



CITY OF NOVATO
ECONOMIC DEVELOPMENT

Economic Development Advisory Commission

MINUTES

Thursday, August 4, 2022 – 3:00pm

922 Machin Avenue
Novato, CA
Womack Conference Room – 2nd Floor

Chair

Harry Thomas

Vice Chair

Vacant

Members

Emily Rich

Katie Skjerpung

Anne Russell

Coy Smith

Rick Wells

John Williams

Sylvia Barry, Ex-Officio

Staff Liaison

Jessica Deakyne, Assistant City Manager

A. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chair Thomas at 3:00pm.

Commissioners present: Rich, Skjerpung, Smith, Wells, Williams, Thomas

Commissioners absent: Russell

Staff present: City Manager Adam McGill, Assistant City Manager Jessica Deakyne, Community Development Director Vicki Parker, Code Enforcement Officer Alison Fletcher, Senior Office Assistant Monica Castillo

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Smith and seconded by Commissioner Wells the Commission voted 7-0-1 to approve the final agenda.

Ayes: Rich, Skjerping, Smith, Wells, Williams, Thomas

Noes: None

Absent: Russell

C. PUBLIC COMMENT

Regina Bianucci Russ

Terry Verab

D. CONSENT ITEM

D.1 Approve the meeting minutes of January 6, 2022

Not all members present, therefore cannot approve the minutes for January 6, 2022.

E. GENERAL BUSINESS

E.1 Reorganization of City Administration, Including Economic Development Activities

City Manager Adam McGill spoke about the reorganization of duties related to Economic Development returning to the City Manager's Office, thanked Vicki Parker for managing the department and program since 2019. McGill also introduced Alison Fletcher as the new analyst now helping with programs including cannabis, short-term rentals, and the business improvement grant program and she will report to Will's future replacement. Recruitment is open to replace the Senior/Principal Analyst who will be introduced to the Commission in the next couple of months.

E.2 Nomination and Election of Chair and Vice-Chair (terms run through June 30, 2023)

Commission Action: Upon motion by Chair Thomas and seconded by Commissioner Wells the Commission voted 7-0-1 to appoint Commissioner Williams Chair the new Chair.

Commission Action: Upon motion by Commissioner Smith and seconded by Commissioner Rich the Commission voted 7-0-1 to appoint Commissioner Skjerping the new Vice-Chair.

Ayes: Rich, Skjerping, Smith, Wells, Williams, Thomas

Noes: None

Absent: Russell

F. COMMISSONER COMMENTS

Commissioner Smith gave an update on the Novato Chamber of Commerce events.

Commissioner Skjerping asked for Commission background and the group discussed major issues affecting Economic Development in Novato.

Commissioner Rich suggested a business survey to gather feedback from the community.

Commissioner Smith mentioned the economic vitality plan to recover from COVID-19, which is in its final stages and will be presented to the Board of Supervisors on August 23.

Commission Action: Upon motion by Chair Thomas and seconded by Commissioner Rich the Commission voted 7-0-1 to add the Economic Vitality Strategic Plan for Marin County to the agenda for Thursday, September 1.

G. STAFF UPDATES

Assistant City Manager Deakyne gave an update on Marin County's Model Ordinance that will be brought to Council soon.

Community Development Director Parker mentioned the Ex-Officio position appointments needs to be added to the next agenda.

Community Development Director Parker mentioned the possibility of adopting a reach code, specifically an all-electric code that would apply to new construction as well as reconstruction and gave an update on the housing element.

Meetings will be returning to regular monthly schedule with the possibility of moving to City Hall.

H. ADJOURNMENT

Commissioner John Williams motioned to adjourn. Commissioner Wells seconded. Meeting Adjourned at 4:08 pm.

I HERBY CERTIFY that the foregoing minutes were duly adopted at the Multicultural Advisory Commission meeting of October 6, 2022.

/ Monica Castillo /
Monica Castillo, Senior Office Assistant.



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