



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

Parks Open Space and Trails Commission
Regular Meeting - 6:00 p.m.
September 20, 2016

AGENDA

**PARKS, OPEN SPACE AND TRAILS COMMISSION
CALL TO ORDER AND ROLL CALL**

Chair Winkler, Vice-Chair Allen, Commissioners Feldman, McMullen, Thier

ORAL COMMUNICATIONS

Persons wishing to address the Parks, Open Space & Trails Commission on any subject not on the agenda may do so under this portion of the agenda. Please note that the Parks, Open Space & Trails Commission is not able to undertake extended discussion, or take action on, items that do not appear on this agenda. Matters requiring action or follow-up may be referred to Town Staff or placed on a future Parks, Open Space & Trails Commission agenda. Please limit your comments to no more than three (3) minutes. Testimony regarding matters not on the agenda will not be considered part of the administrative record.

COMMISSION AND STAFF BRIEFING

Staff Briefing

- Introduce Dmitriy Lashkevich, Associate Engineer
- Distribute Adopted Bicycle and Pedestrian Master Plan

Commissioner Updates

Subcommittee Reports

MINUTES

1. Approval of Minutes - Meeting of March 29, 2016

ACTION ITEMS

1. Election of Chair and Vice-Chair for Fiscal Year 2016-2017

Documents:

[ELECTION OF CHAIR AND VICE-CHAIR.PDF](#)

2. Referral from Town Council Regarding Bicycle & Pedestrian Safety Program

Documents:

3. Review of Ad-Hoc Subcommittees
Consider Possible Sunset or other Action

Documents:

[REVIEW AD-HOC SUBCOMMITTEE LIST.PDF](#)

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 Planning Division Secretary at (415) 435-7390. 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 Parks, Open Space & Trails Commission Agendas, staff 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 staff reports are also available on the Tiburon website (www.townoftiburon.org) after 5:00 PM on the Friday prior to the regularly scheduled meeting.

Any documents produced by the Town and distributed to a majority of the Parks, Open Space & Trails Commission members regarding any item on this agenda, including agenda-related documents produced by the Town after distribution of the agenda packet 72 hours in advance of the Commission meeting, will be available for public inspection at Town Hall, 1505 Tiburon Boulevard, Tiburon, CA 94920.

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 deliver or cause to be delivered 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 to the Planning Division Secretary at the above address.

PUBLIC HEARINGS AND DISCUSSION ITEMS

Public Hearings and Discussion Items provide the general public and interested parties an opportunity to give testimony on agenda items typically involving an action or recommendation of the Commission. If you challenge any decision in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing, or in written correspondence delivered to the Parks, Open Space & Trails Commission at or prior to the Public Hearing.

GUIDELINES FOR TIME LIMITS ON PRESENTATIONS AND PUBLIC TESTIMONY

The Parks, Open Space & Trails Commission's general meeting procedure and time limit guidelines are as follows:

- <!--[if !supportLists]--> ❖ <!--[endif]--> Staff Report Presentation – 5 to 10 minutes
- <!--[if !supportLists]--> ❖ <!--[endif]--> Parks, Open Space & Trails Commission questions to staff
- <!--[if !supportLists]--> ❖ <!--[endif]--> Applicant's presentation (if any) – 10 to 20 minutes
- <!--[if !supportLists]--> ❖ <!--[endif]--> Public Testimony (depending on the number of speakers) – 3 to 5 minutes for each speaker
- <!--[if !supportLists]--> ❖ <!--[endif]--> Members of the audience may not allocate their testimony time to other speakers
- <!--[if !supportLists]--> ❖ <!--[endif]--> Time limits may be modified at the discretion of the

Chairman

Interested members of the public may speak on any item on the agenda.

TIMING OF ITEMS ON AGENDA

While the Parks, Open Space & Trails Commission 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 Parks, Open Space & Trails Commission agenda.

TOWN OF TIBURON LATE MAIL POLICY (Adopted and Effective 11/7/2007)

The following policy shall be used by the Town Council and its standing boards and commissions, and by staff of the Town of Tiburon, in the identification, distribution and consideration of late mail.

DEFINITION

“Late Mail” is defined as correspondence or other materials that are received by the Town after completion of the written staff report on an agenda item, in such a manner as to preclude such correspondence or other materials from being addressed in or attached to the staff report as an exhibit.

IDENTIFICATION OF LATE MAIL

All late mail received by Town Staff in advance of a meeting shall be marked “Late Mail” and shall be date-stamped or marked with the date of receipt by the Town. Late mail received at a meeting shall be marked as “Received at Meeting” with a date-stamp or handwritten note.

POLICY

For regular meetings of the Town Council and its standing boards and commissions:

- <!--[if !supportLists]-->(1) <!--[endif]--> All late mail that is received on an agenda item prior to distribution of the agenda packet to the reviewing authority shall be stamped or marked as “Late Mail” and shall be distributed to the reviewing authority with the agenda packet.
- <!--[if !supportLists]-->(2) <!--[endif]--> All late mail received on an agenda item before 5:00 PM on the Monday prior to the meeting shall be date-stamped and marked as “Late Mail” and distributed to the reviewing authority as soon as practicable. Such mail shall be read and considered by the reviewing authority whenever possible. If the Monday, or Monday and Tuesday, prior to the meeting are a Town-recognized holiday, the deadline shall be extended to the following day at Noon.
- <!--[if !supportLists]-->(3) <!--[endif]--> Any late mail received on an agenda item after the deadline established in paragraph (2) above shall be date-stamped, marked as “Late Mail” and distributed to the reviewing authority as soon as reasonably possible, but may not be read or considered by the reviewing authority. There should be no expectation of, nor shall the reviewing authority have any obligation to, read or consider any such late mail, and therefore such late mail may not become part of the administrative record for the item before the reviewing authority.

These provisions shall also apply to special and adjourned meetings when sufficient lead time exists to implement these provisions. If sufficient lead time does not exist, the Town Manager shall exercise discretion in establishing a reasonable cut-off time for late mail. For controversial items or at any meeting where a high volume of correspondence is anticipated, Town staff shall have the option to require an earlier late mail deadline, provided that the written public notice for any such item clearly communicates the specifics of the early late mail deadline, and the deadline corresponds appropriately to any earlier availability of the agenda packet



TOWN OF TIBURON
1505 Tiburon Boulevard
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Parks, Open Space & Trails
Commission Meeting
September 20, 2016
Agenda Item: AI-1

STAFF REPORT

To: Members of the Parks, Open Space & Trails Commission
From: Community Development Department
Subject: Election of Chair and Vice-Chair

BACKGROUND

Each year at the first meeting held after June 30th, the Commission elects a Chair and Vice-Chair pursuant to its adopted by-laws. Existing officers may be re-elected, although it is the general custom of Tiburon's boards and commissions to rotate leadership positions.

For general assistance, the Town's Procedure for Election of Officers is attached as **Exhibit 1**.

RECOMMENDATION

Elect a Chair and Vice Chair for the coming year.

EXHIBITS

1. Procedure for Election of Officers handout.

Prepared By: Scott Anderson, Director of Community Development 



PROCEDURE FOR ELECTION OF OFFICERS (Revised 8/5/2003)

The Election of Officers agenda item is often (but not always) placed on the agenda immediately after Call to Order and Roll Call.

The current Chairman of the Commission (or Board) acts as the Chair of the Nominating Committee. If the Chairman is absent, the Vice-Chairman will act as the Chair of the Nominating Committee.

It is not unusual for an outgoing Chairman to make a brief speech or acknowledgement prior to asking for nominations.

The Chair of the Nominating Committee asks for nominations for the office of Chairman. If there is no second, the nomination fails. However, most commonly a nomination is made and immediately seconded. At that point, the Chair of the Nominating Committee should ask if there are any other nominations, and if not, the Chair closes the nomination process and calls for a vote.

In instances where there is another nomination for Chairman, it must be seconded to be accepted. The process of requesting nominations continues until there are no more nominations. At that point, each nomination is voted upon in order of receipt until such time as one carries by majority vote of those voting. As soon as a nomination vote carries, a new Chairman has been elected.

The newly-elected Chairman (unless reelected) then trades seats with the outgoing Chairman. The new Chairman assumes leadership of the meeting and entertains nominations for the office of Vice-Chairman using the same procedure as described above.

Failure of all nominations to carry means that no new Chairman or Vice-Chairman has been elected, and the current office holder retains the position.

Note: The above procedure is intended as a guide to facilitate the orderly election of officers. Deviation from provisions of this guide does not, in itself, invalidate any election.



TOWN OF TIBURON
1505 Tiburon Boulevard
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Parks Open Space & Trails
Commission Meeting
September 20, 2016
Agenda Item: AI-2

STAFF REPORT

To: Parks, Open Space & Trails Commission
From: Pat Barnes, Director of Public Works/Town Engineer
Subject: Bicycle & Pedestrian Safety Education and Training Program: Referral from Town Council for POST to Develop Program

BACKGROUND

On March 29, 2016, the POST Commission recommended adoption of the 2016 Bicycle Pedestrian Master Plan update (BPMP) to the Town Council.

At its meeting of July 20, 2016, the Town Council adopted the updated BPMP. In adopting the Plan, the Council requested strengthening the section on “education programs”. Subsequent to the July 20 meeting, Vice Mayor Fraser suggested that the appropriate venue for development of education programs related to bicycle/pedestrian safety issues would be the Town’s Parks, Open Space & Trails Commission (POST).

On August 17, 2016, Staff brought an item back to Council regarding bicycle education and safety programs. At that meeting, Council directed POST to begin that effort. Council direction to POST is as follows:

- Re-engage with their partners in the training programs and develop an ongoing, sustainable training program for bicycle and pedestrian safety.
- Work with interested parties in researching options and best practices for the development of community education campaigns focused on bicycle and pedestrian safety.
- Report to Town Council periodically on the progress of the program development.

ANALYSIS

In prior decades, the Town’s Bicycle-Pedestrian Advisory Committee (BPAC) engaged in efforts to promote bicycle and pedestrian safety that included working with the Police Department and the Marin County Bicycle Coalition to provide training events, including “Share the Road” training programs. Through a Resolution adopted by Council in 2008, the BPAC was combined with two other committees to form the current day POST Commission. This Resolution also established the duties and responsibilities of POST, including the following specific to bicycle and pedestrian matters:

Serve as the official Bicycle-Pedestrian Advisory Committee of the Town of Tiburon, pursuant to State Transportation Control Measure No. 9 and Metropolitan Transportation Commission Resolution No. 2178, or successors thereto. In that capacity the POST Commission shall advise and make recommendations to the Town Council, Town Staff and other Town boards and commissions on bicycle and pedestrian matters affecting the greater Tiburon Peninsula (including the City of Belvedere, Strawberry, and any unincorporated portion of the greater Tiburon Peninsula). The scope of "bicycle and pedestrian matters" is intentionally broad as used herein.

Council believes that a sustainable safety education plan is needed in order to ensure the success of the new bicycle/pedestrian master plan. Since Tiburon is a destination; this education must be a priority and reach beyond Tiburon residents. Further, education and safety are paramount when mixing walking, bicycling, and auto travel and therefore education should reach all of these modes of travel and should include education on the rules of the road for these modes of travel.

Council envisions that this effort would include public outreach by POST with input solicited from all users.

It may be important to say what this effort is not. It is not about bicycle advocacy; it is about safety education. This is not yet "doing", it is developing a plan for a sustainable safety education program.

Staff believes that a reasonable approach to this project might include:

1. Survey what resources are currently available.
2. Engage citizens, share what is available and collect additional ideas.
3. Determine gaps.
4. Determine approach for using resources in Tiburon.

The deliverable will be a presentation and report to the Town Council.

RECOMMENDATION

Staff recommends that POST:

1. Discuss the Town Council direction.
2. Take public comment.
3. Appoint a 2-member ad-hoc subcommittee for a duration not to exceed 6 months, with the specific purpose of following through on the above-listed four items and making formal recommendations to the full Commission.
4. Provide initial thoughts and direction to the subcommittee.

EXHIBITS

1. Draft minutes excerpt, Town Council meeting of July 20, 2016.
2. Draft minutes excerpt, Town Council meeting of August 17, 2016.
3. Staff Report to Town Council dated August 17, 2016.

If adopted by the Town Council, Anderson said Town staff will incorporate the approved revisions into the BPMP and release a final version as adopted on July 20, 2016. He said Staff will also file a CEQA Notice of Determination for the project.

Director Anderson then introduced Kyle James, a consultant from Alta Planning + Design.

In his power point presentation, Mr. James explained the terminology for different types of bike lanes: Class I (a simple shared-use path); Class II (contains a bicycle lane, and another slide showed the use of a buffered bicycle lane); Class III (has a bicycle route and another slide showed the option of a Class III route with shared lane markings); Class IV (showed a protected bikeway) and another slide showed a protected intersection. He said that Tiburon had a strong bicycle and pedestrian network already in place and he said the emphasis might be to focus on gap closure and strengthening existing infrastructure.

Vice Mayor Fraser said he was an original member of the Town Council's Bicycle-Pedestrian Advisory Committee and had worked on the first master plan in 2001. He said that education and safety are paramount when mixing walking, bicycling, and auto travel. He said that some people do not know the rules of the road when it comes to these modes of travel. He said it was important for the Town to have a sustainable plan when it came to education, in order to ensure success of any new bicycle/pedestrian master plan.

Mr. James agreed, stating that safety is very important and is one of the bases used for prioritizing projects. He said there is an opportunity for education, and some organizations emphasize it. For instance, he said that the Marin Bicycle Coalition provides training for people in lieu of them have to pay fines for violations.

Vice Mayor Fraser said that Tiburon is a destination; he said education must be a priority and incorporated into our plan.

Councilmember O'Donnell said he, too, was involved in review of the BPMP in 2008, when he served on the Town's Planning Commission. He said that the Commission and the Council have affirmed the critical importance of Class IV bikeways.

O'Donnell stressed the importance of safety in the area vicinity of East Strawberry Drive where it connects with the State Highway (Tiburon Boulevard) and thence to Greenwood Beach Road. He said there are shortcuts but no real connection, and this is one of the most critical areas for public safety, as children using the Strawberry Recreation District facilities have no safe way to get there. He said parents would like to not have to drive there all the time; he wondered why a Class IV lane could not be added in that area.

Director of Public Works Barnes said that the Town has put in for a Class IV bikeway in the Regional Transportation Plan. He said the Town had commissioned a gap study including this project and the study was accepted by the Town and the County of Marin. He said the estimated

Vice Mayor Fraser said he, too, supported the recommendations of the Planning Commission. He said he shared the concerns and frustrations of the process, but he said the Town had a lot to gain by it. He endorsed a feasibility study, perhaps funded by grant monies, and to get the County and other parties involved, as well. Fraser said that we needed to look forward toward change. He said we should look at Class IV bike lanes, especially for the safety of children and pedestrians on Tiburon Boulevard. He agreed with the recommendation to “patrol” Greenwood Beach Road with a parked patrol car and possibly the use of PSAs in that area. He said we should look closely at increased enforcement of speeding bicyclists.

Mayor Tollini said the ability to walk and bicycle in Town is important to the quality of life here, and that the Old Rail Trail is our “jewel in our crown”.

The Mayor commended the Planning Commission and POST for doing a good job in their review of the plan; she also commended the community for its involvement and input into the process. She said the Town should do what it can now and keep our eye on the radar for funding. She also said we should do what we can to alleviate traffic on Greenwood Beach Road.

Councilmember O’Donnell asked whether the resolution should be amended to state that the Town would only pay its portion for a feasibility study.

Councilmember Fredericks said that the [outcome of the] study would benefit Tiburon residents even though the installation would be in the County (or CalTrans).

O’Donnell also asked that no changes be made to the Bay Trail that would exclude the Audubon Center, and he said enhanced enforcement (on Greenwood Beach Road) should be included in the plan.

Vice Mayor Fraser stressed that education should be a component of the adopted plan. He said he had advocated it for some time, ever since he was a member of the Town’s Bicycle/Pedestrian Committee.

The Town Manager summed up the Council discussion:

- interest in funding the feasibility study for a Class IV bike lane, with grant funding
- the scope of the study has not been fully defined
- a scope of project costs and funding to return to Council.

Broadly, Town Manager Chanis said the Council had indicated its interest in studying the Class IV bike lane recommendation.

Councilmember O’Donnell said while this was not stated in the draft resolution, he wanted to be clear that \$250,000 would not come out of the Town’s pocket. Councilmember Fredericks concurred it would not be a good idea to “load up” the resolution thusly. Town Manager Chanis said any request for funding would have to come back to the Council for approval.

DRAFT

O'Donnell asked about the Bay Trail designation. Chanis said any potential realignment would be part of the study, as well. Director Barnes suggested the Council could add language to ensure that the Audubon Center not be excluded from the Bay Trail signage and the like.

Vice Mayor Fraser continued to ask for a sustainable safety program to be part of the plan, possibly tightening up the language in in Section 4.3.5. Director Anderson said that it could certainly be stated as a goal.

MOTION: To adopt the resolution approving the BPMP plan, as amended above, and adopting the negative declaration.

Moved: O'Donnell, seconded by Fredericks

Vote: AYES: Unanimous

3. **Capital Project Planning** – Recommendation to form ad hoc Council subcommittee to set priorities for capital project planning (Town Manager Chanis)

Town Manager Chanis said staff had presented a proposed framework for capital project planning at the Town Council/Staff Retreat on April 1, 2016. If implemented, he said the framework would provide for a systematic approach to the planning, budgeting and financing of capital projects. The proposal envisioned the following steps:

- Development of a Project Portfolio
- Ranking of projects within the portfolio based on a set of established criteria
- Approval of prioritized Project Portfolio and integration into annual budget process
- Review and adjustments to Project Portfolio on annual basis and/or as new projects are identified

Chanis said Council indicated its interest in pursuing development of this planning process for its obvious benefit as a tool for budgeting, as well as to make the process more open and accountable. He also said the Council indicated support for the formation of a Council ad hoc committee to assist staff in developing this planning tool. Members of the ad hoc Committee would work with staff to develop the criteria used to prioritize potential projects, and approve an initial Project Portfolio for consideration by Council, according to the Town Manager. He said Mayor Tollini and Councilmember Fredericks had volunteered to serve on the subcommittee.

Chanis said staff anticipates the ad hoc committee would have its initial meeting in August, and would be required to meet 3-5 times prior to the development of the proposed 2017-2018 Town budget.

During the Council discussion, Councilmember O'Donnell said staff had outlined the issues and had set in motion additional procedures to address them. Director Anderson said the Town's ordinance has always done so, but said the updated application contains language that addresses the issues of adverse impacts on surrounding properties and on water resources.

Councilmember Fredericks asked if the Town's existing regulations address the trapping of water by an uphill neighbor which might affect the downhill neighbors. Director Anderson again described the absence of aquifers in Tiburon so he said it was unlikely this could occur. He said the Town's regulations focus more on the location of a well, and that some cities have setback requirements in their regulations (from creeks or other known bodies of water). He said the Town's regulations already give the Town the ability to require a well to be located elsewhere on a property. Councilmember O'Donnell commented that the tanks associated with wells usually are not large tanks [that hold large quantities of water].

Vice Mayor Fraser opened the matter to public comment. There was none. There being no further comment, Vice Mayor Fraser closed the hearing.

MOTION: To approve the staff's recommendations, as presented.
Moved: Fredericks, seconded by O'Donnell
Vote: AYES: Unanimous
ABSENT: Tollini

AI-4: Bicycle Education and Safety [taken out of order] – Direct Parks Open Space & Trails Commission to formulate a Bicycle Safety Training Program (Community Development Department/ Department of Public Works)

Town Manager Chanis said that at its July 20 meeting, the Town Council adopted an updated Tiburon Bicycle and Pedestrian Plan. In adopting the Plan, he said the Council requested strengthening of the section on "education programs". He said Vice Mayor Fraser subsequently suggested delegating the task to the Parks, Open Space and Trails Commission (POST).

Town Manager Chanis said this was appropriate because in prior decades, the Town's Bicycle-Pedestrian Advisory Committee (now included in the mission of POST) has worked with the Police Department and the Marin County Bicycle Coalition to provide training events, including "Share the Road" training programs. He said the direction to POST would be to reengage with their partners in the training programs and to develop and an ongoing, sustainable training program for bicycle and pedestrian safety. If endorsed by Town Council, he said the item would be placed on the next POST agenda for action. POST would also be asked to report back to the Council periodically on its progress in developing the program, according to the Town Manager. He said staff recommends the Town Council direct POST accordingly and place the item on the next POST agenda for action.

Vice Mayor Fraser said his recommendation came from his involvement with the Safe Routes to School program, as well as his involvement locally with the Yellow Bus Program. He said the idea was to increase safety in our community for bicyclists and pedestrians, but also to better educate automobile drivers. He said everyone needs to know the rules of the road, and that POST was the place to start this educational process.

Vice Mayor Fraser opened the matter to public comment.

Kathy McLeod said she served on the Safe Routes to School Task Force but worried that POST might tend to focus more on trail bikes rather than road bikes. She wondered whether the Town might form a committee dedicated to the road bike riders because it was a different focus. She said the committee could focus on rules of the road, driver safety, engineering, and new standards that needed to be developed. She suggested that POST had so many things on its plate, such as the Martha Property (open space) and field maintenance (McKegney Green), that they might not be able to take on this challenge.

There being no other speakers, Vice Mayor Fraser closed the matter to public comment.

Councilmember Fredericks assured Ms. McLeod that POST was aware of the Safe Routes to School programs and would do a good job. Vice Mayor Fraser said there would be public outreach by POST and input solicited from all users. Councilmember O'Donnell concurred.

MOTION: To approve the recommendation to direct POST to undertake a safety education program as part of the Bicycle Pedestrian Master Plan.

Moved: Fredericks, seconded by O'Donnell

Vote: AYES: Unanimous
ABSENT: Tollini

TOWN COUNCIL REPORTS [taken out of order]

None.

TOWN MANAGER REPORT [taken out of order]

Town Manager Chanis introduced a discussion of Town Holiday Party dates. He said the Council normally cancelled its second regular meeting in December in favor of the Town Holiday party. However, this year, Chanis said the second meeting fell on December 21; at least one Councilmember (Mayor Tollini) had informed him that it was unlikely she would be in town on that date. He asked for the Council's input on the date selection.

The Council directed staff to cancel the December 21 meeting as is its custom; it also selected December 14 as the date of this year's Holiday party.

Exhibit 2
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TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
August 17, 2016
Agenda Item:

STAFF REPORT

To: **Mayor & Members of the Town Council**

From: **Community Development Department
Department of Public Works**

Subject: **Direction to Parks & Open Space Commission to Formulate an
Educational Program for Bicycle and Pedestrian Safety Training**

Reviewed by: _____

BACKGROUND

At its meeting of July 20, 2016 the Town Council adopted an updated Tiburon Bicycle and Pedestrian Plan. In adopting the Plan, the Council requested strengthening of the section on “education programs”. As a follow-up measure, Vice Mayor Fraser has requested that the Town Council direct the Parks, Open Space and Trails Commission (POST) to formulate an educational program for bicycle and pedestrian safety.

ANALYSIS

In prior decades, the Town’s Bicycle-Pedestrian Advisory Committee (now a POST duty) has worked with the Police Department and the Marin County Bicycle Coalition to provide training events, including “Share the Road” training programs. The direction to POST would be to reengage with their partners in the training programs and to develop and an ongoing, sustainable training program for bicycle and pedestrian safety. If endorsed by Town Council, the item would be placed on the next POST agenda for action.

RECOMMENDATION

Staff recommends the Town Council direct POST accordingly and place the item on the next POST agenda for action. Adoption of this item as part of the Consent Calendar will set the process in motion.

Prepared by: Scott Anderson, Director of Community Development



TOWN OF TIBURON
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Parks, Open Space & Trails
Commission Meeting
September 20, 2016

Agenda Item: AI-3

STAFF REPORT

To: Members of the Parks, Open Space & Trails Commission
From: Town Staff
Subject: Review Ad-hoc Subcommittee List and Amend Accordingly

BACKGROUND

In accordance with its by-laws, the POST Commission periodically appoints ad-hoc subcommittees to study issues and report back to the full Commission with its findings and recommendations. Such subcommittees are assigned a specific mission and a limited duration, typically one year or less.

POST currently has two ad-hoc subcommittees (see **Exhibit 1**). Now is an appropriate time to review the list of ad-hoc subcommittees and update the status of each, especially since a new subcommittee may have been appointed earlier in the meeting to research and provide recommendations regarding a bicycle and pedestrian safety training program.

ANALYSIS

The two ad-hoc subcommittees existing prior to the start of this meeting are as follows:

McKegney Green: McMullen & Allen
Trails: Feldman, Thier

Staff believes the McKegney Green subcommittee, which was appointed to help formulate the McKegney Green Management Policy, successfully completed its assigned task some time ago, has not met since, and should be formally disbanded.

The Trails subcommittee has not yet met, but staff is preparing to call a meeting in the near future to study and recommend options for renovation of Tiburon Ridge Trail signage. Staff recommends this ad-hoc committee be re-authorized for up to one year to complete that task, with an automatic sunset of September 20, 2017. Staff also recommends that in the future, all ad-hoc committees be authorized to automatically sunset after no more than one year unless re-authorized for cause.

RECOMMENDATION

Staff recommends the Commission take the following actions:

1. Adopt a motion disbanding the McKegney Green ad-hoc subcommittee.
2. Adopt a motion re-authorizing the Trails ad-hoc committee for up to one year to study and make recommendations to the full Commission regarding renovation of Tiburon Ridge Trail signage.
3. Direct staff to update the subcommittee list and distribute it to the Commission. A preview of an updated list is attached as **Exhibit 2**.

EXHIBITS

1. Subcommittee list proposed as of 9-20-2016.

Prepared By: Scott Anderson, Director of Community Development 

POST AD-HOC SUBCOMMITTEES LIST
(As of 9/20/2016)

McKegney Green: McMullen & Allen (**proposed for sunset on 9-20-2016**)

Trails: Feldman, Thier

Bicycle-Pedestrian
Safety Education Program (**proposed for creation on 9-20-2016**)

POST AD-HOC SUBCOMMITTEES LIST
(As of 9/21/2016)

<u>Name of Subcommittee</u>	<u>Members</u>	<u>Date Appointed/Sunset Date</u>	<u>Duties</u>
Trails:	Feldman, Their	9/20/2016 9/20/2017	To study and make recommendations to the Commission regarding Tiburon Tiburon Ridge Trail signage
Bicycle and Pedestrian Safety Education Program	???????????	9/20/2016 3/20/2017	Survey available resources, engage citizens, share what is available and collect additional ideas, determine gaps, and recommend approach to the full Commission