



City of Pleasant Hill

MEMORANDUM

TO: Mayor and City Council

FROM: June Catalano, Manager

DATE: December 13, 2013

SUBJECT: **WEEKLY UPDATE**

GENERAL UPDATE

- Volunteers & Commissioners Reception – The Volunteers & Commissioners Reception will be held on Thursday, December 19th from 6:30 to 8:00 p.m. at City Hall. This is an annual event hosted by the City Council as a token of gratitude to the more than one hundred commissioners and volunteers who serve in various roles on behalf of the City of Pleasant Hill.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Engineering Division

- Buskirk Avenue Widening Phase 2 Improvement Project – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) and their subcontractors will be completing the project improvements within the current Stage 1B (closed sections of Buskirk Avenue) the week of December 16, 2013. Upon completion, the project will be shut down for the holiday season from December 20, 2013 through January 5, 2014 (except for some scheduled utility work). Overall, the project is on schedule and anticipated to be completed by September 2014.

Current Buskirk Project Activities

Traffic Alert for Buskirk Avenue – New Traffic Configuration

Two new shopping center driveways (one entrance and one exit) on Buskirk Avenue near Marshalls store will be opened on December 18th. New traffic signage will be posted and the widened section of Buskirk Avenue will be open to single lane southbound traffic only. For southbound Buskirk Avenue traffic heading eastbound on Hookston Road, the public can continue to use the old Buskirk Avenue through Elmira Drive to Hookston Road.

PG&E, Comcast, AT&T Utility Cutovers (Ongoing – December 2013) – On schedule
PG&E Utility Cutover (Completed on October 21, 2013). PG&E is scheduled to energize

the new service cabinets for the new street lights and traffic controllers for the project the week of December 16, 2013.

Comcast completed their cutover (conversion of existing overhead facilities to underground) on the evening of December 5, 2013. Comcast will be scheduling the removal of their overhead facilities along the east side of Buskirk Avenue and the north side of Hookston Road.

AT&T is scheduled to complete their cutover at the east side of Elmira Lane near Clarie Drive on December 13, 2013. With this, AT&T will schedule the removal of overhead facilities and cable structures located on the east side of Buskirk Avenue between Lamkin Lane and Hookston Road. The final cutover for AT&T's facilities on Hookston Road is scheduled to be completed by the end of December 2013. Removal of overhead facilities located on the north side of Hookston Road will be scheduled in January 2014.

Ghilotti Brothers Stage 1B Project Improvements (Ongoing – December 2013)

Ghilotti will complete paving of full depth asphalt concrete (FDAC) within the closed section of Buskirk Avenue by December 16, 2013. Work has been delayed due to the extreme cold weather. Paving work will resume on Friday, December 13th and Saturday December 14th.

Saint Francis Electric has installed the new decorative street and pedestrian light poles within the closed section of Buskirk Avenue. Saint Francis will continue wire installation to enable street light activation when PG&E energizes the service cabinets. For this work, Saint Francis will require a lane closure on southbound Buskirk Avenue between the bus stop and Monument Boulevard to access the new street lights. The lane closure is scheduled from December 16 through December 18.

For more project information, please see future Weekly Updates, visit the City's Buskirk Avenue web page at "www.pleasant-hill.net/buskirk" or contact the City's Construction Manager, Jeff Ocampo at (925) 671-5208 or by email at jeff@ghirardelliassoc.com.

- Sidewalk Repair Program - The California Streets and Highways Code, and the City's Municipal Code, place the responsibility of maintaining sidewalks on the adjacent property owner. The Sidewalk Repair Program is intended to assist property owners with this work by having City staff inspect and quantify the needed repairs. Property owners who do not want to do the repair work themselves can participate in a City sponsored repair program.

In October 2013, staff sent letters to property owners located in Zone 1 (areas adjacent to schools, senior facilities, and high pedestrian traffic areas) notifying them that inspections of damaged sidewalks would begin and that they may notice paint marking in the areas needing repair. In November, staff completed the inspections and compiled a list of over 450 commercial and residential properties requiring sidewalk repairs, totaling over 47,000 square feet.

Based on this extensive list of properties affected and the considerable quantity of repairs required, staff will be splitting the project into 2 phases. Phase 1 will cover commercial properties, and begin early next year. Phase 2 will cover residential properties and follow in late 2014.

A notice to both commercial and residential property owners, notifying them of the phasing of the project, was sent out last week. Staff has been receiving 3-5 calls a day from both commercial and residential property owners inquiring about the program since the notice went out.

- Recreation & Park District – Pleasant Oaks Park - The contractor continues to install landscape improvements throughout the site. Engineering staff has reviewed and approved a modification to the crosswalks on Hawthorne Drive requested by the Recreation & Park District. Construction is anticipated to be completed shortly. Staff anticipates completing a preliminary punch-list inspection within the next few weeks.

Encroachment permits

- 2137 Sherman Drive – Sewer lateral repair
- 207 Patterson Boulevard – PG&E work to relocate a portion of gas main
- 2236 Ramona Drive – PG&E work to relocate a portion of gas main
- 331 Civic Drive – Repair underground service line (AT&T)
- 1949 Pleasant Hill Road – Sidewalk and concrete repairs (PG&E)
- 1926 Westover Drive – Sidewalk repairs (PG&E)
- 160/170 Barnett Terrace – Sidewalk repairs (PG&E)

Planning Division

Planning Commission

Meeting cancelled. All items moved to the January 14, 2014 agenda.

Zoning Administrator

Administrative Actions:

- ***PLN 13-085, Cronin Minor Use Permit, 1515 Contra Costa Blvd.***

Public hearing to consider approval of a minor use permit for day spa services (*personal service*) that includes: a) therapeutic massage (physician/chiropractic referrals); b) general massage of various types (deep tissue, foot/hand reflexology, hot stone, Swedish, etc.); c) acupuncture; and d) general facial treatments. The spa would occupy 972 square feet of floor area in the existing 1,956 square foot building. Section 18.25.020 of the Zoning

Ordinance requires use permit approval for *personal service* use in a Professional Administrative Office (PAO) zoning district. Assessor's Parcel Number: 153-223-016.

Action: Approved with conditions.

Appeal Period: Through December 23, 2013. No members of the public spoke.

Architectural Review Commission

No meeting scheduled.

Code Compliance

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

Follow-ups on Prior Inquiries:

- Banbridge Place: Complaint regarding junk and debris and no garbage service. Trash and debris removed at side yard. Garbage service active. Exterior painting work in progress. Staff received additional complaint for trash at rear yard. Re-inspection complete. Conditions unchanged. **Staff scheduled to re-inspect property next week.**
- Charlton Drive: Inquiry in reference to the status of an existing violation regarding the roof of a residence. Staff sent Violation Letter to property owner. Re-inspection complete. Roof condition and debris at front yard unchanged. **Case under review.**
- Doray Drive: Complaint regarding illegal structure. Site inspection complete. Review issue with Building Department. **Case under review.**
- Elderwood Drive: Complaint regarding a rooster at the property. Site inspection complete. Staff contacted property owner and confirmed there is a rooster at the property. Owner scheduled to have the rooster removed this week. **Staff scheduled to inspect property next week.**
- Esther Drive: Complaint regarding hedges obstructing the view of oncoming traffic. Hedges trimmed. **Case closed.**

- Fair Oaks: Complaint regarding issues with an adult care facility. Re-inspection complete. Staff met with tenant and sent an inspection request letter the property owners. **Staff scheduled to inspect property in two weeks.**
- Grayson Road: Complaint regarding an occupied recreational vehicle. Site inspection complete. Staff contacted property owner and discussed case. **Staff scheduled to re-inspect property this week.**
- Helen Road: Complaint regarding junk/debris, broken window and a vehicle stored on an unpaved surface. Re-inspection complete. Staff confirmed garbage service is active and junk/debris removed. Staff observed the front window is still broken. **Staff scheduled to re-inspect property this week.**
- Hillsdale Drive: Complaint regarding recreational vehicle stored on the front lawn. Staff conducted an inspection and confirmed the violation. Re-inspection complete. Staff observed gravel surface installed under recreational vehicle. **Case closed.**
- Hoover Ave. – Case 1: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. **Case under review.**
- Hoover Ave. – Case 2: Complaint regarding recreational vehicle stored on an unpaved surface and possibly occupied. Staff confirmed the recreational vehicle is now stored on gravel and not occupied. **Case closed.**
- Isabella Lane: Complaint regarding junk and debris and possible home based business. Re-inspection complete. Staff observed some progress on the removal of the junk and debris but much remains. Staff contacted property owner in reference to a possible HBB at the property. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Liahona Court: Complaint regarding junk and debris. Remaining debris and vehicles removed from public view. Staff contacted property owner and discussed the additional violation of overgrown weeds and dead vegetation. Property owner requested additional time to correct violations. **Staff scheduled to re-inspect property in two weeks.**
- Margie Drive: Complaint regarding inoperable vehicle. Re-inspection complete. Vehicle unchanged. Staff contacted vehicle owner and discussed case. **Staff scheduled to re-inspect property next week.**

- Maureen Lane – Case 1: Complaint regarding junk and debris. Re-inspection complete. Junk and debris unchanged. Staff sent second notice to property owner. **Staff scheduled to re-inspect property in two weeks.**
- Maureen Lane – Case 2: Complaint regarding inoperable vehicles and refuse. Site inspection complete. Staff did not observe any inoperable vehicles or refuse. **Case closed.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Staff 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 structure. Re-inspection complete. Structure unchanged. Staff contacted property owner and discussed case. Property owner is requesting the Planning Commission consider revising the zoning ordinance to allow such structures in the front yard setback. **Case on hold pending Planning Commission consideration of request to amend ordinance (January 14, 2014).**
- Oak Park Blvd: Complaint regarding inoperable vehicles, vehicles obstructing the public right-of-way and possible auto repair business at single family residence. Re- inspection complete. Vehicle removed out of public right-of-way. Staff contacted property owner. Owner requested additional week to address remaining vehicle. Extension granted. **Staff scheduled to re-inspect property this week.**
- Oakvue Road: Complaint regarding an inoperable vehicle. Vehicle unchanged. Staff sent vehicle abatement letter to property owner. **Staff scheduled to re-inspect property in this week.**
- Patterson Blvd: Complaint regarding overgrown weeds and debris. Re- inspection complete. Some progress made. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property this week.**
- Pleasant Hill Road – Case 1: Complaint regarding junk and debris in a front yard and overgrown weeds. Staff observed conditions unchanged. **Case under review.**

- Pleasant Hill Road – Case 2: Complaint regarding junk and debris at front yard. Re-inspection complete. Staff observed some of the refuse and the inoperable vehicle have been removed. Staff contacted property owner and granted a two week extension. **Staff scheduled to re-inspect property in two weeks.**
- Pleasant Hill Road – Case 3: Complaint regarding dead vegetation, deteriorated roof damaged fence and illegal garage conversation. Site inspection complete. Staff contacted property management and discussed violations. Staff received information that the property is involved in litigation. **Case under review.**
- Pleasant Valley Drive: Complaint regarding illegal construction of fence and occupied tents at the rear yard. Staff observed fence removed and replaced with fence of legal height. Junk and debris removed. No signs of occupied structures. **Case closed.**
- Shelly Drive – Case 1: Complaint regarding two trees removed without proper permits. Re-inspection complete. Staff contacted property owner and discussed the case. Owner to provide arborist report associated with the removal of the two trees to the Planning Department. **Continue monitoring progress and coordinate final inspection with Planning Department.**
- Shelly Drive – Case 2: Complaint regarding junk/debris and garbage cans left out near collection point. Re-inspection complete. Conditions unchanged. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Skander Drive: Illegal accessory structures. City Attorney contacted listing agent. Property has not been sold. Staff contacted bank and discussed the removal of the structures. **Case under review.**
- Sky Ranch Lane: Complaint regarding overgrown weeds and debris. Re-inspection complete. Some progress made in reference to the removal of the junk and debris. Property owner contacted staff and requested extension. Staff granted extension. **Staff scheduled to re-inspect property in two weeks.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Staff observed painting preparation work in progress. **Staff scheduled to re-inspect property next week.**

New Inquiries:

- Apollo Way: Complaint regarding tent trailer stored on an unpaved surface. Site inspection complete. Staff observed the trailer stored next to the driveway. Staff left door hanger. **Staff scheduled to re-inspect property in two weeks.**
- Brandon Road: Complaint regarding low hanging branches obstructing the public street. Site inspection complete. Staff observed low hanging branches from two separate trees obstructing the street and sidewalk. Staff left door hanger. **Staff scheduled to re-inspect property in two weeks.**
- Hargate Court: Complaint regarding damaged/missing section of fence. Site inspection complete. Staff observed a section of fencing removed from the side of the property and the remaining fencing in good condition. No pool or other water source present on the property. During inspection staff observed an inoperable vehicle stored on the driveway. Staff left door hanger. **Staff scheduled to re-inspect property in two weeks.**
- Kiki Drive: Complaint regarding low hanging tree branches obstructing the street sign. Site inspection complete. Staff observed the low hanging tree branches obstructing the street sign in addition to bushes/shrubs obstructing the public sidewalks. Staff left door hanger. **Staff scheduled to re-inspect property in two weeks.**
- Morello Avenue: Complaint regarding noise issue. Staff met with complainant and confirmed the issue is a civil matter. **Case closed.**
- Oak Park Blvd.: Complaint regarding noise issue. Staff contacted the facility manager and discussed the case. Management stated they will monitor noise issues in the future. Staff forwarded the issue onto the Pleasant Hill Police Department for possible future complaints. **Case closed.**
- Sherman Drive: Complaint regarding an unsecure structure. Site inspection complete. Staff sent notify letter to property owner. **Staff scheduled to re-inspect property in two weeks.**
- Whitfield Court: Complaint regarding an inoperable vehicle. Site inspection complete. Staff did not observe any inoperable vehicle on or near the property. **Case closed.**

Proactive Work:

- Barbara Court: Proactive case opened for junk and debris on driveway. Staff observed the junk/debris has been removed and exterior paint work complete. **Case closed.**
- Boyd Road – Case 1: Proactive case opened for inoperable vehicle. Staff confirmed the inoperable vehicle has been removed. **Case closed.**
- Boyd Road – Case 2: Proactive case opened for inoperable vehicle. Staff confirmed the vehicle is in the process of being repaired. **Staff scheduled to re-inspect property next week.**
- Diablo View Road: Proactive case opened for junk/debris at front yard and inoperable vehicle stored on driveway. Re-inspection complete. Staff observed the junk and debris has been removed. Staff contacted property owner and discussed the removal of the inoperable vehicle. **Staff scheduled to re-inspect property next week.**
- Esther Drive – Case 1: Proactive case opened for junk and debris in public view. Re-inspection complete. Staff observed some junk and debris has been removed. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property this week.**
- Esther Drive – Case 2: Proactive case opened for inoperable vehicle on driveway. Re-inspection complete. Staff contacted vehicle owner. **Staff scheduled to re-inspect property next week.**
- Esther Drive – Case 3: Proactive case opened for junk and debris on driveway. Re-inspection complete. Staff confirmed the junk and debris is still in public view. Property owner contacted staff and requested additional time to remove junk and debris. Staff granted an additional two weeks. **Staff scheduled to re-inspect property next week.**
- Helen Road – Case 1: Proactive case opened for dead vegetation. Re-inspection complete. Staff observed the dead vegetation has not been removed. Staff contacted property owner and discussed the case. **Staff scheduled to re-inspect property next week.**
- Helen Road – Case 2: Proactive case opened for inoperable vehicle. Staff observed the inoperable vehicle has been repaired. **Case closed.**

- Maureen Drive: Proactive case opened for inoperable vehicle and vehicle stored on an unpaved surface. Re-inspection complete. Staff observed the vehicle stored on an unpaved surface has been moved to driveway. Staff was contacted by property owner requesting a two week extension to address the inoperable vehicle. Staff granted extension. **Staff scheduled to re-inspect property in two weeks.**
- Santa Cruz Drive: Proactive case opened for junk/debris in public view. Staff observed the junk and debris has been removed. **Case closed.**
- Shirley Drive: Proactive case opened for overgrown hedges/bushes obstructing the view of oncoming traffic. Staff observed the hedges have been trimmed. **Case closed.**

Graffiti Removal:

Graffiti removed from utility box on Patterson Blvd.