

**MINUTES NO. 1**  
**PARKS, OPEN SPACE & TRAILS COMMISSION**  
**August 26, 2008**  
***Inaugural Regular Meeting***  
**Tiburon Town Hall---Community Room**  
**1505 Tiburon Boulevard, Second Floor, Tiburon, California**

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**CALL TO ORDER**

The members having previously been sworn in by Town Clerk Diane Crane Iacopi, the meeting was called to order at 6:04 P.M., Tuesday, August 26, 2008, in the Town Hall Community Room, 1505 Tiburon Boulevard, Second Floor, Tiburon, California.

**ROLL CALL**

Present: Feldman, Leighton, McMullen, Sperber & Winkler

Absent: None

Ex-Officio: Town Manager Curran, Director of Public Works Nguyen, and Director of Community Development Anderson

**ORAL COMMUNICATIONS**

There were none.

**MAYOR JEFF SLAVITZ—WELCOMING REMARKS AND SETTING OF TERMS**

Tiburon Mayor Jeff Slavitz welcomed the Commissioners and thanked them for volunteering their time and energy. He then held the random drawing for the length of terms of the Commissioners, as established in Resolution No. 22-2008, with the results being as follows:

Term Expires last day of February 2010: Leighton & Sperber

Term Expires last day of February 2011: Winkler

Term Expires last day of February 2012: Feldman & McMullen

**ELECTION OF CHAIR AND VICE-CHAIR**

Commissioner Leighton nominated Commissioner Winkler for Chair, seconded by Commissioner Sperber, and lacking any other nominations was approved by acclamation. Commissioner Leighton nominated Commissioner Sperber for Vice-Chair, seconded by Commissioner McMullen, and lacking any other nominations was approved by acclamation.

**COMMISSION AND STAFF BRIEFING**

- Update on Current Projects

By consensus of the Commission, this item was moved below Business Items on the agenda.

## **BUSINESS ITEMS**

### **1. Orientation Session by Town Staff**

#### A. Introduction and Expectations by Town Manager – Oral Presentation

Town Manager Curran made welcoming remarks and provided an overview of expectations for the Commissioners. She noted that Public Works Director Nick Nguyen would serve as the staff liaison to the Commission.

#### B. Review of Duties as set forth in Authorizing Resolution No. 22-2008

Town Manager Curran gave an overview of the duties of the POST Commission as set forth in Resolution No. 22-2008.

#### C. Conflict of Interest Memo and Maps/Brown Act Compliance

Director Anderson provided a summary of conflict of interest issues, impartiality abstentions, and open meeting law (Brown Act) requirements.

#### D. Parks Inventory and Open Space Inventory

Director Anderson introduced the Commission to a parks inventory and map and an open space inventory and map that were included in the packet as resources for future use.

#### E. Tree Permit Review Guidebook – Oral Presentation

Director Anderson explained the POST Commission's occasional role in tree permit reviews involving trees in parks or open spaces and handed out a copy of the Town's Guide to Policies for Trees Located on Town Property pamphlet to the Commissioners.

### **2. Adoption of By-laws**

The Commission determined that Article III of the By-laws should be completed to establish regular meetings on the third Tuesday of odd months, with a starting time of 6:00 P.M. This would mean that the next meeting of the POST Commission would be held on September 16<sup>th</sup>, 2008. With that addition, the By-laws were adopted by a vote of 5-0.

## **COMMISSION AND STAFF BRIEFING**

- Update on Current Projects

Director Nguyen furnished the Commission with an overview of projects currently in the works that are related to parks, open space, or trails issues. These included the following:

- 1) Zelinsky Playground improvements at South of Knoll Park
- 2) Playground improvements at Cypress Hollow Park
- 3) Lane, path, or step improvements at Cayford Drive, Jefferson/Reed Ranch and Lower Raccoon Lane
- 4) Pine Terrace path improvements (2 paths)
- 5) An Open Space Management Plan effort
- 6) The Multi-use Path improvements
- 7) The Del Mar School Safe Routes to School improvements

It was also noted that the Bicycle & Pedestrian Master Plan update was now before the Town Council for adoption, having been reviewed and forwarded by the Bicycle & Pedestrian Advisory Committee prior to its dissolution.

There was a discussion about appointing subcommittees to address some of these issues. The Chairman appointed Commissioner Leighton as a subcommittee of one to study and report on bicycle issues. The Chairman appointed Vice-Chair Sperber and Commissioner McMullen as an ad-hoc subcommittee to be involved with the Cypress Hollow Playground Improvement project.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:22 P.M.

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PETER WINKLER, CHAIR  
Parks, Open Space & Trails Commission

ATTEST:

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NICHOLAS NGUYEN, SECRETARY

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