



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: December 2, 2010

SUBJECT: **WEEKLY UPDATES**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- New Single-Family Residence (235 Pleasant View Drive) – The final approval for this project has been issued by the Building, Planning and Engineering Divisions. The new residence on a pre-existing lot will have 2,200 square feet of living space and 513 square feet of garage.
- Medical Office Building (400 Taylor Boulevard, #306) – Tenant improvement plans have been approved and a permit is ready to be issued. A separate submittal for the corridor alterations on the third floor was also approved and the permit is ready to be issued.

Engineering Division

- 2010 Drainage Facilities Repair – The contractor, J.J.R. Construction, began construction this week on the 2010 Drainage Facilities Repair Project. Construction activities (weather permitting) will include potholing for utilities, sawcutting, curb and gutter repair, and miscellaneous storm drain/concrete work in various locations throughout the City. No parking signs have been installed and residents affected by the construction were notified by hand-delivered flyers. Work is expected to be completed by the early 2011.
- National Flood Insurance Program – Staff compiled and submitted the City's annual re-certification for FEMA's National Flood Insurance Program (NFIP) Community Rating System (CRS). This is a voluntary program that requires documentation and annual reporting of the City's work related to public education, creek and storm

drainage system maintenance, and implementation of policies that protect the floodplain. The submitted report verifies the City has maintained its current CRS classification of 8, which gives our residents a 10% discount on flood zone insurance.

Staff also sent three letters to residents whose properties are located in the vicinity of a Repetitive Loss Property (RLP). As defined by FEMA, a RLP is a property which has suffered and claimed over \$1,000 in flood damages two or more times in the past ten years. Currently, the City has three RLPs. As required by the CRS program, notification was sent to 110 properties in the vicinity of these three RLPs. The notices are intended to inform residents of the flood insurance program and how to protect their properties from possible future flood losses. Staff has already received a number of calls from these residents regarding flood insurance information.

- **Encroachment Permits Underway**

Private

Rich Craig Construction – Replace curb, gutter and driveway at 236 Rainbow Lane

1931 Peggy Drive – Construct three planters in the City’s right- of-way

Advanced Trenchless – Replace sewer lateral at 418 Lenox Court

Streamline Plumbing – Replace sewer lateral at 206 Evelyn Drive

Utilities

PG&E – Repair street lights in median at Contra Costa Boulevard and Cottonwood Drive

PG&E – Extend service from substation to two utility poles at Geary Road and Cordelia Court

AT&T – Emergency telephone service repairs at 3003 Woodside Meadows Road

Maintenance Division

- Video Cameras at City Hall – Video cameras have been installed at exterior locations at City Hall. These cameras will monitor movement 24 hours a day at key locations around the buildings. Any vandalism of City-owned vehicles and graffiti will now be closely monitored by the cameras and reported to the Police Department.
- Hazardous Material Spill – A resident notified the Maintenance Division that a tan-colored liquid material appeared to be draining into Grayson Creek near Astrid Drive. Upon investigation, it was found that a worker was cleaning concrete equipment, and the liquid was illegally being dumped into the creek drainage system. The worker was ordered to stop in order to prevent any further pollution to the creek. The Central Contra Costa Sanitary Hazardous Materials Unit arrived on site to investigate and fine the appropriate party for the illegal dumping.

- Recycled Water Use Permit – Central Contra Costa Sanitary District completed the annual inspections of City-owned recycled water use. The City currently uses recycled water for irrigation of landscape medians on Contra Costa Boulevard, Chilpancingo Parkway, Golf Club Road, Viking Drive and the Pleasant Hill Police Department grounds. The annual recycled water use in the City is approximately 13.5 acre/feet. Using recycled water in this way for landscaping saves the higher-quality potable water for drinking water.

Planning Division

- **Planning Commission**

No meeting scheduled this week.

- **Zoning Administrator**

No meeting scheduled this week.

- **Architectural Review Commission (ARC)**

T-Mobile Wireless Telecommunication Facility (1432 Contra Costa Boulevard) (Continued from November 4, 2010) – The applicant proposed to install a wireless facility on the roof top of an existing hotel. The proposal included antennas, associated equipment cabinet, a GPS unit and lighting. The applicant submitted two designs for the ARC to review. The number of proposed antennas will vary dependent upon the design. One person from the general public spoke on the item.

Action: Approved with conditions.

Appeal Period: The appeal period will end on Monday, December 13th at 5:00 pm.

Weiss Single-Family Home Remodel (114 Poshard Street) – The applicant requested ARC approval to expand an existing 1,538-square-foot, single-family residence (including a 410-square-foot garage). The proposed project would result in 3,052 square feet of living space, 462 square feet of garage, and 646 square feet of covered porch area. No persons from the general public spoke on the item.

Action: Approved with conditions.

Appeal Period: The appeal period will end on Monday, December 13th at 5:00 pm.

Johnson New Single-Family Home (12 Paddock Court) – The applicant requested ARC approval of a new 2,951-square-foot, two-story, single-family residence to be

located on an 8,245-square-foot parcel. The site is currently undeveloped. Three persons from the general public spoke on the item.

Action: Approved with conditions.

Appeal Period: The appeal period will end on Monday, December 13th at 5:00 pm.

Christ The King Amphitheater (199 Brandon Road) – The applicant requested ARC approval for a new outdoor amphitheater with seating for up to 208 people and a new trellis feature with associated landscaping. The project site is located in the *R-10 Single Family, 10,000 sq. ft. lots* zoning district. No person from the general public spoke on the item.

Action: Approved with conditions.

Appeal Period: The appeal period will end on Monday, December 13th at 5:00 pm.

- **Code Compliance**

Selected highlights of weekly activity:

Belle Court – The cleanup and boarding of doors and window at this vacant residence has been completed, and the case is now closed.

Taylor Boulevard – Code Compliance staff assisted Environmental Health regarding a smoking ordinance violation at a business located near Taylor Boulevard.

Service Station Violations – Staff also assisted the Fire Marshal at three service stations with regard to possible violations.

Number of Tasks Completed This Week – 36 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).

- **Miscellaneous**

Contra Costa County Office of Education (CCCOE) Photovoltaic Panel Project (77 Santa Barbara Road) – The CCCOE has begun work to prepare the site for installation of a series of photovoltaic panels mounted on carport structures within the parking lot adjacent to Oak Park Boulevard. The CCCOE is the lead agency for the project. No permits from the City are being required. The City requested that CCCOE provide a tree removal and replacement plan to City staff for advisory review to ensure that the City's tree replacement requirements will be satisfied. The City received a tree replacement/landscape plan for review on November 24th and provided

feedback to the CCCOE on the proposed plan on December 1st. Staff will continue to work with the CCCOE regarding the tree replacement and landscaping issues.

Miscellaneous Permit Activity – For the month of November, Planning staff reviewed and approved the following applications: 6 Home Occupation Permits, 3 Temporary Sign Permits, 2 Tree Removal Permits and 12 Zoning Permits (2 new business applications, 5 commercial plan checks and 5 residential plan checks).