



# City of Albany

## PLANNING & ZONING COMMISSION MEETING AGENDA

Albany City Hall, City Council Chambers, 1000 San Pablo Avenue  
Wednesday, January 24, 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.

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#### 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 January 10, 2018**

***Recommendation: Approve Planning & Zoning Commission Meeting Minutes.***

**5-2. PA 17-080 Conditional Use Permit for a Type 47 Liquor License at Everest Kitchen at 1150 Solano Ave.-** The applicant is seeking a Conditional Use 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 on-site 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."***

**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. 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.

***\*\*Contd. To a date certain from the January 10, 2018 Planning & Zoning Commission hearing.\*\****

**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).***

**7-2. PA 18-004 Design Review, Parking Reduction, & Conditional Use Permit for a Single-Story Addition at 1040 Key Route Blvd.** - The applicant is seeking Design Review, Parking Reduction, and Conditional Use Permit approval for a single-story addition at 1040 Key Route. The subject site is a 3,520 sq. ft. lot with a 2 bedroom, 1 bathroom 1,083 sq. ft. house built in 1942. The applicant is proposing a 468 sq. ft. single-story addition. The existing laundry area, dining area, and kitchen are proposed to be remodeled. The addition includes a new master suite and converted bedroom to study. A Conditional Use Permit is required to extend the non-conforming east wall horizontally which is 6'-9" from the front property line. This will result in a 1 bedroom, 2 bathroom, 1,551 sq. ft. home with a maximum height of 17'-7". A Parking Reduction is required to waive one required off-street parking space.

**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."**

**8. NEW BUSINESS**

**8-1. Chair & Vice Chair Reorganization for 2018.**

**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: February 14, 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](http://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.