

# *City of Albany*

## **Planning & Zoning Commission Minutes of June 28, 2017 Meeting**

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

### 3 4 **Regular Meeting**

5  
6 1. **CALL TO ORDER:** The regular meeting of the Planning and Zoning Commission was  
7 called to order by Chair Giesen-Fields in the City Council Chambers at 7:00 P.M. on  
8 Wednesday, June 28, 2017.

9  
10 2. **PLEDGE OF ALLEGIANCE**

11  
12 3. **ROLL CALL**

13  
14 Present: Donaldson, Jennings, Kent, Menotti, Giesen-Fields  
15 Absent: None  
16 Staff Present: City Planner Anne Hersch  
17 Associate Planner Christopher Tan

18  
19 4. **EX PARTE COMMUNICATION DISCLOSURES**

20  
21 None.

22  
23 5. **CONSENT CALENDAR**

24  
25 5-1. **Planning & Zoning Commission Meeting Minutes of June 14, 2017.**

26  
27 Chair Giesen-Fields added to the end of the sentence on page 4, line 24, "and the  
28 reduced head height in the driveway due to the proposed arch over the driveway." He  
29 revised page 7, line 3 to "... the Commission could consider added costs of building a  
30 story such as structural reinforcement costs, the aesthetic effects of adding the second  
31 story, and the effects to neighbors."

32  
33 **Motion to approve the Consent Calendar** with the corrections to the Minutes.

34 Donaldson

35 Seconded by: Giesen-Fields

36 AYES: Donaldson, Jennings, Kent, Menotti, Giesen-Fields

37 NAYES: None

1 ABSTAINING: None  
2 ABSENT: None  
3 **Motion passed, 5-0**  
4

5 Chair Giesen-Fields announced the Commission would hear Public Comment prior to  
6 New Business.  
7

8 **6. NEW BUSINESS**  
9

10 **6.1 El Cerrito Specific Plan Study Session** – The Planning & Zoning Commission will  
11 receive a presentation from El Cerrito Community Development Department  
12 Staff on the El Cerrito Specific Plan. This study session will include review of  
13 Specific Plan parking standards and projects under review.

14 **Recommendation: This presentation is informational and no action is**  
15 **required.**  
16

17 **CEQA : n/a**  
18

19 Sean Moss, El Cerrito Senior Planner, reported on parking standards from the San Pablo  
20 Avenue Specific Plan. He shared the goals of the Specific Plan, which are to strengthen  
21 sense of place, ensure return on investment, encourage practical and market-friendly  
22 development, enhance and humanize the public realm, and catalyze mode shift. The  
23 Specific Plan identifies two transit zones, a Transit-Oriented Mid-Intensity, Mixed-Use zone  
24 and a Transit-Oriented, High-Intensity, Mixed-U zone. High-intensity areas are located  
25 closest to El Cerrito's two BART stations, and mid-intensity areas are located between the  
26 two stations and on the edges of the city. In mid-intensity areas, commercial parking  
27 standards are one space per 500 square feet of commercial use with no parking  
28 requirement for commercial uses less than 3,000 square feet in size. Residential parking  
29 standards have a maximum of 1.5 parking spaces per unit, but developers can go lower  
30 if a traffic study supports a decrease. Commercial uses are required to provide 1.5 short-  
31 term bike spaces per 3,000 square feet of commercial use with a minimum of two bike  
32 spaces and a minimum of one long-term bike space per 10,000 square feet. Residential  
33 uses are required to provide a minimum of one short-term bike space per 20 units with a  
34 minimum of 1.5 spaces per unit. In higher-intensity areas, commercial uses are required  
35 to provide one parking space per 1,000 square feet, but there is no requirement for  
36 commercial spaces with less than 3,000 square feet to provide parking spaces.  
37 Residential uses are required to provide a maximum of one parking space per unit.  
38 Residential uses must provide one short-term bike parking space and one bike space per  
39 10 units with a minimum of two bike spaces. El Cerrito staff is still working on accessible  
40 parking as required by the Code.  
41

42 In response to questions from the Commission, Mr. Moss advised that there is a process for  
43 developers to justify surpassing the maximum parking allowed. The Specific Plan does not  
44 require all commercial uses to be located on the ground floor of buildings. El Cerrito staff  
45 has prepared a project-specific checklist to verify that mitigation measures in the

1 program Environmental Impact Report (EIR) address any impacts of individual projects. El  
2 Cerrito uses a condition of approval that states the cost of parking shall be separate from  
3 the cost of the unit so that the buyer/renter is free not to purchase or rent parking. Mr.  
4 Moss was unsure of the requirements for bundled parking under financing regulations for  
5 affordable housing projects. Developers appear to be planning submerged parking in  
6 order to maximize building heights and building envelopes. The Specific Plan does not  
7 contain a maximum residential density or maximum floor area ratio for projects. El Cerrito  
8 moved to parking maximums in order to encourage development of housing and to  
9 increase the interaction between buildings and the street. El Cerrito hopes to encourage  
10 mode shift through increasing the amount of bike parking, prioritizing transit use and  
11 pedestrian use along San Pablo Avenue, utilizing multimodal level of service as a metric,  
12 and installing electric vehicle charging stations. The Specific Plan requires more intense  
13 transportation demand management (TDM) measures if a developer proposes to reduce  
14 parking below the by-right levels. El Cerrito is drafting impact fees to implement the  
15 Complete Streets program.

16  
17 PUBLIC COMMENTS OPENED

18  
19 **Susan Friedland** felt the Specific Plan is progressive and hopes the City will adopt similar  
20 policies.

21  
22 **Sadie Graham** supported Ms. Friedland's comments. The community is ready for changes  
23 in parking standards and to prioritize space for housing over cars.

24  
25 **Maurice Catlett** inquired about requirements for certain types of soil or rock in order to  
26 build submerged parking and for unbundled parking in affordable housing  
27 developments.

28  
29 Mr. Moss indicated the building permit process requires a geotechnical study and soil  
30 analysis for a project with submerged parking.

31  
32 Staff agreed to provide at a later time information regarding parking in affordable  
33 housing projects.

34  
35 PUBLIC COMMENTS CLOSED

36  
37 **7. PUBLIC COMMENT**

38  
39 None.

40  
41 **8. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING**  
42 **ITEMS:**

43  
44 **8.1 PA 16-094 Design Review & Conditional Use Permit for a Second Story Addition**  
45 **at 1131 Evelyn** – The applicant is seeking Design Review approval and a

1 Conditional Use Permit for a second-story addition at 1131 Evelyn. The  
2 subject site is 3,100 sq. ft. lot with a 2-bedroom, 1-bathroom, 1,109 sq. ft. house  
3 built in 1920. The applicant is proposing a 538 sq. ft. addition on the second  
4 floor to accommodate a new master suite, family room, bathroom and two  
5 additional bedrooms. The second-story addition is proposed to have balcony  
6 at the front of the home and a deck off the master bedroom. A conditional  
7 use permit is required to extend the existing non-conforming north wall  
8 vertically which is located 0.69 feet from the property line. The traditional  
9 architecture of the home is proposed to change to contemporary in  
10 appearance. This will result in a 4-bedroom, 2.5-bathroom, 1,640 sq. ft. home  
11 with a maximum height of 23 feet. Two off-street parking spaces are  
12 provided in the existing driveway.

13 **Recommendation: Provide feedback to the applicant and staff. Draft**  
14 **findings and Conditions of Approval are included if the Commission decides**  
15 **to take action.**

16  
17 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
18 **Construction or Conversion of Small Structures."**

19  
20 Associate Planner Christopher Tan presented the staff report.

21  
22 **Bill Wong**, project designer, reported the chimney will be removed, and the second story  
23 will conform to Code requirements. The total square footage will be 1,647 for a floor area  
24 ratio of 53%. When asked, Mr. Wong advised that the applicant wanted a contemporary  
25 appearance for the home. The floor plans incorrectly show windows on the north side of  
26 the second story. What appears to be an eyebrow on the north elevation is a step-back  
27 of the second story. The railing on the second-floor front porch will be made of round  
28 pipe. Redwood trim will be used for the windows.

29  
30 PUBLIC COMMENTS OPENED

31  
32 **Yonie Overton**, 1127 Evelyn, shared her experiences with landscapers for 1131 Evelyn  
33 treating her property as part of 1131 Evelyn. She requested assurances that her property  
34 and property rights will be respected during construction. The landscape plan seems to  
35 include portions of her property. She expressed concern about removal of the siding  
36 because it contains asbestos. When asked, she supported installation of a fence marking  
37 the property line.

38  
39 **Maurice Catlett** expressed concerns about asbestos contaminating the air, soil, and  
40 water and requested assurance that precautions will be taken to prevent such  
41 contamination.

42  
43 **Tamiko Catlett** wanted the yard at 1131 Evelyn cleaned.  
44

1 **Shirley Jowell**, 1143 Evelyn, supported renovation of the house and cleaning of the yard.  
2 She was concerned about potential asbestos contamination.

3  
4 **Jennifer Adler** expressed concerns about privacy because the second floor will be so  
5 close to the property line and about asbestos.

6  
7 Chair Giesen-Fields stated the presence of asbestos composite shingles is not a known  
8 fact. If the siding does contain asbestos, the applicant will have to comply with State  
9 requirements for abatement of asbestos.

10  
11 When asked, City Planner Anne Hersch reported standard conditions of approval  
12 regarding asbestos can be applied during the building permit process.

13  
14 **Mr. Wong** indicated the standard practice is to test for asbestos. If asbestos is present, the  
15 appropriate contractor will be hired. The applicant will discuss the property line issue with  
16 the adjacent property owner. The proposed fence will be placed on the property line.  
17 When asked, Mr. Wong stated the property owner will decide whether the fence extends  
18 to the front yard.

19  
20 PUBLIC COMMENTS CLOSED

21  
22 Commissioner Donaldson felt the plans could contain more detailing, particularly of the  
23 front facade, and more contemporary features. He suggested the applicant work with  
24 staff on fire-barrier windows. He could approve an extension of the nonconforming north  
25 wall because the 10-foot side yard provided a good separation between the project and  
26 the adjacent home. He questioned whether a different size or design of the ground-floor  
27 picture window would be more interesting. The landscape plan should be modified to  
28 conform with the survey. Removing the chimney will change the appearance of the  
29 front elevation and highlights the need for effective design. Perhaps the metal of the  
30 second-floor railing could be utilized as a support for the porch. The applicant should  
31 prepare a roof plan for the flat roof.

32  
33 Commissioner Kent agreed with Commissioner Donaldson's comments regarding  
34 aesthetics. The front window is awkwardly placed. The landscape plan is not complete,  
35 and its details are not correct. Landscaping should match the style of the house.

36  
37 Commissioner Jennings suggested staff share the draft residential design guidelines with  
38 the applicant. Revised plans should show corrections of site discrepancies and the  
39 proposed fence as agreed between the property owners. She was not concerned  
40 about extending the nonconforming setback line because the proposed condition is not  
41 a significant change from the existing condition. The applicant should focus on refining  
42 the design.

43  
44 Chair Giesen-Fields concurred with Commissioners' recommendations. He could support  
45 extending the nonconforming wall, because the space between the two structures is

1 sufficient. He supported removal of the chimney and of the second-story windows. He  
2 suggested the designer reconsider aligning the front picture window with the French  
3 doors on the second story and add a wider mullion in the middle of the window.  
4 Brackets at the eave overhangs could add modern details. Redwood trim around the  
5 windows could provide more materiality to the elevations. A wood or metal railing on the  
6 second floor would be acceptable. The elevations should show exterior downspouts.

7  
8 **Motion to continue PA 16-094 for 1131 Evelyn to a date uncertain.** Donaldson

9 Seconded by: Kent

10 AYES: Donaldson, Jennings, Kent, Menotti, Giesen-Fields

11 NAYES: None

12 ABSTAINING: None

13 ABSENT: None

14 **Motion passed, 5-0**

15  
16 **9. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

17  
18 City Planner Hersch announced the July 12 agenda includes an application for a  
19 temporary use permit for the haunted house.

20  
21 Commissioner Donaldson indicated he would not be present for the July 12 meeting.

22  
23 When asked, City Planner Hersch reported an item for Orange Theory Fitness could be  
24 presented to the Commission in July.

25  
26 **10. NEXT MEETING: July 12, 2017**

27  
28 **10. ADJOURNMENT**

29  
30 The meeting was adjourned at 9:03 P.M.

31 Next regular meeting: Wednesday, July 12, 2017 at 7:00 P.M. at Albany City Hall

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34 \_\_\_\_\_  
35 Submitted by: Anne Hersch, City Planner

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37  
38 \_\_\_\_\_  
39 **Jeff Bond, Community Development Director**