



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

MINUTES OF REGULAR MEETING WEDNESDAY, JULY 28, 2021

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

1. CALL TO ORDER

Chair Watty called the regular meeting of the Planning and Zoning Commission to order at 7:06 p.m. on Wednesday, July 28, 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 July 14, 2021

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

Motion to approve the consent calendar. Donaldson
Seconded by Watty

AYES: Donaldson, Pilch, Watty

NAYES: None

ABSTAIN: MacLeod, Momin

ABSENT: None

Motion passed, 3-0-2-0

5. ANNOUNCEMENTS/COMMUNICATIONS

None

6. PUBLIC COMMENT

None



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1 **7. DISCUSSION & POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING**
2 **ITEMS:**

3
4 **7-1. PA21-047 Design Review for a Two-Level Rear Addition at 622 Curtis Street**

5 – The applicant is seeking Design Review approval for a two-level rear addition at
6 622 Curtis Street. The subject property is a 4,000-sq.-ft. lot with a 2-bedroom, 1-
7 bathroom, 1,037-sq.-ft. house built in 1925. The project scope includes building a
8 550-sq.-ft. two-level addition at the rear of the home to accommodate a laundry
9 room, 2 bedrooms and 1 bathroom. The upper-level bedroom is proposed to have
10 a 42-sq.-ft. balcony with slider doors that open and face the rear yard. The exterior
11 of the addition is proposed to be clad in horizontal wood paneling with a hipped
12 roof to match the existing home. The existing architectural style of the home is
13 proposed to remain. This will result in a 4-bedroom, 2-bathroom, 1,587-sq.-ft.
14 home with a maximum height of 18 feet. Two off-street parking spaces are
15 provided in the attached garage and driveway.

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

20
21 **CEQA:** The project is Categorical exempt from CEQA pursuant to Section 15303
22 “New Construction or Conversion of Small Structures” of the CEQA Guidelines.

23
24 Commissioner Pilch recused himself from this item due to his residence being located
25 within 500 feet of the subject property.

26
27 Associate Planner Christopher Tan presented the staff report dated July 28, 2021.

28
29 PUBLIC HEARING OPENED

30
31 None

32
33 PUBLIC HEARING CLOSED

34
35 Commissioner Donaldson indicated that the proposed addition's roofline appears
36 awkward in the renderings. However, after visiting the site, he felt the roofline will
37 integrate quite well when viewed from the street. The project is acceptable as proposed.

38
39 Chair Watty supported the project. The applicant proposes vinyl windows, but they will
40 not be visible from the street. The project will upgrade the home while maintaining its
41 Craftsman-style character.

42
43 Commissioner MacLeod concurred with prior comments. The addition will be almost
44 invisible from the street and has minimal impacts.



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1
2 **Motion to approve PA21-047** for 622 Curtis Street, pursuant to the proposed
3 findings and Conditions of Approval. Donaldson
4 Seconded by Momin
5 AYES: Donaldson, MacLeod, Momin, Watty
6 NAYES: None
7 RECUSED: Pilch
8 ABSENT: None
9 **Motion passed, 4-0-1-0**

10
11 Chair Watty noted the appeal period.

12 13 **8. NEW BUSINESS**

14
15 **8-1. Discussion of Planning Commission Rules of Parliamentary Practice and**
16 **Operation** – The Planning & Zoning Commission will discuss meeting
17 management and best practices as well as any necessary protocol to ensure
18 meetings are conducted in a timely and orderly manner.

19
20 **Recommendation:** The Planning & Zoning Commission discuss rules of meeting
21 decorum and operation and agree to any changes as appropriate.

22
23 Planning Manager Anne Hersch presented the staff report dated July 28, 2021.

24
25 Commissioner Momin proposed limiting Commissioners' discussion of items removed
26 from the consent calendar to the reason for removing the item, staff provide presentations
27 in advance of meetings, limiting Commissioner questions and comments regarding
28 planning applications to a total of 10 minutes, and staff schedule long-range planning
29 items as the only agenda item.

30
31 Commissioner Donaldson expressed support for obtaining information in advance of
32 meetings but did not favor time limits on the public's and Commissioners' comments.
33 Four-hour meetings are difficult but occur infrequently. Commissioners should discuss a
34 project thoroughly and obtain the public's full comments.

35
36 Commissioner MacLeod agreed with Commissioner Donaldson. Staff has managed the
37 agenda well to avoid lengthy meetings. Policy questions and complex projects deserve
38 a full discussion. The public needs to understand Commissioners' comments and
39 reasons for Commission decisions. Perhaps Commissioners can edit their comments
40 somewhat. The length of meetings is not burdensome. Receiving presentations prior to
41 the meetings could help Commissioners provide concise comments.

42
43 Chair Watty concurred with the suggestions to limit an agenda to one large project or
44 policy item and to receive presentations prior to meetings. She encouraged



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1 Commissioners to notify staff of issues with consent items in advance of meetings and to
2 remove consent items that they cannot support or want modified. In the past,
3 Commissioners have removed items from the consent calendar, and applicants were not
4 prepared to address the Commission.
5

6 Commissioner Pilch thanked Chair Watty for managing meetings well. A 3-minute time
7 limit for public comments is acceptable and typical for public meetings. Submitting
8 clarifying questions to staff and receiving presentations prior to meetings are good
9 suggestions. A timer to make Commissioners aware of the length of their comments
10 could be helpful. Commissioners should take the time they need to conduct the public's
11 business.
12

13 Planning Manager Hersch advised that staff is attempting to balance agendas and plans
14 to schedule special meetings from 5:00 to 7:00 p.m. for substantive items. Presentations
15 are intended to highlight or summarize staff reports and are often completed just prior to
16 meetings. If the Commission wishes to receive presentations prior to meetings, they can
17 be provided after the packet and before the meeting.
18

19 Chair Watty clarified that presentations augmenting a staff report and not containing
20 drastically different information do not need to be provided beforehand.
21

22 Commissioner Donaldson suggested staff place presentations on the website the night
23 before or the morning of meetings as long as they supplement staff reports. Perhaps,
24 Commissioners can agree to alert staff and the Chair to items they wish to remove from
25 the consent calendar.
26

27 Commissioner Pilch preferred presentations be available prior to meetings so that
28 Commissioners and the public can refer to them during meetings and to ensure all
29 materials provided to Commissioners are available to the public.
30

31 PUBLIC HEARING OPENED
32

33 None
34

35 PUBLIC HEARING CLOSED
36

37 Commissioner Donaldson requested staff continue the practice of speaker cards once in-
38 person meetings resume.
39

40 Chair Watty reported Commissioners have reached consensus regarding Commissioners
41 notifying staff of issues with consent calendar items, staff posting presentations prior to
42 meetings, if only 10 minutes prior, and staff scheduling substantive items separately.
43



PLANNING & ZONING COMMISSION

Virtual Meeting
Albany, CA 94706

1 **9. NEXT MEETING – August 4, 2021**, City Hall Council Chambers, 1000 San Pablo Avenue
2 or virtual meeting pursuant to state and county guidance

3
4 Commissioner Donaldson advised that he would not be available for meetings in August.

5
6 **10. ADJOURNMENT**

7
8 The meeting was adjourned at 7:54 p.m.

9
10
11
12 Submitted by: Anne Hersch, Planning Manager

13
14
15
16 Jeff Bond, Community Development Director