



## PLANNING & ZONING COMMISSION

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

---

### AGENDA

WEDNESDAY, June 12, 2019, 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 April 24, 2019**

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

4-2. **PA19-029 Design Review and Parking Exception for a Single-Story Addition at 911 Pomona Avenue-** The applicant is seeking Design Review and a Parking Exception approval for a single-story addition at 911 Pomona Avenue. The subject site is a 5,200 sq. ft. lot with an existing 3 bedroom, 1.5 bathroom, 1,645 sq. ft. home built in 1940. The applicant is proposing a 502 sq. ft. addition at the rear of the home. The proposed expansion to the home will accommodate a new family room and convert the third bedroom into a master suite for the home. The existing architectural style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom, 2,147 sq. ft. home with a maximum height of 22 feet. One off-street parking space is provided in the attached garage. A Parking Exception is required to locate the second off-street parking space in the front yard.

**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



## PLANNING & ZONING COMMISSION

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

---

- 4-3. PA 19-030 Design Review & Conditional Use Permit for a Two-Story Addition at 837 Stannage Avenue-** The applicant is seeking Design Review and Conditional Use Permit approval for a second story addition at 837 Stannage Avenue. The subject site is a 5,000 sq. ft. lot with an existing 3 bedroom, 2 bathroom 1,875 sq. ft. home built in 1907 and substantially expanded in 2004. The applicant is proposing to add 361 sq. ft. to accommodate a new bathroom and studio/bedroom on the second floor. This will result in a 4 bedroom, 3 bathroom, 2,236 sq. ft. home with a maximum height of 24'6." Two off-street parking spaces are provided in the side by side pad. A Conditional Use Permit is required to vertically extend the non-conforming north wall which is 2'6" off the property line where 5 ft. is 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. 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. **This is the only opportunity in the meeting to address the Commission on matters not on the agenda.**

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

- 6-1. \*\*Study Session\*\* PA19-033 Design Review for Lower Level Conversion at 958 Neilson-** The applicant is seeking Design Review approval for a lower level conversion at 958 Neilson. The subject lot is 2,700 sq. ft. with an existing 1,155 sq. ft. 3 bedroom, 2 bathroom home built in 1927 and added on to in 2015. The applicant is proposing to excavate approximately 525 sq. ft. of the lower level area, creating a 7'10 inch ceiling height and installing a cement pad. The area will be used for storage and is only accessible from the garage. The renovation is not proposed to be conditioned at this time. No exterior changes are proposed. Two off-street parking spaces are provided in the attached garage and driveway.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review the proposed project and provide feedback to the applicant and staff. No action will be taken.

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



## PLANNING & ZONING COMMISSION

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

---

### 7. NEW BUSINESS

**7-1. Planned Development Area (PDA) Update-** Summary update of changes proposed to the Plan Bay Area 2050. At future meeting the Planning & Zoning Commission will be asked to provide a recommendation to the City Council on potential amendments to the San Pablo & Solano Mixed Use Neighborhood Priority Development Area. No action is required at this time.

**Recommendation: Receive report.**

**CEQA: N/A**

### 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.

#### 8-1. SAHA Public Workshop on May 23, 2019

**9. NEXT MEETING:** Wednesday, June 26, 2019 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.albanysca.org](http://www.albanysca.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@albanysca.org](mailto:cityclerk@albanysca.org).

Council and Commission meetings are broadcast live on KALB and streamed live on the City website and YouTube. Audio recordings of Committee meetings will be uploaded to the City website and YouTube within one week of each public meeting. Archives of past City meetings are available on the City website and YouTube. Please note that if you provide your name and address when speaking before the Committee it will become part of the official public record, which will be posted on the Internet and broadcast on KALB.

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.



## PLANNING & ZONING COMMISSION

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

---

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.