

# *City of Albany*

## **Planning & Zoning Commission Minutes of April 11, 2018 Meeting**

1 Note: These minutes are subject to Planning & Zoning Commission approval. The minutes are  
2 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 Kent in the City Council Chambers at 7:00 P.M. on  
8 Wednesday, April 11, 2018.

9  
10 2. **PLEDGE OF ALLEGIANCE**

11  
12 3. **ROLL CALL**

13  
14 Present: Donaldson, Giesen-Fields, Watty, Jennings, Kent  
15 Absent: None  
16 Staff Present: Community Development Director Jeff Bond  
17 Associate Planner Christopher Tan

18  
19 4. **EX PARTE COMMUNICATION DISCLOSURES**

20  
21 None

22  
23 5. **CONSENT CALENDAR**

24  
25 5-1. **Planning & Zoning Commission Meeting Minutes March 28, 2018**

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

27  
28 5-2. **PA 18-024 Design Review for a Two-Level Rear Addition at 604 Masonic Avenue**

29 – The applicant is seeking Design Review approval for a two-level rear addition  
30 at 604 Masonic. The subject site is 2,550-sq.-ft. lot with a 3-bedroom, 2-  
31 bathroom 1,229-sq.-ft. house built in 1920. The applicant is proposing a 53-sq.-  
32 ft. ground-level addition which includes a new laundry room and a 53-sq.-ft.  
33 upper-level addition to expand an existing closet space. The exterior of the  
34 addition will be horizontal wood siding with a sloped roof to match the existing  
35 roof forms. The existing architectural style of the home is proposed to remain.  
36 This will result in a 3-bedroom, 2-bathroom 1,335-sq.-ft. home with a maximum

1 height of 18'-6". Two off-street parking spaces are provided in the existing  
2 driveway.

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

6  
7 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
8 **Construction or Conversion of Small Structures."**

9  
10 When asked, Associate Planner Christopher Tan reported the applicant submitted a minor  
11 landscape plan for improvements at the rear of the property.

12  
13 **5-3. PA 18-023 Design Review & Parking Reduction for a Single-Story Rear Addition**  
14 **at 713 Solano Avenue** – The applicant is seeking Design Review and Parking  
15 Reduction approval for a single-story rear addition and addition to an existing  
16 accessory structure at 713 Solano Avenue. The subject site is 5,000-sq.-ft. lot with  
17 a 2-bedroom, 1-bathroom 833-sq.-ft. house built in 1944. The applicant is  
18 proposing to build a 458-sq.-ft. addition at the rear of the home which includes  
19 a new master suite and remodeled bathroom. The project scope includes a  
20 32-sq.-ft. half-bath addition to an existing detached work studio at the rear of  
21 the property. This will result in a 3-bedroom, 2-bathroom 1,291-sq.-ft. home with  
22 a maximum height of 17 feet. The accessory structure is 256 square feet. The  
23 existing shingle, cottage style of the home is proposed to remain. One legal  
24 off-street parking space is provided in the existing attached garage. A Parking  
25 Reduction is required to waive the second off-street parking space due to  
26 insufficient room in the existing driveway.

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

30  
31 **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
32 **Construction or Conversion of Small Structures."**

33  
34 Commissioner Jennings requested correction of the accessory structure setbacks for both  
35 existing and proposed construction in Attachment 1 to the staff report.

36  
37 **5-4. Resolution of Intention for Density Bonus Code Amendments** – Staff  
38 recommends that the Planning & Zoning Commission adopt Resolution 2018-  
39 02, a resolution of intention to initiate Code amendments to Section 20.40.040,  
40 "Density Bonus," of the Albany Municipal Code. This amendment is supported  
41 by the 2015-2023 Housing Element Program 2.C, "Density Bonuses."  
42 **Recommendation: Staff recommends that the Planning & Zoning Commission**  
43 **adopt Resolution 2018-02, a resolution of intention to initiate Code**  
44 **amendments to Section 20.40.040, "Density Bonus."**

45  
46 **CEQA: The project is exempt pursuant to Section 15061(b)(3).**

1  
2 When asked, Community Development Director Jeff Bond advised that amendments are  
3 necessary to align the Municipal Code with State law and to demonstrate compliance in  
4 Housing Element annual reports. Typographical errors will be corrected. Staff will review  
5 the most recent package of housing legislation for its effect, if any, on the State Density  
6 Bonus Law and draft additional amendments to the Municipal Code, if needed.  
7

8 **Motion to approve** the Consent Calendar with revision of Items 5-3 and 5-4 as  
9 noted. Giesen-Fields

10 Seconded by: Donaldson

11 AYES: Donaldson, Giesen-Fields, Watty, Jennings, Kent

12 NAYES: None

13 ABSTAINING: None

14 ABSENT: None

15 **Motion passed**, 5-0-0-0  
16

17 Chair Kent noted the 14-day appeal period.  
18

19 **6. PUBLIC COMMENT**

20  
21 None  
22

23 **7. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**  
24

25 **7-1. PA 18-018 Conditional Use Permit and Parking Waiver for a New Fitness Facility**

26 **at 563 San Pablo** – The applicant is seeking a conditional use permit and  
27 parking waiver approval for Krav Maga Xtreme at 563 San Pablo Avenue. The  
28 subject site is 5,000-sq.-ft. lot with an existing 4,950-sq.-ft. tenant space,  
29 previously occupied by Radio Shack. The applicant is proposing a new private  
30 lesson/group self-defense instruction & fitness facility with approximately 5-10  
31 participants and 1-2 employees on site at any given time. Hours of operation  
32 are proposed to be: Monday 5:30 pm-8:30 pm, Tuesday 4:30 pm-8:30 pm,  
33 Wednesday 5:30 pm-7:30 pm, Thursday 5:30 pm-8:30 pm, Friday 5:30 pm-7:30  
34 pm, Saturday 10:00 am-1:00 pm, Sunday (closed). The project scope does not  
35 include any modifications to the existing building. A Parking Waiver is required  
36 to waive the required off-street parking which is 17 spaces. There are currently  
37 no off-street parking spaces for this site.

38 **Recommendation: Staff recommends that the Planning & Zoning Commission**  
39 **review and approve the proposed project subject to the findings and**  
40 **conditions of approval.**  
41

42 **CEQA: The project is Categorically exempt pursuant to Section 15332 "In-Fill**  
43 **Development Projects."**  
44

45 Associate Planner Tan presented the staff report dated April 11, 2018.  
46

1 **Gaby Glikzman**, applicant, reported the business will move from Berkeley to Albany, if the  
2 project is approved. He does not foresee or have plans for additional operating hours. A  
3 fire exit is located at the rear of the building. The maximum class size is 14-16, but classes  
4 rarely reach that number of participants. Many participants travel to classes by bicycle.  
5 He has not explored a shared parking agreement with nearby businesses because he has  
6 not signed a lease for the space. He is exploring indoor bicycle parking.

7  
8 PUBLIC COMMENTS OPENED

9  
10 None

11  
12 PUBLIC COMMENTS CLOSED

13  
14 Commissioner Giesen-Fields noted the studio would be closed for most of the day. Perhaps  
15 the Commission could condition approval on the applicant obtaining parking spaces  
16 through a shared parking agreement with nearby businesses. Within the residential areas,  
17 parking is limited in the evenings.

18  
19 Commissioner Donaldson responded to public concern by stating the Commission has no  
20 control over the nature of the business. His observations and the parking survey indicates  
21 parking spaces are available during the hours of operation. He encouraged the applicant  
22 to accommodate indoor bike parking.

23  
24 Commissioner Watty felt the business is compatible with other businesses in the area. This  
25 business should not be precluded from being open and having a street presence during  
26 daytime hours. She could support hours of operation as early as 9:00 a.m. or 10:00 a.m.  
27 The previous tenant likely had more patrons over the course of the day than this business  
28 will have. She could support approval of the project.

29  
30 Commissioner Jennings did not believe the Commission should require a shared parking  
31 agreement as there was sufficient evidence to support granting a parking adjustment, but  
32 she encouraged the applicant to explore a parking agreement.

33  
34 **Motion to approve PA 18-018** for 563 San Pablo with the hours of operation  
35 extended to 9:00 a.m. to 9:00 p.m. and pursuant to the staff report dated April  
36 11, 2018. Donaldson

37 Seconded by: Jennings

38 AYES: Donaldson, Watty, Jennings, Kent

39 NAYES: Giesen-Fields

40 ABSTAINING: None

41 ABSENT: None

42 **Motion passed**, 4-1-0-0

43  
44 Chair Kent noted the 14-day appeal period.

45

1           **7-2. PA 18-020 Design Review for New Two-Story Home at 529 Talbot Avenue** – The  
2 applicant is seeking Design Review approval for a new two-story home at 529  
3 Talbot Avenue. The subject site is 3,750-sq.-ft. lot with a-1 bedroom, 1-bathroom  
4 650-sq.-ft. house at the rear of the lot, built in 1912. The applicant is proposing  
5 to build a new 1,252-sq.-ft. two-story home at the front of the property. The  
6 existing home at the rear is proposed to remain and will be an accessory  
7 dwelling unit. The first floor of the new dwelling is proposed to include a kitchen,  
8 dining, living and half bathroom. The second floor will include a master  
9 bedroom, additional bedroom and full bathroom. This will result in a 2-  
10 bedroom, 1.5-bathroom 1,252-sq.-ft. home with a maximum height of 27'-8".  
11 The architectural style of the new home is proposed to be contemporary. Two  
12 off-street parking spaces are provided in the existing driveway.

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

16  
17           **CEQA: The project is Categorically exempt pursuant to Section 15303 "New**  
18 **Construction or Conversion of Small Structures."**

19  
20 Associate Planner Tan presented the staff report dated April 11, 2018.

21  
22 Commissioner Donaldson reported story poles had not been installed at the site.

23  
24 When asked, Associate Planner Tan explained that staff did not check the physical ability  
25 of a car to access a parking space. Perhaps the gate could be adjusted to provide easier  
26 access to the off-street parking spaces.

27  
28 Commissioner Watty struggled to justify fiberglass windows as a material of exceptional  
29 design. Perhaps the applicant could consider a high-quality aluminum-framed, wood, or  
30 aluminum-clad window with adequate proportions and reveal.

31  
32 **Emi Sherman**, project designer, clarified the drawing with respect to the gate and parking.  
33 The corner of the house is set 2 feet back from the way it is depicted in the drawing. The  
34 curb cut is located so as to avoid relocating utilities. The applicant chose fiberglass  
35 windows because of the small profile of the window, plans to recess the windows into the  
36 walls, and budget considerations. A wider gate would impact the existing tree. The plans  
37 are to relocate the orange and lemon trees but not the persimmon tree. The smaller gate  
38 is in place, and the bigger gate will be made to match.

39  
40 Community Development Director Bond recommended the Commission include a  
41 condition of approval to remove the unused curb cut.

42  
43 Chair Kent remarked that the gate should align with the drive to ensure and facilitate use  
44 of off-street parking. The tree could be transplanted to the north side. Mulch is more  
45 economical than crushed gravel and will more easily accommodate future planting. A  
46 tree or two between the two buildings would soften the hardscape.

1 Commissioner Donaldson appreciated more intense development on the lot. The design  
2 is moving in the right direction.

3  
4 Commissioner Jennings appreciated retention of the existing structure while constructing  
5 a new home on the site. The use of space and layout is good.

6  
7 Commissioner Giesen-Field suggested permeable pavers or mulch would be better to  
8 break up textures and soften the landscape. He concurred with upgrading the windows  
9 to wood, steel, aluminum-clad or wood-clad windows and aligning the driveway entrance  
10 with the parking space.

11  
12 **Motion to continue PA 18-020** for 520 Talbot Avenue to a date uncertain.  
13 Donaldson

14 Seconded by: Watty

15 AYES: Donaldson, Giesen-Fields, Watty, Jennings, Kent

16 NAYES: None

17 ABSTAINING: None

18 ABSENT: None

19 **Motion passed, 5-0-0-0**

20  
21 **8. NEW BUSINESS**

22  
23 **9. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

24  
25 **9-1. April 25, 2018 Meeting Cancelled**

26  
27 In response to Chair Kent's comment regarding a rain puddle filling a parking space at 563  
28 San Pablo, Community Development Director Bond reported a project in the area could  
29 include a modification to eliminate puddling.

30  
31 Commissioner Donaldson announced he would be absent from Planning Commission  
32 meetings in May.

33  
34 Commissioner Jennings advised that a project had been submitted for her home;  
35 therefore, a quorum for May meetings could be an issue.

36  
37 **10. NEXT MEETING: May 9, 2018**

38  
39 **11. ADJOURNMENT**

40  
41 The meeting was adjourned at 8:01 P.M.

42 Next regular meeting: Wednesday, May 9, 2018 at 7:00 P.M. at Albany City Hall.

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45  
46 Submitted by: Anne Hersch, City Planner

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Jeff Bond, Community Development Director