



**City of Belvedere**  
**City Council Meeting – Regular Meeting Minutes**  
Monday, February 12, 2024 – 6:00 PM

City Council Chambers City Hall· 450 San Rafael Avenue, Belvedere CA· Phone 415.435.3838  
City of Belvedere Internet Address: <https://www.cityofbelvedere.org>

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**1. CALL TO ORDER**

The Regular Meeting of the Belvedere City Council was convened at 6:00 p.m. in the City Council Chambers by Mayor Peter Mark.

**2. ROLL CALL**

**PRESENT:** Councilmembers Sally Wilkinson, Nancy Kemnitzer, Jim Lynch,  
Vice Mayor Jane Cooper, Mayor Peter Mark

**ABSENT:** None

**STAFF PRESENT:** City Manager Robert Zadnik, City Attorney Andrew Shen,  
Administrative Services Director Helga Cotter, Director of Public  
Works Antony Boyd, Planning and Building Director Rebecca  
Markwick, Police Chief Jason Wu, Building Official Brian Van  
Son and City Clerk Beth Haener

**3. ADJOURN TO CLOSED SESSION**

Councilmember Kemnitzer stated for the record that she is recused from the closed session because her property is within 500 feet of the property being discussed.

**4. CLOSED SESSION**

**5.A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

**(Government Code § 54956.8)**

**Property: 501 San Rafael Avenue**

**Agency Negotiator: Robert Zadnik, City Manager**

**Negotiating parties: *The First Church of Christ Scientists, San Rafael, CA***

**Under negotiation: Price and Terms of Payment**

**5. RECONVENE IN OPEN SESSION AND ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION IF ANY**

Mayor Mark stated that no further action would be taken on the closed session topic.

**7. REPORTS AND PRESENTATIONS**

**7.A. City Council Reports**

City Councilmembers reported on attendance at intergovernmental agency meetings, and updates since the last meeting.

Mayor Mark called for public comment and, seeing none, closed public comment.

**7.B. City Manager Report**

City Manager Robert Zadnik provided updates to City Council.

Mayor Mark called for public comment and, seeing none, closed public comment.

**8. CONSENT CALENDAR**

**Councilmember Cooper requested items 8.D. and 8.E be removed from the consent calendar for further discussion. Belvedere resident Marika Bergsund also requested item 8.E. be removed for further discussion. A motion was made by Councilmember Lynch, seconded by Councilmember Kemnitzer, to approve items 8.A., 8.B., 8.C., and 8.F. of the consent calendar. The motion was carried by the following vote.**

**Aye: 5 Cooper, Kemnitzer, Lynch, Wilkinson, Mayor Mark**

**8.A. Motion to Approve the Warrants for January 2024**

**ACTION: Item Approved.**

**8.B. Motion to Receive the City's Second Quarter Investment Report**

**ACTION: Item Approved.**

**8.C. Motion to Approve Revisions to the Administrative Policy Manual – Policy 9.24, Uniform Allowance**

**ACTION: Item Approved.**

**8F. Motion to Approve the Minutes for the January 16, 2024 City Council Special Meeting**

**ACTION: Item Approved.**

**Aye: 4 Cooper, Wilkinson, Lynch, Mayor Mark**

**Nay: None**

**Absent: None**

**Abstain: Kemnitzer**

**Items removed for further discussion**

**8.D. Motion to Approve Revisions to the Administrative Policy Manual – Policy 2.5, Investments.**

Administrative Services Director Cotter answered questions from Council.

Mayor Mark called for public comment and, seeing none, closed public comment.

**ACTION: Item Approved.**

**Aye: 5 Cooper, Kemnitzer, Lynch, Wilkinson, Mayor Mark**

**Nay: None**

**Absent: None**  
**Abstain: None**

**8.E. Motion to Approve the Minutes for the December 11, 2023, and the January 22, 2024 City Council Regular Meetings.**

City Council discussed the draft minutes from January 22, 2024, and Resolution 2024-05 which is addressed in the draft minutes.

Mayor Mark called for public comment. Public comment was made by the following: Marika Bergsund, Linda Bine, and Ken Johnson.

**ACTION: Item Approved.**  
**Aye: 5 Cooper, Kemnitzer, Lynch, Wilkinson, Mayor Mark**  
**Nay: None**  
**Absent: None**

**9. OTHER SCHEDULED ITEMS**

**9.A. Receive the Priorities of the City of Belvedere Parks, Open Spaces and Lanes Committee**

Public Works Director Boyd introduced Jena Watson, Chair of the Belvedere Parks, Open Spaces and Lanes Committee, who presented the committees annual priority report and took questions from Council.

Mayor Mark called for public comment and, seeing none, closed public comment.

There was no action taken for this item.

**9.B. Discussion and Possible Action on a Revocable License for private improvements in the public right-of-way along Peninsula Road for the property at 43 Peninsula Road**

This item was not heard by Council and was continued for a further date.

**9.C. Discussion and Possible Action on of Resolution No. 2024-09, Amending Administrative Policy Manual – Policy 14.6, Permit Fee Revaluation**

Building Official Brian Van Son presented the item and took questions from Council.

Mayor Mark called for public comment and, seeing none, closed public comment.

**MOTION: A motion was made by Councilmember Kemnitzer, seconded by Councilmember Lynch to adopt the resolution amending Administrative Policy Manual – Policy 14.6, permit fee revaluation, with revisions requested by Council.**

**ACTION: Item Approved.**  
**Aye: 5 Cooper, Kemnitzer, Lynch, Wilkinson, Mayor Mark**  
**Nay: None**  
**Absent: None**

**9.D. Receive the Fiscal Year 2023-24 Midyear Budget Review**

Administrative Services Director Cotter presented the item and took questions from Council.

Mayor Mark called for public comment and, seeing none, closed public comment.

There was no action taken for this item.

**9. OPEN FORUM**

Mayor Mark called for public comment. Public comment was made by the following: Hank Hill, Jim Conley, Gabe Stutman, Bill Shaner, Ro, Rudy Hess, Zyke Lawnby, and phone number call-in 626-505-1488.

**10. ADJOURN**

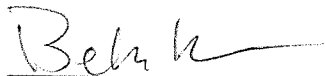
There being no further business to come before the Belvedere City Council, Mayor Mark Adjourned the Regular Meeting of the Belvedere City Council at 8:52 p.m.

**APPROVED:**



Peter Mark, Mayor

**ATTEST:**



Beth Haener, City Clerk