



**City of Belvedere**  
**City Council Meeting – Regular Meeting Draft Minutes**  
Monday, September 11, 2023 – 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 James Lynch.

**2. ROLL CALL**

**PRESENT:**

Councilmembers Jane Cooper, Sally Wilkinson, Nancy Kemnitzer, Vice Mayor Peter Mark, Mayor James Lynch

**ABSENT:**

None

**STAFF PRESENT:**

City Manager Robert Zadnik, City Attorney Andrew Shen, Administrative Services Director Helga Cotter, Director of Public Works Antony Boyd, Planning, Building Director Rebecca Markwick, 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 Lynch called for public comment. Public comment was made by the following individual: William Rothman.

**3.B. City Manager Report**

City Manager Robert Zadnik provided updates to City Council.

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

**3.C. Marin County Commission on Aging Report Presented by Belvedere Representative Larry Binkley**

Larry Binkley provided a report on the Marin County Commission on Aging and took questions from Council.

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

- 3.D. Communications Taskforce Progress Update Presented by Kevin Burke**  
Kevin Burke provided an update on the Communications Taskforce progress on the City's new website.

Mayor Lynch called for public comment. Public comment was made by the following individuals: Adam Gavzer, William Rothman.

**4. CONSENT CALENDAR**

Councilmember Cooper requested to remove item 4.H., and Councilmember Kemnitzer requested to remove item 4.F. from the Consent Calendar for further discussion.

**A motion was made by Councilmember Mark, seconded by Councilmember Kemnitzer, to approve items 4.A., 4.B., 4.C., 4.D., 4.E., and 4.G. The motion was carried by the following vote:**

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

- 4.A. Motion to Approve the Warrants for July and August of 2023**

**ACTION: Item Approved.**

- 4.B. Motion to Adopt Resolution 2023-35 Designating signatories for the City of Belvedere's Westamerica Bank Operating & Payroll Accounts; and Resolution 2023-36 Designating Signatories for the City of Belvedere's Westamerica Bank Line of Credit of \$800,000**

**ACTION: Item Approved.**

- 4.C. Motion to receive the City's Investment Report for the quarter ending June 30, 2023.**

**ACTION: Item Approved.**

- 4.D. Motion to Approve the Minutes of the Regular City Council Meeting of August 14, 2023**

**ACTION: Item Approved.**

**Aye: 3 Cooper, Kemnitzer, Mark, Mayor Lynch**  
**Nay: None**  
**Absent: None**  
**Abstain: Wilkinson**

- 4.E. Motion to Adopt Resolution 2023-37 Approving a Change in Staff Position Title**

**ACTION: Item Approved.**

- 4.G. Motion to Approve an Amendment to the Community Development Block Grant (CDBG) Cooperation Agreement with the County of Marin**

**ACTION: Item Approved.**

**Item removed for further discussion**

**4.F. Motion to Approve a Response to the Marin County Civil Grand Jury Report: Build More ADUs – An Rx to Increase Marin’s Housing Supply**  
City Manager Zadnik addressed Council’s questions on the item.

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

**MOTION:** A motion was made by Councilmember Mark, seconded by Councilmember Kemnitzer to approve a response to the Marin County Civil Grand Jury Report: Build More ADUs – An Rx to Increase Marin’s Housing Supply, with Council’s suggested edits

**Aye: 5** Cooper, Kemnitzer, Wilkinson, Mark, Mayor Lynch  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**4.H. Motion to Approve Contract for “2023 Pavement Rehabilitation Project, Phase 2”**

Public Works Director Boyd addressed Council’s questions on the item.

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

**MOTION:** A motion was made by Councilmember Cooper, seconded by Councilmember Wilkinson to approve a Contract for “2023 Pavement Rehabilitation Project, Phase 2”

**Aye: 5** Cooper, Kemnitzer, Wilkinson, Mark, Mayor Lynch  
**Nay:** None  
**Absent:** None  
**Abstain:** None

## **5. INDIVIDUAL CONSENT CALENDAR**

**5.A. Motion to Adopt Resolution 2023-38 Approving 312 Beach Rd. Construction Time Limit (CTL) Penalty**

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

**MOTION:** A motion was made by Councilmember Kemnitzer, seconded by Councilmember Cooper Adopt Resolution 2023-38 Approving 312 Beach Rd. Construction Time Limit (CTL) Penalty

**Aye: 5** Cooper, Kemnitzer, Mark  
**Nay:** None  
**Absent:** None  
**Abstain:** Wilkinson  
**Recused:** Mayor Lynch

## **6. OTHER SCHEDULED ITEMS**

**6.A.** Consideration of a Revocable license for private improvements in the public right-of-way along Belvedere Avenue for the property at 135 Belvedere Avenue

Associate Planner Samie Malakiman presented the item. Associate Planner Samie Malakiman and Planning and Building Director Rebecca Markwick took questions from Council.

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

City Council requested to continue the item at the next available City Council meeting to give the applicant, who was unavailable for this meeting, to address some of Council's concerns.

**MOTION:** A motion was made by Councilmember Kemnitzer, seconded by Councilmember Wilkinson to continue the item at the next available City Council meeting to allow the applicant, who was unavailable to attend tonight's meeting, to address Council's concerns.

**Aye: 5** Cooper, Kemnitzer, Wilkinson, Mark, Mayor Lynch  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**6.B.** Consideration of a Revocable license for private improvements in the public right-of-way along Cove Road for the property at 31 Cove Road

Associate Planner Samie Malakiman presented the item. Associate Planner Samie Malakiman and Planning and Building Director Rebecca Markwick took questions from Council.

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

**MOTION:** A motion was made by Councilmember Mark, seconded by Councilmember Cooper to approve a request for a revocable license at 31 Cove Road for new improvements in the Cove Road right-of-way for: (Existing) Landscaping on the condition that the applicant maintain a minimum 4-foot-wide sidewalk within the City's roadway easement along Cove Road.

**Aye: 5** Cooper, Kemnitzer, Wilkinson, Mark, Mayor Lynch  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**6.C.** Discussion and Possible Action on the Belvedere Fire Tax Survey Report

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

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

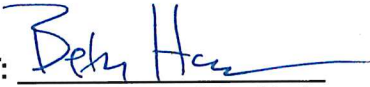
**Action:** No action was taken.

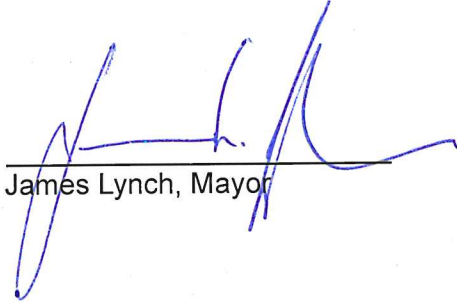
**6. OPEN FORUM**

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

**8. ADJOURN**

There being no further business to come before the Belvedere City Council, Mayor Lynch Adjourned the Regular Meeting of the Belvedere City Council at 8:53 p.m.

ATTEST:   
Beth Haener, City Clerk

APPROVED:   
James Lynch, Mayor