



PLANNING & ZONING COMMISSION

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

AGENDA

WEDNESDAY, June 26, 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 June 12, 2019**

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

4-2. **PA 19-032 Design Review for a Single-Story Rear Addition at 827 Key Route Boulevard-** The applicant is seeking Design Review approval for a single-story rear addition at 827 Key Route Boulevard. The subject property is a 3,355 sq. ft. 2 bedroom, 1 bathroom 869 sq. ft. house built in 1924. The applicant is proposing to demolish the existing garage and build a 450 sq. ft. master suite addition off the rear of the home. A side entrance is proposed to the master suite. The addition is proposed to be clad in horizontal wood siding with a gable roof and will match the existing architectural style of the home. The project scope also includes a new 160 sq. ft. detached storage shed at the rear of the property. This will result in a 3 bedroom, 2 bathroom, 1,479 sq. ft. home with a maximum height of 15 feet. Two off-street parking spaces are provided in the existing driveway.

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



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- 4-3. PA 19-034 Design Review & Conditional Use Permit Amendment: New Mixed-Use Residential Building at 904 Masonic-** The applicant is seeking Design Review and Conditional Use Permit approval to amend a previously approved new mixed-use residential building at 904 Masonic Avenue. The subject site is 3,751 sq. ft. lot with an existing 980 sq. ft. single story structure built in 1924. The applicant is proposing to amend the previous project proposal to include one (1) additional dwelling unit within the approved building envelope. Each residential unit is proposed to be 752 sq. ft. and have 2 bedrooms, and 1 bathroom. The building is proposed to be contemporary in design with a maximum height of 35 ft. This will result in a new mixed-use building with a commercial ground floor and a total of 4 residential units. Three off-street parking spaces are provided at the rear. A Conditional Use Permit is required to waive one (1) off-street parking space.

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 Categorical exempt from CEQA pursuant to Section 15332 "In-Fill Development Projects" 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. PA19-036 Design Review for a Two-Level Addition at 1036 Ramona Avenue-** The applicant is seeking Design Review approval for a second story addition at 1036 Ramona Avenue. The subject property is a 4,200 sq. ft. lot with a 3 bedroom, 1 bathroom, 1,061 sq. ft. house built in 1928. The applicant is proposing to add a 1,199 sq. ft. second story addition to the home. The proposed interior reprogramming and remodel will accommodate 4 bedrooms and 3 bathrooms on the second floor. The first story is proposed to accommodate the kitchen, dining, powder, and living room. Front and rear porches are proposed for the home along with a second story balcony. The existing traditional architecture is proposed to remain. This will result in a 4 bedroom, 3.5 bathroom, 2,157 sq. ft. home with a maximum height of 26'-10". Parking is provided in the existing garage and driveway.

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

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



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7. NEW BUSINESS

7-1. Soft Story Ordinance Study Session- The City Council has recognized the importance of resilience to earthquakes. As part of the recent City Council Strategic Plan discussions, the Council identified the preparation of a comprehensive soft-story retrofit ordinance as a strategy under the goal of fostering a healthy and sustainable urban village. This Study Session will provide background information on soft story policies.

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. None.

9. NEXT MEETING: Wednesday, July 10, 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.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.

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.



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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 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.