CITY OF NOVATO
COMMUNITY DEVELOPMENT

ZONING ADMINISTRATOR MEETING

Agenda

COMMUNITY DEVELOPMENT DEPARTMENT
922 MACHIN AVENUE
NOVATO, CA 94945

Thursday, February 13, 2020 - 2:00 PM

Zoning Administrator Steve Marshall - Planning & Environmental Services Manager

The Zoning Administrator welcomes you to attend its meetings which are regularly scheduled every 2nd and 4th 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.

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. NOVATO ELKS LODGE
CEQA CATEGORICALLY EXEMPT: SECTION 15301
P2019-097; USE PERMIT APN 132-183-16
2001 (2013) NOVATO BOULEVARD, UNIT B

The Novato Elks Lodge 2655 is requesting a use permit to allow for the use of tenant space Unit B at 2001 (2013) Novato Boulevard (APN 132-183-16) at the Square Shopping Center as a membership meeting hall with alcoholic beverage sales, on-site.

Staff Report
Project Description - Attachment 1
Floor Plan - Attachment 2

novato.org
Phone No. (415) 899-8900
Fax No. (415) 899-8213

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 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, Shelley Woods, certify that on February 10, 2020, before the Zoning Administrator meeting of February 13, 2020, the agenda was posted on the City Community Service Board at the Police Department and on the City's website at **novato.org** in Novato, California.

/Shelley Woods/
Shelley Woods, Senior Office Assistant

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