



June 14, 2024

1 Marsh Drive LLC.,  
Attn: Rocky J. Stich  
48 Greenwood Bay Drive  
Tiburon, CA 94920

**Delivered via Email:** [vstar1984@sbcglobal.net](mailto:vstar1984@sbcglobal.net)

**RE: 1 MARSH DRIVE MINI STORAGE FACILITY  
PROJECT APPLICATION COMPLETENESS;  
FILE No. P2023-033; APNs 153-220-22 & -23**

Dear Mr. Stich,

The City of Novato's Planning Division has completed its review of the Design Review application materials submitted on May 1, 2023, for a mini storage facility at 1 Marsh Drive. Per state law and Novato Municipal Code (NMC) [Section 19.40.070](#) (Initial Application Review) an application shall be reviewed for completeness and accuracy before they are accepted as being complete within the first 30-days of application submittal.

Planning staff has completed an initial review of your submitted application and determined the project application is **incomplete** for the following reasons. The Master Plan and Precise Development items under the "Application Completeness" section of this letter may be submitted following a Design Review decision.

The balance of the items included in this letter are required before a public meeting may be scheduled and the items discussed under the "Design Review Commission Workshop" and "Planning Staff Comments" sections of this letter should be addressed as project plan revisions or submittal of supplemental information before a public meeting may be scheduled.

#### Application Completeness

1. **Master Plan and Precise Development Plan.** The submitted application requests for the development and use of parcel(s) with a zoning classification of Planned District (PD). Accordingly, development/use of the subject parcel requires for the adoption of a master plan, precise development plan in addition to design review approval.

While the City does allow applicants to submit a design review application to garner initial feedback from the Design Review Commission, City staff and the public for a project proposal, all entitlement applications associated with a proposed development are required to be submitted before an application can be deemed complete. Staff has determined that a master plan and precise development are necessary entitlements for this project proposal. Entitlement submittal requirements can be found in the [Novato Municipal Code](#) and on the Planning Division webpage, [here](#).

2. **On-Site Sign.** Please install at least one (1) on-site sign on each public street frontage at the project site in accordance with NMC [Section 19.58.020](#) (Notice of Public Hearing or

Discretionary Action) at least 10-days before the first scheduled neighborhood meeting or hearing.

Please see the information below regarding on-site sign posting – attached to this letter is a suggested location for the on-site signage:

*On-Site Sign Information:*

- **Sign Size:** For Large Development Proposals signs shall be 4'x8' and shall be constructed of wood and secured to the ground with 4"x4" posts.
- **Posting the Sign:** The project planner will determine the number of signs required and where to place them.
  - Large sign(s) should be solidly erected using 4x4s. The sign(s) must be placed in a location clearly visible and accessible for the adjacent right(s)-of-way.
  - Large sign material is 3mm vinyl on ½" MDO.
  - The sign(s) shall be removed 10 days after the final decision of the permit request.
  - Sign(s) should be monitored for damage or unsafe conditions.
  - Sign vendor shall be supplied with maps identifying project location. When landmarks are not available flags can be placed at sign location.

There are two companies that staff are aware of that can produce the sign, below is their contact information.

*Fastsigns of Sonoma County*  
*Petaluma Center*  
*1372 North McDowell Blvd., Suite B*  
*Petaluma, CA 94954*  
*Phone: (707) 981-7350*  
*E-mail: [2063@fastsigns.com](mailto:2063@fastsigns.com)*

*Centric Signs – Novato*  
*7430 Redwood Blvd, Suite B*  
*Novato, CA 94945*  
*Phone: (415) 893-0400*

There may be other companies that can produce the required sign. Prior to digging it is always recommended to call 811 to determine utility locations.

3. **Scaled Plans.** Please provide four (4) scaled full-size physical plans prior to a Design Review Commission meeting. One (1) will be kept as the file copy, and three (3) will be provided to the Design Review Commission.

Design Review Commission Workshop

The revised design review project plan set is substantially complete, however, the following information is missing and should be included in a revised plan set ahead of a Design Review Commission workshop:

1. **Coversheet.** The plan set should include a coversheet that includes at least the following information:

- **Project Directory:**
    - Property Owner's Name and Contact Information
    - Landscape Designer's Name and Contact Information
    - Civil Engineer's Name and Contact Information
    - Structural Engineer's Name and Contact Information
  - **Project Scope of Work:**
    - Include a brief description of the project.
  - **Project Data:**
    - Property's zoning information
    - APN
    - Parcel(s) size
    - Proposed Lot Coverage
    - Square footage information of building(s)
      - **Example:** Storage Container Typ. 1: 8.5' X 10' = 85 sq. ft.
    - Parking information: As proposed, the project does not currently provide parking that complies with the standards provided in NMC [Section 19.30.040](#) (Number of Parking Spaces Required), as observed in my letter dated May 31, 2023 and under the "Planning Staff Comments" portion of this letter; as such, please provide us with information about the proposed parking ratio and the proposed number of parking stalls.
  - **Drawing Index or Content List:**
    - Please include a reference list with sheet numbers and their corresponding titles.
2. **Perimeter Fencing Details.** Provide information about the proposed perimeter fencing and include elevation drawings of the proposed fencing, similar to the front gate retaining wall/fencing elevation shown on Sheet GD 1.
3. **Container Grade Beam Support.** On Sheet CE 2, the side view elevation illustrates a 4-foot drop from the base of the pad supporting the raised storage container, please provide additional information on what this elevation is illustrating. Please specify if this is not a typical elevation for the storage containers and provide an additional typical side view elevation.

### Planning Staff Comments

1. **Required Parking.** The project site currently has a zoning classification of Planned District (PD). This zoning classification allows flexibility to develop project and site-specific development and operational standards through the adoption of a Precise Development Plan (PDP). That is, the proposal does not need to be designed to comply with traditional site design and development standards of Novato's Zoning Ordinance. This flexibility is offered to PD zoned sites with the caveat that a project proposing alternative development standards must result in a development that is compatible with surrounding structures and be of superior quality to a project that might otherwise result from application of the traditional standards of the Novato Zoning Ordinance.

This project is required to comply with the provisions of [Division 19.30](#) (Parking and Loading). NMC [Section 19.30.040](#) (Number of Parking Spaces Required) establishes parking requirements by land use types.

As shown in the table below, this project does not propose an alternative parking ratio, and does not also demonstrate a parking ratio consistent with the standards established by the aforementioned section. As such, if an alternative parking ratio is proposed, please provide staff with information supporting the proposed parking ratio.

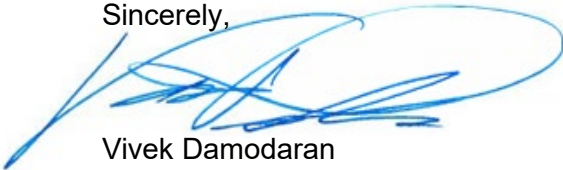
The container area information used below is based off the project information submitted on March 7, 2023, and may need to be updated if this information has changed.

Storage Container Information				
LENGTH (')	WIDTH (')	SQ. FT.	# OF EA.	SQ. FT. TOTAL PERTYP
10	8	80.00	23	1,840.00
15	8	120.00	4	480.00
20	8	160.00	224	35,840.00
30	8	240.00	6	1,440.00
40	8	320.00	24	7,680.00
OFFICE BLDG. SQ. FT.				220
<b>TOTAL SQ. FT. OF ALL</b>				<b>47,500.00</b>

*Parking Required (1 per/1,500 Sq. Ft., & 2 Manager's Stalls - Rounded Up)*      *34 stalls required*

If you have any questions about the items discussed above, please feel free to contact me by phone at (415) 899-8939 or via email at [vdamodaran@novato.org](mailto:vdamodaran@novato.org).

Sincerely,



Vivek Damodaran  
Senior Planner

Attachments:

1. Suggested On-Site Sign Location





Marsh Dr

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Suggested Sign Location - standalone sign located outside public ROW.

SMART TR