



Office of the Town Manager

June 22, 2017

The Honorable Kelly Simmons  
Judge of the Marin County Superior  
Court  
Post Office Box 4988  
San Rafael, CA 94913-4988

Mr. Jay Hamilton-Roth, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room 275  
San Rafael, CA 94903

**Re: Response to Grand Jury Report  
Overcoming Barriers to Housing Affordability**

Dear Honorable Judge Simmons and Mr. Hamilton-Roth:

This letter explains in detail the Town of Tiburon’s response to the Civil Grand Jury Report dated April 12, 2017. The Report directs the Town to respond to Recommendations Nos. 1-3.

**RECOMMENDATIONS**

**Recommendation 1:** *Each planning department should begin regularly scheduled meetings at which developers can speak, early in the process, with all relevant members of staff to discuss impacts of proposed development and potential solutions to problems.*

**Recommendation 2:** *Each planning department should develop a proactive community outreach strategy for any project that might be considered potentially controversial (including going beyond legal noticing minimums and initiating outreach efforts as early as possible in the development cycle).*

**Recommendation 3:** *Each planning department should use succinct “plain-speak” to convey issues in their outreach.*

**Town’s Response to Recommendations:**

**Recommendation 1:** This recommendation has already been implemented. Town Planning staff will always schedule a meeting with a developer to discuss impacts and likely requirements of any proposed development. Establishing a regular schedule for such meetings is not warranted given the infrequent receipt and small volume of such project applications filed in Tiburon.

**Recommendation 2:** This recommendation has already been implemented. Town Planning staff will routinely reach out to relevant stakeholders regarding a project that might be considered potentially controversial in ways that are above the

- Jim Fraser  
Mayor
- .....
- Emmett O’Donnell  
Vice Mayor
- .....
- Frank X. Doyle  
Councilmember
- .....
- Alice Fredericks  
Councilmember
- .....
- Erin Tollini  
Councilmember
- .....
- Greg Chanis  
Town Manager



minimum legal noticing requirements, and strongly encourages applicants to hold meetings, including neighborhood meetings, with affected parties.

**Recommendation 3:** This recommendation has already been implemented. The Town appreciates that it can continue to improve its notification language with the goal of making it more easily understandable, while still imparting legally-required notification elements, which can at times appear bureaucratic. The Town does attempt to use “plain-speak” in its public notices and has not received complaints from its citizenry that the meaning of its public notices cannot be understood.

The Tiburon Town Council reviewed and approved this response on June 21, 2017, at a duly noticed and agendized public meeting. If you have further questions on this matter, please do not hesitate to call.

Very truly yours,

GREG CHANIS  
Town Manager

cc: Town Council  
Town Attorney