



## PLANNING & ZONING COMMISSION

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

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### AGENDA

WEDNESDAY, September 11, 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 July 24, 2019**

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

4-2. **PA 19-042 Design Review for a Single-Story Rear Addition at 1056 Pomona Avenue-**

The applicant is seeking Design Review approval for a single-story rear addition at 1056 Pomona Avenue. The subject site is a 4420 sq. ft. lot with a 3 bedroom, 1 bathroom, 1,197 sq. ft. home built in 1926. The applicant is proposing a 440 sq. ft. addition off the rear of the home to accommodate a proper master suite for the home. The project scope includes interior remodeling and reconfiguring of the existing programming to accommodate the master suite. The existing architectural style of the home is proposed remain. This will result in a 3 bedroom, 2 bathroom, 1,637 sq. ft. home with a maximum height of 14'-6". Parking is provided in the existing detached garage located at the rear of the property.

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

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



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- 4-3. 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 340 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. The renovation is not proposed to be conditioned for habitability 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 and approved 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. **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. PA 19-037 Design Review & Variance for a New Two-Story Single-Family Home at 1198 Curtis Street-** The applicant is seeking Design Review and Variance approval for a two-story single-family home at 1198 Curtis Street. The subject site is an 8,176 sq. ft vacant lot that was subdivided and created in 2010. The applicant is proposing to build a 4 bedroom, 3.5 bathroom, 2,301 sq. ft. two-story single family home with a maximum height of 28 ft. The exterior of the home is proposed to be Craftsman/Modern style with board & batten and 6" shiplap siding. Aluminum clad windows and doors are proposed throughout the home with gable and hipped roof forms. A variance is required to decrease the rear yard setback from 20 ft. to 14 ft. to comply with setback requirements from the Cordonices Creek. Two off-street uncovered parking spaces are proposed to be located on the driveway pad.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review and approved 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.

- 6-2. PA 18-037 Design Review & Density Bonus Application for a Townhouse Project at Northwest Corner of Portland & Kains Ave. (634 Kains)-** The applicant is seeking



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Design Review and Density Bonus application approval for a new multi-family townhouse project proposed in an existing parking lot at the northwest corner of Kains and Portland Avenues. The project scope includes nine (9) 3 bedroom, 3 bathroom 1,955 sq. ft. attached townhouses with a height is 35 ft. One off-street parking space is provided for each unit in the attached garages. The applicant will also pursue a lot line adjustment to consolidate four parcels into two. The request includes a waiver for reduced front and rear setbacks and height limit/daylight plane, and a concession for encroachment of the front stoops into the side setback, as allowed under State Density Bonus Law. The project includes one below-market rate unit under the City's Inclusionary Housing Ordinance and State Density Bonus Law.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review and forward a recommendation to the City Council approving the project entitlements.

**CEQA:** Staff recommends that the proposed project be considered categorically exempt from the requirements of CEQA per Section 15332, "In-Fill Development" of the CEQA Guidelines, which exempts in-fill development. A supporting analysis for this exemption has been prepared.

### 7. NEW BUSINESS

7-1. 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.

8-1. None.

9. **NEXT MEETING:** Wednesday, September 25, 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](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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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.

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.