



AGENDA

September 13, 2023
7:00 PM Regular meeting

Webinar Link: <https://albanyca.zoom.us/webinar/register/87391956571>

PUBLIC MEETING GUIDELINES

Albany Planning & Zoning Commission meetings are conducted in person at City Hall Council Chambers. As a courtesy, and technology permitting, members of the public may continue to participate virtually. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time.

1. CALL TO ORDER

2. ROLL CALL / LAND ACKNOWLEDGEMENT

“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



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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 July 12, 2023**

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

4-2. **Planning Application 23-033 Design Review for an addition, deck, and remodel at 500 Key Route Boulevard** – The applicant is requesting Design Review approval for a 226 sq. ft. ground level addition, second-story deck, and remodel at an existing home at 500 Key Route Boulevard built in 1941. The addition would accommodate a new primary bedroom and bathroom resulting in a 3-bedroom, 2-bathroom, 1,654 sq. ft. home with a maximum height of 18'-8".

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached Finding and Conditions of Approval.

California Environmental Quality Act (CEQA): The project is Categorically exempt from CEQA pursuant to Section 15301 "Existing Facilities" of the CEQA Guidelines.

4-3. **Planning Application 23-034 Design Review for a second story addition at 1435 Thousand Oaks Boulevard** – The applicant is requesting Design Review approval for a 436 sq. ft. second-story addition to accommodate a new primary bedroom and bathroom suite for an existing McGregor-era style home built in 1928. This would result in a 4-bedroom, 3-bathroom, 2,392 sq. ft. home with a maximum height of 27'-8".

Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached Finding and Conditions of Approval.

California Environmental Quality Act (CEQA): The project is Categorically exempt from CEQA pursuant to Section 15301 "Existing Facilities" of the CEQA Guidelines.

4-4. **Planning Application 23-035 Parcel Map application for a lot split at 710 Hillside Avenue** – The applicant is requesting Parcel Map approval to subdivide an existing 11,025-square-foot lot (APN 066-2751-003-05) into two parcels, creating one 5,890 square foot lot with an existing single-family home and one 5,135-square-foot lot.



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Recommendation: Staff recommends that the Planning & Zoning Commission review and approve the proposed project subject to the attached Finding and Conditions of Approval.

California Environmental Quality Act (CEQA): The project is Categorically exempt from CEQA pursuant to Section 15332 “In-Fill Development Projects” 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. PLANNING AND ZONING COMMISSION PUBLIC HEARING AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:

- 7-1. **Planning Application 23-042 Study Session for Roof Deck and Atrium at 915 Santa Fe Avenue** – An application has been submitted for Design Review approval to construct a 154-square-foot glass atrium, 7-foot, 10-inch (7'-10") tall trellis, and 665-square-foot roof deck off the existing second-story bedroom extending towards the front of the first story roof on the existing 3-bedroom, 2-bathroom, 1,740-square-foot, two-story Mediterranean style dwelling constructed in 1927.

Recommendation: Staff recommends that the Planning & Zoning Commission review the project and provide feedback and guidance to the applicant. This is a study session and no action will be taken.

California Environmental Quality Act (CEQA): The project is Categorically exempt from CEQA pursuant to Section 15301 “Existing Facilities” of the CEQA Guidelines

8. NEW BUSINESS

9. **NEXT MEETING:** September 27, 2023, 7:00 p.m.

10. ADJOURNMENT



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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. 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

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 or City Clerk, 1000 San Pablo Avenue, Albany, CA 94706.

How to watch or listen to the meeting:

1. Meetings are available to watch, listen, or participate virtually via Zoom webinar. Register for the meeting: <https://albanyca.zoom.us/webinar/register/87391956571>. To join by phone via Zoom, please call 1 (669) 900-9128 at the noticed meeting time. **Webinar ID 873 9195 6571. Participant ID "#"**.
2. Meetings are also streamed live on City website www.albanyca.org/meetings or on YouTube (www.YouTube.com/AlbanyKALB). Recording of the meetings are usually available for viewing 24 hours after the meeting.



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3. Meetings are broadcast live on local TV – Albany KALB Channel.

How to submit Public Comment:

1. Members of the public may attend Planning & Zoning Commission meetings in-person at City Hall Council Chambers and request to speak during public comment period.
2. Members of the public may submit comments in writing by emailing the Planning & Zoning Commission at 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 Staff, 1000 San Pablo Avenue, Albany, CA 94706. All written comments received by 12 PM on the day of the meeting will be provided to the Commissioners and posted on the City website in advance of the meeting.
3. 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 unmuted 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.
4. 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.