



TOWN OF TIBURON  
Tiburon Town Hall  
1505 Tiburon Boulevard  
Tiburon, CA 94920

## **TIBURON TOWN COUNCIL**

Regular Meeting - 7:30 p.m

### **AGENDA**

#### **CALL TO ORDER AND ROLL CALL**

Councilmember Doyle, Councilmember Fredericks, Councilmember O'Donnell, Vice Mayor Fraser, Mayor Tollini

#### **ORAL COMMUNICATIONS**

Persons wishing to address the Town Council on subjects not on the agenda may do so at this time. Please note however, that the Town Council is not able to undertake extended discussion or action on items not on the agenda. Matters requiring action will be referred to the appropriate Commission, Board, Committee or staff for consideration or placed on a future Town Council meeting agenda. Please limit your comments to three (3) minutes.

#### **CONSENT CALENDAR**

All items on the Consent Calendar may be approved by one motion of the Town Council unless a request is made by a member of the Town Council, public or staff to remove an item for separate discussion and consideration. If you wish to speak on a Consent Calendar item, please seek recognition by the Mayor and do so at this time.

#### **CC-1: Town Council Minutes**

Adopt minutes of April 6, 2016 special and regular meetings (Town Clerk Crane Iacopi)

Documents: [CC-1.PDF](#)

#### **CC-2: Legislative Action**

Recommendation to oppose proposed State Legislation (Assembly Bill 2586, Assembly Bill 2501, Assembly Bill 2322) that would limit local control over parking and housing development (Town Council Ad hoc Legislative Committee)

Documents: [CC-2.PDF](#)

### **CC-3: Appointments To Boards, Commissions And Committees**

Affirm appointment of Councilmember Fredericks to Bay WAVE Policy Group - County of Marin Sea Level Rise policy committee (Town Manager Chanis)

Documents: [CC-3.PDF](#)

### **CC-4: General Fund Reserves**

Authorize reallocation of General Fund reserves as recommended by the Town Council 2015-16 ad hoc Budget Committee (Director of Administrative Services Bigall)

Documents: [CC-4.PDF](#)

## **ACTION ITEMS**

### **AI-1: Railroad Trestle Trail**

Consider citizen-initiated (Tiburon Peninsula Foundation) project for a proposed pathway and related improvements to the former railroad trestle berm portion of Blackie's Pasture; provide direction to staff (Community Development Department)

Documents: [AI-1 STAFF REPORT.PDF](#)

### **AI-2: Special Event Permits**

Consider applications by The Ranch for special event permits: Tiburon Taps Beer Festival (Shoreline Park) and Trick or Treat Trail (Main Street/Ark Row) (Office of the Town Manager)

Documents: [AI-2 STAFF REPORT.PDF](#), [AI-2 TOWN POLICIES.PDF](#)

## **TOWN COUNCIL REPORTS**

## **TOWN MANAGER REPORT**

## **WEEKLY DIGESTS**

## **ADJOURNMENT**

## **GENERAL PUBLIC INFORMATION**

### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (415) 435-7377. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### **AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Belvedere-Tiburon Library located adjacent to Town Hall. Agendas and minutes are posted on the Town's website, [www.ci.tiburon.ca.us](http://www.ci.tiburon.ca.us).

Upon request, the Town will provide written agenda materials in appropriate

alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to the Office of the Town Clerk at the above address.

## **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

## **TIMING OF ITEMS ON AGENDA**

While the Town Council attempts to hear all items in order as stated on the agenda, it reserves the right to take items out of order. No set times are assigned to items appearing on the Town Council agenda.

**TOWN COUNCIL  
SPECIAL MEETING MINUTES**

**CALL TO ORDER**

Mayor Tollini called the special meeting of the Tiburon Town Council to order at 6:45 p.m. on Wednesday, April 6, 2016 in Town Council Chambers, 1505 Tiburon Boulevard, Tiburon, California.

**ROLL CALL**

PRESENT: COUNCILMEMBERS: Doyle, Fraser, Fredericks, O'Donnell, Tollini

ABSENT: COUNCILMEMBERS: None

PRESENT: EX OFFICIO: Town Manager Chanis and Town Attorney Stock

**CLOSED SESSION**

- 1) CONFERENCE WITH LEGAL COUNCIL - ANTICIPATED LITIGATION Significant Exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956.9: One potential case

The Council moved into Open Session. The Mayor announced that no action was taken in closed session.

**INTERVIEW FOR VACANCIES ON TOWN BOARDS & COMMISSIONS**

Heritage & Arts Commission - One Vacancy (Lily Smith, Applicant)

The Town Council interviewed Lily Smith for a position on the Commission.

**ADJOURNMENT – at 7:25 p.m. to the regular meeting at 7:30 p.m.**

**TOWN COUNCIL  
REGULAR MEETING MINUTES**

**CALL TO ORDER AND ROLL CALL**

Mayor Tollini called the regular Town Council meeting to order at 7:30 p.m. on Wednesday, April 6, 2016, in the Town Council Chambers, 1505 Tiburon Boulevard, Tiburon, California.

PRESENT: COUNCILMEMBERS: Fredericks, O'Donnell, Doyle, Vice-Mayor Fraser, Mayor Tollini

DRAFT

ABSENT: COUNCILMEMBERS: None

PRESENT: EX OFFICIO: Town Manager Chanis, Town  
Attorney Stock, Town Engineer and Director of  
Public Works Barnes, Director of  
Community Development Anderson, Director of  
Administrative Services Bigall, Minute Clerk  
Hennessy

### **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY**

The Mayor announced that no action was taken at the Closed Session.

### **ORAL COMMUNICATIONS**

Burton Goldberg, a 20-year resident of Tiburon, remarked on the heavy traffic and back-up on Tiburon Boulevard where it meets Trestle Glen Boulevard. He requested that a police officer be stationed there to direct traffic in case of a medical emergency because traffic is so heavy at times that it is difficult to get out of town or reach the scene.

### **PRESENTATION**

Recognition of Outgoing Board & Commission Members and Town Treasurer

- Nuria Ibars, The Ranch Committee 2012-2016;
- Elizabeth Merrill, Heritage & Arts Commission 2012-2016;
- William Osher, Town Treasurer 1998-2015

Nuria Ibars was unable to attend the meeting; however, Mayor Tollini thanked her for her years of service.

Mayor Tollini presented Elizabeth Merrill with a plaque and noted her many contributions to the Town.

Mayor Tollini also recognized William Osher's long tenure as the Town's Treasurer and his valuable advice regarding investments and financial matters, and presented him with a plaque and a check with \$1 for every year of his service to the Town.

### **CONSENT CALENDAR**

1. **Town Council Minutes** – Adopt minutes of March 2, 2016 meeting (Town Clerk Crane Iacopi)
2. **Town Council Minutes** – Adopt minutes of March 16, 2016 meeting (Town Clerk Crane Iacopi)

3. **Town Investment Summary** – Accept report for February 2016 (Director of Administrative Services Bigall)
4. **Firearms Regulation** – Adopt ordinance amending Title VI, Chapter 32 (Regulation of Firearms) of the Tiburon Municipal Code to regulate Firearms Storage, require the Reporting of Loss or Theft of Firearms, and Ban the Possession of Large Capacity Magazines (Director of Community Development Anderson)
5. **Zoning Text Amendments** – Adopt ordinance making various amendments to Title IV, Chapter 16 (Zoning) of the Tiburon Municipal Code including regulations regarding Firearms, Yards and Setbacks, Marijuana Sale and Cultivation, and Use-for-Use changes (Director of Community Development Anderson)
6. **Storm Drain Repairs** – Approve award of contract for Mariner-Harbor Oak Storm Drain Project (Director of Public Works/Town Engineer Barnes)

Mayor Tollini asked if any member of the Council or any member of the public wished to remove any item from the Consent Calendar for discussion. No one spoke.

MOTION: To approve the Consent Calendar as submitted  
 M/S: Fredericks/O'Donnell  
 VOTE: AYES: Unanimous

### **ACTION ITEMS**

1. **Appointments to Boards, Commissions and Committees** – Consider appointment to fill a vacancy on the Heritage & Arts Commission (Town Clerk Crane Iacopi)

Town Manager Chanis stated the Heritage and Arts Commission had two vacancies, and tonight one candidate had been interviewed.

Councilmember Fredericks stated that Lily Smith had an engaging attitude towards the Commission and had creative ideas covering a broad range, and thought Ms. Smith would be an asset to the Commission.

MOTION: To appoint Lily Smith to the Heritage & Arts Commission  
 M/S: Fredericks/Fraser  
 VOTE: AYES: Unanimous

### **TOWN COUNCIL REPORTS**

There were none.

## **TOWN MANAGER REPORT**

Town Manager Chanis thanked the Council for the Council-Staff Retreat last week and thought everyone appreciated the shorter format. He stated that staff is working to consolidate the discussion and will return to the Council in the coming months with ideas and recommendations. He also reminded the Council he will be out of the office April 8 through 12<sup>th</sup> but available by phone and e-mail.

In response to Councilmember O'Donnell, the Town Manager stated the McKegney Green consultant's draft report will be forwarded to the Council shortly. Director Barnes stated the report is still at the administrative draft level. The Town Manager stated the report will be forwarded to the Town Council prior to their next regular meeting.

Councilmember Fredericks noted years ago the landscaping along Old Rail Trail west of San Rafael Avenue was low-lying, drought-resistant plantings. She said that in recent years the plants have grown taller and are now disrupting water views. She would prefer vegetation that would frame views of the Bay rather than block them. She stated that her comments were in no way a criticism of the Green Team, which does such a great job in the area. She said that lower plants would be preferable. Town staff indicated that it would look into the matter.

## **WEEKLY DIGESTS**

Town Council Weekly Digests – March 18 & 25, 2016; and April 1, 2016

There were no comments on the Digest items.

## **ADJOURNMENT**

There being no further business before the Town Council of the Town of Tiburon, Mayor Tollini adjourned the meeting at 7:42 p.m.

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ERIN TOLLINI, MAYOR

ATTEST:

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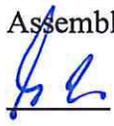
DIANE CRANE IACOPI, TOWN CLERK



TOWN OF TIBURON  
1505 Tiburon Boulevard  
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Town Council Meeting  
April 20, 2016  
Agenda Item: CC-2

## STAFF REPORT

**To:** Mayor and Members of the Town Council  
**From:** Community Development Department  
**Subject:** Recommendation by Legislative Action Ad-hoc Committee to Oppose Assembly Bills 2501, 2522, and 2586 Regarding Housing and Parking Issues  
**Reviewed By:** 

## BACKGROUND

The League of California Cities has identified three particularly problematic bills that are beginning to wind their way through the State Legislature in Sacramento. The League is urging municipalities to oppose these bills, which would undermine local authority with respect to parking and housing project review.

The Council's ad-hoc Legislative Action Committee is recommending that the Town send letters to the sponsors and appropriate state officials opposing the bills, in the hopes that they may be either killed in committee or revised into an acceptable form.

## ANALYSIS

A brief analysis of the bills as provided by the League of Cities is as follows:

AB 2501 (Bloom): This bill would make significant changes to the existing law of density bonuses, chief among them requiring a city to take action on the density bonus within 60 days of finding the application complete and act on an appeal within 15 days. In addition to containing unrealistically short deadlines, the bill would also: infringe on a city's ability to reduce development standards without waiving them entirely; prohibit a city from providing public notice or holding on a density bonus application; limit the discretion of a city to approve concessions and incentives requested by a developer; prohibit a city from imposing application fees or requiring additional reports or studies; allow applicants to appeal the determination of completeness to the city council rather than the planning commission; not allow a city to deny a concession or incentive, even if the city can produce evidence it is not required to produce the units; open the door to litigation rather than allowing money-saving requirements that appeals go before a planning commission; and allow for an applicant to accept no density increase, undercutting the premise of existing law. Furthermore, the bill would change existing law in such a way that it would infringe on a city's authority to interpret its own development standards, by allowing the developer to identify cost reductions yielded by a concession or incentive rather than the city. The bill also calls for the statute to be "liberally construed" in favor of producing the maximum number of units — which would violate the separation of powers.

AB 2522 (Bloom): This bill would require an attached housing development to be a permitted use by right if it satisfies specified conditions as to location and is on property that is part of city's residential inventory of land suitable for residential development and either the rezoning has been completed or three years have passed since the city's housing element was adopted. This bill would not necessarily recognize local ordinances providing that "use by right" does not exempt a project from design review or allow a city to impose certain standards on the housing development. Allowing by-right approval of the maximum number of units listed on the housing element inventory would not allow cities to complete a detailed analysis of whether the site can, in fact, accommodate that many units. The bill also specifies by-right approval with specific percentages for market rate and affordable housing that would make it even more difficult than under current law to disapprove of a development. Finally, the bill would require continued affordability for just 30 years, rather than the 55 years under existing law that the League has long supported in order to ensure affordability and availability. [Note: The Town of Tiburon strives for affordability of units in "perpetuity" whenever possible.]

AB 2586 (Gatto): Parking has long been one of local government's core responsibilities and functions. Its regulation is a matter of fundamental local land use planning in areas of high parking concentration. With this bill, the state seeks to manage local parking regulations with a permanent extension of a 2013 law that prevented local governments from ticketing cars parked at broken meters, and adds new state requirements and prohibitions to local parking policies. The bill would continue the intrusion of state preemptions into local parking policy and further the erosion of local control over parking regulation in business districts.

## RECOMMENDATION

Staff recommends that the Town Council authorize the Legislative Action Committee to send letters of opposition to these bills to the appropriate parties.

Prepared By: Scott Anderson, Director of Community Development 



TOWN OF TIBURON  
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Town Council Meeting  
April 20, 2016  
Agenda Item: CC-3

## STAFF REPORT

**To:** Mayor and Members of the Town Council  
**From:** Office of the Town Manager  
**Subject:** Recommendation to appoint Council representative to the Marin County Policy Committee on Sea Level Rise  
**Reviewed By:** lc.

## BACKGROUND

In August of 2015, the Council appointed Councilmember Fredericks as its representative to an ad hoc committee of the Marin County Council of Mayors and Councilmembers (MCCMC) that had been formed to report to its members on the issues surrounding sea level rise. The committee was initiated by two MCCMC members, Belvedere Mayor Claire McAuliffe and Corte Madera Councilmember Diane Furst. The intent of the ad hoc committee was to act as a liaison with the County of Marin, and other agencies, to keep MCCMC members apprised of programs, policies and other resources that towns and cities might use to address this collective issue.

The ad hoc MCCMC committee has since been subsumed by a larger group, the Marin County Bay Waterfront Adaptations Vulnerability Evaluation (Bay WAVE) Policy Group. The County of Marin assumed that the MCCMC appointments automatically conferred an appointment to the WAVE Policy Group, but it would be more appropriate if the Council formally made this appointment.

WAVE has also formed a Technical Advisory Group, and Community Development Director Scott Anderson has been appointed to this panel. The Town of Tiburon will be well-represented during the WAVE process with both a Council member and staff member on these respective panels.

## RECOMMENDATION

Staff recommends that the Town Council appoint Councilmember Fredericks to the Bay WAVE (Waterfront Adaptations Vulnerability Evaluation) Policy Group of Marin County.

Prepared By: Diane Crane Iacopi, Town Clerk



**TOWN OF TIBURON**  
 1505 Tiburon Boulevard  
 Tiburon, CA 94920

Town Council Meeting  
 April 20, 2016  
 Agenda Item: *CC-4*

**STAFF REPORT**

**To:** Mayor and Members of the Town Council  
**From:** Administrative Services Department  
**Subject:** Recommendation to Reallocate General Fund Reserves  
**Reviewed By:** *[Signature]*

**BACKGROUND**

The main operating fund of the Town is the General Fund. The Town’s General Fund consists of the general operating fund and fourteen reserves. These reserves are classified as either Policy Restricted, Discretionary Set-Asides, or the Unallocated Balance. They were established to provide funding for important future Town infrastructure construction and capital maintenance needs, along with providing funding for future liability concerns. During each fiscal year, operating revenues and expenditures are processed through the general operating account. The Council policy is to maintain the general operating account balance at a minimum of 25% of operating expenditures. Funds above the 25% policy are accounted for in the Unallocated Balance and are available to be transferred to any of the other general fund reserves upon approval of the Town Council.

**ANALYSIS**

In February of this year staff presented the mid-year budget review which provided information on the audited general fund reserve balances on June 30, 2015 and the projected balances on June 30, 2016. In March staff met with the Council’s Budget sub-committee (Mayor Tollini and Councilmember O’Donnell), to discuss several items, including the projected reserve balances. From that meeting the sub-committee concurred with staff’s recommendation that \$2.75 million be transferred from the General Fund Unallocated balance to three Discretionary Set-Asides. The recommended transfers are:

<u>Reserve</u>	<u>Out</u>	<u>In</u>
Unallocated Balance	\$2,750,000	
Drainage Reserve		\$ 1,250,000
Infrastructure & Facility Reserve		750,000
Park & ORT Reserve		750,000
	<u>\$2,750,000</u>	<u>\$ 2,750,000</u>

Without the transfers from the Unallocated Balance, these three funds would be in a negative position at the end of the current fiscal year. These transfers allow for future funding of capital improvement projects related to the maintenance of Town infrastructure, drainage, and parks.

The table below provides an overview of the beginning fund balance for each general fund reserve and the projected balance at the end of the current fiscal year. Accounting for the proposed transfers, it is projected the Unallocated Balance will be approximately \$2 million on June 30, 2016.

	Fund Balance on July 1, 2015	Transfer In (Out)	Revised Beginning Balance July 1, 2015	Projected 2015-16 Change to Fund Balance	Projected Balance on June 30, 2016
<b>GENERAL FUND RESERVES</b>					
<b>Policy Designated Reserves</b>					
General Operating	\$ 2,700,000		\$ 2,700,000	\$ 699,199	\$ 3,399,199
Capital Equipment Replacement	376,938		376,938	32,200	409,138
Employee Compensated Leave	316,380		316,380		316,380
Employee Housing Assistance	800,000		800,000		800,000
CalPERS Liability	175,063		175,063		175,083
GASB 45 OPEB	1,045,153		1,045,153	206,865	1,252,018
Self Insurance	160,004				160,004
Technology Fund	556,546		556,546	(86,235)	470,311
<b>Total Policy Restricted Reserves</b>	<b>\$ 6,130,084</b>		<b>\$6,130,084</b>	<b>852,029</b>	<b>\$ 6,982,113</b>
<b>Discretionary Set-Asides</b>					
Infrastructure & Facility	302,494	750,000	1,052,494	(440,000)	612,494
PW Corp Yard Replacement	2,111,633		2,111,633		2,111,633
Park & ORT Development	298,859	750,000	1,048,859	(325,735)	723,124
Drainage	374,400	1,250,000	1,624,400	(689,400)	935,000
Emergency Repairs	100,000		100,000		100,000
Open Space Maintenance	25,141				25,141
<b>Total Discretionary Reserves</b>	<b>\$ 3,212,527</b>	<b>\$ 2,750,000</b>	<b>\$5,962,527</b>	<b>(1,455,135)</b>	<b>\$ 4,507,392</b>
<b>Unallocated Balance</b>	<b>\$ 5,330,919</b>	<b>(2,750,000)</b>	<b>2,580,919</b>	<b>(575,935)</b>	<b>\$ 2,004,984</b>
<b>Total General Funds</b>	<b>\$14,673,530</b>		<b>14,673,530</b>	<b>(1,179,041)</b>	<b>\$13,494,489</b>

**FINANCIAL IMPACT**

There is no net financial impact from approving the proposed transfers.

**ENVIRONMENTAL DETERMINATION**

This item does not meet the definition of a project under the California Environmental Quality Act (CEQA).

**RECOMMENDATION**

Staff recommends that the Town Council:

Moved to approve the transfer of \$2.75 million from the General Fund Unallocated Balance as proposed.

Prepared By: Heidi Bigall, Director of Administrative Services



TOWN OF TIBURON  
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Town Council Meeting  
April 20, 2016  
Agenda Item:

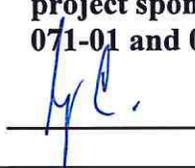
AI-1

## STAFF REPORT

To: Mayor & Members of the Town Council

From: Community Development Department

Subject: "Trestle Trail" Project: Provide Direction Regarding Proposed Pathway and Related Improvements to the Former Railroad Trestle Berm Portion of Blackie's Pasture; Jim Wood, Phil Cassou, David Holscher, Tom O'Neill and the Tiburon Peninsula Foundation, project sponsors; Town of Tiburon, owner, Assessor Parcel Nos. 055-071-01 and 02

Reviewed by: 

## BACKGROUND

The Tiburon Peninsula Foundation (TPF) has approached the Town with a plan for proposed improvements to the "trestle berm" portion of Blackie's Pasture. The purpose of the improvements is to increase public accessibility to and appreciation for Tiburon's railroad history. The improvements would build upon earlier work undertaken and completed by the TPF and the Belvedere-Tiburon Landmarks Society (BTLS) in the trestle berm are during the years 2011-2013. A general narrative description of the proposed work is set forth in attached **Exhibit 1**.

## ANALYSIS

### *Prior Improvements (2011-2013)*

The earlier TPF/BTLS work was envisioned to occur in three phases, but only Phase One work has been completed to date. Completed Phase One work included:

- Stabilizing the remaining wooden trestle remnants
- Removing non-native species and weeds, primarily French broom, from the vicinity
- Minor reshaping where the berm had sustained damage or had begun to erode
- Removal of accumulated trash and debris between the trestle mound and Tiburon Blvd.
- Minor smoothing of the terrain around the berm to restore proper drainage

Phase One work was primarily funded through a grant to the TPF from the Carol Ann and [former Tiburon Mayor] Dennis Rockey Fund, with some Tiburon Public Works Department and financial support and a great deal of unpaid volunteerism. As envisioned at that time, future phases of work by TPF and BTLS would have included the following:

### Phase Two

- Irrigation, gardens, and paths; with specific activities such as extending irrigation to new planting areas such as Blackie's Gravesite (recently completed by DPW) and a new Master Gardener site
- Installing new paths to the trestle berm, installing benches at overlook positions, and adding new native plantings.

### Phase Three

- Installing educational and interpretive elements, such as the "then and now" display cases already in place within the Richardson Bay Lineal Park
- Installing a master gardener interpretive station
- Installing directional signage.

### ***Current Proposed Improvements***

Drawings of the proposed improvements are attached as **Exhibit 2**. This work appears more costly and ambitious than Phase One work, and is comprised of certain elements of the TPF's previously-proposed Phase Two and Phase Three work including: The pathway on the berm, the benches at an overlook position, and the "then and now" informational plaques. Primary components of the proposal include the following:

- Installation of an approximately 600-foot long accessible, paved, colored concrete pathway along the top of all but the final 20 feet of the railroad berm, defined by header boards that look like rails and surrounded on both sides by gravel ballast simulating Northwestern Pacific Railroad track appearance from the late 1800's and early 1900's. This new pathway would connect with the existing paved pathway at the same elevation as the top of the berm.
- The final 20 feet of the berm nearest the timbers would be fitted with actual historic railroad track and be designed with ties and surrounded by gravel ballast to appear as genuine useable track
- Installation of benches and "then and now" informational plaques near the end of the trestle mound nearest the remaining historic timbers from the wooden trestle. No sculpture or artwork displays are proposed at this time.

The project design would need to comply with California Title 24 accessibility standards as well as with the Americans with Disabilities Act (ADA). Staff review of the preliminary drawings indicates accessibility compliance would be feasible. The design would also need to be reviewed for user safety and reasonable measures taken to ensure the pathway is not improperly used in potentially dangerous ways.

The TPF has developed a preliminary project cost estimate of \$125,000 (construction only) and anticipates seeking funds from a variety of sources, including the Town, as set forth in Exhibit 1. It is important to note if any public funds are used on the project, it will be subject to all provisions of California Public Contract Code including bidding and prevailing wage requirements. These requirements often result in a project costing more than anticipated and it is unclear if the preliminary estimate has accounted for that additional cost. One proposed source

of funding is from the sale of in-ground “donor ties”. These donor ties are proposed to be milled, 8 foot long, 3 inch tall by 8 inch wide wooden timbers replicating historic railroad ties and spaced at ten foot intervals along the concrete walkway, flush with the surface. The spikes holding down the final 20 feet of actual railroad track proposed at the end of the berm might also be offered for purchase to help fund the project.

### ***General Plan Consistency***

Blackie’s Pasture and its vicinity are part of the western end of the Richardson Bay Lineal Park, all of which is designated “Parks & Recreation” on the Tiburon General Plan Land Use Map, and which allows development for “recreational purposes”. The policy in the General Plan most germane to this specific area is Parks & Recreation Element Policy PR-6, which reads as follows:

*PR-6. The area known as Blackie’s Pasture (see Diagram 8.4-1) shall be retained for passive, informal recreational use.*

Diagram 8.4-1 is attached as **Exhibit 3**. The proposed railroad berm improvements are consistent with this policy and with traditional park use in Tiburon in general.

### ***Zoning Conformance***

Consistent with the General Plan land use map designation, the subject area is zoned “Parks & Recreation” in the Tiburon Zoning Ordinance. Uses permitted in this zone include:

1. Public parks and the activities and structures allowed therein by rules and regulations adopted by the town council;
2. Conservation of natural resources;
3. Restoration of native habitats;
4. Wildlife sanctuaries;
5. Passive recreational uses such as hiking, picnicking, and the enjoyment of nature;
6. Improvement or installation of trails, paths or other similar improvements intended to enhance the enjoyment of nature while minimizing impacts on the natural qualities of the land.

The proposed railroad berm improvements would appear to be in conformance with these provisions, particularly items 1 and 6.

### ***Conformance with Other Adopted Plans***

Other than the General Plan, there are currently no secondary adopted Town plans covering the Blackie’s Pasture area. Until its rescission by the Town Council in 2011, the Blackie’s Pasture Development Plan, adopted in 1992, called for “grading out” of the railroad berm and the planting of hardwood trees in that portion of the Richardson Bay Lineal Park. That Plan was rescinded at the same time that the Council approved the Phase One work by TPF and BTLs.

### ***Project Impacts***

The proposed improvements, with a few exceptions such as the “then and now” displays and the benches, would largely be at grade and would have minimal visibility except from locations that look down upon or across the trestle berm. View blockage is therefore not a major concern. The aesthetic appearance of the grass-covered berm would be altered by the installation of the concrete walkway and gravel ballast surrounding it, as well as the simulated rails, actual rails, and the informational plaques and benches. While this represents a change in the visual character of the top surface of the trestle berm, it attempts to emulate the historic appearance from roughly 1886 to 1968, and would not necessarily be adverse. The proposed improvements would invite increased public use of the trestle berm as few people currently walk upon it in its current condition. Construction activities would generate some degree of dust, noise, and general disruption to the immediate vicinity of the trestle berm but would be temporary in nature.

### **PARKS, OPEN SPACE & TRAILS COMMISSION REVIEW**

The Parks, Open Space & Trails Commission (POST) reviewed the proposal at its meeting on March 29, 2016, accepted public comment, and recommended approval to the Town Council, subject to resolution of design safety, funding and ongoing maintenance issues that are in the purview of the Town Council. Draft POST minutes for that item are attached as **Exhibit 4**.

### **PUBLIC COMMENT AND NOTICE**

As of the writing of this report, no written comments have been received. For the POST meeting held on March 29, 2016, notices were mailed to approximately 190 surrounding property owners, and to approximately 45 homeowner association contacts throughout the Town. No written comments were received prior to or during that meeting.

### **ENVIRONMENTAL DETERMINATION**

Staff has preliminarily determined that the proposed improvements would be exempt from further review under the California Environmental Quality Act (CEQA) on the basis that they constitute Minor Alterations to Land pursuant to CEQA Guidelines Section 15304, and constitute minor alterations of existing public facilities, including topographical features, pursuant to Section 15301 (Existing Facilities) of the CEQA Guidelines. The Town Council would finalize this determination if it chooses to approve the project in concept.

### **FUTURE STEPS**

If Council approves the project in concept, staff will continue to work with the TPF to further develop the project. This work includes: Finalizing the design, preparation of project bidding documents, execute bidding phase, award of contract and applications for any required zoning (staff-level design review) and building permits.

## RECOMMENDATION

Staff recommends the Town Council:

1. Hear a presentation by the Applicants.
2. Accept any public comment on the proposal.
3. Consider approval of the project "in concept"; authorize filing of a CEQA Notice of Exemption; and direct staff to continue working with the TPF to further refine the Project.

## EXHIBITS

1. Project narrative received by Town of Tiburon on March 16, 2016.
2. Project drawings by Holscher Architecture (2 sheets, dated 3/10/2016).
3. General Plan Diagram 8.4-1.
4. Draft minutes of POST meeting of March 29, 2016.

Prepared by: Scott Anderson, Director of Community Development



## PROPOSED "TRESTLE TRAIL" ALONG THE HISTORIC TRESTLE BERM OVERLOOKING BLACKIE'S PASTURE

The goal in creating the TRESTLE TRAIL is to provide a place for recreation, as well as reflection, with a connection to Tiburon's history. The trail will unofficially mark the entrance to the Belvedere-Tiburon downtown area and will be enjoyed by residents as well as visitors to the area. Sensational views of Richardson Bay are an added bonus for those who walk the trail.

This project involves constructing and maintaining a paved 550-foot walking path, from an existing extension of the Old Rail Trail, to the 130-year-old timbers that are the only remaining evidence of an 800-foot trestle that once spanned Tiburon Boulevard—the route that brought trains into downtown Tiburon for more than 80 years.

The TRESTLE TRAIL will be a subtle reminder to the thousands of people who pass the trestle site daily that Tiburon owes much of its existence to its history as a "railroad town." The trail will be the width of a railroad track (4' 8") and be defined by header boards that appear like rails and will be bordered with gravel similar to the appearance of the old Northwestern Pacific Railroad of the late 1800s and early 1900s.

At the end of the trail there will be a 20-foot stretch of actual historic rail with a 140-square-foot turn-around area where two viewing benches and an informational history plaque will sit.

The TRESTLE TRAIL will be professionally designed, engineered and constructed.

### Estimated Costs:

Construction of path and retaining wall	\$85,000
Acquiring and moving rails	15,000
Landscaping and maintenance	25,000

Landscaping and maintenance 25,000

Total \$125,000

Potential Sources of Income:

Town of Tiburon \$40,000

Tiburon Peninsula Foundation 15,000

Belvedere Community Foundation 20,000

Sale of "Donor Ties"\* 50,000

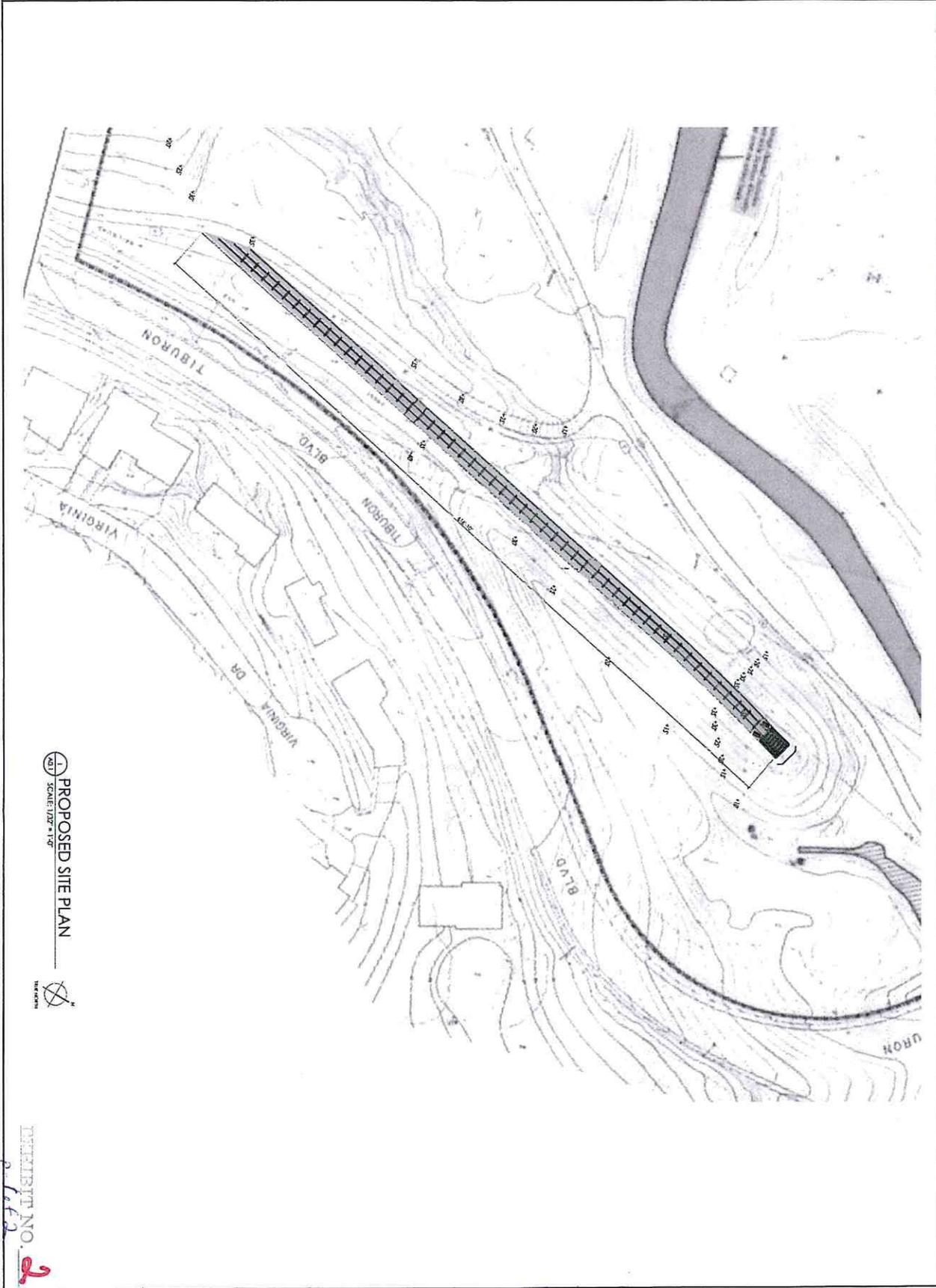
Total \$125,000

\*"Donor Ties" will be custom milled eight-foot long, 3" x 8" timbers replicating historic railroad ties. Forty of them would be placed ten feet apart along the 400-foot pathway and will prominently display the name of the donor, be it a family, neighborhood, organization or business. At present, their estimated cost to a donor ranges between \$2,000 and \$2,500 (Their cost to be milled and labeled has not been determined). It is also anticipated that spikes, holding down the 20-foot section of historic rail, would be offered for a yet to be decided donation amount.

The TRESTLE TRAIL has been discussed with Tiburon Town Council, town staff, Landmarks Society staff and GreenTeam. The Big Four – railroad historian Phil Cassou, architect David Holscher, businessman Tom O'Neill and Marin Magazine co-founder Jim Wood – along with Town of Tiburon staff, will manage the project to completion.

The TRESTLE TRAIL 2016 timeline is:

1 <sup>st</sup> qtr	2 <sup>nd</sup> qtr	3 <sup>rd</sup> qtr	4 <sup>th</sup> qtr
Present concept. Get feedback.	Comp. rendering. Apply to council/ foundations. Donor tie design/cost. Final design, get bids.	Sell ties/spikes. Firm up funding.	Start const.



PROPOSED SITE PLAN  
 SCALE: 1/2" = 1'-0"  
 NORTH

PERMIT NO. 2  
 P. 123

**HOLSCHER**  
 ARCHITECTURE  
 150 Tarry Boulevard  
 Berkeley, California 94704  
 www.hsch.com  
 phone 415.455.5219  
 fax 415.455.0312

**Trestle Trail**

Blockley Park  
 Tiburon, CA, 94920  
 APN: \_\_\_\_\_

**Proposed Site Plan**  
 Scale 1/2" = 1'-0"



NO.	REVISIONS	DATE
1	PROCESSED	03/10/2011

date issued: 03/10/2011  
 drawn by: RL, checked by: DH  
 job#: X-2015  
 drawing number  
**A0.1**  
 of \_\_\_\_\_ sheets  
 Copyright © 2011, Holscher Architecture

**Trestle Trail**

Biosphere Park  
Tilden, CA 94720  
APR

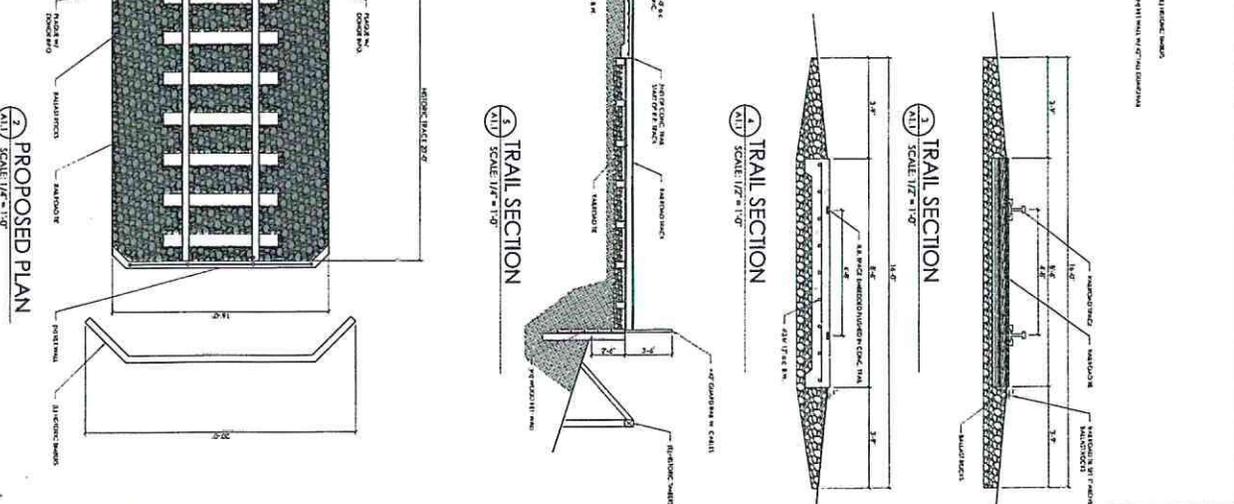
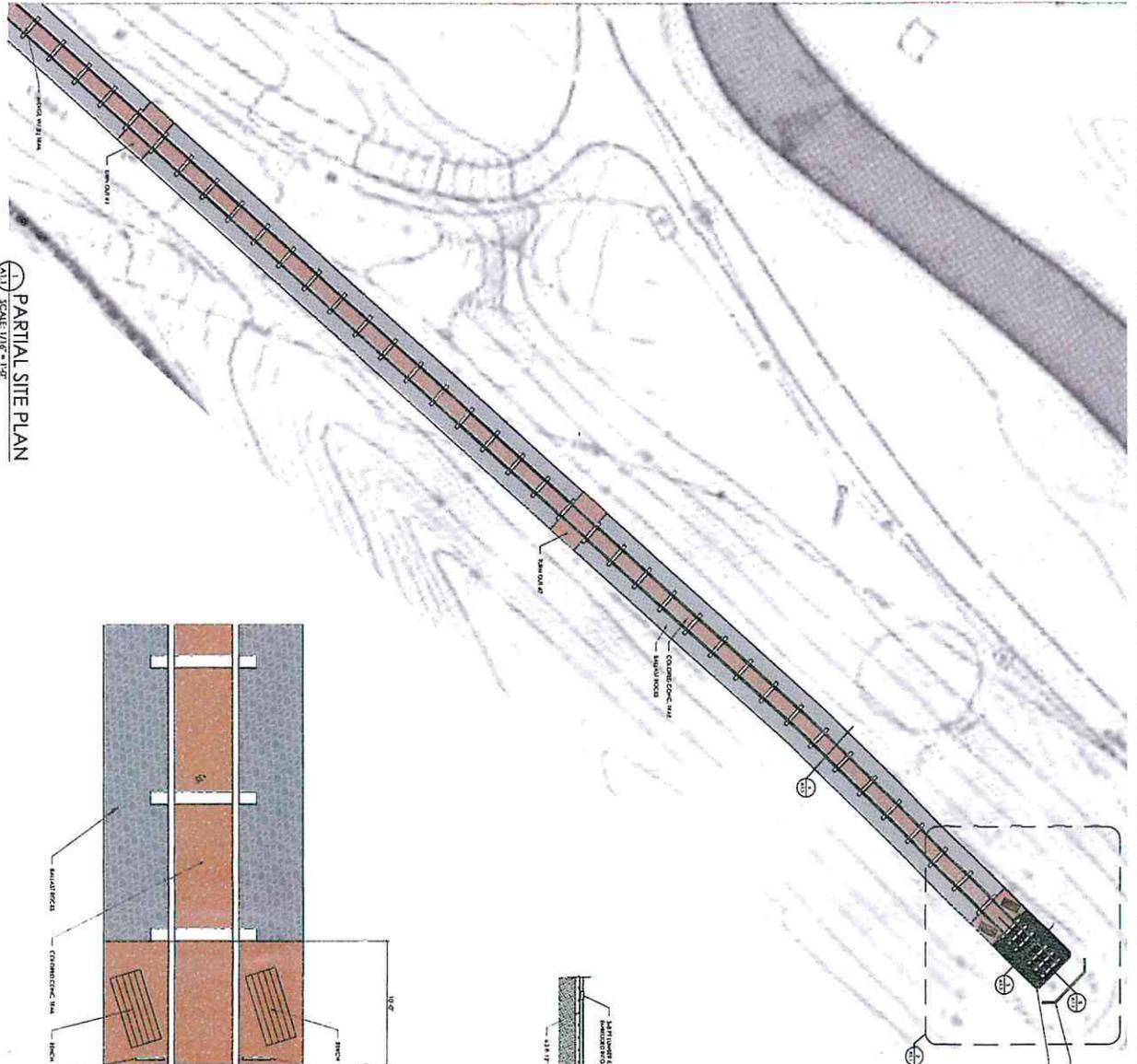
**Proposed Plan**  
Scale: 1/4" = 1'-0"



PERMIT NO. 2  
P. 2 of 2

REV.	DESCRIPTION	DATE
1	PROPOSED	03/10/2016
diana hines: 03/10/2016 drawn by: L. checked by: DH jph: X2511 drawing number:		

Sheet **A1.1**  
Copyright © 2011 Molscher Architecture





Policy PR-6: The area known as Blackie's Pasture shall be retained for passive, informal recreational use.

NOTE:  
 This Diagram is developed for general planning purposes. The Town of Tiburon is not responsible or liable for use of this Diagram beyond its intended purpose.



TIBURON 2020  
 Town of Tiburon  
 General Plan  
 September 2005

Diagram 8.4-1 Blackie's Pasture Policy

**MINUTES NO. 33 (DRAFT)**  
**PARKS, OPEN SPACE & TRAILS COMMISSION**  
**March 29, 2016**  
**Special Meeting**  
**Tiburon Town Hall---Council Chambers**  
**1505 Tiburon Boulevard, Tiburon, California**

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**CALL TO ORDER**

The special meeting was called to order by Chair Winkler at 6:03 p.m., Tuesday, March 29, 2016 in the Town Hall Council Chambers, 1505 Tiburon Boulevard, 1st Floor, Tiburon, California.

**ROLL CALL**

**Present:** Chair Winkler, Vice-Chair Allen (6:13 p.m.), Comm. Feldman, McMullen, & Thier

**Absent:** None

**Ex-Officio:** Pat Barnes, Director of Public Works/Town Engineer  
Scott Anderson, Director of Community Development

**ORAL COMMUNICATIONS**

- There were none.

**MINUTES**

Minutes of the January 19, 2016 regular meeting were approved as submitted by a vote of 4-0.

**COMMISSION AND STAFF BRIEFING**

- There was none.

**BUSINESS ITEMS**

- 1. **TRESTLE TRAIL:** Consider Recommendations to Town Council Regarding Proposed Improvements to the Trestle Berm Portion of Blackie's Pasture

Director Anderson presented the staff report. Jim Wood, project applicant, described the proposal in some detail using slides and mounted graphics. Chair Winkler opened the floor to public comment.

Petey Stein spoke in support of the project.

Joyce Tayer, a Reedlands resident, expressed support but was concerned about bicyclists and skateboarders using the path because of the potential for collisions with pedestrians. Kathy MacLeod said she would want to see the pathway open for bicycle use as it was lengthy and not all people are mobile.

Tobey, a Tiburon child, expressed support for the path but also wanted a bicycle bridge crossing Tiburon Boulevard from the end of the railroad berm.

There being no further public comment, the item was returned to the Commission.

Commissioner McMullen said he thought the proposal would be less inviting than the current unimproved berm for bicyclists to abuse because of the gravel ballast and increased usage by pedestrians. He applauded the Tiburon Peninsula Foundation (TPF) efforts and those of the proponents and expressed his support for the project as proposed.

Commissioner Thier also thanked the TPF and expressed support for the project.

Vice Chair Allen said the proposal builds on other recent successes at Blackie's Pasture, including the earlier TPF clean-up work and the just-installed picnic table areas, and extended his thanks to the sponsors along with his support for the proposal.

Commissioner Feldman indicated that this was a great project and clarified that some of the remaining outstanding issues, such as initial funding and on-going maintenance, would need to be resolved by the Town Council.

M/S (Their/McMullen) to forward the Town Council the Commission's strong recommendation of support for the project as presented, subject to resolution of the outstanding issues as described in the written staff report. Motion carried 5-0.

2. BICYCLE AND PEDESTRIAN MASTER PLAN UPDATE: Review and Make Recommendations to the Town Council regarding Adoption of the Master Plan Update

Director Barnes presented the staff report using a slide show and responded to questions from the Commission.

Chair Winkler stated that at the Commission's direction, changes were made to the draft Plan following the January 2016 workshop, especially with respect to slowing down fast-moving cyclists when using Greenwood Beach Road and potentially diverting them onto Tiburon Boulevard. He assured those in the audience that their concerns had been heard and the Commission and Plan revisions were responsive to those concerns.



TOWN OF TIBURON  
1505 Tiburon Boulevard  
Tiburon, CA 94920

Town Council Meeting  
April 20, 2015  
Agenda Item: *AI-2*

## STAFF REPORT

**To:** Mayor and Members of the Town Council  
**From:** Office of the Town Manager  
**Subject:** Special Event Permit Applications: Tiburon Taps Beer Festival (Shoreline Park) and Trick or Treat Trail (Main Street/Ark Row)  
**Reviewed By:** *[Signature]*

### BACKGROUND

The Ranch has submitted special event permit applications for two events this Fall; one proposes to be staged on Shoreline Park and the other on Main Street and Ark Row.

The first event application is for the **Tiburon Taps Beer Festival**, currently in its third year. It is scheduled for Saturday, September 24, 2016. The Ranch has requested a change of venue from its first two years of operation, from Point Tiburon Plaza to Shoreline Park. Staff notes the proposed event will occur on the same day as “Blackie’s Hay Day” which takes place at Blackie’s Pasture.

The second permit application is for a new event Downtown, a “**Trick or Treat Trail**” along Main Street and Ark Row on Saturday night, October 22, 2016. The event will culminate in Belvedere Park with a family movie night in that location.

Both applications are requesting street closure and other special considerations more fully detailed below.

### ANALYSIS – Tiburon Taps Beer Festival

Special events in Tiburon are governed by the Town’s Special Event Permit Policy which states that ...“events to be held on public property shall be limited in scope to activities which do not detrimentally impact the community. The Town Manager will evaluate the potential impacts of a proposed event. Factors shall include, without limitation, the following:

1. Impacts on Noise
2. Impacts on Traffic
3. Impacts on Parking
4. Impacts on the General Environment”

Additionally, special events in the Shoreline Park area are governed by the Town’s Shoreline Park Policy, most recently revised in 2015. This policy limits the number of events in the area to five (5) per year. The Tiburon Taps Beer Festival is the third known event on file for this

calendar year, the others being the annual Classic Car Show (Father's Day weekend in June) and the RCP Mile Open Water Swim (scheduled for Sunday, September 11).

### **Noise**

Chapter 25-1 of the Town Code requires that any amplified music and/or voice amplification in a non-residential zone be approved in writing by the Town Manager. The Shoreline Park Policy further states that "any voice or music amplification in Shoreline Park should be kept to a reasonable volume."

The Ranch proposes having a live band (The Mustache Harbor Live Band) perform from 1 to 5 p.m., with sounds checks beginning around 11 a.m. The music would coincide with the hours of operation for the festival.

The band would be staged on Paradise Drive facing toward the Bay, about mid-way between the traffic circle and the Donahue Building.

### **Traffic**

As noted, both permits are requesting street closure. The Tiburon Taps Beer Festival requests closure of Paradise Drive from the turnaround at Ferry Plaza to the parking lot across from Sanitary District No. 5. A detour is requested starting at Beach Road, and will direct traffic to travel along Mar West Street to the other side of the festival. The permit requests use of the Town's electronic sign to notify residents of the upcoming detour.

### **Parking**

Parking will be reserved for beer vendors at the CVS parking lot. The public would be required to find their own parking, possibly at the Lyford Drive lot, and other parking lots downtown (CVS, Bank of America, etc.). Some attendees will no doubt be residents of Tiburon or Belvedere, and they may be able to walk or bike to the event. It is also anticipated that many of the participants will come by ferry from San Francisco, similar to the Wine Festival.

### **Hours of Operation**

The Tiburon Taps proposed hours of operation are from 1 to 5 p.m. Set-up will start much earlier in the day, to coincide with street closure at 7 a.m. The Shoreline Park Policy limits the hours of operation of an event to the hours of 8 a.m. to 10 p.m. on Fridays and Saturdays, although it allows the discretion of the Town Manager to accommodate logistical needs that vary from this, in some instances. Staff recommends that the applicant be directed to try to achieve its set-up and tear-down functions within the parameters of Town policy (i.e. to comply with the 8 a.m. start time).

### **Open to the Public**

The Town does not allow use of public spaces for private groups or organizations wishing to stage events that are not open to the public. Tiburon Taps is an event that is open to the public with the purchase of a ticket.

**Financial Impact**

In its permit application, The Ranch has requested assistance from the Town's Public Works Department that includes delivery and pick-up of barricades before and after the event, use and placement of the Town's electronic sign board, and use of 15 garbage cans and liners. Staff is also working with the Ranch to determine what level of Police presence is appropriate.

**General Environment**

Staff does not anticipate any other environmental impacts from the event.

Cathleen Andreucci, The Ranch Executive Director, will be available at the Council meeting to answer questions about both events.

**ANALYSIS – Trick or Treat Trail**

**Noise**

There is no musical entertainment scheduled for the Tiburon portion of this event. The permit applications states that amplification will be used in Belvedere Park only (for the movie night portion of the event).

**Traffic**

Traffic will be impacted in the area due to requested street closure from 5:30 – 9 p.m. The requested area of street closure is from the start of Main Street to the last shop on Ark Row. Trick or treating will take place from 6 – 8 p.m. Merchants will be notified of the event and the Chamber of Commerce has heard a proposal about the event at its March board meeting.

**Parking**

Parking will be available in downtown lots.

**Hours of Operation**

The Trick or Treat Trail is scheduled for Saturday<sup>2</sup> evening, between 6 and 10 p.m. (8 p.m. in Tiburon). As noted above, Main Street will be closed at 5:30 p.m.

**Open to the Public**

The event is designed with families and children in mind, and will be open to the public.

**Financial Impact**

In its permit application, The Ranch has requested assistance from the Town's Public Works Department that includes delivery and pick-up of barricades before and after the event and use of garbage cans and liners.

**General Environment**

The Trick or Treat Trail application indicates that Ranch staff will follow the trick or treaters, cleaning up the street as they go. It also indicates that staff will monitor garbage and empty as needed, by taking to town or city dumpsters.

Staff does not anticipate any other environmental impacts from the event.

## **RECOMMENDATION**

Staff recommends that the Town Council:

1. Review the Special Event Permit applications and ask questions of staff and the applicant;
2. Hear any public testimony about the proposed events; and
3. Indicate its approval of the permits as submitted, or modify or deny the permits.

Exhibits:

Special Event Permit Applications (Tiburon Taps; Trick or Treat Trail)

Use of Shoreline Park – Special Events Policy

Special Event Permits Policy

Prepared By: Diane Crane Iacopi, Tiburon Town Clerk

**Town of Tiburon**  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

**2014**  
**SPECIAL EVENT PERMIT APPLICATION**  
**FOR USE OF PUBLIC PROPERTY**

Name of Event: Tiburon Taps Beer Festival

Date of Event: Saturday, Sept 24, 2016

Name of Organization: The Ranch

Type of Organization (IRS 501(C) or for profit): Government agency - non-profit

Mailing Address: 600 Neds Way

City: Tiburon

Zip: 94920

Business Phone Number: (415) 435-4355

Evening Phone Number: (707) 975-1849

Cellular Phone Number: (707) 975-1849

FAX Number: (415) 435-8157

**Contact Person "ON SITE" day of event:** Cathleen Andreucci (Note: This person must be in attendance for the duration of the event and immediately available to Town Officials.)

Cellular Phone Number: (707) 975-1849

**Alternate Contact Person "ON SITE" day of event:** Jessica Hotchkiss

Cellular Phone Number: (707)849-8716

**TYPE OF EVENT:**

- |   |   |
|---|---|
| <input type="checkbox"/> Block Party                | <input type="checkbox"/> Parade                       |
| <input type="checkbox"/> Carnival                   | <input type="checkbox"/> Race/Walk/Run                |
| <input checked="" type="checkbox"/> Street Festival | <input checked="" type="checkbox"/> Fundraising Event |
| <input type="checkbox"/> Wedding                    | <input type="checkbox"/> _____                        |

**EVENT ACTIVITIES:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Food Service | <input type="checkbox"/> Live Animals               |
| <input type="checkbox"/> Fireworks               | <input type="checkbox"/> Drawing/Raffle             |
| <input type="checkbox"/> Lights/Laser            | <input checked="" type="checkbox"/> Amplified Music |
| <input type="checkbox"/> Motion Picture          | <input type="checkbox"/> _____                      |

Location of Event: Paradise Road and Shoreline Park (Attach Map to illustrate area)

Date and hours of operation: (Indicate actual set-up and close down dates)

Date: Saturday, 9/24

Start time: 6:00AM

Finish time: 10:00PM

Road closed: 7am-7pm

Actual "open to the public" or "advertised" event hours:

Date: Saturday, 9/24

Start time: 1:00PM

Finish time: 5:00PM

**Town of Tiburon**  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

Estimated attendance: 1000-1200

Admission fee (If applicable): \$45

Will items or services be sold at the event?  Yes  No

If yes, please describe:

---

**ENTERTAINMENT: Mustache Harbor Live Band**

Yes    No

       Are there any musical entertainment features related to your event?

       Will sound amplification be used?  
Start time: 1:00PM    Finish time: 5:00PM

       Will **sound checks** be conducted prior to the event?  
Start time: 11:00 AM    Finish time: 1:00PM

**Amplification is subject to approval by the Town Manager pursuant to Chapter 25-1 of the Town Code.**

**ALCOHOL:**

Yes    No

       Does the event involve the **sale** or **use** of alcoholic beverages?

       Does the event require an ABC permit?

       If yes, the **Town must have a copy of the permit prior to approval of the event.**

**STREET OR SIDEWALK CLOSURE:**

Yes    No    Does this event involve a moving route of any kind along streets, sidewalks or highways?  
        **If yes, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route and its impact.**

       Is street closure sought? Paradise Drive - from the round-about to the Donahue Bldg

If yes, who will place and pick up the barricades? Public Works will leave on Friday and pick up on Monday - The Ranch will open and close street for the event on Saturday.

**Town of Tiburon**  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

**PUBLIC WORKS DEPARTMENT:**

Describe request for Public Works Department assistance, if any: **Week Before:** Set up electronic sign to alert closing street for Beer Fest. Lend A-frames for event signage. **Deliver On Friday:** Barricades to close the street on both ends, 15 garbage cans and liners, all rebar posts to site (for fence). Create detour, and drop signage in place for us to place on Sat.

*Public Works Department assistance will be provided based upon availability of staff time and materials. Applicant will be billed for staff time at rates established by the Town.*

Do you have a cost recovery agreement on file?  Yes     No

**ACCESSIBILITY, SANITATION, RECYLING:**

The event sponsors shall maintain safe and accessible paths of travel in the public right of way, as required by the Americans with Disabilities Act (ADA) and state law. Accessible paths of travel must be at least four feet wide and free from debris and other obstructions. For further details, see the ADA Checklist provided by Town staff. Applicants are also encouraged to hire their own ADA consultant to ensure compliance.

Portable and/or Permanent Toilet Facilities: **Hope to get Toilets and Dumpsters with town contract**

• Number of portable toilets: 10                      **REQUIRED** → One for every 250 people

• Number of ADA Accessible toilets: 2              **REQUIRED** → 10% of total portable toilets.

• **Note:** Unless the applicant can substantiate the availability of adequate accessible and non-accessible toilet facilities in the immediate area of the event site, the above is required.

Trash Containers and Dumpsters

• Number of Trash Cans: 15

• Number of Dumpsters w/lids: 3                      **REQUIRED** → One for every 400 people

• Recycling Containers: 10

Describe the plan for clean-up and removal of waste and garbage during and after the event: MVR will deliver recycle cans and dumpsters to pull out on Paradise Rd. PW will deliver garbage cans. Cans will be emptied as needed by event staff during the event. Recycling/Garbage will be separated by dumpster at the end of the event. We will ask for special weekend drop off and pick up by MVR. Volunteers and paid staff will sweep the entire area after the event.

**Note: IMMEDIATELY UPON CONCLUSION OF THE EVENT, THE VENUE MUST BE RETURNED TO A CLEAN CONDITION.**

**Town of Tiburon**  
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415-435-7373

It is the Event Organizers' responsibility to dispose of waste and garbage throughout the event. The Town does not provide clean up services for special events. If clean-up during or after the event is required, the Tiburon Department of Public Works will bill the applicant for staff time and overtime at rates established by the Town.

**SECURITY**

Yes    No

       Is there a **Professional Security** organization hired to handle security arrangements for this event? **If yes, please list:**

Security Company: Purnell Event Services

Security Organization Address: pg.inc@hotmail.com

Security Director (Name): Alton Purnell

Phone: \_\_\_\_\_

**POLICE ON SCENE:**

**Number of uniformed officers requested: 1**

Does this event have a cost recovery agreement on file?  Yes  No

Police primary duties/responsibilities:

Parking lot patrol:             Yes             No

Interior venue patrol:         Yes             No

Stationary entrance security:  Yes             No

Exterior: \_\_\_\_\_

Other: \_\_\_\_\_

Dates & Hours: Saturday - the entire time the road is closed if possible 7am-7pm or 11am to 6pm

---

**PARKING PLAN · SHUTTLE PLAN · MITIGATION OF IMPACT**

**Note:** Parking, traffic congestion, and environment pollution are all factors for concern with events. Consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when in the planning stage of the event. If the ratio of total attendance to available parking spaces exceeds three (3) people per parking space, off-site parking and shuttle service shall be provided to avoid illegal parking and to ensure emergency access for emergency vehicles is available at all times.

**Town of Tiburon**  
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415-435-7373

**Parking and Shuttle plans (provide a detailed description of locations and parking lots to be used):**

Vendors : we reserve the Tiburon Lot for Beer and food vendors parking. Volunteers: We reserve Sharky's lot for volunteers. Participants: We suggest those coming from SF use the ferry - many do. Locals can walk or bike to the event. Paid Parking is available in the downtown lots.

Impact to surrounding areas--residents, businesses, etc. (Describe impact and plan to notify those impacted):  
**Noise and visual impact will be felt by the residents of the condos on Paradise Drive. The Town will notice them of the event. The Electronic sign and event signage will let them know of the event dates prior to the event. Locals will be impacted by the road closure. The electronic signs will notice in advance and the detour signs will move them around the area. Sam's Anchor Cafe and other bars will be impacted by customers at the close of the festival. Our security team moves to Sam's after the festival ends. Potential drunk drivers. In the past Tiburon Police have hired additional patrol officers on the alert for drunk drivers. We post this at the festival. Additionally, we sell reduced rate wristbands for Designated Drivers.**

**INSURANCE REQUIREMENTS:** Insurance information must accompany the application materials. Liability insurance can be purchased through the Recreation Department, at 435-4355, or your own carrier. The Town of Tiburon must be named as an additional insured. The insurance information should include an endorsement providing the Town, its agents, officials and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit. We will provide  
Is the insurance endorsement attached?       Yes     No

**To be completed by Applicant:**

I have read, understood and accepted the foregoing conditions and the following:

1. The Town reserves the right to deny any special event permit, impose any conditions it deems appropriate, and require payment for costs associated with an event, such as police and public works services. (Gatherings for the purpose of espousing views as permitted by the First Amendment do not require a permit.) Permission for an event in one year does not imply permission in future years.
2. Owner shall indemnify, defend and hold harmless the Town and its officials, employees, agents and contractors, from any claims, losses, damages or other liabilities that may arise from this event. The obligation to defend is separate and distinct from the obligation to indemnify and hold harmless and shall apply even if neither the Town nor owner is found liable for the aforesaid claims, losses, damages or other liabilities.

  
\_\_\_\_\_  
Signature of Applicant

Cathleen Andreucci  
\_\_\_\_\_  
Printed Name of Applicant

3/9/16  
\_\_\_\_\_  
Date of Application







Town of Tiburon  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

2014

**SPECIAL EVENT PERMIT APPLICATION  
FOR USE OF PUBLIC PROPERTY**

Name of Event: Trick or Treat Trail

<sup>Saturday</sup>  
Date of Event: October 22, 2016

Name of Organization: The Ranch

Type of Organization (IRS 501(C) or for profit): Govt/Non-Profit

Mailing Address 600 Ned's Way City Tiburon Zip 94920

Business Phone Number: (415) 435-4355 Evening Phone Number: ( )

Cellular Phone Number: (707) 975-1849 FAX Number: (415) 435-8157

Contact Person "ON SITE" day of event: Jessica Hotchkiss  
(Note: This person must be in attendance for the duration of the event and immediately available to Town Officials.)

Cellular Phone Number: (707) 849-8716

Alternate Contact Person "ON SITE" day of event: Cathleen Andreucci

Cellular Phone Number: (707) 975-1849

**TYPE OF EVENT:**

- Block Party
- Carnival
- Street Festival
- Wedding
- Parade
- Race/Walk/Run
- Fundraising Event
- Trick or Treat

**EVENT ACTIVITIES:**

- Food Service
- Fireworks
- Lights/Laser
- Motion Picture
- Live Animals
- Drawing/Raffle
- Amplified Music
- 

Location of Event: Main Street → Belvedere Park

(Attach Map to illustrate area)

Date and hours of operation: (Indicate actual set-up and close down dates)

Date: Oct 22 Start time: 8 AM/PM - Finish time: 11 AM/PM

Actual "open to the public" or "advertised" event hours:

Date: Oct 22 Start time: 6 AM/PM - Finish time: 10 AM/PM

(8pm in Tiburon)<sup>1</sup>

Town of Tiburon  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

Estimated attendance: 500-800 Admission fee (If applicable): x hopefully 0

Will items or services be sold at the event?  Yes  No  
If yes, please describe:

**ENTERTAINMENT:**

- Yes No  
  Are there any musical entertainment features related to your event?  
  Will sound amplification be used? Belvedere Park only → Movies  
Start time: Dark AM/PM  - Finish time: 10 AM/PM   
  Will **sound checks** be conducted prior to the event?  
Start time: \_\_\_\_\_ AM/PM - Finish time: \_\_\_\_\_ AM/PM

**Amplification is subject to approval by the Town Manager pursuant to Chapter 25-1 of the Town Code.**

**ALCOHOL:**

- Yes No  
  Does the event involve the **sale** or **use** of alcoholic beverages?  
  Does the event require an ABC permit?  
  If yes, the **Town must have a copy of the permit prior to approval of the event.**

**STREET OR SIDEWALK CLOSURE:**

- Yes No  
  Does this event involve a moving route of any kind along streets, sidewalks or highways?  
**If yes, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route and its impact.**  
  Is street closure sought? Lower Main Street 5:30 - 9:00 pm.  
If yes, who will place and pick up the barricades?  
Public works drop in location - Ranch will Place

**Town of Tiburon**  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

**PUBLIC WORKS DEPARTMENT:**

Describe request for Public Works Department assistance, if any:

Drop barricades to block street - pick up Monday am.  
Deliver Garbage cans Fri - Pick up Monday.

*Public Works Department assistance will be provided based upon availability of staff time and materials. Applicant will be billed for staff time at rates established by the Town.*

Do you have a cost recovery agreement on file?  Yes  No

**ACCESSIBILITY, SANITATION, RECYLING:**

The event sponsors shall maintain safe and accessible paths of travel in the public right of way, as required by the Americans with Disabilities Act (ADA) and state law. Accessible paths of travel must be at least four feet wide and free from debris and other obstructions. For further details, see the ADA Checklist provided by Town staff. Applicants are also encouraged to hire their own ADA consultant to ensure compliance.

Portable and/or Permanent Toilet Facilities:

- Number of portable toilets: 0 **REQUIRED** → One for every 250 people
- Number of ADA Accessible toilets: 0 **REQUIRED** → 10% of total portable toilets.

• **Note:** Unless the applicant can substantiate the availability of adequate accessible and non-accessible toilet facilities in the immediate area of the event site, the above is required.

Trash Containers and Dumpsters

- Number of Trash Cans: 15
- Number of Dumpsters w/lids: 0 **REQUIRED** → One for every 400 people
- Recycling Containers: 10

Describe the plan for clean-up and removal of waste and garbage during and after the event:

we will follow the trick or treaters → cleaning up  
after the final ones -  
Staff will monitor garbage & empty as needed - take  
to town/city dumpsters already in place.

**Note: IMMEDIATELY UPON CONCLUSION OF THE EVENT, THE VENUE MUST BE RETURNED TO A CLEAN CONDITION.**

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415-435-7373

It is the Event Organizers' responsibility to dispose of waste and garbage throughout the event. The Town does not provide clean up services for special events. If clean-up during or after the event is required, the Tiburon Department of Public Works will bill the applicant for staff time and overtime at rates established by the Town.

**SECURITY**

Yes    No  
   

Is there a **Professional Security** organization hired to handle security arrangements for this event? **If yes**, please list:

Security Company: \_\_\_\_\_

Security Organization Address: \_\_\_\_\_

Security Director (Name): \_\_\_\_\_

Phone: \_\_\_\_\_

**POLICE ON SCENE:**

**Number of uniformed officers requested:** no extra - on duty police at location if pass

Does this event have a cost recovery agreement on file?  Yes     No

Police primary duties/responsibilities:

- |                               |                              |                             |
|-------------------------------|------------------------------|-----------------------------|
| Parking lot patrol:           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Interior venue patrol:        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stationary entrance security: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Exterior:                     | _____                        |                             |

Other: \_\_\_\_\_

Dates & Hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING PLAN · SHUTTLE PLAN · MITIGATION OF IMPACT**

**Note:** Parking, traffic congestion, and environment pollution are all factors for concern with events. Consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when in the planning stage of the event. If the ratio of total attendance to available parking spaces exceeds three (3) people per parking space, off-site parking and shuttle service shall be provided to avoid illegal parking and to ensure emergency access for emergency vehicles is available at all times.

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**Parking and Shuttle plans (provide a detailed description of locations and parking lots to be used):**

N/A

**Impact to surrounding areas--residents, businesses, etc. (Describe impact and plan to notify those impacted):**

Closed main street -> signage designating detour -  
Electronic sign to prewarn the week prior -  
Alert Merchants on Main Street -

**INSURANCE REQUIREMENTS:**

Insurance information must accompany the application materials. Liability insurance can be purchased through the Recreation Department, at 435-4355, or your own carrier. The Town of Tiburon must be named as an additional insured. The insurance information should include an endorsement providing the Town, its agents, officials and employees, primary and non-contributory coverage for claims, losses, etc. arising from the exercise of the permit.

Is the insurance endorsement attached?       Yes     No    No Add'l insurance required

**To be completed by Applicant:**

I have read, understood and accepted the foregoing conditions and the following:

1. The Town reserves the right to deny any special event permit, impose any conditions it deems appropriate, and require payment for costs associated with an event, such as police and public works services. (Gatherings for the purpose of espousing views as permitted by the First Amendment do not require a permit.) Permission for an event in one year does not imply permission in future years.
2. Owner shall indemnify, defend and hold harmless the Town and its officials, employees, agents and contractors, from any claims, losses, damages or other liabilities that may arise from this event. The obligation to defend is separate and distinct from the obligation to indemnify and hold harmless and shall apply even if neither the Town nor owner is found liable for the aforesaid claims, losses, damages or other liabilities.

Signature of Applicant

Cashleen Andreucci

Printed Name of Applicant

3/9/16

Date of Application

**Town of Tiburon**  
1505 Tiburon Boulevard · Tiburon CA 94920  
415-435-7373

**To be completed by Town:**

Approved by:

\_\_\_\_\_  
Chief of Police

Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Public Works

Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Community Development

Date: \_\_\_\_\_

\_\_\_\_\_  
Town Manager

Date: \_\_\_\_\_

Additional conditions or requirements:

\_\_\_\_\_  
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**“After Action Reports”** will be prepared by Town staff and filed with Town Manager and Chief of Police.

# TRICK OR TREAT TRAIL MAP

Saturday, Oct. 22, 2016



**Jack O Lantern Route**

**Event Area**

**Trick or Treat Trail**

**Tent**

**Street Closure**

The Trail starts at 6pm on Lower Main Street. Participants Trick or Treat from 6-8pm on Lower Main St. (which would be closed) - to Ark Row -along Beach Road -to San Rafael Rd and finish at Belvedere Community Park. At the park we would have a children's movie (like Charlie Browns the great Pumpkin) as soon as it is dark enough, followed by a family movie to end by 10pm. The entire trail would be lined by Jack-o-lanterns.

# TOWN OF TIBURON

## Town Council Policy & Procedure

**Number:** 8  
**Effective:** March, 17, 2004 (Revised 07/15/2015)  
**Authority:** Town Council / Town Manager

### USE OF SHORELINE PARK – SPECIAL EVENTS

#### PURPOSE AND INTENT

The Town Council establishes this “Use of Shoreline Park – Special Events” policy (hereinafter “Policy”) for the Town of Tiburon in accordance with the provisions of the Tiburon Municipal Code and State Law.

This Policy defines special events and specifies requirements and procedures for their approval in Shoreline Park. Shoreline Park was dedicated to the Town for “public, scenic, open space and public access” purposes and is customarily used as a visual and primarily passive recreational amenity for Town residents and visitors. A majority of the Park’s land area is under water; the dry land portion consists of a narrow strip of bay front property with a paved walking path terminating at Ferry Plaza (see attached graphic). It lies directly in the San Francisco Bay view corridor of nearby residences and adjoining Paradise Drive, and is therefore highly sensitive from a visual and view blockage standpoint; the dedication to the Town is subject to conditions protecting the views from the Bayside units at Point Tiburon. The Park is popular with both residents and visitors for walking, viewing, picnicking and jogging. The Ferry Plaza portion of the Park also provides important public access to the Main Street waterfront and ferry services.

The Town Council establishes these requirements and procedures for occasional special events in Shoreline Park to protect the visual and recreational qualities of the Park and to preserve it primarily for its customary use. This Policy is intended to ensure that the temporary operation of each permitted special event at Shoreline Park is compatible with the adjacent neighborhood, downtown business district, residents, and visitors.

#### POLICY

The Town receives periodic requests to allow events, activities, and occasional temporary structures in Shoreline Park. The Town has an interest in occasionally allowing certain types of conditionally allowable events or activities in the Park on a short-term basis, which may temporarily deviate from the customary use of the Park. However, the frequency and nature of these events must be limited to protect the primary purposes, appearance, and on-going popular use of the Park.

## ***SPECIAL EVENTS AT SHORELINE PARK***

For the purpose of this Policy, “special event” means a short-term activity use or limited duration art exhibition use of the Park other than its customary use. The Town Manager shall have the discretion to determine whether an event of a limited amount of time qualifies as a “special event” that is subject to the *Special Events Permit Policy* referenced below.

All special events on Town property are subject to the Town’s *Special Events Permit Policy*, which enables the Town, consistent with the Park’s dedicating documents, to establish the parameters for each special event and the obligations of the permit holder. To ensure reasonable compatibility with the surrounding area and avoid disruption of the customary use of the Park, any special event in Shoreline Park must comply with the following additional requirements:

1. The Town anticipates limiting the number of events to five (5) permitted special events per calendar year.
2. Special events are limited to Fridays, Saturdays, Sundays and legal Town Holidays. Legal Town Holidays are New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; excepting art exhibition events that may, with Town Council permission, have a maximum 45-day duration including set-up and take-down.
3. The activities of the special event are restricted to the hours of 8:00 a.m. to one hour after sunset Sunday through Thursday and 8:00 a.m. to 10:00 p.m. on Fridays and Saturdays. At no more than three (3) Friday or Saturday events per year shall amplification of sound be allowed until 10 p.m.

## ***EXCEPTIONS***

The Town Manager may allow some latitude with respect to provisions of the *Special Events Permit Policy* and this Policy in order to facilitate activities such as set up, the staging of equipment and the hours of operation. The discretion allowed by this Policy shall be confined to logistical and other considerations necessary to further the following critical purposes:

1. Protect the Park and improvements therein.
2. Ensure public safety and access.
3. Avoid unauthorized or extended obstruction of views of the bay.
4. Avoid noise disruption of nearby residential neighborhoods after 8 pm on Sunday through Thursday or after 10 p.m. on Friday and Saturday.

The Town Council, at a public meeting, may grant Exceptions to this Policy as it deems warranted.

***TEMPORARY STRUCTURES***

Temporary structures (excluding art exhibition pieces) may be in place no longer than seventy-two (72) consecutive hours. The Town Engineer/Director of Public Works shall ensure that temporary structures shall be located, installed and secured in a manner that will not damage Park improvements, and will not create a public hazard or public nuisance. No automobiles or trucks will be allowed to park on Ferry Plaza, other than for the purposes of loading or unloading items pertaining to the event and subject to the approval of the Superintendent of Public Works, Director of Public Works, or Town Manager.

***ART EXHIBIT PLACEMENT***

Exhibits of art that will be on display for more than seventy-two (72) consecutive hours shall generally be limited to the western third of Shoreline Park.

***MUSIC AND VOICE AMPLIFICATION***

Chapter 25-1 of the Municipal Code requires that any amplified music and/or voice amplification in a non-residential zone be approved in writing by the Town Manager. Any voice or music amplification in Shoreline Park should be kept to a reasonable volume.

***ROADWAY CLOSURE***

No roadway closures will be permitted in this area without prior approval from the Town Manager.

Attachment: Graphic of Shoreline Park



# TOWN OF TIBURON



## Town Council Policy & Procedure

Number: 7  
Effective: April 17, 2002  
Authority: Town Council/Town Manager

### SPECIAL EVENTS PERMIT POLICY

#### **PURPOSE AND INTENT:**

This Town Council policy establishes the “Special Events Permit Policy” for the Town of Tiburon in accordance with the provisions of the Tiburon Municipal Code and State Law.

This policy defines special events and specifies requirements and procedures for their approval. The Council has established these requirements and procedures for special events to ensure the general safety, health, and welfare of the community and to ensure that the temporary operation of each special event will be compatible with the neighborhood or area in which it is located.

#### **POLICY:**

State and Town law regulate the use of real property in the Town. Generally, these laws establish both the structures that may be constructed on land and the activities that may be conducted thereon. The Town receives numerous requests to allow activities, and occasionally structures, on a “short term” basis. The Town has an interest in allowing certain types of conditionally allowed uses on a short term basis. Some of these types of uses may allow private individuals, businesses, or not-for-profit organizations to hold special events which may temporarily alter the character of a particular area.

#### **Permit Requirement**

No person shall conduct a special event on public property unless such person first obtains, and continues to maintain in full force and effect, a special event permit for such special event.

For purposes of this policy, “special event” means a short-term activity or other use of public property other than the customary use of the property. Special events may include weddings, carnivals, live music concerts, outdoor dining, street fairs, and athletic activities such as marathons, swimming events, and organized “walk-a-thons.”

Also, for purposes of this policy, the term “short term” shall mean either of the following:

- Events on public property, up to, but not exceeding 48 hours

Events to be held on public property shall be limited in scope to activities which do not detrimentally impact the community. The Town Manager will evaluate the potential impacts of a proposed event. Factors shall include, without limitation, the following:

1. Impacts on Noise
2. Impacts on Traffic
3. Impacts on Parking
4. Impacts on the General Environment

The Town Manager will not consider as a factor the content of any constitutionally protected speech at the event, unless there is a threat of immediate harm to persons or property.

#### **Events held in Town parks or open space**

The Town has, in the past, adopted policies governing the use by the general public of its parks and open space. A list of Town parks and open space areas and policies are incorporated herein as Exhibit “A.” These policies are in effect for the regular, non-“special event” use of the affected areas. Such uses do not require a special event permit under this Town Council policy.

NOTE: Since the adoption of this policy in 2002, a separate, Town Council policy has been adopted governing special events in Shoreline Park. Please request a copy of this policy from Town Staff.

## **Permit Procedure**

A person or persons wishing to hold a special event must file a Special Event Permit application with the Town Manager at least sixty (60) days prior to the date of the proposed event. Notwithstanding the preceding, the Town Manager may accept a special event permit application less than 60 days in advance if the Town Manager determines (in his or her sole discretion) that there is adequate time for review of the application.

A Special Event Permit application shall be on a form provided by the Town (see attachment). At a minimum, the application shall contain the following information:

1. The name of the special event organizer and the organizer's contact person (if different);
2. A list of the special event permits requested by the organizer in the previous 12 months;
3. A detailed description of the proposed special event (including the hours it is to be conducted);
4. The location of the proposed special event;
5. A precise diagram of the venue area and floor plan (if applicable) for the proposed special event;
6. A description of any special equipment or temporary buildings and structures, including tents, stages, "bounce machines," and vendor's booths, and their estimated delivery and set-up times;
7. The anticipated number of workers, participants and spectators at the proposed special event;
8. A traffic control plan (including any necessary directional devices and street closures) for the proposed special event.
9. Water facilities and sanitary measures (including toilets and trash containers) for the proposed special event;
10. A collection, recycling and disposal plan for garbage generated by the event;
11. A description of an arrangement to provide adequate parking for the people attending the event;
12. Security measures for the special event.

The Town Manager may waive any of the above items if he or she finds them inapplicable to the proposed event.

## **Insurance Requirements**

The requirements of this paragraph shall be a condition of approval for any special event permit for a special event on Town-owned property. As a condition of permit approval, the special event permit holder shall obtain insurance, as required by the Town Attorney as set forth in this paragraph. The permit holder shall provide the Town Attorney with an endorsement showing that the Town has been added as an additional insured to the required insurance. The permit holder shall also sign an indemnification clause agreeing to defend and hold the Town of Tiburon, its officers, agents, employees, and volunteers, harmless from

any claims, liabilities, losses or expenses arising from the special event. The permit holder shall submit the documents required by this paragraph no later than 10 business days prior to the special event.

### **Alcoholic Beverages**

In the case where an “alcoholic beverage,” as that term is defined by the Alcoholic Beverage Control Act of California, will be served and/or sold at the special event, the Town Manager shall be satisfied that appropriate security measures are being taken and the special event permit holder shall obtain a daily license from the State of California Alcohol and Beverage Control Board.

### **Procedure for Review**

The Town Manager, upon receiving an application for a special event, shall do the following prior to issuance of the permit:

- Consult with Town Department heads on the request and solicit their input;
- Request any additional information from the applicant and impose any restrictions that he or she considers necessary or appropriate to evaluate the event’s potential impacts on the community.

For events anticipating 200 or more participants, or for events in areas of high density or potentially substantial impacts on the community, the Town Manager may:

- Notify business owners and/or residents of properties within the proximity to the proposed venue of the proposed request in order to solicit written or oral comments on the proposed event; and/or
- Agendize the permit application for Town Council review and comment at a public hearing.

### **Decision on Application and Appeal of Decision**

Within 15 days of receipt of an application, the Town Manager shall advise the applicant in writing of the decision that either approves the request, conditionally approves the request, seeks additional information, or denies the request with the reasons for denial stated.

The Town Manager’s decision shall be final unless the applicant files a written appeal, with payment of applicable fees, within 10 days of the decision.

In the case of an appeal, the Town Council shall conduct a duly noticed public hearing within 30 days following the receipt of the written appeal. The Town Council shall consider the

applications under the standards set forth in this chapter and sustain or overrule the decision of the Town Manager. The decision of the Town Council shall be final.

**Suspension of Permit**

The Town Manager or the Chief of Police shall have the power to suspend, and shall suspend, any special event permit if the applicant has done any of the following:

1. Violated any provision or requirement of approval imposed upon the permit;
2. Violated any provisions of the law;
3. With the actual conduct of the activity, threatened the preservation of the public peace, safety or general welfare, or unreasonably interfered with the use and enjoyment of other property in the immediate vicinity of the activity.

**Other**

The Town Manager may delegate any or all of his authority under this Policy to his or her selected designee.

**APPROVED:**

\_\_\_\_\_  
Margaret A. Curran, Town Manager

\_\_\_\_\_  
Date

## EXHIBIT "A"

### TIBURON PARK & SPECIAL EVENT FACILITIES

1. McKegney Green - large, rectangular, grass covered playing field next to the Richardson Bay shoreline. Located 1/10 of a mile from the parking area at Blackie's Pasture. No vehicle access. Walk-in only. No barbecues or open fires permitted. No alcohol. No bottles. No cleats (except by Tiburon Peninsula Soccer League youth use). Dogs must be on leash. A permit is required for organized sporting events (call Tiburon Public Works, 435-7399). Other uses (other than as a public park) are limited. Contact Town Clerk Diane Crane Iacopi, 435-7377 for more information. Like all of the Town's parks, the area is for public use primarily on a first-come, first served basis.
  - 1a. Little Lady Lori Gazebo at McKegney Green is situated next to the water in a quiet spot with a beautiful view. The donor of this gazebo hopes it will be used for quiet reflection, possibly small weddings or other meaningful ceremonies. The gazebo holds about 4 people with space around it outside for 10 or so to stand. No bathroom, water or phone nearby. No vehicle access.
2. South-of-the-Knoll Park - just past McKegney Green along the bike path going toward downtown. Use of park is on first-come, first-served basis, but special events can be staged for larger groups subject to the Town's Special Event Permit application process. Area has two sets of children's play structures; one for tots and one for older children. There are two picnic benches located near the playgrounds. Rolling, grass-covered field adjacent. A portable toilet is located on the bike path at the edge of this park. Dogs must be on leash.
3. Belvedere Park – located next to the Belvedere City Hall on Community Road in Belvedere. Use of park is on a first-come, first-served basis. Basketball standard. Children's play structures in an enclosed area. Benches. No picnic tables. Gazebo. Grass field area adjacent. However, if you wish to have anything else such as a bounce machine or pony rides, please contact Art Gibney, Belvedere Public Works, at 435-3838 to discuss this type of activity.
  - 3a. Rooms at the Belvedere Community Center are also available for functions. Call Jt. Recreation (435-4355) for more information.
4. Paradise Park - Paradise Drive - Rolling green fields along the hillside. This is a County Park, which is open to all groups, generally on a first come-first served basis. Public bathrooms and telephone. 46 + picnic benches, most with adjacent barbeque grills. Pier for fishing. Small beach and fresh-water shower at shoreline for removing sand and salt water. Two parking areas and paved paths leading down into the park. If you want to reserve a specific area, you must call the Marin County Open Space District to discuss details for reservation. Park fees are: \$5.00 per car (Nov. – Mar.); \$7.00 per car (April – Oct.); Walkers, Bicyclists and Boaters - \$2.00 per person. No motorized launches allowed to come ashore. (If you will be a frequent user of any of the County Parks, you can buy a Year Pass for \$50 which entitles you to entry to any of their other park facilities including 2 boat launching ramps.) Call 499-6387.

5. Shoreline Park - Strip of grass running along the Tiburon shoreline between the corner of Tiburon Boulevard and Paradise Drive and the corner of Paradise Drive and Mar West Street. This is a public park. No barbeques. No bottles. Dogs must be on leash. \$5.00 parking lot across the street at Pt. Tiburon Plaza.
6. The Cypress Garden Park (“pocket park”) is located at the corner of Tiburon Boulevard and San Rafael Avenue just off the bike path under the cypress trees. There is a tiny landscaped area with a bench and a beautiful view of Richardson Bay and Sausalito. Excellent for a small ceremony with no more than about 8 people. No parking.
7. Zelinsky Park (behind the Library and Town Hall) is the newest addition to the Town’s parks system. It is named after the family who donated the land for the Library and Town Hall. The park contains a paved path and several benches, along with a grassy area, and is appropriate for passive use by individuals or small groups. Large groups (of 50 -100 people) can contact the Town for rental information subject to the Town’s Special Event Permit application process. Contact 435-7377 for more information.
8. Angel Island State Park - reached from Tiburon by the Angel Island Ferry (435-2131) or from San Francisco (546-2815). This is a wonderful natural and historical resource with structures dating back to Civil War days. It has unparalleled views of the San Francisco Bay. There are beaches, picnic facilities, hiking trails and roads for bicycling. Historical structures have been restored by the Angel Island Association. Docents at the facilities give the history. Call 435-1915 for Park Information.

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Additional “nature-related” information:

- A. Richardson Bay Audubon Center, bird sanctuary offering education and advocacy. Located on grounds of Lyford House at 376 Greenwood Beach Rd., in Tiburon. For information on classes and activities, call 388-2524.  
The historic Lyford House is also used for special events, such as weddings.
- B. Tiburon Romberg Center - Marine and estuarine research center and educational facility. Conference center available for environmentally-related organizations. Call 338-6063 for Marine Center info and 338-3543 for information on conference center.
- C. Ring Mountain Preserve Nature Conservancy - offers pamphlets for self-guided hikes of the Ring Mountain Preserve where plant species native only to Ring Mountain can be found as well as prehistoric petroglyphs. Call 435-6465 for information.
- D. St. Hilary’s Open Space Preserve. Open space area with fire road and trails. Maintained by County of Marin Open Space District. No fires or vehicle access. Also features historic Old St. Hilary’s Church. Contact the Landmarks Society (435-1853) to rent church or for information on other Landmarks’ properties.
- E. Town Hall has free copies of the Tiburon Ridge Trail Map. Call 435-7373 or come in to Town Hall at 1505 Tiburon Boulevard.

*S:/Parklist2.JP.doc – October 2003*

## TOWN OF TIBURON SPECIAL EVENT PERMIT

DATE OF EVENT: \_\_\_\_\_ TIME:(Start to Finish) \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

Number of People anticipated: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Name & Address of Individual of Sponsoring Organization:  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Please describe YOUR PLAN for the following: *(Attach separate sheets if necessary)*

**PARKING:**

**Street Blockage or Closure:**

**Will alcohol be served?**

**CLEAN-UP & RECYCLING** - A recycling plan is REQUIRED BY TOWN OF TIBURON.  
(Contact Matthew Swalberg at 435-7354 for details.)

**FIRST AID:**

**Do you anticipate using sound amplification equipment?**

**If so, please describe:**

Your Permit will be approved only after receipt of documentation showing that the Town of Tiburon has been added as an additional named insured to your insurance policy for this event. This normally requires an endorsement. A certificate showing only that you have insurance is not sufficient. Special Event Insurance can be purchased through the Jt. Recreation Department at 435-4355.

Fax or mail your completed form to Town Hall at 435-2438, 1505 Tiburon Blvd. 94920. Thank you.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

APPROVED BY:

\_\_\_\_\_  
Chief of Police

Date \_\_\_\_\_

\_\_\_\_\_  
Deputy Director of Public Works

Date \_\_\_\_\_

\_\_\_\_\_  
Director of Comm. Development

Date \_\_\_\_\_

\_\_\_\_\_  
Town Manager

Date \_\_\_\_\_

Form is located in S:Administration/Staff Folders/dcrane/totevent.per.doc