

City of Albany

Planning and Zoning Commission Minutes April 10, 2012 Meeting

Note: These minutes are subject to Planning and Zoning Commission approval. The minutes are not verbatim. An audiotape of the meeting is available for public review.

Regular Meeting

1. **Call to order-** The meeting of the Planning and Zoning Commission was called to order by Chair Arkin, in the City Council Chambers at 7:30 p.m. on Tuesday, April 10, 2012.

2. **Pledge of Allegiance**

3. **Roll Call**

Present: Eisenmann, Maass, Moss, Arkin

Absent: Panian

Staff present: City Planner Anne Hersch

4. **Consent Calendar**

A. **Meeting Minutes from January 24, 2012 Planning & Zoning Commission meeting**
Recommendation: Approve

Commissioner Arkin clarified that the "in-lieu" fees mentioned on page 4, line 5 for parking exceptions could be used for future parking alleviation projects.

B. **PA 12-014: Table Tennis Club at 533 San Pablo Parking Exception-** The applicant is seeking approval of a parking exception for eleven (11) parking spaces for a new table tennis club at 533 San Pablo Ave. The club will provide table tennis lessons as well as facilities for players to practice. The building is approximately 3,500 sq. ft. and requires eleven (11) parking spaces pursuant to the Albany Municipal Code. Currently, the building has no off-street parking. The business will have two employees and approximately ten students at a time. The business will be open 3:30pm-10pm Monday-Friday, and 10am-6pm on Saturdays & Sundays. Participants are primarily school age children who will be dropped off by a parent or walk to the facility.

Recommendation: Approve

C. **PA 12-015: Dermatologist Office at 625 San Pablo Parking Exception & Design Review-** The applicant is seeking approval of a parking exception for two (2) parking spaces and design review approval for a dermatologist office at 625 San Pablo Ave. The parking lot is proposed to be upgraded to satisfy ADA accessibility requirements and will include seven (7) off-street parking spaces with one (1) ADA accessible space. Nine (9) off-street parking spaces are required pursuant to the Albany Municipal Code. The building is approximately 2,110 sq. ft. A 320 sq. ft. addition is proposed and will create a new waiting room area, creating a 2,430 sq. ft. building.

1 The addition will be located on the east side of the building facing San Pablo Ave.
2 where there is an existing carport located under the building.

3 *Recommendation: Approve*
4

5 Commissioner Moss asked what would happen to the upstairs in item 4c and if the
6 parking count was just for the first floor.
7

8 Ms. Hersch replied that there were no proposed changes for the upstairs and it would be
9 continue to be used as an office. She also clarified that the parking was for both floors.
10

11
12 **Motion to approve item 4 a, b, c: Commissioner Arkin**

13
14 Ayes: Arkin, Eisenmann, Moss, Maass

15 Nays: None

16 Motion passed, 5-0.
17

18 **5. Public Comment on Non-Agenda Items**
19

20 None.
21

22 **6. PUBLIC HEARING ITEMS**
23

- 24 **A. PA11-055- Study Session for Conditional Use Permit, Design Review and Signage**
25 **for a new boutique auto salon at 1035 Eastshore Freeway** -The applicant is seeking
26 review and feedback for a proposed boutique auto salon at 1035 Eastshore Freeway
27 (next to Target). The applicant filed an application for a Conditional Use Permit and
28 Design Review and made a formal Design Review submittal to the City in January
29 2012. The operation is proposed to be a new 7,850 sq. ft. building which will house an
30 auto sales operation. An environmental review pursuant to CEQA has been prepared
31 and will be circulated for public review in the near future. This is a study session and
32 no action will be taken. Feedback will be provided to the applicant and the project
33 will be re-noticed for formal action at a later date.

34 *Recommendation: Review and provide feedback to the applicant*
35

36 Ms. Hersch presented the staff report. She noted the draft initial study for the project
37 was nearly complete was expected to get circulated soon for the 30 day review period.
38 30 days was the minimum requirement largely because the site is located in proximity to
39 a Caltrans right of way.
40

41 Commissioner Eisenmann asked for information about how the height of the signs in
42 that corridor where determined.
43

44 Ms. Hersch indicated she would have to look into the City's archives for that
45 information.

1 Commissioner Moss referenced back to Target's application and said the Commission
2 had established 20 ft. as the height for optimum visibility.

3
4 Commissioner Eisenmann also addressed Berkeley's concern regarding traffic from
5 Target. She asked what the role of this project would be in determining traffic patterns
6 and involvement in this issue.

7
8 Ms. Hersch indicated that the environmental document will go out for public comment
9 soon and the City of Berkeley could write a comment letter. She noted there was a
10 concern about traffic in the area.

11
12 **Tim Southwick, representative of Toyota of Berkeley and applicant**, noted that the
13 architect of the project was Phil Banta. Tim Southwick stated that did not want signage
14 to be discussed until a later meeting and that this meeting was solely regarding the
15 building.

16
17 **Phil Banta, architect for the proposed project**, presented a slideshow of the site location
18 and explained various details regarding the proposed plans including a material board.
19 He also presented a model of the building for those interested to come up and see and
20 made himself available for questions.

21
22 Commissioner Moss asked where the trash enclosure would be on the plans.

23
24 Phil Banta explained the trash would be inside the facility.

25
26 PUBLIC HEARING OPENED.

27
28 There were no comments from the public.

29
30 PUBLIC HEARING CLOSED.

31
32 Commissioner Moss appreciated the design and could not find any issues with it. He
33 noted he liked the idea of having similar materials used for both the building and the
34 signage as Target had done. He would have liked that the x-bracing shown on a few of
35 plans to be eliminated but figured it would was necessary.

36
37 Commissioner Maass liked the simplicity of the design and the green aspects of the
38 photo voltaic roofing and heating and cooling systems. He commented that something
39 to consider in the future was that the sign might distract from the building.

40
41 Commissioner Eisenmann agreed that architectural elements, materiality, and simplicity
42 were well thought out. She liked the attention to the natural lighting and the heating and
43 cooling systems. She did not have anything to add.

44
45 Commissioner Moss asked if the underside of the roof material would be decking.

1 **Phil Banta** replied the material would be corrugated metal that would go inside of the
2 showroom and come out.

3
4 Commissioner Arkin commended the proposal but noted that the project was over 5000
5 square feet and needs to meet the lead gold standard. He proposed looking back in the
6 records to see what the established height was for signs in that stretch. He expressed
7 approval of the landscape and hoped the landscaping would be compatible and bay-
8 friendly in the final application. He asked Ms. Hersch on the status of CEQA.

9
10 Ms. Hersch replied that it was a negative declaration.

11
12 Commissioner Arkin mentioned if story poles would be necessary but said they
13 probably would not be.

14
15 Commissioner Moss would like to see a unique sign that speaks for itself.

16
17 Commissioner Arkin recommended looking at the Target building as it did a good job of
18 using similar materials from the building to build the sign.

19
20 Commissioner Moss mentioned how the Target building went through a lot of review
21 but now was often used for reference for other proposed projects.

22
23 Commissioner Eisenmann asked if more of the profits were expected to come from the
24 sales aspect of the store or the repairs.

25
26 The applicant noted that it was likely going to be a showroom with a repair shop.

27
28 The commissioners examined the applicant's model.

- 29
30 **B. Bay Friendly Landscaping** - In order to continue receiving Waste Import Mitigation
31 Funding, StopWaste.Org requires that its member agencies adopt requirements that all
32 new construction and rehabilitation of public and private landscapes of 2,500 square feet
33 of irrigated area or greater adhere to the "Bay Friendly Basics" protocols. As a
34 participating agency, the City of Albany is required to adopt the Bay Friendly Basics
35 Landscape Checklist best practices document in order to secure on-going funding from
36 StopWaste. The City has been provided a draft checklist which is being adopted by
37 jurisdictions throughout Alameda County. Pursuant to Chapter 20.68.030, the Planning
38 & Zoning Commission shall make a recommendation to the City Council for adoption of
39 a resolution adopting Bay Friendly policies in the City of Albany.

40
41 *Recommendation: The Planning & Zoning Commission forward a recommendation to*
42 *the City Council to adopt a resolution supporting the new Bay Friendly Landscaping*
43 *requirements.*

44
45 Ms. Hersch presented the staff report.

1 Commissioner Moss commented that some of the provisions may soon be in the drain
2 code.

3
4 PUBLIC HEARING OPENED.

5
6 There were no comments from the public.

7
8 PUBLIC HEARING CLOSED.

9
10 Commissioner Arkin believed the provision sounded reasonable and the 8 ft restrictions
11 of sprinkler system encompassed most of Albany. He said subsurface drips or bubblers
12 should be fine.

13
14 Commissioner Eisenmann asked for some recent projects that required 2500 sq. ft. of
15 irrigation.

16
17 Ms. Hersch noted there hasn't been any in the last year but future projects such as the
18 dealership project they had just discussed, Saint Mary's, Whole Foods, and Safeway
19 might qualify.

20
21 Commissioner Eisenmann asked what the recycling mitigation funding was used for.

22
23 Ms. Hersch said that she was not too familiar with the policies but it was likely a
24 combination of curbside recycling, composting, and educational outreach. She believes
25 the funds have been allocated to these various efforts.

26
27 **Motion to move application forward to City Council: Commissioner Moss**

- 28
29
 - With a recommendation to adopt a resolution supporting the new Bay Friendly
30 Landscaping requirements and all the information and conditions of approval on
31 the staff report.

32
33 **Seconded by: Commissioner Eisenmann**

34
35 Ayes: Eisenmann, Moss, Maass, Panian

36 Nays: None

37 Motion passed, 4-0.

38
39 **7. NEW BUSINESS**

- 40
41 **A. Permanent Changes to the Planning & Zoning Commission Calendar**-Previously, the
42 Planning & Zoning Commission discussed potential hearing date changes for 2013. The
43 Albany Unified School District has requested that the City Council amend the Albany
44 Municipal Code to change the Planning & Zoning Commission hearing dates from the
45 second and fourth Tuesdays of the month.
46

1 Ms. Hersch presented the staff report.

2
3 Commissioner Moss commented that this may be good because the commission would
4 not get their packets until Friday so there would be an extra day for review. He
5 questioned the choice of Wednesday and not Thursday.

6
7 Ms. Hersch indicated that Traffic and Safety Commission's meetings were on the fourth
8 Thursday of each month. The first and third Thursdays of the month were an option but
9 would require the Planning and Zoning Commission to alter their packet slightly. Staff
10 thought second and fourth Wednesdays would keep the Planning Commission on the
11 same agenda and noticing schedule.

12
13 PUBLIC HEARING OPENED.

14
15 Commissioner Arkin did not understand the need for the change but was fine with it.
16 He asked if it was possible to consider the first and third Tuesdays for Planning and
17 Zoning Commission.

18
19 Ms. Hersch mentioned Council meetings were the Mondays before and choosing these
20 dates would be an option but would coincide with packet preparation for Planning and
21 Zoning Commission and City Council.

22
23 Commissioner Arkin noted that since the meeting Planning and Zoning Commissions
24 hearing dates were part of the City Charter, changing the hearing dates would call for
25 amendments to the City Charter. He did not believe any present or future planning
26 commissioners were attached to the current hearing dates.

27
28 Commissioner Eisenmann commented that Thursday seemed a little late in the week
29 and she was concerned she would lose participants at meeting.

30
31 Commissioner Maass agreed with Commissioner Eisenmann and preferred moving
32 hearing dates to Wednesday. He noted he coached soccer on Tuesday and Thursday
33 nights.

34
35 Ms. Hersch clarified that the hearing date changed would be permanent and has been a
36 very recent topic of discussion.

37
38 Commissioner Arkin also recommended looking towards the second and fourth
39 Mondays of the month to put them one week from the City Council. He noted that the
40 Arts Committee met on the second Mondays and the Charter Review Committee met on
41 the fourth Mondays so that would have to be factored in to the decision. Overall, he felt
42 the issue was a City Council decision.

43
44 Ms. Hersch added that staff could forward a preferred date from the Planning and
45 Zoning Commissioners to the City Council.

1 The commissioners stated they were flexible. Commissioners Moss and Maass preferred
2 Wednesday while Commissioner Eisenmann preferred Monday or Tuesday.

3
4 Commissioner Arkin suggested the second and fourth Wednesdays to be the Planning
5 and Zoning Commissions first recommendation and the second and fourth Monday to
6 be an alternate recommendation.

7
8 Ms. Hersch asked if there was adequate time for the Planning and Zoning
9 commissioners to review their packets if they received them on Thursday and had a
10 meeting on Monday.

11
12 The commissioners indicated that that was the amount of time they currently have and
13 recommended staff forward their comments to City Council.

14
15 **8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

- 16
17 **a.** City of Albany Planning and Zoning Update “E-Notification”
18 **b.** Update on City Council agenda items related to Planning and Zoning activities.
19 **c.** Review of status of major projects and scheduling of upcoming agenda items.

20
21 Ms. Hersch noted progress and University Village development agreement and hoped to
22 give the Planning and Zoning Commission the updates by next meeting.

23
24 She commented that the environmental document for Toyota of Berkeley should be ready in
25 the next week. Staff was waiting for a few final details from a consultant but has since
26 received them and will incorporate them into the final draft and start the 30 day comment
27 period.

28
29 She stated that the Saint Mary’s MND is near completion and will be out for environmental
30 review.

31
32 She indicated there would be a Safeway meeting on next Wednesday, April 18 in Berkeley
33 and the latest plans would be available then.

34
35 Commissioner Arkin noted he has been exchanging emails with the Community
36 Development Director and no appeals have been received regarding the Farmer’s Market.

37
38 **9. Future Planning and Zoning Commission Meeting Agenda Items:**

- 39 a. Next Regular Planning and Zoning Commission hearing scheduled for Tuesday, April
40 24, 2012.

41
42 **10. Adjournment**

43 The meeting was adjourned at 8:26 p.m.

44
45 Next regular meeting: Tuesday, April 24, 2012, 7:30 p.m. at Albany City Hall
46

1

2 Submitted by: Anne Hersch, City Planner

3

4

5

6 **Jeff Bond**

7 **Community Development Director**