

# *City of Albany*

## Planning and Zoning Commission Minutes May 13<sup>th</sup>, 2015 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 Donaldson in the City Council Chambers at 7:00 p.m. on Wednesday, May 13<sup>th</sup>, 2015.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present: Donaldson, Giesen-Fields, Kent, Menotti

Absent: Friedland

Staff Present: City Planner Anne Hersch

Community Development Director Jeff Bond

4. **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.)

**A. Planning & Zoning Commission Meeting Minutes January 7, 2015**

Chair Donaldson reviewed some typos in the document to be corrected.

**B. Planning & Zoning Commission Meeting Minutes January 28, 2015**

Chair Donaldson reviewed some typos in the document to be corrected.

**C. Planning & Zoning Commission Meeting Minutes February 11, 2015**

Chair Donaldson reviewed some typos in the document to be corrected.

**D. PA 15-002 Design Review Amendment for a 2<sup>nd</sup> Story Addition at 1104**

**Pomona-** The applicant received Design Review approval for a second story addition at 1104 Pomona on February 11, 2015. The subject lot is 3,600 sq. ft. with an existing 1,080 sq. ft. two bedroom, one bathroom home built in 1958. The applicant received approval to add 803 sq. ft. of new living space which includes a new 303 sq. ft. family room with half bathroom on the first floor and a new 500 sq. ft. master suite on the second floor. A new window is proposed on the front elevation, consistent with Planning Commission approval. A lower level foyer, 50 sq. ft. in area is also proposed and will be contained within the existing footprint of the home. This will result in a three bedroom, two and half bathroom home 1,933 sq. ft. in area. Two off-street parking spaces are provided in the attached garage.

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

1  
2 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
3 **Construction or Conversion of Small Structures."**

4 No one wished to speak on this project so it remained on the consent  
5 calendar.

- 6  
7 **E. PA 15-025 Design Review for Basement Conversion at 1106 Ordway-** The  
8 applicant is seeking Design Review for a basement conversion at 1106  
9 Ordway. The subject lot is 4,200 sq. ft. with an existing 1,233 sq. ft. three  
10 bedroom, one bathroom home built in 1925. The applicant is seeking  
11 approval to convert 538 sq. ft. of lower level space to habitable space. This  
12 scope includes a new master suite, family room, and laundry room. This will  
13 result in a 1,771 sq. ft. three bedroom, two bathroom home, 21 ft. in height.  
14 The home is Craftsman in appearance and is proposed to remain. Two off-  
15 street parking spaces are provided in the rear yard.

16 **Recommendation: Review and approve subject to the attached findings and**  
17 **Conditions of Approval.**

18  
19 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
20 **Construction or Conversion of Small Structures."**

21  
22 No one wished to speak on this project so it remained on the consent  
23 calendar.

24  
25 Commissioner Menotti recused himself due to the residence being his own.

26  
27 **Motion to approve PA 15-025: Kent**

28 Seconded by: Donaldson

29 AYES: Donaldson, Kent, Giesen-Fields

30 NAYES: None.

31 **Motion Passed, 3-0.**

- 32  
33 **F. PA 15-022 Design Review for a lower level addition at 838 San Carlos-** The  
34 applicant is seeking design review approval to convert 466 q. ft. of lower level  
35 space to habitable space at 838 San Carlos. The subject lot is 5,000 sq. ft. with  
36 an existing 1,169 sq. ft. two bedroom, one bathroom home built in 1920. The  
37 applicant is proposing to excavate the lower level area and create a new  
38 bedroom and family room. The overall height of the home is proposed to  
39 increase to 22'6". The lower exterior portion of the home is proposed to be  
40 stucco and horizontal siding will remain on the rest of the existing home. This  
41 will result in a 1,635 sq. ft. three bedroom, one bathroom home. The home is  
42 Craftsman in appearance and is proposed to remain. Two off-street parking  
43 spaces are provided in the adjacent driveway.

44 **Recommendation: Review and approve subject to the attached findings and**  
45 **Conditions of Approval.**

46  
47 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
48 **Construction or Conversion of Small Structures."**

49  
50 Pulled from the consent calendar by Chair Donaldson.

51  
52 Chair Donaldson asked about the absence of story poles. Anne Hersch  
53 explained the applicant was not asked to install story poles. Chair Donaldson  
54 asked about the FAR. Anne Hersch explained that given the financial

1 situation, they give the applicant a deed restriction on the family room area  
2 and that it could be made a condition, if approved.

3  
4 Commissioner Giesen-Fields requested a public hearing in order to have the  
5 opportunity to hear the applicant explain the project.

6  
7 Chair Donaldson asked the applicant to explain the project. The architect  
8 explained the project and some of the financial limitations.

9  
10 Chair Donaldson clarified the proposed building height. The architect  
11 clarified and elaborated regarding building material details.

12  
13 Commissioner Giesen-Fields asked the architect about details regarding the  
14 exterior stairwell. The architect explained the stairwell will be redwood.

15  
16 PUBLIC HEARING OPENED.

17  
18 No one wished to address the commission regarding this project.

19  
20 PUBLIC HEARING CLOSED.

21  
22 **Motion to approve PA 15-022, Design Review for 838 San Carlos: Kent**

23 Seconded by: Giesen-Fields

24 AYES: Giesen-Fields, Kent, Menotti, Donaldson

25 NAYES: None

26 **Motion passed, 4-0**

27  
28 **G. PA 15-020 Zoning Clearance Verizon Antenna replacement at Golden Gate**

29 **Fields-** The applicant is seeking Zoning Clearance approval to replace five (5)  
30 existing antenna panels on a legal conforming wireless facility at Golden  
31 Gate Fields. The Verizon facility was approved in 2010 and constructed in  
32 2011 and includes a stealthed watch tower located on the north side of the  
33 track in the corporation yard. The applicant is proposing to replace five  
34 existing antennas with five new antennas utilizing existing pipe mounts. The  
35 proposed antennas are approximately the same size of the existing antennas.

36 **Recommendation: Review and approve subject to the attached findings and**  
37 **Conditions of Approval.**

38  
39 ***CEQA: The project is Categorically exempt pursuant to Section 15303 "New***  
40 ***Construction or Conversion of Small Structures."***

41  
42 Pulled from the consent calendar by Commissioner Giesen-Fields.

43  
44 Commissioner Giesen-Fields wanted to clarify the dimensions and sizes of the  
45 replacement antennas. A representative from Verizon explained that  
46 although slightly different, the antennas are comparable in size.  
47 Commissioner Giesen-Fields requested that in the future, a comparison chart  
48 is presented as part of any change.

49  
50 **Motion to approve the Meeting Minutes and PA 15-002, and PA 15-020:**  
51 **Giesen-Fields**

52 Seconded by: Kent

53 AYES: Giesen-Fields, Donaldson, Menotti, Kent

1 NAYES: None

2 **Motion Passed, 4-0**

3  
4 **5. PUBLIC COMMENT**

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

10  
11 **Alex Hauser-** Albany Resident and member of Diverse Housing Working Group.  
12 Updated the commission regarding East Bay Housing Organizations and news  
13 concerning affordable housing.

14  
15 **6. DISCUSSIONS & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

16  
17 **A. Study Session to review a Variance & Design Review Request at 958 Neilson-**

18 The applicant is requesting a preliminary review for Design Review and a  
19 Variance at 958 Neilson. The subject lot is 2,700 sq. ft., with an existing 1,140 sq.  
20 ft. three bedroom, one bathroom home built in 1927. The lot has 51 ft. of street  
21 frontage by 53 ft. depth which does not accommodate conforming setbacks.  
22 The applicant would like to enclose an existing exterior porch located at the  
23 northwest corner of the home, adding 15 sq. ft. of new living space. This area is  
24 proposed to accommodate a new bathroom in the home. A variance is  
25 required to allow for a 4 ft. side yard setback and a 4'6" rear yard setback for  
26 addition. Design Review is required for the expansion to the home.

27 **Recommendation: Receive the report and provide feedback to the applicant.**  
28 **No formal action is required.**

29  
30 ***CEQA: The project is Categorically exempt pursuant to Section 15303 "New***  
31 ***Construction or Conversion of Small Structures."***

32  
33 Anne Hersch presented the staff report. Explained that a survey was received  
34 shortly before the meeting and appears to be consistent with necessary  
35 compliance rules.

36  
37 Commissioner Kent clarified the setback value for the addition. Anne Hersch  
38 confirmed the dimensions of the setback.

39  
40 Chair Donaldson clarified that the survey had been part of the conditions  
41 presented by staff. Anne Hersch confirmed the applicant had followed  
42 through with presenting a survey.

43  
44 Commissioner Kent asked about the proposed limited entrance and exit  
45 routes from the home. Commissioner Giesen-Fields explained that due to the  
46 existing conditions, the front door still qualifies for fire-safety conditions.

47  
48 Commissioner Kent wanted clarification for the dimensions of the proposed  
49 design.

50  
51 The applicant, **Anton Bahamondes**, explained a typo in the drawings.  
52 Commissioner Kent clarified the absence of a wall detail in the drawings.  
53 Anton Bahamondes clarified the confusion and further explained the  
54 proposed design.

1  
2 PUBLIC HEARING OPENED

3  
4 No one wished to address to commission.

5  
6 PUBLIC HEARING CLOSED

7  
8 Commissioner Giesen-Fields expressed support of this project and approval of  
9 this design as is due to the existing conditions of the home.

10  
11 Commissioner Kent agreed.

12  
13 Commissioner Menotti agreed.

14  
15 Chair Donaldson agreed and asked the applicant to clarify and ensure that  
16 the drawings are clear, with no typos. Mentioned it should be brought back  
17 on the Consent Calendar.

18  
19  
20 **7. NEW BUSINESS**

21 **1. Information on AB 2188 Streamlining Residential Rooftop Solar Energy Systems**

22  
23 Anne Hersch explained that this item is more an informational update.  
24 Explained the current process of permits is not online and the office tries to  
25 get through the solar panel applications quickly given the amount they get  
26 per week. Explained the office is trying to work proactively to ensure that  
27 safety standards are upheld and a thorough inspection is performed.

28  
29 Commissioner Kent asked about the potential wait-time for a building  
30 inspection.

31  
32 Anne Hersch further clarified the process, explaining they give solar  
33 applicants priority when possible by shortening the window of time an  
34 applicant might have to wait for inspection.

35  
36 Commissioner Kent asked when the inspection would take place.

37  
38 Anne Hersch clarified that the permit would be issued and the applicant  
39 would then call for a final inspection.

40  
41 Commissioner Menotti asked about potentially working with other cities on a  
42 potential online system.

43  
44 Anne Hersch said the office is hoping to have an online system of permits by  
45 the end of the year.

46  
47 Commissioner Menotti commented that because of the law, every city will  
48 have to modernize similarly.

49  
50 Anne Hersch agreed and explained that later, a further decision will be  
51 made directly by the city council.

52  
53 Commissioner Kent asked about who is submitting the permits specifically.  
54

1 Anne Hersch explained they are licensed contractors.

2  
3 Commissioner Menotti asked if the installations are primarily electrical or  
4 thermal, specifically.

5  
6 Anne Hersch commented that it has been primarily photovoltaics.

7  
8 PUBLIC COMMENT OPENED

9 No one wished to address the commission.

10  
11 PUBLIC COMMENT CLOSED

## 12 13 **2. Parking Study Update**

14  
15 Anne Hersch gave a brief update on the parking study.

16  
17 Chair Donaldson asked if the study would be including residential streets in  
18 addition to commercial areas.

19  
20 Anne Hersch said they would include both residential and commercial areas.

21  
22 Chair Donaldson appreciated that the study would include traffic patterns  
23 and problems they have encountered at all the schools in Albany. Asked if  
24 the data would be separated clearly in potential problem areas.

25  
26 Anne Hersch explained that the study will include more congested corridors  
27 off of the main commercial areas.

28  
29 Chair Donaldson commented it might be beneficial to review parking by  
30 Memorial Park.

31  
32 Commissioner Menotti asked about potentially discussing problems with the  
33 school district, specifically regarding Cornell School and Solano Ave.

34  
35 Chair Donaldson asked if it is more a parking study or policy study and  
36 whether they are going to look at parking meters.

37  
38 Anne Hersch explained that it is a bit of both considering that based on the  
39 data collection, they will make recommendations of how to move forward.

40  
41 Commissioner Giesen-Fields asked if the specific areas being studied could  
42 be listed and sent to the commission.

43  
44 Anne Hersch agreed to forward information to all commissioners.

## 45 46 **3. Safeway**

47  
48 Anne Hersch presented a brief report explaining potential plans for Safeway  
49 to upgrade existing infrastructure.

50  
51 Chair Donaldson asked about potential expansion.

52  
53 Anne Hersch explained there will be no expansion.  
54

1 Chair Donaldson asked if they will come to the commission.  
2

3 Anne Hersch explained it will only be a building permit.  
4

5 **8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

6 (Staff discussion and Commission member announcement of status of previous  
7 agenda items and requests for future agenda items. No public comment will be  
8 taken on requests for future agenda items).

9 None.

10  
11 **9. NEXT MEETING:** May 27, 2015  
12

13 **10. ADJOURNMENT**  
14

15 The meeting was adjourned at 8:00 p.m.

16 Next regular meeting: Wednesday, May 27, 2015, 7:00 p.m. at Albany City Hall  
17

18 \_\_\_\_\_  
19 Submitted by: Anne Hersch, City Planner  
20

21 \_\_\_\_\_  
22 **Jeff Bond, Community Development Director**  
23  
24