

Agenda Item 3



PLANNING COMMISSION STAFF REPORT

MEETING

DATE: September 18, 2017

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SUBJECT: **WOODSIDE OFFICE CENTER SIGNS
CEQA EXEMPT; SECTIONS 15061(b)(3) & 15311
P2016-088; AMEND DOWNTOWN NOVATO SPECIFIC PLAN
PRECISE DEVELOPMENT PLAN AMENDMENT
7250 REDWOOD BOULEVARD; APN 153-390-01**

REQUESTED ACTION

Consider adopting a resolution recommending the City Council approve changes to the Downtown Novato Specific Plan to allow freestanding signs on properties zoned Planned District (PD) in the Specific Plan area and amending the Woodside Office Center Precise Development Plan to permit two freestanding signs to be placed at the Office Center.

EXECUTIVE SUMMARY

Background

Mach II Woodside, LLC (“Applicant”) desires to implement a master sign program for the Woodside Office Center (“Office Center”), including two freestanding site identification signs. According to the Applicant, tenants of the Office Center have complained that clients often have difficulty locating the building and its lone entry drive at Redwood Boulevard. Given these complaints, the Applicant is proposing to install two freestanding site identification signs to better identify the Office Center and its tenants from the surrounding street system (Redwood Boulevard, DeLong Avenue, and Diablo Avenue). A copy of the Applicant’s proposed master sign program is attached for reference.

The Office Center is located in the Downtown Novato Specific Plan (“Specific Plan”) area and is assigned the Mixed Use (MU) land use designation of the 1996 Novato General Plan. The property is zoned Planned District (PD) and is located in the Downtown Novato Specific Plan Overlay (“Downtown Overlay”). The Office Center is subject to regulation by the Woodside Office Center Master Plan and Precise Development Plan (“Woodside PDP”) adopted by the City Council in June 2000.

The Specific Plan and Division 19.32, *Signs*, of the Novato Municipal Code currently do not allow freestanding signs on properties located in the Specific Plan area, with exception of parcels designated General Commercial (CG). Since the Office Center is designated Mixed Use (MU), freestanding signs are currently not permitted.

Specific Plan Amendment & Woodside PDP Amendment

The Applicant is requesting to amend the Specific Plan to allow freestanding signs on properties zoned Planned District (PD) where a new or amended precise development plan permits such a sign type. The precise development plan process would be used to determine, on a case-by-case basis, whether a freestanding sign(s) is appropriate on given PD designated property in the Specific Plan area.

In conjunction with the Specific Plan amendment, the Applicant is also requesting to amend the Woodside PDP to include two freestanding signs as depicted in the proposed master sign program. Amending the Woodside PDP is contingent upon approval of the amendment to the Specific Plan described above.

Draft General Plan 2035

The Applicant's proposed amendments come at a time when the draft General Plan 2035 is proposing to replace the Specific Plan with a focus area designation. The new Downtown focus area policies would replace the existing policies and design guidelines of the Specific Plan, as well as change the boundaries of the current Specific Plan area. Currently, the draft General Plan shows the Office Center would no longer be located in what is proposed to be the boundaries of the Downtown focus area. If approved, these changes would relieve the Office Center of the current limitation on freestanding signs. Instead, signs at the Office Center would be required to comply with the City's uniform sign standards for commercial properties, which allow freestanding signs.

The Applicant was advised of the pending General Plan changes and their effect on the regulation of signs at the Office Center. The Applicant has acknowledged the proposed changes, but does not want to wait for completion of the General Plan update. Given this circumstance, the Applicant was told the proposed freestanding signs would be reviewed against the design guidelines of the Specific Plan and could be subject to greater regulation through the precise development plan process than might otherwise occur by waiting for the draft General Plan to be adopted.

Staff Recommendation

Staff supports the Applicant's request to amend the Specific Plan and Woodside PDP to allow freestanding signs, recognizing the Office Center could be better identified from surrounding roadways. However, there is concern the Applicant's proposed corner site identification sign is of a design that contrasts with the architecture of Office Center. At this time, staff recommends the Planning Commission support a PDP amendment that permits two freestanding signs of a location, sign area, height, and letter size reflecting the signs proposed by the Applicant, but require a subsequent review by the Community Development Director to approve a specific sign style. The PDP amendment text presented in the project description below describes this type of amendment. The Commission may also consider the following alternatives:

1. Recommend approval of the Specific Plan and PDP amendments, including accepting the Applicant's sign designs as presented in the master sign program;
2. Recommend approval of the Specific Plan amendment and a PDP revision approving two freestanding signs and deferring regulation to the uniform sign standards applied to

properties outside of the Downtown Overlay, including a review of the sign design by the Community Development Director; or

3. Recommend the City Council deny the requested Specific Plan and PDP amendments.

PROPOSED AMENDMENTS

The following amendments are proposed to the Specific Plan:

“11.7.2: Commercial Signs

Business signs in Downtown Novato vary from wall-mounted, projecting, hanging blade, and free-standing. Some retail windows have so much signage that they are illegible, and mask any views of merchandise in the stores. Some signs are internally-illuminated box signs and others are externally illuminated. Some are non-conforming because they are improperly mounted over the top of building parapets.

IM 17 requires that the Novato Municipal Code be amended to include sign regulations for the Downtown that promote pedestrian-scale signs. The following guidelines are intended to supplement the sign regulations that will be contained in the Zoning Code.

1. Design signs with lettering sized to be seen primarily by pedestrians and relatively slow moving cars.
2. Item 2 was deleted.
3. For historic buildings, consider historic wood signs, constructed of marine-grade plywood, or solid wood, bordered with trim.
4. Projecting Sign Guidelines: Projecting signs shall be graphically designed for pedestrians and shall be allowed conditional upon adequate design quality. Projecting signs shall not be mounted above the sill line of the second floor of multi-story buildings. Sign supports shall be well designed and compatible with the design of the sign. Interior illuminated boxed display signs shall not be allowed. Icon signs using shapes or symbols uniquely suited to the business, creative shapes and three dimensional signs shall be encouraged. Exterior lighting of the projecting signs shall be encouraged.
5. Prohibit any signage which displays a company/firm/product name, logo, symbols, icons, or other identifying commercial markings other than those of the occupant of the business to which it is attached. This would preclude any suppliers, etc., from subsidizing a sign which might include a tawdry advertisement, logo, etc.
6. Prohibit freestanding signs in the Specific Plan Area, except for properties designated General Commercial, subject to design review, and parcels zoned Planned District (PD) where such signs are allowed by inclusion in a precise development plan.

Condition of approval No. 61 of the Woodside Office Center Precise Development Plan (City Council Resolution No. 79-00) is recommended to be amended as follows:

61. No illuminated signage shall be permitted. Freestanding signs are a permitted sign type at the Woodside Office Center, subject to the following:
- a. One (1) corner site identification sign shall be permitted subject to the following limitations: maximum height of 4-feet (measured from grade to top of sign), maximum letter height of 24-inches, and a maximum area of 52-square feet.
 - b. One (1) freestanding site monument sign, including a tenant identification component, shall be permitted subject to the following limitations: maximum height of 7'-10", maximum letter heights of 12-inches, and a maximum area of 27-square feet.
 - c. Freestanding signs shall be subject to review by the Community Development Director consistent with the requirements of Novato Municipal Code Section 19.32.030.

BACKGROUND

Property Owner:	Mach II Woodside, LLC.
Assessor's Parcel No.:	153-390-01
Site Area:	5.85 acres
General Plan Designation:	Mixed Use (MU)
Existing Zoning:	Planned District (PD); Woodside Office Center Master Plan
Existing Use:	Offices
Adjacent Zoning/Uses:	North – General Commercial (CG); Downtown (D) Overlay Gas Station & Restaurant
	South – Planned District (PD); Downtown (D) Overlay North Bay Center (offices)
	West – Planned District (PD); Novato Fair Shopping Center
	East – Low Density Residential (R1-7.5); Residential

ENVIRONMENTAL ASSESSMENT

The proposed Specific Plan and Woodside PDP amendments are considered to be exempt from the requirements of the California Environmental Quality Act (“CEQA”) and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines Sections 15061(b)(3) and 15311 – Accessory Structures.

Section 15061(b)(3) is referred to as the “general rule” exemption and may be applied to proposed projects that, from a practical perspective, will not result in a direct or reasonably foreseeable indirect negative physical impact on the environment. Amending the Specific Plan to expand opportunities for freestanding signs to a limited number of properties and the potential installation of such signs at the Office Center would not have a significant negative physical effect on the environment.

Section 15311 applies to the construction or replacement of minor structures, including, but not limited to, on premise signs. The installation of on premise, free standing signs appurtenant to a commercial or mixed residential/commercial uses on PD zoned properties in the Specific Plan area and at the Office Center would be minor in nature and would not have a significant negative impact on the environment.

STAFF ANALYSIS

Downtown Novato Specific Plan Amendment

An amendment to the Specific Plan is considered against the findings required to amend the Novato General Plan as listed in Novato Municipal Code Section 19.56.070.A. These findings are listed below followed by a discussion addressing whether the proposed Specific Plan amendment, as described above, is considered to be consistent therewith.

- 1. The proposed amendment is internally consistent with the General Plan;*

The General Plan does not specify any policies directly addressing signs and instead defers to the Specific Plan for design guidance on new development and accessory improvements (e.g., signs) in the Specific Plan area. For purposes of considering the finding above, staff recommends focusing on the internal consistency of the Applicant’s proposed amendment with the other policies of the Specific Plan. If the Applicant’s amendment is found to be internally consistent with other relevant policies of the Specific Plan then the changes would also be considered to be consistent with the General Plan.

The Specific Plan addresses freestanding signs via Urban Design (UD) Guideline 11.7 and IM Policy 17. According to UD Guideline 11.7, the sign guidelines listed in the Specific Plan are intended to assist downtown businesses in selecting appropriate signs and to allow downtown signage to be different from outlying commercial areas in recognition of its special role in a more pedestrian-oriented environment. UD Guideline 11.7 lists the following:

1. All signs must conform to the proposed amended Novato Sign Ordinance incorporating the Downtown Specific Plan area requirements. All signs shall be

professionally designed and fabricated. Specially designed logos, symbols and icons shall be encouraged.

2. The design of all signs (including materials, colors, configuration and illumination) shall conform to the architectural style and period of the buildings they identify. Incompatible corporate logos or standardized script shall be avoided. With such a wide variety of materials to choose from, businesses are discouraged from using plastic signs which appear mass produced, and are encouraged to use more original interesting materials which enhance the unique visual quality of Downtown as pedestrian-friendly. Paper signs, except as temporary notices, are prohibited.
3. Free standing signs shall be designed in accordance with design guidelines, minimized in height, and integrated with the landscape by means of accent planting, the use of trees or other design elements.
4. The size, shape and location of all signs shall be compatible with the building proportions and features.
5. The preferred method of sign illumination involves use of soft exterior lighting, where the light source and all appurtenant devices are screened from public view. Internally illuminated cabinet signs are strongly discouraged. However, individual letter signs having internal illumination may be considered appropriate for larger buildings, and where consistent with local design guidelines.
6. Visible braces and other support devices shall be avoided, but, if required, shall be incorporated as a design feature.
7. Multi-tenant buildings shall all have master sign programs. Provisions shall be made for coordination of sign dimensions, materials, textures, colors, illumination, and method and location of mounting.
8. Signage shall be integrated with landscape elements such as walls, planters, and street furniture.

IM Policy 17 directs specific amendments to the sign standards of the Municipal Code to meet the guidelines described in UD 11.7 above, and includes the following statement about prohibiting freestanding signs:

“Prohibit freestanding signs in the Specific Plan Area, except for properties designated General Commercial, subject to design review.”

The Novato Municipal Code was updated in 2001 to implement IM Policy 17.

The Specific Plan does not provide an explicit reason why freestanding signs are permissible only on properties zoned General Commercial (CG). The policy for General Commercial (CG) properties was likely based on the observation this land use designation allows auto-oriented

businesses, such as gas stations, and recognizing properties so designated are not located in the core of downtown Novato and are primarily found along Redwood Boulevard.

The proposed Specific Plan amendment would add Planned District (PD) as a zoning designation where freestanding signs would be acceptable provided a given precise development plan recognizes such a sign type as being permitted. For reference, the PD Zoning District:

- may be applied to any land use designation of the General Plan;
- is an empty zoning classification that relies upon the adoption of a master plan (establishing permitted land uses and development intensity) and a precise development plan (establishing development standards – height limit, setbacks, etc.) to regulate a specific use(s);
- allows flexibility to deviate from standard zoning code provisions where doing so results in a better project, preserves environmental resources, or shows greater sensitivity to the characteristics of a given site and surrounding properties;
- requires Design Review Commission, Planning Commission, and City Council review of new development proposals; and
- may be used to designate a review authority (e.g., Community Development Director) for minor amendments and subsequent permitting activities (e.g., sign review).

There are seven properties in the Downtown Overlay that are designated PD as outlined in the table below. If the proposed Specific Plan amendment were approved, these properties could seek approval of a precise development plan or amend an existing precise development plan to install a freestanding sign(s). Some of the properties below are not subject to an adopted Master Plan and would need to receive approval of such a plan prior to pursuing a precise development plan allowing a freestanding sign(s) – a precise development plan cannot be created without first approving a master plan.

Property	Location	Developed	Master Plan	Precise Development Plan
Woodside Office Center	7250 Redwood	Yes	Yes	Yes
North Bay Center	7200 Redwood	Yes	Yes	Yes
Bondoc/Flynn	south of 7200 Redwood	No	No	No
Whole Foods/Millworks	790 DeLong Avenue	Yes	Yes	Yes
Novato Depot	Grant at Railroad	No	No	No
Old Town Glass	700 Grant	Yes	No	No
Courtyard Square	750 Grant	Yes	No	No

Creating or amending a precise development plan is a discretionary action - there is no guarantee a request to allow a freestanding sign(s) at one or more of the noted properties would be granted. Any request to create or amend a precise development plan to allow a freestanding sign(s) would be reviewed on a case-by-case basis against the design guidelines of the Specific Plan. It should be noted the procedure noted above may only apply through the effective date of the Specific Plan. Thereafter, signs in the Downtown are likely to be regulated by a new set of design guidelines coupled with the uniform sign standards contained in the Municipal Code.

Staff considers the Applicant's proposed Specific Plan amendment to be internally consistent with the policy aims of the Specific Plan, including preserving a vibrant, pedestrian oriented downtown, based on the following observations:

- The Planned District review process provides complete discretion to the Planning Commission and City Council to determine whether a freestanding sign(s) is acceptable on case-by-case basis. The amendment does not create a right or entitlement to have freestanding signs on PD zoned properties in the Specific Plan area;
 - The design guidelines of UD Guideline 11.7, as noted above, would apply to any request to include a freestanding sign(s) in a precise development plan, addressing such items as location, aesthetic quality, size/height, illumination, and pedestrian orientation. Application of these guidelines would ensure consistency with the policy aims of the Specific Plan.
2. *The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and*

The proposed Specific Plan amendment would not result in conditions detrimental to the public interest, health, safety, convenience, or welfare of the City since any proposal for a freestanding sign(s) on a PD designated property in the Downtown Overlay would be subject to discretionary review by the Planning Commission and City Council through the Planned District process. The Planned District process would allow the Planning Commission and City Council to consider whether a freestanding sign(s) is appropriate based on location and design, and such consideration necessarily includes a review of potential threats to public health, safety, convenience, and welfare to make the required findings of approval. Furthermore, all signs are subject to securing a building permit from the City, which includes a plan check and inspections to ensure adequate structural support, proper electrical wiring (if illuminated), and preservation of adequate site distance for motorists.

3. *The proposed amendment would further the goals, objectives, policies and programs of the General Plan.*

The General Plan includes economic development policies focusing on retaining existing businesses and attracting new commercial operations that are considered to be relevant to the question of whether freestanding signs should be an option available to PD zoned properties in the Specific Plan area. These policies include:

EC Policy 6 Business Encouragement. The City shall actively encourage new and existing targeted businesses to locate in Novato, increasing employment opportunities for Novatans.

EC Policy 11 Retention of Existing Businesses. Retain, upgrade, and increase the vitality of existing Novato businesses.

EC Policy 12 Attracting New Businesses. Encourage new targeted businesses as defined by the Economic Development Master Plan.

The Applicant's proposed Specific Plan amendment would expand opportunities to install freestanding signs in the Downtown Overlay on PD zoned properties. In some instances, including the Office Center, a freestanding sign(s) may be warranted to better identify a given building or business, assuming the location, size, and design of the sign(s) are found to be consistent with the design guidelines of the Specific Plan. The flexibility to consider freestanding signs on PD zoned properties could encourage the retention of existing businesses and attraction of new commercial tenants to the Specific Plan area. Based on these observations, the Applicant's proposed amendment to the Downtown Specific Plan is considered to advance Economic Development Chapter policies 6, 11, and 12.

Precise Development Plan Amendment

The Applicant is proposing to amend the existing Woodside PDP to include a master sign program it developed for the Office Center, including two freestanding site identification signs. This amendment presumes there is support to modify the Specific Plan as discussed above. Assuming there is such support, the Planning Commission should consider the Woodside PDP amendment against the findings of approval for a precise development plan as specified in Novato Municipal Code Section 19.42.060.F.3. These findings are listed below followed by a discussion addressing whether the Woodside PDP amendment is considered to be consistent therewith.

- a. *The proposed Precise Development Plan is consistent with the General Plan, any applicable specific plan, and the approved Master Plan;*

General Plan

As discussed earlier, the General Plan does not contain policies directly addressing sign type or design, but there are economic development policies considered relevant to the Applicant's sign proposal. In this instance, the addition of freestanding signs to the Woodside PDP as a permitted sign type is considered to be consistent with General Plan Economic Chapter Policies Nos. 6, 11, and 12 based on the same observations made for the proposed amendment to the Specific Plan – please refer to Finding 3. above.

Downtown Novato Specific Plan

Specific Plan Urban Design Guideline 11.7 provides more direct guidance regarding sign design against which the proposed Woodside PDP amendment may be judged. The following is a list of the design guidelines of UD 11.7. Please note the Specific Plan lists the following provisions as guidelines, but the language itself is written in a prescriptive fashion. Staff interprets the intent of the provisions to function as guidelines and not mandates.

1. All signs must conform to the proposed amended Novato Sign Ordinance incorporating the Downtown Specific Plan area requirements. All signs shall be professionally designed and fabricated. Specially designed logos, symbols and icons shall be encouraged.

The proposed freestanding site identification signs have been compared against the uniform sign requirements applicable to properties in the Downtown Overlay. Properties in the Downtown

Overlay are subject to sign standards that are more restrictive than those applicable to areas outside of the Overlay. The sign standards of the Downtown Overlay, in particular sign area and letter height, are oriented toward being of a pedestrian scale and are generally premised on the shop widths (25- to 50-feet) and heights (primarily single-story) found on the east segment of Grant Avenue.

In this instance, the two freestanding signs have elements that would deviate from uniform sign requirements applicable in the Downtown Overlay, including: maximum sign area, sign height, and letter height. The following table describes the sign area, sign height, and letter height for both proposed freestanding identification signs versus uniform code requirements.

	Proposed Area	Overlay Maximum Area	Proposed Sign Height	Overlay Maximum Sign Height	Proposed Letter Height	Overlay Maximum Letter Height
Corner Site Identification Sign	52-sq.ft.	25-sq.ft.	4'-0"	6'-0"	24-inches	12-inches
Freestanding Site Monument Sign	27-sq.ft.	25-sq.ft.	7'-9"	6'-0"	9.5-inches	12-inches

The Sign Ordinance includes a provision indicating the uniform standards of the Ordinance do not apply where specific sign standards are established by an approved master plan or precise development plan (see Zoning Ordinance Section 19.32.020.A.2). This provision allows the Planning Commission to permit signs that deviate from the uniform sign standards applicable in the Downtown Overlay. Whether these deviations are considered acceptable is discussed below.

2. The design of all signs (including materials, colors, configuration and illumination) shall conform to the architectural style and period of the buildings they identify. Incompatible corporate logos or standardized script shall be avoided. With such a wide variety of materials to choose from, businesses are discouraged from using plastic signs which appear mass produced, and are encouraged to use more original interesting materials which enhance the unique visual quality of Downtown as pedestrian-friendly. Paper signs, except as temporary notices, are prohibited.
3. Free standing signs shall be designed in accordance with design guidelines, minimized in height, and integrated with the landscape by means of accent planting, the use of trees or other design elements.
4. The size, shape and location of all signs shall be compatible with the building proportions and features.

The following discussion addresses guidelines Nos. 2, 3, and 4.

The Office Center has a traditional office form, but has architectural styling, finish treatments, and trim elements that appear adapted from the Craftsman architectural theme. The Applicant's freestanding site identification signs have a more modern appearance with individual, pin-mounted letter forms for the corner identification sign and an aluminum cabinet with applied letter forms for the site monument sign at Office Center's entry drive.

Determining design compatibility is admittedly subjective. In this instance, it is staff's impression that the larger corner site identification sign seems to contrast with the architectural design of the Office Center, in particular its pin-mounted, 24-inch letters in a bright white color. The corner site identification sign will be the most visible sign at the Office Center and fronts on an important intersection into downtown Novato. Given this location, a sign that is a bit more subdued, perhaps mounted against a decorative rock wall with a darker shade of lettering, might relate better to the architecture of the existing office building. Examples of well integrated freestanding site identification signs can be found at Pacheco Plaza and Hamilton Marketplace.

Staff views the smaller, freestanding site monument sign near the Office Center's driveway at Redwood Boulevard to be acceptable from a design perspective since it is in a less prominent location than the larger corner site identification sign.

Given the concerns noted above, the Planning Commission may consider the following alternatives:

1. Recommend a PDP amendment accepting the Applicant's sign designs as presented in the master sign program;
2. Recommend a PDP amendment approving two freestanding signs and deferring regulation to the uniform sign standards applied to properties outside of the Downtown Overlay, including design review by the Community Development Director consistent with Municipal Code Section 19.32.030; or
3. Recommending a PDP amendment approving two freestanding signs and including specific sign standards (sign area, height, and letter size) taken from the Applicant's master sign program and requiring design review by the Community Development Director consistent with Municipal Code Section 19.32.030.

Staff has prepared a draft resolution recommending approval of option No. 3 for the PDP amendment. Option No. 3 is viewed as providing the Applicant with certainty that freestanding signs are permitted at the Office Center, but reserves the ability to consider sign styling through a subsequent review by the Community Development Director.

5. The preferred method of sign illumination involves use of soft exterior lighting, where the light source and all appurtenant devices are screened from public view. Internally illuminated cabinet signs are strongly discouraged. However, individual letter signs having internal illumination may be considered appropriate for larger buildings, and where consistent with local design guidelines.

The Woodside PDP currently prohibits illuminated signs. The master sign program does not identify the site identification signs as being illuminated internally or externally. The proposed PDP amendment does not change the restriction on illuminated signs.

6. Visible braces and other support devices shall be avoided, but, if required, shall be incorporated as a design feature.

The Applicant's proposed signs are mounted to a stone base and there is no visible bracing. The review of the design by the Community Development Director would ensure the final design of the proposed signs conforms to guideline no. 6.

7. Multi-tenant buildings shall all have master sign programs. Provisions shall be made for coordination of sign dimensions, materials, textures, colors, illumination, and method and location of mounting.

The a master sign program indicates the dimensions, materials, textures, colors, and method and location of mounting.

8. Signage shall be integrated with landscape elements such as walls, planters, and street furniture.

The proposed freestanding site identification signs are located within landscaped areas of the Office Center and include base elements featuring stone veneer with a natural appearance. As suggested earlier, staff is of the opinion the corner site identification sign could be more complimentary to the Office Center's architecture.

Woodside Office Center Master Plan

The Woodside Office Center Master Plan does not address signs. So long as the proposed signs relate to office use of the property there is no consistency issue with respect to the Master Plan.

- b. The proposed Precise Development Plan would produce a comprehensive development of superior quality (e.g., appropriate variety of structure placement and orientation opportunities, appropriate mix of land uses and structure sizes, high quality architectural design, increased amounts of landscaping and open space, improved solutions to the design and placement of parking facilities, etc.) than might otherwise occur from more traditional development applications;*

The Applicant is of the perspective that freestanding site identification signs will provide improved site and tenant identification that is more appropriate to the Office Center than could otherwise be achieved through application of the uniform sign standards applied in the Downtown Overlay. This perspective is based on observations that wall signs of 25-square feet and with 12-inch letter heights, as allowed in the Downtown Overlay, are not of a sufficient size to effectively identify the Office Center or its lone entry point on Redwood Boulevard given the office building's significant setback from and height above the surrounding street system.

Staff agrees with the Applicant's perspective. In this instance, the existing office building is setback 100- to 140-feet from the edge of the abutting street lanes (northbound Redwood and eastbound DeLong) and sits approximately 20-feet above the surrounding streets. Given these characteristics, signs of 25-square feet with 12-inch letter heights would be undersized and difficult to read at street level in a moving vehicle. Additionally, views of the Office Center are intermittently obscured by existing landscaping when traveling in the closest northbound

lane on Redwood Boulevard and eastbound lane on DeLong Avenue, a circumstance further making small, wall-mounted signs, as permitted in the Downtown Overlay, difficult to see from a moving vehicle.

Based on the observations above, the proposed freestanding site identification signs are considered to be an improved design solution to properly identify the Office Center and its entry drive on Redwood Boulevard than could otherwise be achieved by the strict application of the uniform sign standards applicable to the Downtown Overlay. Accordingly, the proposed PDP amendment is considered to be consistent with the finding b. above.

- c. The design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities (e.g., drainage, fire protection, sewers, water, etc.), would ensure that the proposed development would not endanger, jeopardize, or otherwise be detrimental to the public health, safety, or general welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located;

The freestanding signs proposed by the Applicant would be subject to obtaining a building permit from the city prior to installation. The building permit process would include a plan review by the Novato Building Division to determine compliance with the California Building Code. In addition, the Novato Planning Division would review the construction detail plans to confirm the freestanding signs maintain adequate site distance for motorists entering and existing the Office Center and those traveling on Redwood Boulevard and DeLong Avenue. As proposed, the freestanding signs appear to comply with required site distance. Signs complying with the noted standards would not endanger, jeopardize, or otherwise be detrimental to the public health, safety, or general welfare, or injurious to the property or improvements near the Office Center or elsewhere in the Downtown Overlay, consistent with the finding c. above.

- d. The proposed Precise Development Plan standards are reasonably suited to the specific characteristics of the site, and are compatible with the existing and future land uses in the surrounding neighborhood;

As discussed above for finding b., the freestanding signs are considered to be reasonably suited to the specific characteristics of Office Center taking into account: a) the location of the site; b) existing building setback relative to the adjacent public right-of-way; c) existing building pad height above the intersection of Redwood Boulevard, Diablo Avenue, and DeLong Avenue; and, d) the landscape conditions along the site's street frontage.

Existing uses in the immediate vicinity of the Office Center include:

- North - Chevron Gas/Chipotle
- South - North Bay Center (offices)
- East – Single-Family Residences
- West - Novato Fair (shopping center)

Of these uses, freestanding signs are found at the Chevron gas station, Novato Fair, and North Bay Center. The proposed freestanding signs would not be visible from the residences located east of the Office Center. Based on these observations, allowing freestanding signs at the Office Center is considered to be compatible with existing land uses.

Future land uses in the area will be influenced by the adoption of the draft General Plan 2035. The draft General Plan 2035 does not include any recommendation to change the land use designation applicable to nearby properties. Therefore, future land uses in the area will remain, for the foreseeable time, commercially oriented to the north, south, and west, with single-family residences to the east. Approving the PDP amendment to allow freestanding signs at the Office Center would not be inconsistent with the future commercial land uses or the expansion/modification of existing commercial businesses in the area. As discussed above, the single-family residences located east of the Office Center do not have views of the proposed freestanding signs.

Based on the observations above, the proposed Woodside PDP amendment is considered to meet finding d. above.

e. The subject site is:

- (1) Physically suitable for the type and density/intensity of development being proposed;
- (2) Adequate in shape and size to accommodate the use and all fences and walls, landscaping, loading, parking, yards, and other features required by this Zoning Ordinance; and
- (3) Served by streets and pedestrian facilities adequate in width and pavement type to carry the quantity and type of traffic expected to be generated by the proposed development.

Finding e. is addressed to the design of new development projects, such as the construction of an office campus or new residential neighborhood, and does not relate directly to the Woodside PDP amendment. The Office Center, when approved in June 2000, was found to be consistent with finding e., as well as the other required PDP findings listed earlier. The proposed Woodside PDP amendment to add freestanding site identification signs does not change the approved Office Center in a way that would conflict with finding e.

Public Notice

The City provided public notice of the Planning Commission's hearing on the amendments to the Specific Plan and Woodside PDP by mailing notice to all properties owners and occupants within a 1,000 foot radius of the boundaries of the Woodside Office Center property and publishing a 1/8th page legal add in the Marin Independent Journal. Notice was also mailed to the Downtown

Novato Business Association and Novato Chamber of Commerce.

COMMISSION ALTERNATIVES

1. Adopt the attached resolution recommending the City Council conditionally approve the proposed amendments to the Specific Plan and Woodside PDP based on the findings required for such actions.
2. Adopt the attached resolution, with revisions, recommending the City Council approve the proposed amendments to the Specific Plan and Woodside PDP based on the findings required for such actions.
3. Do adopt the attached resolution and recommend the City Council deny the proposed amendments to the Specific Plan and Woodside PDP based on the findings required for such actions.
4. Continue the item with direction to staff.

RECOMMENDATION

Staff recommends the Planning Commission adopt the attached resolution recommending the City Council conditionally approve the proposed amendments to the Specific Plan and Woodside PDP based on the findings required for such actions.

FURTHER ACTION

The Planning Commission's recommendation will be presented to the City Council at a future public hearing. Public notice will be given for the City Council hearing.

ATTACHMENTS

1. Draft Resolution
2. Exterior Signage Re-Design Master Sign Program – Gnu Group, October 31, 2016
3. City Council Resolution No. 79-00, Woodside Office Center PDP

PLANNING COMMISSION RESOLUTION

RESOLUTION NO. _____

RESOLUTION OF THE NOVATO PLANNING COMMISSION
RECOMMENDING THE NOVATO CITY COUNCIL AMEND
DOWNTOWN NOVATO SPECIFIC PLAN IMPLEMENTATION
POLICY (IM) 17 TO ALLOW FREESTANDING SIGNS ON PARCELS
ZONED PLANNED DISTRICT WHERE SUCH SIGNS ARE ALLOWED
BY INCLUSION IN A PRECISE DEVELOPMENT PLAN

WHEREAS, the City of Novato ("City") received an application from Mach II Woodside, LLC ("Applicant") to amend Downtown Novato Specific Plan ("Specific Plan") Implementation Policy (IM) 17 to allow freestanding signs on parcels zoned Planned District where such a sign(s) is allowed by inclusion in a precise development plan;

WHEREAS, Specific Plan Policy IM 17 currently prohibits freestanding signs in the Specific Plan area, except for properties designated General Commercial (CG), subject to design review;

WHEREAS, amending Specific Plan Policy IM 17 would allow any property zoned Planned District (PD) and located within the Specific Plan area to apply for a precise development plan to request City approval to install a freestanding sign(s);

WHEREAS, proposed amendment to the Specific Plan is exempt from the requirements of the California Environmental Quality Act ("CEQA") and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines Sections 15061(b)(3) and 15311 – Accessory Structures;

WHEREAS, the Planning Commission held a public hearing on September 18, 2017, and considered all oral and written comments on the proposed amendment to the Specific Plan; and

WHEREAS, public notices describing the Planning Commission's public hearing on the proposed Specific Plan amendment at issue herein were sent to property owners within 1,000-feet of the boundaries of the Woodside Office Center (7250 Redwood Boulevard), the county clerk of the County of Marin, the Downtown Novato Business Association, the Novato Chamber of Commerce, and all persons requesting notice pursuant to Section 19.58.020 of the Novato Municipal Code, and published in 1/8th page legal ad in the Marin Independent Journal, a newspaper of local circulation, on September 8, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby finds and resolves as follows:

Section 1. Recitals

The foregoing recitals are true and correct and are incorporated into the findings herein.

Section 2. Record

The Record of Proceedings ("Record") upon which the Planning Commission bases its recommendation includes, but is not limited to: (1) the staff reports, City files and records and other documents prepared for and/or submitted to the City relating to the proposed Specific Plan amendment (2) the evidence, facts, findings and other determinations set forth in this resolution, (3) the City of Novato 1996 General Plan, the Downtown Novato Specific Plan, and the Novato Municipal Code, (4) all designs, plans, studies, data and correspondence submitted to the City in connection with the proposed Specific Plan amendment (5) all documentary and oral evidence received at public hearings or submitted to the City prior thereto (6) all other matters of common knowledge to the Planning Commission including, but not limited to, City, state, and federal laws, policies, rules, regulations, reports, records and projections related to development within the City of Novato and its surrounding areas.

The location and custodian of the records is the Novato Community Development Department, 922 Machin Avenue, Novato, California, 94945.

Section 3. CEQA Finding

The proposed Specific Plan amendment is considered to be exempt from the requirements of the California Environmental Quality Act ("CEQA") and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines Sections 15061(b)(3) and 15311 – Accessory Structures.

Section 15061(b)(3) is referred to as the "general rule" exemption and may be applied to proposed projects that, from a practical perspective, will not result in a direct or reasonably foreseeable indirect negative physical impact on the environment. Amending the Specific Plan to expand opportunities for freestanding signs to a limited number of properties and the potential construction of such signs in a downtown setting would not have a significant negative physical effect on the environment.

Section 15311 applies to the construction or replacement of minor structures, including, but not limited to, on premise signs. The proposed Specific Plan amendment would allow properties located in the Specific Plan area and zoned Planned District (PD) the opportunity to install freestanding signs when authorized by an approved precise development plan. The installation of on premise, free standing signs appurtenant to a commercial or mixed residential/commercial land use would be minor in nature and would not have a significant negative impact on the environment.

Section 4. Specific Plan Amendment Findings

The Planning Commission hereby makes the following findings as required by Section 19.56.070.A of the Novato Municipal Code with respect to the Specific Plan amendment at issue herein based on the evidence contained in the Record hereby incorporated by reference:

1. The proposed amendment is internally consistent with the General Plan;

Facts in Support: The General Plan does not contain any policies directly addressing signs and instead defers to the Specific Plan for design guidance on new development and accessory improvements (e.g., signs) in the Specific Plan area. For purposes of considering the finding above, it is appropriate to judge the internal consistency of the proposed Specific Plan amendment with other applicable policy aims of the Specific Plan.

The Specific Plan addresses freestanding signs via Urban Design (UD) Guideline 11.7 and Implementation (IM) Policy 17. According to UD Guideline 11.7, the sign guidelines listed in the Specific Plan are intended to assist downtown businesses in selecting appropriate signs and to allow downtown signage to be different from outlying commercial areas in recognition of its special role in a more pedestrian-oriented environment. The matters of sign design and pedestrian orientation are considered the key policy consistency issues relevant to the proposed Specific Plan amendment.

IM Policy 17 directed specific amendments to the sign standards of the Municipal Code to meet the guidelines described in UD 11.7 above, including the following prohibition on freestanding signs:

“Prohibit freestanding signs in the Specific Plan Area, except for properties designated General Commercial, subject to design review.”

The Specific Plan does not provide an explicit reason why freestanding signs are permissible only on properties zoned General Commercial (CG). However, this policy was likely based on the observation the CG land use designation allows auto-oriented businesses, such as gas stations, and recognizing properties so designated are not located in the core of downtown Novato and are primarily found along Redwood Boulevard.

The proposed Specific Plan amendment would add Planned District (PD) as a zoning designation where freestanding signs would be acceptable provided a given precise development plan recognizes such a sign type as being permitted. The PD zoning designation currently applies to seven properties in the Specific Plan area. Any of these seven properties or any future properties zoned PD and located the Specific Plan area could request approval of a precise development plan allowing freestanding signs.

The process to create or amend a precise development plan is unique to PD zoned properties and involves a discretionary action subject to public review proceedings by the Design Review Commission, Planning Commission, and City Council. A proposal to create or amend a precise development plan to allow a freestanding sign(s) would be reviewed on a case-by-case basis to determine whether it is appropriate to allow such a sign(s). Such a review would take into consideration a given freestanding sign’s consistency with the design measures specified under Specific Plan UD Guideline 11.7, the sign’s location, and whether a pedestrian-oriented signs (e.g., wall sign, awning sign, etc.) rather than a more auto-adapted freestanding sign is appropriate.

Based on the discussion above, the proposed Specific Plan amendment is considered to be consistent with the broader policy aims of the Specific Plan recognizing there is a robust discretionary review process in place to address whether a given sign proposal is acceptable based on the design guidance and policy aims of the Specific Plan.

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and

Facts in Support: The proposed Specific Plan amendment would not result in conditions detrimental to the public interest, health, safety, convenience, or welfare of the City since any proposal for a freestanding sign(s) on a PD designated property in the Specific Plan area would be subject to discretionary review by the Planning Commission and City Council through the Planned District process. The Planned District process would allow the Planning Commission and City Council to consider whether a freestanding sign(s) is appropriate based on location and design, and such consideration necessarily includes a review of potential threats to public health, safety, convenience, and welfare to make the required findings of approval. Furthermore, all signs are subject to securing a building permit from the City, which includes a plan check and inspections to ensure adequate structural support, proper electrical wiring (if illuminated), and preservation of adequate site distance for motorists.

3. The proposed amendment would further the goals, objectives, policies and programs of the General Plan.

Facts in Support: The 1996 Novato General Plan includes economic development policies focusing on retaining existing businesses and attracting new commercial operations that are considered to be relevant to the question of whether freestanding signs should be an option available to PD zoned properties in the Specific Plan area. These policies include:

EC Policy 6 Business Encouragement. The City shall actively encourage new and existing targeted businesses to locate in Novato, increasing employment opportunities for Novatans.

EC Policy 11 Retention of Existing Businesses. Retain, upgrade, and increase the vitality of existing Novato businesses.

EC Policy 12 Attracting New Businesses. Encourage new targeted businesses as defined by the Economic Development Master Plan.

The proposed Specific Plan amendment would expand opportunities to install freestanding signs in the Specific Plan area on PD zoned properties. In some instances, a freestanding sign(s) may be warranted to better identify a given building or business, assuming the location, size, and design of the sign(s) are found to be consistent with the design guidelines of the Specific Plan. The flexibility to consider freestanding signs on PD zoned properties could encourage the retention of existing businesses and the attraction of commercial operations to the Specific Plan area. Based on these observations, the proposed amendment to the Specific Plan is considered to advance

Economic Development Chapter policies 6, 11, and 12.

DRAFT

Section 5. Recommendation

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Planning Commission hereby recommends the City Council amend Specific Plan Implementation Policy (IM) 17 - Item No. 6 to allow freestanding signs on parcels zoned Planned District where such a sign(s) is allowed by inclusion in a precise development plan as follows:

6. Prohibit freestanding signs in the Specific Plan Area, except for properties designated General Commercial, subject to design review, and parcels zoned Planned District (PD) where such signs are allowed by inclusion in a precise development plan.

Passed and adopted at a regular meeting of the Planning Commission of the City of Novato held on the _____ day of _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

* * * * *

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of the resolution which was adopted by the Planning Commission, City of Novato, County of Marin, State of California, on the _____ day of _____.

Chairman

PLANNING COMMISSION RESOLUTION

RESOLUTION NO. _____

RESOLUTION OF THE NOVATO PLANNING COMMISSION
RECOMMENDING THE NOVATO CITY COUNCIL AMEND THE
WOODSIDE OFFICE DEVELOPMENT PRECISE DEVELOPMENT
PLAN (CITY COUNCIL RESOLUTION NO. 79-00) TO ALLOW
FREESTANDING SIGNS

WHEREAS, the City of Novato ("City") received an application from Mach II Woodside, LLC ("Applicant") to amend the Woodside Office Development Precise Development Plan (City Council Resolution No. 79-00) to allow freestanding signs as an acceptable sign type at the Woodside Office Center ("Office Center");

WHEREAS, the Office Center is located in the Downtown Novato Specific Plan ("Specific Plan") area;

WHEREAS, the Office Center is zoned Planned District (PD) and is located in the Downtown Novato Specific Plan Overlay ("Downtown Overlay");

WHEREAS, the Office Center is subject to regulation by the Woodside Office Center Master Plan and Precise Development Plan ("Woodside PDP") adopted by the City Council in June 2000;

WHEREAS, by separate resolution adopted prior hereto, the Planning Commission did recommend the City Council adopt an amendment to the Specific Plan allowing freestanding signs on PD zoned properties located in the Specific Plan area where incorporated in a new or amended precise development plan prior to making a recommendation on the PDP amendment at issue herein;

WHEREAS, the Woodside PDP amendment is exempt from the requirements of the California Environmental Quality Act ("CEQA") and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines Sections 15061(b)(3) and 15311 – Accessory Structures;

WHEREAS, the Planning Commission held a public hearing on September 18, 2017, and considered all oral and written comments on the proposed PDP amendment; and

WHEREAS, public notices describing the Planning Commission's public hearing on the proposed PDP amendment at issue herein were sent to property owners within 1,000-feet of the boundaries of the Woodside Office Center (7250 Redwood Boulevard), the county clerk of the County of Marin, the Downtown Novato Business Association, the Novato Chamber of Commerce, and all persons requesting notice pursuant to Section 19.58.020 of the Novato Municipal Code, and published in 1/8th page legal ad in the Marin Independent Journal, a newspaper of local circulation, on September 8, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby finds and resolves as follows:

Section 1. Recitals

The foregoing recitals are true and correct and are incorporated into the findings herein.

Section 2. Record

The Record of Proceedings ("Record") upon which the Planning Commission bases its recommendation on the PDP amendment includes, but is not limited to: (1) the staff reports, City files and records and other documents prepared for and/or submitted to the City relating to the proposed Specific Plan amendment (2) the evidence, facts, findings and other determinations set forth in this resolution, (3) the City of Novato 1996 General Plan, the Downtown Novato Specific Plan, and the Novato Municipal Code, (4) all designs, plans, studies, data and correspondence submitted to the City in connection with the proposed Specific Plan amendment (5) all documentary and oral evidence received at public hearings or submitted to the City prior thereto (6) all other matters of common knowledge to the Planning Commission including, but not limited to, City, state, and federal laws, policies, rules, regulations, reports, records and projections related to development within the City of Novato and its surrounding areas.

The location and custodian of the records is the Novato Community Development Department, 922 Machin Avenue, Novato, California, 94945.

Section 3. CEQA Finding

The proposed PDP amendment is considered to be exempt from the requirements of the California Environmental Quality Act ("CEQA") and the City of Novato Environmental Review Guidelines pursuant to CEQA Guidelines Sections 15061(b)(3) and 15311 – Accessory Structures.

Section 15061(b)(3) is referred to as the "general rule" exemption and may be applied to proposed projects that, from a practical perspective, will not result in a direct or reasonably foreseeable indirect negative physical impact on the environment. Amending the Woodside PDP to allow two freestanding site identification signs would not have a significant negative physical effect on the environment.

Section 15311 applies to the construction or replacement of minor structures, including, but not limited to, on premise signs. The Woodside PDP amendment would allow the installation of two freestanding signs. The installation of two on premise, free standing signs appurtenant to the office use of the Woodside Office Center would be minor in nature and would not have a significant negative impact on the environment.

Section 4. Precise Development Plan Amendment Findings

The Planning Commission hereby makes the following findings as required by Novato Municipal Code Section 19.42.060.F.3. with respect to the Woodside PDP amendment at issue herein based on the evidence contained in the Record hereby incorporated by reference:

- a. *The proposed Precise Development Plan is consistent with the General Plan, any applicable specific plan, and the approved Master Plan;*

1996 Novato General Plan

The 1996 Novato General Plan does not contain policies directly addressing sign type or design. However, the General Plan includes economic development policies focusing on retaining existing businesses and attracting new commercial operations that are relevant to the Woodside PDP amendment. These policies are:

EC Policy 6 Business Encouragement. The City shall actively encourage new and existing targeted businesses to locate in Novato, increasing employment opportunities for Novatans.

EC Policy 11 Retention of Existing Businesses. Retain, upgrade, and increase the vitality of existing Novato businesses.

EC Policy 12 Attracting New Businesses. Encourage new targeted businesses as defined by the Economic Development Master Plan.

The Applicant requested the proposed Woodside PDP amendment based on concerns raised by existing office tenants that it is difficult for clients to identify the Office Center and locate its single entry drive from the surrounding street system. Given these concerns, the placement of freestanding signs identifying the Office Center is considered to be relevant to encouraging new businesses to locate in Novato and retaining those office tenants already occupying the Office Center. The addition of two freestanding signs, such as those proposed by the Applicant, will better identify the Office Center and thereby improve the opportunity to attract and retain businesses in Novato consistent with EC policies 6, 11, and 12.

Downtown Novato Specific Plan

Specific Plan Urban Design Guideline 11.7 provides more direct guidance regarding sign design against which the proposed Woodside PDP amendment may be judged. The following is a discussion of the design guidelines of UD 11.7. These provisions are intended to function as guidelines and not mandates.

1. All signs must conform to the proposed amended Novato Sign Ordinance incorporating the Downtown Specific Plan area requirements. All signs shall be professionally designed and fabricated. Specially designed logos, symbols and icons shall be encouraged.

The proposed freestanding site identification signs have been compared against the uniform sign requirements applicable to properties in the Downtown Overlay. Properties in the Downtown Overlay are subject to sign standards that are more restrictive than those applicable to areas outside of the Overlay. The sign standards of the Downtown Overlay, in particular sign area and letter

height, are oriented toward being of a pedestrian scale and are generally premised on the shop widths (25- to 50-feet) and heights (primarily single-story) found on the east segment of Grant Avenue.

In this instance, the two freestanding site identifications signs proposed for the Woodside Office Center have elements deviating from uniform sign requirements applicable in the Downtown Overlay, including: maximum sign area, sign height, and letter height. These deviations are premised on the need to have signs of a sufficient area, height, and letter size to be legible from the surrounding street system.

Zoning Ordinance Subsection 19.32.020.A.2 indicates that uniform sign standards do not apply where specific sign standards are established by an approved master plan or precise development plan. Given this provision, the proposed Woodside PDP amendment may include signs deviating from the uniform sign standards applicable in the Downtown Overlay.

2. The design of all signs (including materials, colors, configuration and illumination) shall conform to the architectural style and period of the buildings they identify. Incompatible corporate logos or standardized script shall be avoided. With such a wide variety of materials to choose from, businesses are discouraged from using plastic signs which appear mass produced, and are encouraged to use more original interesting materials which enhance the unique visual quality of Downtown as pedestrian-friendly. Paper signs, except as temporary notices, are prohibited.
3. Free standing signs shall be designed in accordance with design guidelines, minimized in height, and integrated with the landscape by means of accent planting, the use of trees or other design elements.
4. The size, shape and location of all signs shall be compatible with the building proportions and features.

The following discussion addresses consistency with guidelines Nos. 2, 3, and 4.

The Office Center has a traditional office form, but has architectural styling, finish treatments, and trim elements that appear adapted from the Craftsman architectural theme. The Applicant's freestanding site identification signs have a more modern appearance with individual, pin-mounted letter forms for the corner identification sign and an aluminum cabinet with applied letter forms for the site monument sign at Office Center's entry drive.

Generally, the placement of freestanding signs at the Office Center is acceptable. However, the Applicant's proposed corner site identification sign contrasts with the architectural design of the Office Center, in particular its pin-mounted, 24-inch letters in a bright white color. This sign will be the most visible sign at the Office Center and fronts on an important intersection into downtown Novato. Given this location, a sign that is more subdued, perhaps mounted against a decorative rock wall with a darker shade of lettering, might relate better to the architecture of the Office Center. The Woodside PDP amendment requires a subsequent review of the site identification signs by the Community Development Director to address sign styling, a process which will take into consideration the direction of Specific Plan Guidelines nos. 2, 3, and 4.

5. The preferred method of sign illumination involves use of soft exterior lighting, where the light source and all appurtenant devices are screened from public view. Internally illuminated cabinet signs are strongly discouraged. However, individual letter signs having internal illumination may be considered appropriate for larger buildings, and where consistent with local design guidelines.

The Woodside PDP currently prohibits illuminated signs. The master sign program does not identify the proposed freestanding site identification signs as being illuminated internally or externally. The Woodside PDP amendment does not change the restriction on illuminated signs.

6. Visible braces and other support devices shall be avoided, but, if required, shall be incorporated as a design feature.

The Applicant's proposed site identification signs are mounted to a stone base and there is no visible bracing. The Community Development Director would review the specific design of the freestanding signs allowed by the proposed Woodside PDP amendment and ensure the final design of the freestanding site identification signs conforms to guideline no. 6.

7. Multi-tenant buildings shall all have master sign programs. Provisions shall be made for coordination of sign dimensions, materials, textures, colors, illumination, and method and location of mounting.

The Applicant has provided the dimensions, materials, textures, colors, and method and location of mounting in a master sign program. As noted above, the styling of the proposed freestanding signs would be subject to review by the Community Development Director. The Director will consider the design details of the signs and determine compliance with guideline no. 7.

8. Signage shall be integrated with landscape elements such as walls, planters, and street furniture.

The proposed freestanding site identification signs are located within landscaped areas of the Office Center and include base elements featuring stone veneer with a natural appearance. The proposed freestanding signs would be subject to review by the Community Development Director. The Director will consider the design details of the signs and determine compliance with guideline no. 8.

Woodside Office Center Master Plan

The Woodside Office Center Master Plan does not address signs. So long as the proposed freestanding site identification signs relate to office use of the property there is no consistency issue with respect to the Master Plan.

- b. The proposed Precise Development Plan would produce a comprehensive development of superior quality (e.g., appropriate variety of structure placement and orientation opportunities, appropriate mix of land uses and structure sizes, high quality architectural design, increased amounts of*

landscaping and open space, improved solutions to the design and placement of parking facilities, etc.) than might otherwise occur from more traditional development applications;

The proposed PDP amendment would allow two freestanding site identification signs with elements that deviate from the traditional signs standards applicable in the Downtown Overlay. In this instance, it is observed that the Office Center is setback 100- to 140-feet from the edge of the abutting street lanes (northbound Redwood and eastbound DeLong) and sits approximately 20-feet above surrounding streets. Additionally, views of the Office Center are intermittently obscured by existing landscaping when viewed from the closest northbound lane on Redwood Boulevard and eastbound lane on DeLong Avenue. Given these characteristics, signs of 25-square feet with 12-inch letter heights would be undersized and difficult to read at street level in a moving vehicle.

Based on the observations above, the proposed freestanding site identification signs are considered to be an improved design solution to properly identify the Office Center and its entry drive on Redwood Boulevard than could otherwise be achieved by the strict application of the uniform sign standards applicable to the Downtown Overlay. Accordingly, the proposed PDP amendment is considered to be consistent with the finding b. above.

- c. The design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities (e.g., drainage, fire protection, sewers, water, etc.), would ensure that the proposed development would not endanger, jeopardize, or otherwise be detrimental to the public health, safety, or general welfare, or injurious to the property or improvements in the vicinity and zoning district in which the property is located;

The freestanding signs proposed by the Applicant would be subject to obtaining a building permit from the city prior to installation. The building permit process would include a plan review by the Novato Building Division to determine compliance with the California Building Code. In addition, the Novato Planning Division would review the construction detail plans to confirm the freestanding signs maintain adequate site distance for motorists entering and existing the Office Center and those traveling on Redwood Boulevard and DeLong Avenue. Signs complying with the noted standards would not endanger, jeopardize, or otherwise be detrimental to the public health, safety, or general welfare, or injurious to the property or improvements near the Office Center or elsewhere in the Downtown Overlay, consistent with the finding c. above.

- d. The proposed Precise Development Plan standards are reasonably suited to the specific characteristics of the site, and are compatible with the existing and future land uses in the surrounding neighborhood;

As discussed above for finding b., freestanding site identification signs are considered to be reasonably suited to the specific characteristics of Office Center taking into account: a) the location of the site; b) existing building setback relative to the adjacent public right-of-way; c)

existing building pad height above the intersection of Redwood Boulevard, Diablo Avenue, and DeLong Avenue; and, d) the landscape conditions along the site's street frontage.

Existing uses in the immediate vicinity of the Office Center include:

- North - Chevron Gas/Chipotle
- South - North Bay Center (offices)
- East – Single-Family Residences
- West - Novato Fair (shopping center)

Of the noted uses, freestanding signs are found at the Chevron gas station, Novato Fair, and North Bay Center. The proposed freestanding signs would not be visible from the residences located east of the Office Center. Based on these observations, allowing freestanding signs at the Office Center is considered to be compatible with existing land uses.

Future land uses in the area will be influenced by the adoption of the draft General Plan 2035. The draft General Plan 2035 does not include any recommendation to change the land use designation applicable to nearby properties. Therefore, future land uses in the area will remain, for the foreseeable time, commercially oriented to the north, south, and west, with single-family residences to the east. Approving the PDP amendment to allow freestanding signs at the Office Center would not be inconsistent with the future commercial land uses or the expansion/modification of existing commercial businesses in the area. As discussed above, the single-family residences located east of the Office Center do not have views of the proposed freestanding signs.

Based on the observations above, the proposed Woodside PDP amendment meets finding d. above.

e. The subject site is:

- (1) Physically suitable for the type and density/intensity of development being proposed;
- (2) Adequate in shape and size to accommodate the use and all fences and walls, landscaping, loading, parking, yards, and other features required by this Zoning Ordinance; and
- (3) Served by streets and pedestrian facilities adequate in width and pavement type to carry the quantity and type of traffic expected to be generated by the proposed development.

Finding e. is addressed to the design of new development projects, such as the construction of an office campus or new residential neighborhood, and does not relate directly to the Woodside

PDP amendment. The Office Center, when approved in June 2000, was found to be consistent with finding e., as well as the other required PDP findings listed earlier. The proposed Woodside PDP amendment to add freestanding site identification signs does not change the approved Office Center in a way that would conflict with finding e.

Section 5 Recommendation

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Planning Commission hereby recommends the City Council amend Woodside PDP condition of approval No. 61 to allow freestanding signs as follows:

- 61. No illuminated signage shall be permitted. Freestanding signs are a permitted sign type at the Woodside Office Center, subject to the following:
 - a. One (1) corner site identification sign shall be permitted subject to the following limitations: maximum height of 4-feet (measured from grade to top of sign), maximum letter height of 24-inches, and a maximum area of 52-square feet.
 - b. One (1) freestanding site monument sign, including a tenant identification component, shall be permitted subject to the following limitations: maximum height of 7'-10", maximum letter heights of 12-inches, and a maximum area of 27-square feet.
 - c. Freestanding signs shall be subject to review by the Community Development Director consistent with the requirements of Novato Municipal Code Section 19.32.030.

Passed and adopted at a regular meeting of the Planning Commission of the City of Novato held on the _____ day of _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

* * * * * *

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of the resolution which was adopted by the Planning Commission, City of Novato, County of Marin, State of California, on the _____ day of _____.

Chairman

DRAFT

ELLIS Partners Woodside Office Center

Exterior Signage Re-Design
Master Sign Program

October 31, 2016

Program: 16.1721.01

DRAWINGS CHECKED BY:

- PROGRAM MANAGEMENT _____
- DESIGN _____
- PRODUCTION _____
- INSTALLATION _____

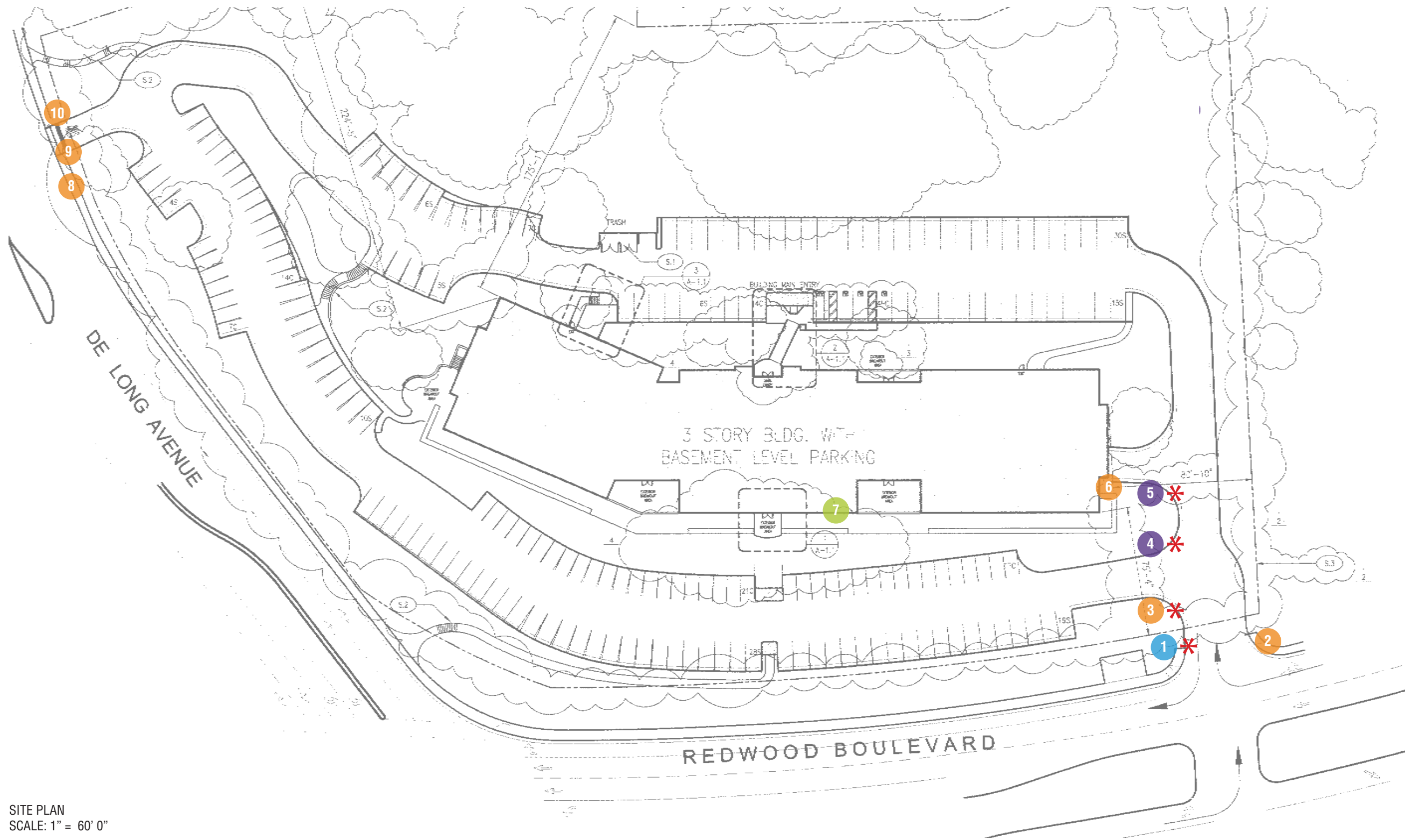


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4000 MacArthur Blvd., Suite 900
Newport Beach, California 92660
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EXISTING Sign Locations

- KEY**
- SITE MONUMENT
 - BUILDING ADDRESS
 - DIRECTIONAL
 - CODE SIGNAGE
 - ✖ REMOVE



SITE PLAN
SCALE: 1" = 60' 0"

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Woodside Office Center

Master Sign Program

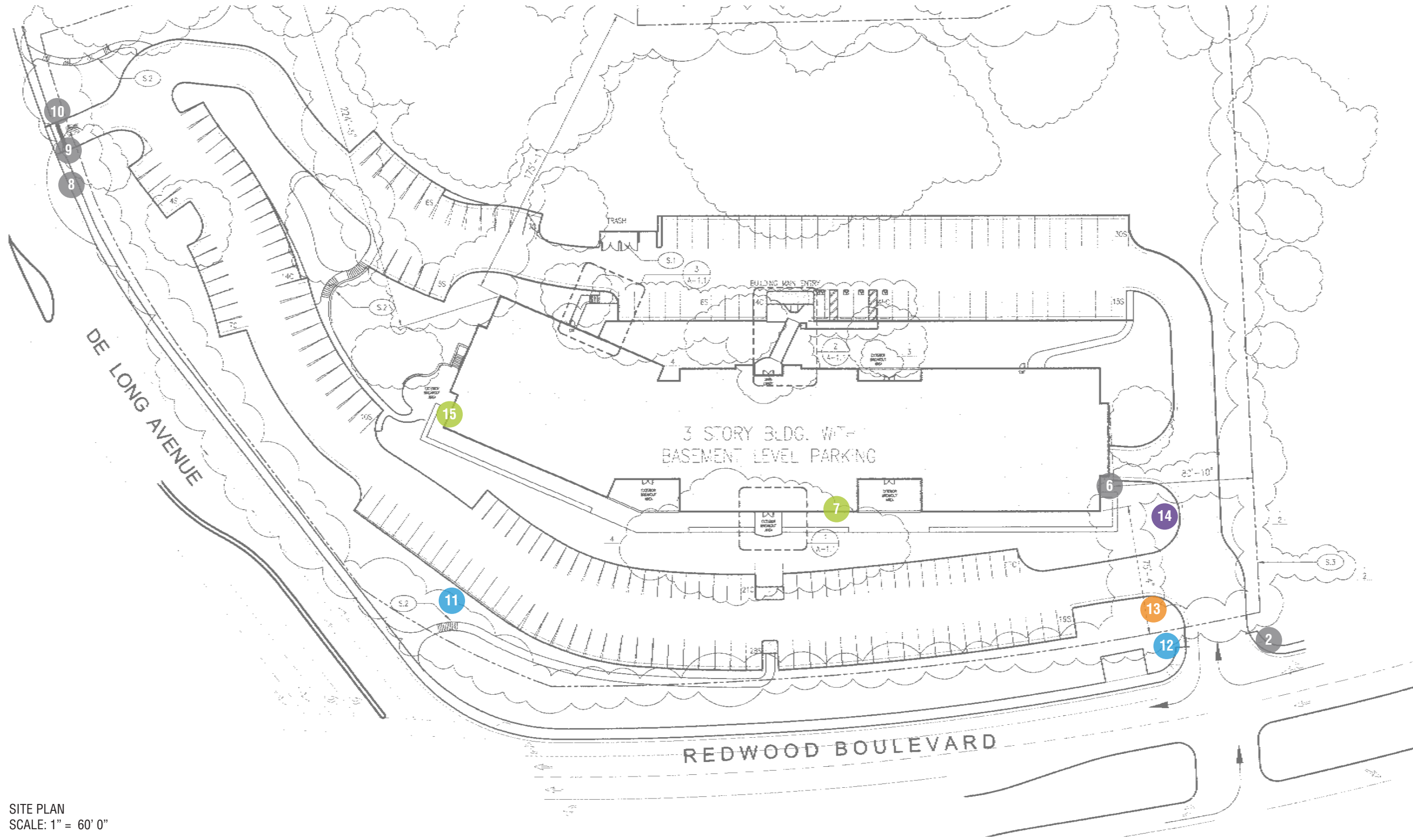
October 31, 2016

16.1722.01

DS.01

PROPOSED Sign Locations

- KEY**
- SITE MONUMENT
 - BUILDING ADDRESS
 - DIRECTIONAL
 - CODE SIGNAGE
 - EXISTING SIGNS TO STAY



SITE PLAN
SCALE: 1" = 60' 0"

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Woodside Office Center

Master Sign Program

October 31, 2016

16.1722.01

DS.02

EXISTING Sign Locations



1



2



3



4 & 5



6



7

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Woodside Office Center

Design Snapshot™ Package

October 31, 2016

16.1722.01

DS.03

EXISTING Sign Locations



8

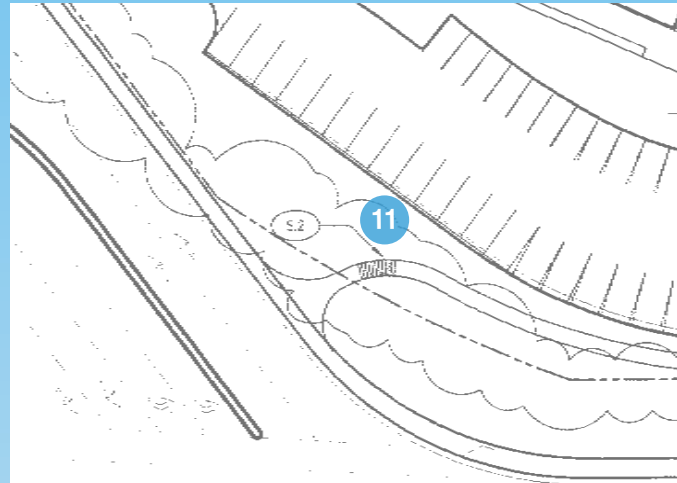


9



10

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LOCATION DETAIL
Front, Side & Top View
Scale: 1/2"=1'-0"



STONE DETAIL
Scale: N.T.S.

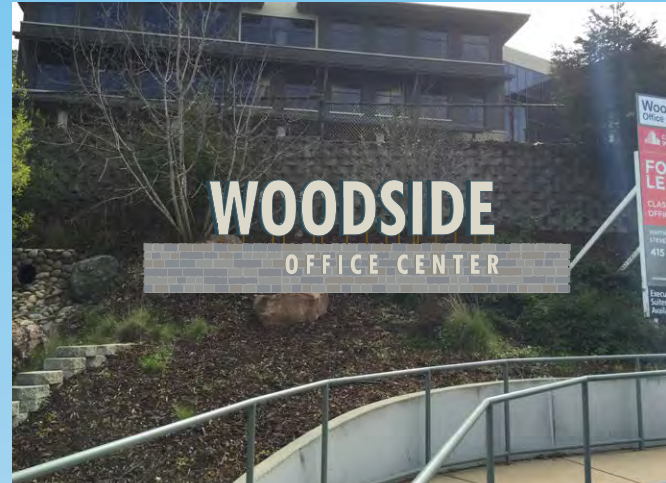
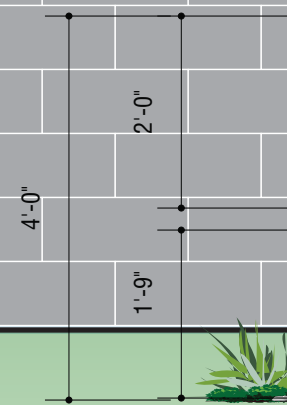
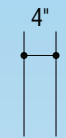


PHOTO RENDERING
Scale: N.T.S.

15'-0"

Dimensional Letters
4" thk fabricated letterforms
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and returns painted Kelly Moore
Night Sky 306; pin mounted to base

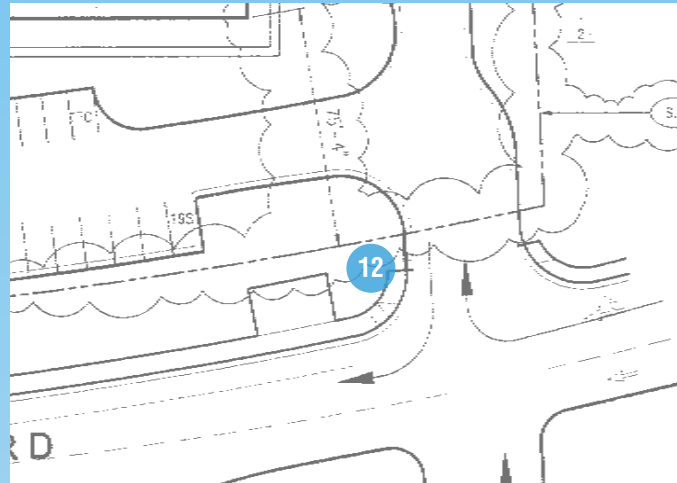


11 CORNER SITE IDENTIFICATION
Front & Side View
Scale: 1/2"=1'-0"

WOODSIDE
OFFICE CENTER

Pin Mounted Letters
1" thk fabricated letterforms
painted MP04856 Snowflake;
pin mounted to stone base

Stone Base
To match lighter stone on
existing building - see stone
detail photo above



LOCATION DETAIL
Front, Side & Top View
Scale: 1/2"=1'-0"

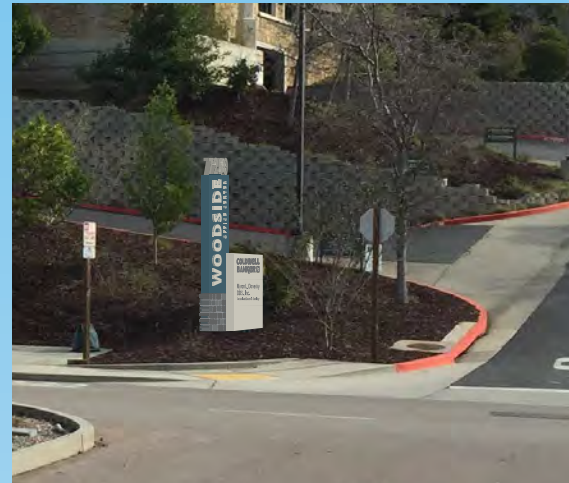
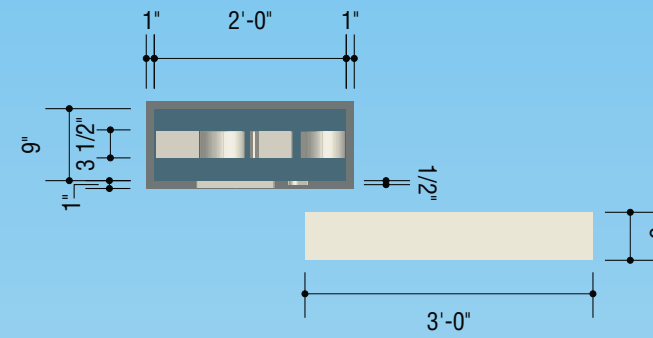


PHOTO RENDERING
Scale: N.T.S.

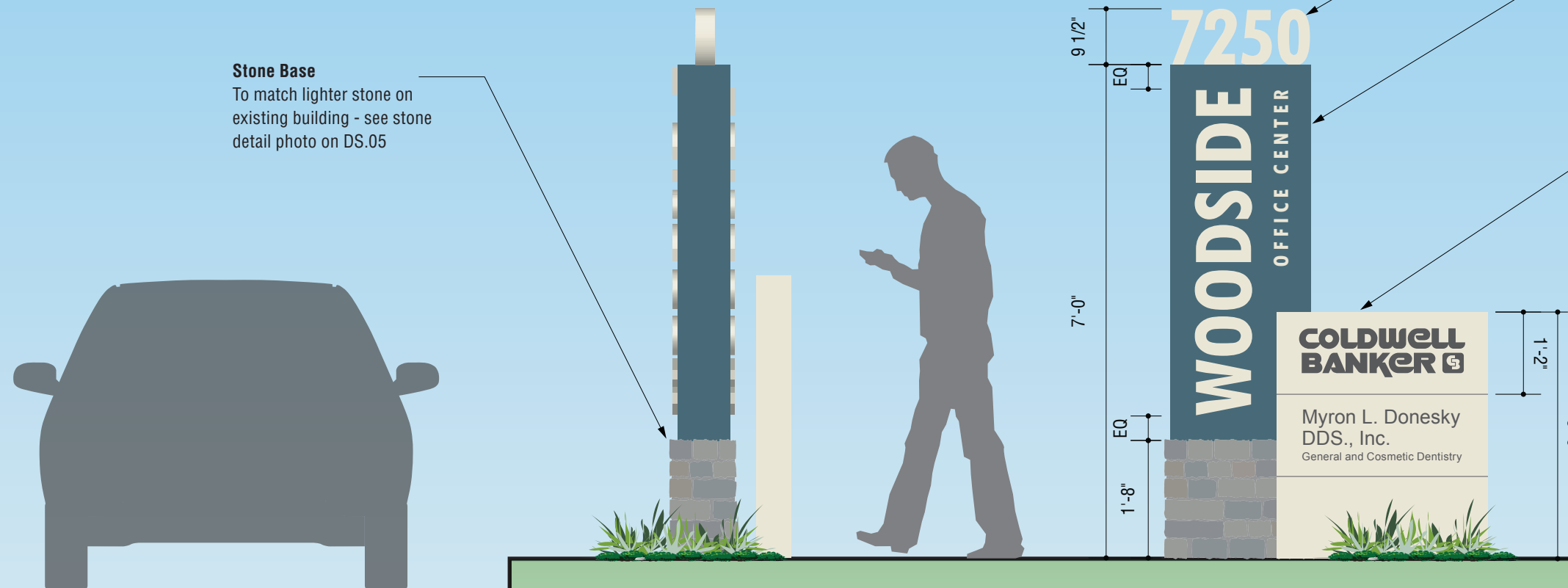


Dimensional Address
3 1/2" thk fabricated letterforms
painted MP04856 Snowflake

Monument Cabinet
9" thk fabricated aluminum cabinet,
painted to match Kelly Moore Night
Sky 306; with 1" thk fabricated
letterforms, painted MP04856 Snowflake
and flush mounted to cabinet

Tenant Panels Cabinet
6" thk fabricated aluminum cabinet,
painted MP04856 Snowflake;
Tenant IDs applied 3M Dark Gray
7725-41 vinyl (Tenant names TBD
- for placement only)

Stone Base
To match lighter stone on
existing building - see stone
detail photo on DS.05



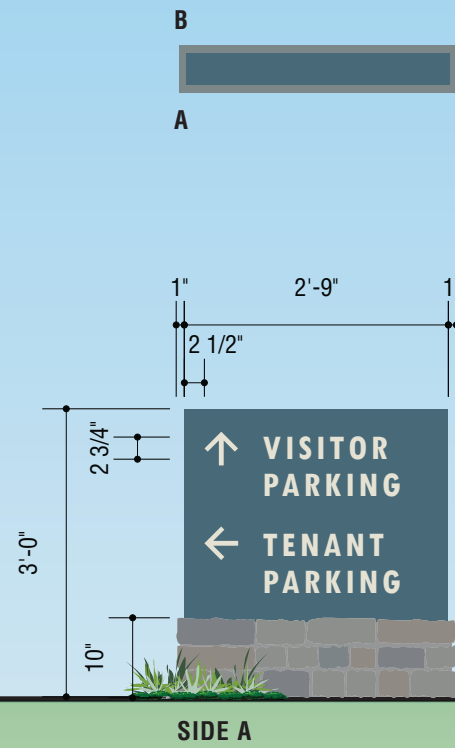
12 FREESTANDING SITE MONUMENT
Front, Side & Top View
Scale: 1/2"=1'-0"



LOCATION DETAIL

Front, Side & Top View

Scale: 1"= 60'-0"



SIDE A



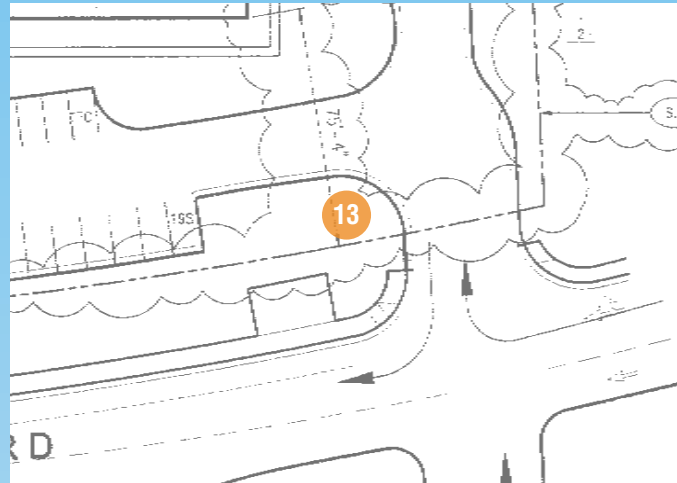
SIDE B

Directional Cabinet
4" thk fabricated aluminum cabinet, painted Kelly Moore Night Sky 306

Directional Copy
Applied 3M Antiqu White 7725-90 vinyl copy

Stone Base
To match lighter stone on existing building - see stone detail photo on DS.05

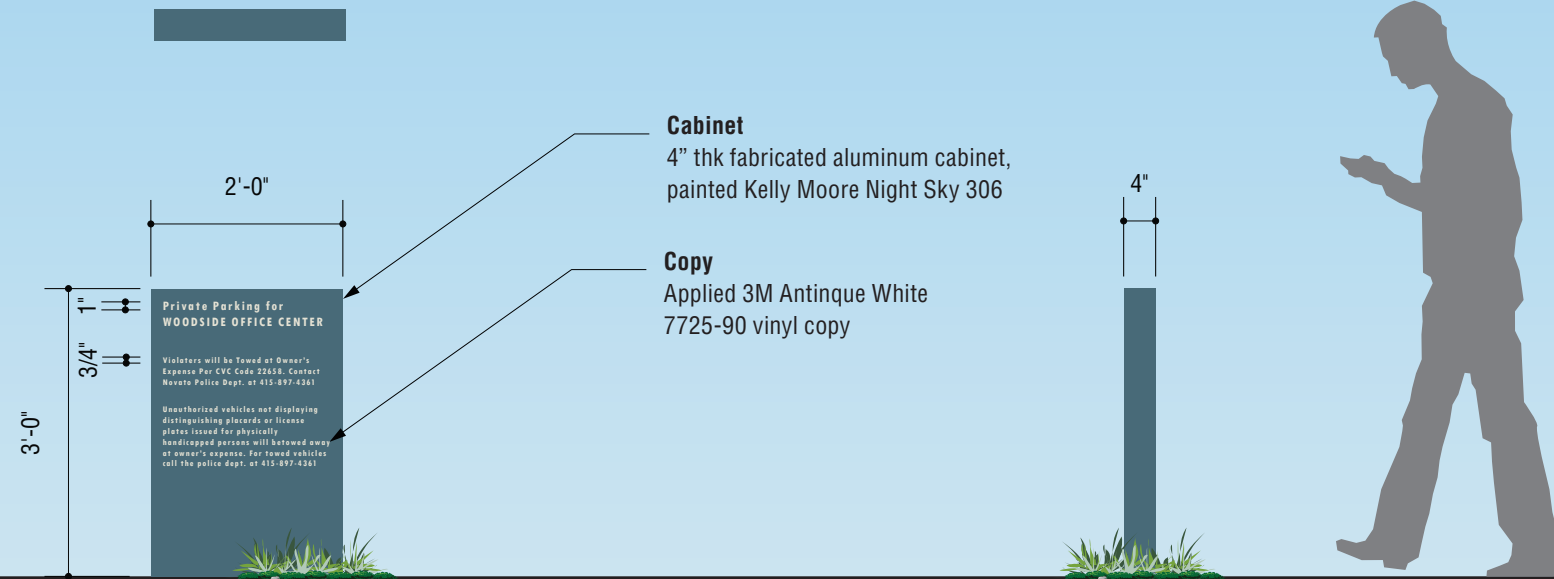
14 DIRECTIONAL
Front, Back, Side & Top View
Scale: 1/2"=1'-0"



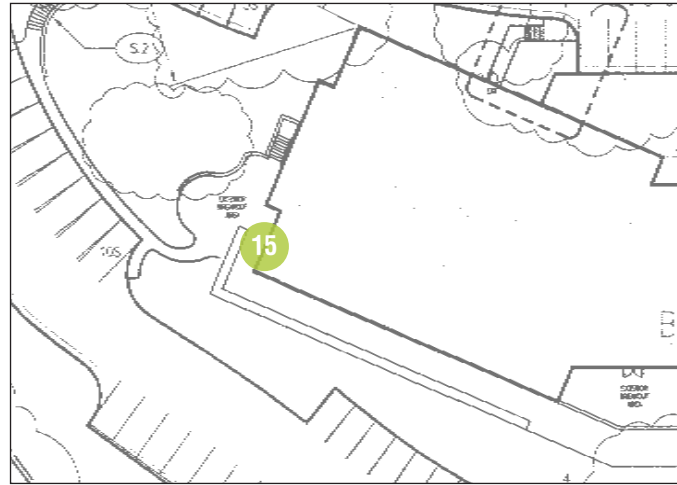
LOCATION DETAIL

Front, Side & Top View

Scale: 1/2"=1'-0"



13 CVC/UNAUTHORIZED VEHICLES
Front, Side & Top View
Scale: 1/2"=1'-0"



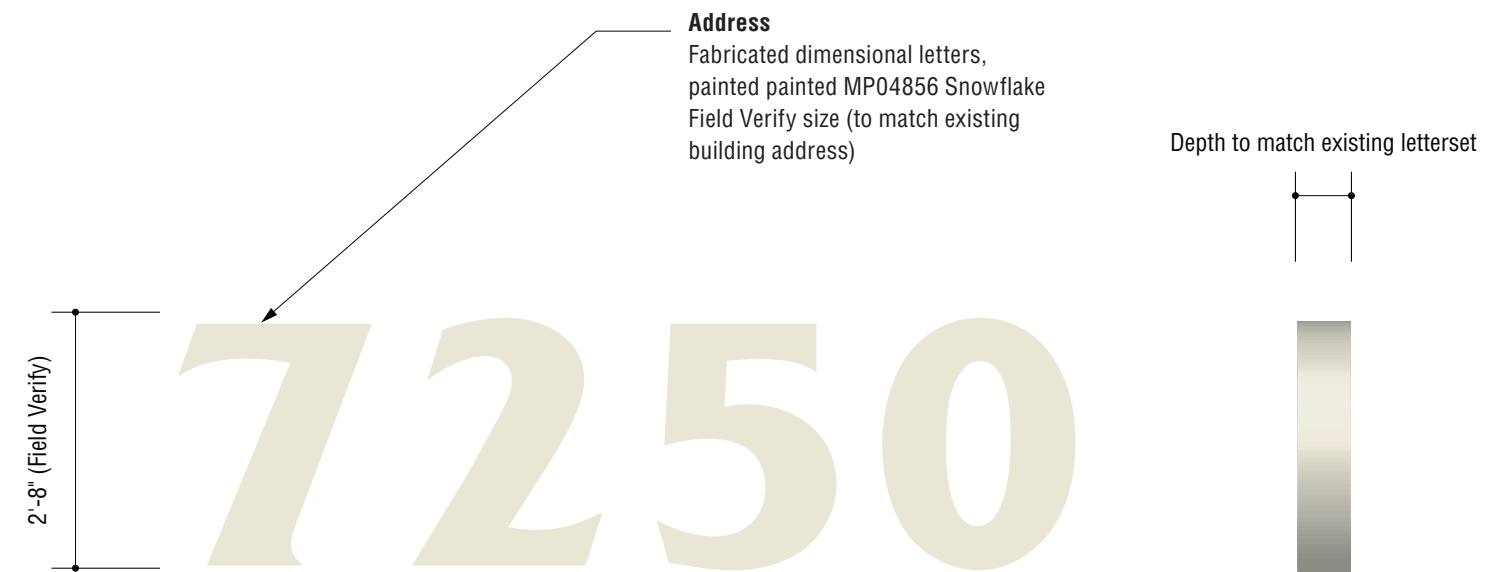
LOCATION DETAIL
 Front, Side & Top View
 Scale: 1/2"=1'-0"



EXISTING



PROPOSED - TO MATCH EXISTING



15 BUILDING ADDRESS
 Front & Side View
 Scale: 1/4"=1'-0"

CITY COUNCIL OF THE CITY OF NOVATO

RESOLUTION NO. 79-00

RESOLUTION OF THE CITY COUNCIL APPROVING THE
WOODSIDE OFFICE DEVELOPMENT PRECISE
DEVELOPMENT PLAN

WHEREAS, notices describing the proposed Woodside Office Development Precise Development Plan were sent to neighboring property owners pursuant to Section 19-5.014 of the Novato Municipal Code; and

WHEREAS, the Planning Commission held a public hearing on June 12, 2000, and recommended to the City Council approval of the Woodside Office Development Precise Development Plan; and

WHEREAS, the City Council held the public hearing on June 27, 2000; and

WHEREAS, the City Council approved a Mitigated Negative Declaration for the proposed project by adoption of a separate resolution; and

WHEREAS, the City Council finds that the Woodside Office Development Precise Development Plan is consistent with the following criteria based on the evidence contained in the staff report which is herein incorporated by reference:

- a. The resulting development is consistent with all applicable goals, policies, programs and specifications of the Novato General Plan, any applicable specific plan, and the applicable planned district.
- b. The Precise Development Plan is consistent with the Master Plan text and diagrams.
- c. The resulting development will function as an integral part of the neighborhood in which it is to be located in a safe, convenient healthy and attractive manner.
- d. The project itself functions in a safe, convenient and purposeful manner with respect to its intended users;

WHEREAS, the City Council, as part of its review and consideration of the Woodside Office Development Precise Development Plan, recommends approval of a request for exceptions to the following sections of Chapter V (Development Standards) of the Novato Municipal Code:

- Section 5-23.008.b.1.c - Cut or fill slopes which will be screened by proposed structures or existing vegetation shall not exceed a height of 16 feet.

- Section 5-23.008.b.1.e - Cut or fill slopes along the front of a lot which slopes are basically parallel to the street shall not exceed a height of eight (8) feet.
- Section 5-53.002 -Existing utility lines through and service to new developments shall be placed underground;

with the following findings (a-d) based on the staff report analysis incorporated herein by reference:

- a. Due to special circumstances or conditions affecting this property, the strict application of this chapter would create an unnecessary hardship.
- b. That the exceptions would be consistent with the intent of the requirements of the Development Standards Chapter and does not constitute a grant of special privilege.
- c. That the exceptions would not result in significant increased adverse environmental impacts compared to the strict application of the Development Standard Chapter.
- d. That the granting of the exceptions would not be detrimental to the public health, safety, convenience, and general welfare or injurious to other property in the territory in which said property is situated.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the Woodside Office Development Precise Development Plan exhibits and text subject to the following conditions:

1. This approval shall expire two years from the date of final City Council action on the Precise Development Plan within which time Design Review approval must be obtained. The Precise Development Plan shall remain valid as long as Design Review approval is maintained.
2. Within the building pads and extending out five (5) feet beyond lines and exterior concrete slabs where expansive soils are present, the upper 30 inches of soil shall be removed and replaced with select, clean, well graded soil with little or no potential for expansion. (Mitigation Measure III.H.1.)
3. Prior to the issuance of a grading or building permit, a final geotechnical study shall be submitted to the City of Novato, which includes a detailed evaluation of the topographical hump located on the southeastern portion of the project site. (Mitigation Measure III.I.1.)

4. The following dust control measures shall be made a condition of the issuance of a grading and/or building permit:
 - a. Exposed earth surfaces shall be watered during construction and grading process (early morning and early evening).
 - b. Overfilling of trucks shall be avoided so that any potential spillage in the public right-of-way is minimized. The contractor shall clean up all spillage in the public right-of-way.
 - c. The project sponsor shall submit a construction logistics plan that identifies the routing of all transported earth material. (Mitigation Measure V.A.1.)
5. Project plans shall be modified to allow retention of a separate right-turn lane on northbound Redwood Boulevard at De Long Avenue, in addition to the two through lanes and left-turn pocket, as assumed for the calculations in the project traffic assessment and the Traffic Impact Fee Report. (Mitigation Measure VI.A.1.)
6. The project sponsor shall be responsible for the modification of the westbound approach to the Redwood Boulevard/De Long Avenue intersection to provide a second left turn pocket to mitigate the project's contribution to the existing problem of vehicles queuing into the through lane during the AM and PM peak periods. (Mitigation Measure VI.A.2.)
7. The acceleration lane onto eastbound De Long Avenue shall be eliminated. (Mitigation Measure VI.B.1.) A right-angle, right-turn, exit-only driveway may be an acceptable alternative, provided that it meets the following design criteria.
 - a. In order to maximize sight distance to the west, the driveway shall be located as close to the apex of the horizontal curve as possible, which is about 60 feet east of the McDonald's/Shell/Starbucks driveway.
 - b. The driveway shall be essentially flat, or along the same grade as DeLong Avenue.
 - c. Sight distance shall be clear from the driveway through the intersection at Redwood Boulevard based on design criteria for a minimum of 35 mph, with 40 mph being desirable. Vehicles proceeding straight through eastbound or making the turn northbound shall be visible from the driveway location.
 - d. A median island shall be installed on DeLong Avenue to block left-turns in to or out of the driveway, and channelization provided to block right-turns inbound.

- e. The operation of the driveway shall be reviewed within one year of the building being occupied, and if there is a safety problem associated with it, it shall be closed. (Mitigation Measure VI.B.2.)
8. As an alternative to Condition 7, the City may also wish to consider allowing the driveway in the same location as one currently exists under the following conditions:
 - a. Sight distance for an approach speed of 35 mph shall be provided.
 - b. The driveway shall be flat.
 - c. A median shall be installed on DeLong Avenue to ensure that left-turn movements are not made in to or out of the driveway, and channelization provided to preclude right-turns in.
 - d. A safety evaluation shall be performed one year after the building is occupied, and if there is a problem, the driveway shall be required to be closed.
 - e. At such time as the adjacent property to the east develops, the driveway shall be closed and access taken through the other property to a four-way intersection at Machin Avenue. (Mitigation Measure VI.B.3.)
 9. Plans submitted for a building permit shall provide a turnaround design acceptable to the Novato Fire Protection District. (Mitigation Measure VI.C.1.)
 10. The project sponsor shall be responsible for replacement of native trees at a ratio of three new trees for every native tree removed. Plans submitted for Design Review shall include a landscape plan that demonstrates compliance with the 3:1 tree replacement. (Mitigation Measure V.II.B.1.)
 11. Prior to the issuance of a tree removal, grading or building permit, the project sponsor shall provide monetary security, in an amount and form acceptable to the City of Novato, to ensure long term survival of existing trees that are to be retained on the site. (Mitigation Measure V.II.B.2.)
 12. The tree protection measures recommended in the Tree Survey Report-Woodside Novato, Ralph Osterling Consultants, Inc., revised December 17, 1999, and identified in Mitigation Measure V.II.C.2, shall apply to the heritage trees to be preserved. (Mitigation Measure V.II.B.3.)
 13. Plans submitted for Design Review shall include a landscape plan which reflects the quantity and size (including some 15-gallon) of each type native tree to be planted on the site. The quantity of trees shall provide for a replacement ratio of three new trees for every native tree removed. (Mitigation Measure VII.C.1.)

14. The following tree protection measures shall be implemented to minimize damage to the trees to be preserved during site grading and project construction, as recommended in the Tree Survey Report-Woodside Novato, Ralph Osterling Consultants, Inc., revised December 17, 1999:
- a. Prior to the start of grading activity, the limit of grading around each of the preserved trees shall be field staked and fenced with high visibility tree protection fencing. When possible, the fencing shall be placed at the tree's drip line or at a radial distance from the trunk of one foot for each inch of trunk diameter.
 - b. Prior to the start of grading activities, the following preservation/maintenance measure shall be completed for trees located within the building/parking lot footprint or at the grading daylight limit:
 - (1) Hanging branches shall be professionally pruned to provide clearance for construction equipment. Pruning shall be performed by a certified arborist. Pruning prior to grading operation reduces the chance of broken limbs and tree damage from equipment.
 - (2) A six-inch deep layer of wood chips shall be placed on the ground within the fenced tree protection zone.
 - (3) Oak tree foliage shall be treated with an anti-desiccant prior to grading to reduce plant moisture loss and stress.
 - c. The following preservation/maintenance measures shall be implemented during grading activities:
 - (1) Any roots exposed by grading shall be cut flush with the soil with a clean, sharp pruning saw or shears.
 - (2) At no time shall any materials or equipment be stored or parked within the fenced tree protection zone.
 - (3) At no time shall any fill soil be placed within the root protection zone. Any soil material that may inadvertently be placed within the protection zone shall be removed.
 - (4) Prior to and during construction, trees shall receive supplemental irrigation to reduce moisture stress from root loss. In addition, oak tree foliage shall be treated with an anti-desiccant prior to grading to reduce plant moisture loss and stress. The root crown of the oak trees shall be kept dry and not irrigated.

- (5) Supplemental nitrogen fertilization shall be provided at the rate of one pound of actual nitrogen per 1,000 square feet of root area.
 - (6) All trees shall be inspected for dead wood and structural defects and pruned accordingly. All pruning shall be performed by a certified arborist.
 - (7) Drainage around each of the trees shall be away from the base of the tree. No ponding of water shall be allowed around the trees. (Mitigation Measure VII.C.2.)
15. Prior to the removal of any trees and/or the issuance of a grading permit, a biologist shall visit the site to determine whether there are any active nests that are protected under the Migratory Bird Treaty Act (16 USC 703) and/or California Fish and Game Code Section 3503.5. If it is determined that there are active nests in any of trees that are to be removed, removal shall be delayed until such time as the young have fledged and the nest is abandoned. A written report of the biologist's findings, along with any recommendations for follow-up action, shall be submitted to the City of Novato Community Development Department. (Mitigation Measure VII.E.1.)
 16. Prior to issuance of a grading permit, a construction logistics plans shall be submitted, which limits construction activities to the hours of 7:30 AM to 5:30 PM Monday through Friday, and 9:00 AM to 3 PM on Saturday to minimize noise disturbance to the uphill neighbors on Hayden Avenue. (Mitigation Measure X.B.1.)
 17. The type of glass selected for the two glass sections of the building shall reduce the potential for a glare problem. Plans and materials submitted for Design Review shall include specific information regarding the type of glass proposed for the glass sections of the building, and a sample of the glass to be used shall be submitted for review and approval by the Design Review Committee. (Mitigation Measure XIII.C.1.)
 18. An archaeological monitor shall be present during any earth disturbing activities in the vicinity of the structural remains and any other indicators of historic era occupation. This area shall be marked with survey flags prior to the beginning of grubbing. Any artifacts that are recovered shall be cleaned, catalogued and donated to the Novato Historic Guild for permanent curation. Procedures for archaeological monitoring shall be in accordance with the procedures outlined in the Archaeological Resources Report - Woodside Commercial Development, Novato, CA Project 99-97, prepared by Archaeological Resource Service, October 20, 1999. (Mitigation Measure XIV.A.1.)
 19. All property corners shall be set and a Parcel Map shall be filed to effect the merger of the subject parcels. Revised property lines due to street vacations, if applicable, shall be shown on the Parcel Map. DeLong Avenue shall be widened as necessary

to include the proposed sidewalk. Because of the extensive review by the City of the Precise Development Plan, the requirement for a Tentative Map shall be waived.

20. All dedications for street widening and easements shall be offered on the Parcel Map.
21. All existing and proposed easements shall be shown on the Parcel Map.
22. The Parcel Map shall be filed for recordation prior to issuance of a building permit for this project.
23. Prior to issuance of a building permit, improvement, grading, drainage, utility and sign and striping plans for Redwood Boulevard and DeLong Avenue shall be submitted subject to the review and approval of the City Engineer.
24. The access driveway to this project shall be a modified High Volume Driveway Approach or a standard street intersection with a concrete valley gutter. The grades for this driveway shall be designed to prevent vehicles from dragging and to allow handicapped access across the driveway.
25. The street improvements for Redwood Boulevard shall include bicycle lanes.
26. Street widening of Redwood Boulevard shall be from the edge of the existing overlaid concrete pavement.
27. New six-foot-wide sidewalks shall be constructed in DeLong Avenue and Redwood Boulevard.
28. Handicapped ramps shall be constructed in all new curbs and sidewalks at crosswalks.
29. In addition to the new handicapped ramps, off-site handicapped ramps shall be installed in DeLong Avenue at the Machin Avenue crosswalk (three ramps), in DeLong Avenue at the northeasterly end of the Redwood Boulevard crosswalk (one ramp at the existing traffic island) and in Redwood Boulevard (five ramps on the southerly side of DeLong Avenue through the median island, the traffic island and the curb return at the southwest corner of the intersection).
30. Except for the power pole and anchor at the southeasterly corner of the intersection of Redwood Boulevard and DeLong Avenue, all utilities fronting this site shall be undergrounded. The power pole and anchor at this intersection shall be moved to the back of the new sidewalk.
31. Street lights shall be installed in the sections of Redwood Boulevard and DeLong Avenue that front this property. Street lights shall be installed in the Redwood Boulevard median at the proposed access crossing. Street light design and height shall match existing nearby lights.

32. The traffic signal pole at the southeasterly corner of Redwood Boulevard and DeLong Avenue shall be relocated to the new back of sidewalk. Traffic signal modifications and new traffic signal plans and construction shall be subject to the review and approval of the City Engineer.
33. Drainage maps and calculations shall be submitted with the Improvement Plans for this project. These maps and calculations shall include and evaluate the entire watershed in which this project is located and all storm drainage facilities from this site to Novato Creek. Based on this evaluation, additional storm drainage improvements may be required on site, in Redwood Boulevard and in DeLong Avenue to prevent ponding in the streets.
34. Drainage improvements shall be installed, if needed, in the median of Redwood Boulevard where the new driveway access is proposed. A valley gutter shall also be installed at this crossing, if deemed necessary by the City Engineer.
35. Contaminants from the new parking lot shall be minimized. Plans for reducing pollutants from the parking lot shall be included in the drainage plans for the project. Design and construction of such devices to reduce storm water contamination shall be subject to the review and approval of the City Engineer.
36. Curbs and gutters shall be installed on the main access driveway at the southerly side of the project.
37. Except in sags, where streets or driveways exceed a longitudinal grade of three percent, Pelican fiberglass galleries (or approved equal) shall be installed on the uphill sides of all catch basins.
38. Two pounds of "Cliffside Brown" color additive shall be added for each sack of portland cement concrete used for on-site concrete ditches headwalls and endwalls.
39. Concrete ditches shall be constructed at least five feet above the tops of new graded slopes.
40. The proposed grading and geotechnical report shall be subject to peer review by a geotechnical engineer chosen by the City. This peer review shall be paid for by the project owner.
41. Handicapped parking and access shall be provided on-site per State Title 24 and the Americans with Disabilities Act. Where there is a conflict between these regulations, the more strict requirement shall govern. Eight on-site handicapped parking spaces shall be provided.
42. Surface parking facilities shall be designed for passenger vehicle access in accordance with "A Policy on Geometric Design of Highways and Streets" published by the American Association of State Highway and Transportation Officials. Access

for the vehicles shall be designed so that autos will not have to encroach more than two feet into the opposing travel lane.

43. Retaining walls alongside parking stalls shall be constructed at least two feet from the face of curbs.
44. The driveway connecting the upper parking area to the lower parking area near the northeasterly corner of the site shall be realigned to reduce the height of the 12 foot retaining wall shown on the plan.
45. The retaining wall along Redwood Boulevard shall be increased to a height of three (3) feet in order to reduce the steepness in this area and provide for safer and easier access to maintain proposed landscaping.
46. Prior to issuance of a building permit, the project sponsor shall apply to the North Marin Water District (NMWD), enter into an agreement and complete financial arrangements for new water distribution facilities.
47. The northerly end of the parking garage shall be revised so that autos using the two end parking spaces can exit the garage with only one backing movement.
48. The height of cut slopes behind the building shall not exceed twenty (20) feet.
49. The landscape plan shall include the landscaping of the median in Redwood Boulevard fronting this project. Trees removed to provide access through this median shall be replaced at a ratio of three new trees for each tree removed.
50. Prior to issuance of a grading permit, the owner shall pay pavement impact fees at \$200 per lane-mile of haul route of earth material on City streets.
51. Prior to issuing a grading permit, an erosion and sediment control plan shall be submitted for review and approval by the Engineering Division. The plan shall be prepared by a registered civil engineer and shall include current Best Management Practices. The erosion and sediment control measures shown on this plan shall be implemented as soon as practical after rough grading has been done.
52. If required by state regulations, the applicant shall file for coverage with the State Water Quality Control Board for a General Construction Activity Storm Water permit for construction-related storm water discharges from the site. In addition, the applicant may be required by law to obtain a National Pollutant Discharge Elimination System pollution control permit from the Regional Water Quality Control Board.
53. Fourteen covered bicycle parking spaces shall be provided on-site. Bicycle parking shall be conveniently located and shall be generally located near the main building

entry or near the elevator in the garage. All bicycle parking facilities shall be subject to the review of the City Engineer prior to issuance of a building permit.

54. Existing and proposed concrete facilities shall be protected from damage due to tree roots. Root control barriers and deep root aeration details shall be shown on the landscape plans and these plans shall be subject to the review and approval of the City Engineer prior to issuance of a building permit.
55. All on-site and offsite pavement shall be constructed in two lifts. The second lift of pavement shall be constructed after all other site improvements have been substantially completed and prior to occupancy of the building.
56. Plans submitted for a building permit shall include the following to the satisfaction of the Novato Fire Protection District:
 - a. An automatic fire sprinkler system shall be installed throughout in accordance with NFPA Std. 13 and wet 2½-inch hose outlets shall be installed in each stairwell and at each floor. Plans and hydraulic calculations shall be submitted to the Fire Marshal for review prior to installation.
 - b. All automatic fire sprinkler and fire alarm systems, flow switches, and control valves shall be monitored by an approved UL Central Station company, zoned and enunciated as required by the Novato Fire Protection District.
 - c. Fire hydrants capable of supplying 3,500 gallons per minute minimum shall be installed at 300-foot intervals and within same distance from the structure. The fire hydrant(s) shall be spotted by the Fire Marshal and contain at least one 4½-inch and two 2½-inch outlets.
 - d. Fire hydrants shall be installed, tested and operational prior to framing.
 - e. Driveway(s) shall not exceed 18 percent grade.
 - f. All weather surface roadways at least 20 feet wide – unobstructed and capable of accommodating a 35,000 g.v.w. shall be installed prior to framing.
 - g. The driveway and parking shall be designed capable of accommodating the turning radius of Novato Fire Protection District apparatus.
 - h. “No parking fire lane” curbs and signs conforming to Fire District Standards shall be installed in accordance with Fire District Standard No. 1005, as required by the Fire Marshal.
 - i. “Knox” key access shall be installed at the premises conforming to Fire District Standard No. 1001.

- j. Stairway markings and identification shall be installed and maintained on the interior stairwell landing doors conforming to Fire District Standard No. 1002.
 - k. The address shall be posted clearly visible from the street with numerals illuminated and contrasting color to their background.
 - l. A floor plan directory shall be installed in all locations required by the Fire Marshal and conforming to the standards of the Novato Fire Protection District.
 - m. A vegetation management plan conforming to the standards of the Novato Fire Protection District shall be prepared and implemented at the site. The plan shall be submitted to the Fire Marshal for review prior to implementation.
57. The following requirements shall be met to the satisfaction of the Novato Police Department Crime Prevention Bureau:
- a. The man door on the north side of the garage shall have a view window installed.
 - b. If an alarm is installed in any suite, it shall be capable of identifying the type of alarm and the point of origin.
 - c. Suites shall be numbered to correspond to the floor.
 - d. Each floor shall have a directory and a map at each floor's elevator lobby.
 - e. Exterior parking lot lighting shall be to a minimum of one-foot-candle maintained at ground level.
 - f. The lighting in the garage area shall provide adequate light for a person to see individuals in all areas of the garage. If someone comes in from the lobby or the north side man door, they shall be able to see other individuals in the garage who may be at the extreme other end.
58. Foundation, soil and trees removed from the site shall not be taken to the landfill but shall be recycled on-site or reused off-site.
59. The developer shall work with the neighboring property owner at 839 Hayden Avenue on the placement of screening trees and other landscaping in the southeastern portion of the project site.

60. Parking lot lighting levels shall be reduced at night and low pressure sodium light fixtures shall be utilized. The minimum parking lot lighting levels shall be as specified in Condition No. 57e.
61. No illuminated signage shall be permitted.
62. Coyote brush shall be eliminated from the landscape plan.
63. Prior to final occupancy, the developer shall pay development impact fees pursuant to City Council Resolution Nos. 132-99 and 133-99.
64. Unless otherwise noted, these conditions shall be satisfied prior to the issuance of a building permit.
65. Indemnity and Time Limitations:
 - a. The developer shall defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding brought against the City or its agents, officers, attorneys and employees to attack, set aside, void, or annul the Planning Commission's decision to recommend approval of the Woodside Office Development Precise Development Plan at issue herein. This indemnification shall include damages or fees awarded against the City, if any, costs of suit, attorney's fees, and other costs and expenses incurred in connection with such action whether incurred by the applicant, the City, and/or parties initiating or bringing such action.
 - b. The developer shall defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees for all costs incurred in additional investigation of or study of, or for supplementing, preparing, redrafting, revising, or amending any document such as the Mitigated Negative Declaration, if made necessary by said legal action and the developer desires to pursue securing such approvals, after initiation of such litigation, which are conditioned on the approval of such documents, in a form and under conditions approved by the City Attorney.
 - c. In the event that a claim, action or proceeding described above is brought, the City shall promptly notify the developer of the existence of the claim, action or proceeding, and the City will cooperate fully in the defense of such claim, action or proceeding. In the event that the project sponsor is required to defend the City in connection with any said claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the City, (ii) approve all significant decisions concerning the manner in which the defense is conducted, and (iii) approve any and all settlements, which approval shall not be unreasonably withheld. The City shall also have the right not to participate in said defense of said claim, action, or proceeding. If the City

chooses to have counsel of its own to defend any claim, action or proceeding where the developer has already retained counsel to defend the City in such matters, the fees and expenses of the counsel selected by the City shall be paid by the City.

- d. The developer indemnifies the City for all the City's costs, fees, and damages which the City incurs in enforcing the above indemnification provisions.
- e. Unless a shorter limitation period applies, the time within which judicial review of this decision must be sought is governed by California Code of Civil Procedure, Section 1094.6
- f. The conditions of project approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), the conditions constitute written notice of a statement of the amount of such fees and a description of dedications, reservations and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions pursuant to Government Code Section 66020(a), has begun. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 660020, you will be legally barred from later challenging such exactions.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Novato, Marin County, California, at a meeting hereof, held on the 27th day of June, 2000, by the following vote, to wit:

AYES: Councilmembers Di Giorgio, Henderson, Mani, Eklund

NOES: Councilmembers Dillon-Knutson

ABSTAIN: Councilmembers None

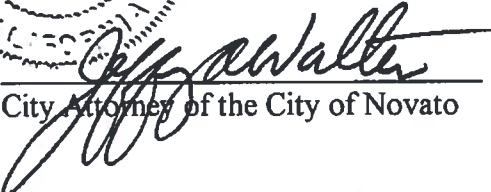
ABSENT: Councilmembers None



City Clerk of the City of Novato



Approved as to form:



City Attorney of the City of Novato