



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

VIRTUAL MEETING AGENDA ALBANY PLANNING & ZONING COMMISSION WEDNESDAY MARCH 10, 2021, 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 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 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 February 24, 2021**

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

- 4-2. **PA20-067 Design Review for a Two-Level Addition at 1248 Portland Avenue ***Contd. From 1/27/21 to a date certain of 3/10/21*****

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.

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached findings and Conditions of Approval.



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

- 4-3. PA20-054 Design Review for a Second Story Addition at 1248 Brighton Avenue-**The applicant is seeking Design Review approval for a second story addition at 1248 Brighton Avenue. The subject property is a 5,000 sq. ft. lot with a 3 bedroom, 1.5 bathroom, 1,752 sq. ft. house built in 1940. The applicant is proposing a 486 sq. ft. second story addition on the south side of the existing home. The addition is proposed to accommodate a new master suite and one bedroom. The exterior of the addition is proposed to be clad in painted stucco with a hipped roof to match the existing home. The existing architectural style of the home is proposed to remain. This will result in a 5 bedroom, 2.5 bathroom, 2,750 sq. ft. home with a maximum height of 20’-6”. Parking is provided in the existing two-car garage.

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

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. PA21-003 Design Review & Conditional Use Permit for a Building Lift, Lower-Level Conversion & Addition at 830 Cerrito Street-** The applicant is seeking Design Review and Conditional Use Permit approval for a building lift, lower-level conversion, and addition at 830 Cerrito Street. The subject property is a 5,000 sq. ft. lot with a 2 bedroom, 1 bathroom, 1,082 sq. ft. house built in 1925. The project scope includes lifting the home approximately 3 feet and converting 922 sq. ft. of existing crawl space into living area. The lower level conversion is proposed to include a master suite, laundry room, office, media room and half-bathroom. A 365 sq. ft. upper level addition is proposed to include a new entry way to the home and reconfiguration of interior programming. The overall appearance will change from Spanish Revival to a modern design. This will result in a 3 bedroom, 2.5 bathroom, 2,369 sq. ft. home with a maximum height of 22’-4”. Parking is provided in the existing two-car garage and is proposed to remain. A Conditional Use Permit is required to extend the non-conforming northwest walls located 2’-9” ft. from the property line where 5 ft. is required.

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



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- 6-2. PA21-007 Design Review & Parking Reduction for a Single-Story Rear Addition at 924 Evelyn Avenue-** The applicant is seeking Design Review and Parking Reduction approval for a single-story rear addition at 924 Evelyn Avenue. The subject property is a 2,500 sq. ft. lot with a 1 bedroom, 1 bathroom, 819 sq. ft. house built in 1933. The project scope includes demolition of the existing detached garage and building a 385 sq. ft. addition at the rear of the home. The addition is proposed to accommodate two bedrooms and one bathroom. A new side entry to the home is proposed. The existing architectural style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom, 1,161 sq. ft. home with a maximum height of 19 feet. A Parking Reduction is required to waive all off-street parking requirements for the property.

Recommendation: Staff recommends that the Planning & Zoning Commission review the proposed project and provide feedback to the applicant and staff. Draft findings and Conditions of Approval are included should the Commission decide to take action.

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

7. NEW BUSINESS

- 7-1. San Pablo Avenue Specific Plan Virtual Open House Summary-** The Planning & Zoning Commission will receive an informational presentation on summary data from the San Pablo Avenue Specific Plan Virtual Open House.

Recommendation: Information only. Staff recommends that the Planning & Zoning Commission receive the informational presentation.

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

8. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

None.

- 9. NEXT MEETING: March 24, 2021**, 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



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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 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.