



PLANNING & ZONING COMMISSION

1000 San Pablo Avenue

Albany, CA 94706

Wednesday, April 24, 2024

MINUTES OF THE REGULAR MEETING WEDNESDAY, APRIL 24, 2024

REGULAR MEETING: 7:00 PM

1. CALL TO ORDER

Chair MacLeod called the regular meeting of the Planning and Zoning Commission to order at 7:02 PM on Wednesday, April 24, 2024.

2. ROLL CALL / LAND ACKNOWLEDGEMENT

Present: Libunao, MacLeod, Pilch, Watty

Absent: Momin

Staff Present: Community Development Director Jeff Bond
Associate Planner Mira Hahn

The Albany Land Acknowledgement Statement was read as adopted by the City Council per City of Albany Minute Action, November 15, 2021.

3. EX-PARTE COMMUNICATIONS

None.

4. CONSENT CALENDAR

4-1. Meeting Minutes of March 27, 2024

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

Chair MacLeod continued the item to the next meeting.

5. ANNOUNCEMENTS / COMMUNICATIONS

Commissioner Libunao introduced herself.

When asked, Community Development Director Jeff Bond shared housing development achievements in 2023 as reported to the California Department of Housing and Community Development (HCD).

6. PUBLIC COMMENTS

Stephen Halpert requested the Planning & Zoning Commission (PZC) agendaize a discussion of the City's 300-foot notification distance for development projects.



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1 **Tom Stimac**, Tulare Avenue, supported Dr. Halpert’s comments regarding expanding the
2 notification distance for development projects greater than three stories.

3
4 **Bertha Magaña** concurred with expanding the notification distance for construction
5 projects.

6
7 **7. DISCUSSION AND POSSIBLE ACTION ON MATTERS RELATED TO THE**
8 **FOLLOWING ITEMS:**

9
10 **7-1. Planning Application 24-006 – 967 Talbot Avenue**

11 Design Review request to construct an approximately 282-sq.-ft., 19’-9” tall
12 second-story addition at the rear of the home with a new 13-sq.-ft entry porch and
13 an enlarged 84-sq.-ft. deck; and to renovate the existing non-habitable ground floor
14 to include a bedroom, laundry room and stairway to the second story resulting in
15 a 2-bedroom, 1-bathroom home. A new 295-sq.-ft. ADU, that is not subject to
16 design review, will be constructed at the ground level under the addition.

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

21
22 **CEQA:** The project is Categorical exempt from CEQA pursuant to Section 15301
23 “Existing Facilities” of the CEQA Guidelines.

24
25 Commissioner Watty recused herself from the item as she owns real property located
26 within 500 feet of the subject property.

27
28 Associate Planner Mira Hahn presented the staff report dated April 24, 2024.

29
30 When asked, project architect and applicant **Andrew Woolman** reported the addition’s
31 different architectural style is intended to update and coordinate with the existing home,
32 provide texture, and increase natural lighting for the interior.

33
34 PUBLIC HEARING OPENED

35
36 None.

37
38 PUBLIC HEARING CLOSED

39
40 Commissioner Pilch found the project acceptable but preferred the addition’s architectural
41 style match that of the existing home. The modern style of the addition is good but seems
42 to conflict with the existing home.

43
44 Commissioner Libunao indicated the different styles are fine.
45



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1 Chair MacLeod advised that the existing home's architectural style is not interesting, but
2 the addition is interesting. The addition breaks the box of the existing home, and the light
3 in the rear bedroom could be fantastic. The addition will not be visible from the street. The
4 placement of the windows in the rear does not seem to have any relation to other windows
5 on the addition or the existing home. The addition is great.
6

7 **Motion to approve Planning Application 24-006**, 967 Talbot Avenue. Pilch

8 Seconded by MacLeod

9 AYES: Libunao, MacLeod, Pilch

10 NOES:

11 RECUSED: Watty

12 ABSENT: Momin

13 **Motion passed**, 3-0-1-1
14

15 Chair MacLeod noted the appeal period.
16

17 **7-2. Planning Application 24-010 – 1306 & 1308 Solano Avenue**

18 Use Permit to convert an approximately 550-square-foot, ground-floor commercial
19 utility room at the rear of a two-story, mixed-use building to a one-bedroom, one-
20 bathroom apartment. The project also requires Design Review to enclose and
21 reduce an existing 89-square-foot open-air landing area located on the right (west)
22 side of the building to add 48 square feet of livable space to the upper-level
23 apartment. This would result in two commercial units at the front and two
24 residential units at the rear of the building. No changes are proposed to the building
25 envelope or the front facade.
26

27 **Recommendation:** Staff recommends that the Planning & Zoning Commission
28 review and approve the proposed project subject to the findings and Conditions of
29 Approval.
30

31 **CEQA:** The project is Categorically exempt from CEQA pursuant to Section 15301
32 "Existing Facilities" and 15303 "New Construction or Conversion of Small
33 Structures" of the CEQA Guidelines.
34

35 Associate Planner Hahn presented the staff report dated April 24, 2024.
36

37 **Patrick Perez**, project architect/applicant, reported the owner's wish is to create a
38 ground-floor apartment and renovate the second-floor commercial space and apartment.
39 The roll-up door is meant to provide easy access and sunlight for the apartment. The
40 owner intends to use the second-floor commercial space for his business. When asked,
41 he advised that the roll-up door will have insulated panels and double-pane glass and will
42 meet energy efficiency standards. The window at the property line is technically a
43 transparent wall, and its purpose is to provide light to the interior.
44

45 PUBLIC HEARING OPENED
46



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1 None.

2
3 PUBLIC HEARING CLOSED

4
5 Commissioner Watty advised that this project preserves the pedestrian orientation of the
6 commercial corridor. The project is well designed.

7
8 Commissioners Libunao concurred with Commissioner Watty's comments.

9
10 Commissioner Pilch supported the project and the addition of a housing unit.

11
12 Chair MacLeod noted the project preserves commercial space and adds housing.
13 Converting storage space into an apartment is a good idea.

14
15 **Motion to approve Planning Application 24-010**, 1306 & 1308 Solano Avenue.

16 Watty

17 Seconded by Pilch

18 AYES: Libunao, MacLeod, Pilch, Watty

19 NOES:

20 ABSTAIN:

21 ABSENT: Momin

22 **Motion passed**, 4-0-0-1

23
24 Chair MacLeod noted the appeal period.

25
26 **7-3. Planning Application 24-012 – 1125 Key Route Boulevard**

27 Variance, Use Permit, and Design Review to construct a new 292-sq.-ft. second-
28 story addition at the rear right (southeast) side; enclose and expand the rear porch
29 by 23 sq. ft. at the rear left (northeast) side of the first story; and construct a 20-
30 sq.-ft. first-story addition at the front right (southwest) of an existing home. The
31 project requires a Variance to enclose and expand the porch within 7'-6" of the rear
32 property line where 20' are required, and a Use Permit to vertically extend the
33 existing, non-conforming 13'-2" rear yard setback and 2'-11" right side yard
34 setback for the second-story addition, where 20' and 3' setbacks are required
35 respectively. This will result in a 3-bedroom, 2.5-bathroom, 1,393-sq.-ft. home with
36 a maximum height of 22'-4".

37
38 **Recommendation:** Staff recommends that the Planning & Zoning Commission
39 review and approve the proposed project subject to the findings and Conditions of
40 Approval.

41
42 **CEQA:** The project is Categorical exempt from CEQA pursuant to Section 15301
43 "Existing Facilities" of the CEQA Guidelines.

44
45 Associate Planner Hahn presented the staff report dated April 24, 2024.

46



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1 **Robert Pennell**, project architect/applicant, advised that the house is small. The owners
2 wish to add a bedroom and bathroom. With a limited budget and limited space, the project
3 utilizes as much space as possible. When asked, he indicated the roof tiles would be clay.

4
5 PUBLIC HEARING OPENED

6
7 None.

8
9 PUBLIC HEARING CLOSED

10
11 Commissioner Pilch supported the project as proposed.

12
13 Commissioner Watty noted the substandard size and the unusual shape of the lot, both
14 of which support granting a variance. The addition will make the house livable. The design
15 is good.

16
17 Commissioner Libunao remarked that the house and addition will be compatible with
18 other houses on the street.

19
20 Chair MacLeod remarked that the project will not substantially impact the neighbors. The
21 architect has done a good job of matching architectural details and making a small home
22 more livable.

23
24 **Motion to approve Planning Application 24-012**, 1125 Key Route Boulevard.

25 Pilch

26 Seconded by Watty

27 AYES: Libunao, MacLeod, Pilch, Watty

28 NOES:

29 ABSTAIN:

30 ABSENT: Momin

31 **Motion passed**, 4-0-0-1

32
33 Chair MacLeod noted the appeal period.

34
35 **8. NEW BUSINESS**

36
37 Community Development Director Bond reported the City Council has approved the
38 creation of a Housing Advisory Commission, and the application period is open. Tenants
39 are encouraged to apply.

40
41 **9. NEXT MEETING:** Wednesday, May 22, 2024

42
43 **10. ADJOURNMENT**

44
45 The meeting was adjourned at 8:03 PM

46



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Submitted by: _____

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9

Jeff Bond, Community Development Director _____

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