



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Tuesday, October 12, 2021

7:00 PM

Online

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- a. 520 Howard Avenue, zoned R-1 - Application for Design Review for a first and second story addition to an existing single family dwelling. (James Stavoy, designer and applicant; David Hackos and Lauren Cony property owners) (110 noticed) Staff Contact: Erika Lewit

**Attachments:** [520 Howard Ave - Staff Report](#)

[520 Howard Ave - Attachments](#)

[520 Howard Ave - Plans](#)

*Commissioner Comaroto noted that she was not able to visit the site, but viewed the subject property on Google Earth and is familiar with the neighborhood. All other Commissioners have visited the project site. Senior Planner Lewit provided an overview of the staff report.*

*Chair Schmid opened the public hearing.*

*James Stavoy, architect, and Lauren Cony, property owner, represented the applicant.*

*Public Comments:*

*> Jennifer Pfaff: This project is not too far from where I live. It's really quite lovely. The Spanish style corner homes, there are a few of them in the neighborhood, are beautiful. The architect has done a really nice job. There is not a lot of space or garden area on corner lots, but you've done a great job. I appreciate the comments from Commissioner Terrones. This is a Charlie Hammer home. He developed beautiful homes in the area and a lot of them are being torn down, so I appreciate that you can make the addition work and retain the existing style.*

*Chair Schmid closed the public hearing.*

*Commission Discussion/Direction:*

*> Suggest that the new sculpted parapet on North Elevation be terminated at a vertical to match the existing parapet design; will make the coping detail simpler.*

**Commissioner Terrones made a motion, seconded by Commissioner Comaroto, to place the item on the Consent Calendar. The motion carried by the following vote:**

**Aye:** 5 - Comaroto, Terrones, Tse, Schmid, and Larios

**Absent:** 2 - Gaul, and Loftis



# PLANNING APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT—PLANNING DIVISION

501 PRIMROSE ROAD, 2ND FLOOR, BURLINGAME, CA 94010-3997

TEL: 650.558.7250 | FAX: 650.696.3790 | E-MAIL: [PLANNINGDEPT@BURLINGAME.ORG](mailto:PLANNINGDEPT@BURLINGAME.ORG)

PROJECT INFORMATION

520 HOWARD AVENUE  
PROJECT ADDRESS

029-254-200  
ASSESSOR'S PARCEL # (APN)

R-106  
ZONING

PROJECT DESCRIPTION

REMODEL KITCHEN WITH NEW MAIN WINDOW, REMODEL EXISTING FIRST FLOOR  
BATHROOM TO DOWNER ROOM: NEW 2 STORY REAR YARDS ADDITION WITH NEW  
FAMILY ROOM AT FIRST FLOOR AND MASTER SUITE WITH NEW BATHROOM AT 2<sup>ND</sup> FLOOR

APPLICANT INFORMATION

LAUREN CONY & DAVID HALL

APPLICANT?

PHONE

E-MAIL

JAMES STAVY AIA  
ARCHITECT/DESIGNER ☐ APPLICANT?

679 MANCIEZ STREET SAN FRANCISCO, CA 94114  
ADDRESS

415-553-9096

JSTAVY@PALMELL.NET

PHONE

E-MAIL

932177

BURLINGAME BUSINESS LICENSE #

\*FOR PROJECT REFUNDS\* - Please provide an address to which to all refund checks will be mailed to:

LAUREN CONY / DAVID HALL  
NAME

520 HOWARD AVENUE BURLINGAME, CA. 94010  
ADDRESS

AFFIDAVIT OF OWNERSHIP

INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY

6.23.21  
DATE

AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE

DATE

## AUTHORIZATION TO REPRODUCE 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

JLS

(INITIALS OF ARCHITECT/DESIGNER)

STAFF USE ONLY

### APPLICATION TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> ACCESSORY DWELLING UNIT (ADU)     | <input type="checkbox"/> VARIANCE (VAR)  |
| <input type="checkbox"/> CONDITIONAL USE PERMIT (CUP)      | <input type="checkbox"/> WIRELESS        |
| <input checked="" type="checkbox"/> DESIGN REVIEW (DSR)    | <input type="checkbox"/> FENCE EXCEPTION |
| <input type="checkbox"/> HILLSIDE AREA CONSTRUCTION PERMIT | <input type="checkbox"/> OTHER: _____    |
| <input type="checkbox"/> MINOR MODIFICATION                |  |
| <input type="checkbox"/> SPECIAL PERMIT (SP)               |  |

RECEIVED

JUN 28 2021

CITY OF BURLINGAME  
CDD-PLANNING DIV.

DATE RECEIVED:

STAFF USE ONLY

## CD/PLG-Erika Lewit

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**To:** lynn lazcano  
**Subject:** RE: 520 Howard Av, Burlingame, CA

> -----Original Message-----

> From: lynn lazcano [REDACTED]  
> Sent: Tuesday, October 5, 2021 1:25 PM  
> To: CD/PLG-Erika Lewit <elewit@burlingame.org>  
> Subject: 520 Howard Av, Burlingame, CA

>  
> Hi,  
> We are neighbors of The Cony/Hackos household.  
> They are an extremely thoughtful asset to our neighborhood.  
> Lauren even made it a point to visit a few of the neighbors to give us a "heads up."  
> Regards,  
> Lynn and Tony Lazcano  
> [REDACTED]

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

**CD/PLG-Erika Lewit**

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**To:** Public Comment  
**Subject:** RE: Second story addition at 520 Howard Avenue

**From:** David Harris [REDACTED]  
**Sent:** Friday, October 8, 2021 4:29 PM  
**To:** Public Comment <[publiccomment@burlingame.org](mailto:publiccomment@burlingame.org)>  
**Subject:** Second story addition at 520 Howard Avenue

I am writing about the second story addition being planned by my neighbors, David Hackos and Lauren Cony, at 520 Howard Avenue. Lauren has shared the plans with my wife and I, and we fully support this project. They've made every effort for the addition to have minimal impact on their neighbors, while keeping the design in character with the rest of their Mediterranean-style home and others in Lyon Hoag. I believe the Planning Commission should approve this project.

Sincerely,

David Harris  
[REDACTED]

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

## CD/PLG-Erika Lewit

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**From:** Candice Saadian Costa [REDACTED]  
**Sent:** Tuesday, October 12, 2021 3:43 PM  
**To:** CD/PLG-Erika Lewit  
**Subject:** Clarendon Project

Hi Erika,

I wanted to send a quick note to let you know that I own the adjacent property to Lauren Cony at [REDACTED] Rd, Burlingame, CA 94010. My kitchen window faces the rear side of her home. I have reviewed the plans of their home renovation project and have no issues with it whatsoever.

If you need any further information, please let me know.

My best,

Candice S. Costa

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Candice Saadian Costa  
[REDACTED]

This e-mail may contain confidential information and may also be legally privileged. It is intended only for the use of the recipient(s) addressed herein. If you are not the intended recipient(s), any dissemination or copying is strictly prohibited. If you have received this e-mail in error, please delete immediately. Thank you.

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## RESOLUTION APPROVING CATEGORICAL EXEMPTION AND DESIGN REVIEW

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

WHEREAS, a Categorical Exemption has been prepared and application has been made for Design Review for a first and second story addition to an existing single family dwelling at 520 Howard Avenue, Zoned R-1, David Hackos and Lauren Cony, property owners, APN: 029-254-200;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on October 25, 2021, 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 (e)(1) of the CEQA Guidelines, which states that additions to existing structures are exempt from environmental review, provided the addition will not result in an increase of more than 50% of the floor area of the structures before the addition are exempt from environmental review, is hereby approved.
2. Said Design Review is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review are 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.

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Chairman

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 25<sup>th</sup> day of October, 2021 by the following vote:

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Secretary



## EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Design Review  
**520 Howard Ave**  
Effective **November 4, 2021**

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1. that the project shall be built as shown on the plans submitted to the Planning Division and date stamped September 23, 2021, sheets A0.0 through A4.0, L1.0 through L2.5, and October 18, 2021, sheets A01.1, A4.1, and A5.0;
2. that any changes to building materials, exterior finishes, windows, architectural features, roof height or pitch, and amount or type of hardscape materials shall be subject to Planning Division or Planning Commission review (FYI or amendment to be determined by Planning staff);
3. that any changes to the size or envelope of the basement, first or second floors, or garage, which would include adding or enlarging a dormer(s), shall require an amendment to this permit;
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 for 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 prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the Planning Commission, or City Council on appeal; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;
7. 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;
8. 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;
9. 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;

### **THE FOLLOWING CONDITIONS SHALL BE MET DURING THE BUILDING INSPECTION PROCESS PRIOR TO THE INSPECTIONS NOTED IN EACH CONDITION:**

10. that prior to scheduling the framing inspection the applicant shall provide a certification by the project architect or residential designer, or another architect or residential design professional, that demonstrates that the project falls at or below the maximum approved floor area ratio for the property;

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Design Review  
**520 Howard Ave**  
Effective **November 4, 2021**

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11. that prior to scheduling the foundation inspection, a licensed surveyor shall locate the property corners, set the building footprint and certify the first floor elevation of the new structure(s) based on the elevation at the top of the form boards per the approved plans; this survey shall be accepted by the City Engineer;
12. that prior to scheduling the framing inspection the project architect or residential designer, or another architect or residential design professional, shall provide an architectural certification that the architectural details shown in the approved design which should be evident at framing, such as window locations and bays, are built as shown on the approved plans; architectural certification documenting framing compliance with approved design shall be submitted to the Building Division before the final framing inspection shall be scheduled; and
13. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans.





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: 520 Howard Avenue, zoned R-1**

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom on **Monday, October 25, 2021 at 7:00 P.M.** You may access the meeting online at [www.zoom.us/join](http://www.zoom.us/join) or by phone at (346) 248-7799:

Meeting ID: 852 6209 7866	Passcode: 872338
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**Description:** Application for Design Review for a first and second story addition to an existing single family dwelling.

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

Mailed: October 15, 2021

**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)*

520 Howard Avenue  
300' noticing  
APN #: 029-254-200

