



**MINUTES
ECONOMIC DEVELOPMENT COMMISSION MEETING**

**Thursday, June 22, 2017
3:00PM**

**City Hall - 922 Machin Avenue, Novato
Womack Conference Room, 2nd Fl.**

A. CALL TO ORDER/ROLL CALL

Chairman Thomas called the Economic Development Commission meeting to order at 3:16pm.

Commissioners Present

Present: Harry Thomas (Chair), Peter Pelham, John Williams, Tim Howard (3:18pm arrival), and David Winton (3:24pm)

Commissioners Absent

Coy Smith, Sylvia Barry

Staff Present

City Manager Regan Candelario, Community Development Director Bob Brown, Senior Management Analyst Jessica Deakyne, Intern Colin McCloskey

Public

Councilmember Pam Drew, Councilmember Pat Ecklund, Hutch Turner

B. APPROVAL OF FINAL AGENDA

MOTION TO APPROVE THE FINAL AGENDA

**M/S/C PELHAM/WILLIAMS AYES: 3 NAYS: 0
ABSENT: 2 (WINTON, SMITH)**

C. APPROVAL OF MEETING MINUTES FOR MAY 25, 2017

MOTION TO APPROVE THE MINUTES FROM MAY 25, 2017

**M/S/C PELHAM/WILLIAMS AYES: 3 NAYS: 0
ABSENT: 2 (WINTON, SMITH)**

D. PUBLIC COMMENT

Chair Thomas asked for Public Comment – [None](#).

E. GENERAL BUSINESS

E – 1 INFORMATION: Update from Staff regarding local business efforts and partnerships including the Shop Local Program and Hispanic Outreach. As of the May report, Shop Local has grown to 818 registered businesses and attracted online (604), mobile (551) and tablet (83) users during the month of May for a total visit count of 1,238; 170 of those were return users.

E – 2 INFORMATION: The Commission reviewed further changes to the City Council's Charter for the Economic Advisory Commission and membership make-up of the Commission. As this item was listed as informational, the Commission was not able to vote on it and Staff will return with this item at a future meeting for action.

E – 3 DISCUSSION: The Commission shared ideas regarding potential challenges and attributes of Novato’s Downtown.

F. COMMISSION COMMENTS

- a. Commissioner Howard mentioned that NASCAR weekend was occurring the weekend of July 23rd;
- b. Commissioner Howard also mentioned that QT Ultrasound, located in Novato, had made significant medical breakthroughs in its technology and alerted the Commission that they are an asset to our business community, located in Bel Marin Keys.

G. STAFF UPDATE

- a. Bob Brown, Community Development Director provided the Commission with several development-related updates including the Square Shopping Center, Oakmont Senior Living, Hamilton Square, Atherton Place, Laurel Rich Senior Sites, Woodhollow Hotel, McPhail’s, Hanna Ranch, Dairyman’s Site, Park-a-Pup, and Century Theatres. Mr. Brown also directed the Commission to the Planning Project site for further information on the Novato City Website which can be accessed by simply searching “planning projects” on www.novato.org.

H. ADJOURNMENT

MOTION TO ADJOURN

M/S/C PELHAM/WILLIAMS AYES: 4 NAYS: 0

ABSENT: 1 (SMITH)

Chair Thomas adjourned the meeting at 4:45pm.

The next Economic Development Commission Meeting will be scheduled for Thursday, July 27, 2017 at 3:00pm.