

**TOWN COUNCIL
SPECIAL AND REGULAR MEETING
MINUTES**

On Wednesday, November 16, 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

Public Employee Performance Review: Government Code Section 54957
Title: Town Attorney

ADJOURNMENT – to regular meeting

CALL TO ORDER – REGULAR MEETING

Mayor Tollini called the regular meeting of the Tiburon Town Council to order at 7:35 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, Town
Clerk Crane Iacopi, Community Development Aide
Stefani

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION, IF ANY

Mayor Tollini said no action was taken in closed session.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1. **2017 Building Codes** – Adopt ordinance amending Chapter 13 (Building Regulations) of the Tiburon Municipal Code to adopt by reference the latest State of California-authorized Construction Codes (Community Development Department)
2. **Electric Bicycle Use** – Adopt ordinance amending Chapter 23 (Motor Vehicles and Traffic) of the Tiburon Municipal Code with regard to electric bicycle use (Community Development Department)
3. **Tiburon Peninsula Club EIR** – Approve services agreement for preparation of an Environmental Impact Report for the Tiburon Peninsula Club Expansion Project (Community Development Department)
4. **Reclassification of Public Works Employee** – Authorize the reclassification of the Assistant Superintendent of Public Works to Superintendent of Public Works (Department of Public Works)
5. **Commendation of Diane Crane Iacopi** – Adopt resolution commending retiring Town Clerk Diane Crane Iacopi for her outstanding service to the Town of Tiburon (Department of Administrative Services)

MOTION: To adopt Consent Calendar Nos. 1 – 5, as written.

Moved: Fredericks, seconded by Doyle

Vote: AYES: Unanimous

RECOGNITION OF TOWN SERVICES

1. Diane Crane Iacopi, Town Clerk, 21 years of service

Mayor Tollini said she would like to take this opportunity to recognize Diane Crane Iacopi, Town Clerk, for her 21 years of outstanding service to the Town of Tiburon. She mentioned that tonight was her last Council meeting.

She read Town Council Resolution No. 28-2016 commending Town Clerk Crane Iacopi, and opened the floor to her fellow councilmembers.

Councilmember O'Donnell recalled meeting Town Clerk Crane Iacopi several years prior when he was on the Design Review Board. He recalled her encouraging demeanor, helpful attitude, warmth and friendliness. He said she has always conducted herself with grace and ease. He offered his congratulations on her retirement and his thanks for all she has done.

Councilmember Doyle said he could not recall a time when Town Clerk Crane Iacopi was not a presence at Town Hall. He recalled seeing her at Town Hall upon various occasions until finally joining the Design Review Board. He commented on her calming and helpful attitude as he

moved into a chair position on the board, and how easy she has made everything for him over the years. He thanked her graciously.

Vice Mayor Fraser echoed his fellow councilmembers' sentiments. He lauded Town Clerk Crane Iacopi for her ability to always keep him (and his colleagues) on track, and for shepherding him through the entire process of assuming office. He said they would miss her as both a Town Clerk and a person, and so will the community. He thanked her for all she has done for him, his colleagues, and the community as a whole.

Councilmember Fredericks commented that Town Clerk Crane Iacopi's common sense, kindness and familiarity with legal processes in government make her the best guide imaginable for local elected people. She recalled the years they had spent carpooling to MCCMC events, and shared how much she had enjoyed those times. Fredericks said she would like to thank Town Clerk Crane Iacopi for her stellar minute-taking ability, and said they would miss her very much.

Mayor Tollini commended Town Clerk Crane Iacopi for keeping the Council legally sound. She said running for Town Council is a daunting process, but Crane Iacopi made her feel comfortable and capable. Her encouragement made the process less intimidating. Mayor Tollini commented that she would miss Crane Iacopi's sense of humor – she said she has a way with words, and her humor provided a much-needed light at times. She praised Crane Iacopi for ensuring the Council is always prepared. She thanked her graciously for all she has done and will do.

Mayor Tollini presented Town Clerk Crane Iacopi with two gifts – a framed copy of Resolution No. 28-2016 and a glass plaque to commemorate her 21 years of service. The Mayor invited all attendees to enjoy a piece of cake.

Town Clerk Crane Iacopi gave a short speech of appreciation. She told the Council it had been a pleasure working with them and getting to know them as people. She said the Town of Tiburon was lucky to have them as Councilors, and she had enjoyed watching them work together over the years. She commended their dedication to the mission. She said it had also been a pleasure to work for the community. She said Tiburon was lucky to have so many different types of people in the community, but people who share one thing in common: love for this beautiful town. And to the staff, she said their dedication was beyond compare, and the camaraderie made all the difference in the world. She thanked her husband, Tony. She praised the work he did over his 18-year tenure with the Town: many things he built with his hands are still standing today. She talked about her philosophy on public service, on keeping a “servant’s heart” with “a volunteer spirit, a determination to help, a commitment to follow and to start meeting the needs around you.” She said this is what she had tried to do during her career. She expressed gratitude to all, and received a standing ovation from the crowd.

ACTION ITEMS

1. **Heritage & Arts Commission** – Consider approval of recommendation by the Heritage & Arts Commission to reduce its membership from nine to seven persons; Resolution (Town Manager Chanis/Commission Chair Hall)

Director of Community Development Anderson gave the staff report. He said the Heritage and Arts Commission had its membership increased from 7 to 9 members in July 2014 as part of an update to the mission and scope of duties. The intention was to provide adequate manpower to shoulder the workload. He said in the two subsequent years, the Commission has had difficulty with member attraction and retention, resulting in prolonged vacancies and a difficulty obtaining a quorum for their regular meetings.

At this time, the Commission is requesting the membership be reduced back to 7 members. He said there are currently two vacancies on the commission, and the most recent recruitment yielded no volunteers. Director Anderson said the Chair of the Heritage and Arts Commission, Fran Hall, is present to answer further questions.

Chair Hall restated the belief of the Commission that they work better with 7 members, and reiterated the difficulties in retention and in getting a quorum for their meetings.

Mayor Tollini opened the floor for public comment. There was none.

Councilmember O'Donnell asked if recruitment for this commission had ever been opened to Belvedere residents. Town Clerk Crane Iacopi replied that this commission is open to residents of Tiburon and Belvedere, as well as unincorporated areas.

MOTION: To accept recommendation of the Heritage & Arts Commission and adopt resolution reducing the membership from nine to seven persons.

Moved: O'Donnell, seconded by Fredericks

Vote: AYES: Unanimous

PUBLIC HEARINGS

1. **60 Monterey Drive** – Consider approval of an application for amendment to the Cypress Hollow Precise Development Plan for an additional 740 square feet of floor area to be constructed within the existing footprint of a single-family residence and to add an elevator to the exterior of the building; Resolution (Community Development Department)

Applicants: Michael & Kelly Day

Assessor Parcel No.: 034-394-06

Associate Planner O'Malley gave the staff report. She summarized the project's proposed amendments to the Cypress Hollow Precise Development Plan for the property located at 60 Monterey Drive. The owners propose to increase the maximum floor area permitted for the lot. She said the owners wish to convert unused space into a den, a second study, storage and a half bathroom. The owners would also like to add an elevator. She mentioned the proposed floor area would exceed the allowable amount governed by the Cypress Hollow Precise Development Plan and Tiburon's default floor area maximum.

She said since the subdivision's annexation into Tiburon, there have been 8 approved applications for amendments to increase the maximum floor area for various lots within the subdivision. The majority of the proposed changes will be situated within the existing floor plan, except the elevator, which does not appear to have any significant impact on neighbors.

She said the Planning Commission held a public hearing on this item on October 26, 2016. There was no public comment. The Planning Commission found the proposed changes in accordance with the overall intent of the Cypress Hollow Precise Development Plan and the Tiburon General Plan and recommended approval to the Town Council. She said the applicants and owners were present and available to answer any questions.

Mayor Tollini opened the floor for public comment. There was none.

Councilmember O'Donnell commented that this is quite a common application and that he is in full support of the recommendation of the Planning Commission and the resolution as drafted.

Councilmembers Doyle and Fredericks and Vice Mayor Fraser agreed.

MOTION: To adopt resolution conditionally approving the precise plan amendment, as written.

Moved: Fraser, seconded by Fredericks

Vote: AYES: Unanimous

TOWN COUNCIL REPORTS

None.

TOWN MANAGER REPORT

Town Manager Chanis reminded Council of a road closure on Saturday, December 3, 2016 for the holiday festival.

Chanis also took the opportunity to praise Town Clerk Crane Iacopi, on the occasion of her final Council meeting. He said he would like to personally thank her for all the help she offered him when he first came onboard and her great sense of humor. He said he could always rely on Crane Iacopi duly assist any residents. He commented that he and Crane Iacopi had something in common: a difficulty in explaining to their elderly parents what they did for a living. Chanis said Crane Iacopi's mother had found the right way to put it: "What she does is very important, because she helps people." He thanked her, and wished her and her husband, Tony, well.

WEEKLY DIGESTS

Received.

ADJOURNMENT

There being no further business before the Town Council of the Town of Tiburon, Mayor Tollini adjourned the meeting at 7:50 p.m.

_____/s/_____
ERIN TOLLINI, MAYOR

ATTEST:

_____/s/_____
DIANE CRANE IACOPI, TOWN CLERK