building Permit is issued for the project.**
- 7) RESIDENTIAL: Rooms that could be used for sleeping purposes must have at least one window or door that complies with the egress requirements. ***On the elevation drawings specify the location and the net clear opening height and width of all required egress windows.*** 2016 California Residential Code 2016 CRC § R310 or CBC 1030.  
Note: The area labeled “Den” is a room that can be used for sleeping purposes and, as such, must comply with this requirement.
- 8) Indicate on the plans that a Grading Permit, if required, will be obtained from the Department of Public Works.
- 9) Provide lighting at all exterior landings. 2016 CRC §303.8 or 2016 CBC §1008.2 and 2016 CBC §1205.4

#### **Mechanical equipment.**

Note: That if a new A/C unit or mechanical equipment is going to be installed on the exterior of the building, the new equipment cannot exceed a Maximum Outdoor **Noise Level** (dBA) of sixty (60) dBA Daytime (7:00 a.m. – 10:00 p.m.) or fifty (50) dBA Nighttime (10:00 p.m. – 7:00 a.m.) as measured from the property line. BMC 25.58.050

**NOTE: A written response to the items noted here and plans that specifically address items 1, 2, 3, 4, 5, 6, 7, 8, and 9 must be re-submitted before this project can move forward for Planning Commission action. The written response must include clear direction regarding where the requested information can be found on the plans.**

**Reviewed By:** Rick Caro III  
650 558-7270

**Date:** January 28, 2019



## ***Project Comments – Planning Application***

Project Address: **1125 Oxford Road, zoned R-1, APN: 025-252-210**

Description: **Request for Special Permit for reduction of on-site parking.**

From: Martin Quan  
Public Works Engineering

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

1. On the proposed plan, please show the location of all proposed locations for utilities (PG&E, water, sewer, and sewer cleanout).
2. Show the location of down spouts for the entire roof and that there is enough finish grade elevation around the perimeter of the property to demonstrate the direction of storm water runoff for the property. If the grade is not sufficient to prevent storm water runoff onto adjacent properties, show a drainage system design.

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

3. Based on the scope of work, this is a "Type I" project that requires a Stormwater Construction Pollution Prevention Permit. This permit is required prior to issuance of a Building Permit. An initial field inspection is required prior to the start of any construction (on private property or in the public right-of-way).
4. Any work in the City right-of-way, such as placement of debris bin in street, work in sidewalk area, public easements, and utility easements, is required to obtain an Encroachment Permit prior to starting work. Porta potty's are not allowed to be placed in the City right-of-way.
5. Construction hours in the City Public right-of-way are limited to weekdays and non-City Holidays between 8:00 a.m. and 5:00 p.m. for all activities (including hauling).
6. Replace damaged and displaced curb, gutter and/or sidewalk fronting site.
7. All water lines connections to city water mains for services or fire line protection are to be installed per city standard procedures and material specifications. Contact the city Water department for connection fees. If required, all fire services and services 2" and over will be installed by builder. All underground fire service connections shall be submitted as separate Underground Fire Service permit for review and approval.
8. Sewer Backwater Protection Certification is required for the installation of any new sewer fixture per Ordinance No. 1710. The Sewer Backwater Protection Certificate is required prior to the issuance of Building Permit.
9. The sanitary sewer lateral (building sewer) shall be tested per ordinance code chapter 15.12. Testing information is available at the Building department counter. A Sewer Lateral Test encroachment permit is required.
10. Insert the 'Best Management Practices', updated June 2014, construction sheet into the plans set. A copy can be found at <http://www.flowstobay.org/sites/default/files/Countywide%20Program%20BMP%20Plan%20Sheet->

[June%202014%20Update.pdf#overlay-context=brochures](#) or <http://www.flowstobay.org/brochures> then click ["construction bmp plan sheet"](#)

11. A property survey is required if any part of permanent structure including footing is within 12" of property line. The property boundary survey is necessary to prevent construction crossing property lines into adjacent property. Install four permanent and durable property corner markers. The property corners need to be protected and maintained throughout construction and will be checked by City Inspector. If any construction does occur over property, the contractor will need to make all corrections to the satisfaction of the City Inspector. Any disturbed property corners will be replaced by the project prior to final inspection.

**Reviewed By:** Martin Quan  
650-558-7245

**Date:** 1/28/19

**-RESOLUTION APPROVING CATEGORICAL EXEMPTION AND SPECIAL PERMIT**

RESOLVED, by the Planning Commission of the City of Burlingame that:

WHEREAS, a Categorical Exemption has been prepared and application has been made for a Special Permit for a reduction in the number of on-site parking spaces (reducing a two-car attached garage to a one-car attached garage) at 1125 Oxford Road, Zoned R-1, Vishal Dinesh and Christina Eva Jangla, property owners, APN: 025-252-210;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on April 8, 2019 at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

NOW, THEREFORE, it is RESOLVED and DETERMINED by this Planning Commission that:

1. On the basis of the Initial Study and the documents submitted and reviewed, and comments received and addressed by this Commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and categorical exemption, per CEQA Section 15301 (a) which states that interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveniences are exempt from environmental review, is hereby approved.
2. Said Special Permit is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Special Permit is set forth in the staff report, minutes, and recording of said meeting.
3. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

---

Chairperson

I, \_\_\_\_\_, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 8th day of April, 2019 by the following vote:

---

Secretary

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Special Permit

**1125 Oxford Road**

Effective **April 18, 2019**

Page 1

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped January 25, 2019, sheets A1 through A9, and superseded sheets A1, A3, A6 and A7 dated March 27, 2019;
2. that the room labeled "den" on the first floor, adjacent to the one car garage, shall not be used for sleeping purposes because it is located directly off of the garage and is prohibited by the Building Code;
3. that if the structure is altered at a later date and the number of bedrooms is increased beyond four (4), the Special Permit, as well as any other exceptions to the code granted here, will become void;
4. that any recycling containers, debris boxes or dumpsters for the construction project shall be placed upon the private property, if feasible, as determined by the Community Development Director;
5. that demolition or removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;
6. that all air ducts, plumbing vents, and flues shall be combined, where possible, to a single termination and installed on the portions of the roof not visible from the street; and that these venting details shall be included and approved in the construction plans before a Building permit is issued;
7. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit; and
8. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, in effect at time of building permit submittal, as amended by the City of Burlingame.



CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010  
PH: (650) 558-7250 • FAX: (650) 696-3790  
www.burlingame.org

**Site: 1125 OXFORD ROAD**

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, APRIL 8, 2019 at 7:00 P.M.** in the City Hall Council Chambers,

501 Primrose Road, Burlingame, CA:

Application for a Special Permit for reduction in the number of on-site parking spaces at  
**1125 OXFORD ROAD** zoned R-1. APN 025-252-210

**Mailed: March 29, 2019**

**PUBLIC HEARING  
NOTICE**

**CITY OF BURLINGAME  
501 PRIMROSE RD  
BURLINGAME, CA 94010-2733**

*(Please refer to other side)*

**City of Burlingame**

A copy of the application and plans for this project may be reviewed prior to the meeting at the Community Development Department at 501 Primrose Road, Burlingame, California.

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.

For additional information, please call (650) 558-7250. Thank you.

Kevin Gardiner, AICP  
Community Development Director

**PUBLIC HEARING NOTICE**

*(Please refer to other side)*

1125 Oxford Rd.  
300' Radius  
APN #025.252.210

