City of Belvedere
City Council Meeting
Consent Calendar
Monday, April 14, 2025

To: Mayor and City Council

From: Beth Haener, City Clerk

Reviewed by: Robert Zadnik, City Manager

Subject: **Item No. 8.H.: Approve the Minutes for the March 10, 2025 City Council Regular Meeting.**

Recommended Motion/Item Description

That the City Council approve the regular City Council meeting minutes of March 10, 2025, as part of the consent calendar.

Attachments

- Draft Minutes

City of Belvedere
City Council Meeting – Regular Meeting Minutes
Monday, March 10, 2025 – 5:30 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 convened at 5:30 p.m. in the City Council Chambers by Mayor Jane Cooper

2. ROLL CALL

PRESENT: Councilmember Kevin Burke, Pat Carapiet, Sally Wilkinson, and Mayor Jane Cooper. Councilmember Peter Mark attended by teleconference

ABSENT: None

STAFF PRESENT: City Manager Robert Zadnik, Attorney Andrew Shen, Administrative Services Director Helga Cotter, Planning and Building Director Rebecca Markwick, Public Works Director Antony Boyd, Police Chief Jason Wu, Associate Planner Samie Malakiman, and City Clerk Beth Haener

Councilmember Peter Mark joined the meeting via teleconference using the Brown Act Emergency Circumstance Exemption due to an urgent family matter.

MOTION: **A motion was made by Councilmember Burke and seconded by Councilmember Carapiet to approve Councilmember Mark's remote attendance**

Aye: 4 **Burk, Carapiet, Wilkinson, Mayor Cooper**
Nay: **None**
Absent: **None**
Abstain:1 **Mark**

3. PUBLIC COMMENT ON CLOSED SESSION, AGENDA ITEM 5.A

There were no public attendees.

4. ADJOURN TO CLOSED SESSION

5. CLOSED SESSION

5.A. Pursuant to Government Code Section 54957(b)(1)
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Attorney

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

Mayor Cooper stated there was nothing to report from the closed session.

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 Cooper called for public comment and, hearing none, closed public comment.

7.B. City Manager Report

City Manager Robert Zadnik provided updates to City Council.

Mayor Cooper called for public comment. Public comment was made by the following: William Rothman.

7.C. Presentation from Belvedere Tiburon Library Director Crystal Duran

Library Director Crystal Dunn and Chair of the Library Agency, Tony Hooker gave an update and overview of the Belvedere Tiburon Library.

Mayor Cooper called for public comment. Public comment was made by the following: William Rothman

7.D. Presentation from Mayor Cooper and Councilmember Burke on the Results of the Communication Survey

Councilmember Kevin Burke presented the results of a communication survey that asked Belvedere residents for feedback on the city's communications.

Mayor Cooper called for public comment and, hearing none, closed public comment.

7.E. Recognition of Sergeant Jeremy Clark's Life-Saving Effort, Presented by Chief Jason Wu

Chief Wu presented Sergeant Jeremy Clark with the Belvedere Police Department's Life Saving Award.

Mayor Cooper called for public comment. Public comment was made by the following: William Rothman.

8. CONSENT CALENDAR

Councilmember Carapiet requested item 8.C. be removed from the consent calendar for further discussion. City Manager Zadnik requested to pull item 8.E. from the Consent Calendar and to bring the item back at a later meeting. A motion was made by Councilmember Wilkinson, seconded by Councilmember Carapiet, to approve the remaining consent calendar in one motion. The motion was carried by the following vote.

Aye: 5 Burke, Carapiet, Mark, Wilkinson, Mayor Cooper
Nay: None
Absent: None
Abstain: None

8.A. Motion to Approve the Warrants for February 2025

ACTION: Item Approved.

8.B. Motion to Approve the Minutes for February 10, 2025, City Council Regular Meeting

ACTION: Item Approved.

8.D. Motion to Approve the Second Reading and Adopt an Ordinance of the City of Belvedere to Amend Belvedere Municipal Code, Chapter 2.28, regarding the Planning Commission's Composition and Membership

ACTION: Item Approved.

8.E. Motion to Approve a Professional Services Agreement with James K. Lynch for Consulting Services

NO ACTION: Item will be brought back to Council at a later meeting.

Items removed for further discussion

8.C. Motion to Approve Amendments to the Administrative Policy Manual: Planning Commission Composition

Councilmember Carapiet commented on the item, and the City Council suggested edits to the Administrative Policy Manual amendments.

Mayor Cooper called for public comment and, hearing none, closed public comment.

MOTION: A motion was made by Councilmember Carapiet, seconded by Councilmember Burke to approve amendments to the Administrative Policy Manual: Planning Commission Composition with suggested edits by Council

Aye: 5 Burke, Carapiet, Mark, Wilkinson, Mayor Cooper
Nay: None
Absent: None
Abstain: None

9. PUBLIC HEARINGS

9.A. Consideration of and Possible Decision on an Appeal of the Planning Commission's Approval of the Project Located at 81 Belvedere Avenue

Councilmember Wilkinson and Councilmember Mark both stated for the record that their residences are both within 500 feet of the subject property and, therefore, must recuse themselves from this item

Associate Planner Samie Malakiman presented the item and took questions from Council.

Mayor Cooper opened the public hearing. Appellants Justin Wicket and Emily Poplawski, Attorney Anna Welch, and Architect Micheal Rex presented and took questions from Council.

Mayor Cooper called for the Applicant team to present. Applicants Melissa and Patrick Feder, and Attorney Thomas Tunny presented and took questions from Council.

Mayor Cooper called for public comment and, hearing none, brought the item back to the appellant team and the applicant team for their rebuttals.

Mayor Cooper brought the item back to Council for discussion.

MOTION: **A motion was made by Councilmember Burke and seconded by Councilmember Carapiet to adopt the resolutions denying the appeal and uphold the decision by the Planning Commission approving the Variance for the property located at 81 Belvedere Avenue.**

Aye: 3 **Burk, Carapiet, , Mayor Cooper**
Nay: **None**
Absent: **None**
Recused: 2 **Mark, Wilkinson**

9.B. Introduction & First Reading of an Ordinance Amending Belvedere Municipal Code, Chapter 2.36, to Authorize a Contract Amendment between the City of Belvedere and the California Public Employees' Retirement System Regarding Employee Retirement Benefits

City Manager Robert Zadnik presented the item and took questions from Council.

Mayor Cooper called for public comment and, hearing none, closed public comment.

MOTION: **A motion was made by Councilmember Carapiet, seconded by Councilmember Burke to approve the first reading of an Ordinance Amending Belvedere Municipal Code, Chapter 2.36, and to authorize a contract amendment between the City of Belvedere and the California Public Employees' Retirement System regarding employee retirement benefits**

Aye: 5 **Burke, Carapiet, Mark, Wilkinson, Mayor Cooper**

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

10. OTHER SCHEDULED ITEMS

10.A. Accept a Citywide User and Regulatory Fee Study and Direct Staff to Notice a Public Hearing Item to Consider Fee Adjustments

Administrative Services Director Helga Cotter and President of Clear Source Financial Consulting Terry Madsen presented the item and took questions from Council.

Mayor Cooper called for public comment. Public comment was made by the following: William Rothman

City Council directed staff to schedule a noticed public hearing to formally consider the fee adjustments.

Councilmember Mark left the meeting.

10.B. Consideration of a Revocable License for Private Improvements in the Public Easement Along Cove Road for the Property at 31 Cove Road

Associate Planner Samie Malakiman presented the item and took questions from Council.

Mayor Cooper called for public comment. Public comment was made by the following: William Rothman.

MOTION: **A motion was made by Councilmember Burke and seconded by Councilmember Wilkinson to approve the request for a revocable license at 31 Cove Road for new improvements in the City's access easement for: Landscaping and Brick Walkway, with suggested edits by Council**

Aye: 4 **Burk, Carapiet, Wilkinson, Mayor Cooper**
Nay: **None**
Absent: 1 **Mark**
Abstain: **None**

10.C. Consideration of a Revocable License for Private Improvements in the Public Right-of-Way Along Tamalpais Avenue for the Property at 1 North Point Circle

Associate Planner Samie Malakiman presented the item and took questions from Council.

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

MOTION: **A motion was made by Councilmember Carapiet and seconded by Councilmember Wilkinson to approve the request for a revocable license at 1 North Point Circle for improvements in the Tamalpais**

Avenue right-of-way for: (New) Drainage, and (Existing) Landscaping, Driveway, and Fence

Aye: 4	**Burk, Carapiet, Wilkinson, Mayor Cooper**
Nay:	**None**
Absent: 1	**Mark**
Abstain:	**None**

11. OPEN FORUM

Mayor Cooper called for public comment and, hearing none, closed the Open Forum.

12. ADJOURN

There being no further business to come before the Belvedere City Council, Mayor Cooper adjourned the Regular Meeting of the Belvedere City Council at 10:14 p.m.

APPROVED: _____
Jane Cooper, Mayor

ATTEST: _____
Beth Haener, City Clerk