



**City of Belvedere**  
**City Council Meeting – Regular Meeting Draft Minutes**  
Monday, November 13, 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 Vice Mayor Peter Mark.

**2. ROLL CALL**

**PRESENT:** Councilmembers Jane Cooper, Sally Wilkinson, Nancy Kemnitzer, Vice Mayor Peter Mark,

**ABSENT:** Mayor James Lynch

**STAFF PRESENT:** City Manager Robert Zadnik, City Attorney Andrew Shen, Administrative Services Director Helga Cotter, Police Chief Jason Wu, 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.

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

**3.B. City Manager Report**

City Manager Robert Zadnik provided updates to City Council.

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

**3.C. Swearing in of Police Officer Harrell**

Police Chief Jason Wu read the Oath of Office in the ceremonial swearing-in of Police Officer Harrell

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

**4. CONSENT CALENDAR**

**A motion was made by Councilmember Kemnitzer, seconded by Councilmember Wilkinson, to approve the Consent Calendar. The motion was carried by the following vote.**

**Aye: 4      Cooper, Kemnitzer, Wilkinson, Mark  
Nay:        None  
Absent:     Lynch  
Abstain:    None**

**4.A. Motion to Approve the Warrants for October 2023**

**ACTION:      Item Approved.**

**4.B. Fiscal Year 2022-23 Year-End Budget Review**

**ACTION:      Item Approved.**

**4.C. Fiscal Year 2023-24 First Quarter Investment Report**

**ACTION:      Item Approved.**

**4.D Motion to Approve Resolution No. 2023-42, Declaring the Week of November 12-18, 2023, United Against Hate Week in the City of Belvedere**

**ACTION:      Item Approved.**

**4.E. Motion to Adopt an Ordinance of the City of Belvedere to Amend Title 8 of the Belvedere Municipal Code, adding Chapter 8.09 Regarding Reusable Foodware**

**ACTION:      Item Approved.**

**4.F. Motion to Adopt Resolution No. 2023-43 to Amend the Administrative Policy Manual to Change the Regular City Council Meeting date in January 2024**

**ACTION:      Item Approved.**

## **5. PUBLIC HEARINGS**

**5.A. Consider Resolution No. 2023- 44 amending the City's Master Schedule of Fees, Charges & Application Fees**

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

Vice Mayor Mark opened the public hearing, and seeing no public comment, closed the public hearing.

**MOTION:      A motion was made by Councilmember Wilkinson, seconded by Councilmember Kemnitzer to adopt the resolution approving changes to the City's Master Schedule of Fees, Charges, and Application Fees.**

**Aye: 4**        **Cooper, Kemnitzer, Wilkinson, Mark,**  
**Nay:**         **None**  
**Absent:**      **Mayor Lynch**  
**Abstain:**     **None**

**6. OTHER SCHEDULED ITEMS**

**6.A.** Discussion and Adoption of Resolution Nos.2023-45 and 2023-46 for a March 5, 2024, Consolidated Municipal Election to Vote on a Measure Adjusting the Appropriation Limit for the Annual Fire Service Tax

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

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

**MOTION:**     **A motion was made by Councilmember Cooper, seconded by Councilmember Wilkinson to adopt two resolutions for the March 5, 2023 Consolidated Municipal Election**

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

**6.B.** Consideration of a Revocable license for private improvements in the public right-of-way along Belvedere Avenue for the property at 25 Peninsula Road

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

Vice Mayor Mark 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 revocable license at 25 Peninsula Road for new improvements in the Peninsula Road right-of-way.**

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

**6.C.** 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.

Vice Mayor Mark called for public comment. Public comment was made by Kurt Melander of Melander Architects, who also took questions from Council.

**MOTION:** A motion was made by Vice Mayor Mark, seconded by Councilmember Wilkinson to approve a revocable license for private improvements in the public right-of-way along Belvedere Avenue for the property at 135 Belvedere Avenue with the modifications requested by Council.

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

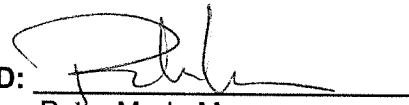
**7. OPEN FORUM**

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

**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 8:13 p.m.

**APPROVED:**

  
Peter Mark, Mayor

**ATTEST:**

  
Beth Haener, City Clerk