



**CITY OF NOVATO**  
COMMUNITY DEVELOPMENT

**DESIGN REVIEW COMMISSION MEETING**

**Agenda**

NOVATO CITY HALL  
901 SHERMAN AVENUE  
NOVATO, CA 94945

**Wednesday, July 21, 2021 - 7:00 PM**

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**Chair**

**Patrick MacLeamy**

**Vice Chair**

**Emily Studer**

**Members**

**Michael Barber**

**Joe Farrell**

**Mark Schatz**

**Tim Roche, Alternate Member**

**Michelle Derviss, Alternate Member**

**Staff Liaison**

**Steve Marshall – Planning Manager**

The Commission welcomes you to attend its meetings which are regularly scheduled every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 7:00pm. Your interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the staff liaison 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.

**A. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

*All members of the public wishing to address the Commission are requested to submit a speaker card in advance to the staff liaison. (Please remember that all comment cards are PUBLIC RECORDS). The Chair will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Chair will recognize persons from the audience who wish to address the Commission on a particular agenda item at the time that item is considered.*

*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 ITEM**

*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 April 7, 2021 \(JF, PM, MB, ES\)](#)**

**D.2. [Approval of DRC Minutes of April 21, 2021 \(JF, PM, MB, ES\)](#)**

#### **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 therein, 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. DOWNTOWN PARKLET/STREATERY (WM) DOWNTOWN CORE RETAIL/DOWNTOWN CORE BUSINESS ZONING DISTRICTS**

**Conduct a design review workshop to review and provide comments regarding conceptual design standards, styles, materials, colors, landscaping, and amenities for a proposed Downtown/Grant Avenue Parklet & Streatery Program.**

**[Staff Report – Downtown Parklet/Streatery](#)**

**[Attachment – Parklet Program Design Concepts](#)**

## 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 enacted upon by a separate vote.*

**NONE**

## I. ADJOURNMENT

*If urgent matters arise after the publication of the regular agenda, there will be an addendum. It will be posted at the referenced locations mentioned in the Affidavit of Posting by 72 hours 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 after the distribution of the agenda packet, are available for public inspection in the Community Development Department at 922 Machin Avenue during normal business hours. Such materials shall also be made available on the City of Novato website at [novato.org](http://novato.org) when practical and provided that City staff is able to post those documents prior to the meeting. A binder is available for the public at the meeting to view any distributed materials. 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, copies shall be made available to members of the public following that meeting.*

### AFFIDAVIT OF POSTING

I, Shelley Woods, certify that on Thursday, before the Design Review Commission meeting of July 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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