



**CITY OF NOVATO**  
COMMUNITY DEVELOPMENT

**ZONING ADMINISTRATOR MEETING**

**Agenda**

COMMUNITY DEVELOPMENT DEPARTMENT  
922 MACHIN AVENUE  
NOVATO, CA 94945

**Thursday, October 27, 2022 - 2:00 PM**

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**Zoning Administrator Steve Marshall**

The Zoning Administrator welcomes you to attend its meetings which are regularly scheduled every 2<sup>nd</sup> and 4<sup>th</sup> Thursday at 2:00pm. 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.

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**A. PUBLIC COMMENT**

*All members of the public wishing to address the Zoning Administrator are requested to sign in. (Please remember that this is part of the PUBLIC RECORD).*

*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 action 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. PERUVIAN GROCERY STORE  
CEQA CATEGORICALLY EXEMPT: SECTION 15301  
P2022-083; USE PERMIT  
APN 160-201-31; 455 ENFRENTE ROAD (477 ENTRADA DR.)**

The applicant, Juan Carlos Gomez Otoya, is requesting a use permit to allow for a new grocery store business that will include alcoholic beverage sales for off-site consumption,

within an existing tenant suite at 455 Enfrente Road (477 Entrada Drive; APN 160-201-31).

**Attachments:**

[Staff Report - Peruvian Grocery Store Use Permit.pdf](#)

[Attachment 1 - Applicant Description.pdf](#)

[Attachment 2 - Floor Plan & Site Plan.pdf](#)

**C. 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 72 hours before the meeting.*

*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 City staff 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 the Zoning Administrator or City staff during a public meeting, copies shall be made available to members of the public following that meeting.*

**AFFIDAVIT OF POSTING**

I, Steve Marshall, certify that on Thursday October 20, 2022, before the Zoning Administrator meeting of October 27, 2022, the agenda was posted on the City Community Service Board at the 922 Machin Avenue and on the City's website at [novato.org](http://novato.org) in Novato, California.

/Steve Marshall/

Steve Marshall, Planning Manager/Zoning Administrator



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