



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: September 6, 2012

SUBJECT: **WEEKLY UPDATES**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Engineering Division

- Underground Storage Tank Removal and Site Demolition Activities – Fair Oaks Market Site 2465 Buskirk Avenue Project No. 10-12 – A bid opening for the Fair Oaks Market Demolition project was held on Wednesday, September 5th at 2:00 pm. There were two bidders for the project. The apparent low bidder was Panatano Demolition in the amount of \$56,500. The work includes the demolition of the existing onsite structures, the removal of the gas pumps and the three underground storage tanks, backfilling and rough grading of the site. This work is necessary prior to the start of the Buskirk Avenue Widening Phase II Project. Work is expected to begin at the latter part of September and be completed by October 26, 2012. City maintenance staff secured the premises with plywood last week.
- NPDES Program Update – Staff has compiled the City’s National Pollutant Discharge Elimination System (NPDES) Annual Report to the San Francisco Bay Regional Water Quality Control Board (RWQCB). The City, as a participant in the Contra Costa Clean Water Program (CWP), is required to comply with the regulations stipulated in the Municipal Regional Permit (MRP). These regulations include performing certain tasks related to maintenance, inspections, data collection and analysis, and public education throughout the year that are shown to reduce the amount of pollutants that contaminate our water resources. These efforts are documented by staff and compiled into a report at the end of each fiscal year. Staff submitted the City’s report to the CWP for review this week. The final report (which compiles all efforts done on a County-wide basis) will be submitted by the CWP to the RWQCB in September.

- Oasis Christian Fellowship Expansion – Staff has received and is reviewing the grading and drainage plans for the expansion of the Oasis Christian Fellowship Church located on Taylor Boulevard. The plans have been revised to reflect a reduction of project scope (smaller building, smaller retaining walls). Other improvements include a new parking lot, new landscaping, drainage and Americans with Disabilities Act (ADA) improvements.
- Encroachment Permits

CCCSD – Repair sewer structure at 18 Duke Court

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Planning Division

- **Planning Commission**

No meeting scheduled.

- **Zoning Administrator**

No meeting scheduled.

Zoning Administrator Determination Concerning Proposed Revisions to the Exterior of the New Pleasant Hill Community Center (ARC 10-018) – On September 5th, the Zoning Administrator determined that proposed changes to the exterior of the new Community Center at 320 Civic Drive are minor in scope and can be found in substantial conformance with the original and subsequent Architectural Review permit approvals (ARC 10-018).

Specifically, modifications would delete the following elements: (1) festoon lighting over the outdoor seating area on the south patio, (2) the canopy/trellis over the main entrance on the north elevation due to conflict with large oak tree root zone, (3) the exterior decorative plaster squares and lettering outside of the pre-school area on the west elevation, (4) the stone water fountain feature due to conflict with an oak tree root system, (5) the colored mulch and colored concrete, (6) the decorative pebble and cobble and exterior decomposed granite, (7) the concrete feature walls (except under Tree #2245), (8) cement plaster at the donor wall, (9) the colored concrete walkway on the east side of building, (10) the self-cleaning glass, and (11) the windows in the break room.

In addition, the proposed amendments would: (1) substitute galvanized metal gates with tresa gates for the trash enclosure (note: the gates face north and thus are not visible from Taylor Boulevard), (2) provide minor landscape changes involving replacement of small amounts of plant material with decorative bark in areas where

new planting would conflict with other site improvements and/or under the drip line of existing oak trees, and (3) simplify the exterior glazing at vocational room #3.

Action: Approved subject to all existing conditions of approval, with the exception of those conditions to be amended, by the aforementioned plan/design revisions.

Appeal Period: The appeal period will end on Monday, September 17th at 5:00 pm.

- **Architectural Review Commission**

Sprint Wireless Facility (559 Contra Costa Boulevard) PLN 12-0148 – A public hearing was conducted to consider an Architectural Review Permit request to remove, modify and replace wireless communication equipment on an existing roof-mounted wireless telecommunication facility (and to mechanical equipment located within the commercial building on which the facility is situated). Assessor's Parcel Number 125-250-021.

Action: The item was approved with conditions. No members of the public spoke.

Appeal Period: The appeal period will end on Monday, September 17th at 5:00 pm.

- **Code Compliance**

Selected highlights of weekly activity:

Temporary Campaign Signs – Staff prepared an informational handout to assist candidates and other interested parties to understand the provisions of the City's recently-revised temporary sign ordinance. This informational handout is also available on the City's website. Staff will be monitoring placement of temporary campaign signs to ensure compliance with the new ordinance. In addition, Code Enforcement and Maintenance Division staff are working together to address temporary signs being placed on utility poles within the public right-of-way. These signs are removed and are taken to the City's Corporation Yard for proper disposal.

Junk Accumulation – Staff is addressing an accumulation of junk at a residential property on Santa Lucia Drive.

Number of Tasks Completed This Week – 57 tasks completed (including 32 investigations, 1 courtesy notice, 5 sector patrols, 1 referral to assist other agencies/divisions and various miscellaneous activities such as phone calls, emails, internal requests for service, counter coverage and attendance at training sessions).

- **Miscellaneous**

Pleasant Oaks Park Improvements – The Pleasant Hill Recreation and Park District submitted plans this week for City review and approval for various improvements to the Pleasant Oaks Park site at Santa Barbara Road (including development of an additional multi-purpose sports playing field). The project is tentatively scheduled for public hearings by the Planning Commission and Architectural Review Commission in October/November of this year.

Tree Removal Permit – A tree removal permit was issued this week for the removal of two Monterey pine trees at 32 Carte Place.

Administrative Permit Activity – For the month of August, Planning staff reviewed the following administrative permit applications: 13 Zoning Permits (4 new businesses, 2 commercial plan checks and 7 residential plan checks), 13 Home Occupation Permits, 2 Temporary Sign Permits, 1 Special Event Permit and 4 Tree Removal Permits.