

Planning Application #: 16-019

Date Received: 3/3/18  
Fee Paid: \$2,072  
Receipt #: 935A1

# City of Albany

## PLANNING APPLICATION FORM

Please complete the following application to initiate City review of your application. Please be aware that staff may have additional application requirements. For projects requiring Planning and Zoning Commission review, please schedule an appointment with Planning Division staff. The Community Development Department office is open to accept applications Monday, 8:30 AM to 7:00 PM, Tuesday through Thursday 8:30 AM to 5:00 PM, and Friday 8:30 AM to 12:30 PM (closed Noon - 1:15 PM, Mon. - Thu.) at 1000 San Pablo Avenue, Albany, CA 94706 (510) 528-5760.

### Fee Schedule (FY 2014-2015)

<input type="checkbox"/> Design Review*	\$2,072/ Admin. \$1,101
<input type="checkbox"/> Parking Exceptions/Reductions - see separate handout*	\$Actual Cost/Min \$2,072
<input checked="" type="checkbox"/> Conditional Use Permit (major)*	\$Actual Cost/Min <del>\$2,072</del>
<input type="checkbox"/> Conditional Use Permit (minor)*	\$1,101
<input type="checkbox"/> Sign Permit	\$1,479/\$461 Admin.
<input type="checkbox"/> Temporary/Seasonal Conditional Use Permit*	\$461
<input type="checkbox"/> Lot Line Adjustment*	\$Actual Cost/Min \$1,101
<input type="checkbox"/> Secondary Residential Unit*	\$1,101
<input type="checkbox"/> Parcel/Subdivision Map; Planned Unit Development; Condo Conversion*	\$3,357
<input type="checkbox"/> Variance*	\$2,072
<input type="checkbox"/> Other(s):	\$

\*When obtaining more than one planning approval, the full amount for the highest fee will apply and 1/2 fee will be charged for any other ones.  
General Plan Update Fee \$45 included in the fees above. This fee only needs to be paid once for each separately submitted application.

Job Site Address: <u>907 Key Route Blvd</u>		Zoning District:
Property Owner(s) Name: <u>Rose Dakin, John Gravois</u>	Phone: <u>510 543 5185</u> Fax:	Email: <u>rose.johnny@gmail.com</u>
Mailing Address: <u>same</u>	City: <u>Albany</u>	State/Zip: <u>CA 94706</u>
Applicant(s) Name (contact person): <u>same</u>	Phone: Fax:	Email:
Mailing Address: <u>same</u>	City:	State/Zip:

### PROJECT DESCRIPTION

Convert the downstairs ground floor office space to an in-law unit for in-laws to live there.



Please fill out the following information correctly. Failure to fill out the information adequately or incompletely will result in your application to not be processed. If you have any additional questions, please contact staff for details.

**ARCHITECTURAL STYLE**

The architectural style/appearance of the home is: Modern conventional

**GENERAL INFORMATION**

Item	Existing	Proposed
What is your lot coverage?	3702	3702
What is the amount of impervious surface on the lot?	1455	1455
How many dwelling units are on your property?	1	2
How many off-street parking spaces do you have? (front yard parking is not counted unless previously approved by the City)	3	3
What are the dimensions of parking spaces? (give interior dimensions of enclosed parking spaces)	20 ft. X 9 ft.	20 ft. X 9 ft.
What is the narrowest width of your driveway?	9	9

**SITE REGULATIONS BY DISTRICT**

	Existing	Proposed Construction	Requirement
Setbacks			
Front ( )	30'	no change	
Side ( )	3'2"	no change	
Side ( )	6'4"	" "	
Rear ( )	730'	" "	
Area			
Lot Size	3702	no change	--
Lot Coverage	1455	no change	50%
Maximum Height		no change	28' max.

\*In parentheses, please note the elevation (i.e. north, east, west, south)

\*\*Please refer to the attached Basic Site Regulations handout attached to this application for setback information.\*\*

**FLOOR AREA RATIO**

	Existing	Proposed	Requirement
Lot Size	3702	3702	--
Floor Area			
Garage/Storage	0	0	
Main Level	840	840	--
Second-floor	840	840	
Total	1680	1680	--
Total Counted*	1680	1680	--
Floor Area Ratio*	45.7%	45.7%	55%

\* 220 sq. ft. may be exempted from "total counted" for covered parking and 60 sq. ft. may be exempted for stairs as permitted by MC 20.24.050.

**TERMS AND CONDITIONS OF APPLICATION**

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made part of this application in accordance with the provisions of the City's ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims, penalties, fines, judgments, or liabilities arising from the approval, including without limitation, any award or attorney's fees that might result from the third party challenge.

For this purposes of this indemnity, the term "City" shall include the City of Albany, its officers, officials, employees, agents and representatives. For purposes of this indemnity, the term "challenge" means any legal or administrative action to dispute, contest, attack, set aside, limit, or modify the approval, project conditions, or any act upon which the approval is based, including any action alleging a failure to comply with the California Environmental Quality Act or other laws.

The signature of the property owner is required for all projects. By executing this form you are affirming that you are the property owner.

  
\_\_\_\_\_  
Signature of Property Owner

March 3, 2016  
Date

\_\_\_\_\_  
Signature of Applicant (if different)

\_\_\_\_\_  
Date

PROJECT ADDRESS: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS FOR PLANNING AND ZONING APPLICATIONS  
REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS**

**SELF-CERTIFICATION CHECKLIST**

As part of the application, the following requirements must be included and each box checked by the applicant certifying that requirements have been satisfied.

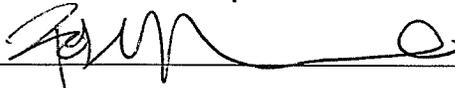
- One (1) complete pdf version of plans (one document containing all pages)
- One (1) full-size set of plans
- Green Building Checklist
- Site survey prepared by a licensed surveyor for projects where construction is proposed less than 4 ft. from the property lines
- Installation of story poles ten days before the public hearing (second story additions only)

Project plans include the following for a complete submittal:

- Cover page including project description with FAR and lot coverage information
- Dimensioned site plan including proposed parking layout and curb cuts
- Existing elevations with building heights
- Proposed elevations with building heights
- Building sections
- Floor plans (existing and new)
- Roof plan
- Window schedule/details
- Street elevation showing neighboring properties
- Detailed photos of the existing home and proposed location of new development

Please check each box indicating you have sign below indicating that you have included all of the above information and understand that your applicant will not be processed until all of the information is included.

**I have included the above information and understand that if there any incomplete information, my application will not be processed.**

x  \_\_\_\_\_

Date: March 4, 2016

Print Name: Rose Dakin

Please contact the Community Development Department if you have any additional questions. We are open with the following hours:

Monday, 8:30 AM-7:00 PM  
Tuesday-Thursday 8:30 AM-5:00 PM  
Friday 8:30 AM-12:30 PM  
Closed for lunch from 12pm-1:15 pm daily  
Albany City Hall  
1000 San Pablo Avenue, Albany, CA 94706  
TEL: (510) 528-5760



# City of Albany

City of Albany

MAR 03 2016

Community Development

## Green Building Program Rating System for Remodeling Projects\* Supplemental Application Form

\*Please obtain other appropriate Green Point Checklist for projects other than Single Family Residential Remodeling Projects

Project Address: 907 Key Route Blvd Albany CA 94706

Checklist Prepared By: Rose Dakin

Date Prepared: March 4, 2016

	INPUT	Resources	Energy	IAQ/Health
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### A. Site

1. Recycle Job Site Construction & Demolition Waste  
65% = 1 point; 75% = 2 points; 80% = 4 points
2. Salvage Reusable Building Materials
3. Remodel for Mixed Use, Adaptive Reuse, and Historic Preservation
4. Protect Native Soil
5. Minimize Disruption of Existing Plants & Trees
6. Implement Construction Site Stormwater Practices
7. Protect Water Quality with Landscape Design
8. Design Resource-Efficient Landscapes and Gardens
9. Reuse Materials/Use Recycled Content Materials for Landscape Areas
10. Install High-Efficiency Irrigation Systems
11. Provide for On-Site Water Catchment / Retention

- |                      |       |   |  |  |
|----------------------|-------|---|--|--|
| up to 4 Resource pts |       | 4 |  |  |
| 4 Resource pts       | y=yes | 4 |  |  |
| 4 Resource pts       | y=yes | 4 |  |  |
| 2 Resource pts       | y=yes | 2 |  |  |
| 1 Resource pt        | y=yes | 1 |  |  |
| 2 Resource pts       | y=yes | 2 |  |  |
| 2 Resource pts       | y=yes | 2 |  |  |
| 4 Resource pts       | y=yes | 4 |  |  |
| 2 Resource pts       | y=yes | 2 |  |  |
| 2 Resource pts       | y=yes | 2 |  |  |
| 2 Resource pts       | y=yes | 2 |  |  |

4			
4			
4			
2			
1			
2			
2			
4			
2			
2			
2			

### B. Foundation

*no change*

1. Incorporate Recycled Flyash in Concrete  
25% Recycled Flyash = 2 points; Add 1 point for every 10% increase of flyash, up to 5 points
2. Use Recycled Content Aggregate
3. Insulate Foundation/Slab before backfill

- |                      |       |  |  |
|----------------------|-------|--|--|
| up to 5 Resource pts |       |  |  |
| 2 Resource pts       | y=yes |  |  |
| 3 Energy pts         | y=yes |  |  |


### C. Structural Frame

*no change*

1. Substitute Solid Sawn Lumber with Engineered Lumber
2. Use FSC Certified Wood for framing  
(For every 10% of FSC lumber used = 2 points, up to 10)
3. Use Wood I-Joists for Floors and Ceilings
4. Use Web Floor Trusses
5. Design Energy Heels on Trusses 6" or more
6. Use Finger-Jointed Studs for Vertical Applications
7. Use Engineered Studs for Vertical Applications
8. Use Recycled Content Steel Studs for Interior Framing
9. Use Structural Insulated Panels (SIPs)
  - a. Floors
  - b. Wall
  - c. Roof

- |                        |       |  |  |
|------------------------|-------|--|--|
| 3 Resource pts         | y=yes |  |  |
| up to 10 Resource pts. |       |  |  |
| 2 Resource pts         | y=yes |  |  |
| 2 Resource pts         | y=yes |  |  |
| 2 Energy pts           | y=yes |  |  |
| 2 Resource pts         | y=yes |  |  |
| 2 Resource pts         | y=yes |  |  |
| 2 Resource pts         | y=yes |  |  |
| 3 Energy pts           | y=yes |  |  |
| 3 Energy pts           | y=yes |  |  |
| 3 Energy pts           | y=yes |  |  |


		INPUT	Resources	Energy	IAQ/Health
10. Apply Advanced Framing Techniques	4 Resource pts	y=yes			
11. Use Reclaimed Lumber for Non Structural Applications	3 Resource pts	y=yes			
12. Use OSB					
a. Subfloors	1 Resource pt	y=yes			
b. Sheathing	1 Resource pt	y=yes			

**D. Exterior Finish**

*no change*

1. Use Sustainable Decking Materials					
a. Recycled content	3 Resource pts	y=yes			
b. FSC Certified Wood	3 Resource pts	y=yes			
2. Use Treated Wood That Does Not Contain Chromium/Arsenic	1 IAQ/Health pt	y=yes			
3. Install House Wrap under Siding	1 IAQ/Health pt	y=yes			
4. Use Fiber-Cement Siding Materials	1 Resource pt	y=yes			

**E. Plumbing**

1. Install Water Heater Jacket	1 Energy pt	y=yes			
2. Insulate Hot and Cold Water Pipes	2 Energy pts	y=yes			
3. Retrofit all Faucets and Showerheads with Flow Reducers					
a. <u>Faucets</u> (1 point each, up to 2 points)	Up to 2 Resource pts.		2	2	
b. <u>Showerheads</u> (1 point each, up to 2 points)	Up to 2 Resource pts.		1	1	
4. Replace Toilets with Ultra-Low Flush Toilets (1 point each, up to 3 points)	Up to 3 Resource pts.				
5. Install Chlorine Filter on Showerhead	1 IAQ/Health pt	y=yes			
6. Convert Gas to <u>Tankless Water Heater</u>	4 Energy pts	y=yes	4	4	
7. Install Water Filtration Units at Faucets (2 points each, up to 4 points)	Up to 4 IAQ/Health pts.				
8. Install On-Demand Hot Water Circulation Pump	4 Resource pts	y=yes			

**F. Electrical**

1. Install Compact Fluorescent Light Bulbs (CFLs) <i>LEDs</i> (6 bulbs=2 points, 10 bulbs =3 points, 12 bulbs = 4 points)	Up to 4 Energy pts.				
2. Install IC-AT Recessed Fixtures with CFLs (1 point each, up to 5 points)	Up to 5 Energy pts.				
3. Install Lighting Controls (1 point per fixture, up to 4 points)	Up to 4 Energy pts.				
4. Install High Efficiency <u>Ceiling Fans</u> with CFLs (1 point each, up to 4 points)	Up to 4 Energy pts.	1		1	

**G. Appliances**

1. Install Energy Star Dishwasher	1 Energy pt	y=yes	1	1	
2. Install Washing Machine with Water and Energy Conservation Features	1 Energy pt	y=yes	1	1	
3. Install Energy Star Refrigerator	1 Energy pt	y=yes	1	1	
4. Install Built-In Recycling Center	3 Resource pts	y=yes			

**H. Insulation**

*no change*

1. Upgrade Insulation to Exceed Title 24 Requirements					
a. Walls	2 Energy pts	y=yes			
b. Ceilings	2 Energy pts	y=yes			

			INPUT	Resources	Energy	IAQ/Health
2. Install Floor Insulation over Crawl Space	4 Energy pts	y=yes				
3. Install Recycled-Content, Fiberglass Insulation with No Added Formaldehyde	3 IAQ/Health pts	y=yes				
4. Use Advanced Infiltration Reduction Practices	2 Energy pts	y=yes				
5. Use Cellulose Insulation						
a. Walls	4 Resource pts	y=yes				
b. Ceilings	4 Resource pts	y=yes				
6. Alternative Insulation Products (Cotton, spray-foam)						
a. Walls	4 Resource pts	y=yes				
b. Ceilings	4 Resource pts	y=yes				
<b>I. Windows</b> <i>no change</i>						
1. Install Energy-Efficient Windows						
a. Double-Paneled	1 Energy pt	y=yes				
b. Low-Emissivity (Low-E)	2 Energy pts	y=yes				
c. Low Conductivity Frames	2 Energy pts	y=yes				
2. Install Low Heat Transmission Glazing	1 Energy pt	y=yes				
<b>J. Heating Ventilation and Air Conditioning</b>						
1. Use Duct Mastic on All Duct Joints	2 Energy pts	y=yes				
2. Install Ductwork within Conditioned Space	3 Energy pts	y=yes				
3. Vent Range Hood to the Outside	1 IAQ/Health pt	y=yes				
4. Clean all Ducts Before Occupancy	2 IAQ/Health pts	y=yes				
5. Install Solar Attic Fan	2 Energy pts	y=yes				
6. Install Attic Ventilation Systems	1 Energy pt	y=yes				
7. Install Whole House Fan	4 Energy pts	y=yes				
8. Install Sealed Combustion Units						
a. Furnaces	3 IAQ/Health pts	y=yes				
b. Water Heaters	3 IAQ/Health pts	y=yes				
9. Replace Wall-Mounted Electric and Gas Heaters with Through-the-Wall Heat Pumps	3 Energy pts	y=yes				
10. Install 13 SEER/11 EER or higher AC with a TXV	3 Energy pts	y=yes				
11. Install AC with Non-HCFC Refrigerants	2 Resource pts	y=yes				
12. Install 90% Annual Fuel Utilization Efficiency (AFUE) Furnace	2 Energy pts	y=yes				
13. Retrofit Wood Burning Fireplaces						
a. Install EPA certified wood stoves/inserts	1 IAQ/Health pt	y=yes				
b. Install/Replace Dampers	1 Energy pt	y=yes				
c. Install Airtight Doors	1 Energy pt	y=yes				
14. Install Zoned, Hydronic Radiant Heating	3 Energy pts	y=yes				
15. Install High Efficiency Filter	4 IAQ/Health pts	y=yes				
16. Install Heat Recovery Ventilation Unit (HRV)	5 IAQ/Health pts	y=yes				
17. Install Separate Garage Exhaust Fan	3 IAQ/Health pts	y=yes				
<b>K. Renewable Energy and Roofing</b>						
1. Pre-Plumb for Solar Water Heating	4 Energy pts	y=yes				
2. Install <u>Solar Water Heating System</u> <i>if room on roof</i>	10 Energy pts	y=yes				
3. Pre-Wire for Future Photovoltaic (PV) Installation <i>already done</i>	4 Energy pts	y=yes				
4. Install Photovoltaic (PV) System (1.2 kw = 6 points, 2.4 kw = 12 points, 3.6 kw = 18 points) <i>!!</i>	Up to 18 Energy pts					

			INPUT	Resources	Energy	IAQ/Health	
6. Select Safe and Durable Roofing Materials	1 Resource pt	y=yes					
7. Install Radiant Barrier	3 Energy pts	y=yes					
<b>L. Natural Heating and Cooling</b> <i>no change</i>							
1. Incorporate Passive Solar Heating	5 Energy pts	y=yes					
2. Install Overhangs or Awnings over South Facing Windows	3 Energy pts	y=yes					
3. <u>Plant Deciduous Trees on the West and South Sides</u>	3 Energy pts	y=yes					
			<i>done</i>				
<b>M. Indoor Air Quality and Finishes</b>							
1. Use Low/No-VOC Paint ✓	1 IAQ/Health pts	y=yes	1			1	
2. Use Low VOC, Water-Based Wood Finishes ✓	2 IAQ/Health pts	y=yes	1			1	
3. Use Low/No VOC Adhesives ✓	3 IAQ/Health pts	y=yes	1			1	
4. Use Salvaged Materials for Interior Finishes ✓	3 Resource pts	y=yes	1	1		1	
5. Use Engineered Sheet Goods with no added Urea Formaldehyde ✓	6 IAQ/Health pts	y=yes	1			1	
6. Use Exterior Grade Plywood for Interior Uses	1 IAQ/Health pts	y=yes					
7. Seal all Exposed Particleboard or MDF	4 IAQ/Health pts	y=yes					
8. Use FSC Certified Materials for Interior Finish	4 Resource pts	y=yes					
9. Use Finger-Jointed or Recycled-Content Trim ✓	1 Resource pts	y=yes	1	1			
10. Install Whole House Vacuum System	3 IAQ/Health pts	y=yes					
<b>N. Flooring</b>							
1. Select FSC Certified Wood Flooring ✓	8 Resource pts	y=yes	8	8			
2. Use Rapidly Renewable Flooring Materials ✓	4 Resource pts	y=yes	4	4			
3. Use Recycled Content Ceramic Tiles ✓	4 Resource pts	y=yes	4	4			
4. Install Natural Linoleum in Place of Vinyl <i>marbleum</i>	5 IAQ/Health pts	y=yes	5			5	
5. Use Exposed Concrete as Finished Floor	4 Resource pts	y=yes					
6. Install Recycled Content Carpet with Low VOCs	4 Resource pts	y=yes					
<b>O. City of Albany Incentives</b>							
1. Additions less than 50% increase in floor area	20 Resource pts	y=yes					
2. Additions less than 200sq.ft. or resulting in less than 1,500sq.ft.	10 Resource pts	y=yes					
3. Seismic upgrade of existing building <i>bolt to foundation</i>	25 Resource pts	y=yes	25	25			
4. For having a hybrid or zero emissions vehicle	2 IAQ/Health pts	y=yes					
5. For having no automobile	5 Resource pts	y=yes					
6. Plant more than one street tree when feasible	2 IAQ/Health pts	y=yes					
7. <u>Earthquake kit</u>	2 IAQ/Health pts	y=yes	2				
<b>TOTAL POINTS ACCUMULATED:</b>			50 points total Req'd	94	75	8	9
(50 Points REQUIRED from all 3 columns)							

City of Albany

Planning application for

907 Key Route Blvd downstairs renovation

Conditional use permit (major)

City of Albany

MAR 03 2016

Community Development

Owners: Rose Dakin and John Gravois

510-543-5185

[Rose.johnny@gmail.com](mailto:Rose.johnny@gmail.com)

Project description:

We would like to convert the downstairs unit of our building, which is currently a therapy office suite with lobby, bathroom and mini-kitchen, to an in-law suite apartment for John's parents to live. This will entail a redesign of the kitchen and bathroom, primarily, and we want to keep the general layout of rooms similar to what it is now (though remove one wall between the front office and lobby to create an open floor plan living room). We will need new kitchen cabinets, counters, appliances and new flooring. We are committed to sustainable practices, and the building management is already green certified by the Bay Area Green Business program (the building has PV solar panels, LED lights, no-VOC paint, low-flow fixtures and toilet, eco-cleaning agents, native plant rain garden landscaping, and uses only recycled paper products). There will be no exterior changes. Below is a somewhat current picture (the front garden is more grown in, this is the area on the plans called "courtyard"). The "courtyard" will just be a front garden at the same elevation as the parking spaces, though slightly lower because it is supposed to be a rainwater catchment area.

The lot is 3,702 sf, and the impervious surface area is 1,455 (39% lot coverage). This will not be changed in any way. There are three parking spots that will also not be affected. Each floor of the building is 840sf, and this will not change (45% FAR).

Development

