



CONTRA COSTA COUNTY

Committee Meeting Minutes - Final

Contra Costa County Zoning Administrator

Monday, November 3, 2025

1:30 PM

30 Muir Road, Martinez

Zoom: <https://cccouny-us.zoom.us/j/83831039285> Call in: (888) 278-0254 Access Code 198675

The Zoning Administrator meeting will be accessible in-person, via telephone, and via live-streaming to all members of the public. Zoning Administrator meetings can be viewed live online at: http://contra-costa.granicus.com/ViewPublisher.php?view_id=13.

Persons who wish to address the Zoning Administrator during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing (888) 278-0254, followed by the access code 198675##. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link <https://cccouny-us.zoom.us/j/83831039285>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. Public comments may also be submitted before the meeting by email at planninghearing@dcd.cccounty.us or by voicemail at (925) 655-2860.

Commenters will generally be limited to three (3) minutes each. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting. The Zoning Administrator may reduce the amount of time allotted per commenter at the beginning of each item or public comment period depending on the number of commenters and the business of the day. The Zoning Administrator may alter the order of agenda items at the meeting. Your patience is appreciated.

The Community Development Division of the Department of Conservation and Development will provide reasonable accommodations to those persons needing translation services and for persons with disabilities who wish to participate in Zoning Administrator meetings. Please contact Hiliana Li at least 48 hours before the meeting at (925) 655-2860.

1. PUBLIC COMMENTS

No Public Comments.

2. MINOR SUBDIVISION: PUBLIC HEARING

2a. ZAKARIA ISMAIL (Applicant and Owner), County File CDMS23-00009:

[25-4525](#)

The applicant requests approval of a Vesting Tentative Parcel Map for a three-lot Minor Subdivision application to subdivide a 0.37-acre residential lot with three existing single-family residences into three parcels, including

a 5,207 square-foot Parcel A, a 4,815 square-foot Parcel B, and a 6,282 square-foot Parcel C. Each parcel includes an existing residence and Parcels B and C also include existing detached garages. No new development is proposed with this application. As part of the application, deviations from the required 10-foot minimum front yard, 5-foot minimum side yard and 20-foot minimum rear yard setbacks of the Bay Point P-1 Planned Unit District are requested for Parcel C to allow the existing buildings to remain in their current locations. The applicant also requests authorization of Exceptions to the requirements and regulations of County Code Section 914-2.004 (Offsite Collect and Convey) to retain the current drainage flows, and of County Code Chapter 96-10 (Underground Utilities) to allow the existing utilities to remain. The subject property is located at 10-30 Roberts Street in the Bay Point area of unincorporated Contra Costa County. (Zoning: P-1 Planned Unit District) (Assessor's Parcel Number: 095-075-023) (Continued from 10.20.2025 and re-noticed) JL

Open public hearing. Closed public hearing. Approved as recommended by staff with the following additions to the Conditions of Approval (COA):

New COA: At least 90 days prior to submittal of final parcel map for recordation, the applicant shall submit improvement plans showing a paved driveway and parking, landscaping, and fencing to the County Zoning Administrator and Contra Costa County Public Works Department for approval.

New COA: All improvements (paved driveway, parking, landscaping, and fencing) shall be installed prior to recordation of final parcel map.

3. DEVELOPMENT PLAN: PUBLIC HEARING

- 3a.** CHRISTOPHER MILLS (Applicant & Owner), County File
CDDP25-03019: The applicant requests approval of a Development Plan for a Small Lot Design Review to allow for an as-built 370-square-foot pergola on a substandard lot. The subject property is located at 4010 Wellington Place in the unincorporated area of Lafayette in Contra Costa County. (APN: 169-040-036, Zoning: R-20 Single-Family Residential District) CP

[25-4526](#)

Open public hearing. Continued to November 17, 2025, County Zoning Administrator meeting.

Public hearing remains open.

4. VARIANCE: PUBLIC HEARING

- 4a.** KIMBERLY SOWERS (Applicant and Owner), County File
CDVR25-01004: The applicant requests approval of a Variance to allow an approximately seven-foot three-inch secondary front yard setback (where 20 feet is the minimum required) for an existing unpermitted 300 square-foot accessory structure. The project site is located at 100 Valley Oaks Drive in

[25-4527](#)

the Alamo area of unincorporated Contra Costa County. (Zoning: R-20
Single-Family Residential District) (Assessor's Parcel Number:
197-301-002) WITHDRAWN MLL

[Application withdrawn by the applicant.](#)

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY ZONING
ADMINISTRATOR WILL BE HELD ON MONDAY, NOVEMBER 17, 2025.