



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

VIRTUAL MEETING AGENDA ALBANY PLANNING & ZONING COMMISSION WEDNESDAY MAY 27, 2020, 7:00 PM

COVID-19 NOTICE – PUBLIC MEETING GUIDELINES

Consistent with Executive Orders No. N-29-20 from the Executive Department of the State of California and the Alameda County Health Officer's Shelter in Place Order effective March 17, 2020, City Hall will not be open to the public and the Planning & Zoning Commission will be participating in meetings via phone/video conferencing. The public is invited to watch and submit comments via the methods below:

How to watch the meeting from home:

1. Meetings are streamed live and recorded on [YouTube](https://www.YouTube.com/AlbanyKALB) (www.YouTube.com/AlbanyKALB)
2. To listen to the meeting by phone, please call 1 (669) 900-9128 at the noticed meeting time, then enter **Webinar ID 992 0109 8113**, follow by "#". When asked for a participant ID or code, press "#". Instructions on how to join a meeting by phone are available at <https://support.zoom.us/hc/en-us/articles/201362663>
3. To observe the meeting by video conference, please go to <https://zoom.us/j/99201098113>. After registering, you will receive a confirmation email containing information about joining the webinar. Instructions on how to join a meeting by video conference are available at <https://support.zoom.us/hc/en-us/articles/201362193%20>
4. Recorded meetings will also be available for viewing on City website within 48 hours after the meeting. <https://www.albanyca.org/recreation/kalb-community-media/city-video-public-meetings>

How to submit Public Comment:

1. Members of the public may submit comments in writing by emailing the Planning & Zoning Commission directly at pzc@albanyca.org with the agenda item identified in the subject line of the email or by mail to City of Albany – Planning Department Staff, 1000 San Pablo Avenue, Albany, CA 94706. All written comments received by 12 PM on the day of the meeting will be posted on the City website in advance of the meeting.
2. To comment by video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted. Instructions of how to "Raise Your Hand" is available at <https://support.zoom.us/hc/en-us/articles/205566129%0D-Raise-Hand-In-Webinar>
3. To comment by phone, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak when public comment is being taken on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. You will be re-muted after the allotted time.



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1. **CALL TO ORDER**
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 29, 2020**

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

- 4-2. **PA20-017 Design Review & Conditional Use Permit for a Single-Story Rear Addition at 844 Jackson Street-** The applicant is seeking Design Review and Conditional Use Permit approval for a single-story rear addition at 844 Jackson Street. The subject property is a 5,000 sq. ft. lot with a 2 bedroom, 1 bathroom, 1,117 sq. ft. house built in 1914. The applicant is proposing a net addition of 150 sq. ft. to the rear of the home and interior remodeling to accommodate a new bedroom, half bathroom and laundry closet. The exterior of the addition is proposed to be a combination of hardie cement-board lap siding and shingles with a gable roof form to match the existing architecture of the home. This will result in a 3 bedroom, 1.5 bathroom, 1,267 sq. ft. home with a maximum height of 18 feet. Parking is provided in the existing garage. A Conditional Use Permit is required to horizontally extend the existing nonconforming north and west walls located 3.1 feet from the property line.

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. PA20-020 Design Review & Conditional Use Permit for a Second-Story Addition at 619 Curtis Street-** The applicant is seeking Design Review and Conditional Use Permit approval for a second-story addition at 619 Curtis Street. The subject property is a 2,500 sq. ft. lot with a 3 bedroom 2 bathroom, 1,272 sq. ft. split-level house built in 1938. The applicant is proposing a 228 sq. ft. second-story addition to the home. The proposed project scope includes converting a main-level bedroom into a family room and creating a master suite on the second story of the home. The exterior of the addition is proposed to be clad in painted stucco siding with a cross-gable roof form to match the existing architecture of the home. This will result in a 3 bedroom, 3 bathroom, 1,500 sq. ft. home with a maximum height of 23 feet. A Conditional Use Permit is required to extend the existing nonconforming north wall located 7 inches from the property line. No additional parking requirements are triggered under this project scope.

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.

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 AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

- 6-1. PA 19-067 Design Review for a New Single-Family Home at 836 Hillside Avenue-** The applicant is seeking Design Review approval for a new single-family home at 836 Hillside Avenue. The subject site is a 6,237 sq. ft. vacant lot located in the R-1 Zoning District with the Hillside Overlay. The applicant is proposing to build a new 4 bedroom, 3.5 bathroom, 3,601 sq. ft. two-story home with a maximum height of 20' ft. from street level. The home is proposed to be contemporary in appearance with a combination of wood, vertical board-form concrete, and stucco cladding on the exterior of the home. Exterior decks and a courtyard are proposed for the home. Parking is proposed in the attached two-car garage located at the front of the property.

Recommendation: The Planning & Zoning Commission review and approve the proposed project subject to the attached 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.

7. NEW BUSINESS

Staff and Committee member announcements, reports and updates of status of previous agenda items. No public comment taken on announcement items.



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7-1. **None.**

8. **ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

Commissioners announce requests for future agenda items. No discussion or public comment will be taken on these items.

8-1. **Monthly Planning & Zoning Commission meetings**

9. **NEXT MEETING:** June 24, 2020, City Hall Council Chambers, 1000 San Pablo Ave. or virtual meeting pursuant to state and county guidance.

10. **ADJOURNMENT**

NOTICE

As a general policy, the Commission/Committee/Board will not begin discussion or consideration of an agenda item after 9:30 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 **online** or via email request. If you have any questions pertaining to any agenda item or meeting procedure, please contact the City Clerk 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.

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



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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.