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

To: Mayor and City Council

From: Beth Haener, City Clerk

Reviewed by: Robert Zadnik, City Manager

Subject: **Item No. 5.D.: Approve the Minutes for the November 10, 2025, City Council Regular Meeting.**

Recommended Motion/Item Description

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

Attachments

- Draft Minutes

City of Belvedere
City Council Meeting – Regular Meeting Minutes
Monday, November 10, 2025 – 5:00 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 convened at 5:00 p.m. in the City Council Chambers by Mayor Jane Cooper

2.A. ROLL CALL

PRESENT: Councilmembers Kevin Burke, Pat Carapiet, Peter Mark, Sally Wilkinson, and Mayor Jane Cooper

ABSENT: None

STAFF PRESENT: City Manager Robert Zadnik, Attorney Andrew Shen, Administrative Services Director Helga Cotter, Planning and Building Director Rebecca Markwick, Building Official Brian Van Son, Senior Planner Samie Malakiman, Police Chief Jason Wu, and City Clerk Beth Haener

2.B. PUBLIC COMMENT ON CLOSED SESSION, AGENDA ITEM 2.D. (1) (2)

There were no public attendees.

Councilmember Mark and Councilmember Wilkinson both stated for the record they are recused from closed session item 2.D. (1) as their residences are within 500 feet of the subject property.

2.C. ADJOURN TO CLOSED SESSION

2.D. CLOSED SESSION

(1) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code § 54956.9(d)(1))
Laurent Lefouet and Marguerite Lefouet v. City of Belvedere, Case No. 3:25-cv-03638-LB (N.D. Cal., filed April 25, 2025)

(2) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): one potential case

2.E. RECONVENE IN OPEN SESSION AND ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION, AS REQUIRED

Mayor Cooper stated there was nothing to report and from the Closed Session.

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. Public comment was made by the following: William Rothman.

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

4. CONSENT CALENDAR

Mayor Cooper pulled item 4.H. to be continued at a future meeting. Councilmember Carapiet made a clarification on item 4.G. and removed item 4.D. for further discussion.

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

A motion was made by Councilmember Mark, seconded by Councilmember Wilkinson, to approve consent calendar items 4.A., 4.B., 4.C., 4.E., 4.F., 4.G. and 4.I. 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**

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

ACTION: Item Approved

4.B. Motion to Receive the Fiscal Year 2024-25 Year-End Budget Review

ACTION: Item Approved

4.C. Motion to Receive the Fiscal Year 2025-26 First Quarter Investment Report

ACTION: Item Approved

4.E. Motion to Approve Belvedere Police Officers Association Memorandum of Understanding Side Letter and Amend the Non-Represented Safety and Non-Safety Employee Resolution Regarding Holiday and Floating Holiday Pay Requirements

ACTION: **Item Approved**

4.F. Motion to Approve the Minutes of October 13, 2025, Regular City Council Meeting

ACTION: **Item Approved**

4.G. Motion to Approve a Revocable License for Private Improvements in the Public Right-of-way for the Property at 15 West Shore Road

ACTION: **Item Approved**

4.H. Motion to Approve a Revocable License for Private Improvements in the Public Right-of-way for the Property at 130 Bayview Avenue

ACTION: **Item Continued**

4.I. Motion to Approve Resolution Denying Appeal and Affirming Construction Time Limit Penalty of $210,000 Assessed to 1 Blanding Lane, Applicant & Owner: Chris Henry, CBH1 2014 Trust

ACTION: **Approved**

Items removed for further discussion

4.D. Motion to Approve Amendments to the Administrative Policy Manual, Policy Part 9, to incorporate the revised personnel rules and regulations

Administrative Services Director Helga Cotter responded to questions from Councilmember Carapiet.

MOTION: **A motion was made by Councilmember Carapiet, seconded by Councilmember Burke, to approve the revisions to the Administrative Policy Manual (APM) Policy Part 9 to incorporate the revised personnel rules and regulations**

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

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

5. PUBLIC HEARINGS

Public Hearing items were heard out of order by the City Council but are kept in order here for continuity with the meeting's agenda.

5.A. Appeal of Construction Time Limit Penalties Assessed to 431 Golden Gate Avenue. Applicant and Owner: Marshall Miller; Miller & Applewhite Revocable Trust

The Item was continued at the request of the property owner and will be heard at a future Council meeting.

5.B. Approve an update to the Belvedere 6th Cycle Housing Element, including clarification of accessory dwelling unit (ADU) projections, timelines for implementation, review of past programs, incentives for housing development, and minor corrections

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 Mark, authorizing staff to submit the document to the State Department of Housing & Community Development (HCD) for review & certification; and to approve the resolution adopting the Housing Element.**

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

5.C. Introduction and First Reading of an Ordinance Adopting the Zoning Amendments Implementing the Revised Draft Sixth Cycle Housing Element Update and Other Streamlining and Technical Amendments, and Affirming the Planning Commission's Determination that the Initial Study/Mitigated Negative Declaration approved by City Council on January 16, 2024, satisfies the City's CEQA obligations, and that the amendments are otherwise exempt under CEQA Guideline Section 15061(b)(3)

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 Mark, to approve the first reading of the Ordinance amending title 19, with requested amendments**

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

5.D. Approve the Second Reading of an Ordinance and Adopt the 2025 California Building Standards Code, with Modifications for Local Climatic, Geological or Topographical Conditions

Building Official Brian Van Son 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 Burke, seconded by Councilmember Mark, to approve the second reading and adopt an**

ordinance incorporating by reference the latest edition of the state building code, with certain amendments.

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

5.E. Discussion and Possible Adoption of a Resolution Establishing Application Review Fees for Removal of Historic Designations

Administrative Services Director Helga Cotter 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 Burke, seconded by Councilmember Wilkinson, to approve the resolution establishing application review fees for removal of historic designation.**

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

6. OPEN FORUM

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

7. 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 6:47 p.m.

APPROVED: _____
--- ---------, Mayor

ATTEST: _____
Beth Haener, City Clerk