



## DESIGN REVIEW COMMISSION STAFF REPORT

### MEETING

DATE: December 20, 2017

STAFF: Brett Walker, Senior Planner  
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SUBJECT: **RESIDENCE INN  
DESIGN REVIEW HEARING  
FILE: P2017-055;  
APN 143-011-06; 7546 REDWOOD BLVD**

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### REQUESTED ACTION

Conduct a public hearing and consider making a recommendation to the Novato Planning Commission and City Council regarding approval of the design aspects, including site planning, building design, and landscaping of a proposed 103-room hotel with a separate 8,000-square-foot commercial building to be located on a 3-acre site. The 77,532-square-foot hotel building would be 3-4 stories tall, with a maximum height of 53 feet.

### SITE DESCRIPTION

The 3.05-acre project site, 7546 Redwood Blvd, is located on the east side of Redwood Blvd and the south side of Golden Gate Place. The site is currently improved with the Dairymen’s Milling Company buildings and ancillary improvements. The Dairymen’s structure is approximately 69 feet tall. The SMART train tracks border the site to the east, with the Golden Gate Transit bus facility and Hwy 101 east of the train tracks. The site is relatively flat, with an average slope between 1 and 2 percent, and gently sloping west to east. Elevations range from approximately 13 feet near the Redwood Blvd frontage to 8 feet near the eastern property line. Less annual grasses and compromised (topped, poorly trimmed) trees at the southwest perimeter of the site, it is void of noteworthy vegetation.

### PROJECT DESCRIPTION

The applicant, Tharaldson Hospitality Development, is proposing a 103-room hotel with a separate 8,000-square-foot commercial building. The 77,532-square-foot hotel building would be 3 to 4 stories tall, with a maximum height of 53 feet. The hotel would be three stories closest to Redwood Blvd, and step up to four stories towards the east side of the lot. The proposed 8,000-square-foot pad building would be one-story and front Redwood Blvd; architecture for the pad building is not proposed at this time. The proposed buildings are situated to shield the hotel courtyard and pool, and the parking lot from Redwood Blvd and Golden Gate Place.

### BACKGROUND

Applicant/Owner: Dairymen’s Milling Company  
Assessor’s Parcel No.: 143-011-06  
Property Size: 3.05 acres

General Plan Designation: Commercial Industrial (CI)  
Zoning: Commercial Industrial (CI)  
Existing Use: Feed Store  
Proposed Use: Hotel  
Adjacent Zoning:  
North: Commercial Industrial (CI)  
West: Planned District (PD)  
South: General Commercial, Downtown Overlay (CG:D)  
East: Light Industrial/Office (LIO)  
Adjacent Use:  
North: Shamrock Materials  
West: Redwood Blvd; Vacant (Atherton Place project site)  
South: Vacant  
East: Train Tracks; Golden Gate Transit Bus Facility

Figure 1. Aerial view of site (property lines approximate)



## **DRC WORKSHOP**

On September 6, 2017, the DRC held a public workshop to review the design aspects of the proposed project. Commissioner's commented on the parking lot layout and vehicle access, continuity with the ROIC-owned site to the south, building mass and height, and building materials and colors. Subsequent to the DRC workshop, the applicant revised the site plan to address DRC comments, City staff comments, and Novato Fire Department comments. On November 8, 2017, the applicant met with two DRC members, Patrick MacLeamy and Joseph Farrell, and Senior Planner Brett Walker, to review proposed site plan and architectural changes prior to a DRC public hearing. Some of the architectural changes reflected in the plan set presented herein are a result of those discussions. Changes were also made to the Redwood Blvd right-of-way improvements, which are reflected on Sheet DR-1.3, *Enlarged On-Street Parking Plan*. Notable changes include:

- Hotel building shifted west to accommodate 24-foot two-way drive aisle;
- Revised parking lot layout;
- Revised public right-of-way improvements, including on-street parking configuration, sidewalk design, addition of cycle track, labeled bike path (Class IV bicycle lane), and street trees;
- Plaza area shifted to the south, away from the Redwood Blvd/Golden Gate Place intersection;
- Siding materials and colors;
- Roof-style/pitch from gable-style to shed-style;
- 4<sup>th</sup> floor exit stairway relocated, resulting in a reduced building height for the 3-story portion of the building.
- Relocation of the pool towards Redwood Blvd. *Staff comment: Staff recommends that the pool equipment enclosure, shown and labeled on Sheet DR-1.1, be relocated away from the plaza area. Staff believes that the brick wall enclosure would detract from the aesthetics of the plaza.*

## **DEVELOPMENT ENTITLEMENTS**

The applicant has submitted a design review application and additional entitlement applications listed below. The following city approvals are required for the proposed project:

- Zone Change. The applicant has submitted an application to rezone the subject lot from CI to PD.
- Master Plan. The proposed rezone to PD will require approval of a Master Plan prior to development of the site.
- Precise Development Plan (PDP). A PDP is a component of a master plan that addresses the design and operational characteristics of the project. Design review is a component of the PDP review and approval.
- Land Division. The applicant has indicated a desire to subdivide the property to create

separate parcels for the hotel and pad buildings. A tentative parcel map will need to be approved and recorded for this purpose.

- CEQA Environmental Review approval.

## **ENVIRONMENTAL ASSESSMENT**

The project is subject to environmental review pursuant to the California Environmental Quality Act (CEQA). Once a DRC recommendation has been obtained and the project has been deemed complete, planning staff will determine the appropriate level of environmental review.

## **BUILDING DESIGN, LANDSCAPING, SITE PLANNING AND DEVELOPMENT**

### *Site Layout, Setbacks, and Landscaping*

The proposed buildings are situated to provide a linear building edge (street wall) along the Redwood Blvd and Golden Gate Place frontages, with an open plaza area between the proposed hotel and commercial building pad site. The building placement largely shields the parking lot from the street frontages. The parking lot tree placement is intended to evoke an orchard-type feel with trees aligned in rows.

Along Redwood Blvd, an 8-foot wide sidewalk, 6-foot wide cycle track, and street trees are proposed between the on-street parking spaces and the property line. The single-story retail building is setback 12 feet from the property line, resulting in a 26-foot separation between the parking spaces and the building. For comparison, the separation between the Trader Joe's building and Redwood Blvd diagonal parking spaces is approximately 15 feet. A 3,000 to 4,000-square-foot open plaza area, with landscaping, and outdoor dining area is proposed between the hotel and commercial building. The hotel is setback 16 feet from the Redwood Blvd frontage and 10 feet from the back of the sidewalk along Golden Gate Place. A 6-foot sidewalk is proposed along the Golden Gate frontage. The interior parking lot is setback over 100 feet from both street frontages.

### *Building Massing and Design*

The proposed hotel maximum height is 53 feet towards the center of the building where the elevator shaft and central stairwell are located. The portion of the hotel closest to Redwood Blvd is 3 stories, and it steps up to 4 stories approximately 130 feet from the Redwood property line. The 4-story portion of the hotel wraps around to the east property line parallel to the railroad tracks. A one-story lobby area is located on the interior of the site adjacent to the parking lot. The three-story portion of the building is less than 40 feet tall closest to Redwood Blvd, and ranges from 33 to 37 feet in height through the balance of the 3-story portion. The 4-story portion ranges from 43 to 47 feet in height, with the exception of the two stairwells, which are approximately 49 and 53 feet in height.

The one-story retail building has not been fully designed at this point due to the uncertainty of the tenant(s) of the building. According to the applicant, it will be designed to complement the hotels design, architectural-style, materials, and proportions. The building height would likely be 15 to 18 feet tall. Restaurants or a mix of restaurant and retail stores are preferred tenants for the space. Planning staff has included a recommended condition of approval regarding the one-story

commercial pad building to ensure complementary design with the balance of the project site and vicinity.

### *Redwood Blvd Right-of-Way Improvements*

Subsequent to the Design Review Commission workshop, Novato Planning and Engineering division's staff met to discuss Redwood Blvd frontage improvements at the project site, and the length of Redwood Blvd from Olive Avenue to Atherton Avenue. Key components discussed included the need for a bicycle lane, adequate sidewalks, on-street parking, and landscaping. Staff utilized the *North Redwood Blvd Corridor Study* to guide discussions. Thereafter, following a meeting with planning staff, the applicant submitted a revised site plan, dated October 17, 2017, which reflected staff comments and meeting discussions. This plan set (two sheets) is available for download at: [www.novato.org/residenceinn](http://www.novato.org/residenceinn).

On November 8, 2017, the applicant met with two DRC members, Patrick MacLeamy and Joseph Farrell, and Senior Planner Brett Walker, to review proposed site plan and architectural changes prior to a DRC public hearing. DRC members reviewed the October 18, 2017, site plan sheets, and made some Redwood Blvd design suggestions that are largely reflected on Sheet DR-1.3, *Enlarged On-Street Parking Plan*, dated November 29, 2017.

Planning and Engineering staff have the following comments regarding the most recent (11/29/2017) Street Parking and Pedestrian Zone (Sheet DR-1.3) plan. City staff has the following comments and recommendations regarding this design:

- Install a continuous 6-inch concrete curb parallel to Redwood Blvd between the on-street parking spaces/tree wells and the bike path;
- Bike path should be level with the sidewalk to reduce pedestrian tripping hazards. Asphalt is an acceptable surface on the bike path;
- Eliminate the vehicle wheel stops;
- Maintain a minimum 2-foot wide vehicle bumper overhang between the parking spaces and bike path;
- Root barriers for tree wells should be installed to reduce pavement buckling;
- Street tree suggestions include alternating Chinese Pistache, Crape Myrtle, and/or other trees listed on the City's *Approved Street Tree* list;
- Tree wells should be spaced at least every three parking stalls to accommodate Public Works street sweeping movements.

### **STAFF ANALYSIS**

The following is an analysis of the project regarding consistency with applicable provisions of the General Plan and Novato Municipal Code (NMC), including Chapter 19, Zoning. The DRC's recommendation regarding this project should be based on affirmative findings required for design review action, as specified in NMC Section 19.42.030.F. To assist the DRC in making its recommendation to the Planning Commission and City Council, the discussion below lists each design review finding and describes the projects conformity thereto.

## DESIGN REVIEW FINDINGS

**Design Review Finding No. 1: The design, layout, size, architectural features and general appearance of the proposed project is consistent with the general plan, and any applicable specific plan and with the development standards, design guidelines and all applicable provisions of this code, including this title and any approved master plan and precise development plan.**

Discussion/Analysis: This project is considered to conform with and advance Design Review Finding No. 1 as follows:

### **1996 General Plan**

The 1996 Novato General Plan provides a framework of policies that were adopted to coordinate all major components of Novato's physical development over a 20-year period. These policies serve as a basis to assess whether public and private development proposals are consistent with the General Plan.

The Design Review Commission should consider the design concepts in light of the design-related policies of the Novato General Plan listed below.

**CI Policy 1** Compatibility of Development with Surroundings. Ensure that new development is sensitive to the surrounding architecture, topography, landscaping, and to the character, scale, and ambiance of the surrounding neighborhood. Recognize that neighborhoods include community facilities needed by Novato residents as well as homes, and integrate facilities into neighborhoods.

Discussion/Analysis: A vacant commercially zoned lot is located to the south of the project site, with a grocery store, Trader Joe's, located further south. An old cement batch plant is located north of the site across Golden Gate Place, the SMART railroad tracks and Golden Gate Bus facility are located to the east, and residentially-zoned land is located west of the site across Redwood Blvd. There is not a defined architectural style on this portion of the Redwood Blvd corridor. Landscaping is minimal on the developed lots, there is a lack of ambiance, and the lack of buildings eliminates any notion of neighborhood scale. Redwood Blvd is within a 188-foot wide right-of-way, which lends itself to increased mass, bulk, and height without becoming overbearing on the public realm. The existing Dairymen's building is approximately 69 feet tall.

The applicant has proposed a mix of colors and materials, along with articulation of the building to create interest and variety. The applicant has chosen materials and finishes that are representative of Marin and Sonoma counties in an attempt to tie the proposed structure to the local historical and design context.

**CI Policy 3** Variety in Design. Discourage sameness and repetitive designs.

Discussion/Analysis: The proposed building is sided with four different primary materials and five textures, along with four different trim materials/colors. Shed roof overhangs and awnings, metal horizontal lattice-type trim, and glass is used as design accents.

**CI Policy 7 Landscaping.** Encourage attractive native and drought-tolerant, low-maintenance landscaping responsive to fire hazards.

Discussion/Analysis: The applicant has proposed a significant tree canopy at the project site. Street trees and on-site trees line both Redwood Blvd and Golden Gate Place, and an orchard-style parking lot landscaping is proposed. Along the railroad tracks, two alternating rows of trees are proposed to soften the transition from the rail road tracks, bus facility, freeway, and project site.

**CI Policy 9 Undergrounding Utilities.** Continue to require undergrounding of utilities.

Discussion/Analysis: A condition of approval will require that above-ground utilities be placed underground, where feasible.

**CI Policy 12 Parking Standards.** Reduce the visibility of parking facilities and the amount of land necessary for them to the maximum extent feasible

Discussion/Analysis: The on-site parking will be largely screens by the proposed buildings. The parking lot is setback over 100 feet from Redwood Blvd, which also reduces the prominence of the required on-site parking.

**CI Policy 14 Open Areas and Landscaping.** Require provision of adequate landscaped, open areas in project design.

Discussion/Analysis: Over 45 percent of the project site is proposed to be landscaped. The landscaping is distributed throughout the project site.

**CI Policy 15 Pedestrian Paths.** Provide for maximum feasible pedestrian circulation

Discussion/Analysis: A wide sidewalk and cycle track are proposed along the Redwood Blvd frontage. Additionally, there are a number of pedestrian walkways throughout the project site.

**CI Policy 32 Public Art.** Promote public art that enhances the cultural life of the community.

Discussion/Analysis: An art piece is proposed along the Redwood Blvd frontage. The applicant is requesting that the DRC reserve approval of the required art piece to a later date. Planning staff is recommending a condition of approval that would require the art piece to be reviewed and approved by the DRC subsequent to City Council approval of the project.

*Allowable Density Range:*

The project site is designated Commercial Industrial (CI) on the General Plan Land Use Map. The CI designation permits a floor area ratio (FAR) of 1.0. The subject parcel is 3.05 acres, or 132,858 square feet. Therefore, the entire site can accommodate up to 132,858 square feet of building floor area. The combined hotel and (assumed single-story) commercial pad building total 85,732 square feet or 0.65 FAR, which is below the allowable FAR of 1.0.

**Compliance with the Novato Zoning Code**

**Planned District:** The applicant is proposing a rezone to Planned District (PD). This zoning classification allows flexibility to develop project and site specific development and operational standards through the adoption of a precise development plan. A precise development plan may include design and operational elements that deviate from the uniform standards of the Novato Zoning Ordinance. Deviations are allowed where doing so better addresses a unique site constraint(s) (e.g., steep topography, wetlands, easements, etc.) or would result in a superior project design. Deviation from typical standards include proposed utilization of on-street parking to meet the codified parking standards, and an increased building height from a 42-foot building height (allowed in the comparable Commercial Industrial Zoning District with Design Review approval) to a 53-foot building height. Again, the Commissions and the City Council will need to consider the merits of the project if they are to support these types of deviations from standard code requirements through the PD approval process.

**Design Review Finding No. 2: The proposed project would maintain and enhance the community's character, provide for harmonious and orderly development, and create a desirable environment for the occupants, neighbors, and visiting public.**

Discussion/Analysis: This project is considered to conform with and advance Design Review Finding No. 2 as follows:

The following is a summary of comments regarding design suggestions from the *North Redwood Boulevard Corridor Study* (NRBC). The project site is located in the *East of Redwood South* subarea. Although the NRBC study has not been formally adopted by the City Council, staff believes that due to citizen involvement in crafting the study area guidelines, it is appropriate to use this document regarding community character. The following bullet points are guidelines directly excerpted from the NRBC study.

- Utilize components or the design character of the Dairyemen's Mill building. Explore incorporating portions or design features of the Dairyemen's Milling building into the retail development;

*Due to the size and scale of the proposed hotel, the applicant has incorporated materials that are prevalent in the Novato, and Marin and Sonoma counties area, rather than use materials of the Dairyemen's building. The applicant believes that the red corrugated metal of the Dairyemen's building would not up-scale well to the size, bulk, and massing of the proposed hotel. There is an opportunity to incorporate design features of the Dairyemen's Milling building into the one-story commercial building and/or the proposed plaza area. The one-story commercial building will require design review approval, and the final construction level details of the plaza will need to come back before the DRC for final site design and finish materials approval prior to issuance of a building permit.*

- Provide for public gathering places and ample outdoor seating throughout the area;

*The proposal provides areas for outdoor gathering and seating between the proposed hotel and commercial building sites. Careful attention to the final design of gathering areas, e.g. patio walls with integrated seating, landscaping/raised planters etc. are encouraged to maximize utility and comfort of gathering spaces.*



- Incorporate extensive landscaping with shade trees;

*The project includes trees along the Redwood Blvd and Golden Gate Place street frontages and extensive parking lot landscaping.*

- Provide Pedestrian and bicycle connections between retailers and public spaces to the bicycle/pedestrian facilities along the SMART corridor and along Redwood Blvd;

*At the recommendation of the Planning and Engineering Divisions, the applicant has proposed an 8-foot wide sidewalk and 6-foot wide cycle track between the on-street parking spaces and the project site along Redwood Blvd. The pedestrian and bicyclist improvements will provide a safe travel corridor across the project site to connect to Golden Gate Place, the planned SMART multi-use path, and eventually south to Olive Ave as those lands are developed.*

- Create wide pedestrian sidewalks and a bicycle path along the Redwood Blvd frontage;

*At the recommendation of the Planning and Engineering Divisions, the applicant has proposed an 8-foot wide sidewalk and 6-foot wide cycle track between the on-street parking spaces and the project site along Redwood Blvd. The pedestrian and bicyclist improvements will provide a safe travel corridor across the project site to connect to Golden Gate Place.*

- Locate buildings near the Redwood Blvd frontage, with shop entries and/or display windows facing the street and gathering places;

*The hotel and commercial building are located close to Redwood Blvd with parking located behind the proposed buildings. Additionally, a plaza gathering place is proposed between the two buildings.*

- Minimize views of parking areas from Redwood Blvd, typically by locating parking behind buildings;

*Off-street parking is located behind the buildings, and is largely concealed from Redwood Blvd.*

- Structures visible from public view corridors and vantage points should incorporate four-sided architecture.

*The proposed hotel includes four-sided architecture, visible from Redwood Blvd, Golden Gate Place, the SMART rail corridor, and Highway 101.*

**Design Review Finding No. 3: The proposed development would not be detrimental to the public health, safety, or welfare; is not materially injurious to the properties or improvements in the vicinity; does not interfere with the use and enjoyment of neighboring existing or future developments and does not create potential traffic, pedestrian or bicycle hazards.**

Discussion/Analysis: This project is considered to conform with and advance Design Review Finding No. 3 as follows:

The project plans were referred to public agencies responsible for reviewing and providing services, including Novato Public Works, North Marin Water District, Novato Sanitary District, and Novato Fire Protection District. These agencies have submitted comments and/or conditions addressing matters such as pedestrian and bicycle access, adequacy of drainage facilities, and water and sewer service. While the construction level plans have yet to be prepared and submitted for final approval, none of the responsible agencies identified issues that would require significant changes to the site and/or building design that, less addressed, represent a detriment to public health, safety, or welfare, nor be materially injurious to project occupants, visitors and surrounding properties or improvements in the vicinity. Environmental review, pursuant to the California Environmental Quality Act (CEQA) and the City's Environmental Review Guidelines, will be completed prior to a Planning Commission hearing. Any potential hazards to traffic, pedestrians, or bicycles will be identified and adequately mitigated if any hazards exist.

### **Public Notice**

Notice of the design review hearing was sent to all property owners within 600 feet of the project site as per the noticing requirements of the City of Novato Municipal Code 19.58. Said notice was also posted on the City's website on December 8, 2017.

No public comments were received as of the writing of this staff report.

### **STAFF RECOMMENDATION**

Staff recommends the DRC forward a recommendation to approve the Project's design aspects, including site design, circulation/parking, building massing/height, and conceptual architecture and landscaping for the Project, as shown on the plan set date November 29, 2017, and with the recommended Conditions of Approval detailed below, to the Planning Commission and City Council.

### **COMMISSION RECOMMENDATION AND FINDINGS**

1. The DRC recommends approval of the design aspects, including site design circulation/parking, building massing/height, and conceptual architecture and landscaping, proposed for the Residence Inn project as presented on the plans dated November 29, 2017, based on the following findings as supported by the facts discussed in the staff analysis section of this report, and subject to the conditions listed below.

### **FINDINGS FOR APPROVAL**

1. The design, layout, size, architectural features, and general appearance of the Residence Inn project is consistent with the Novato General Plan and applicable provisions of the Novato Zoning Ordinance.
2. The Residence Inn project would maintain and enhance the community's character, provide for harmonious and orderly development, and create a desirable environment for the occupants, neighbors, and visiting public.
3. The Residence Inn project would not be detrimental to the public health, safety, or welfare; is not materially injurious to the properties or improvements in the vicinity; does not interfere with the use and enjoyment of neighboring existing or future developments and does not create potential traffic, pedestrian or bicycle hazards.

### **CONDITIONS OF APPROVAL**

1. The Project shall return to the Design Review Commission for action on the final details of the project's site design, architecture, and landscaping prior to issuance of a building permit. The submittal shall include architectural detailing (i.e. window and door type, and trim and/or wall relief), materials and dimensions, exterior colors, and tree and plant species locations and size, and type and style of exterior lighting fixtures.
2. The Project shall present the proposed art to the DRC, pursuant to NMC Section 19.21.060, or pay in-lieu fees pursuant to NMC Section 19.21.070, prior to issuance of a building permit.
3. The detached one-story commercial building shall be designed to be complementary to the hotel and project site vicinity. A design review application shall be submitted to the City of Novato for review and approval by the Design Review Commission pursuant to Novato Municipal Code Section 19.42.030.
4. The pool equipment enclosure shall be relocated away from the proposed plaza.
5. A 6-inch vertical concrete curb shall be installed parallel to Redwood Blvd between the on-street parking stall/tree wells and the proposed bicycle path.
6. The bicycle path shall be level with the sidewalk.
7. The vehicle wheel stops shall be eliminated.
8. A minimum 2-foot wide vehicle bumper overhang shall be maintained between the on-street parking spaces and the bicycle path.
9. All trees planted within the public right-of-way, or within 5 feet of public improvements, shall be planted with root barriers (AKA root boxes).
10. Proposed street trees shall be selected from the *Approved Street Tree List* in consultation with City staff.
11. Street trees and tree wells shall be spaced a minimum of one tree per three parking stalls.

## Indemnity and Time Limitations

12. The applicant and any successor in interest, whether in whole or in part, 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, or employees to attack, set aside, void, or annul the decision 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.
13. The applicant and any successor in interest, whether in whole or in part, shall defend, indemnify, and hold harmless the City, its agents, employees, and attorneys for all costs incurred in additional investigation of or study of, or for supplementing, preparing, redrafting, revising, or amending any document, if made necessary by said legal action and the applicant 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.
14. In the event that a claim, action, or proceeding described in no. 3 or 4 above is brought, the City shall promptly notify the applicant of the existence of the claim, action, or proceeding, and the City will cooperate fully in the defense of such claim, action, or proceeding. Nothing herein shall prohibit the City from participating in the defense of any 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, except that the City agrees to cooperate with the applicant in the 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 applicant 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 applicant.
15. The applicant and any successor in interest, whether in whole or in part, indemnifies the City for all the City's costs, fees, and damages which the City incurs in enforcing the above indemnification provisions.
16. 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.
17. 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 66020, you will be legally barred from later challenging such exactions.

### **FURTHER ACTION**

The Residence Inn project will be presented to the Planning Commission and City Council at future public hearings. Should the project be approved by the City Council, the project would return to the DRC for final site design and finish details.

### **DOCUMENTS AVAILABLE FOR DIGITAL DOWNLOAD**

The following documents are available for download at: [www.novato.org/residenceinn](http://www.novato.org/residenceinn)

1. Materials Board, dated 11/29/17
2. Project Plans, dated 11/29/17
3. Plan Set, dated 10/17/17
4. Staff Report, DRC Workshop, 09/06/17;
5. 05/12/17, and 08/04/17, plan sets (superceded by November 29, 2017, Project Plans).