



**CITY OF NOVATO**  
COMMUNITY DEVELOPMENT

**DESIGN REVIEW COMMISSION**

**Special Meeting Minutes**

NOVATO CITY HALL  
901 SHERMAN AVENUE  
NOVATO, CA 94945

**Wednesday, August 23, 2023 - 7:00 PM**

**A. CALL TO ORDER AND ROLL CALL**

The Design Review Commission meeting began at 7:00 PM.

**Commission Present:** Commissioners Michael Barber, Joe Farrell, Kevin Jacobs, and Mark Schatz

**Commission Absent:** None

**Staff Present:** Deputy Director Steve Marshall

**B. APPROVAL OF FINAL AGENDA**

**COMMISSION ACTION:** Upon motion by Commissioner Farrell and seconded by Commissioner Barber, the Design Review Commission voted 4-0-0-0 via roll call to approve the final agenda.

**AYES:** Commissioners Barber, Farrell, Jacobs, and Schatz

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

Motion carried.

**C. PUBLIC COMMENT - None**

**D. CONSENT ITEMS – None**

**E. CONTINUED ITEMS - None**

## F. PUBLIC HEARING

### F.1. RESIDENTIAL OBJECTIVE ARCHITECTURE STANDARDS DRAFT ZONING TEXT AMENDMENTS

Hold a public hearing to consider making a recommendation to the Planning Commission and City Council regarding amending Novato Municipal Code Chapter XIX (Zoning) to establish Division 19.27 specifying objective architecture standards for residential and residential mixed-use (residential/commercial) developments.

Deputy Director Marshall presented the staff report including background regarding State housing law and the need for objective architecture standards. He noted staff's recommendation to focus on architectural standards to fill a gap in the City's objective design standards for residential development.

Deputy Director Marshall and the Commission reviewed and discussed each of staff's recommended revisions to the draft standards.

The Commission was generally pleased with the draft standards, but recommended the following additions and modifications:

- All Architecture Styles – Add a standard requiring the base/foundation course of new buildings to maintain the minimum ground clearance required by the Building Code. The Commission wanted to ensure the base/foundation course terminates as close as possible to finish grade.
- All Architecture Styles – Add a standard requiring the base/foundation course of new buildings to wrap around corners or terminate at some defined point. Reference was made to a similar standard developed for the 777 San Marin project.
- All Architecture Styles – Add a standard addressing roof configurations to support the installation of solar panels.
- Windows – Add a standard requiring windows to be recessed a minimum of 2-inches from the face of exterior siding for buildings clad with stucco, stone, concrete, or brick.
- Contemporary Style – Add barrel (curved) shaped roofs and flat roofs with a parapet wall as acceptable roof configurations.
- Mediterranean Style – Add flat tile as a roofing material option.
- Mixed Use Buildings – Add a standard requiring a defined, ground level entrance to the residential floors of a multi-story building.
- Architectural Variation – Modify the draft standards to require a single architecture style for multi-building mixed-use and multi-family developments to support a cohesive design – don't require a different architectural style or façade change every 75-feet. Use horizontal plane breaks, insets, and projections to address massing and architectural interest.
- Mixed Use & Multi-Family Buildings – Add a standard requiring horizontal plane break of a minimum of 6-inches or material change between the first and second floors.

- Mixed Use & Multi-Family Buildings – Add a standard requiring an inset or projection of a minimum of 18-inches in depth and 6-feet in width for every 50-feet of building length. Reference was made to a similar standard developed for the 777 San Marin project.
- Delete the draft provisions limiting the number of paint colors for walls and trim.

There were no members of the public present at the meeting.

**COMMISSION ACTION:** Upon motion by Commissioner Farrell and seconded by Commissioner Schatz, the Design Review Commission voted 4-0-0-0 via roll call to recommend the Planning Commission and City Council adopt the draft objective architecture standards with the additions and modifications suggested by the Commission.

**AYES:** Commissioners Barber, Farrell, Jacobs, and Schatz  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**H. GENERAL BUSINESS - None**

**I. ADJOURNMENT**

The Design Review Commission adjourned the meeting at 8:30 pm.

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Design Review Commission meeting of September 6, 2023.**

**/Steve Marshall/**

**Steve Marshall, Deputy Director of Community Development**