



## MINUTES

### REGULAR MEETING OF THE PLANNING COMMISSION

August 18, 2021 at 7:30 p.m.

This meeting was held via teleconference.

#### Staff Liaison

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#### 7:30 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Daniel Hamilton; Members Erin Gillett, Leslie Mendez, Greg Crump, and Joy Navarrete. Commissioners Brendan Bloom and Linda Klein had excused absences.
2. **COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**
3. **ORAL COMMUNICATIONS FROM THE PUBLIC**
4. **ADOPTION OF MINUTES**  
**Moved/Second:** Commissioners Mendez/Gillett. **Action:** Passed a motion to adopt the July 21, 2021 meeting minutes. **Ayes:** Commissioners Gillett, Hamilton, Navarrete, Mendez. **Abstain:** Commissioner Crump. **Absent:** Commissioners Klein and Bloom.
5. **COMMISSIONER COMMUNICATION/CONFLICT OF INTEREST DISCLOSURE**  
Nothing was reported
6. **PUBLIC HEARING: 1910 KEY BOULEVARD – CONDITIONAL USE PERMIT**  
Application: PL21-0166  
Applicant: Tenzin Shrestha  
Location: 1910 Key Boulevard  
APN: 502-051-007  
Zoning: RS-5 (Single Family Residential)  
General Plan: Low Density Residential  
Request: Planning Commission consideration of a proposed 23 sq. ft. addition to a Duplex (Two-Family Dwelling) that requires a Conditional Use Permit for expanding a legally nonconforming Duplex use in the RS-5 zoning district. (Chapter 19.27 and Chapter 19.34, ECMC).  
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15301 of the CEQA Guidelines, Class 1: Existing Facilities.

Assistant Planner Diego Romero presented the staff report and answered questions from the Commission.

The public hearing was opened.

No speakers addressed the Commission.

The public hearing was closed.

**Moved/Second:** Commissioner Crump/Mendez. **Action:** Passed a motion to adopt a resolution granting a Conditional Use Permit to allow a proposed 23 sq. ft. addition to a Duplex (Two-Family Dwelling) which expands a legally nonconforming Duplex use in the RS-5 zoning district.

**Ayes:** Commissioners Gillett, Hamilton, Mendez, Navarette, Crump.

**Noes:** None.

**Abstain:** None.

**Absent:** Commissioners Klein and Bloom.

## 7. PUBLIC HEARING: 6818 CUTTING BOULEVARD – CONDITIONAL USE PERMIT

Application: PL21-0171

Applicant: Patricia Guevara

Location: 6818 Cutting Boulevard

APN: 501-470-002

Zoning: RS-5 (Single Family Residential)

General Plan: Low Density Residential

Request: Planning Commission consideration of a proposed basement conversion resulting in a four-bedroom single-family house that requires a Conditional Use Permit for enlarging a house considered legally nonconforming because it contains one covered parking space and would result in more than 3 bedrooms (Chapter 19.27 and Chapter 19.34, ECMC).

CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15301 of the CEQA Guidelines, Class 1: Existing Facilities.

Assistant Planner Diego Romero presented the staff report and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:

Ken Alborn

Cordell Hindler

The public hearing was closed.

**Moved/Second:** Commissioner Navarette/Crump. **Action:** Passed a motion to adopt a resolution granting a Conditional Use Permit to allow basement conversion resulting in a four-bedroom single-family house which enlarges a house considered legally nonconforming because it contains one covered parking space and would result in more than 3 bedrooms.

**Ayes:** Commissioners Gillett, Hamilton, Klein, Mendez, Navarette, Bloom, Crump.

**Noes:** None.

**Abstain:** None.

**Absent:** Commissioners Klein.

## 8. STAFF COMMUNICATIONS

Many of the Commissioners expressed a desire for Staff to explore options to revise the Municipal Code so that minor applications such as those that were considered this evening do not require Planning Commission approval.

Senior Planner Jeff Ballantine discussed the City Council/Planning Commission Joint Study Session for the El Cerrito Plaza BART Transit Oriented Development that occurred on August 17, 2021. Jeff also discussed an upcoming accessory dwelling unit (ADU) ordinance as well as an upcoming proposal for Vehicle Miles Traveled (VMT) thresholds pursuant to SB 743, for consideration by the Planning Commission.

**9. ADJOURNMENT**  
8:10