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**MINUTES OF THE REGULAR MEETING  
WEDNESDAY, SEPTEMBER 12, 2018, 7:00 P.M.**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Kent called the regular meeting of the Planning and Zoning Commission to order in the City Council Chambers at 7:00 P.M. on Wednesday, September 12, 2018.

**2. ROLL CALL**

Present: Donaldson, Giesen-Fields, Watty, Jennings, Kent  
Absent: None  
Staff Present: Planning Manager Anne Hersch  
Associate Planner Christopher Tan

**3. CONSENT CALENDAR**

**3-1 Planning & Zoning Commission Meeting Minutes of July 25, 2018.**

**Recommendation:** Approve the Planning & Zoning Commission meeting minutes  
Commissioner Jennings corrected her comments on page 6, line 20-21, to "... the project should meet parking requirements or provide justification for a reduction in the parking requirements."

**3-2. PA18-054 Design Review for a Two-Level Addition at 1060 Evelyn Avenue** – The applicant is seeking Design Review approval for two-level addition at 1060 Evelyn Avenue. The subject site is 3,800-sq.-ft. lot with a 2-bedroom, 1-bathroom 947-sq.-ft. house built in 1926. The applicant is proposing a 304-sq.-ft. single-story addition and an 899-sq.-ft. second-story addition to the home. The single-story addition and remodel is proposed to expand the existing kitchen and create a new family/dining room. The second-story addition is proposed to accommodate two bedrooms, one bathroom, and a master suite. The exterior of the additions is proposed to be painted stucco and wood siding with a cross-gable roof. This will result in a 4-bedroom, 3-bathroom, 2,090-sq.-ft. home with a maximum height of 26'-5". Off-street parking is provided in the garage and driveway.

**Recommendation:** Staff recommends that the Planning & Zoning Commission continue the matter to a date uncertain so that staff may prepare revised public hearing notices.

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

**3-3. PA18-061 Parking Reduction for Boba Tea Café at 1475 Solano Ave.** – The applicant is seeking Parking Reduction approval for a Nomi Boba Tea Café at 1475 Solano Ave. The subject site is 5,691-sq.-ft. lot with an existing 5,561-sq.-ft. two-story mixed-use building built in 1960. The applicant is proposing to occupy the ground-level



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1 space (formerly Supercuts) with a 1,132-sq.-ft. boba tea shop. The business is  
2 proposed to be open 10:00 a.m.-9:00 p.m. seven days a week. The change of use  
3 requires eleven off-street parking spaces. There is no off-street parking for the  
4 business.

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

9  
10 **CEQA:** The project is Categorical exempt from CEQA per Section 15332, "In-Fill  
11 Development Projects" of the CEQA Guidelines.

12  
13 Commissioner Donaldson questioned staff's interpretation of the café as a take-out restaurant, which  
14 requires one parking space per 100 square feet of floor space. He interpreted the use as either food  
15 and beverage sales or neighborhood retail, which requires one parking space per 400 square feet of  
16 floor space. The parking requirement for the café is unrealistic.

17  
18 Associate Planner Christopher Tan related the business owner's comment that the café will offer take-  
19 out snacks. Because of that comment and the lack of a floor plan for the café, staff did not know if  
20 onsite dining would be provided.

21  
22 Planning Manager Anne Hersch noted the definition of retail food and beverage sales includes typical  
23 uses of supermarkets, specialty food stores, liquor stores, or delicatessens. The café may not be  
24 comparable to the examples.

25  
26 **Motion to approve** the Consent Calendar with revision of the minutes. Giesen-Fields

27 Seconded by: Jennings

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

29 NAYES: None

30 ABSTAINING: None

31 ABSENT: None

32 **Motion passed, 5-0-0-0**

33  
34 Chair Kent noted the 14-day appeal period for PA18-061.

#### 35 36 **4. EX PARTE COMMUNICATION DISCLOSURES**

37  
38 Chair Kent disclosed communications with Susan Schwartz regarding a creek issue.

#### 39 40 **5. PUBLIC COMMENT**

41  
42 None

#### 43 44 **6. DISCUSSION AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING** 45 **ITEMS:** 46



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1           **6-1. PA18-060 Design Review & Parking Reduction for 1057 Eastshore (Target)** – The  
2 applicant is seeking Design Review and Parking Reduction approval for 1057  
3 Eastshore (Target). The subject site is 9 acres with a 173,362-sq.-ft building (including  
4 garden center). The applicant is proposing to demolish the former garden center space  
5 (8,082 sq. ft.) and replace it with sidewalk, landscaping areas, and 21 parking stalls.  
6 The facade will be restored to match the existing building appearance. The applicant  
7 is proposing to reduce onsite parking from 516 off-street parking spaces (where 439  
8 spaces are required) to 377 off-street parking spaces. This will result in a reduction of  
9 62 parking spaces.

10  
11           **Recommendation:** Staff recommends that the Planning & Zoning Commission review  
12 the proposed application and provide feedback to the applicant and staff. Staff would  
13 like to send new notices for this project request as well as PA18-064 (Tentative Parcel  
14 Map) for a future hearing date so that the Commission can take action on both  
15 requests concurrently.

16  
17           **CEQA:** The project is Categorically exempt from CEQA per Section 15301, "Existing  
18 Facilities" of the CEQA Guidelines.

19  
20 Planning Manager Hersch presented the staff report dated September 12, 2018. Correspondence  
21 from AC Transit was provided to the Commission.

22  
23           **Greg Friel**, applicant representative, reported the layout of the parking lot cannot accommodate  
24 onsite bus service as requested by AC Transit. If the bus route is extended to Eastshore Highway,  
25 Target would work with AC Transit to install an enhanced bus stop and more direct pedestrian access  
26 to the store. Target supports additional bicycle parking and will accommodate a request for electric  
27 vehicle charging stations. Target prefers not to install bike lockers based on past experiences with  
28 them. Target does not support a designated drop-off/taxi zone as use of the zone by shoppers will  
29 compromise circulation. Currently, taxis and Uber and Lyft drivers access the store quite well without  
30 a designated zone. When asked, Mr. Friel stated he had not received the correspondence from  
31 Friends of Five Creeks. Store employees would likely utilize bus service, but placing a bus stop onsite  
32 probably would not increase usage of bus service. Parking two buses onsite would probably result  
33 in the loss of 15-20 parking stalls. One hundred sixty parking stalls will be eliminated from the  
34 outparcel by the north side of the creek. The 21 new stalls will replace the garden center. Additional  
35 bike parking could be incorporated into the front plaza area. Mr. Friel agreed to provide data regarding  
36 parking demand and to request access to feasibility studies and metrics. Parking demand has been  
37 greatly reduced through the use of online shopping. Target will obtain a cross-access agreement,  
38 which will include use of the outparcel for overflow parking. Target will incorporate bioretention  
39 methods to clean stormwater before it flows into onsite creeks. The requirements of Clean Water  
40 Program Provision C.3 will apply to the area of the garden center. Plans for landscape include new  
41 end islands on the parking lot, a landscape planter in the rounded corner of the plaza, and trees to  
42 break the mass of the wall.

43  
44 PUBLIC HEARING OPENED  
45



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1 **Susan Schwartz**, Friends of Five Creeks, urged the Planning Commission to ensure Target complies  
2 with the requirement of its use permit to maintain Codornices Creek and related existing conditions  
3 of the creek.

### 4 PUBLIC HEARING CLOSED

5  
6  
7 Commissioner Watty requested staff provide information regarding Target's use permit and  
8 compliance or non-compliance with the permit. With regard to design review, the plans are logical.  
9 She supported additional bike parking and bike facilities that can accommodate larger bikes. It is not  
10 appropriate for the City to mandate an extension of bus service onto private property. If AC Transit  
11 extends bus service, Target should collaborate with AC Transit to design a welcoming bus stop.

12  
13 Commissioner Jennings was inclined to support a parking reduction but would like more information  
14 regarding parking demand. She supported additional bike and electric vehicle parking but not a  
15 mandate for Target to provide space for AC Transit buses. The outparcel is an opportunity to create  
16 an additional commercial use.

17  
18 Commissioner Giesen-Fields concurred with prior comments. He encouraged Target to include  
19 additional bike parking and to comply with City requirements for electric vehicle and bike parking.  
20 Perhaps Target could provide a roof over bike parking. He requested future plan submissions clarify  
21 new versus existing parking and identify any ecological programs.

22  
23 Commissioner Donaldson supported the project generally with some concerns. If the City agrees to  
24 eliminate 160 parking spaces on the site, then it should be able to require bus access. Extending  
25 bus service to Target would benefit Target employees and the environment. He appreciated Ms.  
26 Schwartz's concerns about the creek. Target should fulfill its obligations to maintain the creek.

27  
28 Chair Kent liked the project and plans to reduce parking and increase retail. There should be sufficient  
29 onsite space for buses. At a minimum, Target is responsible for removing trash from the property,  
30 and it has cleaned within the fenced area. The creek needs cleaning. Depicting the landscaping in  
31 the plans would be useful.

32  
33 **6-2. PA18-063 Conditional Use Permit, Design Review & Signage for 578 Cleveland**  
34 **Ave., Chef's Touch LLC** – The applicant is seeking Conditional Use Permit, Design  
35 Review & Signage approval for a commercial kitchen use at 578 Cleveland Ave. The  
36 subject site is 62,400 sq. ft. with an existing 25,189-sq.-ft. building built in 1948 and  
37 substantially added to in 1973. Most recently the building was occupied by El Cerrito  
38 Tires. The applicant is proposing to convert the building to a commercial kitchen with  
39 a take-out café, catering services, and food truck parking for approximately 60-foot  
40 trucks. The applicant is proposing to install new siding and signage for the building as  
41 well as tenant improvements. The café will operate from 7:00 a.m. to 7:00 p.m.

42  
43 **Recommendation:** Staff recommends that the Planning & Zoning Commission review  
44 the proposed project and provide feedback to the applicant and staff.

45  
46 **CEQA:** The project is Categorically exempt from CEQA per Section 15332, "In-Fill  
47 Development Projects" of the CEQA Guidelines.



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1  
2 Associate Planner Tan presented the staff report dated September 12, 2018.  
3

4 **Ron Huber**, project architect, reported plan changes include a ramp in place of stairs at the entrance.  
5 When asked, Mr. Huber advised that screening for mechanical equipment on the roof has been  
6 removed. If the Planning Commission approves rooftop signage, only two signs will be needed, one  
7 on the roof and one on the front. Likely, indirect lighting will be used for signage. Uses for the building  
8 are a commercial kitchen and a public restaurant. Food trucks will park onsite after the restaurant  
9 closes. The property owner is negotiating to use a neighboring parking lot for parking. The infill of  
10 light concrete will act as a retaining wall without pushing against the building. The owner proposes  
11 to renovate the residence for his use. The use is more restaurant and brewery than take-out café.  
12 The brewery will not make beer onsite but dispense it.  
13

14 **August Blass**, property/building owner, advised that catering will be the primary business with  
15 barbecue available for takeout. In the future, he hopes to develop the brew concept such that the  
16 brewery will perform the final step in brewing beer. He wants to construct the second floor now and  
17 decide its use later. All parking is onsite. Food truck drivers carpool typically, and the cars double  
18 up in the parking stalls. Bayshore Electrical has agreed to his use of its parking lot in the future.  
19 Coordinating parking will require effort, but the site has sufficient parking. One food truck parking  
20 stall is 24 feet in length. The new windows will be made of fiberglass with architectural mullions to  
21 match the existing windows. The new front-door entries will be aluminum-framed. A permit for the  
22 outdoor grill is not needed because it is considered portable, but he will investigate the issue. Odors  
23 from cooking the barbecue and bread will be noticeable in the area.  
24

25 PUBLIC HEARING OPENED  
26

27 **Ali Islami** [phonetic], 650 Cleveland, supported the business concept and reuse of the space.  
28

29 PUBLIC HEARING CLOSED  
30

31 Commissioner Jennings noted an analysis had not been provided to support a finding that safeguards  
32 have been afforded to prevent noxious and offensive emissions such as noise, glare, dust, and odor.  
33 The project is a creative use of the site and seems to fulfill a need of the food truck industry. The  
34 area is appropriate for the use. She requested additional information regarding landscaping,  
35 incorporating the site into the neighborhood, and parking.  
36

37 Commissioner Watty agreed that the location was appropriate for an innovative business model.  
38 Fiberglass windows are not appropriate for an industrial building. She requested detailed information  
39 regarding signage and windows proposed for the project and plans that reflect the actual use of the  
40 site rather than the long-term vision for the site. Conditions of approval can require air filtration to  
41 ameliorate odor issues.  
42

43 Commissioner Giesen-Fields concurred with Commissioner Watty's comments. The applicant should  
44 carefully consider lighting so as not to create light pollution. Perhaps the applicant could consider  
45 relocating mechanical equipment to the west side of the roof or present information that prohibits  
46 alternative proposals for the mechanical equipment. Details should be consistent across the  
47 elevations.



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1  
2 Commissioner Donaldson expressed concerns about odors from barbecuing and baking permeating  
3 the area, the need for a permit from the Bay Area Air Quality Management District, parking and  
4 parking management, and signage. The business concept is intriguing.

5  
6 Chair Kent preferred a 6-foot fence over an 8-foot fence. The truck wash may be required to have a  
7 reclaimed water system with a filter. The plans do not address stormwater treatment or the grill. More  
8 details regarding landscaping is needed. The route from parking to the restaurant is awkward. Details  
9 of the permeable surface are needed.

### 10 11 **7. NEW BUSINESS**

12  
13 None

### 14 15 **8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

#### 16 17 **8-1. Solano Avenue Complete Streets Pop-Up Event September 22, 2018.**

18  
19 Planning Manager Hersh announced a pop-up event for the Solano Avenue Complete Streets plan  
20 will be held at Flowerland on September 22 from 2:00-5:00. A temporary bulb-out with greenery will  
21 be on display. Renderings for the plan will be on display as well. An informational item for the plan  
22 will be on the Commission's agenda for October 10. An exclusive negotiating agreement for an  
23 affordable housing project will be presented to the City Council on September 17.

24  
25 Commissioner Donaldson advised that he presented information regarding current planning and  
26 zoning developments to the Albany Rotary Club.

27  
28 **9. NEXT MEETING** – Wednesday, September 26, 2018, 7:00 p.m., City Hall Council Chambers,  
29 1000 San Pablo Ave.

### 30 31 **10. ADJOURNMENT**

32  
33 The meeting was adjourned at 8:47 p.m.

34  
35  
36  
37 \_\_\_\_\_  
Submitted by: Anne Hersch, Planning Manager

38  
39  
40  
41 \_\_\_\_\_  
Jeff Bond, Community Development Director