City of Belvedere
City Council Meeting
Consent Calendar
Monday, September 8, 2025

To: Mayor and City Council

From: Beth Haener, City Clerk

Reviewed by: Robert Zadnik, City Manager

Subject: **Item No. 8.C.: Approve the Minutes for the August 11, 2025, City Council Regular Meeting.**

Recommended Motion/Item Description

That the City Council approve the regular City Council meeting minutes of August 11, 2025, as part of the consent calendar.

Attachments

- Draft Minutes

City of Belvedere
City Council Meeting – Regular Meeting Minutes
Monday, August 11, 2025 – 6:30 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 was convened at 6:30 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

ABSENT: Councilmember Peter Mark

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

3. REPORTS AND PRESENTATIONS

3.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.

3.B. City Manager Report

City Manager Robert Zadnik provided updates to City Council.

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

Mayor Cooper stated that Council will hold Open Forum after Reports and Presentations, and hold Open Forum again at the end of the meeting.

OPEN FORUM

Mayor Cooper called for public comment.

Public comment was made by the following: Mark Van Gorder, Local Government Affairs representative for Pacific Gas and Electric Company (PG&E).

4. CONSENT CALENDAR

Councilmember Carapiet requested item 4.D. be removed for further discussion. A motion was made by Councilmember Wilkinson, seconded by Councilmember Carapiet, to approve the rest of the consent calendar in one motion. The motion was carried by the following vote.

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

4.A. Motion to Approve the Warrants for July 2025

ACTION: Item Approved

4.B. Motion to Approve the Purchase of a Hybrid Police Vehicle for $110,000

ACTION: Item Approved

4.C. Motion to Approve Declaration of Police Department Vehicle as Surplus

ACTION: Item Approved

4.E. Motion to Approve the Minutes of the July 14, 2025, Regular City Council Meeting

ACTION: Item Approved

4.F. Motion to Approve a Revocable License for Private Improvements in the Public Right-of-way for the Property at 401 Golden Gate Avenue (Continuance from July 14, 2025, meeting)

ACTION: Item Approved

4.G. Motion to Approve Amendments to Administrative Policy Manual, Policies 5.2.2.1 and 6.1.1, to Change Regular City Council Meeting Times to 5:30 PM

ACTION: Item Approved

Items removed for further discussion

4.D. Motion to Approve the Amendments to Tiburon Peninsula Traffic Relief Joint Powers Agency Agreement

Administrative Services Director Helga Cotter and Councilmember Wilkinson answered Councilmember Carapiet and Mayor Cooper's questions.

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

MOTION: **A motion was made by Councilmember Carapiet, seconded by Councilmember Wilkinson to approve the amendments to the Tiburon Peninsula Traffic Relief Joint Powers Agency agreement and authorize the execution of the agreement on behalf of the City Council.**

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

5. PUBLIC HEARINGS

5.A. Introduction & First Reading of an Ordinance Amending Chapter 19.79, "Accessory Dwelling Units and Junior Accessory Dwelling Units," to Conform to State Law

Planning and Building Director Rebecca Markwick 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 Introduction & First Reading of an Ordinance of the City of Belvedere to Amend Zoning Code Chapter 19.79 "Accessory Dwelling Units and Junior Accessory Dwelling Units" in Conformance with State Law, with amendments requested and agreed upon by Council.**

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

6 OTHER SCHEDULED ITEMS

6.A. Introduction & First Reading of an Ordinance to Amend Belvedere Municipal Code Section 2.28.050; and Approval of Related Amendments to Administrative Policy Manual, Policy 6.1.1, to Change Regular Planning Commission Meeting Times to 5:30 PM

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 Wilkinson to approve the first reading of a proposed ordinance amending Chapter 2.28.050 of the Belvedere Municipal Code; and approve Resolution 2025-26, amending specific reference to the Planning Commission meeting start time in the Administrative Policy Manual (APM) 6.1.1**.

Aye: 4 **Burke, Carapiet, Wilkinson, and Mayor Cooper**
Nay: **None**

Absent:1 Mark
Abstain: None

6.B. Discussion and Possible Direction to Staff on the Removal of Historic Designations for Belvedere Structures and Properties

Planning and Building Director Rebecca Markwick presented the item and took questions from Council.

Mayor Cooper called for public comment. Public comment was made by the following: George Gnoss, Chair of Belvedere's Historic Preservation Committee and Ken Muller.

City Council provided direction to staff to review Belvedere's historic designation process.

No action was taken for this item.

6.C. Discussion and Possible Action to Approve a Revocable License for Private Improvements in the Public Right-of-way for the Property at 30 San Rafael Avenue

Councilmember Pat Carapiet stated for the record that her residence is within 500 feet of the subject property and therefore she must recuse herself from this item

Associate Planner Samie Malakiman presented the item. There were no questions from Council.

Mayor Cooper called for public comment. Public Comment was made by the following: Andrias Obradaigh, owner of the property at 30 San Rafael Avenue.

MOTION: A motion was made by Councilmember Burke, seconded by Councilmember Wilkinson to approve a request for a revocable license at 30 San Rafael Avenue for improvements in the San Rafael Avenue and Lagoon Road right-of-way for: (New) Landscaping, and (Existing) Driveway and Walkway

Aye: 3 Burke, Wilkinson, and Mayor Cooper
Nay: None
Absent:1 Mark
Recused:1 Carapiet

7. OPEN FORUM

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

8. ADJOURN

With no further business on the agenda, Mayor Cooper adjourned the Regular Meeting of the Belvedere City Council at 9:00 p.m.

APPROVED: _____
Jane Cooper, Mayor

ATTEST: _____
Beth Haener, City Clerk