



CITY OF NOVATO
COMMUNITY DEVELOPMENT

DESIGN REVIEW COMMISSION MEETING
Wednesday, August 19, 2020 - 7:00 PM

[AGENDA TELECONFERENCE ONLY](#)

Chair
Joe Farrell

Vice Chair
Patrick MacLeamy

Members
Michael Barber
Michael Edridge
Emily Studer
Tim Roche, Alternate Member
Michelle Derviss, Alternate Member

Staff Liaison
Steve Marshall – Planning Manager

The Design Review Commission is regularly scheduled each month every 1st and 3rd Wednesday at 7:00pm. Your interest is encouraged and appreciated.

Effective March 17, 2020, at 12:01 a.m., Marin County residents are required to shelter at home. City Council and other commission/committee meetings may continue.

Pursuant to the provisions of California Governor's Executive Orders N-25-20 and N-29-20, the Design Review Commission's meeting will be held by teleconference only.

The teleconference hearing will be conducted on Wednesday, August 19, 2020, at 7:00 PM

[Public Participation/Comment Instructions](#)

Members of the public may participate and provide comments to the Design Review Commission as follows:

- Written public comments may be submitted by email to smarshall@novato.org. Written public comments received more than 2 hours prior to the start of the meeting will be distributed to the Design Review Commission prior to the meeting.

-
- Spoken public comments will be accepted through the teleconference meeting only. To address the Design Review Commission, please read the following instructions carefully.

1. Join via Webex Link:

<https://novato.webex.com/novato/onstage/g.php?MTID=aaa8d2128e540ff162c068c1c5ff12bc7>

or

2. Join via www.Webex.com

Meeting Number (access code): 146 093 0104

Event Password: 1960

Should the links above not work, please go to www.novato.org/agendas to find updated link information.

- a. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you when it is your turn to speak.
 - b. When the Chair calls for public comment on the item on which you wish to speak, “raise hand.” To “raise your hand,” click on the participant’s icon (looks like a human figure) and a list of all the participants pops up on the right-hand side. When you see your name, right click your name, and a hand appears. Select the hand to change the color to blue, so that you can be seen as raising your hand.
 - c. The host will activate and unmute speakers in turn. Speakers will be notified that it is now their turn to speak.
 - d. When called, please limit your remarks to the time limit allotted. The speakers will be muted again when time is up.
- Listen only participation may be accessed by calling toll number (415) 655-0002 and entering access code #146 093 0104. **Please note you will not be able to provide public comment during the meeting using this number – this is a “listen only” participation method.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 599-9742. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help insure accessibility to this meeting.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

All members of the public wishing to address the Commission on items not listed on the agenda or listed under the Consent Calendar are requested to let the host (staff liaison) of the teleconference know in advance by emailing the staff liaison at smarshall@novato.org or via utilizing the tools available during the teleconference. The host will recognize persons on the teleconference who wish to address the Commission.

There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.

For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Commission may direct that the item be referred to the staff liaison for action or may schedule the item on a subsequent agenda.

D. CONSENT ITEMS

All matters listed on the Consent Calendar are considered to be routine and will be adopted by a single vote of the Commission. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any Commissioner may remove an item from the Consent Calendar and place it under General Business for discussion.

D.1. Approval of DRC Minutes of July 1, 2020 (PM, JF, MB, ES)

PUBLIC HEARING

Public hearings are announced and advertised in advance to allow interested persons to make comments for, against, or otherwise, regarding a proposed project or decision. Anyone who challenges any hearing matter in court may be limited to only those issues raised at the public hearing described herein, or in written correspondence delivered to the Commission at, or prior to, the public hearing.

E. CONTINUED ITEMS - NONE

F. NEW ITEMS

F.1 COSTCO FUEL FACILITY P2020-025; DESIGN REVIEW AND USE PERMIT APN 153-340-36; 300 VINTAGE WAY

Conduct a public hearing and make a recommendation to the Novato Planning Commission and City Council regarding site design, building massing and height, architecture, and landscaping for the Costco Fuel Facility, a 28-fueling position gas station, proposed to be located at 300 Vintage Way.

Staff Report – Costco Fuel Facility

F.2 VINTAGE OAKS PAD W BUILDING P2020-023 DESIGN REVIEW P2020-024 USE PERMIT CEQA CATEGORICALLY EXEMPT – SECTION 15303 APN 153-340-28; 128 VINTAGE WAY

Conduct a public hearing and provide a recommendation to the Zoning Administrator regarding site design, building massing/scale, building design and architecture, landscaping, and public art piece for the development of a 5,925 square-foot commercial building with three (3) tenant spaces, including a drive-through aisle serving one of the tenant spaces.

Staff Report – Vintage Oaks Pad W Building

G. WORKSHOPS

No formal action will be taken on workshop items.

NONE

H. GENERAL BUSINESS

These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Commission. They will be acted upon by a separate vote.

NONE

I. ADJOURNMENT

If urgent matters arise after the publication of the regular agenda, there will be an addendum, if posted at least 72 hours before the start of the regular meeting to which it pertains. Otherwise, the matter will be agendized using a special meeting notice. It will be posted at the referenced locations mentioned in the Affidavit of Posting by Friday at 5:00 p.m., the week before the meeting.

To appeal a final decision of the Design Review 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.

Materials, that are submitted to members of the Design Review Commission after the distribution of the meeting's agenda packet, will be available for public inspection on the Planning Division's website titled Supplemental Materials for Design Review Commission Meetings. During the COVID-19 crisis, a binder of such distributed materials will not be available for public review.

AFFIDAVIT OF POSTING

I, Shelley Woods, certify that on Thursday, before the Design Review Commission meeting of August 19, 2020, the agenda was posted on the City Community Service Board at the Police Department and on the City's website at novato.org in Novato, California.

/Shelley Woods/
Shelley Woods, Senior Office Assistant



Follow us on Facebook, Twitter, YouTube, Instagram, NextDoor & Nixle