City of Belvedere
City Council Meeting
Consent Calendar
Monday, January 12, 2026

To: Mayor and City Council

From: Beth Haener, City Clerk

Reviewed by: Robert Zadnik, City Manager

Subject: **Item No. 4.G.: Approve the Minutes for the December 08, 2025, City Council Regular Meeting.**

Recommended Motion/Item Description

That the City Council approve the regular City Council meeting minutes of December 08, 2025, as part of the consent calendar.

Attachments

- Draft Minutes

City of Belvedere
City Council Meeting – Regular Meeting Minutes
Monday, December 8, 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, City 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 or comments.

2.C. ADJOURN TO CLOSED SESSION

2.D. CLOSED SESSION

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

(2)CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code § 54956.9(d)(1).)
Golden Gate Belvedere, LLC v. City of Belvedere, Case No. CIV2203266 (Marin County Sup. Ct., filed October 7, 2022)

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

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

3. REPORTS AND PRESENTATIONS

3.A. City Council Reports

City Councilmembers had nothing to report.

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

3.C. Presentation by Peyton Stein, Chair of the Citizen of the Year Committee, on Nominations for the 2025 Citizen of the Year and Citizen Emeritus

Peyton Stein reported the Citizen of the Year Committee nominated Nancy Kemnitzer as the 2025 Citizen of the Year, and Pam Martori as the 2025 Citizen Emerita, which the Council will vote on under item 7.B.

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

3.D. Presentation to Outgoing Mayor and Remarks by Councilmembers
This item was heard out of order but remains in order here for continuity with the meeting's agenda.

City Council expressed their appreciation for Mayor Cooper, and Vice Mayor Wilkinson presented Mayor Cooper with a plaque commemorating her time as Mayor.

The Mayor called for public comment. Public comment was made by the following: Ken Johnson.

4. CITY COUNCIL REORGANIZATION

4.A. Election of Mayor

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

MOTION: **A motion was made by Mayor Cooper, seconded by Councilmember Burke, to nominate Vice Mayor Sally Wilkinson as the new Mayor of Belvedere**

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

4.B. Election of Vice Mayor

Mayor Wilkinson called for public comment and hearing none, closed public comment

MOTION: **A motion was made by Mayor Wilkinson, seconded by Councilmember Cooper, to nominate Councilmember Burke as the new Vice Mayor of Belvedere**

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

5. CONSENT CALENDAR

Mayor Wilkinson called for public comment and, hearing none, closed public

MOTION: **A motion was made by Councilmember Mark, seconded by Councilmember Cooper, to approve the consent calendar in one motion. The motion was carried by the following vote:**

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

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

ACTION: **Item Approved**

5.B. Motion to Approve the Warrants for November 2025

ACTION: **Item Approved**

5.C. Motion to Approve the Annual Financial Statements for Fiscal Year 2024-25

ACTION: **Item Approved**

5.D. Motion to Approve Amendments to the Administrative Policy Manual, to Establish Policy Regarding Uncashed Checks

ACTION: **Item Approved**

5.E. Motion to Approve the Minutes of the November 10, 2025 Regular City Council Meeting

ACTION: **Item Approved**

5.F. Motion to Approve Local Appointment List (Maddy Act) for the City of Belvedere 2026 Boards and Commissions Vacancies

ACTION: **Item Approved**

5.G. Motion to Approve the 2026 City Council Regular Meeting Calendar

ACTION: **Item Approved**

5.H. Motion to Approve the Second Reading of an Ordinance and Adopt 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 CEQA Determination

ACTION: Item Approved

5.I. Motion to Approve an Agreement Between the City of Belvedere and Property Owners of 475 Belvedere Avenue Concerning the City-Owned Parcel Known as Artist's View

ACTION: Item Approved

6. PUBLIC HEARINGS

6.A. Resolution Ratifying Tiburon Fire Protection District Ordinance No. 133, Adopting and Modifying the 2025 California Fire Code and 2025 California Wildland-Urban Interface Code, with Amendments Supported by Local Findings

Building Official Brian Van Son presented the item and took questions from Council. Members of the Tiburon Fire Protection District were in attendance to take questions from Council if needed.

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

MOTION: A motion was made by Councilmember Carapiet, seconded by Councilmember Cooper, to approve a resolution ratifying Tiburon Fire Protection District Ordinance No. 133, adopting and modifying the 2025 California Fire Code and 2025 California Wildland-Urban Interface Code, and approving the first reading of an Ordinance adopting by reference the 2025 California Fire Code and 2025 California Wildland-Urban Interface Code, as modified by Tiburon Fire Protection District Ordinance No. 133

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

6.B. Introduction and First Reading of an Ordinance Adopting the 2025 California Fire Code and 2025 California Wildland-Urban Interface Code, as modified by Tiburon Fire District Ordinance No. 133.

ACTION: This item was consolidated with Item 6.A and acted upon as part of that motion.

7. OTHER SCHEDULED ITEMS

7.A. Appointment of Councilmembers to Regional Boards and Committees

The City Council discussed their appointments and made changes as they saw fit.

Mayor Wilkinson called for public comment and hearing none, closed public comment

MOTION: **A motion was made by Councilmember Mark, seconded by Councilmember Carapiet, to approve the City Council list of committee assignments as discussed**

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

7.B. Approve Nominations from the Citizen of the Year Committee

Mayor Wilkinson called for public comment and hearing none, closed public comment

MOTION: **A motion was made by Councilmember Mark, seconded by Councilmember Carapiet, to approve the decision of the Citizen of the Year Committee to nominate Nancy Kemnitzer as the 2025 Citizen of the Year and Pam Martori as the 2025 Citizen Emerita**

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

8. OPEN FORUM

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

9. ADJOURN

There being no further business to come before the Belvedere City Council, Mayor Wilkinson adjourned the Regular Meeting of the Belvedere City Council at 6:17 p.m.

APPROVED: _____
Sally Wilkinson, Mayor

ATTEST: _____
Beth Haener, City Clerk