



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

MINUTES OF THE SPECIAL MEETING WEDNESDAY, APRIL 29, 2020, 7:00 P.M.

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1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chair Watty called the regular meeting of the Planning and Zoning Commission to order in the City Council Chambers at 7:00 P.M. on Wednesday, April 29, 2020.

2. ROLL CALL

Present: Donaldson, Kent, MacLeod, Jennings, Watty
Absent: None
Staff Present: Planning Manager Anne Hersch
Associate Planner Christopher Tan
City Clerk Anne Hsu

3. EX PARTE COMMUNICATION DISCLOSURES

None

4. CONSENT CALENDAR

Planning Manager Anne Hersch announced the continuance of Item 4-2 at the property owners' request.

4-1. Planning & Zoning Commission Meeting Minutes of March 11, 2020

Commissioner Donaldson corrected Bragan to Brokken in line 34 of page 4.

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

Motion to approve the meeting minutes of March 11, 2020, as amended. Donaldson

Seconded by Jennings

AYES: Donaldson, Kent, MacLeod, Jennings, Watty

NAYES: None

ABSTAINING: None

ABSENT: None

Motion passed, 5-0-0-0

4-2. PA 20-012 Design Review and Parking Reduction for a Two-Level Addition at 1148

Garfield Avenue – The applicant is seeking Design Review and Parking Reduction approval for a two-level addition at 1148 Garfield Avenue. The subject property is a 3,650-sq.-ft. lot with an existing 2-bedroom, 1-bathroom 1,289-sq.-ft. house with an attached, single-car garage built in 1938. The project scope includes an addition on the ground floor to accommodate a new guest bedroom, and a second-story addition to accommodate a master suite, one additional bedroom, and laundry room. The exterior of the addition is proposed to be a combination of painted stucco and horizontal wood paneling. The



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1 architectural style of the home is proposed to remain. A Parking Reduction is required to
2 waive one off-street parking space triggered with the project scope. This will result in a 4-
3 bedroom, 3-bathroom, 1,929-sq.-ft. home with a maximum height of 24'-5".
4

5 **Recommendation:** Staff recommends that the Planning & Zoning Commission review
6 and approve the project request subject to the findings and Conditions of Approval.
7

8 **CEQA:** The project is Categorically exempt from CEQA pursuant to Section 15303 "New
9 Construction or Conversion of Small Structures" of the CEQA Guidelines.
10

11 **4-3. PA 20-013 Design Review for Kitchen Addition at St. Mary's College High School**
12 **(1600 Posen Avenue)** – The applicant is seeking Design Review approval for an
13 expansion of the kitchen facilities in the student center at St. Mary's College High School.
14 A master use permit for the School was approved on November 18, 2013 and includes a
15 1,400-sq.-ft. addition to Shea Student Center to modernize onsite kitchen facilities in
16 accordance with the Alameda County Department of Health. The applicant is proposing
17 an expansion of the kitchen into an existing breezeway which will accommodate kitchen
18 equipment, new exhaust hood, and prep space. Existing restrooms will be upgraded to be
19 fully ADA compliant.
20

21 Commissioner MacLeod encouraged the applicant to install all electric appliances and to plan all-
22 gender or gender-neutral restrooms.
23

24 Mark Headley, St. Mary's College High School Director of Facilities, advised that Commissioner
25 MacLeod's comments will be discussed.
26

27 **Recommendation:** Staff recommends that the Planning & Zoning Commission review
28 and approve the project request subject to the findings and Conditions of Approval.
29

30 **CEQA:** A Mitigated Negative Declaration for the Master Use Permit for St. Mary's College
31 High School was adopted by the Albany City Council on November 18, 2013.
32

33 **Motion to approve PA 20-013** at St. Mary's College High School (1600 Posen Avenue)
34 subject to the findings and Conditions of Approval with an additional condition for the
35 applicant to consider Commissioner MacLeod's comments and modify the plans as
36 appropriate. Donaldson

37 Seconded by MacLeod
38 AYES: Donaldson, Kent, MacLeod, Jennings, Watty
39 NAYES: None
40 ABSTAINING: None
41 ABSENT: None

42 **Motion passed, 5-0-0-0**
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44 Commissioner Watty noted the 14-day appeal period.
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46 **5. PUBLIC COMMENT**

47 None
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6. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

6-1. **Contd. From March 11, 2020 Proposed Amendments to Chapter 20.20.080 “Secondary Residential Units” of the Albany Municipal Code** – The City of Albany Planning & Zoning Commission will hold a public hearing to consider proposed amendments to Chapter 20.20.080 “Secondary Residential Units” of the Albany Municipal Code and forward a recommendation to the Albany City Council.

Recommendation: The Planning & Zoning Commission review and adopt Resolution 2020-01 forwarding a recommendation to the City Council to adopt amendments to Accessory Dwelling Unit regulations.

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

Associate Planner Christopher Tan presented the staff report dated April 29, 2020.

PUBLIC HEARING OPENED

None

PUBLIC HEARING CLOSED

Commissioner Jennings questioned the resolution number and indicated the definition for primary unit or primary residence should state "... that either exists on or is"

Commissioner Donaldson did not believe Section 20.20.080.E.6, Septic System, is needed as homes are required to be connected to the sanitary sewer system.

Commissioner MacLeod preferred not to require fire sprinklers for detached accessory dwelling units (ADU), but that cannot be changed.

Chair Watty suggested Section 20.20.080.E.10 align with other provisions referring to 800 square feet.

Motion to adopt Resolution 2020-01 forwarding a recommendation to the City Council to adopt amendments to Accessory Dwelling Unit regulations with the revisions requested.

Donaldson

Seconded by Jennings

AYES: Donaldson, Kent, MacLeod, Jennings, Watty

NAYES: None

ABSTAINING: None

ABSENT: None

Motion passed, 5-0-0-0

6-2. Proposed Amendments to 20.20.040 “Home Occupations” of the Albany Municipal Code – The of Albany Planning & Zoning Commission will review Resolution of Intention



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1 2020-02 initiating amendments to Chapter 20.20.040 "Home Occupations" of the Albany
2 Municipal Code.

3
4 **Recommendation:** The Planning & Zoning Commission review and adopt Resolution
5 2020-03 forwarding a recommendation to the City Council to amend Chapter 20.20.040
6 "Home Occupations" of the Albany Municipal Code.

7
8 **CEQA:** The project is exempt pursuant to Section 15061(b)(3).

9
10 Planning Manager Hersch presented the staff report dated April 29, 2020.

11
12 PUBLIC HEARING OPENED

13
14 None

15
16 PUBLIC HEARING CLOSED

17
18 Commissioner Jennings requested the resolution title reflect a recommendation to the City
19 Council; deletion of the fourth "whereas" clause; and inclusion of information about notice for the
20 current meeting.

21
22 Commissioner Donaldson indicated "increase" in the third "whereas" clause should be
23 "increased."

24
25 Chair Watty supported the proposed amendments as the language is outdated.

26
27 **Motion to adopt Resolution 2020-03** forwarding a recommendation to the City Council
28 to amend Chapter 20.20.040 "Home Occupations" of the Albany Municipal Code with the
29 additional modifications. Donaldson

30 Seconded by Kent

31 AYES: Donaldson, Kent, MacLeod, Jennings, Watty

32 NAYES: None

33 ABSTAINING: None

34 ABSENT: None

35 **Motion passed, 5-0-0-0**

36
37 **7. NEW BUSINESS**

38
39 **7-1. None**

40
41 **8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION**

42
43 None

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45 **9. NEXT MEETING** – To Be Determined, City Hall Council Chambers, 1000 San Pablo Avenue or
46 virtual meeting pursuant to state and county guidance

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1 **10. ADJOURNMENT**

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3 The meeting was adjourned at 7:33 p.m.

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8 Submitted by: Anne Hersch, Planning Manager

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10 _____
11 Jeff Bond, Community Development Director