



THE CITY OF
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Mayor
Denise Athas
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Josh Fryday
Councilmembers
Pam Drew
Pat Eklund
Eric Lucan

City Manager
Regan M. Candelario

Design Review Commission Meeting

Location: Novato City Hall, 901 Sherman Avenue

July 5, 2017

MINUTES

Present: Marshall Balfe, Chair
Patrick MacLeamy, Vice Chair
Joe Farrell
Beth Radovanovich

Absent: Michael Barber

Staff: Bob Brown, Community Development Director
Steve Marshall, Planning Manager
Hans Grunt, Senior Planner

CALL TO ORDER / ROLL CALL: 7:35pm

APPROVAL OF FINAL AGENDA:
M/s Farrell/Radovanovich (4-0-1)

PUBLIC COMMENT: None

CONSENT CALENDAR: None

PUBLIC HEARING:

CONTINUED ITEMS: None

NEW ITEMS:

1. DESIGN REVIEW PROCESS DISCUSSION (HG/BB/SM)

A discussion with Planning Division staff regarding the design review process and the level of plan details expected to facilitate the Commission's comprehensive design feedback.

The following is a summary of the items the Commissioners and staff discussed:

1. Encouragement of DRC members to contact staff with questions or requesting additional information prior to the meeting day.
2. That significant design issues (e.g., height, massing, site circulation) be identified at the workshop stage, including any potential concerns about preliminary architecture or landscaping,
3. That the design direction provided by DRC members be summarized by the Chair or staff to assure there is consensus and clarity for the applicant,
4. Avoid raising new, significant issues at the formal recommendation hearing unless compelled by new information regarding the project's design or code compliance,
5. Staff will provide draft written findings and a motion to assist with the final recommendation for approval.
6. Staff and a subcommittee of the DRC will define "schematic level" and "design development level" to provide better clarity to applicants on the level of detail needed for submittals at the different stages of the design review process. They will also provide examples of good submittals to create a handout for applicants.
7. A subcommittee of the DRC will be utilized for in-field verification/modification of building colors.
8. Staff will investigate the costs and technical capabilities for televising (and recording for on-line posting) DRC meetings.

PROJECT DESIGN WORKSHOP: None

GENERAL BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 8:45pm