

# City of Albany

## Planning and Zoning Commission Minutes April 9, 2014 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

- CALL TO ORDER-** The meeting of the Planning and Zoning Commission was called to order by Chair Donaldson in the City Council Chambers at 7:00 p.m. on Wednesday, April 9, 2014.

- PLEDGE OF ALLEGIANCE**

- ROLL CALL**

Present: Arkin, Donaldson, Eisenmann, Moss  
Absent: Pilch  
Staff present: City Planner Anne Hersch

- CONSENT CALENDAR**

(Consent Calendar items are considered routine and will be enacted by one motion. By approval of the Consent Calendar, the staff recommendations will be adopted unless otherwise modified by the Commission. There will be no separate discussion on these items unless a Commission Member or a member of the audience requests removal of the items from the Consent Calendar.)

The Commission opted to discuss the two Consent Calendar items separately.

- PA 14-015 Design Review & Parking Exception for 1105 Key Route-** The applicant is seeking Design Review and Parking Exception approval to convert the existing lower level area to habitable space. The existing home is 1,380 sq. ft. on a 3,875 sq. ft. lot and contains 2 bedrooms and 1 bathroom. The applicant would like to add 3 bedrooms and 2 bathrooms in the existing unfinished lower level, 967 sq. ft. in area. The only exterior changes include new windows to satisfy bedroom egress requirements. One off-street parking space is provided in the attached garage. The applicant is seeking a Parking Exception to allow one off-street parking space in the required front yard setback.

*Recommendation: Approve subject to the attached findings and Conditions of Approval.*

*CEQA: Categorically exempt pursuant to Section 15303, "New Construction or Conversion of Small Structures" of the CEQA Guidelines*

1 Chair Donaldson asked if anyone wanted to pull Item 4A for discussion. No one  
2 wished to pull the item.

3

4 **Motion to Approve Item 4A:** Arkin

5 Seconded by: Moss

6 AYES: Arkin, Donaldson, Eisenmann, Moss

7 NAYES: None.

8 **Motion Passes, 4-0.**

9

10 **B. PA 13-019 Fence Detail for 1109 Washington St. (Conditional Use**  
11 **Permit for After School Program)-** The applicant received Conditional  
12 Use Permit approval on October 30, 2013 to operate an after school  
13 program at 1109 Washington. The program is proposed to serve up to  
14 sixty (60) school age children, K-12, from 1pm-9pm Monday-Friday.  
15 The existing building is 4,354 sq. ft. As part of the Conditions of  
16 Approval, the Planning & Zoning Commission required the fence and  
17 signage details to be brought back on the consent calendar pursuant  
18 to PZ Special Condition #4.

19 ***Recommendation: Approve the fence design.***

20

21 ***CEQA: Categorically exempt pursuant to Section 15303, "New***  
22 ***Construction or Conversion of Small Structures" of the CEQA Guidelines***

23

24 Chair Donaldson recused himself from Item 4B due to proximity issues.  
25 Commissioner Moss took over the meeting as Vice Chair Pilch was absent. Anne  
26 Hersch explained the site plan. She noted bike parking would be provided for  
27 inside and outside as a condition of approval. Commissioner Moss proposed  
28 putting the two triangular tree wells outside of the fence rather than inside to  
29 break up the long wall of fence. Commissioner Arkin had no issues with the fence  
30 and did not feel moving the wells were necessary. Commissioner Eisenmann  
31 suggested leaving both options open for the applicant to choose.

32

33 **Motion to Approve Item 4B with an additional second option to move the trees in**  
34 **front:** Eisenmann

35 Seconded by: Arkin

36 AYES: Arkin, Eisenmann, Moss

37 NAYES: None.

38 **Motion Passes, 3-0.**

39

#### 40 **5. PUBLIC COMMENT**

41 For persons desiring to address the Commission on an item that is not on the agenda  
42 please note that each speaker is limited to three (3) minutes. The Brown Act limits the  
43 Commission ability to take and/or discuss items that are not on the agenda; therefore,  
44 such items are normally referred to staff for comment or to a future agenda.

45

1 **Howard McNenny**- asked if he could move Item 7A forward in the agenda to discuss  
2 now. Chair Donaldson agreed to entertain a motion.

3  
4 **Motion to address Item 7A immediately:** Arkin

5 Seconded by: Eisenmann

6 AYES: Arkin, Donaldson, Eisenmann, Moss

7 NAYES: None

8 **Motion Passes, 4-0.**

9  
10 **7A. Window Mullions**-letter from Howard McNenny

11  
12 Anne Hersch presented the staff report. McNenny confirmed the windows were not  
13 sandwiched between the glass but were full or simulated divided lights.

14  
15 PUBLIC HEARING OPENED. No one wished to speak. PUBLIC HEARING CLOSED.

16  
17 **Motion to approve Item 7A:** Moss

18 Seconded by: Eisenmann

19 AYES: Arkin, Donaldson, Eisenmann, Moss

20 NAYES: None

21 **Motion Passes, 4-0.**

22  
23 **6. DISCUSSIONS & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS**

24  
25 **A. PA 13-089 Design Review For an Addition & Second Unit at 1111 Cornell-** The  
26 applicant is seeking Design Review approval for a two level addition at 1111  
27 Cornell. The subject lot is 5,000 sq. ft. with an existing home that is 959 sq. ft. with  
28 two bedrooms and one bathroom and was built in 1915. The applicant is  
29 proposing a rear two level addition which will include a new two bedroom  
30 second unit, 643 sq. ft. in area, on the lower level. The lower level will also  
31 include a new bedroom and bathroom for the main residence. The upper level  
32 addition will include a new family room, master suit, half bathroom, and deck.  
33 The addition will result in a six bedroom four and half bathroom 2,550 sq. ft.  
34 home. Three off-street parking spaces are provided in the attached garage.  
35 Changes include a new landscape plan, expanded roof overhang, updated  
36 front porch, and covered entry for the second unit. ***Continued from March 26,***  
37 ***2014 to a date certain of April 9, 2014.***

38  
39 *Recommendation: Approve subject to the attached findings and*  
40 *Conditions of Approval.*

41  
42 ***CEQA: Categorically exempt pursuant to Section 15303, "New***  
43 ***Construction or Conversion of Small Structures" of the CEQA Guidelines***

44  
45 Commissioner Arkin recused himself from this item. Anne Hersch presented the staff  
46 report. She noted the applicant was not here yet.

1  
2 PUBLIC HEARING OPENED.  
3

4 **Aaron Levin**, 1107 Cornell- wanted to review the plans as submitted and pointed  
5 out what was presented now did not include a few elevations. He noted he had  
6 worked with the applicant to resolve a few of his concerns such as the ivy and  
7 privacy screenings. He acknowledged this project was to code but was still  
8 concerned about the large size of the deck and overall proposed building.  
9

10 **Sarah Levin**, 1107 Cornell- wanted to know if concrete would be removed to fit the  
11 street trees. She wanted to see the entire concrete strip replaced with  
12 landscaping. The Commission suggested she discuss this with her neighbors when  
13 the landscaping is going in.  
14

15 Commissioner Moss asked to table this item until later in this afternoon since the  
16 applicant was not there. At the end of the meeting, the applicant had still not  
17 arrived and Commissioner Moss made a motion to continue this item to a date  
18 certain of April 23, 2014.  
19

20 Anne Hersch suggested asking the audience which items they were here for. An  
21 audience member asked about the Public Works Maintenance Center Project.  
22 Anne Hersch noted this item was discussed last meeting and plans and a video of  
23 the meeting were available online.  
24

25 **B. PA 14-013 Second Story addition at 1618 Sonoma, Design Review & Conditional**  
26 **Use Permit-** The applicant is seeking Design Review and Conditional Use Permit  
27 approval for a second story addition. The subject site is a 4,620 sq. ft. lot with a  
28 single-story 1,474 sq. ft. three bedroom, two bathroom home. The applicant is  
29 proposing to add a second story 589 sq. ft. in area and will include a master  
30 bedroom, bathroom, and family room. The building height will increase to  
31 24'10". This will result in a 2,064 sq. ft. four bedroom, three bathroom home. Two  
32 off-street parking spaces are provided with one in the garage and one in the  
33 driveway. A Conditional Use Permit is required to extend the non-conforming  
34 wall on the east side which is 2 ft. off of the property line. The home will  
35 maintain the same Craftsman appearance.

36 *Recommendation: Approve subject to the attached findings and*  
37 *Conditions of Approval.*  
38

39 *CEQA: Categorically exempt pursuant to Section 15303, "New*  
40 *Construction or Conversion of Small Structures" of the CEQA Guidelines*  
41

42 Commissioner Arkin returned to the meeting. Commissioner Eisenmann recused  
43 herself due to the location of her home. Anne Hersch presented the staff report.  
44

45 **Jason Kaldis**, project architect and applicant- noted the homeowner had met  
46 with owner to mitigate impacts to the neighbor's views. Commissioner Arkin asked

1 about the high ceiling. Kauldis noted he did this to mirror the tall ceilings of the  
2 lower floors. He answered the Commissioner's questions regarding various aspects  
3 of the design such as window details.

4  
5 PUBLIC HEARING OPENED. No one wished to speak. PUBLIC HEARING CLOSED.  
6

7 Commissioner Arkin- said this addition was in character with the surrounding  
8 properties and the existing character of the house. He added the property to the  
9 east had also previously gotten a conditional use permit for the extension of a  
10 nonconforming wall and thus given the precedent, Arkin was willing to approve  
11 this project.

12  
13 Chair Donaldson- liked the design. He had no problems with the application.  
14

15 **Motion to Approve Item 6B:** Arkin

16 Seconded by: Moss

17 AYES: Arkin, Donaldson, Moss

18 NAYES: None.

19 **Motion Passes, 3-0.**  
20

21 Commissioner Eisenmann returned to the meeting. Chair Donaldson noted the  
22 applicant for 1111 Cornell was not here yet so they would move onto Item 6C-1357  
23 Marin.  
24

25 **C. PA 13-070 Second Story Addition Design Review 1357 Marin-** The applicant is  
26 seeking Design Review approval for a second story addition located at 1357  
27 Marin. The subject site is a 4,600 sq. ft. lot with a 1,112 sq. ft. with two bedrooms  
28 and one bathroom. The addition is 1,189 sq. ft. and will include additional 154  
29 sq. ft. of living space on the first floor and 1,035 sq. ft on the second floor to  
30 accommodate three bedrooms and two bathrooms. The overall building  
31 height is proposed to increase from 15' to 26'. This will result in a three  
32 bedroom, three bathroom, 2,521 sq. ft. home. The existing detached 440 sq. ft.  
33 two-car garage is proposed to remain. The Commission reviewed this project  
34 on January 22, 2014. The applicant has changed window details, included a  
35 new bay on the west elevation, and trellis on the rear elevation.

36 ***Recommendation: Provide feedback to the applicant and staff.***  
37

38 ***CEQA: Categorically exempt pursuant to Section 15303, "New***  
39 ***Construction or Conversion of Small Structures" of the CEQA Guidelines***  
40

41 Commissioner Moss recused himself for proximity issues. Anne Hersch presented the  
42 staff report. She noted none of the porch was included in the FAR calculations.  
43

44 Commissioner Eisenmann asked which portion of a porch would count in the FAR.  
45 She noted the City's design guidelines wanted to encourage porches and was  
46 concerned about how including porches in the FAR may count against the

1 applicant. Commissioner Arkin said this depended on how one applied the "rule  
2 of three sides". Chair Donaldson was concerned about the high FAR.

3  
4 **Min Soo**, architect and representative for applicant- said he was sitting in for the  
5 project's designer tonight. He said he was not very involved with the design aspect  
6 of this project, but he was open to taking in comments.

7  
8 Commissioner Arkin- asked if the front windows could slide to the left or get smaller  
9 to avoid water proofing issues. Soo noted the window was not a required egress  
10 window and could be moved or reduced. Commissioner Eisenmann wanted more  
11 detail about the trellis over the deck. Commissioner Arkin had various suggestions  
12 including: drawing the stair bay in the West side elevation to mirror the other two  
13 elevations and mimicking the curved parapet over the bay. Commissioner  
14 Eisenmann asked for a connection on the large blank stucco wall and wanted to  
15 see a color palette. Min Soo clarified he has very limited involvement with this  
16 project but could relay information to the applicant. Chair Donaldson noted  
17 discussion on this item could occur at future meeting with date uncertain.

18  
19 Commissioner Moss returned to the meeting.

## 20 21 **7. NEW BUSINESS**

### 22 23 **A. Window Mullions**-letter from Howard McNenny

24  
25 This item was moved up in the agenda due to a request by Howard McNenny and  
26 Commission motion to discuss this item earlier.

### 27 28 **B. Discussion of Wireless Facility Antenna Replacement**- Planning & 29 Zoning Commission discussion of criteria for Commission review of 30 zoning clearance/building permit application processing for antenna 31 replacement of existing, approved wireless facilities in the City of 32 Albany.

33  
34 Anne Hersch presented the staff report.

35  
36 Commissioner Arkin asked if these applications are proposed to be discussed at  
37 administrative hearings.

38  
39 Hersch noted the applications would not fall into that category.

40  
41 Arkin suggested that if the replacement was similar to existing than the application  
42 should fall under the "maintenance" category, however, if there were significant  
43 changes than it should fall into the "design review" category.

44

1 Chair Donaldson noted many speakers came out to speak on the wireless facility  
2 antenna replacement last time, but their comments were more on the lease rather  
3 than the replacement.  
4

5 Commissioner Eisenmann did not feel Albany was ready to make this an administrative  
6 decision. She suggested that if it was under the height limit, it could be approved by  
7 staff, but if it was above, that it would go to the Commission.  
8

9 Commissioner Moss would like to see these projects come in front of them even if it was  
10 just Consent Calendar. He noted if there was an appeal, then it should go to City  
11 Council.  
12

13 **6. A. PA 13-089 Design Review For an Addition & Second Unit at 1111 Cornell**  
14

15 The applicant for 1111 Cornell still did not arrive.  
16

17 **Motion to Continue Item 6A to date certain of April 23, 2014:** Moss  
18

19 Commissioner Moss noted he would not be at the next meeting.  
20

21 **8. ADJOURNMENT**  
22

23 The meeting was adjourned at 8:20 p.m.  
24

25 Next regular meeting: Wednesday, April 23 2014, 7:00 p.m. at Albany City Hall  
26  
27

28 \_\_\_\_\_  
29 Submitted by: Anne Hersch, City Planner  
30

31 \_\_\_\_\_  
32 **Jeff Bond, Community Development Director**