

# Knightsen Town Advisory Council



Kim Carone, Chair

Office of Supervisor Diane Burgis  
Contact: Stephen Griswold  
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Respectfully submitted by:  
District Representative, Stephen Griswold

*The Knightsen Town Advisory Council serves as an advisory body to the  
Contra Costa County Board of Supervisors and the County Planning Agency.*

## Draft Record of Actions

7:30 p.m.

February 20, 2024

1. **MEMBERS PRESENT:** Interim Chair Carone, Councilmember Giessman and Councilmember Jehs.  
**MEMBERS ABSENT:** None
2. **APPROVAL OF AGENDA:** Motion to approve the agenda made Councilmember Jehs. Second made by Interim Chair Carone. Motion carried: 3-0. AYES: Carone, Giessman and Jehs.
3. **PUBLIC COMMENT:**  
**Zahn:** Concerned with two properties and code enforcement violations. Wanted to address here and he will contact Conrad in Code Enforcement.  
**Schlitt:** Believes there to be an illegal sheep slaughter occurring on Eagle Lane. He will call Conrad in Code Enforcement.
4. **AGENCY REPORTS:**
  - a. Contra Costa Sheriff's Department ~ Lt. Jacquez with the Sheriff's office provided the report for January and answered community questions.
  - b. California Highway Patrol ~ Officer Thomas – No Report.
  - c. Contra Costa Fire Protection District ~ No Report.
  - d. Knightsen Elementary School District ~ Superintendent Yurkovich – No Report.
  - e. Office of Supervisor Diane Burgis ~ Chief of Staff Alicia Nuchols reported out on her promotion to Chief of Staff and announced Stephen Griswold, Deputy Chief of Staff, will be taking over as staff for KTAC. Announced 2 vacant seats on KTAC. Applications begin received and interviews will be scheduled with the Supervisor.
5. **CONSENT ITEMS:**
  - a. **Approval of the Draft Record October 17, 2023:** Motion to approve as presented by Jehs. Second made by Giessman. Motion Carried: 3-0. AYES: Carone, Giessman and Jehs.
6. **PRESENTATIONS:**  
None.
7. **ITEMS FOR DISCUSSION AND/OR ACTION:**
  - a. Review and Approve 2023 Annual Report and 2024 Objectives: Motion to approve as amended, spelling corrections made by Jehs. Second by Giessman. Motion carried 3-0. AYES: Carone, Giessman and Jehs.
  - b. Rotation of 2024 Chair and Vice Chair: Motion for Carone to remain Chair by Councilmember Jehs. Second by Giessman. Motion carried. 3-0 AYES: Carone, Giessman and Jehs.  
Motion for Giessman to be Vice Chair made by Carone, second by Jehs. Motion carried 3-0. AYES: Carone, Giessman and Jehs.
  - c. Discuss new KTAC meeting time: Discussed changing the meeting time. Motion to change to 7:00pm beginning with March meeting made by Jehs. Second by Giessman. Motion carried 3-0. AYES: Carone, Giessman and Jehs.
  - d. **Agency Comment Request #CDLP23-02034** The applicant requests a Land Use Permit – Development Plan Combination to allow the sale of pre-packaged alcohol and pre-packaged food (take-out food) in an existing building with no records. A proposed gas dock, picnic area, and stage are proposed to establish a Beer Garden. (Concurrent CDLP23-02048 Food Trucks).

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

Applicant was present and provided an overview of both agenda items 7d and 7e. Answered community questions. Motion to recommend approval of the application was made by Jehs. Second by Carone. Motion carried. AYES: Carone, Jehs and Giessman

- e. **Agency Comment Request #CDLP23 -02048** The applicant requests a Land Use Permit to allow 2-3 food trucks to operate Thursday-Sunday from 8:00am – 6:00pm (Concurrent CDLP23-02034 Beer Garden) located at the eastern end of the lot. Motion to recommend approval of the application was made by Jehs. Second by Carone. Motion carried 3-0. AYES: Carone, Giessman and Jehs.
- f. **Agency Comment Request #CDLP24-02001** The applicant requests a land use permit to establish a dog kennel business within an existing 960 sf agricultural building. The business proposes to have a maximum of 9 dogs at the kennel at one time with business hours of 7:00am – 7:00pm, 7 days a week. Applicant was present to do an overview of the application and answer community questions. Motion to recommend approval of the application made by Carone. Second by Jehs.. Motion carried 3-0. AYES: Carone, Giessman and Jehs.
- g. **Agency Comment Request #CDVR23-01060** The applicant requests a Variance and Small Lot Design review application to allow a 0-foot side yard (where 20 feet is the minimum) and a 20-foot aggregate side yard (where 40feet aggregate) for an existing barn. Applicant was not present. Councilmembers had questions for the applicant. It was noted that the applicants did not follow the appropriate process to erect the barn. Because of that, a motion to deny the application and have them follow the correct process was made by Carone. Second by Jehs. Motion carried 3-0. AYES: Carone, Giessman and Jehs.
- h. Discuss and act as needed on the replacement of the Knightsen Bench at the Post Office – Item tabled for the next meeting.

## **8. CORRESPONDENCE/ANNOUNCEMENTS (R=Received S=Sent)**

- a. R-9/20/23 Notice of Preparation and Notice of Public Scoping Meeting
- b. R-10/05/23 County Planning Commission Meeting Agenda October 11, 2023
- c. R-10/10/23 Contra Costa County Zoning Administrator Meeting Agenda for October 16, 2023
- d. R-10/16/23 County Planning Commission Cancellation Notice for October 25, 2023
- e. R-10/20/23 Contra Costa County Zoning Administrator Meeting Agenda for November 6, 2023
- f. R-10/26/23 County Planning Commission Cancellation Notice for November 8, 2023
- g. R-11/13/23 County Planning Commission Meeting Agenda November 15, 2023
- h. R-11/14/23 Contra Costa County Zoning Administrator Meeting Agenda for November 20, 2023
- i. R-11/29/23 Contra Costa County Zoning Administrator Meeting Agenda for December 4, 2023
- j. R-12/11/23 Contra Costa County Zoning Administrator Meeting Agenda for December 18, 2023
- k. R-11/29/23 Contra Costa County Zoning Administrator Meeting Agenda for December 4, 2023
- l. R-12/26/23 Contra Costa County Zoning Administrator Meeting Agenda for January 8, 2024
- m. R-12/27/23 REVISED Contra Costa County Zoning Administrator Meeting Agenda for January 8, 2023
- n. R-01/04/24 County Planning Commission Meeting Agenda January 10, 2024
- o. R-01/11/24 Contra Costa County Zoning Administrator Meeting Agenda for January 22, 2024
- p. R-01/18/24 County Planning Commission Meeting Agenda January 24, 2024
- q. R-01/29/24 Contra Costa County Zoning Administrator Meeting Agenda for February 5, 2024
- r. R-01/29/24 County Planning Commission Cancellation Notice for February 14, 2023
- s. R-02/02/24 REVISED Contra Costa County Zoning Administrator Meeting Agenda for February 5, 2023
- t. R-02/12/24 Notice From Department of Conservation and Development – Notice of Availability of a Draft Environmental Impact Report and Notice of Public Review and Comment Period for the Contra Costa County 2045 General Plan and Draft Climate Action Plan 2024 Update
- u. R-02/12/24 Contra Costa County Zoning Administrator Meeting Agenda for February 21, 2024

## **9. FUTURE AGENDA ITEMS**

## **10. ADJOURNMENT**

There being no further business before the Knightsen Town Advisory Council, Interim Chair Carone motioned to adjourn the meeting at 8:50pm. The next regularly scheduled Knightsen Town Advisory Council meeting on March 19, 2024 at 7:00pm