



## PLANNING & ZONING COMMISSION

City Hall Council Chambers  
1000 San Pablo Avenue, Albany, CA

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### AGENDA

WEDNESDAY, November 14, 2018, 7:00 PM

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

**2. ROLL CALL**

**3. EX-PARTE COMMUNICATIONS**

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.

**4. 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 member of the Commission or a member of the audience requests removal of the items from the Consent Calendar.

**4-1. Planning & Zoning Commission Meeting Minutes October 24, 2018**

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the meeting minutes.

- 4-2. PA 18-081 Design Review for a Two-Level Rear Addition at 826 Pomona Avenue-** The applicant is seeking Design Review approval for a two-level addition at 826 Pomona Avenue. The subject site is 4,400 sq. ft. lot with a 3 bedroom, 1 bathroom 1,689 sq. ft. house built in 1924. The applicant is proposing to build a 104 sq. ft. two-level addition at the rear of the home. The addition will accommodate an expansion and remodel for the den on the ground floor and master bedroom on the upper floor. The interior remodeling will accommodate an additional bathroom for the home. The applicant is proposing cement plaster on the exterior of the addition as well as a gable roof to match the existing home. New windows are proposed alongside vertical wood siding accents at the rear of the home. The existing Craftsman architecture is proposed to remain. This will result in a 3 bedroom, 2 bathroom 1,793 sq. ft. home with a maximum height of 18'-7". Parking is provided in the existing garage and driveway.

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



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

- 4-3. PA 18-082 Design Review, Parking Reduction & Conditional Use Permit for a Basement Conversion & Addition at 714 Pomona-** The applicant is seeking Design Review, Parking Reduction, & Conditional Use Permit approval for a basement conversion and addition at 714 Pomona. The subject site is 3,300 sq. ft. lot with a 2 bedroom, 1 bathroom 1,663 sq. ft. house built in 1928. The applicant is proposing to lift the building approximately 4 feet to accommodate a basement conversion. A Conditional Use Permit is required to vertically extend the existing nonconforming east wall vertically. The conversion and 141 sq. ft. ground-level addition off the back will accommodate a family room, dining, kitchen laundry and bathroom. The proposed second floor will be remodeled to contain 3 bedrooms, bathroom, and master suite with balcony. The existing Craftsman architecture is proposed to remain. This will result in a 4 bedroom, 3 bathroom 1,804 sq. ft. home with a maximum height of 22’-6”. One off-street parking space is provided in the garage. A Parking Reduction is required to waive one 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 from CEQA pursuant to Section 15303 “New Construction or Conversion of Small Structures” of the CEQA Guidelines.

## 5. 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 up 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.

## 6. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

- 6-1. “Economic Development Strategic Plan Implementation: Recommendation to the City Council to Adopt Zoning Ordinance Revisions to Streamline Commercial Development Review”-** Proposed Zoning Code Amendments to Sections 20.08 “Definitions,” 20.12 “Zoning Districts, 20.24 “Development Standards,” 20.20 “Regulation of Specific Land Uses” and 20.28 “Parking” 20.24 of the Albany Municipal Code- Notice is hereby given that the City of Albany Planning & Zoning Commission will hold a public hearing to consider a recommendation to the Albany City Council for proposed Zoning Code Amendments to Sections 20.08 “Definitions,” 20.12 “Zoning Districts, 20.24 “Development Standards,” 20.20 Regulation of Specific Land Uses and 20.28 Parking 20.24 of the Albany Municipal Code.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review the draft Ordinance and adopt Resolution of Intention 2018-04 to amend Sections 20.08



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“Definitions,” 20.12 “Zoning Districts, 20.24 “Development Standards,” 20.20 “Regulation of Specific Land Uses” and 20.28 “Parking” 20.24 of the Albany Municipal Code.

Staff also recommends that the matter be continued to a date certain of Wednesday November 28, 2018 so that the Commission may review the final draft and make a formal recommendation to the Albany City Council.

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

**6-2. Proposed Zoning Code Amendments to Sections 20.24.020 “Site Regulations by District: Residential”-** the City of Albany Planning & Zoning Commission will hold a public hearing to consider a recommendation to the Albany City Council for proposed Zoning Code Amendments to Section 20.24.020 “Site Regulations by District: Residential.”

**Recommendation:** Staff recommends that the Planning & Zoning Commission adopt Resolution 2018-05 forwarding a recommendation to the City Council to amend Section 20.24.020 “Site Regulations by District: Residential” of the Albany Municipal Code.

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

### 7. NEW BUSINESS

None.

### 8. 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. NEXT MEETING:** Wednesday, November 28, 2018 7:00 pm, City Hall Council Chambers, 1000 San Pablo Ave. Please Note: there are no public meetings in August.

### 10. ADJOURNMENT

## NOTICE

As a general policy, the Committee will not begin discussion or consideration of an agenda item after 10:00 pm.

Agendas are posted for public inspection in advance of meetings at the City Hall, the Albany Community Center, and the Albany Senior Center. Agendas and supporting documents can also be found online at: [www.albanyca.org](http://www.albanyca.org). Supporting documents and any public comments received will be made available for public inspection at City Hall. If you have any questions pertaining to any agenda item or meeting procedure, please contact the City Clerk’s Office at 510-528-5710 or [cityclerk@albanyca.org](mailto:cityclerk@albanyca.org).



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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.

The decision of the City Council is final as of the date of its decision unless judicial review is initiated pursuant to California Code of Civil Procedure Section 1094.5. Any such petition for judicial review is subject to the provisions of California Code of Civil Procedure 1094.6.

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: [cityclerk@albanyca.org](mailto:cityclerk@albanyca.org) or City Clerk, 1000 San Pablo Avenue, Albany, CA 94706.

The City of Albany is dedicated to maintaining its small-town ambience, responding to the needs of a diverse community, and providing a safe, healthy and sustainable environment.