



**CITY OF NOVATO**  
COMMUNITY DEVELOPMENT

**DESIGN REVIEW COMMISSION MEETING**  
**Wednesday, April 21, 2021 - 7:00 PM**

**[AGENDA TELECONFERENCE ONLY](#)**

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**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**

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

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

**[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](mailto:smarshall@novato.org). Written public comments received more than 3 hours prior to the start of the meeting will be distributed to the Design Review Commission prior to the meeting. Written public comment received after the three-hour cut-off, including during and after the meeting, will be collected and placed in the public record. Written public comments will not be read during the meeting.
- Spoken public comments will be accepted through the Zoom meeting platform and via telephone. To address the Design Review Commission orally, please read the following instructions carefully.

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1. Join via direct link: <https://zoom.us/j/94195050484?pwd=K1FQWXY3ZXRQZ1FLdm83aCtld1o3QT09>

or

Join at [Zoom.com](https://zoom.com)

**Meeting ID:** 941 9505 0484

**Password:** 1960

Should the links above not work, please go to [www.novato.org/agendas](http://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, please use the “Raise Hand” feature by clicking on the hand icon at the bottom of your screen to notify the Host that you would like to speak.
  - c. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
  - d. When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.
2. Join the meeting via telephone by calling **669-900-6833**
- Meeting ID:** 941 9505 0484
- Password:** 1960

- a. When the Chair calls for public comment on the item on which you wish to speak, **press \*9** to activate the “Raise Hand” feature to notify the Host that you would like to speak.
- b. The Host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.

When called upon, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Steve Marshall, planning manager, at (415) 899-8942. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help insure accessibility to this meeting.

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## **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](mailto: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.*

**NONE**

**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**

**NONE**

**G. WORKSHOPS**

*No formal action will be taken on workshop items.*

**G.1. NICHOLS SECOND-STORY ADDITION (VD)  
P2021-021; DESIGN REVIEW  
APN 153-031-11; 668 ORANGE AVENUE**

Conduct a design workshop to receive public input and provide comments to the applicant and staff regarding the proposed building design and massing of a new 1,812 square foot second-story addition to the existing residence at 668 Orange Avenue.

[Staff Report – Nichols Residence Addition](#)

[Attachment 1 – Project Plans](#)

## 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 April 21, 2021, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at [novato.org](http://novato.org) in Novato, California.

/Shelley Woods/

Shelley Woods, Senior Office Assistant



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