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## AGENDA

### REGULAR MEETING OF THE PLANNING COMMISSION

**November 19, 2025 at 7:30 p.m**

City Council Chambers, El Cerrito City Hall  
10890 San Pablo Avenue  
El Cerrito, CA 94530

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

- 1. ROLL CALL** – Chair Joy Navarrete; Vice Chair Erin Gillett; Members Daniel Hamilton, Courtney Helion, Cara Houser, Michael Norwood, and Nathan Tinclair
- 2. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**  
The City Council Liaison or City staff may report on matters of general interest to the Planning Commission, Council policies, priorities and significant actions taken by the City Council.
- 3. ORAL COMMUNICATIONS FROM THE PUBLIC**  
*Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first. Remarks on agenda items will be heard at the time the item is discussed.*
- 4. ADOPTION OF MINUTES**  
Adoption of the October 15, 2025 meeting minutes.
- 5. ADOPTION OF THE 2026 REGULAR PLANNING COMMISSION MEETING SCHEDULE**  
Adoption of the regular meeting schedule for the 2026 calendar year.
- 6. COMMISSIONER COMMUNICATION/CONFLICT OF INTEREST DISCLOSURE**

This time on the agenda is reserved for Commissioners to disclose communications from individuals regarding specific agenda items or to state a potential conflict of interest in relation to a specific agenda item.

**7. PUBLIC HEARING: 1532 Richmond Street – Use Permit**

Application: PL25-0017  
Applicant: Anna Misharina  
Location: 1532 Richmond St  
APN: 502-290-005  
Zoning: RS-5 (Single Family Residential)  
General Plan: Low Density Residential  
Request: Planning Commission consideration of a Conditional Use Permit request for exceeding building envelope requirements for a second story addition and an expansion of a non-conforming setback to a single-family house (ECMC Section 19.06.030.D and ECMC Chapter 19.34).  
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15301 of the CEQA Guidelines, Class 1: Existing Facilities.

**8. STAFF COMMUNICATIONS**

Informational reports on matters of general interest, presented by City staff.

**9. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, (510) 215-4330. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at 10890 San Pablo Avenue El Cerrito, CA 94530 during normal business hours.



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## DRAFT MINUTES

### REGULAR MEETING OF THE PLANNING COMMISSION

October 15, 2025 at 7:30 p.m

City Council Chambers, El Cerrito City Hall  
10890 San Pablo Avenue  
El Cerrito, CA 94530

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

- 1. ROLL CALL** – Chair Joy Navarrete; Vice Chair Erin Gillett; Members Daniel Hamilton, Cara Houser, Michael Norwood, and Nathan Tinclair. Member Courtney Helion had an excused absence.
- 2. COUNCIL/STAFF LIAISON ANNOUNCEMENTS AND REPORTS**  
The City Council Liaison or City staff may report on matters of general interest to the Planning Commission, Council policies, priorities and significant actions taken by the City Council.  
  
Nothing was reported.
- 3. ORAL COMMUNICATIONS FROM THE PUBLIC**  
*Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first. Remarks on agenda items will be heard at the time the item is discussed.*  
  
No speakers addressed the Commission.
- 4. ADOPTION OF MINUTES**  
Adoption of the September 17, 2025 meeting minutes.  
**Moved/Second:** Member Hamilton/Tinclair **Action:** Passed a motion to adopt the September 17, 2025 meeting minutes.  
**Ayes:** Gillett, Hamilton, Houser, Navarrete, Norwood, Tinclair

**Noes:** None  
**Abstain:** None  
**Absent:** Helion

**5. COMMISSIONER COMMUNICATION/CONFLICT OF INTEREST DISCLOSURE**

This time on the agenda is reserved for Commissioners to disclose communications from individuals regarding specific agenda items or to state a potential conflict of interest in relation to a specific agenda item.

Nothing was disclosed.

**6. PUBLIC HEARING: SAFETY ELEMENT UPDATE**

Applicant: City of El Cerrito  
Location: Citywide  
Request: Planning Commission consideration of a recommendation to the City Council for the update of the Safety Element of the City's General Plan.  
CEQA: Addendum to the City of El Cerrito 1999 General Plan EIR.

Planning Manager Sean Moss and Eli Krispi of Placeworks, the City's consultant, presented the staff report and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:  
Janet Byron

The public hearing was closed.

**Moved/Second:** Member Navarrete/Norwood **Action:** Passed a motion recommending that the El Cerrito City adopt an addendum to the Environmental Impact Report for the El Cerrito General Plan and adopt a General Plan amendment for the 2025 Safety Element.

**Ayes:** Gillett, Hamilton, Houser, Navarrete, Norwood, Tinclair

**Noes:** None

**Abstain:** None

**Absent:** Helion

**7. STAFF COMMUNICATIONS**

Planning Manager Sean Moss welcomed Cara Houser to the Planning Commission and updated the Commission on a policing agreement with BART for the El Cerrito Plaza TOD project, a presentation to the City Council on implementation of MTC's Transit Oriented Community's Policy and the City's Housing Element policies, an appeal of the Planning Commission's approval of a daycare center at 559 Richmond Street, and vacancies on the Design Review Board. Senior Planner Jeff Ballantine updated the Commission on the Design Review Board's approval of the design of a new Taco Bell at 11575 San Pablo Avenue.

**8. ADJOURNMENT**

8:30 p.m.



DATE: 14 November 2025

TO: Planning Commission

FROM: Sean Moss, Planning Manager

SUBJECT: 2026 Planning Commission Regular Meeting Calendar

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Historically, the Planning Commission has met at 7:30 p.m. on the third Wednesday of each month.

The Design Review Board previously met at 7:30 p.m, but starting with the 2024 calendar year, the Board choose to move their meetings to 7:00 p.m.

Currently, no other City advisory body meets as late as 7:30 p.m. for regular meetings.

The following advisory bodies meet at 7:00 p.m:

- Citizens Street Oversight Committee
- Design Review Board
- Economic Development Committee
- Environmental Quality Committee
- Human Relations Commission
- Parks and Recreation Committee
- Urban Forest Committee

All other City advisory bodies meet earlier than 7:00 p.m.

In order to bring the Planning Commission into alignment with other advisory bodies, staff recommends that the Planning Commission move meetings to 7:00 p.m. for the 2026 calendar year as noted in the attached draft 2026 meeting calendar.

Staff also notes that as in 2025, the regular March meeting is proposed to be held on the first Wednesday in March (March 4, 2026) to facilitate timely review of the General Plan and Housing Element Annual Progress Reports.



# 2026 Regular Meeting Schedule

City Holiday/Closed  
Regular Meeting

Location: Council Chambers  
Meeting Time: 7:00 PM

## PLANNING COMMISSION

### JANUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### MARCH

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### JULY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### AUGUST

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### SEPTEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### OCTOBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### NOVEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### DECEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Community Development Department  
Planning and Building Division  
10890 San Pablo Avenue, El Cerrito, CA 94530  
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# PLANNING COMMISSION CONDITIONAL USE PERMIT REPORT

NOVEMBER 19, 2025

## 1532 RICHMOND STREET

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### DETAILS

**Application Number:** PL25-0017

**Applicant:** Anna Misharina

**Location:** 1532 Richmond Street

**APN:** 502-290-005

**Zoning:** RS-5 (Single Family Residential)

**General Plan:** Low Density Residential

**Request:** Planning Commission consideration of a Conditional Use Permit to allow a second story addition to exceed the required main building envelope and to allow an expansion of a non-conforming setback to a single-family house (ECMC Section 19.06.030.D and ECMC Chapter 19.34).

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

### EXECUTIVE SUMMARY

The requested entitlement for consideration by the Planning Commission is a Conditional Use Permit to allow an exception to the main building envelope and an expansion of a non-conforming setback for a proposed second story addition of an existing single-family house.

The applicant is proposing a 600 sq. ft. addition to the second story of an existing house which would exceed the building envelope requirements for the east side of the building. The existing house has a non-conforming rear setback of 10 ft. The proposed addition would increase the height of the wall along this setback, and thus would be considered an expansion of a non-conforming setback. The proposed height of the building at the rear setback would be 19 ft. tall, and at the south side setback would be 18 ft. 1 in. tall, whereas the daylight plane starts at a height of 15 feet at the setback line. The proposed addition would be a maximum of 22 ft. 11 in. tall, and the project would not exceed the base height of 25 feet.

Based on the evidence and analysis contained in this report, staff are recommending approval of the Conditional Use Permits.

# Background

## Site Location and Layout

The existing two-story house at 1532 Richmond Street is 1,475 square feet. The property was previously two separate lots with one lot being 2,125 square feet and the other lot being 3,441 square feet. The lots were recently merged to make a 5,670 square foot lot in order to facilitate a proposed addition. The house now sits on a 5,670-square-foot lot that has a slope towards Everett Street. The lot is located in the RS-5 (Single Family Residential) zoning district. The existing lot coverage of the property is 28 percent.

The existing house has a kitchen, a dining room, a living room, three bedrooms, two bathrooms, and a family room. The existing house has a non-conforming rear setback of 10 ft. but complies with all other setback requirements of the RS-5 zoning district.

The surrounding neighborhood contains mostly single-family houses. The surrounding houses are a mixture of one-story and two-story houses.

## Vicinity Map



Site Photo



*View from Richmond Street*



*View form Everett Street*

## Adjacent Designations and Land Uses

North: Single Family Residential (RS-5) Zoning and Low Density Residential General Plan designation. Single family house.

South: Single Family Residential (RS-5) Zoning and Low Density Residential General Plan designation. Single family house.

West: Single Family Residential (RS-5) Zoning and Low Density Residential General Plan designation. Single family house.

East: Single Family Residential (RS-5) Zoning and Low Density Residential General Plan designation. Religious Facility.

## Analysis

### Project Description

The applicant is proposing a 600 sq. ft. addition to the existing house which would exceed the building envelope requirements for the east and south side of the building. Pursuant to the El Cerrito Municipal Code this lot is classified as a through lot since it has street frontages on opposite sides of the lot (Richmond Street and Everett Street). Typically, a through lot would have two front setbacks (one on each street frontage) instead of a front and a rear setback. Pursuant to the definition of "Lot Line Types" in Section 19.47.020 of the El Cerrito Municipal Code, the Zoning Administrator "may use their discretion to reassign front, side and rear lot line types in a way that best serves the spirit and intent of zoning ordinance." The Zoning Administrator typically takes into consideration the historic patterns and uses on the lot and the surrounding context. In this instance, the project site is one of six through lots on this block of Richmond Street. The other through lots appear to treat Everett Street as the rear of the properties, with taller, solid fences along the Everett frontage. The one exception is the neighboring property at 1528 Richmond street which features a recently developed ADU fronting Everett Street, and therefore features a lower, open fence. Given the existing conditions, the Zoning Administrator has assigned the Everett Street frontage as a rear setback since this property and the surrounding property have been developed with that intention. The existing house therefore has a non-conforming south rear setback of 10 ft. The proposed addition would increase the height of the wall along this setback thus would be considered an expansion of a non-conforming setback.

The addition would have a maximum height of 21 ft. 11 in., with the height of the addition at the rear setback being 19 ft. and 18 ft. 1 in. at the south side setback. The proposed addition would create a primary bedroom and an additional full bathroom and half bathroom resulting in a total of four bedrooms and two and a half bathrooms.

The addition would not comply with the required main building envelope, including the required daylight plane and would increase the height of the building at the existing non-conforming rear setback.

**Table 1: Comparative Development Standards – RS-5 Zone and Proposed Project**

Development Standard	Zoning Ord. Requirement	Existing	Proposed	Complies
<b>Height (maximum)</b>	25' maximum	12'-3"	21'-11"	Yes
<b>Height (at setback lines)</b>	15' maximum	8' (south side setback)	18'-1" (south side setback)	No. Use Permit required.
<b>Height (at setback lines)</b>	15' maximum	8' (rear setback)	19' (rear setback)	No. Use Permit required.
<b>Setbacks</b>				
Front	10'	12'-10"	No change	Yes
Side (north)	5'	5'	No change	Yes
Side (south)	5'	9'	5'	Yes
Rear	15'	10'	No change	No. Use Permit required.
<b>Parking spaces (covered)</b>	0 spaces AB 2097	0 spaces	No change	Yes
<b>Lot Coverage</b>	50% maximum	28%	31%	Yes

## Main Building Envelope

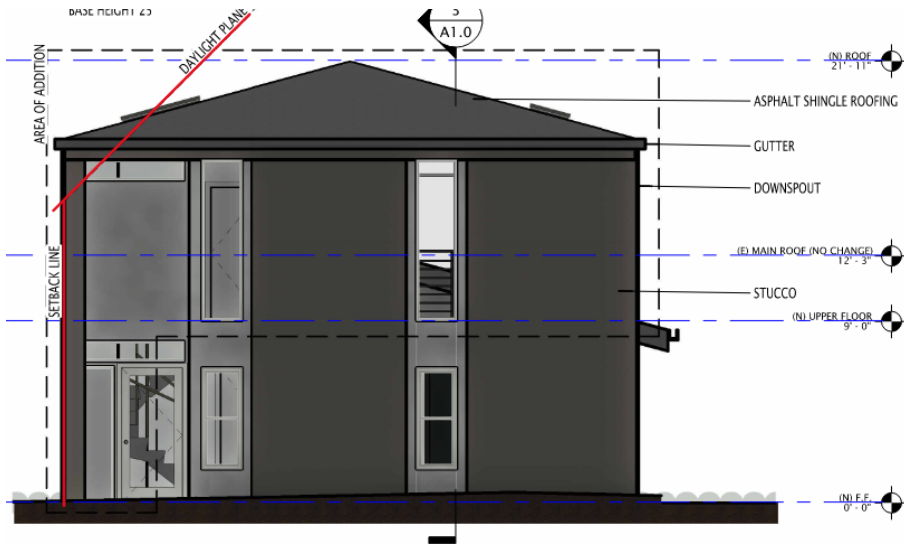
Figure 19.06-B of the El Cerrito Zoning Ordinance establishes the permitted height limits and daylight planes for development in the RS zoning districts.

Maximum heights and daylight planes are dependent on the slope of the subject property. The subject property has an average lot slope of less than 10%. The permitted maximum building envelope, therefore, reaches a height of 15 feet at the required setback lines and then slopes toward the center of the property at a 45-degree angle (the required daylight plane), until it reaches a base height of 25 feet. The 'base height' is the maximum height permitted by-right.

The proposed addition exceeds the daylight plane along the eastern and southern side of the building (see Sheet A304 of Attachment 2). The height of the east and south side of the proposed addition is proposed to be 21 ft. 8 in. and 20 ft. 1 in. tall at the setback lines, whereas the daylight plane starts at a height of 15 feet at the setback. No portion of the existing house or of the proposed addition exceeds the base (by-right) 25-foot height limit (see images below).

The applicant originally submitted a version of the proposal where the max height of the building was 22 ft 5 in. City staff originally asked that the height of the wall at the side setback be reduced, but the applicant felt that design did not work for their needs. The applicant proposed to lower the pitch of the roof which lowers the over building height thus reducing the encroachment.

Based on previous feedback from the Planning Commission, staff requested that the applicant install story poles because they were seeking an exception to the daylight plane which was not minor. The story poles were installed before the public notice was distributed on 11/9/25 and will remain in place until the end of the appeal period. Staff encourages the Commissioners to view the story poles on Everett Street, in order to best envision the scale and massing of the addition.



*Proposed East (Rear) Elevation*



*Proposed North (Side) Elevation*



*Proposed South (Side) Elevation*



*Story Poles viewed from Everett Street*

The findings required for approval of Conditional Use Permits are discussed in detail below. In addition to the standard findings required for Conditional Use Permits, Section 19.06.030(D)(3)(a) of the El Cerrito Municipal Code (ECMC) contains an additional finding which is required for approval of Conditional Use Permits which grant exceptions to the main building envelope. This finding requires that “the proposal when viewed in its entirety represents a superior design solution to that which would be possible if the project were built in full compliance with the required standards for the main building envelope and will not cause a significant adverse impact on residences to the side, rear or directly across the street with respect to solar access, view blockage and privacy.” These issues are discussed in greater detail below.

### Solar Access

The proposed addition is proposed to be 21 ft. 11 in. tall. Given that the proposed addition will be located on the south side of the property, it is not expected that it will cause a significant solar access impact to the house to the north located at 1536 Richmond Street. Consequently, the proposed house will not cause a significant adverse impact on adjacent residences with respect to solar access.

### Views

The El Cerrito General Plan acknowledges the presence of views of bridges, San Francisco and San Pablo bays, Mt. Tamalpais and Marin County, and the East Bay hills from uphill locations in El Cerrito. Due to the gently sloping topography, location and scale of surrounding houses, and existence of trees on and adjacent to the project site, potential view impacts to residences of key landmarks that would result from the proposed addition appear to be limited. City staff note that this is based on staff’s assessment of the best available information. City staff did not have access to adjacent properties and were not able to observe the views from inside adjacent residences.

### Privacy

The requested daylight plane exception is located on the south and east side of the building. There are two proposed windows on the second floor that face the house located at 1528 Richmond Street, directly south of the project site. One of the windows will be located in a stairwell. The other window will be

recessed so that it is 10 ft from the property line. Thus, the proposed addition is not anticipated to result in privacy impacts upon adjacent neighbors.

## Public Notice and Comment

The required public notice for the project was published in the East Bay Times and mailed to owners of property within 300 feet of the project site on or before November 9, 2025. No public comments were received prior to the publication of this report.

## Environmental Review

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

## Compliance with the General Plan

The Conditional Use Permit to allow an exception to the main building envelope is consistent with the following policies of the El Cerrito General Plan:

**LU1.5: Suitable Housing.** Promote suitably located housing and services for all age groups within the City.

The proposed second story addition would create a primary bedroom for an single-family home, providing suitable housing for a large family or multi-generational household.

**CD1.1: Neighborhood Character.** Preserve and enhance the character of existing residential neighborhoods by limiting encroachment of new buildings and activities that are out of scale and character with the surrounding uses.

The project is not expected to have substantially greater impacts to views, solar access, and privacy than it would if it were designed to comply with the main building envelope requirements. The project does not exceed the overall height limit for the RS-5 zoning district.

## Required Findings

### Conditional Use Permit – Building Envelope

In order to approve the Conditional Use Permit to allow an exception to the main building envelope, the Planning Commission must make the following findings, contained in Section 19.34.040 of the El Cerrito Municipal Code:

1. The location, size, design, and operating characteristics of the proposed development will be harmonious and compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood.

*The surrounding houses are predominantly single-family houses with a mixture of two-story and one-story houses. The proposed addition would not substantially increase the footprint of the house and would result in a 1,630 square foot house on a 5,670 square foot lot. The proposed addition would expand the non-conforming side setback by increasing the height of that wall. The location, size, and design of the proposed house addition are consistent with the scale and design of development in the surrounding neighborhood. As described in the staff report, the proposed*

*addition has been designed to limit privacy, view, and solar access impacts to the adjacent properties.*

2. The location and design of the proposal will provide a convenient and functional living, working, shopping, or civic environment that will be an attractive amenity for the City.

*The proposed two-story addition creates a primary bedroom and adds a bathroom and office to an existing single-family home and would result in four bedrooms, a kitchen, a dining room, a living room, and two and a half bathrooms. The resulting house will be an attractive addition to the neighborhood and a convenient living environment for the occupants.*

3. The proposal is consistent with the purpose of the district where it is located and conforms in all significant respects with the El Cerrito General Plan and with any other applicable plan adopted by the City Council.

*The Conditional Use Permit will allow the expansion of a single-family home, which is a permitted land use in the RS-5 district and consistent with the district's intent. The proposed project will implement the following policies of the El Cerrito General Plan: LU1.5: Suitable Housing, and CD1.1: Neighborhood Character.*

In addition, to approve the Conditional Use Permit to allow an exception to the main building envelope, the Planning Commission must make the following findings in Section 19.06.030.D.3.i:

4. The proposal when viewed in its entirety represents a superior design solution to that which would be possible if the project were built in full compliance with the required standards for the main building envelope and will not cause a significant adverse impact on residences to the side, rear or directly across the street with respect to solar access, view blockage and privacy.

*The proposed house addition has been designed to limit privacy, view, and solar access impacts to the adjacent properties. It is not expected that the proposed house will significantly impact the solar access of adjacent houses due to the geographic context of the lot. Due to the gently sloping topography, location and scale of surrounding houses, and existence of trees on and adjacent to the project site, potential view impacts to residences of key landmarks that would result from the proposed addition appear to be limited.*

## Staff Recommendation

Based on the information contained in this report, staff recommend approval of Planning Application PL25-0017, as conditioned by the draft resolution in Attachment 1.

### Proposed Motion

1. Move adoption of Planning Commission Resolution PC2025-09 approving the Conditional Use Permit to allow an exception to the main building envelope for a proposed two-story addition of an existing single-family house at 1532 Richmond Street.

### Appeal Period

Within ten (10) calendar days after the date of the decision, the Planning Commission action may be appealed to the City Council.

# Attachments

1. Draft resolution
2. Project plans

## Planning Commission Resolution PC 2025-09

### APPLICATION NO. PL25-0017

#### **A RESOLUTION OF THE CITY OF EL CERRITO PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A PROPOSED TWO-STORY ADDITION TO A SINGLE-FAMILY HOUSE WHICH EXCEEDS THE REQUIRED MAIN BUILDING ENVELOPE AND TO ALLOW AN EXPANSION OF A NON-CONFORMING SETBACK AT 1532 RICHMOND STREET**

WHEREAS, the site is located at 1532 Richmond Street; and

WHEREAS, the existing Assessor's Parcel Number of the site is 502-290-005; and

WHEREAS, the General Plan land use classification of the site is Low Density Residential; and

WHEREAS, the zoning district of the site is RS-5 (Single Family Residential); and

WHEREAS, on January 20, 2025, the Zoning Administrator adopted resolution ZA2025-01 approving a lot merger application of two previous properties into the existing 5,670 square foot lot; and

WHEREAS, the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines, Class 1: Existing Facilities; and

WHEREAS, on March 21, 2025, Anna Misharina (the "applicant") submitted an application for a conditional Use Permit to allow proposed two-story addition to a single-family house which exceeds the required main building envelope and expands a non-conforming setback at 1532 Richmond Street (pursuant to Section 19.34 of the El Cerrito Municipal Code); and

WHEREAS, on November 19, 2025, the Planning Commission, after due consideration of all evidence and reports and application materials offered for review does find and determine the following:

1. The surrounding houses are predominantly single-family houses with a mixture of two-story and one-story houses. The proposed addition would not substantially increase the footprint of the house and would result in a 1,630 square foot house on a 5,670 square foot lot. The proposed addition would expand the non-conforming side setback by increasing the height of that wall. The location, size, and design of the proposed house addition are consistent with the scale and design of development in the surrounding neighborhood. As described in the staff report, the proposed addition has been designed to limit privacy, view, and solar access impacts to the adjacent properties.
2. The proposed two-story addition creates a primary bedroom and adds a bathroom and office to an existing single-family home and would result in four bedrooms, a kitchen, a dining room, a living room, and two and a half bathrooms. The resulting house will be an attractive addition to the neighborhood and a convenient living environment for the occupants.
3. The Conditional Use Permit will allow the expansion of a single-family home, which is a permitted land use in the RS-5 district and consistent with the district's intent. The proposed project will implement the following policies of the El Cerrito General Plan: LU1.5: Suitable Housing, and CD1.1: Neighborhood Character.
4. The proposed house addition has been designed to limit privacy, view, and solar access impacts to the adjacent properties. It is not expected that the proposed house will significantly impact the solar access of

adjacent houses due to the geographic context of the lot. Due to the gently sloping topography, location and scale of surrounding houses, and existence of trees on and adjacent to the project site, potential view impacts to residences of key landmarks that would result from the proposed addition appear to be limited.

NOW, THEREFORE, BE IT RESOLVED, that after careful consideration of maps, facts, exhibits, correspondence, and testimony, and other evidence submitted in this matter, and, in consideration of the findings, the El Cerrito Planning Commission hereby approves Application No. PL24-0059, subject to the following conditions:

**Planning Division:**

1. The project will be constructed substantially in conformance with the plans received by the City on October 22, 2025. Minor changes may be approved by the Zoning Administrator. All improvements shall be installed in accordance with these approvals. Once constructed or installed, all improvements shall be maintained as approved.
2. If the applicant constructs buildings or makes improvements in accordance with these approvals, but fails to comply with any of the Conditions of Approval or limitations set forth in these Conditions of Approval and does not cure any such failure within a reasonable time after notice from the City of El Cerrito, then such failure shall be cause for non-issuance of a certificate of occupancy, revocation or modification of these approvals or any other remedies available to the City.
3. These Conditions of Approval shall apply to any successor in interest in the property and Applicant shall be responsible for assuring that the successor in interest is informed of the terms and conditions of this approval.
4. If not exercised, this Conditional Use Permit approval will expire two years after the date of this approval pursuant to El Cerrito Municipal Code Section 19.32.100.
5. A construction staging plan shall be submitted to the Zoning Administrator for review and approval prior to the issuance of a building permit. The construction staging plan shall illustrate where the construction equipment will be staged and the location of parking for the construction employees. This construction and staging plan may also require the submission of a Temporary Use Permit.

**CERTIFICATION**

---

I certify that this resolution was adopted by the El Cerrito Planning Commission at a regular meeting held on November 19, 2025, upon motion of Commissioner \_\_\_\_\_, second by Commissioner \_\_\_\_\_:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Sean Moss, AICP  
*Planning Manager*



MURAL REFERENCE FOR NEW REAR ENTRYWAY  
(ABOVE: THEME, BELOW: EXECUTION)

CONCEPTUAL 3D VISUALIZATION



WEST ELEVATION



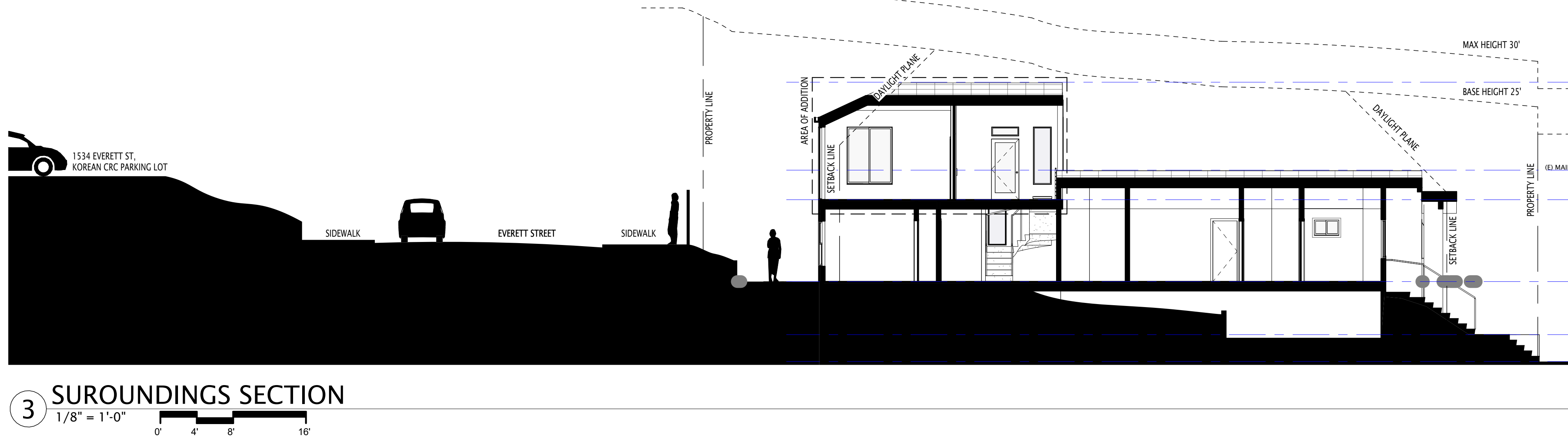
EAST ELEVATION



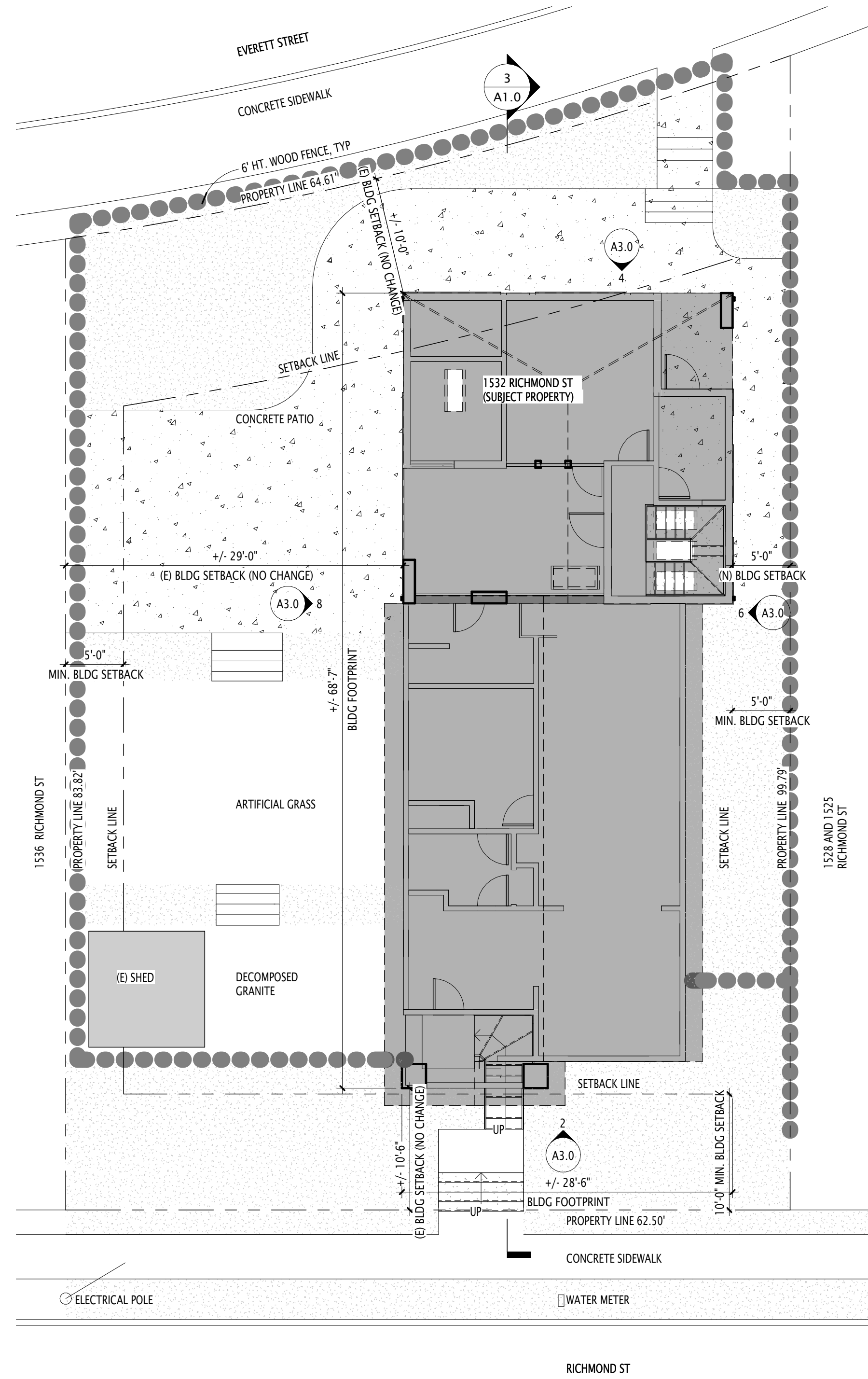
NORTH ELEVATION



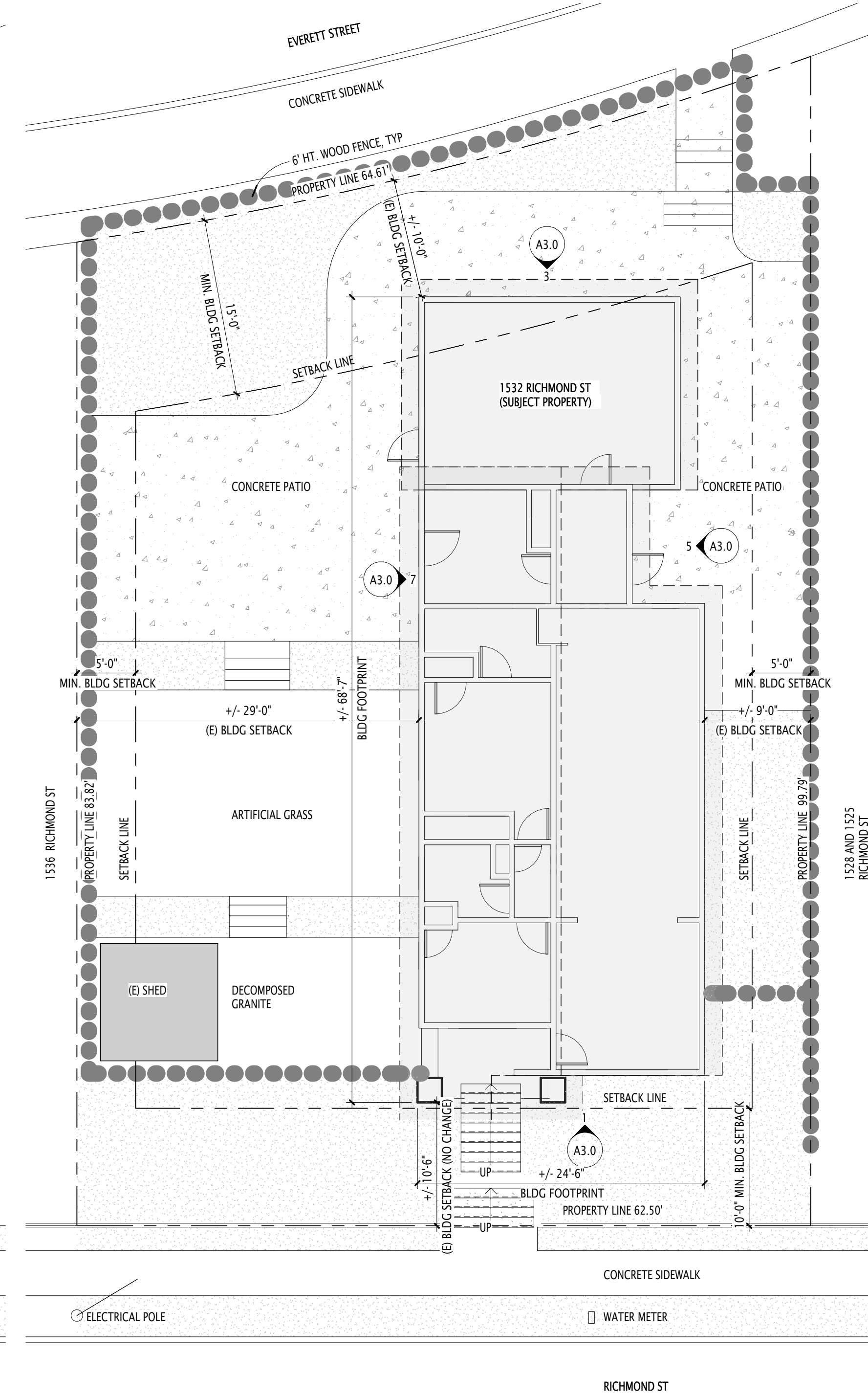
SOUTH ELEVATION



3 SURROUNDINGS SECTION  
1/8" = 1'-0"



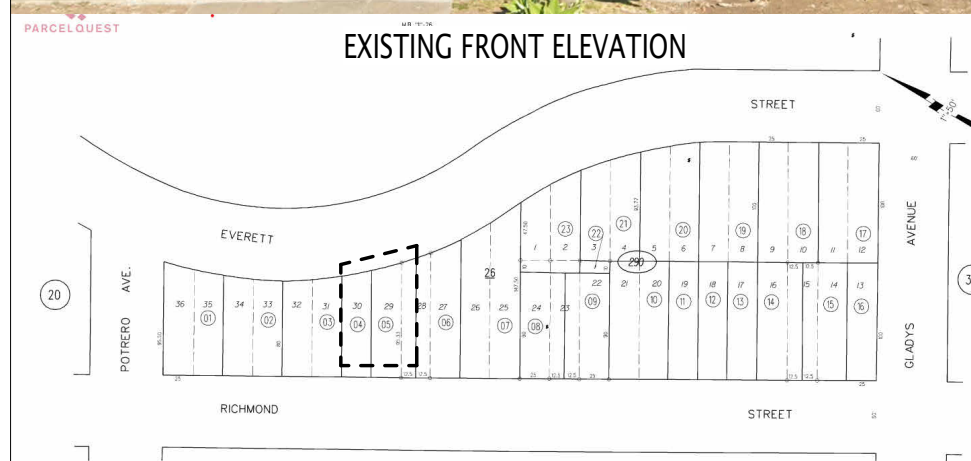
2 PROPOSED SITE AND LANDSCAPE PLAN  
1/8" = 1'-0"



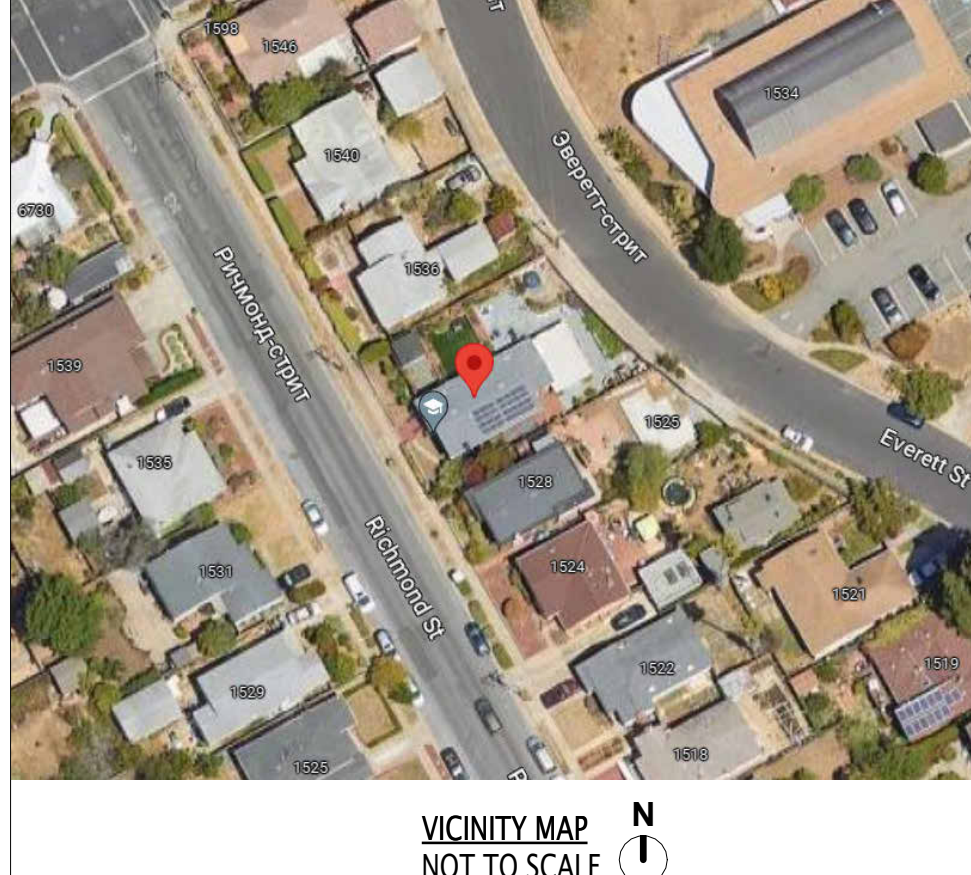
1 EXISTING SITE PLAN  
1/8" = 1'-0"

**GENERAL NOTES:**  
 1. APPLICABLE CODES: ALL WORK DONE UNDER THIS CONTRACT SHALL COMPLY WITH THE PROVISIONS OF THE SPECIFICATIONS, DRAWINGS, CONSTRUCTION CRITERIA SET FORTH IN THESE DOCUMENTS AND SHALL SATISFY ALL APPLICABLE CODES, ORDINANCES, AND REGULATIONS OF ALL GOVERNING BODIES INVOLVED. ANY MODIFICATIONS TO THE CONTRACT WORK REQUIRED BY SUCH AUTHORITIES SHALL BE PERFORMED BY THE CONTRACTOR. ALL PERMITS AND LICENSES NECESSARY FOR THE EXECUTION OF THE WORK SHALL BE SECURED AND PAID FOR BY THE CONTRACTOR. APPLICABLE CODES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:  
 2022 CALIFORNIA RESIDENTIAL BUILDING CODE  
 2022 CALIFORNIA PLUMBING CODE  
 2022 CALIFORNIA MECHANICAL CODE  
 2022 CALIFORNIA ELECTRICAL CODE  
 2022 CALIFORNIA ENERGY CODE (TITLE 24)  
 2022 CALIFORNIA BUILDING CODE  
 2022 CALIFORNIA FIRE CODE  
 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE (TITLE 24, PART 11) (CALGREEN)  
 THE CITY OF EL CERRITO MUNICIPAL CODE  
 2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, AND CONDITIONS AT THE SITE.  
 3. ALL 1/4" PLAN DIMENSIONS ARE TO FACE OF FRAMING, UNLESS OTHERWISE NOTED. DO NOT SCALE DRAWINGS.  
 4. ALL ELEVATIONS, ENLARGED PLANS, RCP PLANS, ELECTRICAL PLANS AND DETAIL DIMENSIONS ARE TO FACE OF FINISH, UNLESS OTHERWISE NOTED.  
 5. DETAILS SHOWN ARE TYPICAL. SIMILAR DETAILS SHALL APPLY IN SIMILAR LOCATIONS AND CONDITIONS.  
 6. THESE DOCUMENTS DESCRIBE DESIGN INTENT. CONTRACTOR IS RESPONSIBLE TO PROVIDE COMPLETE OPERATIONAL SYSTEM AND INSTALLATIONS.  
 7. ELECTRICAL, MECHANICAL & PLUMBING WORK TO BE DESIGN/BUILD PER CEC, CMC & CPC.  
 8. CONTRACTOR SHALL IMPLEMENT CITY OF WALNUT CREEK CONSTRUCTION & DEMOLITION DEBRIS RECYCLING PLAN.

ABBREVIATION	SYMBOLS
(E) - EXISTING	ELEVATION
(N) - NEW	CALLOUT
(P) - PROPOSED	LEVEL
TYP. - TYPICAL	SECTION
F - FURNACE	
SB - DOWNSPROUT & SPLASH BLOCK	
SL - SLIDING WINDOW	
U.O.N - UNLESS OTHERWISE NOTED	
WH - WATER HEATER	
W - WASHER	
D - DRYER	
DW - DISH WASHER	
W/ - WITH	



ACCESSOR'S MAP  
NOT TO SCALE



VICINITY MAP  
NOT TO SCALE

JULIA AND STEVEN PON  
1532 RICHMOND ST,  
EL CERRITO, CA 94530  
5106042554

PARCEL NUMBER: 502290005  
GENERAL PLAN: LOW DENSITY  
ZONING: RS-5  
YEAR: 1926  
LOT SIZE: 5,670 SQ FT  
TYPE OF CONSTRUCTION: V-B  
STORIES: (E) = 1, (P) = 2  
HEIGHT: (E) = 12'-3", (P) = 21'-11"  
COVERED PARKING SPACE: (E) = 0, (P) = 0  
(WITHIN 0.5 MI TRANSIT ZONE)

EXISTING FLOOR AREA:  
CONDITIONED SPACE 1,475 SQ FT  
EXISTING LOT COVERAGE:  
1,475 + 120 (SHED) SQ FT/5,670 SQ FT = 28%  
PROPOSED FLOOR AREA:  
GROUND FLOOR 1,630 SQ FT  
GROUND FLOOR ADDITION 155 SQ FT  
UPPER FLOOR 445 SQ FT  
TOTAL ADDITION: 600 SQ FT  
PROPOSED LOT COVERAGE:  
1,630 + 120 (SHED) SQ FT/5,670 SQ FT = 31%  
IMPERVIOUS SURFACE COVERAGE:  
2,905 SQ FT/5,670 SQ FT = 51% (NO CHANGE)

SCOPE OF WORK:  
THE PROJECT SCOPE INCLUDES A REMODEL AND A SECOND STORY ADDITION TO A SINGLE STORY SINGLE-FAMILY RESIDENCE. UPDATES TO MEP THROUGHOUT AS NECESSARY.

DRAWING INDEX:  
A1.0 - COVER PAGE, SITE PLANS  
A2.0 - (E) + (P) FLOOR AND ROOF PLANS  
A3.0 - (E) + (P) ELEVATIONS

No.	Description	Date

PREPARED BY:  
STUDIO CRIT  
P.O. BOX 395, ORINDA, CA 94563  
(510) 467-3140  
INFO@CRITSTUDIO.COM

COVER PAGE, SITE PLANS

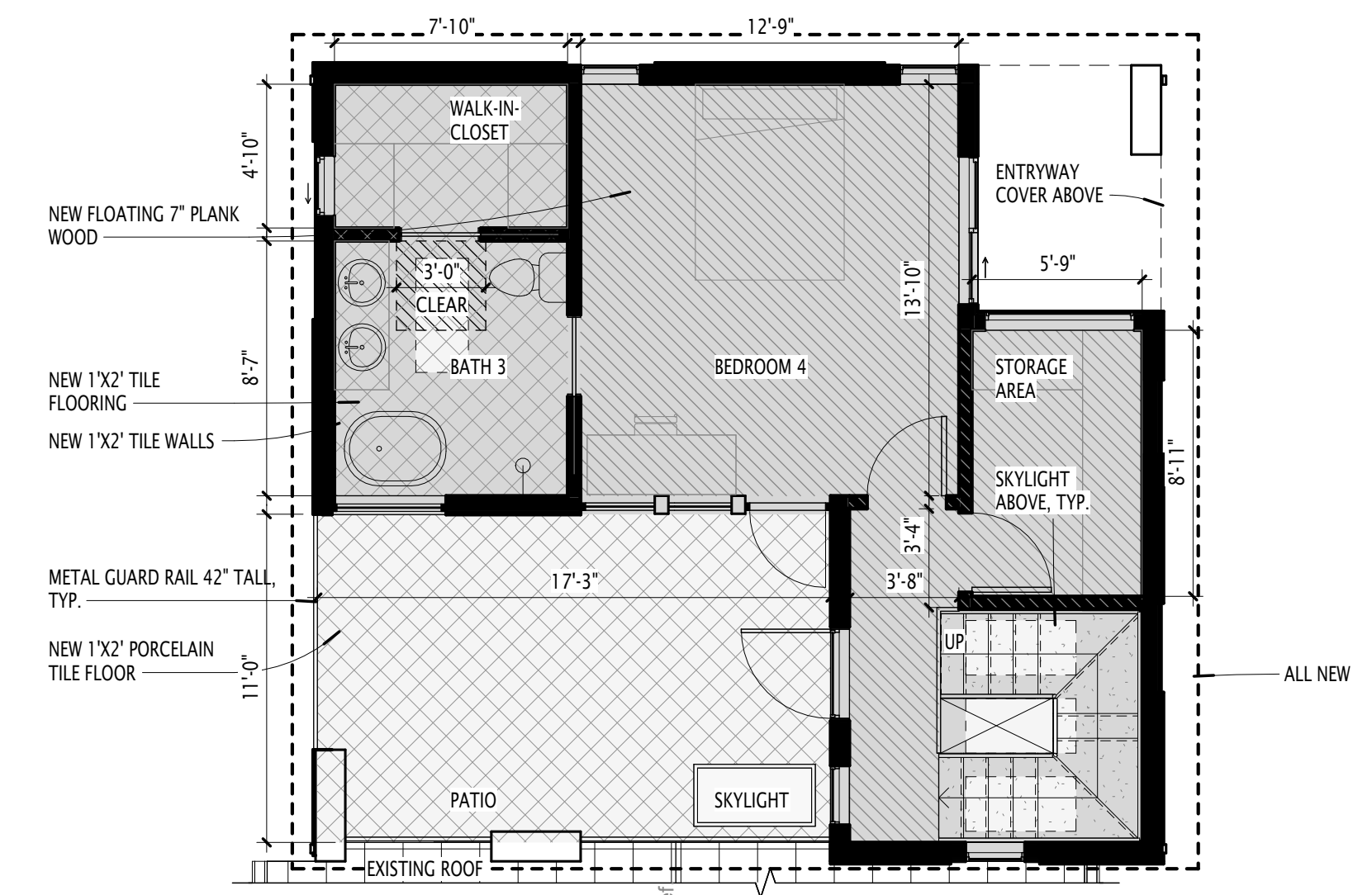
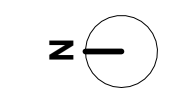
Project number	220502
Date	9/23/2025
Drawn by	AM
Checked by	KC

A1.0

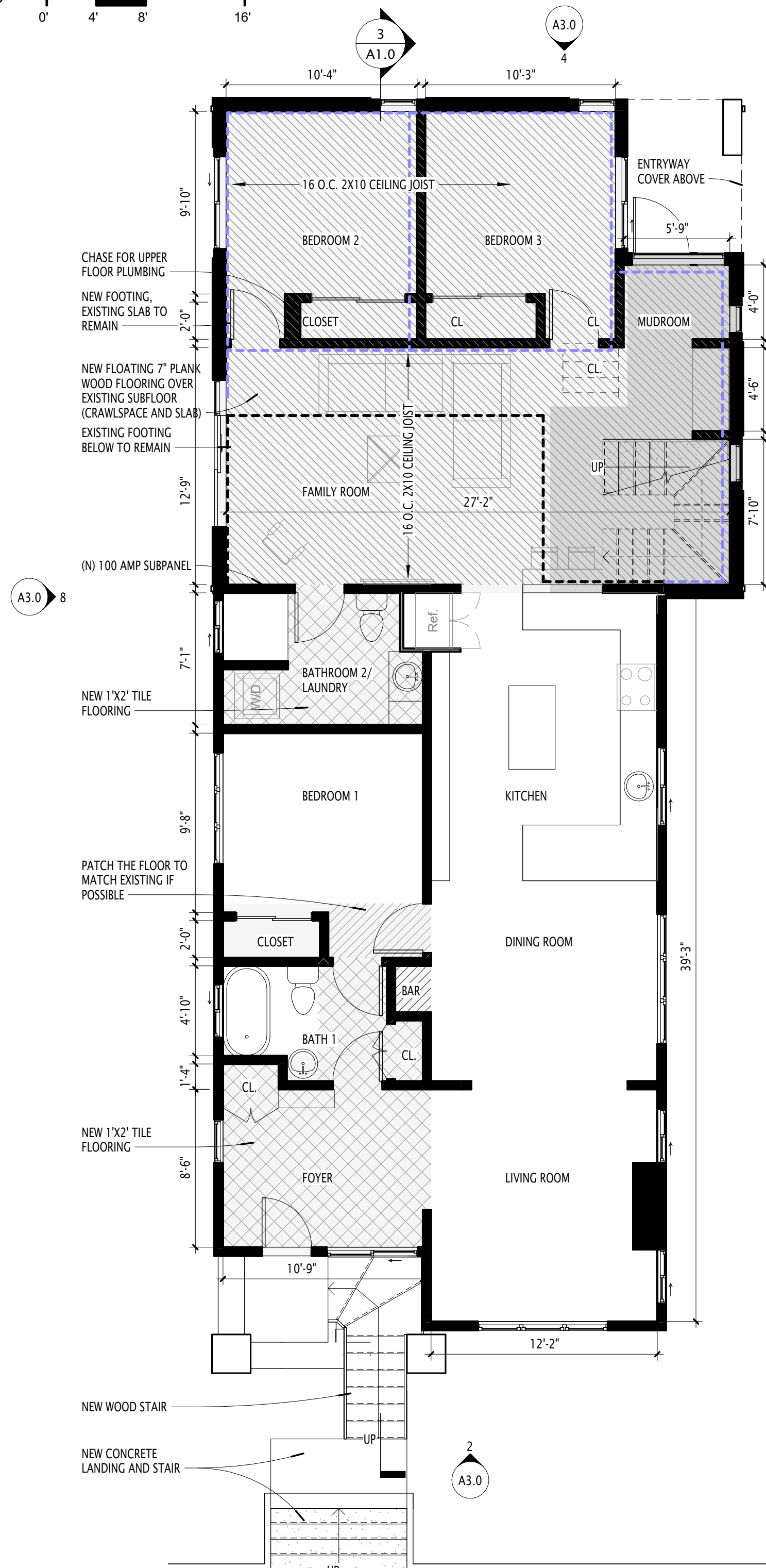
Scale As indicated

**ROOF AND FLOOR PLAN DEMO LEGEND**

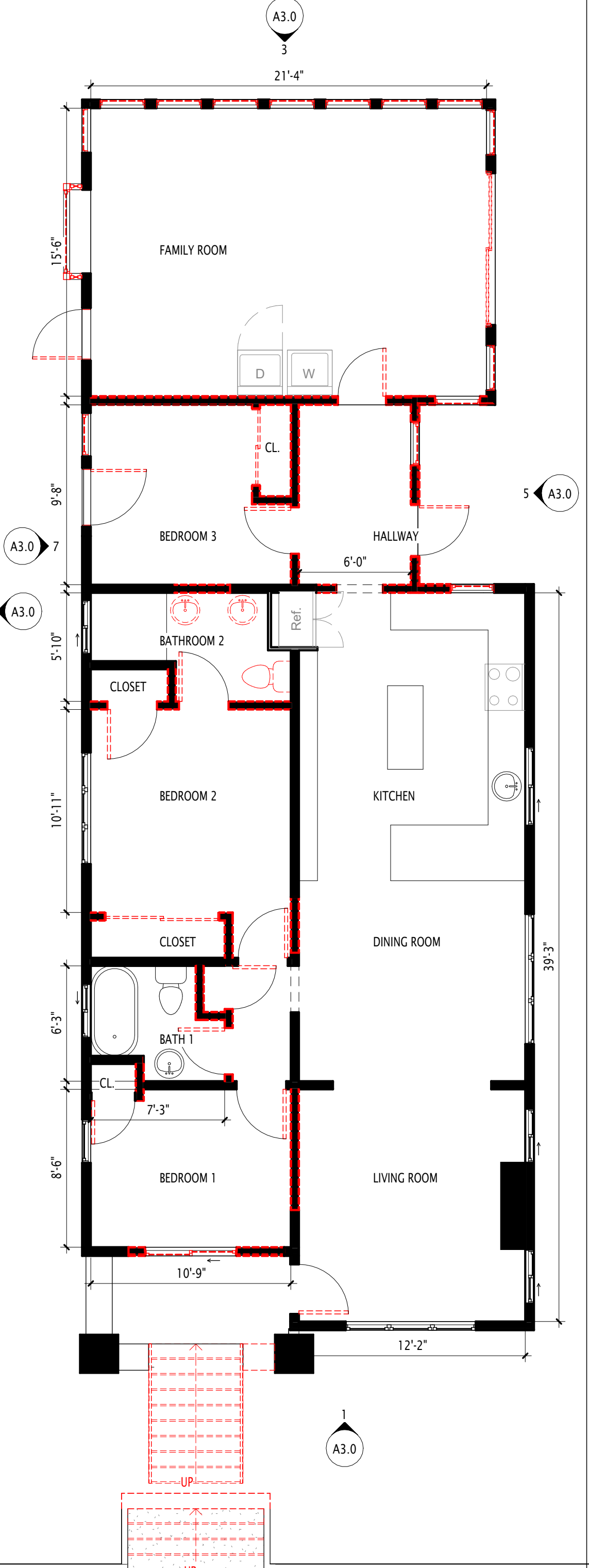
- AREA OF ADDITION
- AREA OF REMODEL
- EXISTING WALLS AND STAIRS TO BE DEMOLISHED



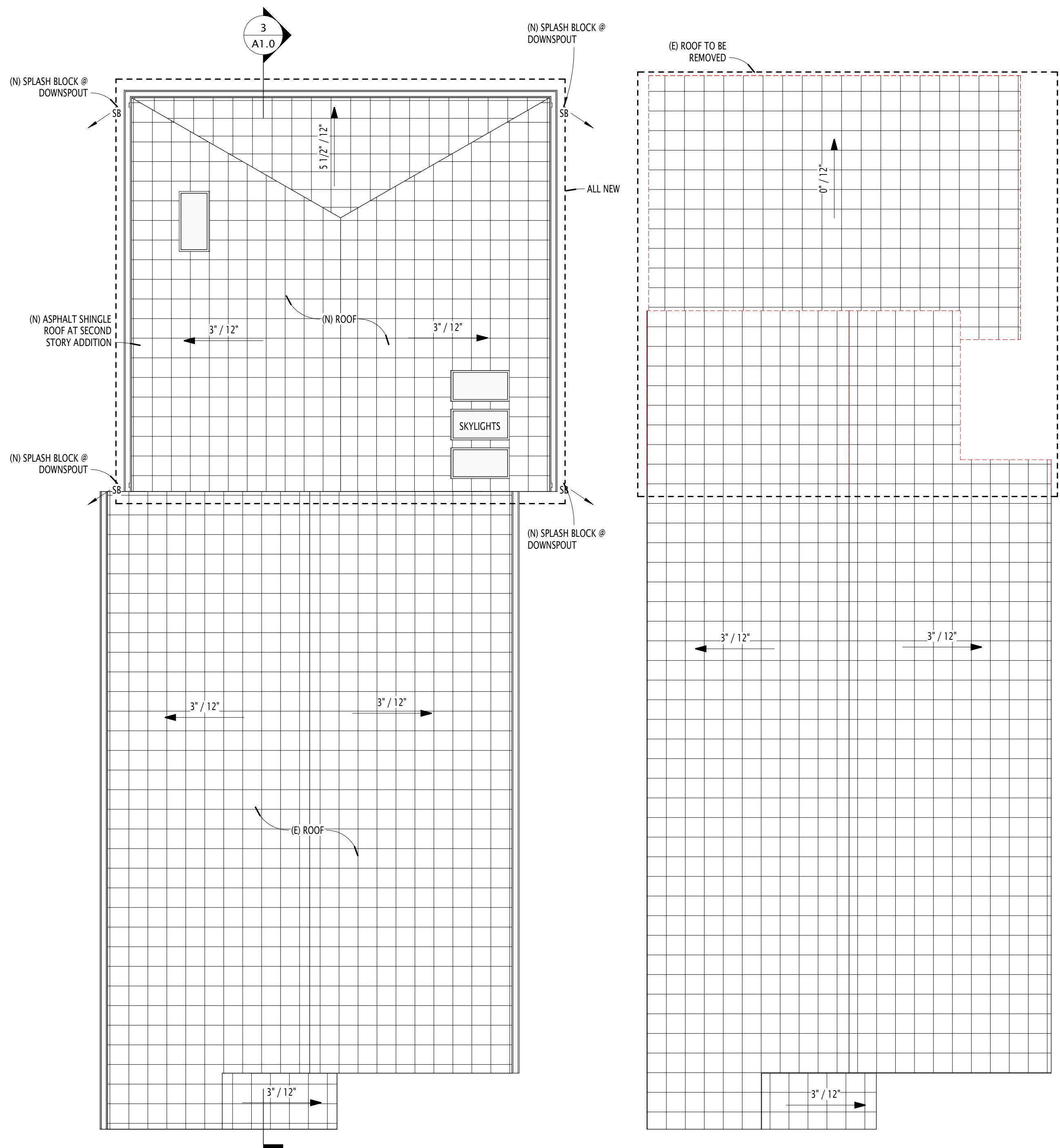
**3 (N) UPPER FLOOR**  
3/16" = 1'-0"



**2 PROPOSED FLOOR PLAN**  
3/16" = 1'-0"



**1 EXISTING FLOOR PLAN**  
3/16" = 1'-0"



**5 PROPOSED ROOF PLAN**  
3/16" = 1'-0"

**4 EXISTING ROOF PLAN**  
3/16" = 1'-0"

No.	Description	Date

PREPARED BY:  
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P.O. BOX 395, ORINDA, CA 94563  
(510) 467-3140  
INFO@CRITSTUDIO.COM

**(E) + (P) FLOOR PLANS**

Project number 220502  
Date 9/23/2025  
Drawn by AM  
Checked by KC

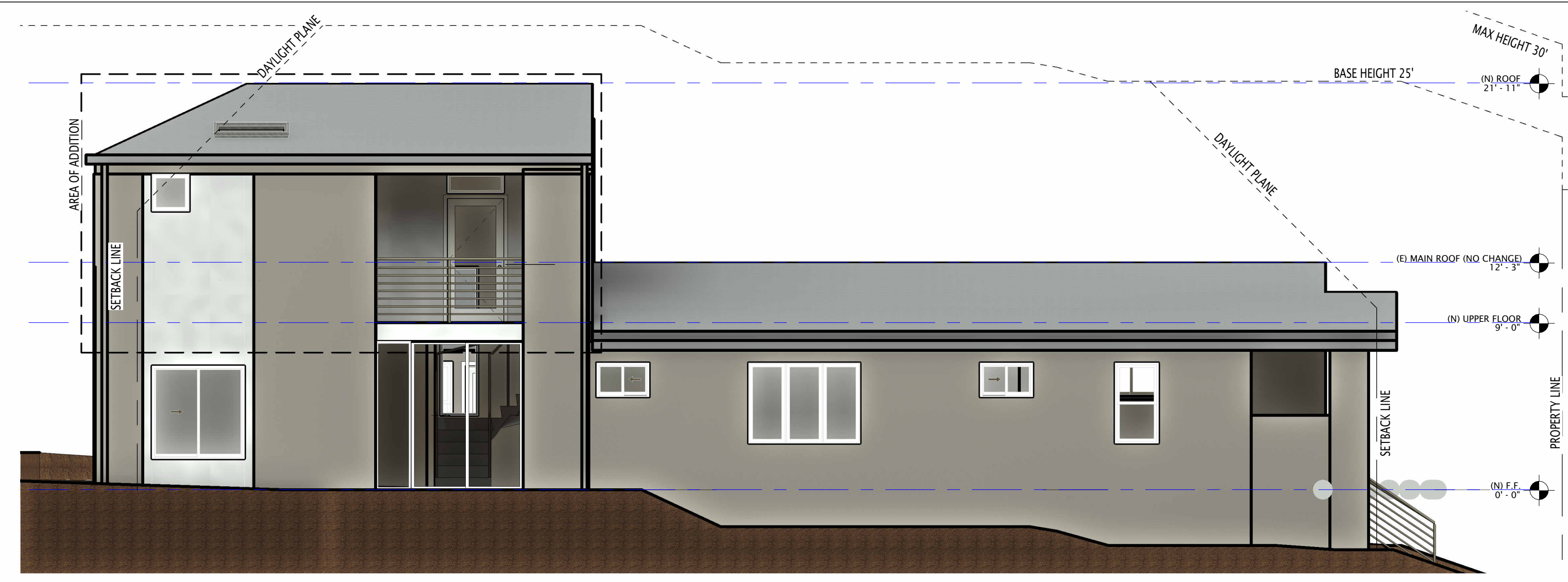
**A2.0**

Scale 3/16" = 1'-0"

**ELEVATION LEGEND**

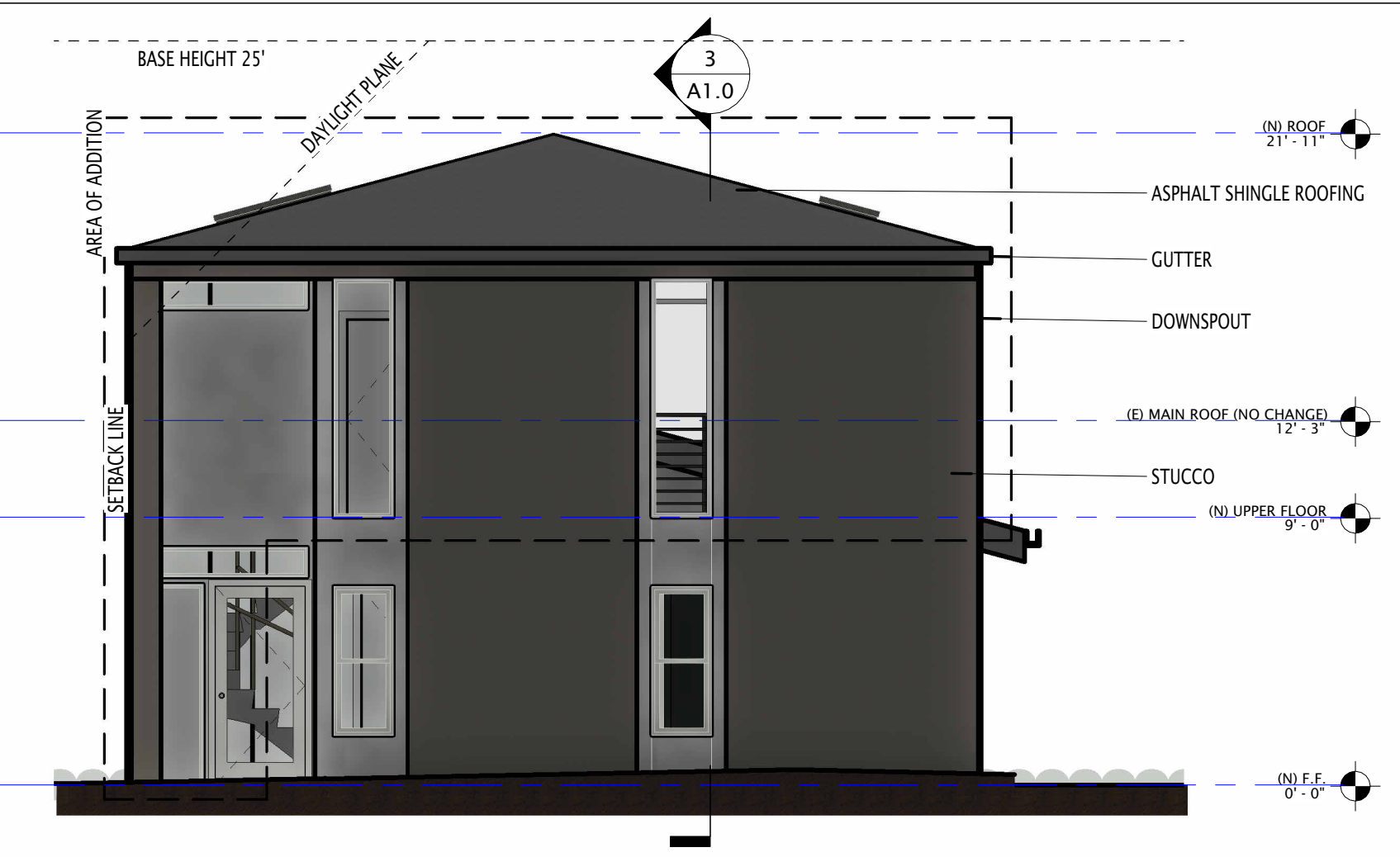
--- WINDOWS, DOORS, ROOF, AND OTHER ELEMENTS TO BE DEMOLISHED

**GENERAL NOTES:**  
 1. NEW STUCCO TO BE THREE COATS MINIMUM WHEN APPLIED OVER METAL LATH WITH 2 LAYERS OF GRADE D PAPER PER CRC R703.7.2 & R703.7.3.  
 2. WEEP SCREED TO BE INSTALLED AT THE BASE OF THE STUCCO SIDING. WEEP SCREED SHALL BE A MINIMUM OF 2 INCHES ABOVE CONCRETE SLABS AND 4 INCHES ABOVE EXPOSED EARTH PER CRC R703.6.2.1.



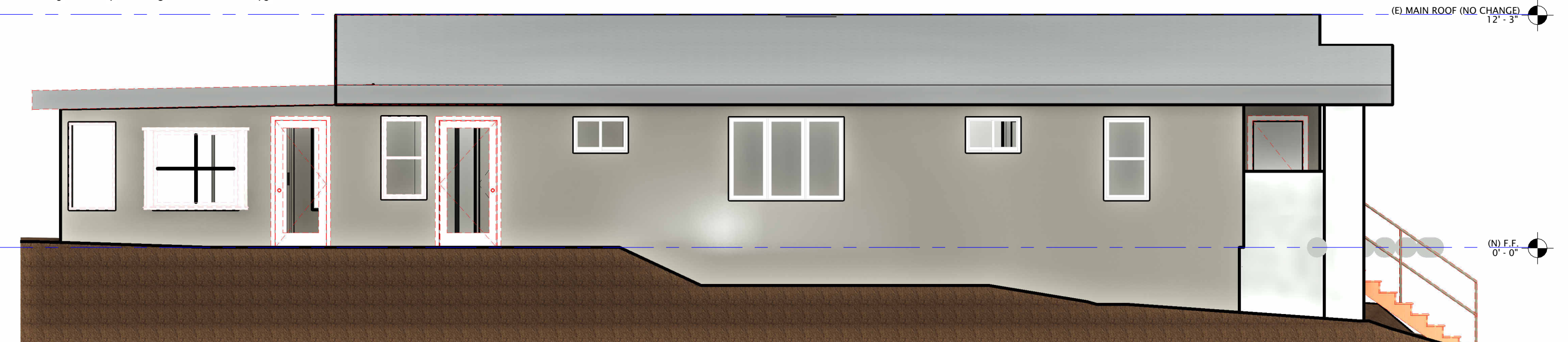
**8 PROPOSED NORTH ELEVATION**

3/16" = 1'-0"  
 0' 4' 8' 16'



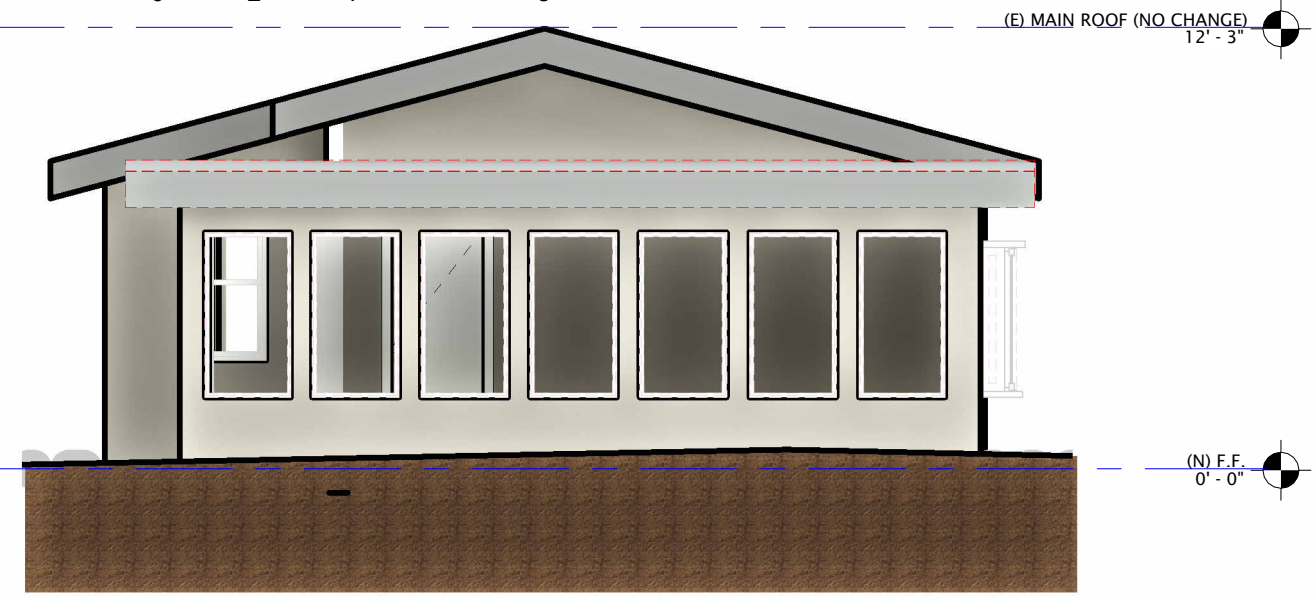
**4 PROPOSED EAST ELEVATION.**

3/16" = 1'-0"  
 0' 2' 4' 8'



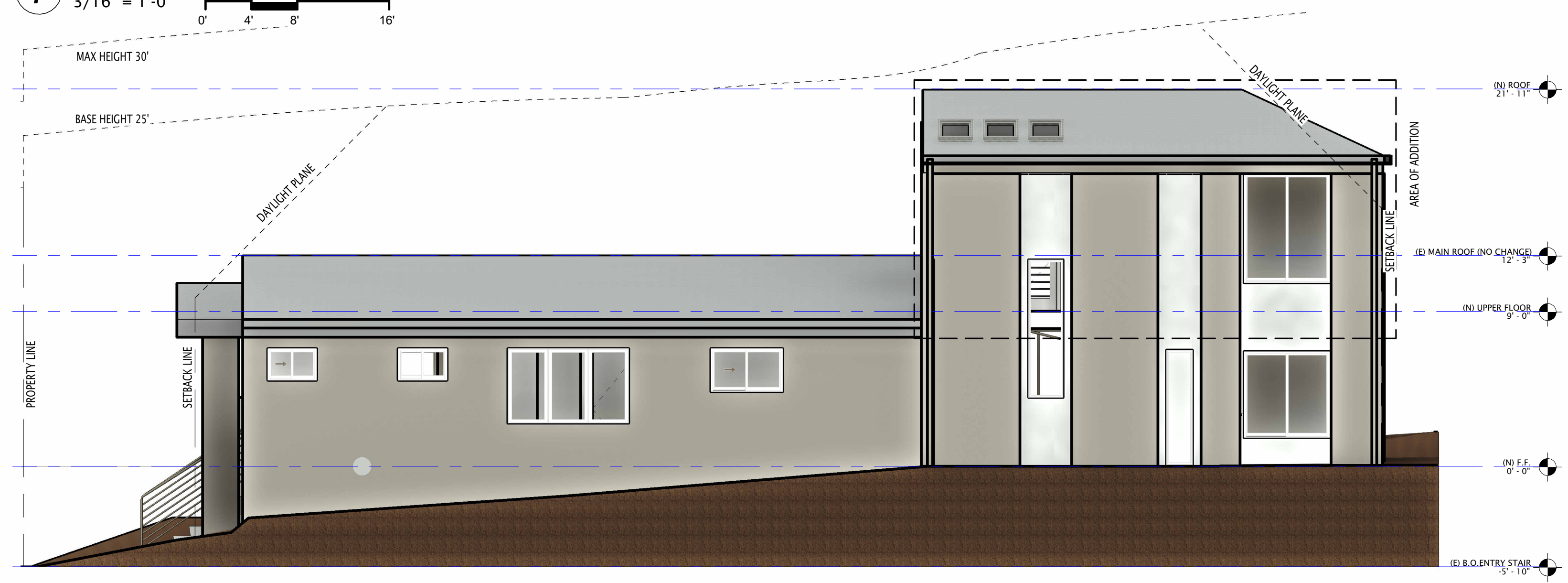
**7 EXISTING NORTH ELEVATION.**

3/16" = 1'-0"  
 0' 4' 8' 16'



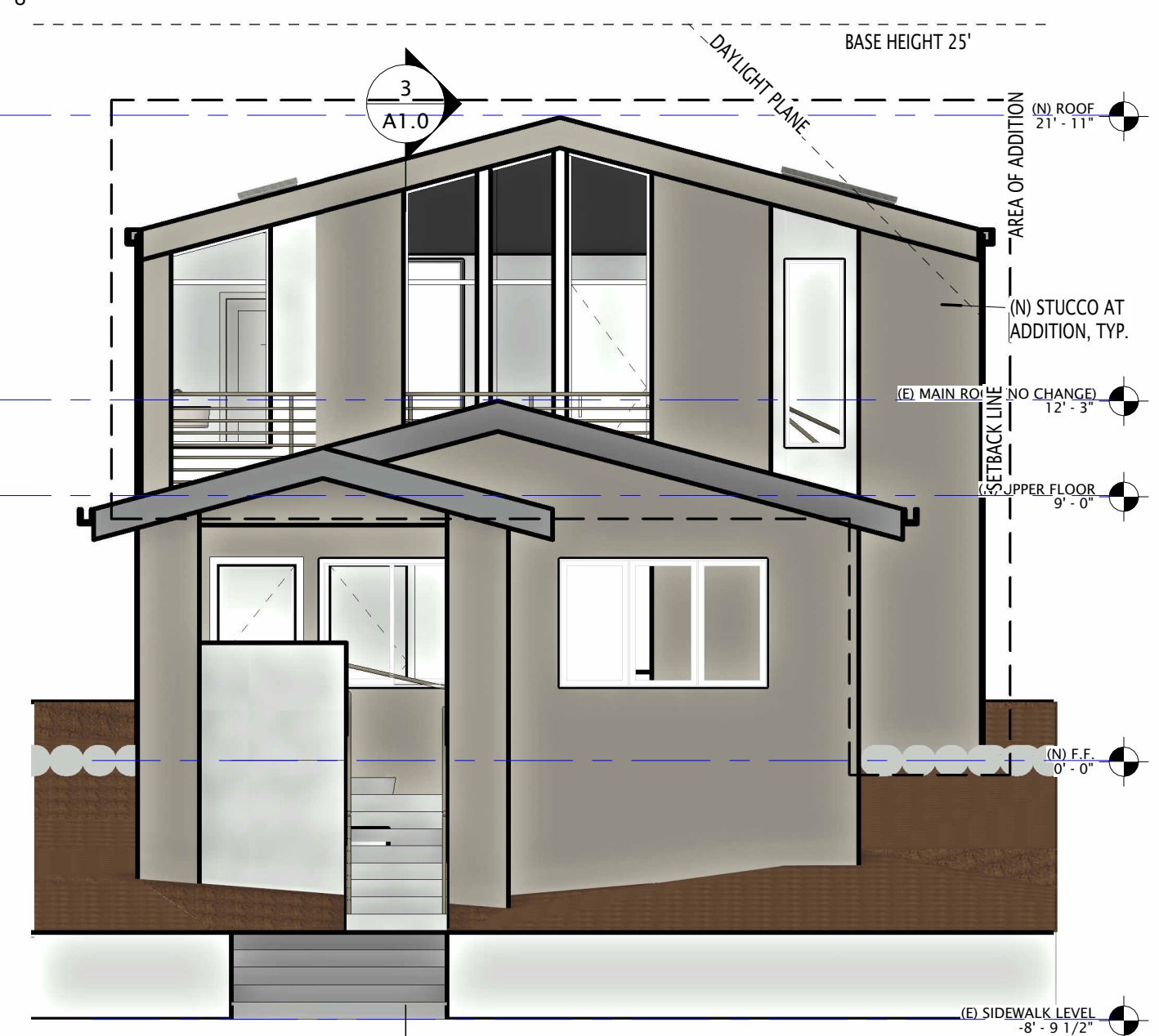
**3 EXISTING EAST ELEVATION**

3/16" = 1'-0"  
 0' 2' 4' 8'



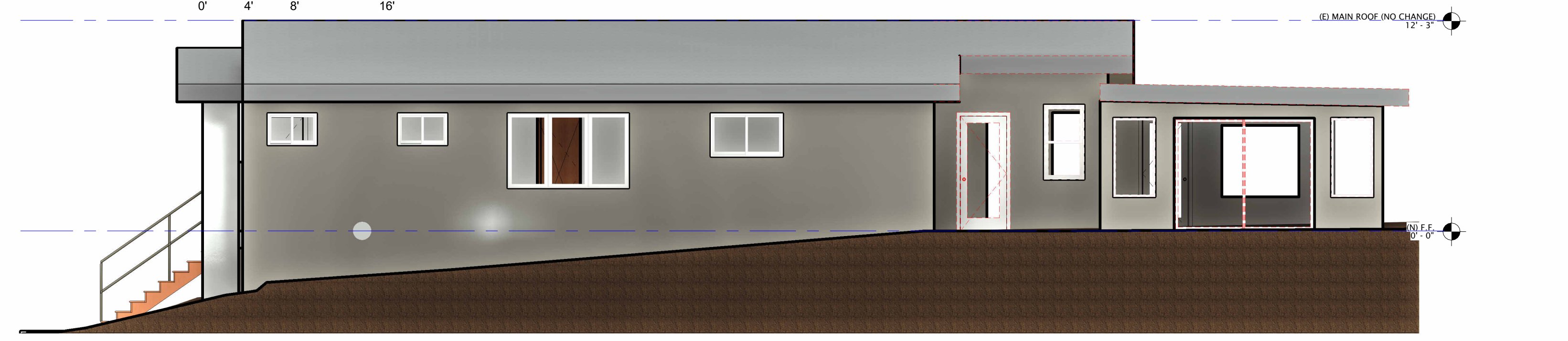
**6 PROPOSED SOUTH ELEVATION**

3/16" = 1'-0"  
 0' 4' 8' 16'



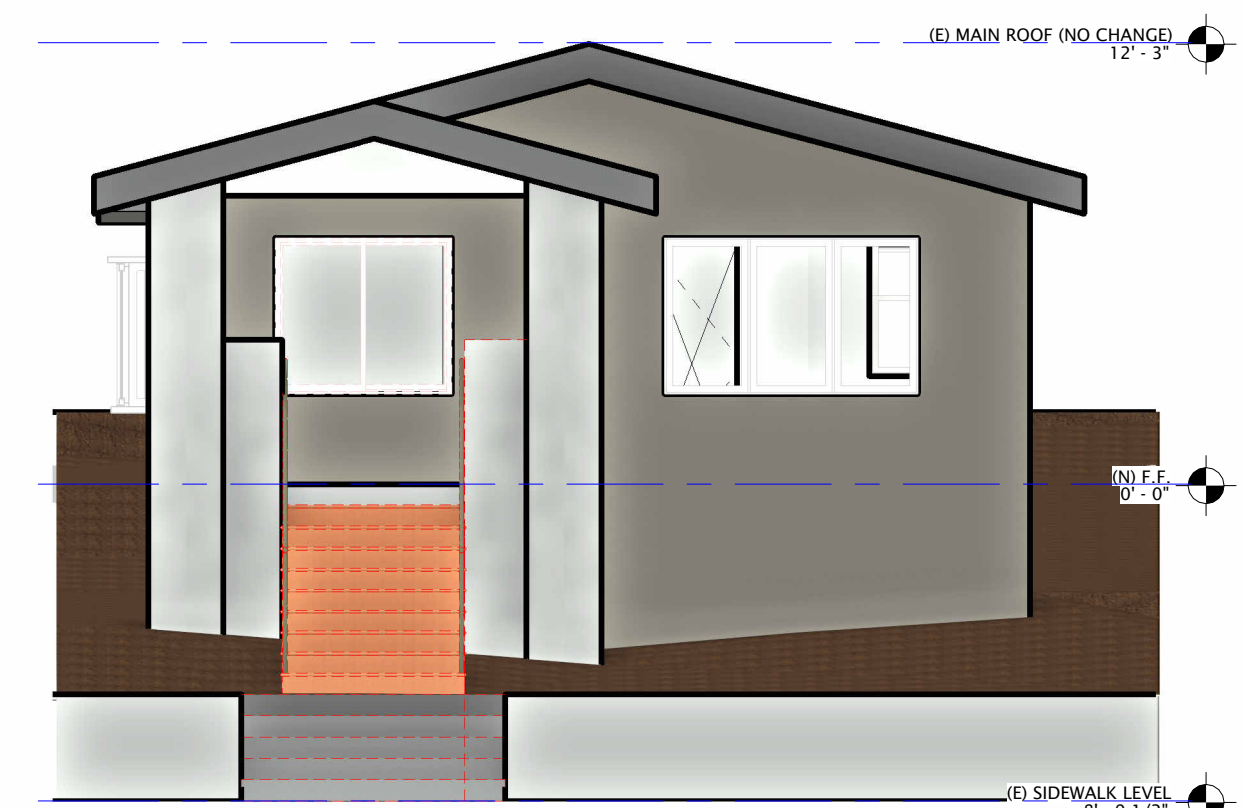
**2 PROPOSED WEST ELEVATION.**

3/16" = 1'-0"  
 0' 2' 4' 8'



**5 EXISTING SOUTH ELEVATION.**

3/16" = 1'-0"  
 0' 4' 8' 16'



**1 EXISTING WEST ELEVATION**

3/16" = 1'-0"  
 0' 2' 4' 8'

No.	Description	Date

PREPARED BY:  
 STUDIO CRIT  
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 (510) 467-3140  
 INFO@CRITSTUDIO.COM

**(E) & (P) ELEVATIONS**

Project number 220502  
 Date 9/23/2025  
 Drawn by AM  
 Checked by KC

**A3.0**

Scale 3/16" = 1'-0"