



## PLANNING & ZONING COMMISSION

Virtual Meeting  
Albany, CA 94706

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### SPECIAL & REGULAR VIRTUAL MEETING AGENDA ALBANY PLANNING & ZONING COMMISSION

WEDNESDAY JULY 22, 2020

5:00 PM Special Meeting

7:00 PM Regular Meeting

### 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](https://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 990 5654 2995**, 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://albanyca.zoom.us/j/99056542995>  
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](mailto: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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### **SPECIAL MEETING: 5:00 PM**

#### **1. STUDY SESSION**

- 1-1. San Pablo Avenue Specific Plan-** In accordance with the SB2 grant awarded to the City of Albany, this is the second in a series of meetings to prepare a San Pablo Avenue Specific Plan. This will include a discussion of building height, density, floor area ratio, transitions to residential zoning districts, vehicle parking, and bicycle parking.

**Recommendation:** Receive a presentation and provide feedback on the these issues.

**CEQA:** Once draft amendments are prepared, staff will work with a CEQA consultant.

#### **2. ADJOURNMENT OF STUDY SESSION**

### **REGULAR MEETING: 7:00 PM**

#### **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 June 24, 2020**

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

- 4-2. PA20-026 Design Review for a Second Story Addition at 530 Talbot Avenue -** The applicant is seeking Design Review approval for a second story addition at 530 Talbot



## PLANNING & ZONING COMMISSION

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Avenue. The subject site is a 3,750 sq. ft. lot with a 3 bedroom, 2 bathroom, 941 sq. ft. house built in 1924. The applicant is proposing to build a 511 sq. ft. second story addition to accommodate a new master suite for the home. The project scope includes interior reprogramming and remodeling of the existing main level. The exterior of the second story addition is proposed to be clad in board and batten siding. The existing ground level siding of the home is proposed to be replaced with 8-inch horizontal shiplap siding. A gable roof with a 3:12 pitch is proposed for the second story addition to match the existing home. A combination of double hung, awning, casement, and fixed windows are proposed throughout the home. This will result in a 3 bedroom, 2 bathroom, 1,452 sq. ft. home with a maximum height of 23'-2". Two off-street parking spaces are provided in the existing 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.

- 4-3. PA20-027 Design Review for a Two Level Rear Addition at 941 Key Route Boulevard-** The applicant is seeking Design Review approval for a two level rear addition at 941 Key Route Boulevard. The subject site is 4,683 sq. ft. lot with an existing 1,082 sq. ft. 3 bedroom, 1 bathroom house built in 1918. The applicant is proposing demolish a rear portion of the home and add a 540 sq. ft. two level addition. The ground level of the addition is proposed to accommodate a new library and dining room. The second story of the addition is proposed to accommodate a new master suite with outdoor balcony. The exterior of the addition is proposed to be clad in painted wood siding with a gable roof to match the existing home. The existing architectural style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom 1,449 sq. ft. home with a maximum height of 20'-7". Two off-street parking spaces are provided in the detached garage and driveway. An application was previously approved for this property in 2016 and the project was never constructed.

**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.

- 4-4. PA20-028 Conditional Use Permit & Parking Waiver for Happy Day Montessori Preschool at St. Albans Episcopal Church-** The applicant is seeking a Conditional Use Permit & Parking Waiver for Happy Day Montessori Preschool at St. Albans Episcopal Church (1501 Washington). The subject property is an 8,914 sq. ft. lot with an existing 10,690 sq. ft. church built in 1955 located in the R-1 Zoning District. The applicant is seeking to establish a day care center within two rooms on the first floor of the church. The day care center is proposing to occupy 416 sq. ft. of space within the church and provide 600 sq. ft. of open space in an existing courtyard. The proposed hours of operation for the day care center are Monday through Friday, 7am – 6pm. Two employees and up to 12 children are proposed on site at any given time. A Conditional Use Permit is required for all non-family day care centers in the R-1 Zoning District. No off-street parking spaces are proposed for



## PLANNING & ZONING COMMISSION

Virtual Meeting  
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the proposed preschool. A Parking Waiver is required to waive the required two (2) off-street parking spaces required with the proposed day care use.

**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 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.

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

**6-1. Code Amendments to Section 20.100 “Procedures” of the Resolution of Intention 2020-04.** The Planning & Zoning Commission will review draft amendments to Section 20.100 “Procedures” of the Albany Municipal Code. A Resolution of Intention has been prepared so that amendments can be returned for future action.

**Recommendation:** The Planning & Zoning Commission Resolution of Intention 2020-04 to initiate Code amendments to Section 20.100 “Procedures” of the Albany Municipal Code.

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

### 7. NEW BUSINESS

**7-1. Housing Element Study Session-** The purpose of this agenda item is to provide a summary of the status of the regional housing needs analysis, and to provide recently released technical guidance on new statutes that will be important in the preparation of the city’s next housing element.

**Recommendation:** Receive report. No action is required.

**CEQA:** Once the Housing Element update is initiated, staff will work with a CEQA consultant.

### 8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

**8-1. August Recess**

**9. NEXT MEETING: September 23, 2020,** City Hall Council Chambers, 1000 San Pablo Ave. or virtual meeting pursuant to state and county guidance.

### 10. ADJOURNMENT



## PLANNING & ZONING COMMISSION

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### 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](http://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](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.