



City of Albany

PLANNING & ZONING COMMISSION MEETING AGENDA

Albany City Hall, City Council Chambers, 1000 San Pablo Avenue
Wednesday, February 14, 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 January 24, 2018

Recommendation: Approve Planning & Zoning Commission Meeting Minutes.

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 18-004 Design Review, Parking Reduction, & Variance for a Single-Story Addition at 1040 Key Route Blvd. - The applicant is seeking Design Review, Parking Reduction, and Variance 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 single-story perimeter addition totaling 468 sq. ft. The existing laundry area, dining area, and kitchen are proposed to be remodeled and expanded. A new master suite is proposed and an existing bedroom will be converted to study. A variance is required to extend the non-conforming east and north walls horizontally which are 6'-9" (east wall) and the 4'1" (north wall) from the front property lines. This will result in a 1 bedroom, 2 bathroom, 1,331 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."

7-2. PA18-011 Conditional Use Permit & Design Review for 1039 Evelyn Ave.- The applicant is seeking Conditional Use Permit and Design Review approval to convert unconditioned space to living quarters, extend the non-conforming north wall, and modify roof height and window placement at 1039 Evelyn Ave. The subject site is a 5,000 sq. ft. lot with an existing 4 bedroom, 2 bathroom, 2,125 sq. ft. home built in 1925 and added on to in 1947 with a building permit. Records show that two rooms and a garage/workshop were added to the home as part of the 1947 scope. The applicant is proposing to convert the garage and workshop to living quarters. The non-conforming north wall is located 2.5 ft off of the property line and is proposed to be extended vertically. An attached Accessory Dwelling Unit was approved under a separate application.

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. New State Housing Law Summary

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).

9-1. February 28, 2018 Planning & Zoning Commission Meeting Cancelled

10. NEXT MEETING: March 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.

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.