



# City of Albany

## PLANNING & ZONING COMMISSION MEETING AGENDA

Albany City Hall, City Council Chambers, 1000 San Pablo Avenue  
Wednesday, May 9, 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 April 11, 2018**

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

**5-2. PA 18-027 Design Review and Parking Reduction for a Single-Story Rear Addition at 1125 Talbot Ave.** - The applicant is seeking Design Review and Parking Reduction approval for a single-story rear addition at 1125 Talbot Avenue. The subject site is 5,000 sq. ft. lot with a 2 bedroom, 1 bathroom, 1,241 sq. ft. house built in 1941. The applicant is proposing to build a 523 sq. ft. rear addition to accommodate a new master suite and family room. The exterior of the addition is proposed to be cement plaster with a gable roof to match the existing home. A portion of the existing rear deck will be demolished to accommodate the proposed addition. French and slider doors are proposed off the new family room to provide access to the deck and rear yard. This will result in a 3 bedroom, 2 bathroom 1,764 sq. ft. home with a maximum height of 16'-4". There is one off-street parking space provided in the existing garage. A Parking Reduction is required to waive the second 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."***

**5-3. PA 18-028 Design Review for a Two-Level Addition at 956 Madison Street-** The applicant is seeking Design Review approval for a two-level addition at 956 Madison Street. The subject site is 3,750 sq. ft. lot with a 2 bedroom, 1 bathroom 884 sq. ft. house built in 1916. The applicant is proposing a 404 sq. ft. ground level addition and a 452 sq. ft. second story addition. The ground level addition will be a family room and utility room with side entrance and the second story addition will accommodate a new master suite. The exterior of the addition will be painted fiber-cement board & batten and lap siding to match the existing home. Gable and shed roof forms are proposed for the addition. The existing craftsman style architecture is proposed to remain. This will result in a 3 bedroom, 2 bathroom 1,740 sq. ft. home with a maximum height of 22'-1". Two off-street parking spaces are proposed in the driveway/side yard.

***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 18-020 Design Review for New Two-Story Home at 529 Talbot Avenue-** The applicant is seeking Design Review approval for a new two-story home at 529 Talbot Avenue. The subject site is 3,750 sq. ft. lot with a 1 bedroom, 1 bathroom 650 sq. ft. house at the rear of the lot, built in 1912. The applicant is proposing to build a new 1,252 sq. ft. two-story home at the front of the property. The existing home at the rear is proposed to remain and will be an accessory dwelling unit. The first floor of the new dwelling is proposed to include a kitchen, dining, living and half bathroom. The second floor will include a master bedroom, additional bedroom and full bathroom. This will result in a 2 bedroom, 1.5 bathroom 1,252 sq. ft. home with a maximum height of 27'-8". The architectural style of the new home is proposed to be contemporary. Two off-street parking spaces provided in the existing 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."**

**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).

**9-1. Zoning Clearance- 1035 San Pablo Ave.**

**9-2. Solano Avenue Complete Streets Plan**

**10. NEXT MEETING: May 23, 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.