



CITY OF NOVATO
COMMUNITY DEVELOPMENT

DESIGN REVIEW COMMISSION MEETING
Wednesday, September 6, 2023 - 7:00 PM

NOVATO CITY HALL
901 SHERMAN AVENUE
NOVATO, CA 94945

Chair

Kevin Jacobs

Vice Chair

Michael Barber

Members

Joe Farrell

Mark Schatz

Tim Roche, Alternate Member

Michelle Derviss, Alternate Member

Staff Liaison

Steve Marshall – Deputy Director of Community Development

The Design Review Commission is regularly scheduled each month every 1st and 3rd 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 Steve Marshall, Deputy Director of Community Development, at (415) 899-8942. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting.

A. CONVENE, PLEDGE OF ALLEGIANCE, AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

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. - Minutes of March 15, 2023 (MB, JF, & KJ)

[D.1. 2023-03-15 DRC Minutes - Draft.pdf](#)

D.2. - Minutes of April 5, 2023 (MB, JF, & KJ)

[D.2. 2023-04-05 DRC Minutes - Draft.pdf](#)

D.3. - Minutes of April 19, 2023 (MS, KJ, MD, & TR)

[D.3. 2023-04-19 DRC Minutes - Draft.pdf](#)

D.4. - Minutes of May 3, 2023 (JF, KJ, & MS)

[D.4. 2023-05-03 DRC Minutes - Draft.pdf](#)

D.5. - Minutes of June 7, 2023 (JF, MB, & MS)

[D.5. 2023-06-07 DRC Minutes - Draft.pdf](#)

D.6. – Minutes of August 23, 2023 (MB, JF, KJ, & MS)

[D.6. 2023-08-23 DRC Minutes - Draft.pdf](#)

PUBLIC HEARINGS

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. GREEK ORTHODOX CHURCH BUILDING ADDITIONS

P2022-114; DESIGN REVIEW

APN 160-150-03; 1110 HIGHLAND DRIVE

Conduct a public hearing to review and make a recommendation to the Planning Commission and City Council on the building massing, site design, height and architecture, and landscaping for the proposed building additions at the Nativity of Christ Greek Orthodox Church (“Church”), located at 1110 Highland Drive.

[F.1. Staff Report - Greek Orthodox Church Additions \(P2022-114\).pdf](#)

[F.1. Attachment 1 - Staff Report \(June 7, 2023\) - Greek Orthodox Church \(P2022-114\).pdf](#)

[F.1. Attachment 2 - 2023-06-07 DRC Minutes - Draft.pdf](#)

[F.1. Attachment 3 - Project Plans \(P2022-114; July 13, 2023\).pdf](#)

G. WORKSHOPS - 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.

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 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 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 Design Review Commission during a public meeting by staff or a member of the Design Review Commission, copies shall be made available to members of the public following that meeting.

AFFIDAVIT OF POSTING

I, Steve Marshall, certify that on August 29, 2023, before the Design Review Commission meeting of September 6, 2023, 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.

/Steve Marshall/

Steve Marshall, Deputy Director of Community Development



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