



CONTRA COSTA COUNTY

AGENDA

Byron Municipal Advisory Council

Tuesday, November 18, 2025

6:00 PM

St. Anne Church, 2800 Camino Diablo,
Byron, CA 94514

1. **Roll Call and Introductions**
2. **Pledge of Allegiance**
3. **Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).**
4. **Agency Reports**
 - a. Contra Costa County Office of the Sheriff - TBD
Contra Costa County Fire Protection District - TBD
California Highway Patrol - TBD
Office of Supervisor Diane Burgis - Claire Alaura, Senior District Representative
5. **Consent Items: Items are subject to removal from the Consent Calendar by request of any Byron MAC member. Items removed from the Consent Calendar will be considered with the Discussion Items.**
 - a. APPROVE Record of Action - October 2025 [25-4882](#)
Attachments: [MeetingMinutesOctober 2025](#)
6. **Discussion Items**
 - a. RECEIVE update from Contra Costa County Code Enforcement
 - b. PROVIDE feedback and APPROVE the 2025 Annual Advisory Body Report [25-4883](#)
Attachments: [Advisory Body Annual Report - Byron MAC PDF](#)
 - c. SELECT Byron MAC 2026 Chair and Vice-Chair
7. **Councilmember Comments**
8. **Correspondence**

RECEIVE Byron MAC November 2025 Correspondence

[25-4884](#)

Attachments: [Byron MAC November 2025 Correspondence](#)

9. Future Agenda Items

Adjourn

The next meeting is currently scheduled for January 27, 2026.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 3361 Walnut Boulevard, Suite 140, Brentwood, CA 94513 during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Claire Alaura, Senior District Representative, (925) 655-2330 or claire.alaura@bos.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4882

Agenda Date: 11/18/2025

Agenda #: a.

Advisory Board: Byron MAC

Subject: APPROVE Record of Action - October 2025

Recommendation(s)/Next Step(s):

APPROVE Record of Action - October 2025

CONTRA COSTA COUNTY

*1025 ESCOBAR STREET
MARTINEZ, CA 94553*



Meeting Minutes

Tuesday, October 28, 2025

6:00 PM

St. Anne Church, 2800 Camino Diablo, Byron, CA 94514

Byron Municipal Advisory Council

1. Roll Call and Introductions**Present**

Dennis Lopez, Mike Nisen, Ron Schmit, Linda Thuman, and Paula Wherity

2. Pledge of Allegiance**3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).**

No public comment.

4. Agency Reports

Contra Costa County Office of the Sheriff - Lt. White provided a report on Reported Activity and Calls for Service for the previous month and additional information on a speed limit trailer coming to Camino Diablo.

Contra Costa Fire Protection District - Michelle Rinehart, County Coordinator for Wildfire Mitigation and Grants, provided an update, including Firewise Community information.

California Highway Patrol - No report given.

Office of Supervisor Diane Burgis - Claire Alaura, Senior District Representative, provided an update of coming events.

- a. Contra Costa County Office of the Sheriff - TBD
Contra Costa County Fire Protection District - TBD
California Highway Patrol - TBD
Office of Supervisor Diane Burgis - Claire Alaura, District Representative

5. Consent Items: Items are subject to removal from the Consent Calendar by request of any Byron MAC member. Items removed from the Consent Calendar will be considered with the Discussion Items.

[25-4516](#)

Attachments: [MeetingMinutesSeptember 2025](#)

approved

Motion: Nisen

Second: Lopez

Aye: Lopez, Nisen, Schmit, Thuman, and Wherity

Result: Passed

6. Discussion Items

- a. CONSIDER combining the November 25, 2025 and December 23, 2025 meetings into one to be held on November 18, 2025. This will be the final meeting for 2025.

approved

Motion: Wherity

Second: Nisen

Aye: Lopez, Nisen, Schmit, Thuman, and Wherity

Result: Passed

7. Councilmember Comments

Direction to create certificates to thank community members/businesses for their help at the Byron Community Clean-Up Day.

8. Correspondence

a.

[25-4517](#)

Attachments: [Byron MAC October 2025 Correspondence](#)
received

9. Future Agenda Items**10. Adjourn**

Meeting adjourned at 6:42 pm.

The next meeting is currently scheduled for November 25, 2025.

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For Additional Information Contact: Claire Alaura, Senior District Representative, (925) 655-2330 or claire.alaura@bos.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4883

Agenda Date: 11/18/2025

Agenda #: b.

Advisory Board: Byron MAC

Subject: PROVIDE feedback and APPROVE the 2025 Advisory Body Annual Report

Recommendation(s)/Next Step(s):

PROVIDE feedback and APPROVE the 2025 Advisory Body Annual Report



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Byron Municipal Advisory Council
Advisory Body Meeting Time/Location: 4th Tuesday, 6 PM at St. Anne Catholic Church, Byron, CA
Chair (during the reporting period): Linda Thuman
Staff Person (during the reporting period): Claire Alaura
Reporting Period: January 1, 2025 - December 31, 2025

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

The primary goals of the Byron MAC in 2025 were to increase community awareness and participation at the monthly MAC meetings and to represent the community's interests, concerns and to be a voice to the Board of Supervisors.

Meetings were planned for every month, providing the community with an avenue to voice their concerns to the Office of the County Supervisor, District 3. Monthly updates are provided by the Office of Supervisor Diane Burgis, Contra Costa County Office of the Sheriff, Contra Costa Fire Protection District and other agencies/departments as requested.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

In 2025, the Byron MAC activities and efforts included:

- 8 of 12 regular meetings were held where the Byron MAC provided input on Agency Comment Requests and/or valuable feedback to County staff on Planning Commission and Zoning Administrator items, and received reports from various County departments and agencies.
- A successful Community Clean-Up Day was held in October, hosted by the Office of Supervisor Diane Burgis and Mt. Diablo Resource Recovery, which bought in 10 dumpsters and was free of charge to all residents of Byron.
- Communicating with the District 3 Supervisor's Office and other county agencies to assist individual residents and resolve issues as needed.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

January - Meeting Canceled
February, March, April and May - All Members Present
June and July - Meetings Canceled
August, September and October - All Members Present
November - 2/5 Members Present
December - Meeting Canceled

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

It is mandatory for all Committee Members to complete County training regarding the Ralph M. Brown Act, County's Better Government Ordinance, Implicit Bias for County Officials, and the County's ethics orientation within 90 days of appointment and every two years thereafter.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

The Byron MAC's priorities for 2026 will continue to provide the Byron community with the opportunity to communicate with the various County Departments, and work to schedule pertinent and informative speaker presentations at the monthly meetings.

Specific focus will be given to:

1. Communicating with the community regarding areas of concerns
2. Promoting Community Identity
3. Maintaining and addressing local flooding concerns with County Public Works
4. Maintaining and addressing code enforcement concerns with County Code Enforcement
5. Continuing the Annual Community Clean-Up Day

The Byron MAC is scheduled to meet on the 4th Tuesday of the month at 6 pm at St. Anne Catholic Church in Byron.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4884

Agenda Date: 11/18/2025

Agenda #:

Advisory Board: Byron MAC

Subject: RECEIVE Byron MAC November 2025 Correspondence

Recommendation(s)/Next Step(s):

RECEIVE Byron MAC November 2025 Correspondence



CONTRA COSTA COUNTY

AGENDA

Contra Costa County Zoning Administrator

Monday, November 17, 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.cccouny.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
2. DEVELOPMENT PLAN: CONTINUED PUBLIC HEARING

- 2a.** 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) CONTINUED FROM NOVEMBER 3, 2025 CP [25-4738](#)

PLEASE NOTE: THE NEXT MEETING OF THE CONTRA COSTA COUNTY ZONING ADMINISTRATOR WILL BE HELD ON MONDAY, DECEMBER 1, 2025.



CONTRA COSTA COUNTY

AGENDA

Contra Costa County Planning Commission

Wednesday, November 12, 2025

6:30 PM

30 Muir Road, Martinez

Zoom: <https://cccouny-us.zoom.us/j/84769800896> | Call in: (888)278-0254 Access code: 198675

CHAIR: Kevin Van Buskirk

VICE-CHAIR: Bhupen Amin

COMMISSIONERS: Jeffrey Wright, Donna Allen, Bob Mankin, Ross Hillesheim, Sanjiv Bhandari

The public may attend this meeting in person at the above location. The public may also attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. Persons wishing to view the meeting but not participate may view the meeting live online at: <https://www.contracosta.ca.gov/4314/County-Planning-Commission>.

Persons who wish to address the Commission during public comment on matters within the Commission's jurisdiction that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing "#2" on their phone.

All public comments will be limited to 3 minutes per speaker. Public comments may also be submitted before the meeting by email at planninghearing@dcd.cccounty.us, or by voicemail at (925) 655-2860. 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.

For assistance with remote access, please contact County staff at (925) 494-4516

Any disclosable public records related to an item on a regular meeting agenda and distributed by County staff to a majority of the Planning Commissioners less than 96 hours prior to the meeting are available for inspection at 30 Muir Road, Martinez, CA 94553, during normal business hours.

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 County Planning Commission meetings. Please contact County staff at least 48 hours before the meeting at (925) 655-2860

1. PLEDGE OF ALLEGIANCE

2. PUBLIC HEARINGS

- 2a.** RYAN BYRKIT (Appellant) – RYAN BYRKIT (Applicant and Owner), County File CDVR23-01032: This is an appeal of the Zoning Administrator's decision to deny a Variance Permit to allow a 585-square-foot metal carport (where 500 square feet is the maximum size allowed for an accessory building) that is 18-feet 2-inches in total height (where 15 feet is the maximum height allowed). The project site is located at 4486 Sandmound Boulevard in the Oakley area of unincorporated Contra Costa County. (Zoning: F-1 Water Recreation District) (Assessor's Parcel Number: 032-240-045) GF

[25-4532](#)

Attachments: [Attachment A CDVR23-01032 Findings CPC](#)
[Attachment B Letter of Appeal](#)
[Attachment C Maps](#)
[Attachment D Photos](#)
[Attachment E Project Plans](#)
[Attachment F CDVR23-01032 Staff Report and Findings ZA](#)
[04.07.2025](#)
[Attachment G CDVR23-01032 Staff Report ZA continued 04.21.2025](#)
[Attachment H Agency Comments](#)
[Attachment I PowerPoint Presentation](#)
[CDVR23-01032 CPC Presentation](#)

3. PUBLIC COMMENTS

4. STAFF REPORT

5. COMMISSIONERS' COMMENTS

6. COMMUNICATIONS

THE NEXT MEETING OF THE CONTRA COSTA COUNTY PLANNING COMMISSION WILL BE HELD ON DECEMBER 10, 2025.



CONTRA COSTA COUNTY

AGENDA

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.cccouny.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
2. MINOR SUBDIVISION: PUBLIC HEARING

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

[25-4525](#)

Attachments: [Attachment A Findings and COAs final](#)
[Attachment B Maps](#)
[Attachment C Plans](#)
[Attachment D Agency Comments](#)

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](#)

Attachments: [1 CDDP25-03019 Findings and COAs](#)
[2 CDDP25-03019 Public Comments](#)
[3 CDDP25-03019 Maps](#)
[4 CDDP25-03019 Agency Comments](#)
[5 CDDP25-03019 Project Plans](#)
[6 CDDP25-03019 Site Visit Photographs](#)

4. VARIANCE: PUBLIC HEARING

- 4a. KIMBERLY SOWERS (Applicant and Owner), County File CDVR25-01004: [25-4527](#)
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 the Alamo area of unincorporated Contra Costa County. (Zoning: R-20 Single-Family Residential District) (Assessor's Parcel Number: 197-301-002) WITHDRAWN MLL

Attachments: [Attachment A Findings](#)
[Attachment B Maps](#)
[Attachment C Photos](#)
[Attachment D Plans](#)
[Attachment E Agency Comments](#)
[Attachment F Public Comments](#)
[Attachment G Public Hearing Request](#)

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