



City of Albany

PLANNING & ZONING COMMISSION MEETING AGENDA

Albany City Hall, City Council Chambers, 1000 San Pablo Avenue
Wednesday, January 10, 2018
7:00 pm

****WRITTEN CORRESPONDENCE FOR THE PLANNING & ZONING COMMISSION****

Persons interested in submitting written correspondence on an item listed on the agenda are requested to submit the correspondence and any related materials no later than 12pm on the date of the hearing. If correspondence is received after the deadline, the Planning & Zoning Commission may not have time to review its content.

****CITIZEN PARTICIPATION****

Members of the public are encouraged to attend the public hearing and address the Planning & Zoning Commission on this matter. Persons interested in speaking on an item listed on the Agenda must complete a speaker card (available at the back of the room) and turn it in to City staff. The Public Hearing will be subject to the Albany City Council Rules of Procedure and Order. The time period allowed for each speaker shall be three (3) minutes. The Presiding Officer may adjust the speaking time for individual speakers or the overall public comment time if necessary. Persons interested in submitting written correspondence on an item listed on the agenda are requested to submit the correspondence in advance of the meeting so that copies can be made for the Planning & Zoning Commission and for public inspection. After all of those persons wishing to speak have done so, the hearing will be closed and the matter will be discussed amongst the Commission prior to rendering a decision.

****PUBLIC HEARING PROCEDURE****

1. The chair announces the project request from the agenda.
2. City staff explains the application and presents a recommendation for action.
3. The applicant may address the Commission up to 5 minutes and the Commission may ask questions of the applicant.
4. The chair opens the public hearing.
5. Interested parties may address the Commission on the application for up to 3 minutes per speaker.
6. The public hearing is closed.
7. The applicant may respond and rebut public comments.
8. The Commission will discuss the application and take action on the project request.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. EX PARTE COMMUNICATION DISCLOSURES

Ex-parte communications include verbal and written communications between individual Commissioners and a party with a real interest in a pending Commission decision. Ex parte communications should be avoided on matters pending before the Planning & Zoning Commission as they may represent or be perceived to represent evidence that may unfairly influence a Commissioner's decision on a matter before the full Commission. If such contact

does occur, the substance of the communication shall be disclosed before the full Commission and public in advance of public hearing items on the agenda. Written ex parte communications shall be forwarded to staff so that it may be disclosed to the full Commission and public.

5. **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.)

5-1. Planning & Zoning Commission Meeting Minutes December 13, 2017

Recommendation: Approve Planning & Zoning Commission Meeting Minutes.

5-2. PA 17-067 Design Review for a Second Story Addition at 721 Talbot- The applicant is seeking Design Review approval for a second story addition at 721 Talbot. The subject site is a 5,000 sq. ft. lot with a 3 bedroom, 2 bathroom 1,284 sq. ft. house built in 1910. The applicant is proposing to reduce the existing first floor to 1,058 sq. ft. in area and will remodel the interior. The proposed second story addition is 1,082 sq. ft. in area and will accommodate 3 bedrooms, a master suite, and new bathroom. The existing architectural style of the home is proposed to change to a contemporary style with painted stucco and wood paneling exterior. Existing setbacks are non-conforming with the home being 2.78 feet from the property line. The new home is proposed to conform with all setback requirements. The detached second unit is proposed to be demolished and rebuilt with conforming size and setback requirements. This will result in a 4 bedroom, 3 bathroom 2,084 sq. ft. home with a maximum height of 24'-6".

Recommendation: Continue to a date uncertain.

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

5-3. PA 17-076 Design Review and Parking Reduction for a Single-Story Rear Addition at 1021 Stannage- The applicant is seeking Design Review and Parking Reduction approval for a single-story rear addition at 1021 Stannage. The subject site is 2,500 sq. ft. lot with a 2 bedroom, 1 bathroom 974 sq. ft. house built in 1924. The applicant is proposing a 372 sq. ft. first story addition at the rear of the home to accommodate a new master suite and side entrance to the home with covered porch. The applicant is proposing painted stucco siding, new vinyl framed windows, and a roof to match the existing home. The existing Bungalow style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom 1,346 sq. ft. home with a maximum height of 18'-4". Parking is provided in the existing attached garage. The applicant is seeking a Parking Reduction to waive one (1) required off-street parking space due to insufficient size in the driveway pad.

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached findings and Conditions of Approval.

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

6. **PUBLIC COMMENT**

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

7. **DISCUSSIONS & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

7-1. PA 17-074 Design Review for a New Two-Story Home at 967 Curtis- The applicant is seeking Design Review approval for a new two-story home at 967 Curtis. The subject site is a 5,000 sq. ft. lot with an existing 3 bedroom, 1 bathroom 1,453 sq. ft. house built in 1925. The applicant is proposing to demolish the existing home and construct a new two-story home. The ground floor is proposed to be 1,095 sq. ft. and includes a living room, kitchen, dining room, and half-bathroom. The proposed 1095 sq. ft. second story includes a master suite, two bedrooms, a full bathroom, and a guest/office room. The applicant is proposing vertical wood slat siding, ceiling-floor windows, and a flat roof for the exterior. This will result in a 3 bedroom, 2.5 bathroom 1910 sq. ft. home with a maximum height of 24 feet. Parking is provided in the existing detached single car garage and driveway. The existing Craftsman style architecture is proposed to change to contemporary in appearance.

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached findings and Conditions of Approval.

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

7-2. PA 17-051 Design Review for a Second Story Rear Addition at 1049 Kains Ave.- The applicant is seeking Design Review approval for a second story rear addition at 1049 Kains. The subject site is 3,750 sq. ft. lot with a 2 bedroom, 1 bathroom 870 sq. ft. house built in 1930. The applicant is proposing a 367 sq. ft. ground level addition with an attached 234 sq. ft. garage and a 809 sq. ft. second story addition at the rear of the home. The ground level addition is proposed to include a master suite, half bathroom, interior staircase, and an attached single-car garage. The second story addition will include 2 bedrooms, a shared bathroom and an additional master suite. The second story addition is proposed to be set back 23 feet from the building face. The applicant is proposing hardi lap and hardi shingle siding, true divided light windows, and roof pitch to match the existing Craftsman style of the home. This will result in a 4 bedroom, 3.5 bathroom 2,060 sq. ft. home with a maximum height of 25 feet. Parking is provided in the proposed garage and driveway.

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached findings and Conditions of Approval.

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

7-3 Residential Design Guidelines- - The Planning & Zoning Commission will review proposed revisions to the Residential Design Guidelines. The Design Guidelines were adopted in 2009 and are identified in the Albany 2035 General Plan (Action LU-2.C Amendments to Design Guidelines) to be amended and expanded.

Recommendation: Staff recommends that the Planning & Zoning Commission adopt Resolution 2018-01 forwarding a recommendation to the City Council to adopt the amended Residential Design Guidelines.

CEQA: The project is exempt from CEQA pursuant to Section 15061(b)(3).

8. NEW BUSINESS

None.

9. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

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

10. NEXT MEETING: January 24, 2018

11. ADJOURNMENT

As a general policy, the Commission will not begin discussion or consideration of an agenda item after 10:00 pm.

The Commission/Committee/Board agenda is available for public inspection at the Albany Community Center/Library, Senior Center and at Community Development Department offices at 1000 San Pablo Avenue. The agenda and supporting staff reports can be found on our web page at www.albanyca.org.

Please note that if you provide your name and address when speaking before the Commission it will become part of the official public record. Agenda related writings or documents provided to a majority of the Planning & Zoning Commission regarding any item on this agenda will be made available for public inspection in the Community Development Department.

In compliance with the Americans with Disabilities Act (ADA), and State Law, if you need special assistance to participate in this meeting, please contact the City Administration Office 510-528-5710. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102.104 ADA Title II)". Upon request, we will provide written agenda materials in appropriate alternate formats, of disability related modification or accommodation, including auxiliary aids or services to enable individuals with disabilities to participate in public meetings. Please deliver a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Request should be sent to: City Clerk, 1000 San Pablo Avenue, Albany, CA 94706.

NOTICE CONCERNING LEGAL RIGHTS: Pursuant to Government Code Section 65009, if you challenge a decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.