



## PLANNING & ZONING COMMISSION

Virtual Meeting  
Albany, CA 94706

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### REGULAR VIRTUAL MEETING AGENDA

WEDNESDAY February 23, 2022  
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/s/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 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

The following Land Acknowledgement Statement shall be read at the beginning of each City Council meeting and Advisory Body meeting per Albany City Council Minute Action, November 15, 2021.

“The City of Albany recognizes that we occupy the land originally protected by the Confederated Villages of Lisjan. We acknowledge the genocide that took place on these lands and must make strides to repay the moral debt that is owed to this indigenous people, specifically the Ohlone Tribe. We thank them for their contributions which have transformed our community, and will continue to bring forth growth and unity. The City of Albany commits to sustaining ongoing relationships with the Tribe and together build a better future for all that now make this their home.”

### 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 January 26, 2022

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

- 4-2. **PA22-009 Design Review Amendment for a Two-Level Addition at 840 Masonic Avenue** - The applicant is seeking a Design Review Amendment for a previously approved two-level addition at 840 Masonic Avenue. The subject property is a 3,750 sq. ft. lot with a 3 bedroom, 1.5 bathroom, 1,514.5 sq. ft. house built in 1932. The applicant is proposing to reallocate building area from the approved second story addition to the ground level to accommodate an expanded living room. The ground level is proposed to be expanded toward the south while the second story addition is proposed to be reduced in area. The exterior of the home is proposed to be clad in painted stucco and composite siding with a standing-seam metal shed roof. The applicant is proposing a new contemporary style for the home. This will result in a 4 bedroom, 3 bathroom, 2,050 sq. ft. home with a maximum height of



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27'-1". Two off-street parking spaces are provided in the garage and 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 15332 "In-Fill Development Projects" of the CEQA Guidelines.

### 5. ANNOUNCEMENTS/COMMUNICATIONS/DISCUSSION

None.

### 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. Continuation of Work Session Initiated on January 12, 2022 Regarding on 2023-2031 Housing Element Site Inventory –

On January 12, 2022, the Commission received a presentation on the 2023-2031 Housing Element Site Inventory. Several Commissioners were unable to participate in the discussion. Therefore, this continuation has been scheduled to provide an opportunity for all the Commissioners to discuss the presentation. Commissioners and members of the public are encouraged to review the January 12 presentation. Staff and consultant will be available to answer questions, but no additional presentation is planned.

The housing element of the general plan must include an inventory of land suitable and available for residential development to meet the locality's regional housing need by income level. Sites are suitable for residential development if zoned appropriately and available for residential use during the planning period. The primary focus of this work session is to provide the Commission and members of the public an opportunity to review and comment on initial analysis of potential locations for designation as housing opportunity sites.

**Recommendation:** No action required. For information and discussion only.

#### 7-2. PA22-007 Design Review for a New Two-Story Home at 1014 Santa Fe Avenue - The applicant is seeking Design Review approval for a new two-story home at 1014 Santa Fe Avenue. The subject property is a 4,960 sq. ft. lot with a 2 bedroom, 1 bathroom, 984 sq. ft. house built in 1928. The project scope includes demolishing the existing home and detached garage to build a new two-story home. The architecture of the new house is proposed to be contemporary in appearance. The exterior of the home is proposed to be clad in a combination of painted stucco and horizontal wood paneling with a standing seam



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metal roof. This will result in a 4 bedroom, 3.5 bathroom, 2,780 sq. ft. home with a maximum height of 26'-10". Two off-street parking spaces are proposed in a new detached garage and driveway.

**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.

- 7-3 PA22-005 Conditional Use Permit & Parking Waiver for Bright Start Montessori Preschool at 1600 Solano Ave.** - The applicant is seeking Conditional Use Permit and Parking Waiver approval for a new daycare center at 1600 Solano Avenue. The subject property is a 5,112 sq. ft. lot with an existing 1,543 sq. ft. building that was originally built as a single family home. The previous use of the building was a dental office. The applicant is proposing to establish a new daycare center by the name of Bright Start Montessori Preschool. A maximum of 40 children are anticipated to be on site with up to 4 employees working. The business hours are proposed to be 6am to 6pm, Monday through Friday. Four (4) off-street parking spaces are provided on site. A Parking Waiver is required to waive three (3) off-street parking spaces for the daycare center use.

**IMPORTANT NOTE:** The City has received two separate planning applications for this property. The first application, reviewed by the Commission on January 26, 2022, relates to a proposed future mixed-use building. No action has been taken on the first application. The second application relates to a proposed use of the existing building, and will be the subject of this public hearing.

**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.

## 8. NEW BUSINESS

- 8-1. Planning & Zoning Commission Chair & Vice Chair Reorganization** - To provide the opportunity for all Members of Advisory Bodies to hold a leadership role, the Advisory Body Handbook states that the position of Chair and Vice Chair shall be rotated on an annual basis in January or February. Although not recommended, if the Advisory Body agrees that there is a strong preference to continue with the existing Chair and/or Vice Chair, they may serve for a maximum of two consecutive years in the role.

**Recommendation:** Make nomination(s) and vote for members to serve as Chair and Vice Chair.



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9. **NEXT MEETING: March 9, 2022**, 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)

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.