



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

Parks Open Space and Trails Commission  
Regular Meeting - 6:00 p.m.  
January 17, 2017

**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.

**MINUTES**

M-1. Approval of Minutes - September 20, 2016

**COMMISSION AND STAFF BRIEFING**

**ACTION ITEMS**

AI-1. Proposal from Richardson Bay Audubon Center to install signage at Richardson Bay along the waterfront

Documents:

[AI-1.PDF](#)

AI-2. Bicycle Pedestrian Safety Subcommittee will report on progress up to date

Documents:

[AI-2.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](http://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



**TOWN OF TIBURON**  
1505 Tiburon Boulevard  
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Parks Open Space & Trails  
Commission Meeting  
January 17<sup>th</sup>, 2017

Agenda Item: 1

## **STAFF REPORT**

**To: Members of the Parks, Open Space & Trails Commission**

**From: Department of Public Works**

**Subject: Interpretive Signage for Richardson Bay**

## **BACKGROUND**

The Town of Tiburon received a proposal from Richardson Bay Audubon Center to install five informative signs in Blackie's Pasture and Richardson Bay Lineal Park. The purpose of the signs is to inform the public about the significance of Richardson Bay as a natural resource as well as provide information about the wildlife inhabiting its waters. The signs would be to be located along the waterfront between Blackie's Pasture and Rock Hill Drive. The style is similar to that of the existing Tiburon Peninsula Historic Trail signs that are located along the waterfront.

## **DISCUSSION**

For the Commission's consideration; a proposal is attached to this staff report as **Exhibit 1** and draft signage is attached as **Exhibit 2**.

## **FORMAT**

1. Staff will introduce the item.
2. Representatives from the Audubon Center will give a presentation describing the project.
3. POST Commissioners may ask questions from the Audubon Center and Town representatives.
4. Public comments will be solicited.
5. The POST Commission will decide what action to take.

END

# Exhibit 1

## **INTERPRETIVE SIGNAGE FOR RICHARDSON BAY**

Proposal for the Department of Public Works, Tiburon

01/03/17

Prepared by Helene Marsh and Paige MacLeod, Richardson Bay Audubon Center

### Proposal

We propose that Richardson Bay Audubon Center and the Town of Tiburon work together to install interpretive signage at Richardson Bay along the waterfront. The purpose of the signs would be to inform the public about the significance of Richardson Bay as a natural resource in the Community and within California, as well as providing some information about the wildlife that uses the Bay. This would help to connect residents with their environment, which in turn can lead to greater ownership and protection of community resources.

### Background

Every weekend, thousands of Tiburon and Marin residents and other visitors come to Blackie's Pasture, McKegney Green and the waterfront along Tiburon Boulevard for recreational purposes. Many are children who come to participate in sports, ride their bicycles or stroll with their parents; others are adults who exercise on foot or bicycles with or without dogs. This area is a very important natural resource for Tiburon and the larger community. However, most people are unlikely to know about the significance of Richardson Bay nor about the wildlife in the Bay.

Richardson Bay is a 900 acre sanctuary managed by the Richardson Bay Audubon Center, part of Audubon California. It has been designated an Important Bird Area as it provides critical habitat for water birds as well as other wildlife. The Bay is closed to boat traffic between Oct. 1 and March 31 to prevent disturbances to wintering and migrating waterbirds. Additional information about the importance of Richardson Bay can be found at:

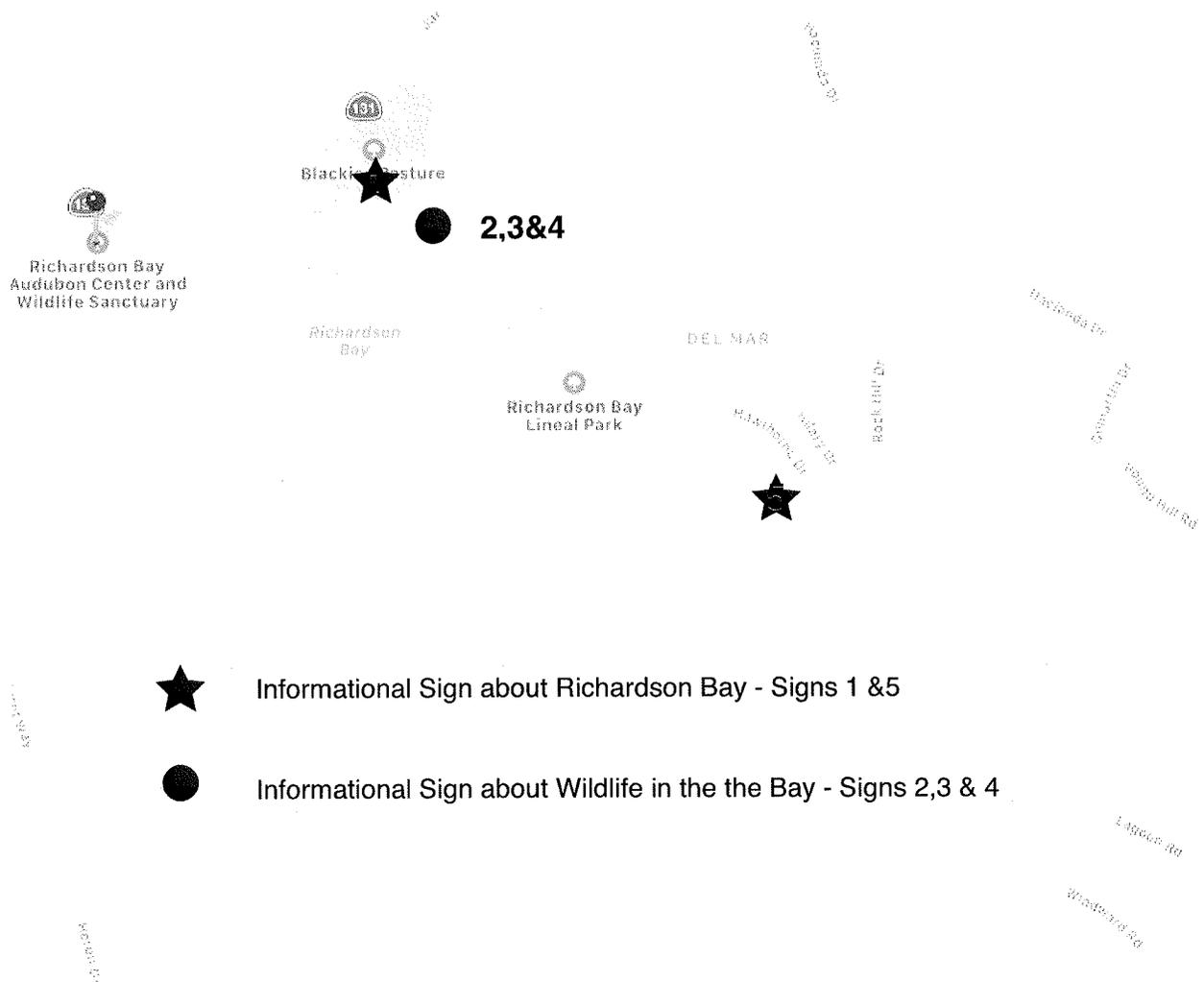
<http://richardsonbay.audubon.org/important-bird-areas-15>

Currently the interpretive signage to inform visitors about Richardson Bay is significantly lacking. There are two old structures near the ponds of Richardson Bay Sanitary District that each have two interpretive signs. The structures themselves have deteriorated to such an extent that the signs are no longer legible.

### Location of Proposed Signs

Five signs are proposed:

- Signs 1 and 5 would provide Information about Richardson Bay located at the main entrances to the waterfront area (see stars on the map below).
- Signs 2, 3 and 4 would provide information about the wildlife and habitat, located where people can stop to enjoy the view. One option would be near the Sanitary District (see below).



Informational Sign about Richardson Bay - Signs 1 & 5



Informational Sign about Wildlife in the the Bay - Signs 2,3 & 4

Informational Sign Content

Staff working for Richardson Bay Audubon Center and Audubon California would be responsible for developing the sign content. Two types of signs are envisaged:

Signs 1 and 5, located at two of the entrances of the waterfront area would provide some information on the history and significance of Richardson Bay within the San Francisco Bay area and the pacific flyway.

Signs 2,3 and 4 would provide information about the habitat and wildlife of Richardson Bay.

Preliminary sign content is provided on a separate document titled “Draft Signage for Richardson Bay”.

## Sign Design

We recommend using a style similar the Tiburon Peninsula Historic Trail Signs that are currently located along the waterfront. These are metal framed with an insert sheet that can be replaced.



### **Tiburon Peninsula Historic Trail Sign**

Metal Framed Horizontal Sign positioned at an angle that can be read from above. Provides maximum view enjoyment. The frame could be designed to be wheelchair accessible - see photo below.



**Example of a sign design similar to the Tiburon Peninsula Historic Trail Sign that may be suitable for wheelchair accessibility.**

### Sign Costs - A joint venture

Based on preliminary research, we anticipate that the cost of each sign including metal frame and mount will be \$2000-\$3,000 depending on size. The expensive components of this style of sign are the metal frame and mount. Therefore, the cost of the signs themselves will be in the \$10,000-\$15,000 range. The replaceable aluminum sheet on which the information is printed is expected to last 7-10yrs and costs \$500-\$600. Audubon CA will undertake sourcing the funds to produce the signs, frames and mounts.

We would like to request that the Town of Tiburon Department of Public Works take on the work and costs associated with preparing the surfaces where the signs will be mounted (using decomposed granite or concrete as deemed appropriate by the Town) and positioning them in the ground.

### Preliminary Time-frame

1. The Department of Public Works would present this proposal to the Parks and Open Space Trail Commission at their Jan.17, 2017 meeting. Helene and Paige will attend to speak to the Commission about the project.
2. Assuming approval of the project by POST, Department of Public Works puts the item onto the Town of Tiburon Council meeting agenda for February 1. Helene and Paige will attend the meeting to speak to Council.
3. Seek and obtain funding by June 30.
4. Approve content for the signs by March 30.
5. Design signs and obtain design approval by May 30.
6. Put signs into production July 2017.
7. Hand over the signs to the Town for installation August 2017.

# Exhibit 2

# DRAFT SIGNAGE FOR RICHARDSON BAY

Subject

Signs 1 & 5 Richardson Bay History

Purpose

To describe the unique ecosystem in Richardson bay including complex fisheries, diverse mollusk, bird, and marine mammal populations; also the conservation history of the area.

Graphic Categories

Landscape/animal photographs

Possible Graphics

Surf scoter, pacific herring, harbor seal snapshots

Maps

Inset identifying Richardson Bay within larger San Francisco Bay

Comments

Exhibit touches on universal concepts of home and shelter



Location

Sign 1 Near or on bridge at Blackie's Pasture, facing towards Richardson Bay  
Sign 5 at entrance to waterfront where San Rafael Ave meets Tiburon Blvd

View

North to south view of Richardson Bay

Subject

Sign 2 Tidal Habits in Richardson Bay

Purpose

To describe the designation as Important Bird Area and the large number of birds that stop to rest and feed during the winter months

Graphic Categories

Landscape/animal photographs

Possible Graphics

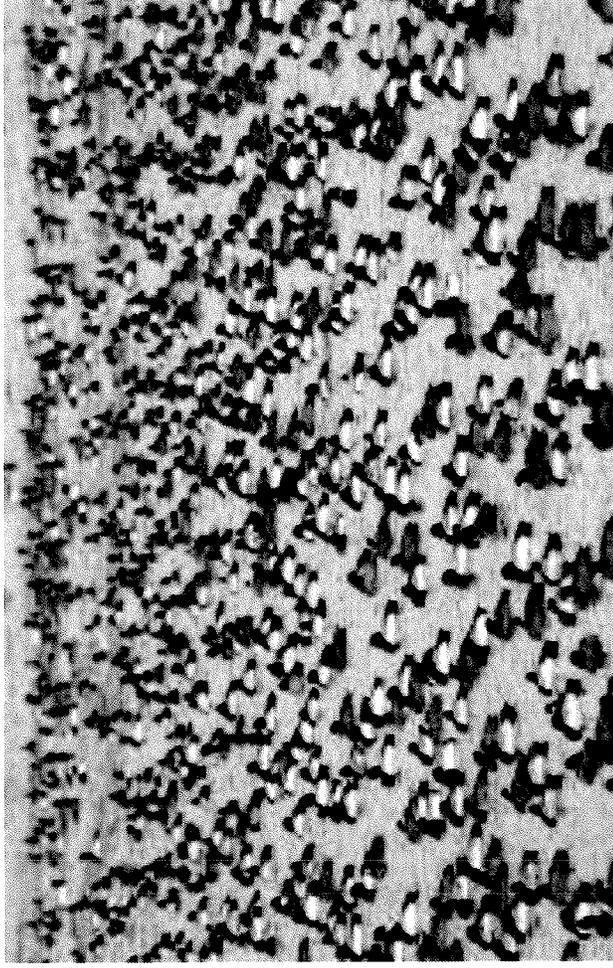
Scaup and Bufflehead raft snapshot

Maps

Inset Identifying San Francisco Bay within the Pacific Flyway

Comments

Exhibit touches on universal concepts of rest and food



Location

On the waterfront at Richardson Bay Sanitary District

View

Southwestern view of Richardson Bay

Subject  
Sign 3 Diversity of Wildlife on Richardson Bay

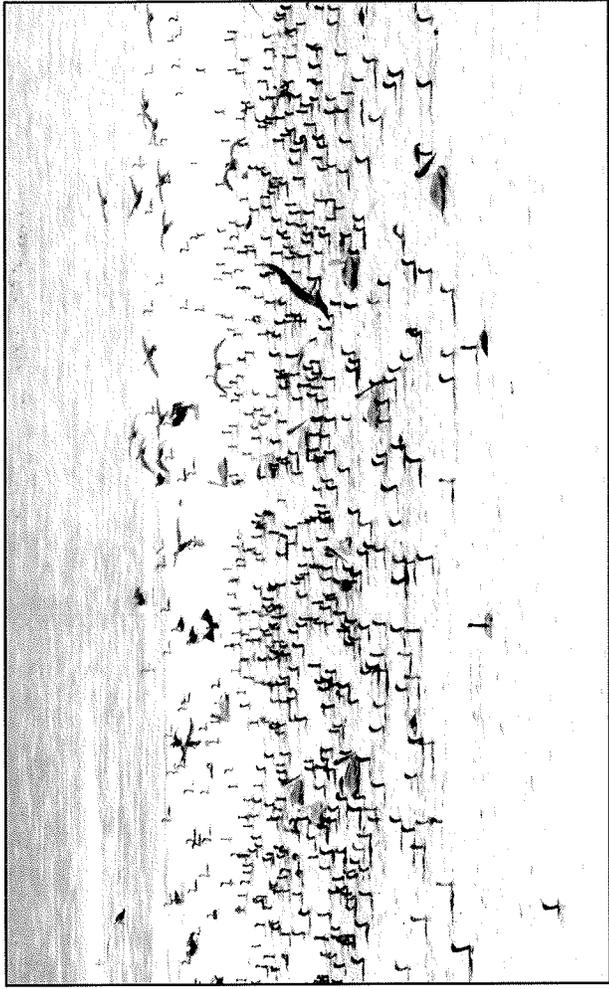
Purpose  
To describe the numbers of birds and other wildlife utilizing the bay and the importance of annual watercraft closure of the area

Graphic Categories  
Landscape/animal photographs

Possible Graphics  
Pacific herring roe and active feeding frenzy with cormorants and pelicans

Maps  
None

Comments  
Exhibit touches on universal concepts of safety and community



Location  
On the waterfront at Richardson Bay Sanitary District

View  
Southwestern view of Richardson Bay

Subject  
Sign 4 Conservation Science in Richardson Bay

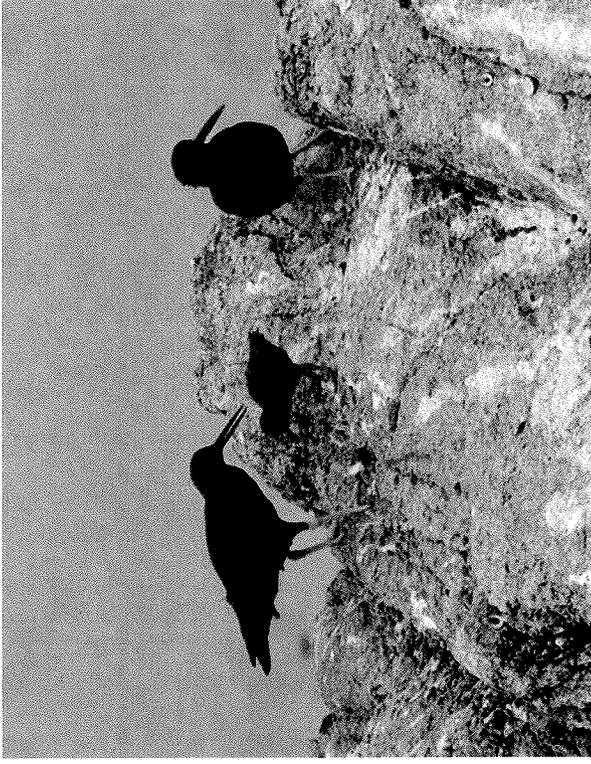
Purpose  
To describe the many partnerships currently working in the bay as well as Audubon's work in conservation

Graphic Categories  
Landscape/animal photographs

Possible Graphics  
Conservationists in the field; oystercatcher chicks; tidal mudflats

Maps  
None

Comments  
Exhibit touches on universal concepts of protection and home



Location  
On the waterfront at Richardson Bay Sanitary District

View  
Southwestern view of Richardson Bay



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Parks Open Space & Trails  
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January 17<sup>th</sup>, 2017

Agenda Item: 2

## **STAFF REPORT**

**To:** Members of the Parks, Open Space & Trails Commission  
**From:** Department of Public Works  
**Subject:** Bicycle Pedestrian Education Subcommittee Report

### **BACKGROUND**

At the POST meeting of September 20, 2016, the Commission appointed Vice Chair Allen and Commissioner Thier to the Bicycle and Pedestrian Education Ad-hoc Subcommittee to work with interested parties to develop a bicycle, pedestrian and driver education program. The subcommittee held a public workshop on November 29, 2016 and received public input on the topic.

### **DISCUSSION**

Subcommittee members will report on progress up to date.

END