



**CITY OF NOVATO**  
COMMUNITY DEVELOPMENT

**DESIGN REVIEW COMMISSION MEETING**  
**Wednesday, September 18, 2024 - 7:00 PM**

NOVATO CITY HALL  
901 SHERMAN AVENUE  
NOVATO, CA 94945

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**Chair**  
**Michael Barber**

**Vice Chair**  
**Joe Farrell**

**Members**  
**Tonya Church**  
**Kevin Jacobs**  
**Mark Schatz**

**Tim Roche, Alternate Member**  
**Michelle Derviss, Alternate Member**

**Staff Liaison**  
**Steve Marshall – Deputy Director of Community Development**

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The Design Review Commission is regularly scheduled each month every 1<sup>st</sup> and 3<sup>rd</sup> 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.

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- A. CONVENE 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 - NONE**

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.

#### **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. 501 DAVIDSON SELF-STORAGE P2024-015; DESIGN REVIEW AND USE PERMIT 501 DAVISON STREET; APN 153-250-11 (PORTION)**

Conduct a public hearing and make a recommendation to the Planning Commission regarding the proposed site design, building massing, architecture, and landscaping for a proposed self-storage facility at 501 Davidson Street, APN 153-250-11.

[F.1. Staff Report - 501 Davidson Self Storage \(P2024-015\).pdf](#)

#### **WORKSHOPS**

#### **G. NEW WORKSHOPS**

##### **G.1. MARSH DRIVE MINI-STORAGE P2023-033; DESIGN REVIEW (WORKSHOP) MARSH ROAD & HIGHWAY 37; APN 153-220-22 & -23**

Conduct a design review workshop to review and provide comments regarding the conceptual site design, architecture, circulation, building massing, fencing, and landscaping for a proposed mini-storage facility on a vacant parcel on Marsh Road (APNs 153-220-22 & -23).

[G.1. Staff Report - Marsh Drive Mini Storage \(P2023-033\).pdf](#)

#### **H. GENERAL BUSINESS - NONE**

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](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 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 September 11, 2024, before the Design Review Commission meeting of September 18, 2024, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at [novato.org](http://novato.org) in Novato, California.

/Steve Marshall/

Steve Marshall, Deputy Director of Community Development



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