



## PLANNING & ZONING COMMISSION

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

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### AGENDA

WEDNESDAY, December 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 November 13, 2019**

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

**4-2. PA 19-061 Design Review for a Second-Story Addition at 1122 Stannage Avenue-**

The applicant is seeking Design Review approval for a second-story addition at 1122 Stannage Avenue. The subject site is a 5,000 sq. ft. lot with a 2 bedroom, 1 bathroom, 842 sq. ft. house built in 1925. The applicant is proposing to build an 842 sq. ft. second-story addition directly above the existing home. The project scope includes interior reprogramming to locate all bedrooms to the proposed second story and accommodating an interior staircase. The ground floor is proposed to accommodate kitchen, living, dining, and half-bathroom. The existing Craftsman style of the home is proposed to remain with the entry porch relocated to the right side of the building face. The exterior of the home is proposed to be clad in painted stucco and hardie lap siding with a gable roof. This will result in a 3 bedroom, 2.5 bathroom, 1,684 sq. ft. home with a maximum height of 24 ft. Two off-street parking spaces are provided in the detached garage and driveway.

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

**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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- 4-3. PA 19-065 Design Review and Parking Reduction for a Single-Story Rear Addition at 640 San Gabriel Ave.-** The applicant is seeking Design Review and Parking Reduction approval for a single-story rear addition at 640 San Gabriel Ave. The subject property is a 4,043 sq. ft. lot with a 2 bedroom, 1.5 bathroom, 1,582 sq. ft. home built in 1937. The applicant is proposing to build a 265 sq. ft. addition at the rear of the home. The addition is proposed to accommodate a new bedroom for the home along with a new side entry. The exterior of the addition is proposed to have a flat parapet roof with clay tile cap detailing to match portions of the existing home. The existing Spanish/Mediterranean style of the home is proposed to remain. A Parking Reduction is required to waive one (1) off-street parking space triggered with the proposed addition. This will result in a 3 bedroom, 2 bathroom, 1,847 sq. ft. home with a maximum height of 18'-2".

**Recommendation:** Staff recommends that the Planning & Zoning Commission review and approve the project request subject to the 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.

- 4-4. PA 19-059 Design Review and Conditional Use Permit for a Multilevel Expansion at 834 Evelyn Ave.-** The applicant is seeking Design Review, Parking Exception and Conditional Use Permit approval for a multilevel expansion at 834 Evelyn Ave. The subject property is a 2,500 sq. ft. lot with a 2 bedroom, 1 bathroom, 860 sq. ft. split-level house built in 1940. The project scope includes expanding the lower and main levels of the home and adding a second story addition. The project scope calls for a total of 515 sq. ft. of additional area to the home overall. The existing Spanish Colonial style of the home is proposed to remain. A Parking Exception is required to allow one off-street parking space in the driveway. A Conditional Use Permit is required to extend existing nonconforming walls to accommodate the home addition. This will result in a 3 bedroom, 2.5 bathroom, 1,375 sq. ft. home with a maximum height of 24'.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review and approve the project request subject to the 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.**



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

- 6-1. PA 18-037 Parking Reduction & Subdivision Map for a Townhouse Project at Northwest Corner of Portland & Kains Ave. (634 Kains)-** The applicant is proposing a for-sale nine-unit townhouse project at the northwest corner of Portland and Kains Avenue. The subject site is currently used as a parking lot. The project requires a lot line adjustment to consolidate four parcels into two and will separate the proposed residential project from the existing restaurant. The project proposes to reduce the required parking for the existing restaurant by 5 spaces, from 29 to 24 spaces. This is a public hearing to make a recommendation to the City Council on a reduction in required parking for the restaurant and a condominium map that will create 9 separate units for sale. Previous action was taken by the Planning & Zoning on September 11, 2019 for Design Review and Density Bonus.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review and forward a recommendation to the City Council to approve the Parking Reduction and Subdivision Map.

**CEQA:** The project is Categorically Exempt pursuant to Section 15332 "In-Fill Development Projects."

- 6-2. PA19-064 Conditional Use Permit and Parking Waiver for Blue Bear School of Music at 1407 Solano Avenue-** The applicant is seeking Conditional Use Permit and Parking Waiver approval for Blue Bear School of Music at 1407 Solano Avenue. The subject property is a 10,214 sq. ft. lot with an existing 6,500 sq. ft. commercial building with three tenant spaces. The music school is proposed to occupy 1407 Solano which was previously a commercial restaurant space and is 2,115 sq. ft. in area built in 1927. The proposed hours of operation are 9am to 10pm daily with a maximum of 8 employees and 22 participants on site. A Conditional Use Permit is required for the music school use. The applicant is seeking a Parking Waiver to waive 6 off-street parking spaces where 7 is required. No building expansion is proposed under this project scope.

**Recommendation:** Staff recommends that the Planning & Zoning Commission review the proposed project and provide feedback to the applicant and staff. Draft findings and Conditions of Approval are included should the Commission decide to take action.

**CEQA:** The project is Categorically exempt from CEQA pursuant to Section 15332 "In-Fill Development Projects" of the CEQA Guidelines.

- 6-3. PA19-050 Design Review & Conditional Use Permit for a House Lift and Two-Level Rear Addition at 1215 Portland Avenue -** The applicant is seeking Design Review & Conditional Use Permit approval for a house lift, two-level addition, and an entire re-configuration of the interior programming at 1215 Portland Ave. The subject property is a 5,000 sq. ft. lot with a 5 bedroom, 2 bathroom 1,876 sq. ft. house built in 1915 and renovated in 2007. The applicant is proposing to lift the building 3 ft. and build a 156 sq. ft. addition at the rear of the property. The ground floor is proposed to accommodate the kitchen, dining, living room, office room and 1.5 bathrooms. The second floor is proposed to include 4 bedrooms, 2 bathrooms and a family room. The entry to the home is proposed



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to be located to the ground floor. This will result in a 4 bedroom, 3.5 bathroom 1,942 sq. ft. home with a maximum height of 25 feet. A Conditional Use Permit is required to horizontally and vertically extend northeast wall which has a setback of 4'10 and 7.5 ft. is required. Two off-street parking spaces are provided in the driveway. A study session was previously held on October 9, 2019.

**Recommendation:** The applicant requested that this matter be agendized for Commission review. Draft findings and Conditions of Approval are included should the Commission decide to take action.

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

### 7. NEW BUSINESS

- 7-1. Resolution of Intention 2019-12 Initiating Amendments to the Accessory Dwelling Unit Regulations-** Pursuant to AB 68, the City of Albany will initiate amendments to Chapter 20.20.080 "Secondary Dwelling Units."

**Recommendation:** The Planning & Zoning Commission adopt Resolution 2019-12 initiating amendments to Chapter 20.20.080 "Secondary Dwelling Units."

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

### 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. December 25, 2019 & January 8, 2020 meetings cancelled**  
**8-2. 2020 Planning & Zoning Commission meeting schedule**

- 9. NEXT MEETING:** Wednesday, January 22, 2020 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



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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).

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.