



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

TIBURON TOWN COUNCIL

Regular Meeting - 7:30 p.m.
Special Meeting - 7:15 p.m.

Special Meeting Agenda

Call to Order and Roll Call

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

INTERVIEWS FOR VACANCIES ON TOWN BOARDS & COMMISSIONS
(The Ranch Committee - One Vacancy for Tiburon Appointee)
-- Applicant Erin Burns, 406 Ned's Way

ADJOURNMENT - to 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 February 3, 2016 meeting (Town Clerk Crane Iacopi)

Documents: [CC-1 FEBRUARY 3, 2016 DRAFT MINUTES.PDF](#)

CC-2 Town Council Minutes

Adopt minutes of February 17, 2016 meeting (Town Clerk Crane Iacopi)

Documents: [CC-2 FEBRUARY 17, 2016 DRAFT MINUTES.PDF](#)

CC-3 Slurry Seal Project

Approve award of contract for the 2016 Various Streets Slurry Seal Project to American Pavement Systems (Director of Public Works/Town Engineer Barnes)

Documents: [CC-3 2016 SLURRY SEAL PROJECT.PDF](#)

ACTION ITEMS

AI-1 Appointments To Boards, Commissions And Committees

Consider reappointment of commissioners whose terms have expired; consider appointment to fill a vacancy on The Ranch Committee (Town Clerk Crane Iacopi)

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

AI-2 General Plan Status Report

Recommendation to review and accept annual status report for implementation of the Town's General Plan (Director of Community Development Anderson)

Documents: [AI-2 GENERAL PLAN IMPLEMENTATION PROGRESS REPORT.PDF](#)

AI-3 Las Lomas Lane Path

Authorize vacation of portion of Las Lomas Lane for public pedestrian easement - *continued without hearing until March 16, 2016*

AI-4 McKegney Green Soccer Field Upgrade

Receive report regarding proposed project to upgrade McKegney Green playing field; consider authorization of project scoping study (Director of Public Works/Town Engineer Barnes)

Documents: [AI-4 MCKEGNEY GREEN SOCCER FIELD UPGRADE.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.

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 and REGULAR MEETING
MINUTES**

CALL TO ORDER

Vice Mayor Fraser called the special meeting of the Tiburon Town Council to order at 7:15 p.m. on Wednesday, February 3, 2016 in Town Council Chambers, 1505 Tiburon Boulevard, Tiburon, California.

ROLL CALL

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

ABSENT: MAYOR: Tollini

PRESENT: 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

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

No action taken.

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

**TOWN COUNCIL MEETING
MINUTES**

ROLL CALL

PRESENT: COUNCILMEMBERS: Fraser, Fredericks, O'Donnell, Doyle (7:45)

ABSENT: COUNCILMEMBERS: Tollini

PRESENT: EX OFFICIO: Town Manager Chanis, Town Attorney Stock, Police Chief Cronin, Director of Community Development Anderson, Director of Administrative Services Bigall, Associate Planner O'Malley, Minute Clerk Hennessy

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

Vice Mayor Fraser announced that no action was taken.

ORAL COMMUNICATIONS

Bruce Abbott, Greenwood Beach Road, addressed the Council regarding a dangerous and intolerable situation on Greenwood Beach Road that began 10 years ago, due to the heavy increase of usage by bicyclists when the San Francisco Bay Trails Project diverted traffic into Greenwood Beach Road. The residents consider it dangerous and they are determined to do something about it. Mr. Abbott noted they have attended Parks, Open Space and Trails Commission meetings and they are convinced they are not being listened to; consequently they have put together a petition signed by nearly everyone on the street asking this issue be brought to the Town Council and resolved. The residents are asking for an Ad Hoc Committee to review this situation for an evaluation. In the meantime, the only beneficiaries of this route, which was designated without public hearings, basically are the bicycle rental companies from San Francisco. Mr. Abbott said the residents want their petition read, seriously considered; and accept that they are deadly serious and will do whatever they need to do to solve the problem. The residents feel the current situation is unsafe for both residents and those using the street.

Vice Mayor Fraser noted the Council is unable to discuss this matter tonight as it is not on the agenda.

Councilmember Fredericks asked Staff whether this issue will be discussed by the Town's Parks, Open Space, and Trails Commission (POST) reviewing the Bicycle and Pedestrian Master Plan document. Director Anderson stated the Plan is in the early stages of discussion; will be heard by POST, the Planning Commission and eventually the Town Council, which is the only body that can adopt it.

INTRODUCTION OF NEW EMPLOYEES

Police Chief Cronin introduced the new employees of the Police Department: Russell Stiverson, Police Officer, Daniel Andersen, Police Service Aide and Chris DiCarlo, Police Service Aide. Each expressed their appreciation for the opportunity to serve the Tiburon community and looked forward to years of service.

Councilmember Doyle arrived at 7:45 p.m.

PRESENTATION

Water Supply and Rate Restructuring –Marin Municipal Water District General Manager Krishna Kumar

Mr. Kumar presented a slide show reviewing the history of MMWD, which was founded in 1912. He reviewed historically low water use from 2004 to the projected numbers of 2017. He explained revenue is down \$7.6M; depletion of reserves; rates unchanged for the past 4 years.

Increasing capital needs are estimated to be \$62M to upgrade treatment plants; \$44M to upgrade/replace worn storage tanks. He used pie charts to show the approximate fixed costs of 80% and variable costs of 20%. He stated the new district rate structure went into effect 12-3-15, which includes a new rate structure increase in bi-monthly service charges, adding a new bi-monthly watershed management fee, and adjusting the tier rates for all customers. He stated that an additional 4% increase in service charge and tier rates will occur on 5-1-16. He stated the total increase for single family homes is approximately \$113.39. He stated there is a bi-monthly special assistance program for low income customers with income levels of \$44,300 or less for two person households.

In response to Councilmember O'Donnell, Mr. Kumar stated MMWD reduced fixed costs by eliminating staff by 18 persons over the past 4-5 years, and their two year budget process has not had any adjustments over the past 5 years. Every new hire needs to be approved by the Board. He stated that 60% of fixed costs are staff and 20% is equipment.

In response to Vice Mayor Fraser, Mr. Kumar stated projected future costs would be capital improvement costs. The District invests \$20M a year, and added \$5M a year. In response to Councilmember Doyle, Mr. Kumar stated the District would save \$150,000 if it stopped adding fluoride to its water; however, State law allows them to discontinue this additive only under limited circumstances. He noted two local ballot measures require the District to add fluoride, and that a new ballot measure would be required to pass before the District could stop adding fluoride per local mandate. Mr. Kumar also noted that 75% of the District's water supply comes from local rainfall and 25% from the Russian River. There is no reliance on the Sierra snowpack or the Bay Delta for water in Marin County.

CONSENT CALENDAR

1. **Town Investment Summary** – Adopt report for month ending December 31, 2015 (Director of Administrative Services Bigall)
2. **Medical Marijuana** – Consideration of Resolution clarifying prohibitions related to medical marijuana as a result of changes in State Law (Town Attorney: Ben Stock)

MOTION: To approve the Consent Calendar, as submitted
M/S: Fredericks/Doyle
AYES: Unanimous
ABSENT: Tollini

Vice Mayor Fraser announced he would accommodate the audience by moving Item 2, the Appeal of the Planning Commission's decision regarding Sam's Anchor Café Restaurant, in front of the other public hearing item.

PUBLIC HEARINGS

2. **27 Main Street**– Appeal of Planning Commission’s approval to install a 920 sq. ft. canopy on a portion of an exterior deck for an existing restaurant (Community Development Department)

Owner/Applicant: 27 Main Street, LLC (Sam’s Anchor Café)
Appellants: Waters Edge Hotel
Assessor Parcel No. 059-151-35

Associate Planner O’Malley summarized the written staff report, which outlined the review by the Planning Commission and staff, the grounds of appeal, and the appeal procedures.

Director Anderson addressed the Council and stated he would like to clarify the staff report section that discussed Town limitations of conditions in other areas of the restaurant use not directly limited to the canopy. There are limitations on conditions that the Town may impose of areas of operation outside the canopy, but they are not absolute. If the Council concludes, based on evidence in the record, that the project would create new or intensify impacts such as noise, it could impose conditions beyond the canopy area to ameliorate those impacts. It would be important to have a connection between the impact and the condition imposed, and the condition should be reasonably related to the impact that was found to be created or intensified. He stated Condition 5 of the Planning Commission Resolution is an example of that type of condition.

Vice Mayor Fraser opened the hearing to the appellants.

The appellant, Mr. Justin Flake, General Manager of Waters Edge Hotel, stated he wished to speak to the issue of amplified music first. Being able to serve at night on one portion of the deck would mean large numbers of people on the deck, a lot of drinking into the night, and if the condition states the amplified music only applies to the newly covered portion of the deck, a band could easily set up on the other side of the deck and the people under the canopy could listen to that music. He asserted that if the intent is to limit amplified music after 9:30 p.m. as a condition of the use permit, it should apply to the whole deck.

He noted that when he listened to the Commission deliberate on the impact of service noise and the hours that it would have an effect on the neighborhood as a whole, from what he understood the Commission made no real distinction between alcohol and food. It seemed to be a complete given that alcohol was part of the discussion and not just food. If alcohol ends at 9:30 but serving drinks continues, ending the food has no impact on the level of noise. In fact, he asserted the noise increases more with drinking than with food service. If this canopy structure being built is going to be the nicest place to sit, it is going to be the place where everyone is going to want to be to go drink, and it happens to be literally right next door to the hotel, right under the guest room windows.

Mr. Flake noted it is true that historically, weather controls closing time of the deck. He says it has been a problem over the years; sometimes wedding brings people out on the deck drinking and carousing, creating noise late into the night and causing the hotel to lose clients. He said that

the hotel sometimes get bad reviews on the internet, which also causes the hotel to lose potential revenue. He asserted that instead of weather determining closing time, the Council and Commission would now control it based on their operating limitations for the canopy.

Mr. Flake stated that the noise consultant simulated 90 decibels on Sam's deck and measured 50 decibels in the hotel rooms; 90 decibels is the measurement of someone shouting. Mr. Salter stated that the decibel reduction with a roof on the canopy would be 10 decibels (the report stated 20); so that makes 40 in the room; he suggested closing some gaps, which would reduce another 5 decibels which gets them to 35 decibels. According to the noise consultant, 35 decibels is considered basically the threshold of a complaining versus non-complaining guest. This is a study only and there's room for error; the noise might be lower or higher than the simulation.

Mr. Flake said he was not suggesting the canopy should not be built. The hotel wanted to support the project and they have generally been good neighbors, but they have conflicting interests. The hotel is proposing no alcohol or food service after 9:30 p.m. and that includes no alcohol being bought inside and brought out to the deck, including the canopy area.

Mr. Flake said the noise mitigation and periodic review of the permit would be helpful. If the hotel goes through a whole summer where they get noise complaints, it will be a negative impact on them for a long time. He respects the time that Sam's has been at that location as being much longer than the hotel, but he didn't think that should give Sam's the right to do whatever they want to do.

He stated he sees "noise to sleep" as a negative impact similar as he sees "smell to food". He used an analogy of negative impact if Waters Edge proposed a new sewage treatment system that pumped noxious sewage smell across Sam's deck while its guests were eating. He felt it was the same for hotel guests trying to sleep, and the hotel is advertised as relaxing and peaceful and if impacted by a noisy restaurant, it would be hurtful to the hotel.

Paolo Petrone, co-owner of Waters Edge Hotel, stated they have been in business about 15 years; he wanted to reinforce what the hotel has done for Tiburon with hotel taxes, attracting tourists, and promoting the Town. He noted that they built the hotel for the operation that Sam's was 15 years ago; not what Sam's would like to become with this project. The hotel owners are worried large groups will hang around and drink all night with the new canopy at Sam's.

Steve Sears, co-owner of Sam's Anchor Cafe, noted the hotel has been there for 15 years, while Sam's began operation in 1920. He stated that he and Brian Wilson bought Sam's in 1978 and in 2000 Sam's was a much louder place than it is now. They welcomed other businesses and are good neighbors. He mentioned an agreement between Sam's and the owners of the hotel agreeing that Sam's would not construct any additions that would block views.

Mr. Sears feels that with an overhead canopy with roll down sides, the restaurant can improve the experience and its business and that bringing in more people will improve downtown businesses overall. The canopy roof cover is engineered to reduce sound as much as possible. Mr. Sears mentioned that when they have had complaints, they have worked with their neighbors and will continue to be good neighbors. With the new canopy there would be more management

presence out in the deck area. Mr. Sears stated that the condition to stop service at 9:30 p.m. wouldn't work. If someone comes in at 8:30 p.m., they would have to close that area and tell them can't serve after 9:30 p.m. and make it an unusable area and not worth the money to improve that area.

Mr. Sears said they have worked hard to build up the business over many years by bringing businesses together, attracting people, and helping to build the economic vitality of the Town, while trying to be good neighbors. They will continue to be good neighbors. They have agreed to eliminate the PA system as a gesture for the entire surrounding area.

In response to Councilmember Doyle, Mr. Sears reviewed the location and composition of the overhead canopy and the roll up sides proposed.

In response to Councilmember Fredericks, Mr. Sears reiterated they currently have no restrictions on the use of the deck or hours of service. Mr. Wilson stated they are now being told what time to operate business. Mr. Sears noted other restaurants on Main Street don't have these restrictions.

Vice Mayor Fraser opened the hearing to public comment.

Fred Mayo, Eastview Avenue, expressed concern about late night noise.

Ron Riskin, Eastview Avenue, objected to the condition of limiting service at 9:30 p.m. applying only to the canopy area. He stated the Planning Commission has to balance property rights and interests of the residents around the area. He noted Friday Night on Main Street is a big thing for the residents and Sam's is creating a nice environment for their customers. He thought the 9:30 p.m. cutoff was reasonable but only if it applied to food and drink and to the entire deck.

Eric Artman, 21-year resident, said he has watched the slow death of the downtown over his time here; it is not as vibrant as it was 21 years ago. He stated this item was noticed as an appeal of the hotel; thinks other people might want to speak if they knew it was *de novo*. He stated everyone who is opposed to the canopy purchased their property knowing Sam's was there; he is appalled at the hotel's mention of the sewage plant analogy. The hotel moved next to a bar and restaurant and if they didn't do soundproofing at the time they should have done so. He pointed out Luna Blu uses heaters and patrons are on the deck late at night.

Cindy Marques, Corinthian Island, said she and her husband bought their home 20 years ago; they are asking for acceptable noise levels seven days a week.

Lou Weller, Tiburon Planning Commissioner, stated he believed it was the Commission's intent that there was no distinction between food service and alcohol service. Sam's was a grandfathered use without a conditional use permit. The Commission was told by staff that they were to consider a use permit for regulation of the canopy area only.

During the appellant's rebuttal period, Mr. Flake disagreed with Mr. Sears' statement that Sam's was always a good neighbor when it came to responding to noise complaints. Also, in the past

he said there have been problems with carpenter noise and cleaning crews at 4 and 5 a.m. There have been areas of disagreement that have not always been addressed by the Sam's management, according to Mr. Flake.

During his rebuttal, Mr. Sears noted the area under the canopy is for dinner service; they are trying to promote food service; if all service has to stop at 9:30 p.m. they will probably not pursue the canopy project.

There being no further comment, Vice Mayor Fraser closed the public hearing.

In response to Vice Mayor Fraser, the Town Attorney explained the *de novo* hearing process; that the Council may review all conditions; the entire matter comes anew before the Council.

In response to Councilmember O'Donnell question asking whether there were current limitations on services of other establishments nearby, Director Anderson stated that operating conditions on other restaurants on Main Street would depend on their individual permit histories. Some restaurants such as Guaymas and Servino have conditional use permits that place conditions on operations. He would have to go back individually to research each one to be more specific. He noted Sam's Anchor Cafe predates the Town of Tiburon and zoning regulations in Marin County; it currently does not have any conditional use permit or associated restrictions.

Director Anderson further explained that Luna Blu took over an existing restaurant and has been used continuously as food service since the 1960's. Use permits were primitive at that time and contained few operating limitations.

In response to Councilmember O'Donnell, Director Anderson stated while there are limitations on what the Town can impose on existing uses; in this case there appears to be an application that could result in additional noise impacts. If the Council concludes that the proposed project could intensify noise impacts, conditions of approval could be imposed that would apply to areas beyond the canopy including the entire deck, in order to ameliorate those noise impacts.

In response to Councilmember Fredericks, who asked if it was an urban myth that music shouldn't be heard outside a restaurant's premises, Director Anderson stated that Guaymas has a use permit which contains a specific condition that amplified music should not be audible outside their premises.

In response to Councilmember O'Donnell, Director Anderson stated that the Planning Commission discussed various times to limit service under the canopy, but he didn't know why precisely they selected 9:30 p.m.

Planning Commissioner Weller stated it seemed to be a time agreeable to most of the parties; it was a compromise that the commission felt was as late as reasonably possible.

The item was returned to the Council for deliberation.

Councilmember Fredericks stated the conditions imposed by the Planning Commission seemed to have been acceptable, with the exception of the serving of alcohol after 9:30 p.m. She noted when people are drinking alcohol it does increase the volume of noise. She said she understood why hotel guests wouldn't want to hear that noise. Councilmember Fredericks stated she was comfortable with restricted hours of food and drink service and supported the 9:30 p.m. limitation on services. She said she was grateful there would be no amplified music on the deck and that stipulation should be memorialized in a resolution.

Councilmember O'Donnell noted that on the Waters Edge Hotel website there is a big picture of Sam's Deck. In response to the hotel's claims they would lose business with increased noise from the deck, he didn't think their guests went to bed at 8:30-9 p.m. In the winter time there wouldn't be activity after 9:30 p.m. and in the summer time a lot of people don't like to come out to eat until after the sun goes down. He stated this restaurant has been a Town mainstay; the life blood of Main Street. He noted he has been a veteran of noise wars in Tiburon over the years, with complaints about the St. Hilary gym; Kol Shofar synagogue; Belvedere Tennis Club--and none of it happened. He noted downtown has been a lot louder in years past when we had the honky-tonk bars. He thinks the fear people are projecting on worsening noise is not correct. He would vote to deny the appeal and relax the 9:30 p.m. limitation to 10:30 p.m. during summer months.

Councilmember Doyle stated he hadn't seen a rowdy crowd in downtown in a very long time. He mentioned loud noise at several other establishments on Main Street in the 1980's and 1990's, but said those days are long gone.

Vice Mayor Fraser stated this was clearly a difficult decision, noting that this Council has worked very hard to increase downtown business and vitality. It appeared that the mitigation is in effect as it relates to noise. He agrees with Councilmember Doyle's comments about noise decreasing in the downtown. The Council has been trying to get late night ferries to come back and forth in the evenings, creating commerce. He would support Councilmember O'Donnell's suggestion for a 10:30 p.m. closure in the warmer months.

MOTION: To direct staff to prepare a draft resolution for consideration at the next meeting denying the appeal and amending conditions to allow hours of service to 10:30 p.m. from May through October, and to 9:30 p.m. from November through April for alcohol and food services; and prohibiting amplified music on the deck without prior issuance of a Town permit.

Moved: O'Donnell, seconded by Fredericks

Vote: AYES: Unanimous

ABSENT: Tollini

1. **Circulation Element Update** – Adopt Updated General Plan Circulation Element and Approve Negative Declaration of Environmental Impact (Director of Community Development Anderson)

Director of Director of Community Development Anderson introduced transportation consultant Brian Canepa from Nelson-Nygaard Consulting Services.

Director Anderson reviewed the Staff Report and stated the Town adopted its current General Plan Circulation Element in 2005. In 2014, the Town retained the services of Nelson-Nygaard Consulting Services to assist with a comprehensive update of the Circulation Element. Later that year, the Town Council adopted limited amendments to the Circulation Element to incorporate “complete streets” concepts required by state law. The more comprehensive update process has continued into 2015 and now reaches the Town Council for consideration of adoption.

He noted that a circulation element is a broad policy document that sets forth a community’s vision for its circulation systems through establishment of goals, policies, programs, standards, and classifications.

A driving force behind the initiation of the Town’s circulation element update in 2014 was the worsening peak hour traffic movement along Tiburon Boulevard over the past several years. It was timely to update and run the Town’s traffic model to ascertain existing conditions and predict future conditions. There was also hope that the update process might identify additional ways to address the congestion issues along Tiburon Boulevard and build on the work and findings of CART (Community Action to Reduce Traffic).

Anderson stated that as a land use planner, the increased congestion and delays on Tiburon Boulevard were particularly vexing to him in that there appeared to be no correlation with new development. For decades, Tiburon Boulevard traffic increases were primarily associated with new development on the peninsula, mostly residential subdivisions. In recent years, new development had flat-lined but traffic queues grew noticeably longer. Rather, factors such as increasing public school enrollment, the general societal trends of increased number of cars and increased vehicle miles travelled, and demographic changes appeared to be the major causes of increased congestion.

In response, the Nelson-Nygaard analysis reflected in the draft Element considers both “supply side” and “demand side” methodologies to reduce traffic congestion on Tiburon Boulevard. The general conclusion is that traditional “supply side” strategies such as road widening, signalization, signal-timing, and similar improvements are of limited efficacy along Tiburon Boulevard, primarily due to right-of-way limitations and related disruption and expense. The analysis concluded that physical improvements to Tiburon Boulevard should play a lesser role at reducing traffic congestion in the future, especially as the peninsula is already approaching virtual buildout.

Anderson stated that the yellow school bus program (YSBC) results demonstrate the potential power of “demand side” strategies to reduce traffic congestion, and that local officials were hard at work on finding an ongoing, long-term funding source.

Anderson noted that with respect to bicycle and pedestrian issues, such as those raised under the public comment portion of the agenda this evening, the Town maintains a much more comprehensive and detailed separate document known as the Tiburon Bicycle & Pedestrian Master Plan. He said this document is currently in the early stages of being updated by the Town through a contract administered by the Transportation Authority of Marin (TAM). Adoption is likely sometime in the latter half of 2016. Anderson then provided a summary of the major

changes to the Element, and sought specific feedback and direction from the Council on two important areas: 1) whether to lower LOS criteria at certain intersections; 2) and whether to retain a proposed physical roadway improvement at Trestle Glen Boulevard in the Element.

He noted that an Initial Study/Draft Negative Declaration was prepared for this project and released for public comment on November 12, 2015. The initial study indicates that the amendments and update would not result in any potentially significant environmental impacts. He concluded that there is no substantial evidence in the record to support a fair argument that the Circulation Element update adoption would result in a potentially significant impact on the environment, and recommended that following a public hearing, the Town Council provide direction on any revisions to the Element, and move to adopt the resolution adopting the negative declaration and the updated Element.

In response to Councilmember Frederick's question regarding potential future flooding of Tiburon Boulevard in the Downtown area, Director Anderson stated he has seen ABAG's maps as they relate to rising sea levels and one shows the downtown affected, but the prediction is so many years out it would not be within the scope of this current Circulation Element.

In response to Councilmember Fredericks, Director Anderson noted that there are no clear or easy solutions to the so-called "last mile" problem of getting people from their homes or cars to public transit in Tiburon. Some communities use sidewalks, however, in an area as hilly as Tiburon, sidewalks usually don't connect from the hills to Tiburon Boulevard and bicycling is also not a workable option in the hills.

Mr. Canepa stated you could study the issue by preparing a "last mile" plan; however he noted the challenges in Tiburon are significant and the Element did not address this specific issue.

There was a general discussion regarding the difficulty of keeping a flow of traffic when crossing guards activate the red lights in order to accommodate pedestrians. The Chief of Police has asked the crossing guards to wait for a few pedestrians to congregate during school times before activating the lights. The Council also discussed a roundabout at Trestle Glen Boulevard, but it would be incredibly expensive, would require encroachment into Blackie's Pasture Park, there is a creek and a major water pipe in that area that would further complicate such a project, and the intersection geometrics are also challenging. Anderson noted that the lane widening project alone is estimated to cost between 5 to \$10 million dollars,

Mr. Canepa stated it took years before CalTrans would accept roundabouts, and a one lane roundabout is safer than a two lane roundabout. A one or two lane roundabout is determined by the volume of traffic. A roundabout in that area would probably require takings of private property.

Vice Mayor Fraser opened the public hearing. There being no comments, the public hearing was closed.

Vice Mayor Fraser suggested that the Town challenge itself to improve the levels of service and he recommend that the Council keep the LOS targets where they are now. He noted that Policy

C-47 discussed parking meters in the Downtown; these had been discussed and it created uproar. He suggested dropping the reference to Downtown parking meters. He also questioned keeping a reference to preferential residential parking programs in conjunction with parking meters.

Councilmember O'Donnell noted one of the problems is employees moving their cars every two hours. Resident parking permits create problems too, he said. It was the consensus of the Council to drop the last sentence of Policy C-47 regarding parking meters and resident parking programs.

Councilmember Fredericks agreed with Vice Mayor Fraser to keep the current Levels of Service but acknowledge we won't meet them for a long time. It was the consensus of the Council to retain the current Element's LOS targets in the updated Element.

The Council also directed that the physical improvement of the Trestle Glen Boulevard intersection with Tiburon Boulevard remain in this long-term Element, revised to be more amenable to design alternatives to simple lane widening.

Director Anderson stated he will make these changes to the Element as directed.

MOTION: To adopt the Resolution recognizing the above amendments to the Element.
M/S: Doyle/Fredericks
AYES: Unanimous
ABSENT: Tollini

TOWN COUNCIL REPORTS

There were no reports.

TOWN MANAGER REPORT

There were no reports.

ADJOURNMENT

There being no further business before the Town Council of the Town of Tiburon, Vice Mayor Fraser adjourned the meeting at 10:30 p.m.

JIM FRASER, VICE MAYOR

ATTEST:

DIANE CRANE IACOPI, TOWN CLERK

**TOWN COUNCIL
SPECIAL AND REGULAR MEETING
MINUTES**

On Wednesday, February 17, 2016, at 7:00 p.m., the Council held a special meeting at Tiburon Town Hall, 1505 Tiburon Boulevard, Tiburon, California.

CALL TO ORDER AND ROLL CALL – SPECIAL MEETING

Councilmember Doyle , Councilmember Fredericks, Councilmember O’Donnell, Vice Mayor Fraser, Mayor Tollini were all present, along with Town Attorney Stock and Town Manager Chanis.

CLOSED SESSION

- 1) CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION Significant Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One potential case
- 2) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

ADJOURNMENT – to regular meeting

CALL TO ORDER- REGULAR MEETING

Mayor Tollini called the regular meeting of the Tiburon Town Council to order at 7:30 p.m. on Wednesday, February 17, 2016, in Town Council Chambers, 1505 Tiburon Boulevard, Tiburon, California.

ROLL CALL

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

PRESENT: EX OFFICIO: Town Manager Chanis, Town Attorney Stock, Director of Community Development Anderson, Director of Public Works/Town Engineer Barnes, Director of Administrative Services Bigall, Chief of Police Cronin, Town Clerk Crane Iacopi

DRAFT

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

Mayor Tollini said that no action was taken in closed session.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1. **Town Council Minutes** – Adopt minutes of January 20, 2016 regular meeting (Town Clerk Crane Iacopi)
2. **Town Audit Report** – Recommendation to accept and file the Town’s Fiscal Year 2014-15 Basic Financial Statements and Independent Auditor’s Report (Director of Administrative Services Bigall)
3. **Mid-year Budget Report** – Recommendation to accept Town mid-year budget review for Fiscal Year 2015-16 (Director of Administrative Services Bigall)
4. **27 Main Street (Sam’s Anchor Café)** – Adopt resolution of findings of appeal of Planning Commission decision to approve a 920 square foot canopy on a portion of an exterior deck for an existing restaurant (Community Development Department)
5. **Settlement Agreement** – Authorize execution of Release and Settlement Agreement between Union Pacific Railroad Company and the Town of Tiburon (Town Attorney Stock)

Council asked to remove Item Nos. 1, 2, 3 & 4 from the Consent Calendar for discussion.

MOTION: To adopt Consent Calendar Item No. 5 (agreement), as written.

Moved: Fraser, O’Donnell

Vote: AYES: Unanimous

[Items taken out of order for discussion]

Consent Item No. 4: 27 Main Street (Sam’s Anchor Café) – Adopt resolution of findings of appeal of Planning Commission decision to approve a 920 square foot canopy on a portion of an exterior deck for an existing restaurant (Community Development Department)

Councilmember Fredericks asked for clarification of the term “qualified prohibition” in the resolution. Director of Community Development Anderson said this referred to the rare instances that the restaurant might apply to the Town Manager for a special event permit, under Town policy.

MOTION: To adopt Consent Calendar Item No. 4 (resolution), as written.

Moved: Fredericks, seconded by Doyle

Vote: AYES: Unanimous

Consent Item No 1: Town Council Minutes – Adopt minutes of January 20, 2016 regular meeting (Town Clerk Crane Iacopi)

Councilmember O'Donnell asked for a correction on page 9, to add the words, "City of Belvedere", to his statement about how much the Town and City had contributed to the Yellow Bus Challenge.

MOTION: To adopt Consent Calendar Item No. 1 (minutes), as amended.

Moved: O'Donnell, seconded by Fraser

Vote: AYES: Unanimous

Consent Item No. 2: Town Audit Report – Recommendation to accept and file the Town's Fiscal Year 2014-15 Basic Financial Statements and Independent Auditor's Report (Director of Administrative Services Bigall)

Vice Mayor Fraser said he had some questions on pages 40-42 of the audit, concerning the numbers stated for the Town's unfunded pension liability, as well as reporting changes under GASB 68. Director Bigall said the auditor was present and able to answer these questions.

Town Auditor Ralph Marcello gave a brief summary of how CalPERS estimates its interest earned on pension funds over time. He said that CalPERS had historically estimated a 7.5% rate of return; if it earns more, it takes the difference and amortizes it over 30 years. Then, Marcello said, legislation reduced that period to 15 years, and now (under GASB 68), it is five years.

Marcello said PERS also takes into consideration the actuarial estimates for how long employees are expected to live (and receive a pension) after retirement. He said this number is estimated at 11-14 years.

Mr. Marcello went on to explain that the current CalPERS estimate (of pension liability) is based on fiscal year 2012-13, while the Town's report is based on fiscal year 2014-15. He pointed out the column for 2014-15 on page 41, which is based on the FY 2012-13 earnings. He said that in 2012-13, PERS earned 16% on its investments and this excess would be amortized over five years. He also said that in future, the audit reports will have up to 10 columns represented.

Marcello said the Town's unfunded pension liability is currently \$4.7 million, an amount he said should not be worrisome to the Town because it is 80% funded, if the Town is comfortable with this chosen percentage and range.

DRAFT

Town Council Minutes #03 -2016

February 17, 2016

Page 3

Marcello said in future audit reports, there will be a column for unfunded medical liability, as well. Vice Mayor Fraser asked him to comment on this; he referenced a percentage of covered payroll on one page of the audit.

Mr. Marcello said that this was an “old format” for other post-employment benefits (OPEB). He said it showed \$3.4 million would be paid out over the annuities’ lifetime. He said that while the report showed no assets set aside for this liability, he also noted the Town had the assets earmarked for OPEB but had not yet funded the trust.

Vice Mayor Fraser asked for an explanation of the [GASB] term, “percentage of covered payroll”. Mr. Marcello said he had no idea what this meant.

The Council thanked Mr. Marcello for his report.

MOTION: To adopt Consent Calendar Item No. 2, and to file the audit report, as written.

Moved: Fredericks, seconded by Fraser

Vote: AYES: Unanimous

Consent Item No. 3: Mid-year Budget Report – Recommendation to accept Town mid-year budget review for Fiscal Year 2015-16 (Director of Administrative Services Bigall)

Vice Mayor Fraser posed some questions and comments about the report. First he noted that that sales tax receipts were running 3% behind last year, however, he said that transient occupancy tax (TOT) was ahead of last year’s amount. He also said that permit fees and business license taxes were tracking behind the previous year’s calculations.

Vice Mayor Fraser asked whether sales tax receipt were categorized for better understanding. Director Bigall said they were not delineated when received from the State. However, she said that the Town could have this done. Vice Mayor Fraser said that the Town might benefit by this, as it has been involved for many years in supporting the revitalization of the downtown. He said with better information, the Town might be in a better position to advise landlords and property owners on how to view their opportunities for success here.

Ms. Bigall said that for under \$10,000, the Town could hire a consulting firm to provide reports on sales tax receipts by category; furthermore, she said the Town could select its categories of reporting. She said the information could be extracted, and that it was accurate.

Vice Mayor Fraser said that in a small community such as ours, there might be merit in doing this. For instance, he said it might identify what type of retail might be right for this location.

Councilmember Fredericks wondered if the business owners themselves might provide the Town with this data. Councilmember O’Donnell indicated that some business owners considered this kind of information to be private in nature.

DRAFT

Director Bigall said that the programming could be put into the coming year's budget. Mayor Tollini said that staff should bring an estimate and contract [with HDL] back to the Council.

Vice Mayor Fraser also asked about capital expenditures in the Mid-Year Budget Report. He asked if programming for the repair and replacement of an area of Paradise Drive, in the vicinity of the Caprice, was reflected in the budget. Director Bigall reported that it was included; she said \$135,000 for this project was included in "roadway maintenance".

MOTION: To adopt Consent Calendar Item No. 3 (mid-year report), as written.

Moved: Fredericks, seconded by Doyle

Vote: AYES: Unanimous

ACTION ITEMS

1. **Leaf Blower Regulations** – Review of existing town regulations pertaining to leaf blowers and hedge trimmers; Title VI, Chapter 30 of the Tiburon Municipal Code (Director of Community Development Anderson)

Director Anderson gave a brief background and summary of the item. He said that nearly 20 years ago, the Council had adopted its first ordinance regulating gas-powered leaf blowers and hedge trimmers in residential areas. He said at that time, there had been fairly significant public interest in limiting the noise and pollution caused by the use of this equipment. He also noted the regulations had been amended since that original adoption.

Anderson said the full text of the current regulations was attached for Council's review, along with a chart delineating hours and the types of equipment allowed, by zone (residential or commercial). He said that staff would like to hear the Council's thought and discussion, and possible direction on this matter.

Mayor Tollini opened the matter to public comment.

George Landau, Sugarloaf Drive, one of the original proponents of the ban on gas-powered leaf blowers, urged the Council not to erode the ordinance in any way through changes to location, type of equipment, or hours of use.

There being no further comment, Mayor Tollini closed the item to public comment.

Councilmember O'Donnell started the discussion and covered several areas of concern, the first being enforcement. He asked whether the Town had levied any fines for violations of the ordinance.

Chief Cronin said not during his tenure. He said that enforcement has been complaint driven; that if an officer receives a call, he or she goes to the site and asks the violator to abate the use.

DRAFT

He said that the officers usually issue a warning first, then a citation, but he said the latter is usually not necessary. Chief Cronin said there has been roughly one complaint per week. O'Donnell asked whether the complaints were about the times of use, or mechanism. Cronin said they were primarily about the noise.

Councilmember O'Donnell said that he was sympathetic to the issues of noise and times of use, and he would like to see greater enforcement of these violations. However, he said he was troubled by the differentiation between gas-powered and electric equipment. He said that he had talked with sales people and buyers at Home Depot who said that the [gas-powered] equipment was not as noisy as it used to be, nor as polluting. It appeared to him to be an imposition to ask homeowners and gardeners to use electric equipment, primarily because of the difficulty of traversing the topography of many Tiburon properties; nor was electric equipment as powerful or effective.

O'Donnell also said that the Town was held to a different standard and it seemed somewhat hypocritical to him. That, and the fact of topography, less efficient electrical equipment (he stated that most landscape crews still use gas-powered equipment anyway), and that the Town's ordinance is a "paper law", led him to think it should be repealed. He said that the hours of use and weekend bans should not be changed, however.

Councilmember Doyle said that he agreed with Councilmember O'Donnell on this matter. He said that based on his own experience, the topography of Tiburon made it challenging to use electric-powered equipment and pull unwieldy lengths of cord all over the place.

Councilmember Fredericks said that it is not at all clear that landscapers use the newer equipment referenced by Councilmember O'Donnell. She said she handed out the English/Spanish charts and was doing her part to inform people of the town's regulations in her neighborhood. She said the noise in her cul-de-sac from gas-powered equipment was a real concern. She warned of changing the balance that had been achieved by this regulation.

Vice Mayor Fraser said in thinking about this issue, he thought if the ordinance wasn't broken, why fix it.

Mayor Tollini said that she agreed with Councilmember O'Donnell about the discrepancy between rules for the town and rules for homeowners. However, she said her reasoning went to the opposite solution, that of going "all electric". She agreed that banning noise from this equipment was a good thing. She said that other towns and cities also had started using electric equipment for their crews.

Councilmember O'Donnell said that even under this scenario, the ban on gas-powered equipment would not be enforced. And he continued to state that many hedges and landscaping features lay in difficult to access terrain, making the use of electric equipment and cords prohibitive. He said that government simply shouldn't be telling folks what kind of equipment to use.

Councilmember Fredericks asked whether the Town's crews did a lot of leaf blowing near residential areas. Director of Public Works Barnes said the work was done in the Town's parks, primarily, and not in residential areas. He cited one instance where the crews had to blow leaves out of the drains in the Cove Shopping Center after it flooded, during an emergency. But usually the street sweepers performed that task, according to Barnes.

Councilmember O'Donnell said that because of the recent windy weather, homeowners would be blowing leaves out of their driveways in the coming days, and that this was not an example of emergency use. He said that is simply what this type of equipment is used for.

Vice Mayor Fraser said he works with a lot of service providers in his job, and he has noted that many of them have electric generation they can plug into right on their service trucks. He wondered whether the Town could look into that for its Public Works Department, if the majority of the Council wanted to pursue the use of electric equipment.

Mayor Tollini said she was not just referring to Public Works, rather, to everyone going electric including in commercial zones, as well.

Councilmember Doyle said that it would not be practical for the Town's crews to use electric equipment. He said it would require the use of generators and the like.

At the end of the discussion, the Council concluded that no formal action would be taken at this time on the leaf blower regulations.

TOWN COUNCIL REPORTS

Vice Mayor Fraser reported on the recent Marin Telecommunications Agency (MTA) retreat [Fraser is the town appointed representative to MTA]. He said that Tiburon and Belvedere were the last two cities in Marin who did not videotape their meetings. He said that in the interest of public access and transparency, the Council should consider videotaping its Council and other commission meetings. He said that the Community Media Center of Marin (CMCM) could provide services, through the Town's participation in MTA. He said he had provided the Town Manager with a copy of a recent proposal for the Town of Corte Madera. He suggested putting a discussion of a contract with CMCM on an upcoming Council agenda.

After a brief discussion, the Council directed staff to include this item in a larger discussion at the Town Council retreat, and to include improvement of the Town Council microphone system, and perhaps other ideas, as well.

TOWN MANAGER REPORT

Town Manager Chanis said that the Council retreat had been scheduled as a half-day meeting on Friday, April 1, at Servino's. He said an agenda would be developed and a discussion of technology would be included.

DRAFT

WEEKLY DIGESTS

- Town Council Weekly Digests February 5 & 12, 2016

ADJOURNMENT

There being no further business before the Town Council of the Town of Tiburon, Mayor Tollini adjourned the meeting at 8:15 p.m.

ERIN TOLLINI, MAYOR

ATTEST:

DIANE CRANE IACOPI, TOWN CLERK



TOWN OF TIBURON
 1505 Tiburon Boulevard
 Tiburon, CA 94920

Town Council Meeting
 March 2, 2016
 Agenda Item: CC-3

STAFF REPORT

To: Mayor and Members of the Town Council
From: Department of Public Works
Subject: Recommendation to Award the '2016 Various Streets Slurry Seal Project' to American Pavement Systems
Reviewed By:

BACKGROUND

The '2016 Various Streets Slurry Seal Project' consists of crack sealing and slurry sealing various streets, including: Reed Ranch Road, Stewart Drive, and Gilmartin Drive, as well as parking lots at Blackies Pasture and Teather Park. The project was included in the Fiscal Year 2015/16 Capital Improvement Plan as Annual Pavement Management Improvements and funded in the amount of \$650,000, including contingency.

The project was designed by Coastland Civil Engineering, Inc. The engineer's construction estimate was \$580,700. The project was designed under budget because the size of the project was limited by the areas that received dig-outs last year. Bids for the project were opened on February 16, 2016.

The Town received the following eight bids:

American Pavement Systems	\$446,422.38
Pavement Coatings Co.	\$478,210.00
American Asphalt Repair & Resurf.	\$482,544.36
Graham Contractors	\$495,833.35
Telfer	\$507,300.00
California Pavement Maint. Co.	\$508,228.75
Intermountain	\$563,365.00
Bond Blacktop Inc.	\$649,836.82

ANALYSIS

Staff has reviewed the American Pavement Systems bid and determined that all bid requirements have been met. Staff has analyzed all the bids and believes that the low bid is a fair price. Staff believes the low bid is under the engineer's estimate due to the following factors:

1. The low price of oil.
2. Bidding early in the year when contractors are trying to guarantee work for the upcoming season.

3. The large number of bids received.

Based on this analysis, staff recommends the Town Council award the bid to American Pavement Systems in the amount of \$446,422.38 and to set out a project construction budget of \$513,386 inclusive of 15% contingency funding.

FINANCIAL IMPACT

The 2016 Various Streets Slurry Seal Project was included in the Fiscal Year 2015/16 Capital Improvement Plan as Annual Pavement Management Improvements, and funded in the amount of \$650,000, including contingency. Funding is from the Street Impact Fund and Gas Tax.

RECOMMENDATION

Staff recommends that the Town Council:

Approve the award of contract for the 2016 Various Streets Slurry Seal Project to American Pavement Systems in the amount not-to-exceed \$446,422.38 with a 15 percent contingency of \$66,964.

Prepared by: Patrick Barnes, Director of Public Works



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
March 2, 2016
Agenda Item: *AI-1*

STAFF REPORT

To: Mayor and Members of the Town Council
From: Office of the Town Clerk
Subject: Consider Reappointment of Commissioners and Appointments to Fill Vacancies on Town Boards, Commissions and Committees
Reviewed By: *h.c.*

BACKGROUND

At the January 20, 2016 regular meeting, Mayor Tollini announced the current and pending vacancies on Town boards, commissions and committees in the coming year. Pursuant to Town Council Resolution No. 16-2007 (Appointments Procedure), the Town Clerk published a Notice of Current & Pending Vacancies on Boards & Commissions in the *Ark*, and posted it at Town Hall and the Belvedere-Tiburon Library. This notice serves to inform the public of the current or pending vacancies and invites applications for the positions. To date, there have been two applicants for current or pending vacancies on The Ranch (Recreation) Committee and the Building Code Appeals Board. (The Council will interview the applicant for The Ranch vacancy tonight.)

The Town Clerk contacted all the current commissioners whose terms were set to expire in February, and the majority of them notified the Town of their interest in seeking reappointment to another term. One commissioner, Heritage & Arts Commissioner Kenna Norris, is eligible for automatic reappointment under the Town's policy because she has served less than two years.

To recap, the terms of the following board and commission members expired on February 29, 2016:

- Planning Commission – Lou Weller (seeks reappointment)
- Design Review Board – Bryan Chong; Michael Tollini (both seek reappointment)
- Heritage & Arts Commission – Daniel Amir; Kenna Norris (both seek reappointment)
- Parks, Open Space & Trails Commission– Michael McMullen; Phillip Feldman (both seek reappointment)

Unscheduled Vacancies

An unscheduled vacancy was created by the resignation of The Ranch (Recreation) Committee member, Nuria Ibars, who submitted her resignation in February and stepped down after nearly four years on the Committee. The Council will interview Erin Burns tonight for this vacancy.

Another unscheduled vacancy occurred due to the resignation of Heritage & Arts Commissioner, Elizabeth Merrill, who recently moved out of town. The Council will have an opportunity to interview candidates for this position at a future meeting.

Other Vacancies

There are several boards or committees on which there has been a vacancy of a year, or more. One is the Town's Building Code Appeals Board, a five-member board that has had an open seat since one of the incumbents stepped down last year. The Council will have an opportunity to interview an applicant for this vacancy on April 6. The other is the Hilarita Board (Town representative to the Board) that has had an open seat for a town-appointed citizen representative for several years.

There is also a pending vacancy on the Library Agency Board of Trustees, in June of this year. Town appointee Jeff Foran will be contacted in the coming weeks to determine his interest in seeking another term. The term of Tiburon Artist Laureate, Jaleh Etemad, will likewise expire in August of this year. There are currently no provisions for reappointment for this position.

Finally, the Town's Treasurer, William Osher, stepped down last Fall. The Town is in the process of updating its job description for this position.

RECOMMENDATION

Staff recommends that the Town Council:

1. Consider reappointment (by Council motion) of the following board and commission members whose terms expired at the end of February 2016, who have informed the Town of their interest in reappointment:
 - a) Lou Weller (Planning Commission)
 - b) Bryan Chong and Michael Tollini (Design Review Board)
 - c) Daniel Amir and Kenna Norris (Heritage & Arts Commission)
 - d) Michael McMullen and Phillip Feldman (Parks, Open Space & Trails Commission);
2. Consider making an appointment (by Council motion) to fill a vacancy on The Ranch (Recreation) Committee, after conducting an interview tonight.
3. Direct staff to continue to accept applications and schedule interviews for the remaining vacancies at a future Council meeting.

Exhibits:

- a) Notice of Pending Vacancies on Town Boards, Commissions & Committees - January 2016
- b) Emails from Board and Commission members concerning reappointment (from Digest)
- c) Application of Erin Burns (Recreation Committee)

Prepared By: Diane Crane Iacopi, Town Clerk



Exhibit 2)

TOWN OF TIBURON
NOTICE OF CURRENT & PENDING VACANCIES
On Town Boards, Commissions & Committees
January 2016

BELVEDERE-TIBURON LIBRARY AGENCY BOARD
BUILDING CODE APPEALS BOARD
DESIGN REVIEW BOARD
HERITAGE & ARTS COMMISSION
HILARITA BOARD
PARKS, OPEN SPACE & TRAILS COMMISSION
PLANNING COMMISSION
THE RANCH (Belvedere-Tiburon Jt. Recreation Committee)
Town Treasurer
Town Artist Laureate

The following vacancies on Town Boards, Commissions and Committees are current or pending in 2016. Pursuant to Resolution No. 16-2007, **the Tiburon Town Council will conduct interviews of interested applicants beginning in February 2016.**

Current commissioners whose terms are expiring may seek reappointment for another term; commissioners who have served terms of less than two years are eligible for automatic re-appointment.

Most appointments are made for four-year terms, effective March 1. Other terms are stated in the agency's bylaws; for instance, the Belvedere-Tiburon Library Agency terms are for three years and expire at the end of June; and The Ranch committee members serve for two-year terms.

Applicants should be residents of the Town of Tiburon and have the time, interest and desire to serve on the board or commission, including attendance at regular monthly meetings and other activities. Some commissions, such as the Heritage & Arts Commission, and The Ranch, are comprised of residents of both Tiburon and Belvedere, or the Tiburon Peninsula.

Applications can be obtained at Town Hall, 1505 Tiburon Boulevard, or from the Town's website, www.townoftiburon.org (click on "Useful Forms" under "Government"). You may also contact Town Clerk Diane Crane Iacopi at dcrane@townoftiburon.org (tel: 435-7377) for more information.

TOWN OF TIBURON
NOTICE OF CURRENT & PENDING VACANCIES ON
BOARDS, COMMISSIONS & COMMITTEES
JANUARY 2016

BELVEDERE-TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Jeff Foran	May 2013	6/30/16

BUILDING CODE APPEALS BOARD

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• David Kallmeyer	April 2012	2/28/15 [position vacant]

DESIGN REVIEW BOARD

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Bryan Chong	March 2008; 2012	2/28/16
• Michael Tollini	June 2008; 2012	2/28/16

HERITAGE & ARTS COMMISSION

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Daniel Amir	February 2012	2/28/16
• Kenna Norris	July 2015	2/28/16*
• One Vacant Position	2015	2/28/19

HILARITA BOARD (Town representative to the Hilarita-Tiburon Ecumenical Association Board of Directors)

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires**</u>
• One Vacant Position	2009	ongoing

PARKS, OPEN SPACE & TRAILS

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Phillip Feldman	June 2008; Feb. 2012	2/28/16
• Michael McMullen	June 2008; Feb. 2012	2/28/16

PLANNING COMMISSION

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Lou Weller	June 2011; Feb. 2012	2/28/16

THE RANCH (Belvedere-Tiburon Jt. Recreation Committee)

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Nuria Ibars	Oct. 2012; March 2014	2/28/16

TOWN TREASURER

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires**</u>
• William Osher	January 1998	Resigned 10/7/15 [position vacant]

TOWN ARTIST LAUREATE

<u>Appointee</u>	<u>Appointed</u>	<u>Term Expires</u>
• Jaleh Etemad	September 2012	8/31/2016

**Appointees who have served terms of 2 years or less are eligible for automatic reappointment pursuant to Town Council Resolution No. 16-2007.*

***No set term limit*

Copies to: The Ark (for publication on 1/27 and 2/3/16)

Courtesy copy to: The Marin Independent Journal

Notice Posted at Tiburon Town Hall and Belvedere/Tiburon Library

Diane Crane Iacopi

Exhibit B)

From: Lou Weller <lweller@wellerpartnersllp.com>
Sent: Sunday, January 31, 2016 12:51 PM
To: Diane Crane Iacopi
Subject: Planning Commission

Diane: Responding to your letter of January 26, I enjoy participating on the Planning Commission and would be interested in seeking appointment to another term. Please let me know if the Council has any questions.

Lou

Lou Weller
Weller Partners LLP
lweller@wellerpartnersllp.com
2330 Marinship Way, Suite 170 Sausalito, CA 94965
Dir: 415.324.4501 fax 415.887.9239 cell: 415.205.1031

Diane Crane Iacopi

To: Diane Crane Iacopi
Subject: FW: DRB

From: Mike Tollini [<mailto:mike.tollini@gmail.com>]
Sent: Tuesday, February 09, 2016 9:41 AM
To: Diane Crane Iacopi
Subject: Re: DRB

Hi Diane - I'm still in, too.

Mike

On Tuesday, February 9, 2016, Diane Crane Iacopi <Dcrane@townoftiburon.org> wrote:

Hi, Mike,

I have not heard from you yet. Are you in?~

I'll need to know by around Feb. 22 in order to start preparing my staff report for the Council.

No hurry--just wanted to let you know.

Thanks!

Diane Crane Iacopi

Tiburon Town Clerk

Diane Crane Iacopi

From: Bryan Chong <bryan@chonger.com>
Sent: Friday, February 05, 2016 2:32 PM
To: Diane Crane Iacopi
Cc: (Tiburon Design Review Board) Mike Tollini
Subject: DRB

RECEIVED
FEB - 5 2016
TOWN CLERK
TOWN OF TIBURON

Hi Diane,

Thanks for the letter. I would be interested in seeking an additional term on the DRB.

Regards,
Bryan Chong
bryan@chonger.com
415-789-9009 Office
415-377-3867 Mobile

Diane Crane Iacopi

From: Feldman, Philip <pfeldman@coblenzlaw.com>
Sent: Wednesday, February 10, 2016 9:20 PM
To: Diane Crane Iacopi
Subject: POST

Dear Diane, thank you for your letter regarding my expiring term as a POST Commissioner. I have enjoyed serving as a Commissioner, and I would be glad to renew my commitment for another term. However, I am also aware that others may wish to serve the community in this way. If there are other qualified applicants who wish to serve, I would not want to prevent that opportunity. So please except my willingness and desire to continue serving as long as it is not standing in the way of another applicant that the Council feels would be well-qualified.

Thank you very much! Phil

*Philip B. Feldman
Coblentz, Patch, Duffy & Bass, LLP
(415) 772-5720
(Dictated to Siri - please forgive her typos!)*

Diane Crane Iacopi

From: Michael McMullen <mike@rocfm.com>
Sent: Tuesday, February 09, 2016 9:36 AM
To: Diane Crane Iacopi
Subject: POST expiring term

Hi Diane,

In response to your letter regarding expiration of my POST commission appointment, I am interested in seeking appointment to another term. Let me know if you need anything else.

Thanks,
Mike

Michael McMullen
415.652.8061
mike@rocfm.com

Diane Crane Iacopi

From: daniel amir <daniel_amir@yahoo.com>
Sent: Monday, February 08, 2016 10:32 AM
To: Diane Crane Iacopi
Cc: Patti Pickett
Subject: H&A Commissioner renewal

R E C E I V E D
FEB - 8 2016

TOWN CLERK
TOWN OF TIBURON

Diane,

I hope this email finds you well.

I wanted to let you know that I am interested in renewing my term for another four years on the commission. Let me know if you need anything else from me.

All the best,

Daniel

Diane Crane Iacopi

Subject: FW: Your term with Heritage and Arts

From: Kenna Norris [<mailto:kennaknorris@gmail.com>]
Sent: Thursday, February 11, 2016 1:56 PM
To: Patti Pickett
Cc: Diane Crane Iacopi
Subject: Re: Your term with Heritage and Arts

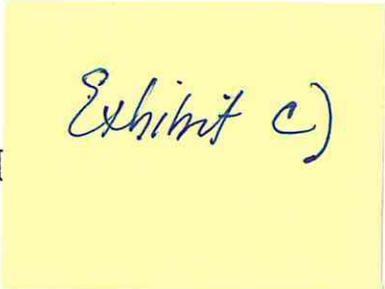
Hi Diane,
I would like to continue my appointment to the Tiburon Heritage & Arts Commission. Please let me know if you need more information from me.
Thank you,
Kenna
415.699.7907

From: Kenna Norris [<mailto:kennaknorris@gmail.com>]
Sent: Thursday, February 04, 2016 10:32 AM
To: Patti Pickett
Subject: Re: Your term with Heritage and Arts

Hi Patti,
Yes, I did receive the letter and plan to renew my term. Is it ok to send Diane an email with my intent?
Thanks,
Kenna

T-1

TOWN OF TIBURON
COMMISSION, BOARD & COMMITTEE
APPLICATION



The Town Council considers appointments to its various Town commissions, boards and committee throughout the year due to term expirations and unforeseen vacancies. In its effort to broaden participation by local residents in Tiburon's local governmental process and activities, the Council needs to know your interest in serving the Town in some capacity.

Please indicate your specific areas of interest and special skills or experience which would be beneficial to the Town, by completing both sides of this form and returning it to Town Hall. Copies will be forwarded to the Town Council and informal applicant/Council interviews are scheduled periodically during the year. Your application will also remain on file at Town Hall for a period of one (1) year. Thank you for your willingness to serve the Tiburon community.

Diane Crane Iacopi
Town Clerk

AREAS OF INTEREST

Indicate Your Area(s) of Interest in Numerical Order
(#1 Being the Greatest Interest)

- | | |
|-----------------------------|-------------------------------------|
| <u>8</u> PLANNING | <u>3</u> PARKS, OPEN SPACE & TRAILS |
| <u>6</u> DESIGN REVIEW | <u>2</u> RECREATION |
| <u>9</u> HERITAGE & ARTS | <u>4</u> DISASTER PREPAREDNESS |
| <u>5</u> LIBRARY | <u>7</u> COMMISSION ON AGING |
| <u>1</u> AFFORDABLE HOUSING | <u> </u> OTHER |

S:dcrane/comm.app

PERSONAL DATA

(PLEASE PRINT OR TYPE - A RESUME MAY BE ATTACHED AS WELL)

NAME: Erin Burns

MAILING ADDRESS: 406 Neds Way

E-mail address (optional): Erinburns520@gmail.com

TELEPHONE: Home: (415) 889-5133 Work: (415) 900-6962 Fax No. _____

PROPERTY OWNERS= ASSOC. (if applicable) HTEA @ the Hilarita
(HTEA Board Secretary)

TIBURON RESIDENT: (Years) 30 years DATE SUBMITTED: 2.3.16

REASONS FOR SELECTING YOUR AREAS OF INTEREST

As a single mother of two schoolage children, I am deeply committed to ensuring that all of the children from low income families in Marin County receive the same access to enrichment activities, events and experiences as other children in Marin. I am grateful to live in such a beautiful area where the residents at the Hilarita can have a voice and contribute to the greater community.

APPLICABLE QUALIFICATIONS AND EXPERIENCE

I have over 10 years experience with the early childhood development/ preschool population. I grew up in Tiburon and I am raising my 2 children here at the Hilarita. I am passionate and committed to community service. I serve as the board Secretary of the Hilarita's Owners board, the HTEA. I have also organized many community service projects and written grants.

Town Hall Use _____

Date Application Received: 2-4-16 Interview Date: 2-2-16

Appointed to: _____ (Date) _____

Date Term Expires: _____ Length of Term: _____



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting

March 2, 2016

Agenda Item: *AI-2*

STAFF REPORT

To: Mayor and Members of the Town Council
From: Community Development Department
Subject: Consider Acceptance of the Annual General Plan Implementation Status Report for Calendar Year 2015
Reviewed By: *L.P.*

BACKGROUND

Government Code Section 65400(b)(1) requires that an annual report be prepared by the planning agency of each town or city, which is then forwarded to the appropriate legislative body, on the status of the General Plan and progress in its implementation. In Tiburon, the "planning agency" is the Planning Commission. The statute also requires a progress report on meeting the community's regional fair share housing allocations. State law also requires that the annual report be forwarded to the State Department of Housing and Community Development (HCD) and to the Governor's Office of Planning & Research (OPR) in Sacramento by April 1 of each year.

ANALYSIS

Attached **Exhibit 1** sets forth the General Plan programs and describes recent progress made by the Town in implementing those programs. Please note the Housing Element portion is formatted differently in order to comply with detailed state requirements for reporting on that Element. Progress and commentary added or amended for calendar year 2015 is underlined for easy identification in the case of all Elements. The Housing Element was new for 2015, so all entries are underlined.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed the draft annual report at its February 24, 2016 regular meeting and recommended acceptance to the Town Council.

EXHIBITS

1. Draft Annual General Plan Implementation Status Report for Calendar Year 2015 dated February 2016.

Prepared by: Scott Anderson, Director of Community Development *SA*

Annual General Plan Implementation Progress Report

Tiburon 2020

Calendar Year 2015

Reviewed by Planning Commission February 24, 2016
Accepted by Town Council _____, 2016

Introduction

On September 7, 2005, the Town Council adopted a new General Plan, *Tiburon 2020*. This Plan contained a planning horizon for the Year 2020, at which time it is anticipated that a comprehensive update of the Plan will occur. This annual report is the eleventh performed since that adoption. This report generally reviews progress on implementing programs contained within *Tiburon 2020* during the Calendar Year 2015. The purposes of this annual report are to:

1. Provide information regarding how the General Plan is being implemented with respect to its adopted implementation programs.
2. Identify any approved or needed amendments to the General Plan.
3. Provide information as to specific actions taken and ongoing strategies and practices to implement the General Plan.
4. Provide information regarding the Town's progress in meeting its fair share of regional housing needs and efforts to remove governmental constraints.

The Annual Report is organized by the eight elements in the General Plan, with a list of each implementing program and the status of that program, in the order that the element and implementing program appears in the General Plan. The eight elements of *Tiburon 2020* are as follows:

Land Use	Safety	Open Space & Conservation
Downtown	Parks & Recreation	
Circulation	Housing	

Per state requirements, the Housing Element reporting follows a prescribed format that is different than the format used for other elements. The Town adopted a comprehensive update of its Housing Element on August 20, 2014. The State Department of Housing and Community Development certified the Element as "in compliance" on September 5, 2014. No "new" housing units (not including tear-down/re-builds, of which there were several) were constructed to completion in 2015.

For the entire calendar year 2015, the Town's Circulation Element was under revision. A comprehensive update of the Circulation Element was adopted by the Council on February 3, 2016.

The following tables contain a program-by-program status report on all of the General Plan implementing programs in the currently-adopted Tiburon General Plan 2020.

Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	Land Use Element					
LU-a	The Town shall periodically review and, if appropriate, revise its Municipal Code and other regulations to reflect the goals, policies, densities, intensities and the land use designations of this General Plan	CDD	Highest	Completed	Completed	All high priority amendments to the Municipal Code to achieve consistency with the new General Plan were adopted in 2006. Lower priority amendments were adopted in 2007 and 2008. Final consistency amendments were incorporated into the comprehensive Zoning Ordinance update which was adopted by the Town Council on March 17, 2010.
LU-b	The Town shall revise the Zoning Map as necessary to achieve consistency with the General Plan	CDD	Highest	Completed; Ongoing	Completed	Ordinances 491 N.S. and 493 N.S. adopted in 3/2006 and 4/2006, respectively, completed high priority rezonings; lower priority zoning map amendments were completed as part of comprehensive Zoning Ordinance update, which was adopted by the Town Council on March 17, 2010.
LU-c	The Town shall periodically revise its application forms, processing procedures, and development review procedures as necessary to reflect and implement the goals and policies of this General Plan	CDD	Highest	Completed; Ongoing	Completed; ongoing	All CDD application forms reviewed and revised by July 2006; procedures were revised as part of comprehensive Zoning Ordinance update, which was implemented in April, 2010. This is an ongoing process. In 2012, application forms were developed for chicken and bee-keeping, temporary use permits, flood variance applications, and applications for reasonable accommodation.
LU-e	The Town shall require that plans for new construction include a lighting plan for review as part of the Site Plan and Architectural Review process	CDD	Ongoing	Completed	Completed	Site Plan & Architectural Review application forms revised June 2006 to require exterior lighting plan and details as part of a complete application. Review of lighting plans as part of Site Plan & Architectural Review applications is ongoing.
LU-f	The Town, in conjunction with LAFCO and the County of Marin, shall conduct a study to establish the true cost and other implications of annexing Paradise Drive and work to create with the County of Marin and LAFCO a viable financing plan which would make annexation of properties in the Paradise Drive area feasible and fiscally acceptable to the Town	CDD/DPW	High	Ongoing	Ongoing	Study completed in September 2006 by CSW/Stuber-Stroeh regarding current conditions and costs of improving and maintaining Paradise Drive. Discussions with County of Marin and Marin LAFCO followed. The Town was unable to reach an agreement with the County over future maintenance. Formal discussions ended in December 2009, although the Town continues to be alert for opportunities to continue the dialogue with the County on this issue. With the annexation of the SODA (Alta Robles project) property completed in 2013, there are currently no additional portions of Paradise Drive which the Town has committed to annex. The Martha Company MOU, which contemplated but made no commitment to annexation that would include a 1.1 mile portion of Paradise Drive, was allowed to expire by the Martha Company in 2014. Recent Town consideration of possibly taking over Tiburon Boulevard in the Downtown area (if it reaches fruition) could further reduce the likelihood of additional Paradise Drive annexations, based on economic considerations.
LU-g	The Town shall identify priority locations for the use of Rule 20A undergrounding funds	DPW	High	Completed	Completed; <u>actual undergrounding work is ongoing</u>	Town Council adopted priorities list on 9/21/2005. The top priority areas were the power poles on Tiburon Boulevard near the curve at Trestle Glen Boulevard, and the poles along Tiburon Boulevard between San Rafael Avenue and Mar West Street. In 2012, the Lyford Multi-modal Parking Lot project began construction and several power poles associated with the second priority item were removed; the project was completed in 2013. Progress toward additional undergrounding in the Lyford Drive/Mar West Street area was made in 2014. <u>In 2015, two poles were undergrounded between Mar West and Lyford Drive. Another pole will be removed when Comcast and AT&T remove their utilities. PG&E has agreed to begin design on undergrounding poles from Lyford Drive to Ned's Way in October 2106 when the Town provides PG&E with a base map.</u>

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	Open Space & Conservation Element					
OSC-a	Applicants shall be required to demonstrate that proposals for development minimize environmental impacts and comply with the General Plan and applicable regulations, ordinances and guidelines. The Town shall require an environmental assessment process, similar to that used by the County of Marin, for Precise Development applications filed for large undeveloped properties	CDD	Ongoing for Part 1; Low for Part 2	Part 1 completed in 2006; Part 2 Abandoned in 2009	Completed	Precise Development Plan application submittal requirements revised in June 2006 to incorporate this program. Part 2 was abandoned by Town Council on May 6, 2009.
OSC-b	The Town shall review development applications submitted with the County within its sphere of influence and areas of interest in order to encourage conformance with Town policies, including minimizing the visual impact of development on surrounding hills visible from Tiburon	CDD	Ongoing	Ongoing	Ongoing	County-referral applications are screened on a case-by-case basis and Town comments are submitted as deemed appropriate. Staff performs ongoing review of County referrals. <u>Substantive referrals in 2015 included the ongoing Martha Company development, the Belvedere Place Medical Offices proposal in Strawberry, and the North Coast Property Holdings application to replace the Golden Gate Baptist Seminary in Strawberry with a private high school and 300 new housing units.</u>
OSC-c	The Town shall require an environmental assessment for development proposed on sites that may contain sensitive biological resources, including wetlands, occurrences of special-status species and sensitive natural communities, native wildlife nurseries and nesting locations, and native wildlife movement corridors. The assessment shall be conducted by a qualified professional to determine the presence or absence of any sensitive resources which could be affected by proposed development, shall provide an assessment of the potential impacts, and shall define measures for protecting the resource and surrounding buffer habitat	CDD	Ongoing	Ongoing	Ongoing	Environmental review procedures of the Town require this information to be prepared where such resources exist.
OSC-d	Where hill slope stabilization is proposed as part of development proposals, or wherever such stabilization is required by the Town to protect public safety, the Town shall require the project to evaluate all slope repair-related modifications such as the secondary impacts of subsurface drainage on site and watershed ecological communities, including special-status species, sensitive natural communities, and wetlands. In the event impacts are likely, modifications to the proposed project shall be considered. In the event avoidance and project modification are infeasible, appropriate on- or off-site habitat mitigation shall be required prior to project approval, as mandated by the State and federal regulatory agencies	CDD	Ongoing	Ongoing	Ongoing	Precise Development Plan application submittal requirements were revised in June 2006 to incorporate this program.

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
OSC-e	The Town shall establish a clearinghouse of information for public use related to protection of sensitive biological and wetland resources, maintain contacts for agencies responsible for their protection, and encourage programs dedicated to the restoration and management of the remaining natural area	CDD	Low	Ongoing	Ongoing	The Associate Planner developed an informational list for agencies associated with environmental protection in 2007.
OSC-f	The Town shall consider revising and expanding the Tiburon Tree Ordinance to provide protection of both individual trees and native woodlands. Factors to consider in expanding the current ordinance include the importance of protecting smaller sapling trees and balancing their protection against those of designated "protected trees", defining critical management guidelines necessary to maintain healthy woodlands, and methods to encourage natural regeneration in woodland habitats	CDD	Low	Abandoned	Abandoned	Item tabled by the Town Council on May 6, 2009.
OSC-g	The Town shall develop and adopt an Open Space management program that identifies maintenance projects and funding sources	DPW	High	Progress	Completed; implementation ongoing	The Open Space Resource Management Plan was adopted by the Town Council on November 17, 2010. The Open Space Maintenance Fund receives appropriations each year for ongoing maintenance of open space lands in accordance with the adopted Management Plan. In 2014, the Town continued its implementation of the spending plan for Measure A (Open Space and Parks Initiative) funds, primarily devoted to removal of invasive plants in the Town's parks and open spaces and path development. The Town anticipates receiving nearly a half million dollars in Measure A funds over the next eight years. The Public Works Department reported that virtually all top-priority work identified in the Open Space Resource Management Plan has been or were addressed (at least initially) as of the end of FY 2014/15. Ongoing maintenance of such areas will be required on a less extensive basis in the future. <u>In 2015, work consisted of removing fire fuel plants and non-native plant species in the lower half of the Del Madera Open Space Area, Parcel 26. This area is bounded by the Lower Middle Ridge Fire Road to the north, Gilmartin Drive to east, Via Paraiso West to the south and the open space boundary to the west; approximately 4.4 acres in size. The work removed all woody species including: French broom, pine, acacia and eucalyptus trees and herbaceous species to include: pampas grass, pride of Madera, sweet fennel, Harding grass and various species of thistle.</u>
OSC-h	The Town shall create and adopt an overlay zone for the area containing the Town's Inventory of Local Historical Buildings and adopt additional protection measures for the structures identified in the Inventory	CDD	High	Completed	Completed	Included in comprehensive Zoning Ordinance update, adopted March 17, 2010 by Town Council.
OSC-i	The Town shall either establish an inventory of sites which have known archaeological sites or the possibility of containing archaeological sites; or enter into an agreement with an outside entity which can provide similar services. Where sites have the possibility of containing archaeological resources, project sponsors shall be required to notify contractors to cease construction activities upon encountering archaeological artifacts or human remains until proper authorities have been notified and a mitigation plan is developed	CDD	Medium	Ongoing on Part 1 for small projects. Large projects are subject to detailed cultural resource review procedures;	Ongoing on Part 1 for small projects. Large projects are subject to detailed cultural resource review procedures;	The Town utilizes an archeological sensitivity map in its review of small projects.

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
				Part 2 is already required by state law	Part 2 is already required by state law	
OSC-j	Revise the Town's water conservation ordinance when changes in MMWD's water conservation ordinance require	CDD	Medium	Completed	Completed	Ordinance adopted by Town Council on March 17, 2010. Amendments to reflect the latest MMWD water conservation regulations were adopted by the Town Council in August 2011.
OSC-k	Consider the adoption of a wood smoke ordinance to reduce the emission of particulate matter into the air	CDD	Medium	Under Consideration	No longer under active consideration	Item tabled by the Town Council in 2009.
OSC-l	The Town shall pursue the gradual replacement of the Town's vehicle fleet with zero or low emission vehicles, where appropriate	All	Ongoing	Ongoing	Ongoing	The Community Development Department and Police Department both purchased low emission vehicles in 2009 (Honda Civic Hybrid and Ford Escape Hybrid). In 2014, the Community Development Department purchased a 2015 model year hybrid vehicle for building inspection purposes.
OSC-m	The Town shall attach BMP conditions to permits that are issued by the Town, as appropriate	CDD/DPW	Ongoing	Ongoing	Ongoing	BMP conditions routinely attached to Encroachment Permit conditions and selected Zoning Permits. Field review for BMP compliance is routine for Building and Public Works project inspections.
OSC-n	Recycling bins shall be placed adjacent to refuse cans on the Town's public property, with special emphasis on high traffic areas, such as Shoreline Park and the Richardson Bay Lineal Park	DPW	Ongoing	Completed and Ongoing	Completed and Ongoing	Bins are replaced/refurbished as needed.
OSC-o	The Town shall continue to be an example and a resource for the community in recycling by continuing programs such as the construction debris program, household battery program and by reducing the waste of resources in conducting the Town's business	All	Ongoing	Ongoing	Ongoing	Construction debris and battery recycling programs continue to be implemented. Solar panels were installed on Town Hall in 2006; other programs are being considered as part of the Town's Green Building Program. The Town's Climate Action Plan was adopted in 2011. This Plan calls for adoption of a Zero Waste Resolution, an ordinance (as opposed to a policy) regarding construction debris waste recycling, and update multi-family residential recycling standards during 2012. The Zero Waste Resolution and Demolition Debris Recycling Ordinance were adopted in 2012.
OSC-p	The Town shall develop an ordinance or guidelines for outlining green building principles	CDD	Medium	Completed and Ongoing	Completed and Ongoing	The Green Building Ordinance was adopted in November 2008 and was enforced through the end of 2010. On January 19, 2011 the Town Council adopted the <i>2010 Green Building Standards Code</i> (CGBSC or CALGreen) which supersedes the Green Building Ordinance. The Green Building Ordinance was repealed in 2011 and replaced with the state-wide CALGreen Code, which is implemented through the standardized Building Codes. Town staff continues to monitor and implement the CALGreen Code and at this time is not recommending additional enhancements either through adoption of BERST standards or through adoption of higher tiers of the CALGreen Code. In 2013, the Town Council upgraded the Town's adoption of the CALGreen Code by adopting Tier 1 standards for new construction. In 2014, the Town Council directed staff to prepare an ordinance requiring installation of solar energy systems on newly-constructed residences. <u>This ordinance was adopted in 2015.</u>

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	Downtown Element					
DT-a	The Tiburon Zoning Ordinance shall be revised to be consistent with the goals and policies of this Element and to implement the guidelines of the <i>Downtown Tiburon Design Handbook</i>	CDD	Highest	Completed	Completed	Primary Zoning Ordinance amendments related to the Downtown Element were adopted in early 2008; remaining secondary items were included in the comprehensive Zoning Ordinance update adopted by Town Council on March 17, 2010.
DT-b	Adopt a property maintenance ordinance for Downtown that will require that public and private improvements (including signs) be kept in good repair	CDD	Low	No Progress	<u>Completed</u>	<u>A property maintenance ordinance was adopted by the Town Council on May 20, 2015.</u>
DT-c	Fulfill the Tiburon Redevelopment Project Area requirements for construction of very-low income housing units through creation of additional units in the Downtown	All	High	No Progress	No Progress; ongoing	Zoning Ordinance was amended in 2006 to upzone properties and to provide incentives for affordable housing production. In 2011, the State Legislature abolished all redevelopment agencies in California and the Town Council appointed the Town of Tiburon as the successor agency to the Tiburon Redevelopment Agency for purposes of fulfilling its housing production requirements. An updated Redevelopment Project Area Housing Implementation Plan was adopted by the Town Council in 2012. The Housing Element and the Implementation Plan continue to designate several properties in the former Redevelopment Project Area boundaries for housing purposes, with incentives offered. In 2012, 2013, and 2014, no new affordable units were constructed in the Tiburon Redevelopment Project area. However, one new affordable housing overlay site (2 Beach Road) was added to the town's zoning map in 2014. <u>There were no additional actions taken or projects proposed in 2015.</u>
DT-d	Over the long-term, implement installation of streetscape improvements to Tiburon Boulevard's public right-of-way as described in the <i>Downtown Tiburon Design Handbook</i> . These improvements may include, but are not limited to, widening sidewalks to a minimum of eight feet; providing a landscaped planter strip between sidewalks and streets on both sides of Tiburon Boulevard; installing new street trees in these planter strips; and replanting the existing median strip with lower-growing vegetation	All	Ongoing	Ongoing	Ongoing	Property owners and agents are advised of these guidelines and are provided copies of the Handbook. Staff continues to hold discussions with property owners for the purpose of encouraging projects that promote the goals of the Handbook. New streetlight fixtures were installed in 2008 to eliminate glare problems from the older fixtures. Staff continues to review development applications for opportunities to implement this program. For example, the Boardwalk Shopping Center improvements associated with Woodlands Market include wider sidewalks and safer vehicle entry points, among other improvements. The hanging flower basket program was initiated and continues to be performed annually. In 2011, the CVS pharmacy tenant made numerous property upgrades including but not limited to new and wider sidewalks on its Tiburon Boulevard and Beach Road frontages, new landscaping and lighting, and crosswalk improvements. In 2012, the Town commissioned the Downtown Tiburon Circulation and Parking Analysis, which contains recommendations that if implemented, would seek to improve the Downtown Tiburon Boulevard streetscape. In 2012, the Town Council also took preliminary steps to initiate a relinquishment process with Caltrans for the portion of State Route 131 in the Downtown area, partly in an effort to obtain more control over streetscape appearance and improvements. In 2014, the Town secured Caltrans approval for a mid-block crosswalk in Tiburon Boulevard opposite the Tiburon Lodge, and also completed the brick sidewalk connecting Lower Main Street to Ark Row. <u>In 2015, the mid-block crosswalk in front of the Tiburon Lodge was installed.</u>
DT-e	Facilitate the long-term future improvement of the four corner properties at the intersection of Tiburon Boulevard and Beach Road and adjacent sites	CDD/ Admin	High	Ongoing	Ongoing	Properties on all four corners were up-zoned to a higher FAR limit and affordable housing overlay and density bonus provisions were placed on two of the corner properties. The Woodlands Market completed exterior upgrades in 2011 at the Boardwalk Shopping Center, as did the CVS pharmacy tenant

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
						across the street. The Town has also approved permits for upgrades to the Boardwalk Shopping Center parking lot and entryways (these improvements have not yet been constructed). In 2012, the parcels constituting the other two corners of the Beach Road/Tiburon Boulevard intersection were sold by the Abrams family to A & C Ventures of Sonoma. Staff continues to encourage and work with property owners to renovate and/or replace the older buildings and facilities in these key locations. In 2013, ACV indicated that it is considering a mixed use commercial/residential project for the Sharks Deli site at 1600 Tiburon Boulevard. In 2014, the Boardwalk Shopping Center completed limited upgrades to its parking lot at this intersection. Additionally in 2014, ACV engaged architects to draw up preliminary designs for the former Sharks Deli site project; <u>the preliminary design work for a new mixed-use project on this site continued in 2015.</u>
DT-f	The Town shall adopt a street furniture/outdoor seating plan for Main Street, with possible future extension of the plan to other areas of Downtown	CDD/Private	Low	Progress	Ongoing	Town staff conducted a survey of downtown street furniture and made recommendations regarding placement of additional seating and trash receptacles along Main Street. The Downtown Committee reviewed and accepted these recommendations. Additional bench seating and other improvements were installed in Spring 2012.
DT-g	The Town shall adopt a resolution designating the former Northwestern Pacific Railroad Yard palm tree as a protected tree	CDD	Low	No progress	No progress	No progress.
DT-h	Consider installation of a Downtown Tiburon entry sign/planter area at an appropriate location	CDD	Low	No progress	Progress	This concept and many other ideas are to be considered as part of the Downtown Vibrancy Project, discussed in more detail below. Options for possible locations include the corner near the Belvedere-Tiburon Public Library and the Lyford Drive Multi-modal Parking Lot. In 2014, the Landmarks Society secured its final approvals for relocation of the Gallows Wheels from the corner of Mar West Street and Tiburon Boulevard. <u>The gallows wheels relocation project was completed in 2015. The Town is considering the former location of the gallows wheels at Mar West Street as an entry sign/planter area, possibly in conjunction with the construction of the Library expansion project.</u>
DT-i	Consider adoption of a public art ordinance and establishment of a community program to encourage public art where appropriate	CDD	Low	Abandoned	Abandoned	Abandoned by Town Council May 6, 2009.
DT-j	The Town shall install signs or kiosks where appropriate to indicate the location of off-street parking within walking distance of Downtown Tiburon	CDD	Low	Progress	Progress/Ongoing	In 2012, design work proceeded for an information center to be located at Ferry Plaza that would provide a variety of information about Tiburon. A coordinated plan for informational sign locations was underway and expected to be implemented in 2013. The information station was installed in 2013. New way-finding signage was designed in 2013 with installation expected in 2014. Final approval of way-finding signage was secured in 2014; <u>selected way-finding signage was installed in 2015.</u>
DT-k	For the Main Street Parking Lot, designate and enhance pedestrian walkways, stairways, lanes and intersection points through signage, pavement markings or other methods, and enhance or replace existing parking lot landscaping along Juanita Lane. The Town and property owner should study alternative vehicular entry and/or exit points for this parking lot	Private	Medium	Progress	Progress/Ongoing	Decorative signs naming the various paths and stairways leading down from Upper Main Street to the Main Street Parking Lot were installed by Zelinsky Properties in 2010, and other physical improvements to certain of these connections have been made in recent years. Additional measures to improve pedestrian connectivity between Ark Row and other parts of Downtown were studied as part of the Downtown Circulation and Parking Analysis, without much success. A preliminary recommendation to extend the brick sidewalk from Lower Main Street to Ark Row was made to the Town Council in late 2012 and will be considered in 2013. This brick sidewalk extension was completed in 2014.

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
DT-l	Pave and improve the Tiburon Boulevard pay parking lot located at 1525 Tiburon Boulevard. If feasible, designate bus parking spaces in this lot, with signage prohibiting the idling of buses	CDD/ Private	High	Completed	Completed	Parking lot paved and improved in 2008.
DT-m	The Town, along with Downtown property owners and merchants, shall periodically review the relationship between Downtown businesses and the time limit regulations of on-street parking and study changes to the current public street parking regulations to best serve Downtown merchants and their patrons	DPW	Ongoing	Ongoing	Progress and Ongoing	Hours allowed for loading and unloading of trucks on Main Street were expanded in 2008 at the request of the Chamber of Commerce. Parking fines for over-time violations were increased in 2010 by the Town Council. The Downtown Circulation and Parking Analysis, released in 2012, makes several recommendations for parking and circulation improvements in Downtown that will be considered by the Town Council in 2013. Several changes were made to timed parking regulations and curb colors in 2013, resulting in the creation of several additional parking spaces. The Town Council's ad-hoc downtown parking committee continued to study parking issues and meet with Downtown property owners in 2013. The Town retained the services of Nelson-Nygaard to assist in the preparation of a Downtown Parking Strategy, with public meetings scheduled for 2014. A Downtown Parking community meeting was held on April 10, 2014, primarily focusing on parking meters in Downtown. <u>No progress in 2015.</u>
DT-n	The Town shall explore the desirability and feasibility of a public parking structure in Downtown	All	Medium	Progress	Not being actively pursued at this time	Results of the Downtown Vibrancy Committee Report of Findings and Proposed Plan dated May 2011 indicate no lack of overall parking in the Downtown area, reducing the likelihood of need for a parking structure in the near future. The 2012 Downtown Circulation and Parking Analysis likewise found ample overall parking and made no recommendations to consider construction of a parking structure. A parking structure would likely be a long-term consideration, beyond the scope of any current efforts.
DT-o	With the owners of Downtown private parking lots, the Town shall examine the feasibility of instituting a preferential parking program for residents	Admin/ CDD	Medium	Progress	Progress/ Ongoing	The Downtown Circulation and Parking Analysis contained recommendations to create a preferential parking permit process in conjunction with installation of parking meters in the Downtown area. This concept will be considered by the Town Council in 2013, along with other recommendations of the Analysis. <u>The Downtown parking committee continued its study of parking meters and resident permit programs in anticipation of a preliminary Downtown Parking Strategy being released for public review in 2014. A Downtown Parking community meeting was held on April 10, 2014, primarily focusing on parking meters in Downtown. The community meeting provided mostly negative feedback on meters and any associated resident parking program and this is not currently being actively pursued.</u>
DT-p	Install a traffic signal at Mar West Street and Tiburon Boulevard as soon as permission from Caltrans can be secured	CDD/ DPW	Low	Progress	Progress/ Ongoing	Signal warrants are not yet met to allow signal installation approval by Caltrans. The Mar West Street intersection was reviewed as part of the Library expansion project processing in 2011, but the EIR concluded that the Library project alone would not trigger signal warrants at this intersection. The traffic studies indicated that signal warrants would be met at build-out of the Tiburon peninsula as projected in the Tiburon General Plan, and the Library project's conditions require a contribution toward intersection improvements, <u>including the possibility for a traffic circle/roundabout.</u> The intersection was studied as part of the Downtown Circulation and Parking Analysis in 2012. <u>In 2015 the town worked with a traffic consultant to produce three concepts for the intersection: a traffic signal and two versions of a roundabout. Very rough prices were provided for the roundabout.</u>
DT-q	Reduce the bicycle/vehicular conflict at the Mar West Street/Tiburon Boulevard intersection. Study the installation of a delineated left-turn bicycle lane from westbound Tiburon Boulevard to the multi-use path entrance at this location, as well as other options. Such improvements may (but need not)	CDD/ DPW	High	No progress	Progress/ Ongoing	In association with approval of the general plan amendment for the Library Expansion project in 2011, the Town gained a potential future source of revenue for improvements at this intersection. Also, the 2012 Downtown Circulation and Parking Analysis recommended installation of a roundabout at this intersection in lieu of signalization. The Town Council will continue to review, consider, and selectively implement the recommendations contained in the Analysis in 2013 and beyond. No progress in 2013.

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	occur in conjunction with signalization of the intersection					<u>In 2015, as part of the ongoing General Plan Circulation Element Update process, a roundabout at this intersection was included in the proposed list of circulation system improvements.</u>
DT-r	Relieve the pedestrian congestion points near the intersection of Juanita Lane and Tiburon Boulevard through physical changes and improved enforcement of the public right-of-way	CDD/DPW	Low	Progress	Progress/Ongoing	Installation of different tables and chairs and minor public improvement relocations have somewhat reduced the congestion in this location. The departure of the Paradise Café in 2010 has further reduced congestion at this point. In early 2012, Staff was in communication with an architect working on the design of a new building at this location (1694-1696 Tiburon Boulevard), but the properties sold at the end of 2012 and those plans have been withdrawn. Staff will continue to address future improvement of the situation with the new property owners. In 2013, the site's new owners indicated their intention to replace the current building at 1694-1696 Tiburon Boulevard with a new building containing ground floor restaurant and upper floor apartments. The application to demolish and replace the building with a three-story building (condos over restaurant) was received in 2014. <u>In 2015, the Town approved the conditional use permit application, including a condition that the applicant contribute financially to the pedestrian congestion point relief as part of the construction of the new building.</u>
DT-s	Install a paved pedestrian pathway or similar suitable improvement along Mar West Street from Tiburon Boulevard to the Tiburon Peninsula Club, and install a pathway connecting Teather Park to Judge Field	CDD/DPW	Medium	Part 1 Completed; Part 2 Progress	Completed	The paved pedestrian walkway along Mar West Street from Tiburon Boulevard to the TPC property line was installed in 2007. An easement agreement for public access from Teather Park to the Tiburon Peninsula Club was secured in 2006 and the public access easement recorded in 2007. The trail alignment was subsequently pioneered in 2009 and the trail improvements were completed in 2012.
DT-t	Actively monitor the San Francisco Bay Area Water Transit Authority process in order to promote ferry use	Admin	Ongoing	Ongoing	Inactive	The Town Council at one time had a representative on the Citizen's Advisory Committee for this Agency. The name of the agency was subsequently changed to the Water Emergency Transportation Authority. The Citizens Advisory Committee was disbanded in 2014.
DT-u	Facilitate expansion of the Belvedere-Tiburon Public Library by employing streamlined permit review processes typically used for major public projects	CDD	High	Progress	Completed	The Planning Commission reviewed and recommended approval of the streamlining ordinance in December 2011. Town Council adopted the streamlining ordinance in early 2012. The Town Council approved the final design drawings for the Library Expansion project on August 1, 2012. <u>As of 2015, the building permit and associated encroachments permits are the final entitlements needed from the Town.</u>
DT-v	Implement recommendations of the Railroad Marsh Maintenance Plan prepared by Wetlands Research Associates	DPW	Ongoing	Ongoing	Ongoing	A major cattail removal effort took place in the Fall of 2012, in conformance with the Marsh Maintenance Plan. The next scheduled cattail removal project is tentatively scheduled for 2014. A major cattail removal project was performed in the fall of 2014 and was likely instrumental in reducing flood damage resulting from a severe December 2014 rainstorm. <u>Major cattail removal from the Marsh took place in 2015.</u>
DT-w	Consider the installation of a small public restroom facility in or near Shoreline Park	DPW	Medium	Progress	Completed	In 2011, the Town Council budgeted CIP money for both improvements to the existing public restrooms at 23-25 Main Street, as well as for determining feasibility of a Donahue Building public restroom. The Donahue Building Public restroom concept has been tabled for the time being, but in 2012 the Town retained an architect to design the complete renovation and redesign of the public restroom area at 23-25 Main Street. The project was completed in January 2014.

CDD= Community Development Department; DPW=Department of Public Works; Admin=Administration Department; All=All Departments

Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	Circulation Element					NOTE: The Circulation Element was undergoing a comprehensive revision for the entire calendar year 2015, and the update was adopted by the Town Council on February 3, 2016. The notes below constitute closing out of the programs in this Element, unless carried over into the new Element.
C-a	The Town shall maintain its traffic model and traffic monitoring program, which periodically measures intersection levels of service, evaluates the impact of new projects on the roadway network, and re-evaluates appropriate traffic mitigation fee amounts	CDD	Ongoing	Ongoing	Ongoing	Traffic model was updated as part of the Tiburon 2020 EIR; revised and updated traffic mitigation fees were adopted in January 2007. In 2012, money was budgeted towards a comprehensive update of the Circulation Element that would involve updating the traffic model. The Town Council awarded the update contract to Nelson-Nygaard Associates of San Francisco in late 2013 and the update will be underway in 2014. The update process began in 2014 with a public workshop held on June 9, 2014. Drafting and environmental review for the project continued through the end of 2014. <u>The Element drafting and environmental review was completed in 2015, with hearings before POST and the Planning Commission in November and December 2015, respectively. The traffic model was updated during this process and appropriate traffic mitigations were developed based on the updated model. The Town Council adopted the updated Element in February 2016.</u>
C-b	The Town's traffic model shall be used to periodically review the Town's traffic mitigation fees to ensure that they are based on current information and that they are adequately capturing the impacts of new projects on the roadways in the Planning Area. The Town shall update its traffic mitigation fees as necessary	CDD	High	Progress	Progress	See C-a above. <u>The traffic mitigation fee study will be updated in 2016 to reflect the comprehensively revised Element and list of mitigation improvements and programs.</u>
C-c	The Town shall re-evaluate its list of needed circulation improvements approximately every five (5) years	CDD/ DPW	Ongoing	No progress	Progress	See C-a and C-b above.
C-d	The Town shall work with the County of Marin and LAFCO to formulate a long-term plan for maintaining and improving Paradise Drive	All	High	No progress	No progress	See LU-f
C-e	The Town shall work with the County of Marin and LAFCO to identify and implement a financing strategy for maintenance and improvement of Paradise Drive	All	Highest	No progress	No progress	See LU-f
C-f	The Town shall lobby funding agencies such as Metropolitan Transportation Commission and the Transportation Authority of Marin to ensure that funding for critical local roads, including Paradise Drive	Admin	Ongoing	Progress	Ongoing	Town Council successful in having Paradise Drive included in list of County roads to receive sales tax proceeds through Transportation Agency of Marin (TAM).
C-g	The Town shall use the designation of Paradise Drive as part of the Bay Trail as a tool in applying for improvement funding for the road	Admin	Ongoing	Progress	Ongoing	Town Council successful in having Paradise Drive included in list of County roads to receive sales tax proceeds through TAM.
C-h	The Town of Tiburon Traffic Safety Committee shall maintain	All	Ongoing	Ongoing	Ongoing	Improvements are set forth in the annual CIP budget as funding becomes available. <u>In 2015, a mid-block</u>

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	a list of desired traffic safety improvements for implementation over time					crosswalk was installed in the Downtown area and a rapidly-flashing beacon was installed at the Ned's Way intersection with Tiburon Boulevard. Safety improvements at Blackfield Drive and Tiburon Boulevard were funded and approved by the Town and await final Caltrans approval of an encroachment permit.
C-i	The Town shall review the <i>Bicycle and Pedestrian Master Plan</i> periodically, and revise the list of improvements and actions called for in the <i>Plan</i> when implementation of adopted improvements has occurred, and/or when conditions warrant	CDD/DPW	Ongoing	Completed	Completed; subject to periodic update	Completed. An updated Bicycle and Pedestrian Master Plan was adopted in September 2008. <u>A periodic update, funded by the Transportation Authority of Marin, is underway. The update process for Tiburon began with a Parks, Open Space & Trails (POST) Commission public workshop in 2015 and is ongoing, with continued hearings before POST as scheduled in 2016 and adoption anticipated in late 2016.</u>
C-j	The Town will work cooperatively with ABAG and neighboring jurisdictions to improve the Bay Trail around the Tiburon Peninsula	CDD/DPW	Ongoing	Ongoing	Ongoing	Town completed Phase I the Trestle Glen Boulevard (Bay Trail spur route) bicycle and pedestrian improvements in 2005. New signage was added along the Bay Trail route in Tiburon under direction of the Bicycle Pedestrian Advisory Committee. Extensive Multi-use Path improvements were completed in 2007, and new signage installed in early 2008. In 2011, the Town received an ABAG planning grant for the design of Bay Trail improvements extending from Blackie's Pasture to the East Strawberry Drive/Bay Vista. A consultant (ALTA Consulting) was retained and in June 2012, the Town Council reviewed and accepted the Bay Trail Gap Study. At the moment, funding is not available for the improvements recommended in the study. <u>In 2015, the Bay Trail signage and designated Bay Trail location were the focus of concerns by the Greenwood Beach neighborhood during early hearings held on the update of the Bicycle and Pedestrian Master Plan.</u>
C-k	Encourage the provision of adequate transit facilities in cooperation with other agencies and operators	All	Ongoing	Ongoing	Ongoing	The Town Council representative to TAM lobbied and encouraged Marin County Transit District for bus route funding. The Town has received a \$314,000 grant from TAM for work on the Lyford Drive multi-modal parking project. The Town Council approved the permits for that project in 2011 and project construction was begun in 2012, with completion expected in the first quarter of 2013. Also in 2013, Town staff and officials worked with the Marin Transit Authority to produce the Tiburon Transit Needs Assessment, which studied and made recommendations for improving transit service of the Tiburon Peninsula. The Lyford Parking Lot project was completed in 2013 and the Marin Transit Authority began operating its smaller fleet of buses in accordance with the recommendations of the transit study.
C-l	The Town shall make available schedules for buses, ferries, and any transit agencies that connect with those modes	Admin	Ongoing	Ongoing	Ongoing	The Town's website has links to ferries, buses and other transit services through the 511 system and Golden Gate Bridge District websites.
C-m	The Town shall continue to work with the Reed Union School District and St. Hilary School to promote alternative transportation programs to reduce traffic congestion around schools	All	High	Progress	Progress/Ongoing	In 2007, the Town and the Reed Union School District received a Safe Routes to School Grant in the amount of \$352,000 for improvements focusing around Del Mar Middle School. Construction of these improvements was completed in 2010. In 2011, the Town spear-headed formation of CART (Community Action to Reduce Traffic), a joint effort by the Town of Tiburon, the City of Belvedere, the Town of Corte Madera, the Reed Union School District, and the local Safe Routes to School coordinator to explore traffic congestion reduction measures for the peninsula. In September 2012, following nearly a year of meetings and study, CART held a public meeting at Reed School and received public comment and suggestions. CART is continuing to study implementation of suggested means of reducing traffic congestion on the Peninsula. In 2014, the Town, City of Belvedere, and Reed Union School District initiated the Yellow School Bus Challenge project to increase school bus ridership and reduce traffic congestion on Tiburon Boulevard during School drop-off and pick-up hours. While the program was unable to be implemented for the 2014/15 school year, plans for a more robust Yellow School Bus Challenge 2.0 were set up for implementation in 2015 for the 2015/16 school year. <u>The Yellow School Bus Challenge 2.0 program was implemented starting in August 2015, and has provided tangible relief</u>

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
						along Tiburon Boulevard and appears highly successful. At the end of 2015, the Town, City of Belvedere and RUSD started work on a Joint Powers Authority to manage future bus service and provide long-term funding opportunities for the busing program.
C-n	The Town shall promote and publicize the RIDES program to employers and employees as a resource for exploring ways to reduce traffic and parking congestion	CDD	Low	No progress	No progress	No progress.
C-o	Coordinate with Marin County for the adoption of complementary roadway improvement and mitigation fee programs for roads and intersections located in unincorporated sections of the Tiburon Planning Area	CDD	High	No progress	No Progress	Town has adopted a traffic mitigation fee for development within Town limits that affects the unincorporated intersections within the Tiburon Sphere of Influence. The County of Marin has begun to require developers of unincorporated large parcels in the Tiburon Planning Area to contribute, as a mitigation measure, traffic mitigation fees toward intersection improvements in Tiburon, especially the Trestle Glen Boulevard/Tiburon Boulevard intersection.
C-p	Maintain an active role in the Transportation Authority of Marin and/or U.S. Highway 101 Corridor planning program with the purpose of ensuring that improvements enhance inter-city movement	Admin	Ongoing	Ongoing	Ongoing	<u>Councilmember Fredericks continues to serve as the Town's representative on the TAM Board.</u>
	Safety Element					
SE-a	Where possible, the Town should advise residents of the Tiburon Planning Area of ways that they can reduce geologic, fire and flooding hazards	All	Ongoing	Ongoing	Ongoing	The Tiburon Talk e-newsletter is used as a method of communicating with residents on these issues.
SE-b	The Town shall require project applicants for new development to prepare a hydraulic and geomorphic assessment of on-site and downstream drainageways that are affected by project area runoff. Characteristics pertinent to channel stability would include bank erosion, excessive bed scour or sediment deposition, bed slope adjustments, lateral channel migration or bifurcation, and the condition of riparian vegetation. In the event existing channel instabilities were noted, the applicant could either propose their own channel stabilization program, or defer to the mitigations generated during the Town's environmental review. Any proposed stabilization measures shall anticipate any project-related changes to the drainageway flow regime	CDD	Ongoing	Complete	Complete	Precise Development Plan submittal requirements revised June 2006 to require this information as part of a complete application.
SE-c	Through the application review process, the Town shall continue to require review by the appropriate Fire District for fire prevention considerations	CDD/ DPW	Ongoing	Ongoing	Ongoing	Working with the Fire Districts, the Town has added Vegetation Management Plans to submittal requirements for certain projects and has incorporated Wildland-Urban Interface (WUI) regulations into its review process.

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
SE-d	As part of an Open Space Management program, the Town shall develop a plan, including funding sources and/or other opportunities, such as volunteer groups, for reducing fire hazards and maintaining fire roads on Town-owned open space	DPW	Medium	Ongoing	Ongoing	See OSC-g
SE-e	The Town shall continue to review and update the <i>Emergency Operations Plan</i> to ensure that it remains up-to-date	Police	Ongoing	Ongoing	Ongoing	Emergency response training sessions are held each year by staff in the Emergency Operations Center at the Tiburon Police Station. In 2013, emergency notification sirens were installed at several Peninsula locations, intended to be audible from every locale on the Peninsula. The Town contributed \$108,000 to the project. <u>The siren project has been completed.</u>
SE-f	The Town shall adopt a Local Hazard Mitigation Plan to comply with the federal Disaster Mitigation Act of 2000 and maintain eligibility for hazard mitigation funding from FEMA	CDD	High	Progress	Completed and Ongoing	Plan adopted in October 2005; Resolution 53-2005. The Town fully participated with ABAG and other municipalities in the LHMP update process in 2009. The Planning Commission held a public hearing on an update to the Town's Mitigation Strategies portion of the LHMP in November 2010. The Town Council adopted an updated LHMP in March 2012. <u>The next update got underway at the staff level in 2015.</u>
SE-g	The Town shall use its best efforts to disseminate emergency preparedness information to the community	Police	Ongoing	Ongoing	Ongoing	Get Ready!! Program launched in 2006. To date, over 1,700 persons have signed up for or received emergency preparedness training. The program is ongoing. The Town's Emergency Services Coordinator releases email news bulletins to inform residents of emergencies and preparedness issues and lists preparedness tips in the Ark newspaper. <u>In 2015, the TibTalk e-mail list was used to distribute time-sensitive alerts to the community on a variety of topics.</u>
SE-h	The Town shall conduct an immediate post-earthquake assessment of critical facilities and buildings in the Planning Area to determine the extent of damages, if any, to essential Town infrastructure. This should be performed by trained professional(s) utilizing the current state-of-knowledge regarding post-earthquake assessment	CDD	Ongoing	NA	NA	
SE-i	The Town shall coordinate with the Marin Municipal Water District to replace the piping and fittings in those water tanks in the Planning Area that are not currently fitted with flexible, earthquake-resistant joints. In addition, the water tanks should be evaluated to ascertain their ability to withstand strong seismic ground shaking	CDD/DPW	Low	Progress	Complete	Over the past several years, new MMWD tanks have been installed at Spring Lane and Mount Tiburon, and older tanks have been upgraded. The Sugar Loaf Tank project, which involves the replacement of a redwood tank with a welded steel tank and the installation of a second welded steel tank, was fully completed in 2011. MMWD currently indicates that the updating of all Tiburon Peninsula tanks for seismic safety is complete as of 2012.
SE-j	The Town shall create and implement a Seismic Improvement Program. The Program shall include conducting a seismic risk assessment of existing Town infrastructure, which would help to create a list which would prioritize the buildings and equipment that should be retrofitted. Following risk assessment, the Town should adopt a program that would upgrade vulnerable facilities based on the priority list	DPW	High	Progress	Ongoing	With the exception of the Public Works Corporation Yard buildings, the Town's physical plant of buildings is relatively new and is designed and built withstand seismic events. The Town continues to set aside funds for eventual replacement of the Corporation Yard buildings.
SE-k	The Town shall increase education regarding upgrading of buildings using structural and non-structural mitigation	CDD	Low	Ongoing	Ongoing	The Town's Residential Building Resale Inspection process provides opportunities to inform and advise owners of potential structural issues at the time of sale.

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
	measures					
SE-l	The Town shall evaluate the potential impacts related to hazardous materials during the environmental review process for new developments or businesses where the production, use, storage, transport, or disposal of hazardous materials is proposed. The potential impacts should be fully mitigated	CDD	Ongoing	Ongoing	Ongoing	This potential safety impact is addressed in the environmental review process and included in the Initial Study Checklist.
SE-m	The Town shall coordinate hazardous materials with other public agencies	All	Ongoing	Ongoing	Ongoing	Coordination is ongoing.
Noise Element						
N-a	The Town should periodically assess the noise environment to identify noise sources that should be regulated to reduce excessive or offensive noise	All	Ongoing	Ongoing	Ongoing	Building construction hours in the Municipal Code were modified to address week-end noise problems. Town Council updated and amended the Leaf Blower and Hedge Trimmer Ordinance (Ordinance 518N.S.) in 2009 which went into effect February 18, 2010. <u>In 2015, the Town Council requested that the ordinance be scheduled for a review of its provisions.</u>
N-b	The Town should contact the appropriate regulatory agencies to ensure that they are aware of the Town's policy discouraging aircraft flyovers of the Tiburon Planning Area	Admin/ CDD	Ongoing	Ongoing	No progress	Staff is not aware of any recent legitimate complaints regarding aircraft noise.
Parks & Recreation Element						
PR-a	The Town should work with the Belvedere - Tiburon Recreation Department and the City of Belvedere to consider the long and short term need for additional parklands, sporting facilities, picnic facilities, play areas, and to develop a master plan for meeting the community's recreational programming and facilities needs	CDD/ DPW	High	Progress	Progress	Phase 1 study of recreation needs authorized in 2006 and completed in 2007. Phase 2, the Recreation Needs Assessment Report prepared by The Sports Management Group, was accepted by the Town Council on July 20, 2011. The study found that recreation needs of peninsula residents are being met through a variety of methods. The study found no obvious gaps in the provision or availability of recreation facilities or programming. One of the findings in the Needs Assessment was that the proposed Ned's Way Recreation Facility would provide additional space and opportunity for enhanced recreation services on the peninsula. In 2012, construction began on the Ned's Way (Dairy Knoll) Recreation Facility. The facility was occupied in late 2013. In 2014, the Town Council initiated plans for additional picnic-type facilities at Blackie's Pasture, and for study of other improvements of a longer-term nature. <u>In 2015, the Blackie's Pasture Picnic Area project was constructed, locations for a kayak-launching point were explored, and discussions began for an upgrade to the McKegney Green surface.</u>
PR-b	The Town shall examine development applications for the existence and potential creation of easements and/or trails that connect or continue to allow public access to shoreline, recreation and open space areas; Town Staff shall monitor construction with a view toward the successful creation and/or maintenance of such easements and/or trails	CDD	Ongoing	Progress and Ongoing	Progress and Ongoing	Public access easements secured in 2006 from Tiburon Peninsula Club and Tiburon Glen development projects. A public access easement offer of dedication was secured as part of the Stony Hill Road (Ling) project in 2008. The Town also performed work on the Teather Park to Tiburon Peninsula Club path in 2009. The Town approved plans for upgrading of the Esperanza Street to Mar West Street path in 2009. Work was completed on this path improvement in 2010. The Teather Park to Tiburon Peninsula Club pathway improvements were completed in 2012 and are open to the public. In 2014, the Town continued

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Implementing Program #	Program Summary	Lead Dept.	Current Priority	CY2014 Status	CY2015 Status	Description of Activity
						to pursue construction of a pathway connecting Reed School to the Dairy Knoll Recreation facility. <u>In 2015, the Town reached an agreement with the Point Tiburon Bayside Association for a public access easement across its common area and perfected the trail alignment down the unimproved portion of Las Lomas Lane through a formal grant of easement from the underlying owner.</u>
PR-c	The Town should explore the need and desirability for establishing a community center which would accommodate recreational and other needs for the entire community	Admin	High	Ongoing	Ongoing	Within its limited scope and resources, the Recreation Needs Assessment touched upon the issue of demand for a community center. The term “community center” is broad and means different things to different people. While 48% of residents surveyed rated the importance of a community center with space for programs, classes, and events as “extremely” or “very important”, the survey fell short of identifying strong support for pursuing a community center on the Peninsula. The Assessment’s authors concluded that in any future [recreation-related] study, the interest in and specific features of a community center should be explored. This should include a “willingness to pay” component for a major facility of this type. While not a community center, the Dairy Knoll Recreation facility now provides additional programming space for a variety of recreational and community events to serve community needs.

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Department of Housing and Community Development
ANNUAL HOUSING ELEMENT PROGRESS REPORT

Reporting Period by Calendar Year: From 1/1/2015 through 12/31/2015

City Name: Town of Tiburon

Mailing Address: 1505 Tiburon Boulevard, Tiburon, CA 94920

Contact Person: Scott Anderson, Director of Community Development

Phone: (415) 435-7392 FAX: (415) 435-2438 E-mail: sanderson@townoftiburon.org

These forms and tables must be submitted to HCD and the Governor's Office of Planning & Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

**Department of Housing and Community Development
Division of Housing Policy Development
P. O. Box 952053
Sacramento, CA 94252-2053**

and

**Governor's Office of Planning & Research
P. O. Box 3044
Sacramento, CA 95812-3044**

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction TOWN OF TIBURON
Reporting Period 1/1/2015 - 12/31/2015

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions			
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income					
(9) Total of Moderate and Above Moderate from Table A3 ▶					0	0	0	0			
(10) Total by income Table A/A3 ▶ ▶											
(11) Total Extremely Low-Income Units*											

There were zero "new" housing units constructed to completion in CY 2015. This does not count re-builds.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction TOWN OF TIBURON
Reporting Period 1/1/2015 - 12/31/2015

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	
No. of Units Permitted for Above Moderate	0	0	0	0	0	0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction TOWN OF TIBURON
Reporting Period 1/1/2015 - 12/31/2015

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016	2017	2018	##	##	2021	##	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	24	0	0								24
	Non-deed restricted		0	0								
Low	Deed Restricted	16	0	0								16
	Non-deed restricted		0	0								
Moderate	Deed Restricted	19	0	0								19
	Non-deed restricted		0	0								
Above Moderate		19	2	0							2	17
Total RHNA by COG. Enter allocation number:		78										
Total Units ▶▶▶			2	2							2	76
Remaining Need for RHNA Period ▶▶▶▶▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

TABLE C: Program Implementation Status

Town of Tiburon

Annual Element Progress Report: Housing Element Implementation (CCR Title 25 Section 6202)

Reporting Period January 1, 2015 through December 31, 2015

Prog. #	Objective	Timeframe	Status of Program Implementation
H-a	Focus Town Resources on Key Housing Sites. Focus Town-controlled resources toward the design, approval, financing, and construction of housing, especially affordable housing, on key sites identified in the Tiburon Housing Element.	Encourage development of one or more housing opportunity sites by 2022.	<u>Resources (in-lieu fees and housing set-aside funds) are in place and available for any such project.</u> <u>No key housing sites were developed in 2015.</u>
H-b	Improve Community Awareness of Housing Needs, Issues, and Programs. The Town will promote the availability of Marin County programs for housing construction, homebuyer assistance, rental assistance, Marin Housing Authority information, code enforcement, information about affordable housing, fair housing and housing rehabilitation through the following means: (a) Create a link on the Town’s website that describes housing programs and provides direct links to County agencies that administer the programs. (b) Include contact information on County programs in Town newsletters and other general communications that are sent to residents. (c) Maintain information and handouts at the Town’s public counter. (d) Train selected Town staff to provide referrals. (e) Distribute information on programs at public locations (library, schools). (f) Collaborate with other agencies (County of Marin, Tiburon Ecumenical Association, Marin Housing Authority, Rotary, Chamber of Commerce, Ecumenical Association for Housing, Housing Council) to prepare presentations and distribute informational materials to improve awareness of housing needs, issues and available housing programs. (g) Distribute materials to neighborhood groups, homeowner associations, religious institutions, businesses, and other interested groups (Rotary, Chamber of Commerce, etc.) in the Tiburon area.	Ongoing	<u>The Town launched its updated website in 2015. It contains a link to the Housing Authority.</u> <u>Housing-related information and handouts are available at Town Hall.</u> <u>No additional progress was made on items in this program in 2015.</u>
H-c	Community Outreach When Implementing Housing Element Programs. Coordinate with local businesses, housing advocacy groups, neighborhood groups, and the Chamber of Commerce and participate in the Marin Consortium for Workforce Housing in building public understanding and support for workforce, special needs housing and other issues related to housing, including the community benefits of affordable housing, mixed use and pedestrian-oriented development. The Town will notify a broad representation of the community when housing programs are discussed by the Planning Commission or Town Council. Specific actions should be linked to the preparation and distribution of materials as identified in Program H-b. Specific outreach activities include: (a) Maintain the Housing Element mailing list and send public hearing notices to all interested public, non-profit agencies and affected property owners. (b) Post notices at Town Hall, the library, and the post office. (c) Publish notices in the local newspaper. (d) Post information on the Town’s website. (e) Conduct outreach (workshops, neighborhood meetings) to the community as Housing Element programs are implemented. (f) Provide an informational guide to homeowners explaining the benefits, “best practices” and procedures for adding or legalizing a secondary dwelling unit.	Ongoing	<u>No housing programs or substantial projects were considered by the Town in 2015.</u>

TABLE C: Program Implementation Status

Town of Tiburon

Annual Element Progress Report: Housing Element Implementation (CCR Title 25 Section 6202)

Reporting Period January 1, 2015 through December 31, 2015

Prog. #	Objective	Timeframe	Status of Program Implementation
H-d	Foster Meaningful Assistance from Other Agencies. Town staff will meet and work with other public agencies and special districts (water, fire, schools, sanitary districts, etc.) to promote affordable housing through the provision of fee waivers, fee reductions, development of property, or other assistance for affordable housing projects. In addition, participate in ongoing regional planning activities related to housing and the Sustainable Communities initiative.	Ongoing	<u>No progress in 2015.</u>
H-e	Conduct Outreach for Developmentally Disabled Housing and Services. Work with the Golden Gate Regional Center to implement an outreach program that informs families within Tiburon on housing and services available for persons with developmental disabilities. Provide information on services on the Town’s website and distribute brochures supplied by the service providers.	Initiate in 2015	<u>No progress in 2015.</u>
H-f	Coordinate with Water and Sewer Providers. As required by State law, the Town will provide a copy of the adopted housing element update to water and sewer providers, including the Marin Municipal Water District, Sanitary District Number 5 of Marin County, Richardson Bay Sanitary District, and Sanitary District Number 2 of Marin County. The Town will also provide a summary and quantification of Tiburon’s regional housing need allocation.	Within one month of Housing Element adoption	<u>Copies of the updated Housing Element and a summary and quantification of the Town’s Regional Housing Need were provided to the requisite agencies within 15 days of adoption.</u>
H-g	Review the Housing Element Annually. As required by State law, the Town will review the status of Housing Element programs and submit a progress report to the State Department of Housing and Community Development and the Governor’s Office of Planning and Research by April 1 st .	Annually by April 1 st	<u>The Housing Element was reviewed by the Town Council on April 1, 2015 as part of the annual implementation status report for that year.</u>
H-h	Update the Housing Element. Update the Tiburon Housing Element consistent with State law requirements.	Update by 2023	<u>No updates needed in 2015.</u>
H-i	Redevelopment Agency (Town of Tiburon as Successor Agency). In conjunction with the Marin Housing Authority, use remaining housing set-aside funds to meet existing affordable housing obligations and, once those are met, expend the funds solely for the provision of affordable housing in Tiburon consistent with the Tiburon General Plan.	Ongoing	<u>Town staff communicates at least annually with Housing Authority staff regarding potential affordable housing projects and the continuing availability of set-aside funds for this purpose.</u>
H-j	Apply for State Funds for Affordable Housing. Apply for State affordable housing funds including, but not limited to, the Multifamily Housing Program, the Cal-Home Program, and the Homebuyer’s Down-payment Assistance Program. Commit these funds to one or more projects located on designated housing sites as shown in the Town’s Housing Element, to projects targeted for persons with disabilities, including persons with developmental disabilities, and to projects targeted to extremely-low income households.	Apply for funding at least three times during the planning period.	<u>No application was filed in 2015 as no affordable housing projects were forthcoming in 2015.</u>
H-k	Apply for and Utilize Local Funds for Affordable Housing. Potential sources of funds could include, but would not be limited to: (a) Marin Workforce Housing Trust (b) Marin Community Foundation (c) Federal Grants (d) Transportation Authority of Marin (e) Voluntary donations (such as bequeaths, trusts, donations of land and buildings, etc.). (f) Affordable Housing Impact Fee on larger single-family homes. (Size to be determined — for example, Marin County has a sliding scale housing impact fee on homes over 2,000 square feet in size). (g) Inter-Jurisdictional Housing Trust Fund (with Belvedere and Marin County) that could include housing impact fees, in-lieu fees, co-funding one nexus study for a housing impact, and the accumulation of any other housing-	Apply for funding at least three times during the planning period.	<u>Same as H-j.</u>

TABLE C: Program Implementation Status

Town of Tiburon

Annual Element Progress Report: Housing Element Implementation (CCR Title 25 Section 6202)

Reporting Period January 1, 2015 through December 31, 2015

<i>Prog. #</i>	<i>Objective</i>	<i>Timeframe</i>	<i>Status of Program Implementation</i>
	related monies for use in a mutually beneficial way to meet each jurisdiction's RHNA through a combination of contributions to the Fund and units created.		
H-l	Work with Non-Profits on Housing. The Town will work with non-profits to assist in achieving the Town's housing goals and implementing programs. Coordination should occur on an ongoing basis, and as special opportunities arise related to specific housing sites and as the Housing Element is implemented.	Outreach to non-profits biennially	<u>No outreach was made in 2015.</u>
H-m	Work with the Marin Housing Authority. Continue to implement the agreement with the Marin Housing Authority (MHA) for management of the affordable housing stock in order to ensure permanent affordability, and implement resale and rental regulations for very low, low and moderate income units, and assure that these units remain at an affordable price level.	Ongoing	<u>Town staff communicated periodically with MHA in 2015 regarding existing and potential affordable housing units, including resale and rental restrictions and defending against the loss of affordable status through lending institution errors.</u>
H-n	Staff Training. Conduct a training session for Town employees regarding the receipt, documentation, and proper referral of housing discrimination complaints and other information related to housing programs.	As needed	<u>No progress in 2015. Training was provided previously to key staff.</u>
H-o	Housing Discrimination Complaints. Refer discrimination complaints to the appropriate legal service, county, or state agency or Fair Housing of Marin. The Community Development Director is the designated person in Tiburon with responsibility to investigate and deal appropriately with complaints. Discrimination complaints will be referred to Fair Housing of Marin, the Marin Housing Authority, Legal Aid, HUD, or the California Department of Fair Employment and Housing, as appropriate. Information regarding the housing discrimination complaint referral process will be posted on the Town's website.	Ongoing	<u>Ongoing. Complaints are referred by Town staff to the appropriate agency upon receipt.</u>
H-p	Provision of Affordable Housing for Special Needs Households. Provision of Affordable Housing for Special Needs Households. Continue to facilitate programs and projects which meet federal, state and local requirements to provide accessibility for seniors, persons with disabilities, including developmental disabilities, large families, and single-person and single parent households. Apply current inclusionary housing provisions that require 10% of new units to be designed for special needs households. Specific types of housing include: (a) Smaller, affordable residential units, especially for lower income single-person and single parent households. (b) Affordable senior housing to meet the burgeoning needs of an aging population, including assisted housing and board and care (licensed facilities). (c) Affordable units with three or more bedrooms for large family households. (d) Affordable housing that is built for, or can easily and inexpensively be adapted for, use by people with disabilities (specific standards are established in California Title 24 Accessibility Regulations for new and rehabilitation projects, augmented by Americans with Disabilities Act guidelines) and people with developmental disabilities.	Ongoing	<u>Ongoing. The Town continues to apply its inclusionary housing ordinance provisions to new housing projects.</u>
H-q	Emergency Housing Assistance. Participate and allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related counseling services.	Respond to requests for assistance	<u>Homeward Bound did not request funds from the Town in 2015.</u>
H-r	Provide Town Employee Housing Assistance. Identify opportunities for local government employees (especially public safety personnel) to find housing locally through such efforts as construction of workforce housing at public facilities or parking lots or subsidizing mortgages or rents.	Ongoing	<u>The Town currently owns seven (7) Point Tiburon Marsh condo units that it makes available to Town employees who qualify. Four of these units are currently occupied by Town of Tiburon employees.</u>
H-s	Allow Transitional and Supportive Housing in Commercial Zones. Revise the Zoning Ordinance to specifically identify transitional and supportive housing as conditionally permitted uses in the neighborhood commercial (NC) and village commercial (VC) zones. Transitional and supportive housing will be treated as a residential use subject only to the same restrictions that apply to other residential uses in the NC and VC zones.	Adopt ordinance within 180 days of Element adoption	<u>Ordinance No. 554 N.S. implementing these revisions was adopted on February 18, 2015.</u>

TABLE C: Program Implementation Status

Town of Tiburon

Annual Element Progress Report: Housing Element Implementation (CCR Title 25 Section 6202)

Reporting Period January 1, 2015 through December 31, 2015

Prog. #	Objective	Timeframe	Status of Program Implementation
H-t	Rehabilitation Loan Programs. In cooperation with the Marin Housing Authority (MHA), improve citizen awareness of rehabilitation loan programs.	Ongoing	<u>Information continues to be made available.</u>
H-u	Conduct Residential Building Report Inspections. The Town will continue to inspect and report on all residential units prior to resale, with the intent to maintain and upgrade the safety of housing within the town consistent with adopted Uniform Building and Housing Codes, which provide standards for safe dwelling units. In addition to the health and safety concerns, the residential building report discloses the authorized use, occupancy and zoning of the property and an itemization of deficiencies in the dwelling unit.	Ongoing	<u>Ongoing. The Town continues to conduct such inspections and reports as part of the housing unit resale process. The Town conducted approximately 230 resale inspections in 2015.</u>
H-v	Acquisition of Rental Housing. Contact potential non-profits (such as Tiburon Ecumenical Association, Ecumenical Association for Housing, Citizens Housing, BRIDGE Housing, etc.) who may be seeking to acquire and rehabilitate rental housing units in order to maintain ongoing affordability of the units. Provide assistance that will include, but not be limited to: (1) support necessary to obtain funding commitments from governmental programs and non-governmental grants; (2) assistance in permit processing; (3) waiver or subsidy of fees; and (4) use of local funds if available.	Annually	<u>No affordable housing opportunities resulted from occasional contact with non-profits in 2015.</u>
H-w	Use of Rental Assistance Programs. Continue to publicize and participate in rental assistance programs such as Section 8 Housing Choice Vouchers, the Housing Stability Program, and other available rental programs.	Ongoing	<u>Ongoing. The Town continues to participate in these programs as part of the joint program with the County of Marin and other Marin municipalities.</u>
H-x	Condominium Conversions. Preserve rental housing by enforcement through the Town's condominium conversion ordinance and Housing Element policy.	Ongoing	<u>Ongoing. The Town enforces these policies and regulations.</u>
H-y	Link Code Enforcement with Public Information Programs on Town Standards, Rehabilitation and Energy Loan Programs. Implement housing, building and fire code enforcement to ensure compliance with basic health and safety building standards and provide information about rehabilitation loan programs for use by qualifying property owners who are cited. Specific actions include: (a) Coordinate with the Marin Housing Authority and PG&E to make available loan programs to eligible owner and renter-occupied housing. (b) Provide public information on alternative energy technologies for residential developers, contractors and property owners. (c) Publicize tenant assistance and energy conservation programs and weatherization services that are available to provide subsidized or at cost inspection and corrective action. (d) Contact owners of structures that appear to be in declining or substandard condition, offer inspection services, and advertise and promote programs that will assist in funding needed work. (e) Provide an informational guide to homeowners explaining the benefits, "best practices" and procedures for adding or legalizing a secondary dwelling unit.	Ongoing	<u>Other than ongoing processes, no progress was made on these items in 2015.</u>
H-z	Work with Non-Profits and Property Owners on Housing Opportunity Sites. Work with Non-Profits and Property Owners on Housing Opportunity Sites. Encourage cooperative and joint ventures between owners, developers and non-profit groups in the provision of below market rate housing. Work with non-profits and property owners to seek opportunities for an affordable housing development on one of the key housing opportunity sites. Undertake the following actions to encourage development of multi-family, affordable housing: (a) Meet with non-profit housing developers (EAH, MHA, others) and property owners to identify housing development opportunities, issues and needs during 2015. (b) Select the most viable site during 2015.	Encourage development of one or more housing opportunity sites. Take specific actions by 2015 and development of housing site or sites by 2022.	<u>Zoning amendments were adopted in 2015 to designate new affordable housing opportunity sites, reduce the percentage of affordable units required, and allow housing by right in such zones. No affordable housing projects were constructed in 2015.</u>

TABLE C: Program Implementation Status

Town of Tiburon

Annual Element Progress Report: Housing Element Implementation (CCR Title 25 Section 6202)

Reporting Period January 1, 2015 through December 31, 2015

Prog. #	Objective	Timeframe	Status of Program Implementation
	<ul style="list-style-type: none"> (c) Undertake community outreach in coordination with the potential developer and property owner during 2015. (d) Complete site planning studies, continued community outreach, and regulatory approvals in coordination with the development application. (e) Facilitate development through regulatory incentives, reducing or waiving fees, fast track processing, and assistance in development review. (f) Develop ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates to assist in the development of housing for extremely low-income households. (g) Facilitate development of housing for extremely low-income households by allowing housing as a use by-right as part of the "Affordable Housing Overlay Zone." (h) Review funding options as part of the annual Housing Element review and apply for funding or support funding applications as opportunities are available, and will undertake other actions (such as modifications to parking requirements and granting concessions and incentives) to assist in the development of housing for extremely low income households. 		
H-aa	Implement "Affordable Housing Overlay Zone" Zoning for Affordable Projects. Annually monitor the effectiveness of the "Affordable Housing Overlay Zone" as part of the annual Housing Element review (see Program (H-g), and implement the affordable housing overlay zone where residential densities will be increased up to 100% if a specified level of affordability is achieved. As part of the annual review there will be a review as to whether the program has been effective in encouraging very low and low income housing. The program will be revised if it is found to be ineffective. Initially, this zone shall be modified so that proposals must include a minimum of 15 percent very low and low and 10 percent moderate income housing units (25% of the project shall be dedicated to very low, low and moderate income units). Facilitate development of housing for extremely low-income households by allowing housing as a use by-right as part of the "Affordable Housing Overlay Zone.	Ongoing	<u>Zoning ordinance amendments implementing the overlay zone revisions set forth in this program were adopted in March 2015. No affordable housing units were approved or built in 2015 pursuant to the affordable housing overlay zone; however, residential construction activity of "new" dwelling units (as opposed to tear-down/rebuilds) was zero in 2015.</u>
H-bb	Bonuses for Affordable Housing Projects Consistent with State Density Bonus Law. The Town will offer density bonuses consistent with the State Density Bonus Law.	Ongoing	<u>No applications requesting state-mandated density bonuses were received in 2015.</u>
H-cc	Design Review of Multi-Family Housing. Conduct design review to assure excellence of design in new multi-family housing development that is compatible with the surrounding area.	Ongoing	<u>No such projects were proposed in 2015.</u>
H-dd	Housing Impact Fee for Larger Homes. Consider an affordable housing impact fee on larger single-family homes.	2016	<u>No progress in 2015.</u>
H-ee	Implement Second Dwelling Unit Development Standards and Permit Process. Continue to allow second dwelling units.	Ongoing	<u>No secondary dwelling unit applications were received in 2015.</u>
H-ff	Adopt Standards for Junior Second Units. Review and consider adopting standards to allow the creation of junior second units. Standards to consider should include, but not be limited to, the following: <ul style="list-style-type: none"> (a) Conversion of existing bedroom required – no building expansion; (b) Maximum 500 square-foot size; (c) Wet-bar type kitchen only with limitations on size of sink, waste line and counter area; (d) Cooking facility limited by electrical service (110v maximum) and prohibition of gas appliances; (e) Separate bathroom permitted, but not required; (f) Require external access and internal access to the remainder of the home; (g) No additional parking required if dwelling complies with current parking standards and there is 	Consider adoption in 2015	<u>Ordinance No. 555 N. S. adopting standards for junior second units was adopted in February 2015.</u>

TABLE C: Program Implementation Status

Town of Tiburon

Annual Element Progress Report: Housing Element Implementation (CCR Title 25 Section 6202)

Reporting Period January 1, 2015 through December 31, 2015

<i>Prog. #</i>	<i>Objective</i>	<i>Timeframe</i>	<i>Status of Program Implementation</i>
	<p>adequate on-street parking to accommodate the additional use;</p> <p>(h) Owner occupancy required; and</p> <p>(i) Ministerial approval process.</p> <p>The Town will work with utility districts to reduce or waive fees for junior second units.</p>		
H-gg	<p>Jobs/Housing Fee. Adopt a Jobs/Housing Linkage Fee Ordinance that includes the following or similar exaction requirements:</p> <p>(a) Exaction requirements for dwelling units and/or in-lieu fees should be set according to empirically based evidence and must comply with all other legal tests.</p> <p>(b) The inclusion of affordable housing units within developments of hotels, offices, or other commercial buildings if feasible (options may include housing on-site, off-site, subsidizing mortgages or rents, or paying an in-lieu fee for housing production), or</p> <p>(c) Payment into the Housing Fund of in-lieu fees based on a dollar amount per square foot of office, commercial, and industrial building development.</p> <p>(d) In-lieu fees would be waived in projects containing significant affordable housing components.</p>	2017	<u>No progress in 2015.</u>
H-hh	<p>Encourage Residential Development on Mixed Use Sites. Encourage residential development on key housing sites that are designated for mixed use. Incentives are identified in the Affordable Housing Overlay zone.</p>	Ongoing	<u>No progress in 2015.</u>



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
March 2, 2016
Agenda Item:

AI-4

STAFF REPORT

To: Mayor and Members of the Town Council
From: Department of Public Works
Subject: Proposed McKegney Green Soccer Field Upgrade
Reviewed By: LC

BACKGROUND

From Spring 2015 until early this year, staff has met with representatives of the Tiburon Peninsula Soccer Club (TPSC), outside consultants, Council Member O'Donnell and Mayor Tollini regarding the condition of McKegney Green and a potential project to upgrade the field.

The playing field at McKegney Green was constructed in 1975. Per the original plans, the current field is 330 feet by 225 feet or 74,250 square feet. Since that time, it has received minimal maintenance including: reseeding, limited resodding, and repairs to drainage and irrigation as needed. For instance, in 2014, Public Works spent about \$10,000 in maintenance on the field. The playing field is currently in poor condition, with the field surface exhibiting significant inconsistency in the areas of turf growth, wear resistance and drainage. In addition, the irrigation and drainage systems are aged and operating beyond their expected useful life, resulting in some areas that are too dry for proper growth and other areas that are muddy and tear up easily under the stress of play.

Sand fields require regular watering. McKegney Green is currently watered exclusively with recycled water from Richardson Bay Sanitation District, the use of which is limited by permit, especially during the winter months. Without irrigation, a sand field will not survive a dry winter. Furthermore, the salts in recycled water are hard on turf. Mill Valley blends their recycled water with potable water and actually uses more potable water overall than recycled water. The Town currently pays about \$17,000 per year for recycled water, which includes the water used at South of Knoll Park as well as McKegney Green.

TPSC has suggested a potential partnership in funding the construction of a new sand based turf field, similar to those in Mill Valley. The proposed field would be 135,000 to 150,000 square feet in size, about double the size of the existing field and large enough for a full sized soccer field and a smaller play field. The proposed field would be larger than Friend's Field in Mill Valley – their largest and best field.

ANALYSIS

Estimated Construction Costs:

TPSC has solicited preliminary proposals for estimated construction costs of the proposed field and received four cost proposals from two sources for various quality fields. The lowest cost was for construction only, included numerous exclusions, and was for the smaller 135,000 square foot field. Adjusting for these differences the estimated construction costs for the 150,000 square foot field would be \$720,000. The highest estimate for construction was \$1.3 million. This is construction only, without contingency, design, or construction management costs. It also does not include a new potable water connection.

Staff has investigated the cost of a new potable water connection for McKegney Green. The cost of the connection depends on the amount of water we will need. MMWD predicts we will need at least 10 acre feet per year for a 150,000 square foot field. Based on actual use at another Marin site, the use could be 15.4 acre feet per year. Within these boundaries the cost of the water connection would be between \$300,000 and \$460,000. Additional construction costs would be needed to connect to MMWD water, and install the meter and backflow devices. Additional study is needed to determine the exact irrigation requirements.

This cost of irrigation water could potentially be reduced by using recycled water. However, the rules for recycled water have changed and it is likely that a change to the field will require updating the permit for discharge. Upgrades to provide tertiary water could cost about \$500,000 and require additional design, permitting and time. Additional study is needed to determine what will be required, the costs and whether it is economically advantageous to continue to use recycled water.

Based on the figures outlined above, the total cost to construct a 150,000 square foot field could vary from \$1.3 million to \$2.2 million as shown in the table below. Design costs were estimated at 8.5% in the estimates. This may be low given that the design will require:

1. Environmental review, including an Initial Study
2. BCDC permits
3. SWPPP development and filing with the State.

Contingency in the estimates included a design contingency of 10% and a construction contingency of 10%, for a total contingency of 20%.

	Low	High
Construction	\$730,000	\$1,300,000
Water connection	\$300,000	\$460,000
Design	\$62,050	\$110,500
Project Management	\$62,050	\$110,500
Contingency	\$146,000	\$260,000
Total	\$1,300,100	\$2,241,000

These costs do not include any upgrades to the recycled water treatment system.

Ongoing maintenance of proposed new field:

If a new sand turf field is constructed, we anticipate additional ongoing costs for it to be properly maintained. This includes costs associated with increased watering, increased maintenance, and regular resodding.

Water costs depend on the water baseline, which can never be more than the amount paid for in the connection fee. Up to 85% of the baseline, the cost is \$3.65 per hundred cubic feet (CCF). From 86% to 150% of baseline the cost is \$9.37/CCF and the cost is \$14.41/CCF above 150% of the baseline. Assuming the lowest tier, the water costs for irrigation could vary from \$16,000 to \$25,000 per year.

Sand turf fields need to be resodded about every 5 years at an annualized cost of about \$35,000 per year.

Mill Valley spends about \$500,000 per year in watering and routine maintenance on their nine fields, an average of \$55,000 per year per field. The proposed field at McKegey Green is larger than any of the Mill Valley fields, so we can anticipate that the annual routine maintenance will be at least \$30,000 per year if the field is to be preserved (\$55,000 less \$25,000 for watering). The Town has not performed maintenance at this level in the past which is one reason the field is in its current condition.

Total annual costs for irrigation, regular maintenance and major maintenance could run from \$80,000 to \$90,000 per year on average.

The variations for estimated construction and maintenance costs are large, due mainly to the following variables:

1. Number and type of permits required.
2. Water source and cost
3. Quality of the playing field.
4. Size of the playing field

If the Council wishes staff to further refine the proposed project, staff recommends Council consider authorizing a pre-design scoping study to better determine the project requirements for a renovation of McKegey Field. The proposed study would assume the baseline goal is to install an updated sand based natural turf field and that the field dimensions will be increased to maximize the site's potential. Alternative field size options and additional surrounding park improvements will also be considered to evaluate their effect on water use, the permitting process and total estimated project cost. Staff has received a proposal from Abbey-Arnold Associates for a pre-design scoping study. The proposal is attached.

FINANCIAL IMPACT

The pre-design scoping study as proposed will cost \$17,280.00. The 2015/16 CIP included a Project Set Aside of \$400,000. Funds for this study could come from this project.

Field design and construction is estimated at \$1.3 to \$2.2 million. Ongoing water and maintenance will be an average of \$80,000 to \$90,000 per year.

TPSC has discussed a partnership for the funding. The amount they might be able to contribute is not yet clear. At one time during the discussions TPSC stated they believed they could raise \$100,000 to \$ 150,000.

Cost for construction of the field could come from the General Fund unallocated reserve.

Cost for increased irrigation and maintenance would be added to the Public Works annual operations budget.

RECOMMENDATION

Staff recommends the Town Council:

1. Receive the Staff Report, and provide direction to staff regarding the proposed McKegney Green Project.
2. Direct the Town Manager to execute the proposal for a pre-design scoping study with Abbey Arnold Associates.

Prepared by: Patrick Barnes, Director of Public Works

Exhibits:

1. Estimates provided by project proponents from Verde Design, Inc.
2. Estimate provided by project proponents from Martin Bros Supply, Inc.
3. Scope of Work from Abbey Arnold Associates

McKegney Field - USGA Sand Based Field
 Tiburon, CA
 Statement of Probable Construction Costs

December 15, 2015
 Verde Design Inc.
 Prepared By: MSB
 Reviewed By:

Item	Quantity	Unit	Unit Cost	Base Estimate
1 Site Preparation				\$42,500.00
Construction Fencing	1	ls	\$7,500.00	\$7,500.00
Construction Staking & Conformance Surveying	1	ls	\$10,000.00	\$10,000.00
SWPPP Items (allowance)	1	ls	\$25,000.00	\$25,000.00
2 Demolition				\$46,000.00
Clear & Grub - Pulverized Turf	150,000	sf	\$0.28	\$42,000.00
Salvage - Misc.	1	ls	\$4,000.00	\$4,000.00
3 Grading and Drainage				\$262,500.00
Rough/Fine Grading	150,000	sf	\$0.95	\$142,500.00
Perf Lines Only	150,000	sf	\$0.80	\$120,000.00
4 Soccer Field				\$630,000.00
USGA Sand Based Turf				
Geotextile and Peagravel Layer	150,000	sf	\$0.90	\$135,000.00
Blended Peat / Sand Rootzone Layer	150,000	sf	\$2.55	\$382,500.00
Large Roll Sod With 60 day maint. Period	150,000	sf	\$0.75	\$112,500.00
5 Irrigation				\$187,500.00
Irrigation	150,000	sf	\$1.25	\$187,500.00
Subtotal Estimated Project Costs:				\$1,168,500.00
Bonding, 1.80%	1	ls	\$34,341.00	\$21,033.00
Mobilization & Project Management - 8.5%	1	ls	\$76,527.00	\$99,322.50
Design Contingency - 10%				\$116,850.00
Construction Contingency- 10%				\$116,850.00
Design Costs			\$	93,480.00
Total Estimated Project Costs:				\$1,616,035.50

Alternative - 6" Sand Cap

- Notes:
- 1) Design Contingency is for further development of design and compensates for unknown elements. We will eliminate as we move to Bid Documents.
 - 2) Construction Contingency is provided to cover for site conditions and additional work not anticipated for upgrades.
 - 3) In Providing opinions of probable construction cost, the Client understands that the Landscape Architect has no control over costs or the price of labor equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of the Landscape Architect's qualifications and experience. The Landscape Architect makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

McKegney Field - 6" Sand Cap
Tiburon, CA
Statement of Probable Construction Costs

December 15, 2015
Verde Design Inc.
Prepared By: MSB
Reviewed By:

Item	Quantity	Unit	Unit Cost	Base Estimate
1 Site Preparation				\$42,500.00
Construction Fencing	1	ls	\$7,500.00	\$7,500.00
Construction Staking & Conformance Surveying	1	ls	\$10,000.00	\$10,000.00
SWPPP Items (allowance)	1	ls	\$25,000.00	\$25,000.00
2 Demolition				\$46,000.00
Clear & Grub - Pulverized Turf	150,000	sf	\$0.28	\$42,000.00
Salvage - Misc.	1	ls	\$4,000.00	\$4,000.00
3 Grading and Drainage				\$262,500.00
Rough/Fine Grading	150,000	sf	\$0.95	\$142,500.00
Perf Lines Only	150,000	sf	\$0.80	\$120,000.00
4 Soccer Field				\$532,500.00
USGA Sand Based Turf				
Geotextile and Peagravel Layer	150,000	sf	\$0.90	\$135,000.00
Blended Peat / Sand Rootzone Layer	150,000	sf	\$1.90	\$285,000.00
Large Roll Sod With 60 day maint. Period	150,000	sf	\$0.75	\$112,500.00
5 Irrigation				\$187,500.00
Irrigation	150,000	sf	\$1.25	\$187,500.00
Subtotal Estimated Project Costs:				\$1,071,000.00
Bonding, 1.80%	1	ls	\$34,341.00	\$19,278.00
Mobilization & Project Management - 8.5%	1	ls	\$76,527.00	\$91,035.00
Design Contingency - 10%				\$107,100.00
Construction Contingency- 10%				\$107,100.00
Design Costs			\$	85,680.00
Total Estimated Project Costs:				\$1,481,193.00

Alternative - 6" Sand Cap

- Notes:
- 1) Design Contingency is for further development of design and compensates for unknown elements. We will eliminate as we move to Bid Documents.
 - 2) Construction Contingency is provided to cover for site conditions and additional work not anticipated for upgrades.
 - 3) In Providing opinions of probable construction cost, the Client understands that the Landscape Architect has no control over costs or the price of labor equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of the Landscape Architect's qualifications and experience. The Landscape Architect makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

McKegney Field - Native Soil Sand Channel
 Tiburon, CA
 Statement of Probable Construction Costs

December 15, 2015
 Verde Design Inc.
 Prepared By: MSB
 Reviewed By:

Item	Quantity	Unit	Unit Cost	Base Estimate
1 Site Preparation				\$42,500.00
Construction Fencing	1	ls	\$7,500.00	\$7,500.00
Construction Staking & Conformance Surveying	1	ls	\$10,000.00	\$10,000.00
SWPPP Items (allowance)	1	ls	\$25,000.00	\$25,000.00
2 Demolition				\$46,000.00
Clear & Grub - Pulverized Turf	150,000	sf	\$0.28	\$42,000.00
Salvage - Misc.	1	ls	\$4,000.00	\$4,000.00
3 Grading and Drainage				\$442,500.00
Rough/Fine Grading	150,000	sf	\$0.95	\$142,500.00
Sand Channel Drains	150,000	sf	\$2.00	\$300,000.00
4 Soccer Field				\$112,500.00
USGA Sand Based Turf				
Geotextile and Peagravel Layer		sf	\$0.90	\$0.00
Blended Peat / Sand Rootzone Layer		sf	\$1.90	\$0.00
Large Roll Sod With 60 day maint. Period	150,000	sf	\$0.75	\$112,500.00
5 Irrigation				\$187,500.00
Irrigation	150,000	sf	\$1.25	\$187,500.00
Subtotal Estimated Project Costs:				\$831,000.00
Bonding, 1.80%	1	ls	\$34,341.00	\$14,958.00
Mobilization & Project Management - 8.5%	1	ls	\$76,527.00	\$70,635.00
Design Contingency - 10%				\$83,100.00
Construction Contingency- 10%				\$83,100.00
Design Costs			\$	66,480.00
Total Estimated Project Costs:				\$1,149,273.00

- Notes:
- 1) Design Contingency is for further development of design and compensates for unknown elements. We will eliminate as we move to Bid Documents.
 - 2) Construction Contingency is provided to cover for site conditions and additional work not anticipated for upgrades.
 - 3) In Providing opinions of probable construction cost, the Client understands that the Landscape Architect has no control over costs or the price of labor equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of the Landscape Architect's qualifications and experience. The Landscape Architect makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

**MARTIN BROS SUPPLY, INC.
D.B.A. TNT ENTERPRISES**

ROBERT L. TUCKEY
P.O. BOX 1059
MILL VALLEY, CA 94942
CA LICENSE #522437 A
PH. #510-506-3627 FAX#415-388-1629
11/20/2015

PROPOSAL & CONTRACT

TO: **JOB: Soccer Field @ Blackie's Pasture
Tiburon, CA**

EMAIL: william.ross@morganstanleypwm.com

PHONE: 415-244-5493

PRELIMINARY BUDGET NUMBERS

For 135,000 sq. ft. field

1) Sod Removal & Disposal	\$75,000.00
2) Grading rough & finish	\$75,000.00
3) New Irrigation Lines & Swing Joints + Heads tied into existing controller	\$30,000.00
4) 675 Ln Ft. 8" Main Drain Line / 4" Pref. SDR 10ft. on center grid Backfilled with 3/8" washed gravel, connected to main line	\$136,000.00
5) 6" Sand Cap (3500 tons)	\$140,000.00
6) 135,000 sq. ft. 1' Thick Cut Sand Based Sod	\$135,000.00

NOTES: We can choose a couple of different options of sod, which could lower the cost. We may also be able to shrink the sand cap down to 4", which can also lower cost. There is the option of a thinner cut Sod, but it will not be ready for immediate use

These figures will give you a field that is well drained and ready to be used as soon as complete

Exclusions: No permits, testing, toxics, layout, staking, site safety fencing, Not responsible for damage to curb, gutter, sidewalk, or existing asphalt. Water to be supplied by owner or General contractor.

Terms: 20% DUE UPON ACCEPTANCE & BALACE DUE UPON COMPELTION*****

Notice: Under the mechanics' lien law (Calif. Code of Civil Procedure 1181) any contractor, subcontractor, laborer, or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid you own contractor in full, if the subcontractor, laborer, or supplier remains unpaid.

ACCEPTED

AUTHORIZED

DATE

DATE



February 18, 2016

Patrick Barnes
Director of Public Works, Town Engineer
Town of Tiburon
1505 Tiburon Blvd.
Tiburon, CA 94920

RE: Scoping Study for Landscape Architectural Services, Water Quality Engineering and Environmental Permitting for McKegney Field

Scope of Work:

Provide a scoping study to determine project requirements for the renovation of McKegney Field in Tiburon.

It will be assumed that the goal for the project is to install an updated sand based natural grass field and that the field dimensions will be increase to maximize the site's potential. Alternative field size options and additional surrounding park improvements will be considered to evaluate their effect on the total cost of the project, it's water use, and the permitting process.

Included are:

1. Water Quality Engineer Consultant to review the facility's existing water use permits and the ramifications to the current permit if the field is altered.
2. Environmental Consultant to evaluate BCDC permitting requirements and their associated costs.
3. Have a Certified Irrigation Designer evaluate possible irrigation system scenarios, and their effect on the installation costs and maintenance. (Pumps, filters, subsurface....)
4. Provide the projected soft costs for BCDC permitting, construction documents and construction administration.
5. Provide conceptual field and park design alternatives for use in developing water use and budget requirements. (three alternatives)
6. Estimate the projected construction costs, with contingencies.
7. Based on locally managed similar fields, provide projected water use and maintenance requirements. Included will be the associated costs for installation of the irrigation system and special irrigation and maintenance procedures necessary for a successful sand based turf field.

Brelje & Race Consulting Engineers

Scope, (Estimated Hours and Fees):

- Review treatment plant effluent production rates and review their current discharge permit language to determine the maximum amount available for discharge on the fields. (8 Hrs. @ \$120/hr. + 2 Hr. @ \$170/hr. = \$1,300).
- Contact the Regional Water Quality Control Board, Division of Drinking Water (DDW) and query them on their policies regarding existing secondary effluent uses and gauge their willingness to continue to allow secondary use at the playing field for the following conditions: 1) that the existing system is not changed and the expansion is irrigated using potable sources with a separate irrigation system; 2) the existing system is expanded but supplemented with potable water (blended system), and; 3) the expansion is irrigated entirely with secondary effluent as is currently the case (assuming the available quantity of effluent is sufficient). (4 Hrs. @ \$120/hr. = \$480).
- Research and size connection options and equipment; Contact MMWD and determine connection fees and monthly rates for the potable water options. (4 Hrs. @ \$120/hr. = \$480).
- Assuming the plant produces sufficient effluent to fully irrigate the fields including the planned expansion, briefly research filtering and disinfection options and their costs, including siting and ancillary facilities in case any option triggers DDW to want to enforce tertiary only irrigation. (8 Hrs. @ \$120/hr. + 2 Hrs. @ \$170/hr. = 1,300).
- Prepare engineering and construction design estimates for options deemed acceptable to DDW and prepare technical memorandum of results. (10 Hrs. @ \$120/hr. + 2 Hrs. @ \$170/hr. = \$1,540).
- Miscellaneous time for communications, meetings (2), and other exhibits and reimbursable items. (L.S. = \$2,000).

The total time effort for this work adds up to approximately 50 hours. T&M, not-to-exceed fee estimate, including a minor contingency for hours already expended is \$8,000.

If no effort is expended on a tertiary option, the hours would be revised, (approx. \$6,600).

Our deliverable will be a memorandum which will include an exhibit (or exhibits) showing the options considered, and will provide a recommendation for a preferred option to the Town.

Kelly Biological:

Scope (Estimated Hours and Fees)

- Conduct 1 site visit (assumes 2 hours total)
- Attend 1 meeting to review and discuss options (assumes 2 hours total)
- Provide 3 hours of input on site opportunities and constraints.
- Prepare a brief letter report addressing the key biological and related regulatory issues of the various alternatives.

Budget 16 hours @ 140/hour = \$2,240

The following consultants will be retained:

- Water Quality expert Sean Jeane Brelje & Race Consulting Engineers
- Environmental Permitting Micki Kelly Kelly Biological Consulting
- Irrigation Design Janet Luehrs Brookwater Design
- Design/Construction Concepts Peter Arnold Abey Arnold Associates
Field Management

Fees: (all consultants will invoice for T&M with the following maximums)

Brelje and Race Consulting Engineers	\$8,000.00
Kelly Biological Consulting	\$2,240.00
Brookwater Design	\$1,440.00
Abey Arnold Associates (Field Design, meetings, co-ordination)	<u>\$5,600.00</u>
Total design fees	\$17,280.00

Any Landscape Architectural work provided in addition to items above, (e.g.: additional Landscape Plans submittals or modifications, meetings) will be billed as extra services as follows:

Principal	\$175.00/hour
Sr. Designer/Drafting	\$120.00/hour
Administration	\$65.00/hour

Please call if you have any questions.

Sincerely

Peter Arnold, PLA
CA Reg #3372