



MEMORANDUM

TO: Mayor and City Council  
FROM: June W. Catalano, City Manager  
DATE: May 3, 2013  
SUBJECT: **WEEKLY UPDATE**

**GENERAL UPDATE**

- Grand Opening of the Farmers' Market – The Farmers' Market has its Grand Opening on Saturday, May 4<sup>th</sup> from 9:00 a.m. to 1:00 p.m. Located in the Downtown Plaza (next to Jack's Restaurant), the weekly market runs through November 16<sup>th</sup> this year and features fresh produce, baked goods, cooking demonstrations, and live music. The ribbon cutting for the Grand Opening takes place at 10 a.m. The market is managed by Pacific Coast Farmers' Market Association. For more information about the market go to [www.pcfma.com](http://www.pcfma.com).

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Hookston Square (3480 Buskirk Avenue) – Tenant improvement permit has been issued to Zimmer, Fegan, & Maloney (an orthopedic medical device distribution service). Suite #105 & 110 will be used for administration and Suite #120 will be for distribution and storage.
- Two Worlds II (91 Gregory Lane, Suite #4) – Tenant improvement plans have been submitted for review and approval to separate one space into two tenant spaces. Suite #4 will be occupied by International Farmers Aid Association and Suite #5 is vacant.

**Engineering Division**

- Buskirk Avenue Widening Phase 2 Improvement Project – The City's Project Contractor, Ghilotti Bros., Inc. has installed signage (including project information, Measure J funding and changeable message signs) at the appropriate locations along the project

limits. Ghilotti continued potholing at locations where the proposed joint trench may conflict with existing utilities.

Ghilotti also submitted their baseline construction schedule for the City's review and approval. Once this schedule and the traffic control plans are approved, the City will issue the contractor a Notice to Proceed letter allowing Ghilotti to begin general construction.

The City held a public informational project construction meeting with the Crossroads Shopping Center tenants on May 2<sup>nd</sup> at 9:00 AM. The City also hosted a groundbreaking ceremony at 5:00 PM for City and County officials, project partners, news media and the community to kick-off the start of construction. A public information project meeting will be held with surrounding residents on May 7 at 6:30 pm.

- 2013 Street Resurfacing Repair Project – Phase I - The City of Pleasant Hill is currently accepting bids for the 2013 Street Resurfacing Project – Phase I, Project No. 01-13. Bid documents are available at the Pleasant Hill Public Works and Community Development Department. A pre-bid conference was held on May 2, 2013. The bid opening will be held at 100 Gregory Lane, City Hall, on Tuesday, May 21, 2013 at 10:00 a.m.

### Encroachment Permits

The Engineering Division has issued encroachment permits for work at the following locations:

419 Beatrice Road – new driveway approach  
112 Harriet Drive – new driveway approach  
CCWD – emergency water main repair on Oakvue Road at McGrath Way  
755 Cumberland Court – new gas service  
West Coast Locators – locating sewer main on Pleasant Hill Road between Taylor Boulevard and Grayson Road

### Maintenance Division

- Culvert Clean-up - Staff removed the collection of gravel and sediment out of the three foot by five foot box culvert in Madsen Creek which flows under Elliott Drive. The build-up was found during the annual inspections.
- Weeds - Staff knocked down and cleaned up the unsightly weeds in a small city-owned area on Peggy Drive at Anelda Drive. The area is a small roadside parcel behind the Contra Costa Boulevard and Woodsworth Lane sound wall.
- Fire Breaks - Staff has started weed removal in the City maintained open space areas to get a head start on the fire breaks. The canal trail bike path heading north from Taylor

Boulevard at Morello Avenue was this week's target area.

### **Planning Division**

#### **Planning Commission**

No meeting scheduled.

#### **Zoning Administrator**

No meeting scheduled.

#### **Tree removal permits approved:**

- One Eucalyptus tree at 1555 Violet Way

### **Architectural Review Commission**

- ARC 08-016, SUN VALLEY APARTMENTS, ARCHITECTURAL REVIEW PERMIT AMENDMENT & TIME EXTENSION, 1382-1400 CONTRA COSTA BOULEVARD (Continued from April 18, 2013, March 7, 2013 February 7, 2013, January 17, 2013 and December 6, 2012)

Public hearing to consider a request for approval of an amendment to Architectural Review Permit No. ARC 08-016 and a 12-month time extension of Architectural Review Permit. The previous approval was for rear parking lot modifications, including grading improvements at the rear of the site for an existing 3.4 acre apartment complex site with 88 units. The request includes amendments to previously approved conditions of approval (related to parking lot layout) and various other modifications to the approved project plans. Assessor Parcel Number: 127-050-069.

Action: Continued to June 6, 2013. No members of the public spoke.

Appeal Period: Not applicable. No action was taken.

- PLN 13-0097, AFRASIABI SINGLE FAMILY ADDITION/REMODEL, 777 CHARLTON DRIVE

Public hearing to consider approval of an Architectural Review permit for an addition and remodel to an existing 1,618 square foot single-story single family home on a 10,370 square foot parcel. The proposed addition would consist of 869 square feet, which includes a conversion of the existing garage to living space, and the construction of a new two-car garage. The proposed lot coverage would be 23%, where the maximum allowed

lot coverage is 30%. Assessor's Parcel Number: 166-102-001.

Action: Continued to May 16, 2013 with direction to address various design issues related to the proposed roof-line, front yard landscaping, driveway, windows, door, color. One member of the public spoke.

Appeal Period: Not applicable. No action was taken.

## Code Compliance

Inquiries received and follow-up items being addressed this week include the following:

### Follow-ups on Prior Inquiries:

- Audrey Lane: Proactive case opened in conjunction with complaint for junk and debris on driveway. Contact made with property owner and violations to be corrected this week. Violations corrected. **Case closed.**
- Belinda Drive: Complaint regarding vehicle parked on unpaved surface. Contact made with property owner. Discussed adding additional gravel to the area where the vehicles are stored and the removal of some debris. **Re-inspect property this week.**
- Best Road: Complaint regarding trash and debris at front yard. Notify Letter sent to owner. Owner contacted staff and requested an extension to correct the violations due to health problems. Extension granted. **Re-Inspection in three weeks.**
- Brandon Road: Complaint regarding inoperable vehicle and debris. Notify Letter sent to owner. Weeds and some debris removed. Vehicle unchanged. **Re-inspect property this week.**
- Byron Drive: Complaint regarding overgrown vegetation and inoperable vehicles. Site inspection complete. Notify Letter sent to owner. **Re-inspect property this week.**
- Charlton Drive. Inquiry regarding the status of an existing violation regarding the roof of a residence. Site visit complete. Violation not resolved. **Case under review.**
- Chianti Place: Complaint regarding a dead tree. Site inspection complete. Contacted property owner. Owner receiving estimates to have tree removed. **Re-inspect property this week.**

- Claire Drive: Complaint regarding vehicles/trash/carts in a front yard of a residence. Junk and debris removed and trailer stored on paved surface. Property still has no active garbage service. Contacted tenant and discussed violation. Garbage service scheduled to start first of the month. **Re-inspect property this week.**
- Contra Costa Blvd: Complaint regarding loud noise. Site inspection completed. Contacted tenants and discussed noise issue. **Will monitor on a monthly basis.**
- Duke Way: Complaint regarding vehicle stored on an unpaved surface. **Re-inspect this week.**
- Entrance to Sherman Acres: Complaint regarding dilapidated sign. Signs replaced. **Case closed.**
- Evelyn drive: Complaint regarding leaf blower noise. **Contact complainant to discuss issue.**
- Fair Oaks Drive: Re-inspection complete and inoperable vehicle still stored on driveway. Contacted property owner and vehicle will be repaired this week. **Re-inspection next week.**
- Geary Road: Complaint regarding bad odor coming from residence. Contact made with joint property owner who lives out of state. No access to interior or contact with joint owner occupying the residence. **Still trying to make contact with occupant to gain access.**
- Gregory Village Shopping Center: Report of a large “For Lease” sign at blocking intersection visibility. **Re-inspection scheduled for this week.**
- Harvard Drive: Complaint regarding home based construction business operating out of a residential property. Re-inspection complete. No signs of HBB. **Re-inspect next week.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Violations observed during inspection include debris, inoperable vehicles, vehicle stored on unpaved surface and uncomfortable accessory structures. Notify Letter sent to owner. **Re-Inspection in two weeks.**

- Mary Drive: Complaint regarding rooster and inoperable vehicle. Notify Letter sent to owner. Contact made with owner and inoperable vehicle to be removed from property. Rooster removed. **Re-inspect in two week.**
- Masfield Drive: Dilapidated residence. Appears that property has sold and plans will be submitted shortly by the new owner to remodel the building. **Will monitor progress on a monthly basis until violations are corrected.**
- Maureen Lane: Complaint regarding overgrown vegetation obstructing the public sidewalk. Site inspection complete and inoperable vehicle observed in addition to right-of-way obstruction. **Re-inspection property this week.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. **Will continue to monitor progress and work in conjunction with Building Department.**
- Monivea Road: Complaint regarding trash and debris located at side yard and on driveway, camper in public view on driveway, overgrown weeds at front yard, vegetation obstructing the public sidewalk, low hanging branches over sidewalk, poor exterior paint condition and no garbage service. All violations corrected except the property still has no active garbage service. **Re-inspect this week.**
- Orin Lane: Complaint regarding overgrown weeds. Site inspection complete. Overgrown weeds located at front yard. Notify Letter sent to property owner **Re-inspect property next week.**
- Pleasant Hill Road: Complaint regarding junk and debris in a front yard and overgrown weeds. Contact made with realtor who has a possible buyer. Property in probate. **Realtor to provide contact information.**
- Pleasant Hill Road: Complaint regarding inoperable vehicles, auto repairs and violation of home occupancy permit. Some signs of auto repairs observed. **Property will be monitored on a weekly basis.**
- Pleasant Valley Drive: Debris, accessory structures and additional RV removed from property. Remaining RV stored at rear behind fence on gravel. Garbage service still not active. Contacted property owner and reviewed issue. **Re-inspect property this week.**

- Santa Cruz Road: Complaint regarding an unsightly yard at a residence. Notify Letter mailed to owner. Junk and debris removed from driveway but some remains at front yard. Message left for property owner to provide an update. **Re-inspect next week.**
- Santa Lucia Drive: Complaint regarding multiple boarders and debris. Contact made with tenant who confirmed there are multiple boarders at the property. Instructions given to tenant to reduce the number of boarders to comply with Municipal Code. **Re-inspection this week.**
- Shelly Drive: Complaint regarding odor and overflowing trash containers. Notify Letter sent to owner. Re-inspection complete and debris removed. Trash containers still left out at the collection point. Contacted owner and discussed violations. **Re-inspect next week.**
- Shirley Drive: Complaint regarding trash and debris located on property. No debris found during inspection but overgrown weeds are present at the property. Notify Letter sent to owner. Re-inspection complete and violation unchanged. Contact made with property owner. Weeds removed next week. **Re-inspect in two weeks.**
- Skander Drive: Follow up with a property owner representative regarding correction of unpermitted construction. Contacted owner's representative. **Nuisance Abatement Notice under review by the City Attorney.**
- Stevenson Drive: Staff contacted owner representative and the property has been sold and will be cleaned up and repaired by new owner. **Will monitor progress on a monthly basis until violations are corrected.**
- Suzanne Place: Violations consist of an inoperable vehicle stored on the driveway, vehicles stored on unpaved surface and overgrown weeds. Notify Letter sent to owner. Re-inspection complete and violations unchanged. **Re-inspection next week.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Notify Letter sent to owner. Re-inspection complete. Weeds removed. Contact made with new owner confirming the house is vacant. Exterior paint complete next week. **Re-inspect in two weeks.**
- Twinview Drive: Complaint regarding junk in front yard and overgrown vegetation at a residence. Junk and debris removed. Owner to donate vehicle and have it removed from property. **Re-inspect property next week.**

- Waterberry Drive: Complaint regarding vehicles parked on an unpaved surface and commercial vehicle stored at residence. Site inspection complete. Damaged vehicle stored partially on paved surface. Tenant to repair vehicle and store it on a paved surface. Debris next to driveway. Tenant is removing debris this weekend. Commercial vehicle not stored on property. **Re-inspection in next week.**
- Woodsworth Lane: Complaint regarding junk and debris and occupied accessory structures. Site inspection conducted. Owner not able to meet on inspection date. **New inspection date in two weeks.**

New Inquiries:

- Clarie Drive: Complaint regarding overgrown weeds. Site inspection complete. Notify Letter sent to owner. **Re-inspection in two weeks.**
- Elinora Drive: Complaint regarding vehicle parked on front lawn. Site inspection complete. Vehicle found parked on an unpaved surface at front yard. Contact made with tenant and informed of the violation. **Re-inspect next week.**
- Ironwood Court: Complaint regarding a real estate sign blocking the public right-of-way. Contact made with agent and sign moved. **Case closed.**
- Jeffery Drive: Complaint regarding overgrown weeds. Site inspection complete. Contact made with tenant. Weeds scheduled to be removed. **Re-inspect next week.**
- Monument Blvd.: Complaint regarding graffiti. Contact made with property owner and graffiti removed. **Case closed.**
- Pleasant Hill Road: Noise complaint. Store manager contacted and landscaping schedule to be modified. **Case closed.**
- Pleasant Oaks Drive: Complaint regarding a rooster. Site inspection complete. No access to property. **Inspection request sent to property owner.**
- Ramona Drive: Complaint regarding paint spilled in the middle of the street. Paint removed. **Case closed.**
- Ruth Drive: Complaint regarding junk and debris at the front located in and around an inoperable vehicle. Site inspection complete. Violations include debris at



driveway and an inoperable vehicle with fat tires. Notify Letter sent to property owner. **Re-inspection in two weeks.**

- Shelly Drive: Complaint regarding overgrown weeds. Site inspection complete. Violation corrected. **Case closed.**
- Shirley Drive: Complaint regarding damaged garage door. Site inspection complete. Violations include debris at front yard and peeling exterior paint on garage door. Notify Letter sent to property owner. **Re-inspection in two weeks.**

Graffiti Removal:

No removals this week.