

# CONTRA COSTA COUNTY

*1025 ESCOBAR STREET  
MARTINEZ, CA 94553*



## Meeting Minutes

**Tuesday, January 20, 2026**

**7:00 PM**

**Knightsen Farm Bureau, 3020 Second Street, Knightsen, CA 94548**

**Knightsen Town Advisory Council**

## 1. Roll Call

Meeting called to order at 7:01pm, Chair Carone, Councilmember Alves, Councilmember Matteri and Councilmember Walko in attendance. Vice Chair Jehs was absent.

## 2. Pledge of Allegiance

## 3. APPROVAL of CURRENT agenda

Approval of Agenda - Motion to approve by Walko, second by Matteri. AYES: 4-0

**This matter was approved**

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

## 4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

Jerry: Asked if it can be looked into if the gym is operating legally, concerns with parking.

## 5. Agency Reports

a. **Contra Costa Office of the Sheriff**

Lt White reported calls for service for December and answered questions from the community.

b. **California Highway Patrol**

No report.

c. **Contra Costa County Fire Protection District**

Michelle Reinhart (CCCFPD) provided community updates - fire codes, enforcement codes and Zone 0 requirements and ISO ratings. Offered flash drives with information.

d. **Office of Supervisor Diane Burgis**

Chief of Staff, Alicia Nuchols introduced herself and Office Manager/Scheduler, Brenda Solorio. Provided an update on Supervisor Diane Burgis becoming the Chair of the Board of Supervisors for 2026.

## 6. Consent Items - Items are subject to removal from the consent calendar by request of any TAC member. Items removed from the consent calendar will be considered with the discussion items.

a. [26-282](#)

**Attachments:** [Knightsen correspondence Dec - Jan](#)

**This Consent Item was received.**

b. [26-283](#)

**Attachments:** [Knightsen Record of Action/Meeting Minutes - November 2025](#)

Motion made by Walko, second by Carone. AYES: 4-0

**This Consent Item was approved.**

## 7. Discussion Items

a.

[25-4747](#)**Attachments:** [CDLP25-02039 Agency Comment Packet](#)**Project Description:**

The applicant requests a Land Use Permit to establish a second residence in an agriculturally zoned parcel. The project also includes a tree permit for the removal of the five code-protected trees for the new residence and associated access improvements.

**Project Location:**

9255 Byron Hwy in Brentwood

**Public Comments:**

- Jerry: Concerned this is a second dwelling on the property. Requested definition of second dwelling. Concerned with illegal storing of cars.
- Carolynne Steen: If there are Code Enforcement violations, the application should not be able to move forward.
- Liz Ritchie: 27k sq ft is not a residence, she questioned the intent. Concerns with noise, traffic, volume of people, events, etc. She questioned if septic will be reviewed.
- Trish Bello-Kunkel: Questioned the placement of the property on an Ag zoned parcel per the revised Ag ordinance policy and if that will be considered? How many wells are on the property and how large are they?

**Councilmember Comments:**

- Mike Walko: No comments
- Nelson Alves: Questioned the sq ft breakdown - 1st floor - 15,516 sq ft and 2nd level is 5005 sq ft with 2485 being garage and porches
- Kim Carone: Questioned why the property location was changed from previous application? Current use of the Ag building already on site? Does it have power, and water? Why are fire turnouts being required? What will the PGE load be? How will this effect neighboring properties? Will there be traffic studies? What is the intended use of the property?

**RECOMMENDATION:**

Motion made by Matteri, that because the application is deemed incomplete, we withhold approval at this time but would like to provide comments to the planner. KTAC recommends that upon completed application that this will come back before the board for review. Second by Walko. AYES: 4-0

**This Item was received.**

b.

[26-284](#)

**Attachments:** [CDLP25-02047 ACR Knightsen 2](#)

**Project description:**

The applicant requests approval of a new 2 story 5842 sq ft second residence. The application also includes a compliance review to determine if the proposed second residence complies with the Conditions of Approval under CDMS83-00035 and MWEL0 for 11,546 sq ft of landscaping.

**Property location:**

2215 Sunset Road, Brentwood

**Public comment:**

- Applicant corrected sq ft to 5842 vs the 8842 on the agency comment application.
- Trish Kunkel: How many existing structures? If any buildings are not permitted, require that they be permitted. Concerned with the loud parties in the past. Planning should require all open code enforcement cases be closed prior to consideration for approval.
- Carolynne Steen: Requested that a condition be placed that there will be no commercial uses on the property. They need to stop the unpermitted events.

**Councilmember Comments:**

- Walko, Alves & Matteri, have no comments
- Carone: Questioned sq ft of landscaping, confirmed 9.5-acre parcel

**RECOMMENDATION:**

Motion made by Carone to deny the application due to the existing open code enforcement cases and the history of violations for unpermitted parties needs to be addressed prior to approval as it directly impacts the Knightsen community. Second by Alves. AYES: 4-0.

**This Item was received.**

c. DISCUSS and APPROVE Rotation of the Chair for 2026 (begins with February meeting)

Motion to appoint Jehs as the Chair. Motion made by Carone, second by Walko. AYES: 4-0

**This was approved.**

d. DISCUSS and APPROVE Rotation of the Vice Chair for 2026 (begins with February meeting)

Motion to appoint Carone as Vice Chair by Walko, second by Matteri. AYES:4-0

**This was approved.**

e. DISCUSS scheduling a Workshop-style meeting to engage the community on a future meeting date

Motion made to consider a date in the future when no discussions are scheduled made by Carone, second by Matteri. AYES: 4-0

**This was approved.**

8. DISCUSS and CONSIDER Future Agenda Items

- o KTAC Workshop style meeting to engage community
- o Request an update on the Sumer Lakes Extension to Byron Highway
- o Update on the Ag Innovation on Sellers
- o East County Animal Shelter Possibility
- o Downtown parking and who owns the sidewalk on Knightsen Ave

9. ADJOURN

Adjourn at 8:36pm, Motion by Matteri, second by Walko. AYES: 4-0

**This was approved.**

*The next meeting is currently scheduled for February 17, 2026, unless quorum cannot be met and/or there are no agenda items.*

*For Additional Information Contact: Alicia Nuchols, Chief of Staff, 925-655-2330*