



MEMORANDUM

TO: Mayor and City Council
FROM: June Catalano, Manager
DATE: August 9, 2013
SUBJECT: **WEEKLY UPDATE**

ECONOMIC DEVELOPMENT

- Promotional video for local hotels - Staff is working on the production of a promotional video to highlight shopping, dining, events and things to do in Pleasant Hill. The video is expected to be completed in mid-September. The video is intended to be used by area hotels as a promotional tool for hotel guests.
- Regional business informational meeting at Senior Center - Staff is working with the East Bay Economic Development Alliance and the Governor's Office of Business and Economic Development (Go-Biz) on the coordination of a meeting that is tentatively scheduled for Friday August 23, at the Pleasant Hill Senior Center. The event will provide an informational business briefing on "New Tools For A New Economy" outlining the new incentives included in the Governor's Economic Development Initiative. Kish Rajan, Director of Go-Biz is also scheduled to attend. Staff will also be working to arrange possible press opportunities to focus on businesses in Pleasant Hill that have received assistance from our Retail Marketing Incentive Program.
- Farmers' Market meeting - Staff will be meeting with the Downtown Property Manager, Colliers, and the Pacific Coast Farmer's Market to discuss ways to promote the market and increase foot traffic in the downtown area during the Saturday morning Farmer's Market.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Planning Division

Planning Commission - No meeting scheduled.

Zoning Administrator - No meeting scheduled.

Architectural Review Commission – No meeting scheduled.

Tree Removals Approved:

- 312 Skander Lane – One Canary Island Pine tree
- 190 Cleaveland Road (Pleasant Vista HOA) – Four trees, consisting of three Coast Redwoods and one Red Gum Eucalyptus tree.

Miscellaneous

Administrative Permit Activity: For the month of July, Planning staff reviewed the following administrative permit applications: 12 Zoning Permits (2 new businesses, 2 commercial plan checks, and 8 residential plan checks), 11 Home Occupation Permits, 3 Temporary Sign Permits, 2 Special Event Permits, and 2 Tree Removal Permits.

Code Compliance

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

Follow-ups on Prior Inquiries:

- Agnes Way: Complaint regarding vehicle repairs. Site inspection complete. Violations include junk and debris at front yard and outside auto repairs. Contacted tenants who stated they are in the process of moving and will have all debris removed. **Re-inspect property next week.**
- Belle Avenue: Complaint regarding commercial vehicle stored in residential area. Staff inspected the site and the status of the commercial vehicle was unchanged. Contacted property owner again to discuss the removal of the commercial vehicle. Owner stated they will make arrangements to have it removed. **Re-inspect property next week.**
- Buxton Circle: Complaint regarding debris and lack of garbage service. Garbage service active. Some debris remains. Contacted property owner to discuss case. **Re-inspect property next week.**
- Charles Avenue: Complaint regarding an occupied RV on the property. Site inspection complete. Debris removed from front yard. No signs of occupant in RV. Additional complaint received for junk and debris at rear yard. **Re-inspect property next week.**

- Charlton Circle: Complaint regarding debris and overgrown weeds. Site inspection complete. Notification letter sent to property owner. **Re-inspect property next week.**
- Charlton Drive: Inquiry in reference to the status of an existing violation regarding the roof of a residence. Contact made with property owner and the roof issue was discussed. **Case under review.**
- Cortsen Road: Complaint regarding trash and debris and possible inhabitants residing at residence without active electrical service. Property posted, “Do Not Enter, Unsafe to Occupy” at public entrances. Bank contacted and in process of hiring a vendor to remove trash and debris. Vendor on site to provide estimate for debris removal. **Continue to monitor property and coordinate future actions with Building and Police Department.**
- Diablo Court: Complaint regarding junk and debris. Site inspection complete. No violations observed. **Re-inspect property next week.**
- Elinora Drive: Complaint regarding vegetation obstructing line of site. Remaining hedges trimmed. **Case closed.**
- Helen Road – Case 1: Complaint regarding junk and debris. Re-inspection complete. Conditions unchanged. Left business card requesting an update. **Re-inspect property next week.**
- Helen Road – Case 2: Complaint regarding junk and debris. Junk and debris removed. **Case closed.**
- Hook Avenue: Complaint regarding accessory structure converted without a Building permit. Property owner has active building permit for remodel and illegal accessory structure conversion corrected. **Case closed.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. Contacted property owner. **Site inspect re-scheduled for next week.**
- Liahona Court: Complaint regarding junk and debris. Initial inspection complete. Violations include junk/debris, inoperable vehicles, damaged fencing and peeling

- exterior paint on house. Notification letter sent to property owner. **Re-inspect property next week.**
- Masfield Drive: Site inspection conducted this week. Observed crews beginning to clean up property. Additional clean-up observed this week. **Continue to monitor progress on a monthly basis until violations are corrected.**
 - Mazie Drive: Accessory structures without approval in rear yard. Plans submitted last week for review. Plans approved. Contacted tenant who stated they may remove the structure per the owner's request. **Continue monitoring progress and coordinate final inspection with Building Department.**
 - McKissick Street: Complaint regarding a permanent basketball stand. **Initial inspection re-scheduled for this week.**
 - Mohar Court: Complaint regarding inoperable vehicle and debris at front yard. Re-inspection complete. Debris removed. No garbage service. Contact property owner. **Re-inspect property next week.**
 - Odin Place: Complaint regarding overgrown weeds and debris at the rear yard. Violations include overgrown vegetation, hedges obstructing the public sidewalk and peeling exterior paint. Debris and overgrown weeds removed. Exterior paint preparation work in progress. Contacted property owner's son to discuss case. **Re-inspect property next week.**
 - Patricia Drive: Complaint regarding junk and debris and lack of garbage service. Re-inspection complete. Garbage service active. Fire damage at the residence. Owner stated the insurance claim is being processed. Storage container on site for personal belonging during repairs. Construction work in progress for interior repairs. **Monitor property during cleanup and repairs and coordinate final inspection with Building Department.**
 - Pleasant Hill Road – Case 1: Complaint regarding junk and debris in a front yard and overgrown weeds. Set up meeting with owner's daughter to discuss case. **Re-inspect property next week.**
 - Pleasant Hill Road – Case 2: Complaint regarding junk and debris at front yard. Site inspection complete. Violations consist of junk and debris throughout the property and an inoperable vehicle at the front yard. Left notice at property. **Re-inspect property next week.**

- Pleasant Hill Road – Case 3: Complaint regarding a dead tree. Initial inspection complete. Tree removed. **Case closed.**
- Ruth Drive: Complaint regarding overgrown weeds. Site inspection complete. Notification letter sent to property owner. Re-inspection complete. Weeds unchanged. **Re-inspect property next week.**
- Santa Lucia Drive: Complaint regarding multiple boarders and debris. No progress made in reducing the number of boarders. Contacted property owner and discuss case. **Re-inspect property next week.**
- Skander Drive: City Attorney contacted listing agent. Property scheduled to have escrow close this week. Illegal accessory structures to be removed by new owner. **Continue to monitor progress on a weekly basis until violations are corrected.**
- Stevenson Drive: Site inspection conducted this week. Additional clean-up observed this week. Property completely clear of any debris, vehicles or dead vegetation. **Continue to monitor progress on a monthly basis until violations are corrected.**
- Strand Avenue: Complaint regarding junk and debris at front and side yards and inoperable vehicles. Debris removed. Property owner in progress repairing vehicles. Contacted property owner. Additional extension granted. **Re-inspect property in two weeks.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Exterior paint unchanged. Cleanup of debris and pruning of overgrown vegetation in progress. Contacted property owner to discuss case. **Re-inspect property next week.**
- Waterberry Drive: Complaint regarding vehicles parked on an unpaved surface and commercial vehicle stored at residence. Vehicle removed. Auto repair work being performed on driveway. Contacted property owner. **Re-inspect property next week.**

New Inquiries:

- Falcon Court: Complaint regarding a rooster on the property. **Site inspection scheduled for this week.**

- Leslie Drive: Complaint regarding overgrown vegetation causing a site obstruction. Site inspection complete. Notification Letter sent to property owner. **Re-inspect property next week.**
- Nancy Lane: Complaint regarding junk and debris at front yard. **Site inspection scheduled for this week.**
- Oak Park Blvd.: Complaint regarding unsecured building. Site inspection complete. Notification Letter sent to property owner. **Re-inspect property next week.**
- Oakvue Road – Case 1: Complaint regarding an inoperable vehicle. Site inspection complete. Left door hanger. **Re-inspect property in two weeks.**
- Oakvue Road – Case 2: Complaint regarding an inoperable vehicle. Site inspection complete. Left door hanger. **Re-inspect property in two weeks.**
- Patterson Blvd.: Complaint regarding tree removal. Site inspection complete. Trees were trimmed not removed. **Close case.**

Proactive Work:

- Barbara Court: Proactive case opened for junk and debris on driveway. Contact made with tenant. Extension granted to remove remaining items and paint house. Additional items removed. Exterior paint unchanged. Contacted tenant to discuss case. **Re-inspect property next week.**
- Diablo Court: Proactive case opened for debris pile and inoperable vehicle. **Re-inspect property next week.**
- Elinora Drive: Proactive case opened for damage fence. Notification Letter sent to property owner. **Re-inspect property next week.**
- Helen Road: Proactive case opened for junk and debris at front yard. Left door hanger. **Re-inspect property in two weeks.**
- Santa Cruz – Case 1: Proactive case opened for inoperable vehicle and debris in truck bed. Contacted property owner and granted an additional week to correct violations. **Re-inspect property next week.**

- Santa Cruz – Case 2: Proactive case opened for inoperable vehicle, debris and overgrown weeds. Weeds and debris removed. Vehicle unchanged. Contacted property owner who stated they will have the vehicle removed by next week. **Re-inspect property next week.**
- Santa Cruz – Case 3: Proactive case opened for debris on driveway and side yard. Re-inspection complete. Conditions unchanged. Contacted tenant. Debris unchanged. Contact property owner to discuss case. **Re-inspect property next week.**

Graffiti Removal:

No graffiti removal this week.