



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

MINUTES OF REGULAR MEETING WEDNESDAY, APRIL 28, 2021

1
2
3
4 **1. CALL TO ORDER**

5
6 Chair Watty called the regular meeting of the Planning and Zoning Commission to order
7 at 7:00 p.m. on Wednesday, April 28, 2021.
8

9 **2. ROLL CALL**

10 Present: Donaldson, MacLeod, Momin, Pilch, Watty
11 Absent: None
12 Staff Present: Planning Manager Anne Hersch
13 Associate Planner Christopher Tan
14 Community Development Director Jeff Bond
15
16

17 **3. EX PARTE COMMUNICATIONS**

18
19 None
20

21 **4. CONSENT CALENDAR**

22
23 Chair Watty announced requests to continue Item 7-1 to a date uncertain and Item 4-3 to
24 a date certain of May 14, 2021.
25

26 **4-1. Planning & Zoning Commission Meeting Minutes of April 14, 2021**

27
28 **Recommendation:** Staff recommends that the Planning & Zoning Commission
29 review and approve the meeting minutes.
30

31 **4-3. PA21-020 Design Review & Parking Reduction for a Two-Level Addition at**
32 **970 Stannage Avenue** – The applicant is seeking Design Review and Parking
33 Reduction approval for a two-level addition at 970 Stannage Avenue. The subject
34 property is a 2,500 sq. ft. lot with a 2 bedroom, 1.5 bathroom, 876 sq. ft. house
35 built in 1952. The project scope includes a 22.8 sq. ft. addition on the ground floor
36 for a new interior staircase and a 421.5 sq. ft. second story addition to
37 accommodate 2 bedrooms and 1 bathroom. The applicant is proposing a modern
38 appearance for the home including exterior treatments with a combination of fiber
39 cement & wood paneling and painted aluminum. This will result in a 4 bedroom, 2
40 bathroom, 1,367.3 sq. ft. home with a maximum height of 22 feet. One (1) off-street
41 parking space is provided in the existing, attached garage. A Parking Reduction is
42 required to waive one (1) off-street parking space required under this project
43 scope.
44



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1 **Recommendation:** Staff recommends that the Planning & Zoning Commission
2 review and approve the proposed project subject to the attached findings and
3 Conditions of Approval.
4

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

8 **7-1. Contd. From April 14, 2021 – PA21-004 Conditional Use Permit & Design**
9 **Review Amendment: New Mixed-Use Residential Building at 904 Masonic –**

10 The applicant is seeking Conditional Use Permit and Design Review approval to
11 amend a previously approved mixed-use building at 904 Masonic Avenue. The
12 subject site is 3,751 sq. ft. lot with an existing 980 sq. ft. single story structure built
13 in 1924. The original Planning & Zoning Commission approval was granted on
14 February 13, 2019 and includes a new mixed-use commercial/residential project.
15 The applicant is proposing to amend the project to include a live/work unit on the
16 ground level of the building, eliminate the roof top deck and off-street parking for
17 the building. The building is proposed to be contemporary in design with a
18 maximum height of 35 ft. This will result in a new mixed-use building with a ground
19 floor live work unit and 5 residential units. A Conditional Use Permit is required for
20 the live/work unit to be located on the ground floor and to waive all parking
21 requirements. A Design Review amendment is required to eliminate the previously
22 approved roof top deck.
23

24 **Recommendation:** Staff recommends that the Planning & Zoning Commission
25 review and approve the proposed project subject to the attached findings and
26 Conditions of Approval.
27

28 **CEQA:** The project is Categorical exempt from CEQA pursuant to Section 15332
29 "In-Fill Development" of the CEQA Guidelines.
30

31 PUBLIC HEARING OPENED

32
33 None

34
35 PUBLIC HEARING CLOSED
36

37 **Motion to approve** Item 4-1 as presented, **continue** Item 4-3 to a date certain of
38 May 14, 2021, and **continue** Item 7-1 to a date uncertain. MacLeod

39 Seconded by Pilch

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

41 NAYES: None

42 RECUSED: None

43 ABSENT: None

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



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1
2 **4-2. PA21-014 Design Review for a Two-Level Addition at 919 Adams Street** – The
3 applicant is seeking Design Review approval for a two-level addition at 919 Adams
4 Street. The subject property is a 3,750 sq. ft. lot with a 4 bedroom, 2 bathroom,
5 888.5 sq. ft. house built in 1922. The project scope includes demolishing the rear
6 portion of the existing home and building a two-level 1,230 sq. ft. addition at the
7 rear. The ground floor addition is proposed to accommodate a home gym, 1
8 bedroom, 1 bathroom, laundry room, and closet. The second story addition is
9 proposed to accommodate 1 bedroom, 1 bathroom, office room, and prayer room.
10 The existing Craftsman style of the home is proposed to remain. This will result in
11 a 4 bedroom, 3 bathroom, 2,058.3 sq. ft. house with a maximum height of 27 feet.
12 Two off-street parking spaces are provided in the existing driveway.

13
14 **Recommendation:** Staff recommends that the Planning & Zoning Commission
15 review and approve the proposed project subject to the attached findings and
16 Conditions of Approval.

17
18 **CEQA:** The project is Categorically exempt from CEQA pursuant to Section 15303
19 “New Construction or Conversion of Small Structures” of the CEQA Guidelines.

20
21 Commissioner Donaldson remarked that the project should have a higher density
22 because the parcel is zoned R-3. A single-family home is not the highest and best use
23 of a site zoned R-3. The accessory dwelling unit (ADU) will cover the entire backyard
24 and have no private open space. State law overrides the City's intention to allow ADUs
25 in R-1 zones only.

26
27 PUBLIC HEARING OPENED

28
29 None

30
31 PUBLIC HEARING CLOSED

32
33 **Bacilia Macias**, project architect, reported the property owner's two adult children intend
34 to live in the home, and another family member may occupy the ADU. The property owner
35 prefers to expand the home rather than purchase a larger home. The property owner is
36 more concerned about living space than outdoor space. The area has grown and
37 changed, but the property owner wants to live in the house.

38
39 Commissioner Pilch believed that the addition makes sense for the size of the family.
40 Unfortunately, the project significantly reduces outdoor space.

41
42 Commissioner MacLeod advised that the project design is attractive. Small dwellings are
43 perfect for people who do not need a lot of outdoor space. The lot is small and probably
44 would not accommodate a home larger than a duplex.



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1
2 Commissioner Momin agreed that the project is nice but in the wrong location. Given the
3 size of the parcel, the number of housing units will be few. The family wishes to expand
4 the house, and the project complies with the Code.
5

6 Chair Watty indicated she would feel differently about the project if it was new construction
7 on a vacant lot. Given the housing market, not everyone can afford to sell one home to
8 purchase another. The project is increasing density by adding an ADU. In addition, the
9 project will increase the number of people who can live in the home.
10

11 Commissioner Donaldson suggested the architect and homeowner consider extending
12 the deck between the ADU and house to create an outdoor area.
13

14 **Motion to approve PA21-014** for 919 Adams Street pursuant to the proposed
15 findings and Conditions of Approval. MacLeod

16 Seconded by Pilch

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

18 NAYES: None

19 RECUSED: None

20 ABSENT: None

21 **Motion passed, 5-0-0-0**
22

23 Chair Watty noted the appeal period.
24

25 **5. ANNOUNCEMENTS/COMMUNICATIONS**

26 None
27

28 **6. PUBLIC COMMENT**

29 **Jeremiah Pinguelo** suggested the Commission discuss the advantages and
30 disadvantages of property owners owning half the sidewalk in front of their properties.
31

32 Chair Watty suggested Mr. Pinguelo contact the Public Works Department because
33 sidewalks are not within the Planning & Zoning Commission's purview.
34

35 **7. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING** 36 **ITEMS:**

37 **8. NEW BUSINESS**

38
39
40 **8-1. Housing Element Annual Progress Report 2020** – Jurisdictions in California are
41 required to prepare and submit an annual Housing Element Progress Report to the
42 State Department of Housing & Community Development (HCD) on April 1. The
43
44



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1 City submitted the 2020 report to HCD and will provide an informational overview
2 to the Planning & Zoning Commission.

3
4 **Recommendation:** Receive the informational report.

5
6 **CEQA:** N/A

7
8 Community Development Director Jeff Bond presented the staff report dated April 28,
9 2021.

10 PUBLIC HEARING OPENED

11
12
13 **Jeremiah Pinguelo** noted the small number of very-low-income housing units produced
14 and suggested a policy to allow almost any type of housing on a vacant lot in order to
15 meet the required number of very-low-income units.

16
17 PUBLIC HEARING CLOSED

18
19 Planning Manager Anne Hersch advised that the City's consultant will present the
20 Commission with a policy audit of all policies in the 2015-2023 Housing Element on May
21 12, 2021.

22
23 Chair Watty indicated the report provides a baseline for what the next Housing Element
24 needs to address. The City's Regional Housing Needs Allocation (RHNA) will be
25 significantly higher for the next cycle. The Commission has supported housing
26 production.

27
28 **9. NEXT MEETING – May 12, 2021**, City Hall Council Chambers, 1000 San Pablo Avenue
29 or virtual meeting pursuant to state and county guidance

30
31 **10. ADJOURNMENT**

32
33 The meeting was adjourned at 7:55 p.m.

34
35
36
37 _____
Submitted by: Anne Hersch, Planning Manager

38
39
40
41 _____
Jeff Bond, Community Development Director