



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: December 13, 2012

SUBJECT: **WEEKLY UPDATES**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Engineering Division**

- Buskirk Avenue Improvements Phase II – The Project Plans and Specifications are complete and the project is being advertised for public bid. It is anticipated that the bids will be opened in January and that the City Council will consider awarding the project in February. The project is being advertised in the Contra Costa Times, and a Notice Inviting Bids will be sent to a number of contractor building exchanges and subscribers of the City's Construction Projects Under Bid – Notify Me list. It is also posted on the City website.

The Project will complement the Buskirk Avenue Phase I Improvements (completed in 2005) by extending and realigning the roadway south of the existing Crossroads Shopping Center intersection, ultimately creating a more functional transportation corridor. These roadway improvements will provide access and accommodate the future development of the Crossroads Shopping Center. The project work is extensive, and construction is scheduled to begin in the Spring of 2013 and be completed by the Winter of 2014. Work will occur in multiple stages, with the undergrounding of overhead utilities to be the first phase.

The preliminary utility relocation work, which began earlier this summer, is ongoing by the various utility agencies and is anticipated to be completed in January 2013.

- PG&E Buskirk Avenue Pole Replacement Project – The Engineering Division has issued an encroachment permit to PG&E to replace six existing poles on Buskirk Avenue between Mayhew Way and Hookston Road. PG&E is on site this week installing the new poles during normal business hours. In order to minimize service

interruptions, PG&E has scheduled their crews to work after midnight and on weekends to make necessary service connections. All affected residents and businesses were notified of the work by PG&E by a hand-delivered flyer.

### **Maintenance Division**

- **Storm Drain Pipe** – Staff was asked by the Engineering Division to make repairs to a storm drain pipe that was found separated while the East Bay Municipal Utility District was making a service connect to a residence on Diablo View Road. Staff made the necessary repairs.
- **Markers & Reflectors** – Staff replaced the missing pavement markers and reflectors on Pleasant Hill Road at Gregory Lane.
- **Site Visibility** – Staff repainted the red curb on Norse Drive between two driveways for increased site visibility.
- **Sandbag Stations** – Staff restocked the sandbag stations in preparation for the next storm, including three yards of sand delivered to the City Hall site.

### **Planning Division**

- **Planning Commission**

***City Center Pharmacy Determination & Minor Use Permit (3474 Buskirk Avenue), PLN 12-0416*** – A public hearing was conducted to consider a request for a determination as to whether a long-term care pharmacy is similar to other permitted or conditional uses in the *PAO (Professional & Administrative Office)* zoning district as per Section 18.15.010. In addition, the applicant is also requesting a minor use permit to allow the long-term care pharmacy use if a positive use determination is made by the Planning Commission. The applicant proposes to open a long-term care pharmacy that would include offices, storage and cleaning areas (for prescription drugs and medical supplies). No customer sales (retail) would occur at the site. The project site is located in the *PAO* zoning district. Assessor’s Parcel Number 148-090-035.

**Action:** The Planning Commission determined that the proposed use is similar to a “*hospital*” use and therefore may be considered for approval through a minor conditional use permit. The Planning Commission referred the application back to the Zoning Administrator for processing. No members of the public spoke.

**Appeal Period:** The Planning Commission’s determination may be appealed through Monday, December 24, 2012.

***Study Session Regarding a Proposed Mixed Use Ordinance, City-Wide*** – A study session was held regarding a proposed ordinance to implement Housing Element Program 2.3 that provides direction to amend the Zoning Ordinance to provide standards for including housing in mixed-use development in appropriate locations.

Action: The Planning Commission reviewed various topics pertaining to the proposed mixed use ordinance and provided direction to staff. Staff will prepare a draft ordinance for further consideration based on the Planning Commission’s direction. No members of the public spoke. Since this was a study session, no action was taken.

Appeal Period: Not applicable.

***Update on Sustainable Communities Strategy*** – Staff provided an update on the current status of the Sustainable Communities Strategy (SCS) process occurring on the regional level under the leadership of the Association of Bay Area Governments (ABAG), Metropolitan Transportation Commission (MTC) and Bay Area Air Quality Management District (BAAQMD).

Action: No action requested. One member of the public spoke.

Appeal Period: Not applicable.

- **Zoning Administrator**

No meeting scheduled.

Determinations:

***Metro PCS Wireless – Zoning Permit (Oasis Christian Church – 2551 Pleasant Hill Road), PLN 12-0299*** – In accordance, with Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012 – Amendment to Telecommunication Act of 1996, the Zoning Administrator has determined that a proposal to modify an existing Metro PCS wireless communication facility (60-foot-tall monopine) is eligible for streamlined review and will not “substantially change” the physical dimensions of the existing facility. The proposed modifications consist of: (1) the installation of one circular-shaped microwave antenna panel (one foot in diameter), while the three existing antenna panels will remain unchanged; and (2) installation of one new ODU (“outdoor unit”) associated with the new antenna. Note: No changes are proposed to the existing ground-mounted support equipment located within a six-foot-tall enclosure. The project site is located in the *R-10 Single Family Residential – Medium Density* zoning district. Assessor’s Parcel Numbers 164-030-005 & 164-030-008.

Review Procedure: A memorandum containing: (1) a detailed project description, (2) the Zoning Administrator’s analysis and findings for approval, and (3) the

applicant's proposed plans and support documents have been provided to the Planning Commission and Architectural Review Commission (ARC). Any member of the Planning Commission or ARC may request a "call for review" of this determination by notifying the Zoning Administrator within ten days of the determination. If no request for review is received within ten days, the Zoning Administrator's determination will be final and the project will be approved. The deadline for a Commissioner to request review of this determination is Thursday, December 20, 2012.

***Sprint Wireless – Zoning Permit (Diablo Valley College – 321 Golf Club Road), PLN 12-0341*** – In accordance with Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012 – Amendment to Telecommunication Act of 1996, the Zoning Administrator has determined that a proposal to modify an existing Sprint wireless communication facility (90-foot-tall stadium light pole) is eligible for streamlined review and will not "substantially change" the physical dimensions of the existing facility. The proposed modifications consist of: (1) removal and replacement of the three existing panel antennas; (2) installation of six new RRUs (remote radio units) and one filter per each new antenna panel, stacked and placed behind each antenna panel; and (3) removal of the existing global positioning system (GPS) unit on the stadium pole (a new GPS unit will be mounted to the existing 243-square-foot equipment shelter); and (4) installation of two new associated support equipment cabinets (the three existing cabinets will be removed) within the existing equipment shelter. The project site is located in an *R-7 Single Family Residential – High Density* zoning district. Assessor's Parcel Number 153-040-009.

Review Procedure: A memorandum containing: (1) a detailed project description, (2) the Zoning Administrator's analysis and findings for approval and (3) the applicant's proposed plans and support documents has been provided to the Planning Commission and ARC. Any member of the Planning Commission or ARC may request a "call for review" of this determination by notifying the Zoning Administrator within ten days of the determination. If no request for review is received within ten days, the Zoning Administrator's determination will be final and the project will be approved. The deadline for a Commissioner to request review of this determination is Friday, December 21, 2012.

- **Architectural Review Commission**

No meeting scheduled.

- **Miscellaneous**

Tree Removals – The following tree removal permits were approved:

490 Golf Club (Rehabilitation Services of Northern California facility) – One Coast

Live Oak (exempt; determined to be “dead” per City Staff)  
 870 Camelback Place (SW Condominium Complex) – Three Valley Oaks  
 184 Diablo Court – One Valley Oak tree

- **Code Compliance**

Tasks Completed: 43; Investigations/Contacts: 17; Sector Patrols: 8; Referrals from other Departments or Agencies: 3; Vehicle Abatements: 1.

See summary of weekly log below for further details.

<b>Date</b>	<b>Type</b>	<b>Location</b>	<b>Description</b>
12/11/2012	Investigation/Follow up	Barnett Circle	Confirmed rooster no longer on site. Closed.
12/11/2012	Investigation/Follow up	Boyd Road	Sidewalk Repair Issue – Notice sent.
12/11/2012	Investigation/Police Dept.	Stevenson	Working with PD to ascertain the welfare of a senior and address abatement.
12/11/2012	Smoking Ordinance	Various	Anonymous caller regarding smoking in apartment units; furnished her with info.
12/10/2012	Investigation/Follow up	Stevenson	Follow up with nephew on elder welfare.
12/10/2012	Investigation/Follow up	Dobbs Drive	Vehicle still on site and another non-op notice posted. Card left for owner to contact Code Enforcement.
12/10/2012	Investigation/Follow up	Santa Lucia	Vehicle trailer gone.
12/10/2012	Investigation/Follow up	Burnham	Complaint regarding property maintenance. Only viewable items were palms under tree. Discussed problem with agent of next door property.
12/10/2012	Investigation/Follow up	Barnett Terrace	Follow up on roosters on neighbor’s property.
12/10/2012	Task/Case Closed	Barnett Terrace	Case closed. Rooster no longer on site.
12/7/2012	Investigation/Follow up	Kathleen	Abatement complete and closed.
12/7/2012	Investigation/Follow up	Santa Lucia	Abatement complete.
12/6/2012	Investigation/Follow up	Charlton	No progress by home owner. Entire roof now covered with plastic.
12/6/2012	Investigation/Follow up	Barnett Terrace	Contacted owner of property who indicated he had not received letters. He will remove the rooster and advise via phone.
12/6/2012	Investigation/Follow up	Poshard Street	Large branch blocking creek behind house.
12/6/2012	Referral		E-mail to complainant regarding solicitors going door to door.
12/6/2012	Vehicle Abatement Towed/GOA	Ramona	Vehicle abatement.

<b>Date</b>	<b>Type</b>	<b>Location</b>	<b>Description</b>
12/5/2012	Investigation/Follow up	Oak Park Blvd.	Contacted 2 solicitors from Astound; spoken to before about having solicitor's permits. Contacted the supervisor and advised him to obtain City permits. Informed them the City does not allow uninvited solicitors on private property.
12/5/2012	Investigation/Follow up	Skander Court	Responded to complaint regarding fence.
12/5/2012	Investigation/Follow up	Ramona	Sent 2nd letter on vehicle abatement due to new address located.