



## PLANNING & ZONING COMMISSION

Virtual Meeting  
Albany, CA 94706

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### VIRTUAL MEETING AGENDA ALBANY PLANNING & ZONING COMMISSION WEDNESDAY OCTOBER 14, 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](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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## 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 September 23, 2020

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

### 4-2. PA20-031 Design Review Amendment & Parking Reduction for a Single-Story Rear Addition at 844 Jackson Street-

The applicant is seeking an amendment to a previously approved Design Review application 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 received Design Review and Conditional Use Permit approval for a 150 sq. ft. addition at the May 27, 2020 Planning & Zoning Commission hearing (PA20-017). The applicant is proposing to add 106 sq. ft. to the previously approved design. 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, 1,593 sq. ft. home with a maximum height of 18 feet. Parking reduction findings are required due to the cumulative area, 256 sq. ft., proposed for expansion.

**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. PA20-041 Design Review & Conditional Use Permit for a Building Lift & Conversion at 1152 Portland Avenue-** The applicant is seeking Design Review and Conditional Use Permit approval for a building lift and conversion at 1152 Portland Avenue. The subject property is a 5,000 sq. ft. lot with a 3 bedroom, 2 bathroom, 1,300 sq. ft. house built in 1918. The project scope includes lifting the entire home 5'-7" and shifting the home east to establish a compliant side yard setback of 5 feet. The applicant is proposing to reconfigure the interior programming for the home. The main level is proposed to accommodate public spaces (kitchen, living, dining, etc.) while the upper level is proposed to accommodate 3 bedrooms, 1 bathroom, a laundry room and a master suite. The existing Craftsman style of the home is proposed to remain. This will result in a 5 bedroom, 2.5 bathroom, 2,541.5 sq. ft. home with a maximum height of 25'-7". A Conditional Use Permit is required to extend the nonconforming wall north wall located 14'-1" where 15 feet is required. A new single-car garage is proposed in the southeast corner of the lot. Off-street parking is proposed in the new 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.

- 4-4. PA20-042 Design Review, Parking Reduction & Conditional Use Permit for a Two-Level Addition at 629 Talbot Avenue-** The applicant is seeking Design Review, Parking Reduction and Conditional Use Permit approval for a two-level addition at 629 Talbot Avenue. The subject property is a 3,750 sq. ft. lot with a 3 bedroom, 1 bathroom, 1,691 sq. ft. house built in 1938. The applicant is proposing 63 sq. ft. of additional area to the existing ground level and a new 390 sq. ft. second-story addition. The project scope includes interior remodeling to create a new powder room on the ground floor and a new master suite in the second-story addition. A balcony is proposed off the new master suite. The existing MacGregor style of the home is proposed to remain. This will result in a 3 bedroom, 1 bathroom, 2.5 bathroom, 2,147 sq. ft. home with a maximum height of 23'-9". A Conditional Use Permit is required to extend the nonconforming south wall located 3.57 feet from the property line where 3.75 feet is required. A Parking Reduction is required to waive the second off-street parking space triggered by the addition.

**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.

- 4-5. PA20-044 Design Review for a Two-Level Addition at 934 Pomona Avenue-** The applicant is seeking Design Review approval for a two-level addition at 934 Pomona Avenue. The subject property is a 4,200 sq. ft. lot with a 2 bedroom, 1 bathroom, 1,086 sq. ft. home built in 1916. The applicant is proposing a net addition of 504 sq. ft. spanning two levels to the existing home. The addition is located at the rear of the property and is proposed to accommodate a new family room on the ground floor and a new master suite with balcony



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on the second floor. The exterior of the addition is proposed to be clad in painted stucco with a gable roof form to match the existing home. A new decorative trellis is proposed on the north side of the addition along with a new wood deck off the west side of the addition providing access to the rear yard. The existing Craftsman style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom, 1,590 sq. ft. home with a maximum height of 25'-8". Two off-street parking spaces are provided in a tandem configuration in the existing detached garage and parking pad.

**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.

- 4-6. **PA20-038 Design Review & Conditional Use Permit for a Second-Story Balcony Enclosure at 953 Stannage Avenue-** The applicant is seeking Design Review & Conditional Use Permit approval for a second-story balcony enclosure at 953 Stannage Avenue. The subject property is a 3,751 sq. ft. lot with a 3 bedroom, 2.5 bathroom, 1,565 sq. ft. house built in 1928. There is an existing second-story balcony located in the northeast corner of the home. The applicant is proposing to enclose the 80 sq. ft. balcony to create a new closet for the existing master suite. One new window is proposed on the east side of the enclosure. The exterior of the enclosure is proposed to be clad in painted stucco to match the existing home. A Conditional Use Permit is required to extend nonconforming north wall located 2.38 feet from the property line where 3.75 feet is required. The existing architecture of the home is proposed to remain. This will result in a 3 bedroom, 2.5 bathroom, 1,645 sq. ft. home with a maximum height of 20'-6". Two off-street parking spaces are provided in the existing driveway.

### 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. **PA20-039 Design Review & Conditional Use Permit for a New Coffee Kiosk at 1035 Eastshore Highway-** The applicant is seeking Design Review and Conditional Use Permit approval for a new coffee kiosk at 1035 Eastshore Highway. The subject property is a 45,628 sq. ft. lot with an 8,307 sq. ft. vehicle showroom and service center built in 2015 and located in the CMX Zoning District. The applicant is proposing to build a new 200 sq. ft. detached coffee kiosk with drive thru service. The project scope includes modification to existing parking lot circulation to accommodate a pick-up lane, pass thru lane and nine (9) Tesla charging stations. The coffee kiosk is proposed to be clad in corrugated metal paneling with operable windows, metal sunshades, a skylight, photovoltaics on the roof,



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curved signage and a 30-foot high flagpole. The maximum height of the coffee kiosk structure is proposed to be 16 feet. A Conditional Use Permit is required for all new uses in the CMX Zoning District.

**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.

### 7. NEW BUSINESS

7-1. None.

### 8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

8-1. None.

9. **NEXT MEETING: October 28, 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](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.



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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.