

City of Albany
Planning & Zoning Commission
Minutes of January 24, 2018 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, January 24, 2018.

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 When asked in reference to consistency with the City's Economic Development Strategy,
26 City Planner Anne Hersch explained that the Code requires an existing business to obtain
27 a conditional use permit if it wishes to convert from a Type 41 license to a Type 47 license.
28 In the spring, staff will likely present an item to the Commission to eliminate this particular
29 Code requirement because approving a conditional use permit adds time and costs
30 when the impacts of a Type 47 license are typically no greater than a Type 41 license.

31
32 5-1. **Planning & Zoning Commission Meeting Minutes January 10, 2018**
33 **Recommendation: Approve Planning & Zoning Commission Meeting Minutes.**

34
35 5-2. **PA 17-080 Conditional Use Permit for a Type 47 Liquor License at Everest**
36 **Kitchen at 1150 Solano Ave.** - The applicant is seeking a Conditional Use
37 Permit approval for a Type 47 Liquor License at Everest Café located at 1150

Solano Ave. The subject site is 5,077-sq.-ft. lot with an existing 2,604-sq.-ft. building which is occupied by Everest Café. The applicant has applied for a Type 47 Liquor License with the Department of Alcoholic Beverage Control which allows for beer, wine, and spirits to be served for onsite consumption. A Conditional Use Permit is required to serve liquor. The existing restaurant already serves beer and wine. Business hours are 10:30 am to 9:30 pm seven (7) days a week. A maximum of ten (10) employees are on site at any given time. This project scope does not include any construction modifications.

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 15332 "In-Fill Development Projects."

Motion to approve the Consent Calendar. Menotti

Seconded by: Kent

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

NAYES: None

ABSTAINING: None

ABSENT: None

Motion passed, 5-0-0-0

Chair Giesen-Fields noted the 14-day appeal period.

6. PUBLIC COMMENT

None

Chair Giesen-Fields announced the Commission will consider Item 7-2 prior to Item 7-1.

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

7-1 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 Categorically exempt pursuant to Section 15061(b)(3).

Associate Planner Christopher Tan presented the staff report dated January 24, 2018.

1
2 Commissioners noted the following revisions:

- 3
- 4 • Page 5, the last sentence should be "The majority of Macgregor homes were
 - 5 constructed as split level as seen in the photographs below."
 - 6 • Page 6, Section 3, change "architectural details" to "architectural elements" in the
 - 7 first sentence.
 - 8 • Page 10, the first two bullets should be combined.
 - 9 • Page 10, middle column, the open bullets should be indented to indicate they are
 - 10 subparts of the filled bullet in the left column.
 - 11 • Page 14, Rear Yard Decks should contain criteria for each of the items listed, such
 - 12 as "integrate with" or "be complementary to."
 - 13 • Page 35, delete "are" from the last line of the left column.
 - 14 • Page 40, the photo caption should be "Both of these enlarged and updated
 - 15 homes represent Spanish Revival architecture."
 - 16 • Page 40, change "house stock" to "housing stock" in the first sentence.
 - 17 • Page 45, delete the second "form" in the first line.
 - 18 • Page 51, change "approve" to "improve" and "wood grain" to "natural wood finish"
 - 19 in the second line of the text.
- 20

21 Commissioner Jennings appreciated staff's work in drafting the amended guidelines. The
22 proposed guidelines will provide more direction to applicants than the current guidelines.
23 The resolution contains a typographical error in the title.

24
25 Chair Giesen-Fields also appreciated staff's efforts and thanked staff for providing the
26 examples of project analysis.

27
28 **Motion to adopt Resolution 2018-01** forwarding a recommendation to the City
29 Council to adopt the amended Residential Design Guidelines with revisions as
30 mentioned. Jennings

31 Seconded by: Donaldson

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

33 NAYES: None

34 ABSTAINING: None

35 ABSENT: None

36 **Motion passed, 5-0-0-0**

37
38 When asked, City Planner Hersch advised that the Commission's recommendation will be
39 presented to the City Council on February 20. If the guidelines are adopted, then
40 analyses utilizing the new guidelines will be prepared for the February 28 Commission
41 meeting.

42
43 **7-2. PA 18-004 Design Review, Parking Reduction, & Conditional Use Permit for a**
44 **Single-Story Addition at 1040 Key Route Blvd.** - The applicant is seeking Design
45 Review, Parking Reduction, and Conditional Use Permit approval for a single-
46 story addition at 1040 Key Route. The subject site is a 3,520-sq.-ft. lot with a 2-
47 bedroom, 1-bathroom 1,083-sq.-ft. house built in 1942. The applicant is

1 proposing a 468-sq.-ft. single-story addition. The existing laundry area, dining
2 area, and kitchen are proposed to be remodeled. The addition includes a
3 new master suite and converted bedroom to study. A Conditional Use Permit
4 is required to extend the non-conforming east wall horizontally which is 6'-9"
5 from the front property line. This will result in a 2-bedroom, 2-bathroom, 1,551-
6 sq.-ft. home with a maximum height of 17'-7". A Parking Reduction is required
7 to waive one required off-street parking space.

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

11
12 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**
13 **Construction or Conversion of Small Structures."**

14
15 Associate Planner Tan presented the staff report dated January 24, 2018.

16
17 **Jason Kaldis**, project architect, reported that the subject lot does not have sufficient
18 space to provide a second parking space and a new curb cut would result in the loss of
19 on-street parking. Regarding the north side yard setback, that wall is less than 8 feet tall
20 and has no windows. Extending the wall laterally will have less impact than extending it
21 vertically. As shown on the survey, the house immediately south of the subject property
22 has an existing side yard setback of 4.09 feet and a depth of 36 feet 11 inches. The
23 subject structure as proposed will be 24 feet 2 inches deep. The lots are unusual at 55
24 feet deep and 64 feet long. Mr. Kaldis felt the Commission could make the findings for a
25 variance. When asked, Mr. Kaldis explained that the lots between Key Route and
26 Masonic are small because of the railway that existed at the time the property was
27 subdivided. Homes along the block have reduced front yard setbacks, are close to the
28 street, and have narrow side yards. The applicant plans to place solar panels on the roof
29 and to remove the shed.

30
31 PUBLIC COMMENTS OPENED

32
33 None

34
35 PUBLIC COMMENTS CLOSED

36
37 Chair Giesen-Fields was pleased with the overall design in that the addition fits seamlessly
38 and aesthetically with the existing character of the home. He preferred the applicant's
39 proposed design of the north wall.

40
41 Commissioner Donaldson indicated that the design is very attractive, and he liked the
42 front presentation a great deal. He supported widening the house to the south. The only
43 way to approve the project as presented is to approve it with the proposed condition of
44 approval; however, the applicant's design is better. He could make findings in support of
45 a variance if the applicant chose to request one.

1 Commissioner Menotti concurred with Commissioner Donaldson. He could make the
2 findings for a parking reduction.

3
4 Commissioner Jennings liked the overall design. Given the design, surrounding
5 neighborhood, and lot constraints, she supported a horizontal extension of the
6 nonconforming front yard setback and a parking reduction. Section 2J of the parking
7 findings should be revised to reflect that the home remodel will not maintain the existing
8 footprint. She agreed with Commissioners Donaldson and Menotti regarding approval of
9 the project with the proposed condition of approval.

10
11 Commissioner Kent noted a neighbor's concern about on-street parking, but the
12 proposed parking reduction will not affect on-street parking.

13
14 **Motion to continue PA 18-004** for 1040 Key Route Boulevard to a date
15 uncertain. Giesen-Fields

16 Seconded by: Donaldson

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

18 NAYES: None

19 ABSTAINING: None

20 ABSENT: None

21 **Motion passed, 5-0-0-0**

22
23 **8. NEW BUSINESS**

24
25 **8.1. Chair and Vice Chair Reorganization for 2018**

26
27 **Nomination of Commissioner Kent for Chair and Commissioner Jennings for**
28 **Vice Chair** of the Planning & Zoning Commission for 2018. Menotti

29 Seconded by: Giesen-Fields

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

31 NAYES: None

32 ABSTAINING: None

33 ABSENT: None

34 **Motion passed, 5-0-0-0**

35
36 **9. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

37
38 None

39
40 **10. NEXT MEETING: February 14, 2018**

41
42 **11. ADJOURNMENT**

43
44 The meeting was adjourned at 8:13 P.M.

45 Next regular meeting: Wednesday, February 14, 2018 at 7:00 P.M. at Albany City Hall.

46

1
2
3 Submitted by: Anne Hersch, City Planner
4
5
6
7 **Jeff Bond, Community Development Director**