



## PLANNING & ZONING COMMISSION

Virtual Meeting  
Albany, CA 94706

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### REGULAR VIRTUAL MEETING AGENDA

#### ALBANY PLANNING & ZONING COMMISSION

WEDNESDAY November 10, 2021

7:00 PM Regular meeting

#### COVID-19 NOTICE – PUBLIC MEETING GUIDELINES

Consistent with California Assembly Bill 361, given the proclaimed state of emergency and the Alameda County Health Care Services Agency Director's recommendation for continued social distancing for public meetings, which is also consistent with CalOSHA requirements for social distancing for public meetings, Advisory Body members will be participating in public meetings via phone/video conferencing. The public is invited to participate via the methods below:

#### How to watch or listen to the meeting:

1. Meetings are streamed live and recorded for viewing on City website [www.albanyca.org/meetings](http://www.albanyca.org/meetings) or on YouTube [www.YouTube.com/AlbanyKALB](http://www.YouTube.com/AlbanyKALB)
2. To observe the meeting by video conference, please go to <https://zoom.us/j/99056542995>
3. To listen to the meeting by phone, please call 1 (669) 900-9128, enter **Webinar ID 990 5654 2995**, follow by #. When asked for a participant ID, press # again.

#### How to submit Public Comment:

1. Members of the public may submit comments in writing by emailing the Planning & Zoning Commission at [pzc@albanyca.org](mailto:pzc@albanyca.org) with the agenda item clearly identified in the subject line of the email. Comments may also be submitted 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 be asked to unmute yourself when when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted.
  3. To comment by phone, you will “Raise Your Hand” by pressing \*9 to request to speak when public comment is being taken on the Agenda item. You will be asked to unmute yourself by pressing \*6 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 October 13, 2021**

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

- 4-2. **PA21-073 Parking Waiver for a New Acupuncture Practice at 1229 Solano Avenue-** The applicant is seeking Parking Waiver for a new acupuncture practice at 1229 Solano Avenue. The subject property is a 6,742 sq. ft. lot with a 6,876 sq. ft. commercial building built in 1940 and located in the Solano Commercial Zoning District. The applicant is seeking to occupy the 1,517 sq. ft. tenant shell at 1229 Solano and establish a new acupuncture practice in the previous retail space. The proposed change of use from retail to professional office requires additional off-street parking spaces. There is currently one (1) off-street parking space dedicated to the subject tenant space. A Parking Waiver is required to waive seven (7) off-street parking spaces where eight (8) are required. No expansion to the existing building is proposed under this project scope.

**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 15332 "In-Fill Development Projects" of the CEQA Guidelines.

- 4-3. **PA21-077 Design Review and Parking Reduction for Two-Level Rear Addition at 404 Talbot Avenue-** The applicant is seeking Design Review and Parking Reduction approval for a two-level rear addition at 404 Talbot Avenue. The subject property is a 3,400 sq. ft.



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house with a 2 bedroom, 1.5 bathroom, 915 sq. ft. house built in 1939. The project scope includes building a new two-level addition at the rear of the home to accommodate a new breakfast nook, family room, and utility room on the ground floor and a new master suite in the proposed 2<sup>nd</sup> level. The exterior of the addition is proposed to be clad in painted stucco siding with a cross-gable roof form. The existing Storybook Tudor style of the home is proposed to remain. This will result in a 3 bedroom, 2 bathroom, 1,613 sq. ft. home with a maximum height of 26'-9". There is one off-street parking space in the existing garage. A Parking Reduction is required to waive one off-street parking space triggered by the project scope.

**Recommendation:** Staff recommends that the Planning & Zoning Commission continue the matter to a date uncertain to allow for story pole installation.

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

### 5. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

#### 5-1. Cancellation of November 24, 2021 and December 22, 2021 Planning & Zoning Commission Meetings

### 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. PLANNING AND ZONING COMMISSION PUBLIC HEARING AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

7-1. **PA21-058 Design Review for a Second-Story Addition at 919 Ramona Avenue** - The applicant is seeking Design Review approval for a second-story addition at 919 Ramona Avenue. The subject property is a 4,290 sq. ft. lot with a 2 bedroom, 1 bathroom, 1,390 sq. ft. house built in 1926. The project scope includes interior remodeling and reprogramming on the main level and a 549 sq. ft. second story addition to accommodate a new master suite for the home. A new rear deck is proposed off the main level of the home. Two roof terraces are proposed on the 2<sup>nd</sup> level of the home along with a roof deck on top of the proposed 2<sup>nd</sup> story addition. The applicant is proposing contemporary architectural style for the home. This will result in a 3 bedroom, 2 bedroom, 1,939 sq. ft. home with a maximum height of 24'-5". Two off-street parking spaces are provided in the existing driveway in a tandem configuration.

**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 Categorically exempt from CEQA pursuant to Section 15303 "New Construction or Conversion of Small Structures" of the CEQA Guidelines.



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### 8. NEW BUSINESS

- 8-1. San Pablo Avenue Specific Plan Financial Feasibility Analysis Request-** Commissioner Pilch has requested that the Planning & Zoning Commission hold a discussion to consider a recommendation to add a financial feasibility analysis to the San Pablo Avenue Specific Plan scope.

**Recommendation:** Receive request from Commissioner Pilch. Staff recommends that the Specific Plan maintain the current scope of work and remain on schedule for adoption in Spring 2022.

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

- 9. NEXT MEETING: December 8, 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.

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



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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.