

CONTRA COSTA COUNTY

*1025 ESCOBAR STREET
MARTINEZ, CA 94553*



Meeting Minutes

Tuesday, February 11, 2025

6:00 PM

Scout Hall, 3090 Ranch Lane, Bethel Island, CA 94511

Bethel Island Municipal Advisory Council

1. Roll Call and Introductions

Present

Pam Allen, Belinda Bittner, Bob Brunham, Phil Kammerer, and Mark Whitlock

2. Pledge of Allegiance

3. Approval of Agenda

A motion was made by Bittner, seconded by Allen, that the agenda be approved. The motion carried by the following vote:

Motion: Bittner

Second: Allen

Aye: Allen, Bittner, Brunham, Kammerer, and Whitlock

Result: Passed

4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers are limited to three minutes).

Lori Castillo - Commented on drainage issues on Stone Road and her attempts to work with the county to resolve her issues.

Laura - Commented on drainage and flooding issues on Taylor Road.

5. Council Member Comments

Chair Whitlock - Commented on the Contra Costa Bethel Island Area of Benefit (AOB) list to educate the public on its purpose.

Vice-Chair Allen - Recognized Lt. Jacquez on her promotion to Captain and thank her for her service to Bethel Island.

6. Agency Reports

- a. **Contra Costa County Office of the Sheriff**
Contra Costa Fire Protection District
Contra Costa County Supervisor Diane Burgis

Contra Costa County Office of the Sheriff - No Report.

Contra Costa Fire Protection District - No Report.

Contra Costa County Supervisor Diane Burgis - Stephen Griswold introduced Anna Cleese as the newest District Rep. in Supervisor Burgis' Office.

7. Consent Items

[25-456](#)

Attachments: [MeetingMinutes_14-Jan-2025](#)

A motion was made by Brunham, seconded by Kammerer, that this Discussion Item was approved.. The motion carried by the following vote:

Motion: Brunham

Second: Kammerer

Aye: Allen, Bittner, Brunham, Kammerer, and Whitlock

Result: Passed

8. Discussion Items

a.

[25-454](#)**Attachments:** [Agency Comment Request packet CDLP24-02027 \(1\)](#)

A motion was made by Brunham, seconded by Allen, that this Discussion Item was recommended for approval. The motion carried by the following vote:

Motion: Brunham**Second:** Allen**Aye:** Allen, Bittner, Brunham, and Kammerer**Recused:** Whitlock**Result:** Passed

b.

[25-455](#)**Attachments:** [CDRZ25-03278_CDLP25-02003 - Agency Comment Packet](#)

A motion was made by Allen, seconded by Kammerer, that this Discussion Item was tabled. The motion carried by the following vote:

Motion: Allen**Second:** Kammerer**Aye:** Allen, Bittner, Brunham, Kammerer, and Whitlock**Result:** Passedc. **DISCUSS and RECOMMEND the placement on no dumping signs on Bethel Island to Contra Costa Public Works.**

A motion was made by Kammerer, seconded by Brunham, that Piper Road, Bethel Island Road (past gateway), Taylor Road, and End of Gateway and Corner of Stone Road be approved as amended. The motion carried by the following vote:

Motion: Kammerer**Second:** Brunham**Aye:** Allen, Bittner, Brunham, Kammerer, and Whitlock**Result:** Passedd. **DISCUSS Increasing Participation at Monthly MAC Meetings**

Several residents commented on the need for more action from the MAC, increased presentations, and sharing information about the MAC meetings more widely.

9. Committee Reports

- a. **Code Enforcement**
 Bethel Island Chamber of Commerce
 Bethel Island Municipal Improvement District
 Bethel Island Post Office
 Park Committee
 San Joaquin Yacht Club
 Scout Hall
 Heart Safe Communities Program
 Emergency Preparedness Committee

Code Enforcement - No Report.

Bethel Island Chamber of Commerce - No Report.

Bethel Island Municipal Improvement District - No Report.

Bethel Island Post Office - No Report.

Park Committee- No Report.

San Joaquin Yacht Club - Vice-Chair Allen shared that opening day will be on April 12th.

Scout Hall - Chair Whitlock shared that doors were replaced and that the Contra Costa Animal Services.

Heart Safe Communities Program - Chair Whitlock all AEDs are good.

Emergency Preparedness Committee - Chair Whitlock shared update on CWS and the calls for service on Bethel Island.

10. Correspondence/Announcements

All Correspondence was received.

11. Future Agenda Items

Discussion to look at the potential expenditure of mitigation funds for the purchase of Christmas wreath.

12. Adjourn

Meeting was adjourned at 7:09 PM

The next meeting is currently scheduled for March 11, 2025.

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 Blvd, 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. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. 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: Stephen Griswold, Deputy Chief of Staff, (925) 655-2330.



Contra Costa County
**Public Works
Department**

Warren Lai, Director

Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
Sara Price
Carrie Ricci
Joe Yee

Memo

February 13, 2025

TO: Dominique Vogelpohl, Senior Planner, Department of Conservation and Development

FROM: Larry Gossett, Senior Civil Engineer, Engineering Services Division

SUBJECT: **LAND USE PERMIT LP24-2027**
STAFF REPORT AND CONDITIONS OF APPROVAL
(Tenorio/Gateway Road/Bethel Island/APN 029-050-006)

FILE: LP24-2027

MESSAGE:

We have reviewed the application and site plan for land use permit LP24-2027 received by your office on January 10, 2025. The attached recommended conditions of approval, based on the site plan, include road and drainage requirements. The applicant shall comply with the Ordinance Code requirements as they pertain to this development. The following issues should be carefully considered with this project:

Background

The applicant requests approval of a Land Use Permit application to add a commercial kitchen within the existing Gateway Market building to establish a take-out food business. Pursuant to Chapter 88-16 - TAKE-OUT FOOD ESTABLISHMENTS of the County code. The site is located on the north side of Gateway Road 750 feet east of its intersection with Edgewater Drive on Bethel Island. No external changes or improvements are proposed.

Traffic and Circulation

The project site, the Gateway Market, shares the parcel with a Sinclair gas station. The frontage has already been widened with an AC berm and longitudinal drainage facilities. No additional right of way dedication or improvements are required at this time.

There are two existing driveways along the frontage to serve the gas station and market. No changes are proposed.

Drainage

Division 914 of the County Ordinance Code requires that all storm water entering and/or originating on this property to be collected and conveyed, without diversion and within an adequate storm drainage system, to an adequate natural watercourse having a definable bed and banks or to an existing adequate public storm drainage system which conveys the storm waters to an adequate natural watercourse.

Stormwater Water runoff on Bethel Island is collected and discharged to the Delta by the Bethel Island Municipal Improvement District (BIMID). No new impervious surface areas are to be constructed as part of this permit and no changes to the drainage system currently serving the property are proposed. BIMID's continued oversight of the runoff from the site will satisfy the County's drainage requirements.

Stormwater Management and Discharge Control

A Stormwater Control Plan (SWCP) is required for applications that will create and/or redevelop impervious surface area exceeding 5,000 square feet in compliance with the County's Stormwater Management and Discharge Control Ordinance (§1014) and the County's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit. As no new or reconstructed impervious areas are proposed, a SWCP will not be required.

Floodplain Management

The property is in a Federal Emergency Management Agency (FEMA) Special Flood Hazard Area (SFHA) and is subject to the requirements of the County's Floodplain Management Ordinance (COC Chapter 82-28). New improvements should be "wet floodproofed" in accordance with FEMA design guidelines. If the improvements being made to the existing building are determined to be "substantial" relative to the building as a whole, the entire building will be subject to retrofitting to meet FEMA requirements.

Lighting District Annexation

The subject property is not annexed into the lighting district. The property owner will be required, as a condition of approval, to annex into the County Facilities District (CFD) 2010-1 formed for the Countywide Street Light Financing.

Area of Benefit Fee

The project is subject to the requirements of the Bridge/Thoroughfare Fee Ordinance for the East Contra Costa Regional Fee & Finance Authority/ Regional Transportation Development Impact Mitigation (ECCRFFA/RTDIM) and Bethel Island Regional Areas of Benefit, as adopted by the Board of Supervisors. However, both the market and restaurant are commercial uses, so the conversion will not require payment of additional impact fees.

LG:ss
G:\engsvc\Land Dev\LP\LP 24-2027\Staff Report & COAs.docx

Cc: J. LaRocque, Engineering Services
A. Vazquez, Engineering Services
Mario Tenorio, Applicant
2324 Roberto Street
Napa, CA 94558
Rajbir Sarkaira, Owner
3615 Gateway Road
Bethel Island, CA 94511

**PUBLIC WORKS RECOMMENDED
CONDITIONS OF APPROVAL FOR PERMIT LP24-2027**

Applicant shall comply with the requirements of Title 8, Title 9 and Title 10 of the Ordinance Code. Any exceptions(s) must be stipulated in these Conditions of Approval. Conditions of Approval are based on the site plan submitted to the Department of Conservation and Development on January 10, 2025.

COMPLY WITH THE FOLLOWING CONDITIONS OF APPROVAL PRIOR TO INITIATION OF THE USE PROPOSED UNDER THIS PERMIT.

General Requirements:

- For Public Works review for compliance relative to this Land Use Permit, a Compliance Review Fee deposit shall be submitted directly to the Public Works Department in accordance with the County's adopted Fee Schedule for such services. This fee is separate from similar fees required by the Department of Conservation and Development and is a deposit to offset staff costs related to reviewing and processing of these conditions of approval and other Public Works related services ancillary to the issuance of building permits and completion of this project.

Access to Adjoining Property:

Encroachment Permit

- Applicant shall obtain an encroachment permit from the Public Works Department, if necessary, for construction of driveways or other improvements within the right-of-way of Gateway Road.

Countywide Street Light Financing:

- Property owner(s) shall annex to the County Facilities District (CFD) 2010-1 formed for Countywide Street Light Financing. Annexation into a street light service area does not include the transfer of ownership and maintenance of street lighting on private roads.

Bicycle - Pedestrian Facilities:

Pedestrian Access

- Applicant shall design all public and private pedestrian facilities for accessibility in accordance with Title 24 and the Americans with Disabilities Act. This shall include all sidewalks, paths, driveway depressions, and curb ramps.

Drainage Improvements:

Collect and Convey

- Applicant shall collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage system, to *an adequate* natural watercourse having definable bed and banks, or to an existing adequate public storm drainage system which conveys the stormwater to *an adequate* natural watercourse, in accordance with Division 914 of the Ordinance Code.

The applicant shall be permitted to continue to collect and convey stormwaters to a drainage facility maintained by Bethel Island Municipal Improvement District (BIMID)

Floodplain Management:

- The project is located in a Special Flood Hazard Area (100-year flood boundary) as designated on the Federal Emergency Management Agency's Flood Insurance Rate Maps. The applicant shall be aware of and comply with the requirements of the National Flood Insurance Program (Federal) and the County Floodplain Management Ordinance as they pertain to development and future construction of any structures on this property.
- Obtain a Floodplain Permit from the Public works Department. The permit application should include a valuation of the proposed improvements as well as a valuation of the building and all permitted improvements to the building over the last 10 years. This information may be accessible from the Building Division of DCD.

National Pollutant Discharge Elimination System (NPDES):

- The applicant shall be required to comply with all rules, regulations and procedures of the National Pollutant Discharge Elimination System (NPDES) for municipal, construction and industrial activities as promulgated by the California State Water Resources Control Board, or any of its Regional Water Quality Control Boards (Central Valley - Region V).

Compliance shall include developing long-term best management practices (BMPs) for the reduction or elimination of stormwater pollutants. The project design shall incorporate wherever feasible, the following long-term BMPs in accordance with the Contra Costa Clean Water Program for the site's stormwater drainage:

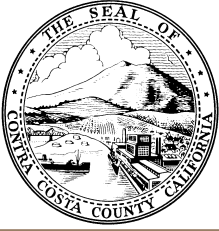
- Trash bins shall be sealed to prevent leakage, OR, shall be located within a covered enclosure.
- Place advisory warnings on all catch basins and storm drains using current storm drain markers.
- Other alternatives comparable to the above as approved by the Public Works Department.

Stormwater Management and Discharge Control Ordinance:

- Based on the proposed new and/or redeveloped impervious surface area totaling less than 5,000 square feet, this project does not require submittal of a final Stormwater Control Plan. This project shall be subject to all other provisions of the County Stormwater Management and Discharge Control Ordinance (§1014, Ordinance No. 2005-01).

Area of Benefit Fee Ordinance:

- The conversion of existing commercial space to a commercial kitchen does not impact the collection of impact fees relative to this project. No additional AOB fees are required in conjunction with this permit.



CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION & DEVELOPMENT

30 Muir Road

Martinez, CA 94553

Telephone: (925) 655-2709

Fax: (925) 655-2750

TO: Dominique Vogelpohl, Project Planner

FROM: Robert Sarmiento, Transportation Planning Section

(RS)

DATE: June 10, 2025

SUBJECT: 3615 Gateway Road (LP24-02027)

The Transportation Planning Section has reviewed the subject project, located in Bethel Island. Comments are below; in summary, they pertain to vehicle miles traveled and level of service. Please let me know if you have any questions.

Background

The project is subject to the following policies:

Vehicle Miles Traveled (VMT): On June 23, 2020, in compliance with SB 743 (2013), the Board of Supervisors adopted Transportation Analysis Guidelines (TAG)¹, which defines the County's approach to analyzing VMT impacts from certain projects. As a result of SB 743, VMT is the metric used to define transportation impacts in a CEQA review.

Level of Service (LOS): The County and the Contra Costa Transportation Authority (CCTA) require an LOS analysis in order to comply with the Growth Management Program. CCTA maintains the Technical Procedures Manual², which defines the approach to analyzing LOS impacts from certain projects. While LOS is no longer considered an impact under CEQA, SB 743 does allow local jurisdictions to maintain LOS-based policies and standards.

Comments

1. The project will not require a VMT analysis. The subject project is a local-serving food takeout business, which is considered to have a VMT impact that is less than significant.³
2. The project will not require an LOS review. The subject project will result in a negligible change in net new peak-hour trip generation, particularly because trips associated with the subject project will be primarily pass-by and internal trips⁴.

¹ County Transportation Analysis Guidelines (TAG): [link](#)

² CCTA Technical Procedures:

https://ccta.net/wp-content/uploads/2018/12/Final_Technical_Procedures_Full_Jan2013-1.pdf

³ The CA Office of Planning and Research *Technical Advisory on Evaluating Transportation Impacts in CEQA* (2018) ([link](#)) states that local-serving uses tend to shorten trips and reduce VMT, so agencies generally may presume that these uses create a less-than-significant transportation impact.

⁴ Pass-by trips are defined as intermediate stops made on the way from an origin to a primary destination. Internal capture trips are defined as those trips made among land uses internal to a site. Both types of trips are not

3. The Transportation Planning Section has no additional recommendations for the subject project.

cc: Jamar Stamps, DCD
Raquel De La Torre, DCD
Jeff Valeros, PWD
Joe Smithonic, PWD
Monish Sen, PWD

considered new trips.



2/12/2025

CC DCD

Attn: DOMINIQUE VOGELPOHL

30 MUIR RD

MARTINEZ, CA94553

RE: CDLP2402027
3615 GATEWAY RD
APN: 029 050 064
Service Request #: SR0024096

Dear DOMINIQUE VOGELPOHL :

Contra Costa Environmental Health (CCEH) has received a request for agency comment regarding the above referenced project. See below for our comments grouped by environmental health program:

- A health permit is required for retail food facilities. Food facilities include restaurants, stores, bars, cafeterias, snack bars, kiosks at transit sites, and any business or operation that sells or gives food away to the public (including employees or students).
- Plans must be submitted to CCEH and approved prior to the issuance of building permits for such facilities. Prior to the submission of plans, CCEH staff is available to meet with prospective developers/operators to discuss the requirements for these facilities and the plan review process.
- Dumpster areas serving retail food facilities are required to have a drain to the sanitary sewer and provided with a hot/cold water supply. It is recommended that developers be informed of this requirement, since it is usually easier to plan for the installation of sewer and water in dumpster areas during initial construction rather than install these afterwards.
- All retail food facilities must have approved restrooms. This includes kiosks located at transit sites. It is recommended that developers be informed of this requirement, since it is usually easier to plan for the installation of restrooms during initial construction rather than install these afterwards.
- Some kitchens at church sites may be exempt from requirements to have plans approved by CCEH and may not require a health permit if it is not used for any retail use. Please note that retail use includes any of the following:
 - Providing school lunches.
 - Operating a homeless or senior feeding program.
 - Catering.
 - Events open to the general public where food is sold or given away**.

If the future use of the kitchen includes any activity considered retail in nature, a health permit will be required prior to commencing such an activity. In this case a plan review would be required as part of the application process. Any required upgrades to the kitchen and associated facilities (e.g., dumpster area, restrooms, janitorial area) would need to be completed before the issuance of a health permit.

***Please note, a temporary event, open to the general public, where food will be sold or given away requires a temporary event food permit whether or not they are held at the church site or somewhere else.*

- If the project utilizes a mobile food facility (MFF), in addition to a required health permit, MFFs are also subject to Contra County Ordinance Section 413-3.1612. This ordinance contains subsections that limit the amount of time a vehicle can remain in one location and the hours of operation, and also prohibits alcohol sales.
- Mobile food facilities that park in one location for more than one hour must have access to approved restroom facilities.
- Plans must be submitted to CCEH and approved prior to the issuance of building permits for such facilities. Prior to the submission of plans, CCEH staff is available to meet with prospective developers/operators to discuss the requirements for these facilities and the plan review process.

These comments do not limit an applicant's obligation to comply with all applicable laws and regulations. If the proposed project is subject to regulation by CCEH, the project tenant must apply for all applicable health permits. Should you have any questions, please do not hesitate to contact Environmental Health at (925) 608-5500 or CoCoEH@cchealth.org.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kristian Lucas", with a stylized, flowing script.

Kristian Lucas, REHS
Director of Environmental Health



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

4005 PORT CHICAGO HWY, STE 250, CONCORD, CA 94520 • (925) 941-3300 • CCCFPD.ORG

February 11, 2025

Ms Dominique Vogelpohl
Contra Costa County
DCD-CDD

Subject: New Commercial Kitchen
3615 Gateway Blvd., Bethel Island
Project # CDLP24-02027
CCCFPD Project No.: P-2025-000268

Dear Ms. Dominique Vogelpohl:

We have reviewed the land use permit application to establish a new commercial kitchen within an existing building at the subject location. The following is required for Fire District approval in accordance with the 2022 California Fire Code (CFC), the 2022 California Building Code (CBC), and Local and County Ordinances and adopted standards:

The project requires the submittal of Tenant Improvement plans to Fire District.
Also any required deferred submittals.

1. The applicant shall submit tenant improvement plans and specifications for the subject project to the Fire District through the public portal
(<https://confire.vision33cloud.com/citizenportal/app/landing>).

After the new construction / tenant improvement plans are approved, plans and specifications for all deferred submittals shall be submitted, including, but not limited to the following.

- Carbon Dioxide Systems
- Commercial kitchen hood extinguishing systems

All projects shall be submitted to the Fire District for review and approval ***prior*** to construction of the building or installation of the systems to ensure compliance with minimum requirements related to fire and life safety. Plan review and inspection fees shall be submitted at the time of plan review submittal. (105.4.1) CFC, (901.2) CFC, (107) CBC

**ALL PLAN SUBMITTALS SHALL BE SUBMITTED THROUGH THE FIRE DISTRICT'S
PUBLIC PORTAL WEBSITE: <https://confire.vision33cloud.com/citizenportal/app/landing>**

Our preliminary review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.

If you have any questions regarding this matter, please contact this office at (925) 941-3300.

Sincerely,



Michael Cameron
Fire Inspector

File: 3615 GATEWAY RD-PLN-P-2025-000268