



CITY OF NOVATO
COMMUNITY DEVELOPMENT

ZONING ADMINISTRATOR MEETING
Thursday, January 27, 2022 - 2:00 PM

[Agenda Teleconference Only](#)

Zoning Administrator Steve Marshall

The Zoning Administrator meeting is regularly scheduled each month every 2nd and 4th Thursday at 2:00pm. Your interest is encouraged and appreciated.

Pursuant to the provisions of AB 361, this meeting will be held by teleconference only.

Public Participation/Comment Instructions

Members of the public may participate and provide comments to the Zoning Administrator as follows:

- Written public comments may be submitted by email to smarshall@novato.org, mailed to the Community Development Department at 922 Machin Avenue, Novato, CA 94945, or delivered to the Department. The lobby of the Community Development Department is open Monday through Thursday from 8:30 AM to 5:00 PM and a staff member will be present to receive correspondence. Mailed or delivered correspondence must be received prior to the hearing to be considered. 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 Zoning Administrator orally, please read the following instructions carefully.

1. Join via direct link:

<https://us06web.zoom.us/j/83637433560?pwd=WktJT3gwd1NsR2NITjVOUmRyVXlvUT09>

or

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

Meeting ID: 836 3743 3560

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 Zoning Administrator 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 **(253) 215-8782**
Meeting ID: 836 3743 3560
Password: 1960
 - a. When the Zoning Administrator 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 Zoning Administrator 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 Zoning Administrator Steve Marshall 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. PUBLIC COMMENT

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 Zoning Administrator may direct that the item be referred to City staff for consideration or may schedule the item on a subsequent agenda.

B. 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 Zoning Administrator at, or prior to, the public hearing.

B.1. GOPUFF DELIVERY SERVICE (KZ) P2021-111; USE PERMIT AMENDMENT CEQA CATEGORICALLY EXEMPT – SECTION 15301 APN 153-340-28; 104 VINTAGE WAY

Conduct a public hearing and possibly approve a use permit application for operation of a food and alcoholic beverage delivery service operated by ‘Gopuff’ within an existing Beverages and More (BevMo!) retail store within the Vintage Oaks Shopping Center.

[Staff Report – Gopuff Delivery Service](#)

[Attachment 1 – Project Description](#)

[Attachment 2 – Plan Set](#)

[Attachment 3 – Use Permit 10410U](#)

C. ADJOURNMENT

To appeal a final decision of the Zoning Administrator, 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 the Zoning Administrator 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 Zoning Administrator Meetings. During the COVID-19 crisis, a binder of such materials will not be available for public review.

AFFIDAVIT OF POSTING

I, Shelley Woods, certify that on Thursday before the Zoning Administrator meeting January 27, 2022, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at novato.org in Novato, California.

/Shelley Woods/
Shelley Woods, Senior Office Assistant



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