



CITY OF NOVATO
CALIFORNIA

ECONOMIC DEVELOPMENT ADVISORY COMMISSION

IN-PERSON MEETING

City Hall
901 Sherman Avenue
Novato, CA

Agenda

September 7, 2023 - 3:00 PM

Chair

John Williams

Vice Chair

Katie Skjerping

Members

Anne Russell

Coy Smith

Harry Thomas

Alex Tishman

Sylvia Barry, Ex-Officio

Miriam Hope Karell, Ex-Officio

Staff Liaison

Jessica Deakyne, Assistant City Manager

AGENDA

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

All members of the public wishing to address the Economic Development Advisory Commission are welcome. 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.

D. CONSENT ITEMS

D.1 Approve Minutes of August 3, 2023

E. UNFINISHED AND OTHER BUSINESS

E.1 Receive an update from the Ad Hoc Committee on the City of Novato Business Visits

E.2 Receive an update from the Ad Hoc Committee on the City of Novato Business Survey

F. GENERAL BUSINESS

F.1 Nomination and Election of Chair and Vice-Chair (terms to run through June 30, 2024)

F.2 Receive an update on the results of the Request for Proposals for 900 Sherman Avenue (APN: 153-063-14) and 908 Sherman Avenue (APN: 153-063-15)

F.3 Receive an update on Commercial Vacancy Rates for industrial, office, and retail space in Novato

G. COMMISSIONER COMMENTS

H. STAFF UPDATES

I. 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 by Friday at 5:00 p.m., the week before the meeting.

Materials, that are submitted to members of the City Council after the distribution of the agenda packet will 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. When non-confidential written materials are distributed to members of the City Council during a public meeting by staff or a member of the City Council, it shall be made available online following that meeting.

AFFIDAVIT OF POSTING

I, Alison Fletcher, certify that on the Thursday before the Novato Economic Development Advisory Commission of September 7, 2023, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at www.novato.org.

/Alison Fletcher/



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CITY OF NOVATO
CALIFORNIA

Economic Development Advisory Commission

MEETING MINUTES

August 3, 2023 – 3:00pm
901 Sherman Avenue
City Hall
Novato, CA

Chair

John Williams

Vice Chair

Katie Skjerpig

Members

Anne Russell

Coy Smith

Harry Thomas

Alex Tishman

Sylvia Barry, Ex-Officio

Miriam Hope Karell, Ex-Officio

Staff Liaison

Jessica Deakyne, Assistant City Manager

A. CALL TO ORDER AND ROLL CALL

Meeting called to order by Vice Chair Skjerpig at 3:08pm

Commissioners present: Skjerpig, Smith, Thomas, Tishman, Ex-Officio Karell

Commissioners absent: Russell, Williams, Ex-Officio Barry

Staff present: Assistant City Manager Jessica Deakyne, Principal Management Analyst Sullina Sanchez

B. APPROVAL OF FINAL AGENDA

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Tishman, the Commission voted **4-0-2-0** to approve the final agenda.

Ayes: Skjerping, Smith, Thomas, Tishman
Noes: None
Absent: Russell, Williams
Abstain: None

C. PUBLIC COMMENT

None.

D. CONSENT ITEMS

D.1 Approve Minutes of June 1, 2023

Commission Action: Upon motion by Commissioner Smith and seconded by Commissioner Tishman, the Commission voted **4-0-2-0** to approve the minutes of June 1, 2023.

Ayes: Skjerping, Smith, Thomas, Tishman
Noes: None
Absent: Russell, Williams
Abstain: None

E. GENERAL BUSINESS

E.1. Receive an update from the Ad Hoc Committee on City of Novato Business Visits and provide feedback to the Ad Hoc Committee

Commissioner Thomas presented the item. Commissioners discussed the next steps, including having another Ad Hoc Committee meeting prior to the Business Visits beginning.

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Tishman, the Commission voted **4-0-2-0** to add Miriam Hope Karrell, Ex-Officio to the Ad Hoc Committee on City of Novato Business Visits.

Ayes: Skjerping, Smith, Thomas, Tishman
Noes: None
Absent: Russell, Williams
Abstain: None

E.2. Receive an update from the Ad Hoc Committee on the City of Novato Business Survey and provide feedback to the Ad Hoc Committee

Commissioners discussed survey questions drafted by the Ad Hoc Committee and provided feedback to the Ad Hoc Committee and Staff.

E.3. Receive an update on Novato Key Vacancies and provide Staff direction on what the Commission would like to do with the identified list

No update.

E.4. Consideration and recommendation to the Novato City Council regarding a City 'Retail Vacancy Tax'

Commissioner Thomas presented the item, voicing concerns over the unintended consequences of a 'Retail Vacancy Tax'. Commissioners discussed the pros and cons of a 'Retail Vacancy Tax,' the advisory role of EDAC to the City Council, and possible actions. Public Comment made by Regina Bianucci Rus.

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Smith, the Commission voted **4-0-2-0** to direct staff to communicate to the City Council regarding the proposed vacancy tax item that a vacancy tax is complex and difficult to define, is hard to manage and expensive to implement, would have an unknown degree of effectiveness and could garner a negative view of the City's approach to business.

Ayes: Skjerping, Smith, Thomas, Tishman

Noes: None

Absent: Russell, Williams

Abstain: None

F. COMMISSIONER COMMENTS

Commissioner Smith reported on a Governmental Affairs Committee he serves on and, through that Committee Soulful based out of Sebastopol, inquired about Novato's future for Storefront Commercial Cannabis.

G. STAFF UPDATES

Assistant City Manager Jessica Deakyne reminded the Commission of the City Council Strategic Planning Session being held at the City Administrative Offices 8:00AM August 4 & 5, 2023, the Retail Performance Assessment, and Staff Recommendations for the Simmons & Hanen Houses RFP.

H. ADJOURNMENT

The meeting adjourned at 4:19pm.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Economic Development Advisory Commission meeting of [DATE].

/Alison Fletcher/

Alison Fletcher, Management Analyst I



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