



THE CITY OF  
NOVATO  
CALIFORNIA

922 Machin Ave  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

Mayor

Eric Lucan

Mayor Pro Tem

Denise Athas

Councilmembers

Pam Drew

Pat Eklund

Josh Fryday

City Manager

Regan M. Candelario

# Planning Commission Meeting

Location: Novato City Hall, 901 Sherman Avenue\*

**December 17, 2018 – 7:00 P.M.**

(No new items will be taken up after 11 p.m.)

## PLANNING COMMISSION MEMBERS

**Chair:** Justin Derby **Vice Chair:** David Gabriel

Dan Dawson, Reva Rao, Peter Tiernan,

Thomas Weldon, Susan Wernick

## AGENDA

### CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

#### APPROVAL OF FINAL AGENDA:

The Commission may consider agenda items out of the order in which they are listed.

Notice is also given that materials that are submitted to members of the Planning Commission after the agenda packet has been distributed are available for public inspection in the Community Development Department, located at 922 Machin Ave, during normal business hours. Such materials shall also be made available on the City of Novato website at [www.novato.org](http://www.novato.org), when practical and provided that City staff is able to post those documents prior to the meeting. Also, when non-confidential written materials are distributed to members of the Planning Commission during a public meeting by staff or a member of the Planning Commission, a copy of the materials shall be made available to members of the public at that meeting.

#### PUBLIC COMMENT:

All members of the public wishing to address the Commission are requested to submit a speaker card in advance to the Meeting Recorder. This is also the appropriate time to speak on a Consent Calendar item. The Commission requests that anyone wishing to speak on an agenda item be recognized at the time the item is heard. There is a three-minute time limit per speaker.

#### CONSENT CALENDAR:

All matters listed on the Consent Calendar are considered to be routine and will be acted on without discussion by a single action of the Commission. However, a Commission member may remove an item(s) from the Consent Calendar for Commission discussion and action.

1. [APPROVAL OF PC MINUTES OF AUGUST 6, 2018 \(JD, DD, DG, PT, SW\)](#)
2. [APPROVAL OF PC MINUTES OF SEPTEMBER 17, 2018 \(DD, DG, PT, SW\)](#)
3. [APPROVAL OF PC MINUTES OF SEPTEMBER 24, 2018 \(JD, DD, DG, PT, SW\)](#)

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\* **PLEASE SEE ADDITIONAL PAGE(S) OF AGENDA FOR MORE INFORMATION.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Department at 899-8989. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodations to help ensure accessibility to this meeting. The Council Chambers is also equipped with a Hearing Loop (aka "T-Coil"). In addition, assistive listening receivers are available for checkout from the meeting coordinator.

4. [APPROVAL OF PC MINUTES OF OCTOBER 15, 2018 \(JD, DD, DG, PT, TW, RR\)](#)

**PUBLIC HEARINGS:**

Interested persons may speak on any of the below-noted CONTINUED or NEW ITEMS up to three minutes per individual; 20 minutes for applicant; 10 minutes per recognized group. Speakers are limited to one opportunity per item, so please be thorough and to the point. Prior to speaking please submit a speaker card to the Meeting Recorder.

**CONTINUED ITEMS: NONE**

**NEW ITEMS: NONE**

**GENERAL BUSINESS:**

5. [PRESENTATION ON THE PREPARATION AND MANAGEMENT OF THE CAPITAL IMPROVEMENT PROGRAM](#)

Receive and file a presentation on the preparation and management of the City's Capital Improvement Program (CIP).

6. [2016 GREENHOUSE GAS EMISSIONS INVENTORY & SUSTAINABILITY PROGRAM UPDATE](#)

Receive the 2016 Greenhouse Gas Emissions Inventory and 2018 Sustainability Program Update.

7. **CONSIDERATION AND POSSIBLE ACTION TO MOVE PLANNING COMMISSION MEETINGS TO THE SECOND AND FOURTH MONDAY OF EACH MONTH.**

**UPCOMING AGENDAS AND QUORUMS: (STAFF)**

**ADJOURNMENT:**

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Information on the above application(s) is/are available at the City of Novato Community Development Department, 922 Machin Ave, Novato. All inquiries should be directed to the project Planner (415) 899-8989, Monday through Thursday from 9 a.m. to 5 p.m. at the Community Development Department (mailing address: 922 Machin Ave, Novato, CA 94945). It is recommended that an appointment be made with the staff member, prior to visiting the City offices. Please note the City of Novato offices are closed every other Friday.

To appeal a final decision of the Planning Commission, a written letter of appeal and the required appeal fee must be filed with the Community Development Department within 10 calendar days of the decision. The appeal letter must specifically state the basis for the appeal. Additional information on the appeal process can be found in Division 19.54 of the Novato Municipal Code.

If anyone wishes to challenge a project in court, they may be limited to raising only those issues they or anyone else raised at the public hearing described in this agenda or in written correspondence delivered at the public hearing or to the City offices prior to the public hearing.

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AFFIDAVIT OF POSTING

I, Shelley Woods certify that on December 11, 2018, I caused to be posted the agenda for the December 17, 2018, meeting of the Planning Commission of the City of Novato, California, on the City of Novato Community Services Board in the Police Department and on the City's website at [www.novato.org](http://www.novato.org).

s/Shelley Woods