



PLANNING & ZONING COMMISSION

Staff Report

June 25, 2025

PA25-012 – 633 Carmel Avenue

Design Review request to construct a 693 sq. ft. second-story addition towards the rear of the residence and a 75 sq. ft. rear porch with trellis. The scope of work includes demolishing the existing detached garage at the rear and other interior and exterior changes. The proposed project would result in a two-story, 2,114 sq. ft. residence with a 26-foot maximum height.

Project Details

Applicant:	Cecil Lee
Property Owner:	Yvette Leung and Liwen Mah
General Plan:	LDR – Low Density Residential
Zoning/Overlay:	R-1 – Single Family Residential
Permit Review:	
<ul style="list-style-type: none">Design Review for second story additions per §20.100.050	

Recommendation

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

Project Chronology

Action	Date
Application Submitted	March 13, 2025
Application deemed complete	June 10, 2025
Public Hearing Notices Mailed	June 13, 2025
Planning & Zoning Commission Hearing	June 25, 2025

Setting, Background, & Project Description

The 3,750-square-foot subject parcel is located on the east side of Carmel Avenue across the street from Albany Memorial Park between Thousand Oaks Boulevard to the north and Portland Avenue to the south. The lot is developed with an 1,804-square-foot, three-bedroom, one-bathroom split-level home constructed in the Monterey architectural style in 1934. The existing 1,068 sq. ft. main level has interior stairs towards the rear, which lead to the 365 sq. ft. upper level and the 361 sq. ft. basement. A detached, 345 sq. ft. one-car garage is located at the rear right corner of the lot.



The project proposes to construct a new 693 sq. ft. second story towards the rear of the residence. Interior changes include raising the floor of the existing basement to match and extend the main level and demolishing a portion of the existing upper level to construct the new addition. Exterior changes include a new 75 sq. ft. rear porch with trellis connecting the lower level to the rear yard.

The new second story would be recessed approximately 27'-1" from the existing front façade and 0.6" from the existing left (north) wall. The addition would be constructed with a 3:12-pitch gabled roof that closely matches the slope of the roof at the existing upper level. The new roof at the addition includes a skylight providing natural light to the stairs and hallway. Materials for the project include painted stucco walls to match, composition shingle roof, fiberglass-clad windows, wood trellis, trim and casings.

The project would result in a four-bedroom, three-bathroom 2,114 sq. ft., two-story residence with a 26-foot maximum height at the addition. The property owners plan to demolish the detached garage and construct a detached ADU in the future.

Site Regulations - [AMC §20.24.020](#)

	Existing	Proposed	Required
Setbacks			
Front (West)	16'-6" @ wall 16'-1" @entry porch 15'-2" @ chimney	No change @1 st story 43'-7" @addition	15' min. 9' min. @porch
Left Side (North)	9.6" @front portion 3'-8.4" @rear portion	No change @1 st story 3'-9" @addition	3'-9" min.
Right Side (South)	7'-2"	7'-7" @addition	3'-9" min.
Rear (East)	30'-10"	No change @1 st story 29'-10" @addition 27'-4.25" @ rear porch	20' min. 14' min. @porch
Area			
Lot Size	3,750	No change	3,750 min.
Lot Coverage	47%	49%	50% max.
Height	20'	26'	28' max
Floor Area (sq. ft.)			
Total FAR Calculable Floor Area	1,907	2,062	2,062.5 max.
Floor Area Ratio (FAR)	0.508	0.549	0.55 max.

Residential Design Guidelines Criteria & Analysis

Criteria	Analysis
Landscape Design <ul style="list-style-type: none"> The front yard is the home's contribution to the community Pedestrian emphasis 	The project includes a landscape plan which shows no changes to the existing landscape.
Outdoor Space <ul style="list-style-type: none"> Rear Yard Decks, Roof Decks, Balconies Indoor/Outdoor Flow 	The plans propose a new porch with trellis at the rear of the residence connecting it with a new paver patio in the rear yard.
Architectural Design <ul style="list-style-type: none"> Front porches and covered entries Architectural relief, Trim and details provide warmth and character Paint Color, Building materials, & Window details 	The addition is proposed to be significantly recessed from the existing front façade, providing architectural relief and reducing massing from the street. New fiberglass windows are proposed to be recessed approximately 2 inches from face of wall. The project features a design, color palette and

Criteria	Analysis
	materials to match and complement the existing residence.
Livability <ul style="list-style-type: none">• Modernizing interior space for better function and long-term occupancy• Interior Ceiling Heights• Universal Design	The scope of work expands the livable space of the residence, providing increased flexibility and functionality in the use of interior space.
Context <ul style="list-style-type: none">• Compatibility with adjacent homes• Privacy considerations	The proposed project will be in scale with nearby residences. Windows on the left (north) side of the addition are positioned in a way to avoid direct views to neighbors' windows. In addition, the distance between the addition and neighboring properties to the south and rear would not create a significant impact on privacy.

General Plan & Housing Element Consistency

The following General Plan and Housing Element policies are relevant to the proposed project:

- **Policy LU-2.1: Context-Sensitive Design** - Ensure that infill development in residential areas is compatible in density, scale, and character with the established neighborhood context.
- **Policy LU-2.3: Design Guidelines** - Maintain residential design guidelines and design review procedures that promote the compatibility of residential alterations and additions with existing homes and that strive to reduce impacts on neighboring properties. The guidelines should be used to encourage high-quality, visually distinctive architecture, and the use of durable, attractive construction materials.
- **Policy LU-2.6: Second-Story Additions** - Ensure that second story additions to single story homes are designed to minimize increases in height and bulk, and to reduce their perceived mass from the street and surrounding yards.
- **Housing Element Policy 1.1** - Housing Re-Investment. Support continued maintenance and improvement of Albany's existing housing stock. City zoning regulations, permitting practices, and code enforcement procedures shall support reinvestment in the housing stock.

Environmental Review

Categorically exempt from CEQA pursuant to Section 15301 of the CEQA Guidelines (“Existing Facilities”).

Attachments

1. Findings
2. Conditions of Approval
3. Project Plan Set, dated May 15, 2025

Staff Planner: Mira Hahn, Associate Planner