



CITY OF NOVATO
CALIFORNIA

Economic Development Advisory Commission

Meeting Agenda

Thursday, February 12th, 2026 – 3:00 PM

**City Hall
Novato Council Chambers
922 MACHIN AVENUE
NOVATO, CA 94945**

Chair

Alex Tishman

Vice Chair

Christina Mendes

Members

Daniel Christian

Harry Thomas

Susan Wernick

Bradley Wright

Thomas Young

Sylvia Barry, Ex-Officio

Miriam Hope Karell, Ex-Officio

Staff Liaison

Katie Skjerpung, Economic Development Manager

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) 899-8903. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodations to help ensure accessibility to this meeting.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF THE 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

All matters listed on the Consent Calendar are considered to be routine and will be enacted 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.

D.1 Approve the meeting minutes of January 15th, 2026

E. UNFINISHED AND OTHER BUSINESS

F. GENERAL BUSINESS

These items include significant and administrative actions of special interest and will usually include a staff presentation and discussion by the Commission. They will be enacted upon by a separate vote.

F.1 Receive an update from the Business Visits Ad Hoc.

F.2 Receive an update on the Economic Development Strategic Plan.

F.3 Receive an update from staff on the Downtown Tenant Improvement Grant and provide staff with program recommendations.

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 Commission 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 Commission during a public meeting by staff or a member of the Commission, it shall be made available online following that meeting.

AFFIDAVIT OF POSTING

I, Addison Luong, certify that on the Thursday before the Economic Development Advisory Commission meeting of February 12th, 2026, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website at www.novato.org.

/Addison Luong/
Senior Office Assistant



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CITY OF NOVATO
CALIFORNIA

Economic Development Advisory Commission

Meeting Minutes Draft

Thursday, January 15th 2026 – 3:00 PM

City Administrative Office
Womack Conference Room
922 MACHIN AVENUE
NOVATO, CA 94945

Chair

Alex Tishman

Vice Chair

Christina Mendes

Members

Daniel Christian

Harry Thomas

Susan Wernick

Bradley Wright

Thomas Young

Sylvia Barry, Ex-Officio

Miriam Hope Karell, Ex-Officio

Staff Liaison

Katie Skjerpung, Economic Development Manager

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A. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Tishman at 3:02 PM

Commissioners Present: Danial Christian, Christina Mendes, Harry Thomas, Alex Tishman, Susan Wernick, Bradley Wright, Thomas Young, Ex-Officio Sylvia Barry, Ex-Officio Miriam Hope Karell

Absent: None

Staff Present: Economic Development Manager Katie Skjerpung, Principal Management Analyst Katie Hawn, Management Analyst I Stacey Hoggan, Senior Office Assistant Addison Luong

B. APPROVAL OF THE FINAL AGENDA

Commissioner Motion: Upon motion by Commissioner Christian and seconded by Commissioner Thomas the Commission voted 7-0-0-0 to approve the Final Agenda.

Ayes: Tishman, Mendes, Christian, Thomas, Wernick, Wright, Young

Noes: None

Abstain: None

Absent: None

C. PUBLIC COMMENT

Curtis Aikens

D. CONSENT ITEMS

D.1 Approve the meeting minutes of December 4th, 2025

Commissioner Action: Upon Motion by Chair Tishman and seconded by Vice Chair Mendes the Commission Voted 6-0-1-0 to approve the meeting minutes of December 4th, 2025.

Ayes: Tishman, Mendes, Christian, Thomas, Wright, Young

Noes: None

Abstain: Wernick

Absent: None

E. UNFINISHED AND OTHER BUSINESS

None

F. GENERAL BUSINESS

These items include significant and administrative actions of special interest and will usually include a staff presentation and discussion by the Commission. They will be enacted upon by a separate vote.

F.1 Introduce Commissioner Susan Wernick.

Economic Development Manager Katie Skjerpig introduced Susan Wernick as the newest member of the Economic Development Advisory Commission. Commissioner Wernick brings a wealth of experience serving as a planning commissioner for 7 years from 2013 to 2019. Most recently Wernick served as Novato Councilmember for District 1. Wernick's term on the Economic Development Advisory Commission is set to expire October 31, 2027.

F.2 Consider and approve the 2026 Economic Development Advisory Commission Calander.

City Staff presented the 2026 Economic Development Advisory Commission Calander which projects all upcoming Commission meetings for 2026.

Upon motion by Chair Tishman and seconded by Vice Chair Mendes the commission voted 7-0-0-0 to approve the 2026 Economic Development Advisory Commission Calander.

Ayes: Tishman, Mendes, Christian, Thomas, Wernick, Wright, Young

Noes: None

Abstain: None

Absent: None

F.3 Receive an update from Staff on the Economic Development Advisory Commission 2025-2026 Work Plan.

Economic Development Manager Katie Skjerpig provided an update on the current progress of the 2025-2026 Work Plan.

The City has concluded its second round of consultant interviews and selected a two-consultant team to assist in the development of the Economic Development Strategic Plan.

The Downtown Tenant Improvement Grant currently has received 5 applications. The City is currently in the process of allocating and distributing the first disbursement of funds.

G. COMMISSIONER COMMENTS

Commissioner Thomas provided a projected economic forecast summary for Marin County in 2026.

Vice Chair Mendes congratulated all award recipients from the Novato Chamber awards ceremony.

Commissioner Young was saddened to hear about the fire at Oldtown Liquor and proposed the potential for a future discussion on an emergency business relief fund.

Commissioner Wright stated concerns about the City's projected revenue from Measure M.

H. STAFF UPDATES

Economic Development Manager Katie Skjerpig introduced newly hired economic development staff Katie Hawn to the commission.

State of the City will be held on February 5th, 2026.

Small Business Networking event is scheduled for April 30th, 2026.

I. ADJOURNMENT

4:09 PM



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STAFF REPORT

MEETING

DATE: February 12, 2026

TO: Economic Development Advisory Commission

FROM: Stacey Hoggan, Management Analyst I

SUBJECT: Tenant Improvement Grant Program Update

REQUEST

The Economic Development Advisory Commission is asked to receive an update on the Tenant Improvement Grant Program and provide feedback on potential program expansion and future funding considerations.

DISCUSSION

To date, the City has awarded **\$64,500** in Tenant Improvement Grant funds. Several additional applications are currently in process, and staff anticipate that these awards will likely bring total program funding close to or fully reach the \$100,000 cap approved for the current fiscal year.

Demand for the program remains strong, indicating continued interest from local businesses seeking support for improvement projects.

Based on program demand and early outcomes, staff are exploring opportunities to expand the Tenant Improvement Grant Program in the next fiscal year. Potential changes include requesting that the City Council consider allowing the program to be utilized city-wide and requesting that the City Council consider allocating additional funding to support an expanded program.