



City of Albany

PLANNING & ZONING COMMISSION MEETING AGENDA

Albany City Hall, City Council Chambers, 1000 San Pablo Avenue
Wednesday, July 25, 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 June 27, 2018

Recommendation: Approve Planning & Zoning Commission Meeting Minutes.

5-2. PA 18-049 Parking Reduction for 1100 Portland (Portland Gardens)- The applicant is seeking Parking Reduction approval for 1100 Portland. The subject site is a 10,000 sq. ft. lot with a 16,000 sq. ft. mixed use building includes twelve (12) residential units and two (2) commercial suites constructed in 2003. The original approval included twenty-seven (27) off-street parking spaces, with seven (7) accessible via a vehicle lift. Under the new parking regulations, the applicant has applied for a parking reduction, eliminating vehicle lift infrastructure. This will result in twenty (20) off-street parking spaces where seventeen (17) are required.

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

CEQA: The project is Categorically exempt from CEQA pursuant to Section 15303 "New Construction or Conversion of Small Structures" of the CEQA Guidelines.

5-3. PA 17-077 Design Review & Parking Exception for a Two-Level Rear Addition at 524 Evelyn: The applicant is seeking Design Review approval for a first and second story addition at 524 Evelyn. The subject site is 5,000 sq. ft. lot with a 3 bedroom, 1 bathroom 1,810 sq. ft. split level house built in 1939. The applicant is proposing to convert 150 sq. ft. of existing garage area and add 138 sq. ft. at the rear ground level, creating a new bedroom and bathroom. A 115 sq. ft. second story addition is proposed and will expand an existing bedroom creating a new closet. This will result in a 4 bedroom, 2 bathroom 2,050 sq. ft. home with a maximum height of 25 feet. The maximum height of the home is not proposed to increase. One (1) off-street parking space is provided in the existing garage. A Parking Exception is required to locate the second off-street parking space in the front yard setback.

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

CEQA: The project is Categorically exempt from CEQA pursuant to Section 15303 "New Construction or Conversion of Small Structures" of the CEQA Guidelines.

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. **Study Session Proposed Design Scopes for “Albany Apartments” at 949 San Pablo Ave.** - The subject site is two lots totaling 10,530 sq. ft. in area with San Pablo & Kains Ave. frontage. The site has both San Pablo Commercial and R-3 Zoning designations.

This is a study session item and no action will be taken.

The applicant is seeking preliminary feedback on two potential design schemes:

1. **Mixed Use Residential Scheme:** A mixed use building with ground level retail (3,478 sq. ft.) and 16 apartment units. The parcel on Kains Ave. would be a one-way westbound driveway aisle with 4 off-street parking spaces.
2. **Residential Scheme:** A 16 unit apartment building on San Pablo Ave. and a New Single-Family Dwelling with an attached Accessory Dwelling Unit on Kains Ave.

Recommendation: *Staff recommends that the Planning & Zoning Commission review the proposed project and provide feedback to the applicant and staff. This is a study session and no action will be taken.*

CEQA: *The project is Categorically exempt from CEQA pursuant to Section 15332 “In-Fill Development Projects” of the CEQA Guidelines.*

8. **NEW BUSINESS**

8-1. Front Porch Design Modification at 1124 Talbot- The City has received correspondence regarding an amendment to the building permit for 1124 Talbot. Two Planning Commissioners were contacted about the matter. Correspondence is included for Commission review.

Recommendation: *Staff recommends that the Planning & Zoning Commission review the correspondence and take public testimony. No action is required.*

CEQA: *The project was previously approved as Categorically exempt from CEQA pursuant to Section 15303 “New Construction or Conversion of Small Structures” of the CEQA Guidelines on April 26, 2017.*

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).

None.

10. **NEXT MEETING: September 12, 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.