



## PLANNING & ZONING COMMISSION

Virtual Meeting  
Albany, CA 94706

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

WEDNESDAY September 8, 2021  
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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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. **PA21-052 Design Review for a Two-Level Addition at 1467 Portland Avenue-** The applicant is seeking Design Review approval for a two-level addition at 1467 Portland Avenue. The subject property is a 5,000 sq. ft. lot with a 3 bedroom, 1 bathroom, 1,670 sq. ft. split-level house built in 1930. The project scope includes minor additions on the main and basement levels to accommodate modest expansions to the kitchen, bedroom, and office. The second story addition is proposed to accommodate a new master suite and laundry room. This results in a total of 946 sq. ft. of new area to the home. The existing Story-Book style of the home is proposed to remain. This will result in a 4 bedroom, 2 bathroom, 2,616 sq. ft. home with a maximum height of 27'-9". A new detached garage and parking pad are proposed on the north end of the property to accommodate two off-street parking spaces in tandem configurations.

**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.

- 4-2. **PA21-060 Design Review for Second-Story Addition at 915 Taylor Street-** The applicant is seeking Design Review approval for a second story addition at 915 Taylor Street. The subject property is a 5,000 sq. ft. lot with an existing non-conforming 3 bedroom, 2 bathroom, duplex located in the R-1 Zoning District and built in 1925. The project scope includes expanding the duplex by 512 sq. ft. on the south and east sides of the building.



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The addition area is proposed to accommodate an expanded kitchen, a new bathroom, and interior reprogramming of the main-level unit. The northern exterior staircase is proposed to be eliminated. Entry to the upper level unit is proposed on the south side of the building through a new interior staircase. A new deck is proposed for the upper level unit directly above the proposed addition on the main level. The existing architecture of the home is proposed to remain. This will result in a 3 bedroom, 4 bathroom, 2,231 sq. ft. duplex with a maximum height of 25'-11". Three off-street parking spaces are proposed in the existing garage and a driveway located on the north side of the property.

**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.

### 5. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

### 6. 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.

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

- 7-1. **PA21-056 Design Review & Parking Reduction for a Single-Story Addition at 1110 Pomona Avenue-** The applicant is seeking Design Review and Parking Reduction approval for a single-story addition at 1110 Pomona Avenue. The subject property is a 5,460 sq. ft. lot with a 2 bedroom, 2 bathroom, 1,362 sq. ft. home built in 1946. The project scope includes building a 219 sq. ft. addition on the south side of the home. The addition is proposed to accommodate a kitchen expansion and remodel along with one new bedroom for the home. A new side entry is proposed off the kitchen area with landing and stairs. The existing architectural style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom, 1,581 sq. ft. home with a maximum height of 17'-5". The property currently provides two, required off-street parking spaces in the detached garage and driveway. A Parking Reduction is required to eliminate one parking space to accommodate the project design.

**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.

- 7-2. **PA21-062 UC Village Master Sign Program Amendment-** The Master Sign Program for the University Village Shopping Center was approved on September 9, 2015 and did not include policies for digital advertising. An application has been filed for new electric vehicle



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charging stations at University Village Shopping Center which include digital advertising. The proposed amendment to the Master Sign Program would allow digital advertising on the electric vehicle chargers only. All previously approved sign regulations under the UC Village Master Sign Program are proposed to remain.

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

**CEQA:** The Environmental Impact Report (EIR) was certified by the City Council via Resolution #2011-51, as well as an addendum to the EIR approved on May 6, 2013. An environmental impact report for the project was approved by the City Council in July 2012. The proposed sign design review does not generate new or substantially more severe impacts than what were previously analyzed in the project EIR.

### 8. NEW BUSINESS

**8-1. Parking Policies Discussion-** The Planning Commission will hold a discussion on parking policies.

**Recommendation:** Receive a presentation and provide feedback.

**CEQA:** N/A.

**9. NEXT MEETING: September 22, 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](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.



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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.