



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

MINUTES OF REGULAR MEETING WEDNESDAY, JANUARY 27, 2021

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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 at 7:00 p.m. on Wednesday, January 27, 2021.

2. ROLL CALL

Present: Donaldson, MacLeod, Momin, Pilch, Watty
Absent: None
Staff Present: Planning Manager Anne Hersch
Associate Planner Christopher Tan

3. EX PARTE COMMUNICATIONS

None

4. CONSENT CALENDAR

4-1. Planning & Zoning Commission Meeting Minutes of January 13, 2021

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

Motion to approve the meeting minutes of January 13, 2021 as presented. Donaldson
Seconded by Pilch

AYES: Donaldson, MacLeod, Momin, Pilch, Watty

NAYES: None

ABSTAINING: None

ABSENT: None

Motion passed, 5-0-0-0

4-2. PA 20-067 Design Review for a Two-Level Addition at 1248 Portland Avenue – The applicant is seeking Design Review approval for a two-level addition at 1248 Portland Avenue. The subject property is a 2,500-sq.-ft. lot with a 2-bedroom, 2-bathroom, 996-sq.-ft. house built in 1925. The project scope includes a new staircase on the ground floor and a 2nd-story addition to accommodate a new master suite and a bedroom. This results in a net area increase of 563 sq. ft. to the existing home. A new deck is proposed on the ground floor at the rear of the property and a 2nd-story balcony is proposed off the master suite. The exterior cladding material and flat roof forms are proposed to match the home. The existing Mission Bungalow style of the home is proposed to remain. This will result in a 3-bedroom, 2.5-bathroom, 1,499-sq.-ft. home with a maximum height of 22 feet. A Parking Exception was approved in 1997 to allow two off-street parking spaces in the existing driveway and front yard areas. No additional parking requirements are triggered under this project scope.



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1 **Recommendation:** Staff recommends that the Planning & Zoning Commission continue
2 the matter to a date certain of February 10, 2021 so that the applicant can install story
3 poles.
4

5 **CEQA:** The project is Categorically exempt from CEQA pursuant to Section 15303 “New
6 Construction or Conversion of Small Structures” of the CEQA Guidelines.
7

8 Commissioner MacLeod and Chair Watty recused themselves from this item as they have
9 interests in real property located within 500 feet of the subject property.
10

11 PUBLIC HEARING OPENED

12
13 None

14
15 PUBLIC HEARING CLOSED
16

17 **Motion to continue** PA 20-067 for 1248 Portland Avenue to a date certain of March 10,
18 2021. Donaldson

19 Seconded by Pilch

20 AYES: Donaldson, Momin, Pilch

21 NAYES: None

22 RECUSED: MacLeod, Watty

23 ABSENT: None

24 **Motion passed, 3-0-2-0**
25

26 5. PUBLIC COMMENT

27 None.
28
29

30 6. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS: 31

32 **6-1. PA 20-068 Design Review for Two-Level Addition at 1028 Pomona Avenue** – The
33 applicant is seeking Design Review approval for a two-level addition at 1028 Pomona
34 Avenue. The subject property is a 4,200-sq.-ft. lot with a 2-bedroom, 1-bathroom, 1,140-
35 sq.-ft. house built in 1926. The project scope includes a 701-sq.-ft. two-level addition to
36 accommodate 2 bedrooms and 1 bathroom. A new roof deck is proposed on top of the
37 second-story addition with exterior access provided by a new spiral staircase located at
38 the rear of the home. The exterior of the second-story addition is proposed to be modern
39 in appearance. The existing Spanish Revival style of the ground floor of the home is
40 proposed to remain. This will result in a 3-bedroom, 2-bathroom, 1,841-sq.-ft. home with
41 a maximum height of 28 feet. Two off-street parking spaces are provided in the existing
42 single-car garage and driveway.
43

44 **Recommendation:** Staff recommends that the Planning & Zoning Commission review
45 and approve the project request subject to the findings and Conditions of Approval.
46

47 **CEQA:** The project is Categorically exempt from CEQA pursuant to Section 15303 “New
48 Construction or Conversion of Small Structures” of the CEQA Guidelines.



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2 Associate Planner Christopher Tan presented the staff report dated January 27, 2021.
3

4 **Tarry Chung**, architect and property owner, agreed to comply with the Condition of Approval for
5 a 2-inch window recess. The windows will be fiberglass and white in color. The existing home
6 has both wood and vinyl windows. The railing of the roof deck is slightly below the 28-foot
7 maximum allowed height. The color of the spiral staircase and roof-deck rail will be matte
8 stainless steel. The roof-deck railing will have pickets and cables. The existing ground-floor deck
9 is built around a tree and needs to be replaced. The tree will be removed to accommodate the
10 new deck and replaced at another location on the property. The entire house will be painted as
11 part of the project. She did not feel comfortable replicating the style of a 100-year-old house in
12 the 21st century and questioned whether clay tiles and ornamental trim respect the Spanish
13 Revival style. The siding sets off the new and old structures and mimics the adjacent home. She
14 chose fiberglass windows because of their insulating quality. Artificial grass will be used in the
15 backyard. Construction will likely destroy existing bougainvillea plants, but she intends to replant
16 them.
17

18 PUBLIC HEARING OPENED
19

20 **Jeremiah Pinguelo** expressed concern about the safety of the roof deck and the staircase and
21 encouraged the property owner to consider wildlife when removing the tree.
22

23 PUBLIC HEARING CLOSED
24

25 Commissioner Donaldson liked the juxtaposition of the styles and sidings. The roof-deck railings
26 and spiral staircase should be non-reflective. The proposed railings for the roof deck will have
27 little mass or visibility. The landscape plan shows few new plants and does not follow the Bay-
28 friendly guidelines. The front yard landscaping needs work.
29

30 Commissioner MacLeod noted the juxtaposition of styles and materials will not be as noticeable
31 in reality. The staircase is an interesting addition to the rear of the house. The front yard needs
32 to be improved, and the applicant should work with or hire a landscape architect to prepare a
33 landscape plan. Artificial grass is drought tolerant and a good play surface. The windows will
34 have to be recessed because the windows are flat. A recess of 4 inches is problematic. The
35 stairwell isolates the upstairs bathroom, and the interior configuration may need some work.
36

37 Commissioner Pilch suggested the existing home and the addition could be perceived as two
38 separate buildings. While he did not oppose artificial grass, he preferred a more natural material.
39 The applicant needs to submit a landscape plan for the entire parcel. He recommended the
40 applicant move the electric meter.
41

42 Commissioner Momin appreciated the overall arrangement and massing of the structure as well
43 as the different styles. The roof deck and the spiral staircase are smart and interesting, but the
44 staircase could be better integrated with the roof. The interior stair could be extended to the roof
45 to create a penthouse. The spiral stair appears not to provide the required headroom.
46

47 Chair Watty stated that the massing is appropriate for the surrounding context. Finding the
48 connections and correlations between the existing and new structures is difficult. The Marvin



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1 modern windows with a deep recess will enhance the contemporary design. She concurred with
2 Commissioner Momin's comments regarding integrating the roof deck. A spiral staircase often
3 feels industrial rather than residential. She proposed a condition of approval requiring the
4 applicant to engage a landscape architect to prepare a landscape plan.

5
6 **Motion to approve PA 20-068** for 1028 Pomona Avenue pursuant to the proposed
7 findings and Conditions of Approval with additional conditions of approval requiring the
8 applicant to work with a landscape architect to prepare a landscape plan that includes the
9 front yard, to recess the windows 2 inches, and to work with PG&E to move or screen the
10 electric meter. MacLeod

11 Seconded by Donaldson

12 AYES: Donaldson, MacLeod, Momin, Pilch, Watty

13 NAYES: None

14 ABSTAINING: None

15 ABSENT: None

16 **Motion passed, 5-0-0-0**

17
18 Chair Watty noted the 14-day appeal period.

20 7. NEW BUSINESS

21
22 **7-1. Resolution of Appreciation for Chris Kent**

23 **7-2. Resolution of Appreciation for Megan Jennings**

24
25 Planning Manager Anne Hersch presented the resolutions for review.

26
27 PUBLIC HEARING OPENED

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29 **Jeremiah Pinguelo** thanked Commissioners, current and former, for their service to the City and
30 community.

31
32 PUBLIC HEARING CLOSED

33
34 Commissioners appreciated the experience of working with Mr. Kent and Ms. Jennings and their
35 knowledge and professionalism.

36
37 **Motion to approve** the resolutions for former Commissioners Kent and Jennings as
38 presented. Donaldson

39 Seconded by MacLeod

40 AYES: Donaldson, MacLeod, Momin, Pilch, Watty

41 NAYES: None

42 ABSTAINING: None

43 ABSENT: None

44 **Motion passed, 5-0-0-0**

46 8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

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48 None



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9. NEXT MEETING – February 24, 2021, City Hall Council Chambers, 1000 San Pablo Avenue or virtual meeting pursuant to state and county guidance

10. ADJOURNMENT

The meeting was adjourned at 8:16 p.m.

Submitted by: Anne Hersch, Planning Manager

Jeff Bond, Community Development Director