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MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: May 10, 2012

SUBJECT: **WEEKLY UPDATES**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Gregory Center (140 Gregory Lane, #180) – The submittal for Halversen CPA tenant improvements was approved and a permit was issued.
- College Square Shopping Center (60 Golf Club Road) – A permit has been issued for the new nail salon tenant improvements.
- New Residence (10 Donkey Flats Court) – Plans have been submitted for review and approval to build a two-story residence (living space: 3,336 square feet; garage: 705 square feet; and porch: 146 square feet).
- New Residence (65 McKissick Street) – Plans have been submitted for review and approval to build a one-story residence (living space: 2,699 square feet; garage: 495 square feet; and porches: 212 square feet).

**Engineering Division**

- Contra Costa Boulevard (CCB) Improvement Project – The City of Pleasant Hill is holding a public informational meeting with surrounding residents and business owners at 6:00 pm on Thursday, May 24<sup>th</sup> at the City Hall Community Room (100 Gregory Lane) to discuss the proposed Improvement Project on CCB between Chilpancingo Parkway and Viking Drive. The City has successfully solicited and obtained grant funds to supplement City funds for the project. These grant funds include \$1,157,000 in Contra Costa Transportation Authority Measure J; \$650,000 in

Federal Highway Safety Improvement Program (HSIP) Cycle 3 grant funds; and \$533,000 Federal HSIP Cycle 4 grant funds.

The Project's design team will discuss the "complete streets" strategy to provide improvements which will enhance vehicular, bicycle and pedestrian facilities, and safety throughout CCB. Improvements discussed for medians and sidewalks included widening of sidewalk areas and adding trees at select locations, landscaping, pedestrian lighting, and enhanced or colored crosswalks.

Additionally, the project will provide for safety and roadway improvements within right-of-way constraints, including adding continuous dual left-turn lanes from CCB onto Golf Club Road; traffic signal replacements at CCB/Viking and CCB/Golf Club intersections using innovative equipment to improve the overall efficiency of CCB; and construction of Americans with Disabilities Act (ADA) compliant curb ramps, sidewalks and driveways.

- PG&E Copper Gas Line Replacement Project – The PG&E-hired contractor, ARB, has started work this week on the residential Copper Gas Line Replacement Project. The project will replace over 1,000 gas service laterals in various areas throughout the City for the next several months. The contractor has two crews working in two locations, averaging between three and four service replacements per day per crew. Work is currently scheduled on Ironwood Drive, Third Avenue, Fourth Avenue, Golf Club Way, Agnes Way, Astrid Drive, Beatrice Road, Bridge Road, Burns Court, Byron Court and Byron Drive. Affected residents have been notified in advance by hand-delivered notification and a door hanger regarding the upcoming work.
- Buskirk Avenue Widening Project – A public meeting was held on April 26<sup>th</sup> at 7:00 pm to provide stakeholders and attendees with a status update on activities to date, review of final roadway design features and a detailed look at the proposed roadway landscape improvements and enhancements. Staff sent over 500 advance notices to adjacent property owners, businesses and prior attendees. Approximately two dozen attendees were present at the meeting. Staff and consultants provided a detailed presentation of the project and proposed new landscape improvements. Staff also addressed questions and gathered some final input. Overall, the proposed project and landscape enhancement were very well received. The presentation displays are posted on the City web page under the Buskirk Avenue Project "tab".

### **Maintenance Division**

- Signal Light – Staff performed site clearance trimming for the traffic signal light on north-bound Pleasant Hill Road at Westover Drive. Six trees had low-hanging branches that were obscuring the signal light. These branches were removed.

- Fire Breaks – Staff has started on the fire break maintenance, which includes weed eater work around the open space, fences and roadways, and roadside spraying.
- Training – With the onset of hot weather, staff attended a Heat Illness Training Class. This was a refresher course provided by the City’s safety coordinator Du-All Safety. A Ride-On Mower Safety Training was also provided for the operators of the Ex-Mark mowers which are part of the City fleet.

**Planning Division**

- **Planning Commission**

*Contra Costa Center Specific Plan Amendment – Planned Unit Development #809 Amendment (2306-2344 Monument Boulevard and 2465 Buskirk Avenue) PLN 12-0095* – Public hearing to consider recommendations to the City Council regarding proposed amendments to the Contra Costa Center Specific Plan and Planned Unit Development ordinance. The proposed amendments would include the following modifications to the Contra Costa Center Specific Plan:

1. Clarify and update parking requirements applicable to all Subareas of the Specific Plan (I, II and III), including consideration of a 20% reduction in parking requirements to not less than 3.2 parking spaces per 1,000 square feet of development, consistent with the parking requirement currently applicable to the adjacent Crossroads Shopping Center;
2. Reduce the minimum square footage target of development in Subarea II from 115,000 square feet to 70,000 square feet;
3. Clarify provisions pertaining to Buskirk Avenue road improvements;
4. Clarify development thresholds for additional road/frontage improvements;
5. Specify that building heights, including architectural features, within Subarea II shall not exceed a height of 50 feet;
6. Clarify provisions pertaining to minimum landscape requirements;
7. Establish new provisions addressing signage for Subarea II;
8. Update the Specific Plan as needed to reflect changes that have occurred within the Plan Area;
9. Miscellaneous corrections and clarifications as needed to more accurately reflect the current intent of the Specific Plan.

The subject site is currently zoned *Planned Unit Development – PUD 809* and located at 2306-2344 Monument Boulevard and 2465 Buskirk Avenue. Assessor Parcel Numbers: 148-041-020, -021, -024, -028, -029, -030, 148-042-005 and -008.

Action: The Planning Commission meeting was cancelled and no action was taken. This item will be heard on May 22<sup>nd</sup>.

Appeal Period: Not applicable.

- **Zoning Administrator**

No meeting scheduled.

*Minor Exception Request*

***Biro Minor Exception Request (148 Doris Drive) PLN 12-0165*** – This request is for approval of a 15% reduction in the required 20-foot front-yard setback to accommodate a master bedroom and bathroom addition that would encroach approximately 90 square feet into the required front setback area. The proposed addition would be in line with the front setback of the existing garage.

Status: Pending Zoning Administrator review.

*Special Event Permit*

***“Bark for Life” Special Event*** – A permit was conditionally approved on May 3<sup>rd</sup> by the Zoning Administrator for a one-day event to be held at 100 Gregory Lane (Pleasant Hill City Hall) on Saturday, June 23<sup>rd</sup> from 8:00 am to 1:00 pm. The event will be sponsored by the American Cancer Society. Approximately 20 to 30 dogs, and their owners, will conduct a non-competitive walk event to raise funds and awareness for cancer research and the fight against cancer.

*Tree Removal Permit*

***250 Pleasant View Drive*** – A tree removal permit was approved for one 26-inch diameter Shamel Ash tree.

- **Architectural Review Commission**

No meeting scheduled.

- **Code Compliance**

*Selected highlights of weekly activity:*

***Commercial Vehicle Storage*** – A tree service has started parking/storing their trucks and chippers on City streets. The company has been contacted and advised to stop this practice and find an appropriate storage area for their equipment.

***Smoking Ordinance Violations*** – Various complaints regarding smoking ordinance violations are being addressed, including a complaint regarding smoke from an

apartment within an apartment building affecting a non-smoker in an adjacent apartment and smoking occurring near the front entrance of a business. Staff has contacted the affected parties and is attempting to mediate acceptable resolutions to these complaints.

***Tree Removal*** – Unauthorized removal of a 40-foot-tall eucalyptus tree along Pleasant Hill Road was stopped by City maintenance staff. The contractor was requested to contact the Planning Division to obtain the appropriate permits.

***Number of Tasks Completed This Week*** – 51 tasks completed (including 26 investigations, 4 sector patrols, 2 referrals to assist other agencies/divisions and various miscellaneous activities such as phone calls, emails, internal requests for service, counter coverage and attendance at training sessions).

- **Miscellaneous**

***Administrative Permit Activity*** – For the month of April, Planning staff reviewed the following applications: 23 Zoning Permits (5 new businesses, 7 commercial and 11 residential plan checks), 7 Home Occupation Permits, 4 Temporary Sign Permits, 4 Special Event Permits and 5 Tree Removal Permits.