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MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: April 7, 2011

SUBJECT: **WEEKLY UPDATES**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- California Cancer & Research Center Building (400 Taylor Boulevard) – Tenant improvement plans have been issued for review and approval for the Neurology Medical Group of Diablo Valley, Suite 300.
- Lincoln Law (1525 Contra Costa Boulevard) – Tenant improvement plans have been approved and a permit was issued for a new law office in the building located at the corner intersection of Contra Costa Boulevard, Doray Drive and Shirley Drive.
- Downtown (35 Crescent Drive, #D) – Final approval from the Consolidated Fire District, Environmental Health Department and Building Division has been completed for the new tenant, Sinful Bliss.

**Engineering Division**

- Transportation Development Act – Article 3 Grant Award – Engineering staff has secured an additional \$95,000 in State Transportation Development Act – Article 3 (TDA) grant funding for the Citywide Trail Crossing Enhancement Project. Staff had previously secured \$492,000 in State Proposition 1B Transportation Bond funds and \$328,000 in State Safe Routes to School Grant funds to construct trail crossing improvements at eight major crossings along the Contra Costa Canal Trail and the EBMUD Trail. The secured TDA funds will be used to expand the project scope to construct connector sidewalks from the trail crossings to the nearby existing sidewalk facilities.

Staff has secured a total of three grant funding sources totaling \$915,000, almost doubling the initial funding and scope of work (2010/11 – 2015/16 CIP), in order to complement and secure the necessary funds to install the needed facilities at these crossing locations.

Staff has completed the review for Request for Proposal for Engineering Design Services for this project. Staff will bring forward a recommendation on April 18<sup>th</sup> for City Council consideration. The Citywide Trail Crossing Enhancement project is tentatively scheduled to start construction in November of 2011.

- Encroachment Permits Underway

- Private

- E.E. Gilbert Construction* – Oak Park Boulevard Pedestrian Bridge Replacement Project

- Owner* – Replace sidewalk at 118 Cleaveland Road

- Owner* – Replace sidewalk at 235 Cleaveland Road

- Utilities

- CCWD* – Repair water main at 2080 Morello Avenue

- EBMUD* – Repair water service at 2066 Buttner Road

### Maintenance Division

- Herbicide/Pesticide Training – The required annual staff training for valid certificates for the use of chemicals used within the City will take place this week in San Ramon.
- Sand Bag Stations – Staff will be removing and cleaning the sand bag stations throughout the City.
- Street Sweeping – The new street sweeping schedule has been implemented and is proceeding well.

### Planning Division

- Planning Commission

- No meeting scheduled.

- **Zoning Administrator**

No meeting scheduled.

- **Architectural Review Commission**

***Pleasant Hill Marketplace Master Sign Program and Monument Sign (3250 Buskirk Avenue)*** – The applicant, JSJ Electrical, requested approval of a sign permit for a new master sign program for the property that would include transferring allowable sign area between tenant spaces, design standards for placement of wall signs and identify allowable types of signs and allow a new sign panel on the existing commercial center monument sign.

Action: Approved with Conditions

Appeal Period: The appeal period will end on Monday, April 18<sup>th</sup> at 5:00 p.m.

- **Code Compliance**

Selected highlights of weekly activity:

***Home Occupation Permit*** – Contact was made with the operator of home business in the area of Dorothy Drive. The business involves three employees, with trucks and heavy equipment operating from the residence. The owner was contacted and directed to work with the Planning Division to modify the business activities to conform to the City’s Home Occupation regulations.

***Neighborhood Complaint*** – A neighborhood complaint on Luella Drive was addressed concerning barking dogs, fence issues, drainage and noise from cars racing up and down the street. Animal Control, Police, Maintenance and Code Compliance staff were involved in responding to the complaint. The complainant thanked staff for responding immediately.

***Number of Tasks Completed This Week*** – 57 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).

**Miscellaneous**

***Tree Removals*** – The following tree removals have been approved: 1) one 42-inch diameter Fan Palm tree at 190 Cleveland Road; 2) one 38-inch diameter Mulberry tree at 2976 Hillsdale Drive; 3) one Valley Oak tree (12-24” in diameter) at 1591 Violet Way; and 4) one 36-inch diameter Monterey Pine tree at 157 Clarie Drive.

*Administrative Permit Statistics* – For the month of March, Planning staff reviewed the following applications: 16 Zoning Permits (2 commercial plan checks and 14 residential plan checks), 6 Home Occupation Permits, 3 Temporary Sign Permit, 9 Tree Removal Permits and 2 Special Event Permits.

## **REDEVELOPMENT**

- East Bay Economic Development Alliance – Agency Economic Development Manager Kelly Calhoun is serving on an East Bay Economic Development Alliance committee to help develop a strategic marketing and communications plan to market the East Bay as a desirable business and investment location. The first meeting of the committee was held on Tuesday, April 5<sup>th</sup> at Dublin City Hall. The committee will review and evaluate the target audience, key messages and current tools and methods available for use in developing the marketing and communications plan. The plan will be completed in July 2011. The City's involvement in this effort will help ensure that Pleasant Hill and the central Contra Costa County region is represented in preparing and implementing the overall strategic marketing and communications plan.