



MEMORANDUM

TO: Mayor and City Council  
FROM: June Catalano, Manager  
DATE: July 12, 2013  
SUBJECT: **WEEKLY UPDATE**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Hookston Square (3478 Buskirk Avenue, Suite 1000) – Tenant improvement plans have been submitted to review and approve for Pacific Business Centers.
- Pleasant Hill Plaza (1898 Contra Costa Boulevard) – Plans have been approved and the permit is ready to be issued to remodel the interior for Chase Bank.

**Engineering Division**

- Buskirk Avenue Widening – Phase II Improvement Project – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) continued potholing existing utilities for the installation and realignment of the new sewer improvements. Ghilotti's subcontractor, Saint Francis Electric (SFE), continues installing PG&E electrical vaults behind the sidewalk on Buskirk Avenue. Also SFE is working on joint trench work on Buskirk Avenue. A single lane closure will be set up at the southbound direction of Buskirk Avenue. The lane closures are typically from 9:30 a.m. to 4:00 p.m. Expect delays due to lane closures and construction in the area.

AT&T is working to complete the relocation and cutover of their fiber optic line along Buskirk Avenue. AT&T is scheduled to work nights from July 15<sup>th</sup> to July 19<sup>th</sup>. This is to minimize impact to AT&T's customers and motorist public. Some work may also occur during the day periods. The locations of the work include AT&T manholes located

on eastbound Monument Boulevard between 680/Monument interchange and Marcia Drive, northbound Buskirk Avenue across from the Dollar Tree store and northbound Buskirk Avenue near Hookston Road.

Additional information will follow in future Weekly Updates or on the City's website page for the project at [www.pleasant-hill.net/Buskirk](http://www.pleasant-hill.net/Buskirk).

- Geary Road Improvement Project – Phase IIIA Construction – Prism Engineering, Inc. (City hired contractor) has closed and removed the asphalt roadway along the existing southbound free right turn lane, K-rail plastic barriers were installed to divert traffic now that the southbound free-right turn is permanently closed. Contractor will continue to demolish the existing curb/gutter in the upcoming weeks. Prism Engineering is also installing new storm drain facilities for the new bioswales. Advanced construction area signs were installed to provide advanced noticing to approaching motorists.
- 2013 Street Resurfacing Project – Phase I – The Engineering Division issued a Notice to Proceed for the 2013 Street Resurfacing Project – Phase I to MCK Services, Inc. Construction activities began on July 10, 2013 and include street resurfacing repairs in preparation of a roadway surface treatment to follow (Phase II) on Doris Drive, Margie Drive, Leslie Drive, Hazel Drive, and Susan Lane. Residents within 300 feet of the work were notified by the Contractor by hand delivered flyer.

### **Encroachment Permits**

- 254 Evelyn Drive – Replace rolled curb and gutter with modified curb at driveway approach
- 105 Hubbard Avenue – Replace PG&E pole
- 423 Soule Avenue – Repair/replace sewer lateral in street
- 1907 Leslie Drive – Replace sewer lateral in street
- 2 Santa Barbara Road – New driveway approach and sidewalk repairs
- 258 Kathleen Drive – Repair/replace sewer lateral in street

### **Maintenance Division**

- Broken Tree Branch - At a property located on the north side of Beverly Drive (between Ruth Drive and Shirley Drive) a very large branch broke off a tree and pulled down wires

which blocked the street. Staff proceeded to cut up the branch and cleared the street for traffic flow.

- Live Electric Wire - Staff responded to a call from a resident's daughter stating that there was a wire draping through her parents trees and laying along side their house at North Marta Drive. Staff made contact and determined that the wire appeared to be live. PG&E was called and responded within the hour. They reconnected the power to the EBMUD (East Bay Municipal Utility District) pump station located behind the property.
- 4<sup>th</sup> of July - Staff set up and traffic controls for the July 4<sup>th</sup> fun run, parade, and fireworks and then removed the controls at the end of the day. Staff assembled the stage for the Concert By the Lake and it was taken down afterwards.

## **Planning Division**

### **Planning Commission**

- ***PLN 13-0068, Use Permit, Villa Montanaro Multi-Family Complex Signage, 201-203 Coggins Drive*** - Public hearing to consider a request by Outdoor Dimensions for a Use Permit, to approve a *major sign adjustment* in accordance with Section 18.60.100 of the Zoning Ordinance, associated with one new freestanding sign for an existing multi-family residential complex. The Use Permit would be for a second freestanding sign where a maximum of one freestanding sign is permitted. The applicant is also requesting one *minor sign adjustment*, related to excess sign height for a 14% increase (10 inches) to the maximum allowable 6-foot sign height. This request will be considered by the Architectural Review Commission subsequent to any decision by the Planning Commission on this Use Permit.

Action: Approved with conditions. No members of the public spoke.

Appeal Period: Through Monday, July 22, 2013.

***Wireless Telecommunication Facilities Update*** - Staff provided the Planning Commission with an update concerning recent Federal Legislation pertaining to wireless facilities as contained in the Middle Class Tax Relief and Job Creation Act of 2012.

Action: No action was taken. No members of the public spoke.

Appeal Period: Not applicable.

## **Zoning Administrator**

No meeting scheduled.

Administrative Determinations:

- *SyWest Redevelopment – Crossroads Shopping Center (PLN 12-0417)* – The Zoning Administrator approved a minor modification to the approved pylon sign previously approved for Subarea II of the Crossroads Shopping Center. The modifications include revisions to the approved master sign program to reduce the number of tenant sign panels on the pylon sign from four to a maximum of three.

Approval Date: July 9, 2013

Appeal Period: Through 1:00PM, Friday, July 19, 2013

Tree Removals Approved:

2135 Hidden Oaks Drive – Two pine trees

Architectural Review Commission

## **Miscellaneous**

- *Administrative Permit Activity:* For the month of June, Planning staff reviewed the following administrative permit applications: 16 Zoning Permits (2 new businesses, 4 commercial plan checks, and 10 residential plan checks), 2 Home Occupation Permits, 6 Temporary Sign Permits, 2 Special Event Permits, and 7 Tree Removal Permits.

## **Architectural Review Commission**

- *PLN 13-0156, Valley Property New Single Family Residence - 1900 Buttner Road -* Public hearing for an Architectural Review permit to consider approval of an architectural review permit for a new 4,346 square foot two-story single family home (3,508 square feet of living space, 748 square feet of garage area, and 90 square feet of covered porch). The proposed lot coverage would be 14%, where the maximum allowed is 30% and the proposed floor area ratio (FAR) would be .18 where the maximum allowed is .40.

Action: Continued to August 1, 2013 with direction to consider revisions to lower the base grade elevation, modify the roof-line and consider changes to upper-level windows

in response to concerns expressed by adjacent neighbors. Four members of the public spoke.

Appeal Period: No applicable. No action was taken.

- ***Study Session for PLN 13-0176, Megan Terrace Subdivision, 41 & 55 Katie Court And 160 & 170 Cleaveland Road*** - Study session to consider a proposed 28-unit, townhouse style, subdivision that would replace four existing single family residences on a site designated in the General Plan for medium density multi-family residential use (20-29.9 units per acre). The proposed density would be approximately 25.2 units per net acre when all four existing parcels are combined. The zoning for the site is *Planned Unit Development PUD*.

Action: No action taken since this is a study session.

Appeal Period: Not applicable.

## Code Compliance

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

### Follow-ups on Prior Inquiries:

- Beatrice Road: Complaint regarding tree removal without a permit. Contacted property owner. Tree removal permit being submitted with arborist report. **Monitor progress until permit is approved.**
- Belinda Drive: Complaint regarding damaged fence. Fence replaced. **Case closed.**
- Belle Avenue: Complaint regarding commercial vehicle stored in residential area. Site inspection complete. Vehicle not removed. Discussed the issue with the property owner and they requested an additional two weeks to find storage. Extension granted. **Re-inspect property next week.**
- Buxton Circle: Complaint regarding debris and lack of garbage service. Re-inspection complete. Conditions unchanged. Contact property owner. **Re-inspect property next week.**

- Charlton Drive. Inquiry in reference to the status of an existing violation regarding the roof of a residence. Re-inspected property this week and tried to make contact with owner. No contact made. Observed wood debris pile next to driveway. **Case under review.**
- Cortsen Road: Complaint regarding trash and debris and possible inhabitants residing at residence without active electrical service. Property posted, “Do Not Enter, Unsafe to Occupy” at public entrances. Bank contacted and in process of hiring a vendor to remove trash and debris. Vendor on site to provide estimate for debris removal. **Continue to monitor property and coordinate future actions with Building and Police Department.**
- Elinora Drive: Complaint regarding vegetation obstructing line of site. Re- inspection complete. Two out of the four hedges trimmed. Left business card. **Re-inspect property next week.**
- Gregory Lane: Complaint regarding overgrown weeds. Site inspection complete. Violations included overgrown weeds, inoperable vehicles and debris. Contacted property owner. Request was made for two week extension to obtain a dumpster to remove debris. Extension granted. **Re-inspect property next week.**
- Hook Avenue: Complaint regarding accessory structure converted without a Building permit. Site inspection complete. Illegal structure converted without permit located at the rear yard. Property owner instructed to contact Building Department and obtain permit. **Continue to monitor property and coordinate future actions with Building Department.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. Electrical service panel inspected by Building Department and approved. Electrical service reinstated by PG&E. Contact made with tenant who is continuing to remove debris from the property. **Re-inspect property next week.**
- Jeffery Drive: Complaint regarding overgrown weeds. Weeds removed. **Case closed.**
- Little Road: Complaint regarding over grown weeds. Weeds removed. **Case closed.**

- Masfield Drive: Site inspection conducted this week. Observed crews beginning to clean up property. Additional clean-up observed this week. **Continue to monitor progress on a monthly basis until violations are corrected.**
- Maureen Lane: Complaint regarding overgrown hedge located next to driveway. Hedge trimmed. **Case closed.**
- Mayhew Way: Complaint regarding overgrown vegetation and poor exterior paint condition. Site inspection complete. Notify Letter sent to new property owner. **Re-inspect property in two weeks.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Contacted tenant who stated they may remove the structure per the owner's request. **Continue monitoring progress and coordinate final inspection with Building Department.**
- Odin Place: Complaint regarding overgrown weeds and debris at the rear yard. Violations include overgrown vegetation, hedges obstructing the public sidewalk and peeling exterior paint. Contact made with property owner. Hedges trimmed and overgrown weeds removed from front yard. **Re-inspect property next week.**
- Patricia Drive: Complaint regarding junk and debris and lack of garbage service. Re-inspection complete. Garbage service active. Fire damage at the residence. Owner stated the insurance claim is being processed. **Monitor property during cleanup and repairs and coordinate final inspection with Building Department.**
- Pleasant Hill Road: Complaint regarding junk and debris in a front yard and overgrown weeds. Contact made with owner's daughter who stated she will have the debris and weeds removed. **Re-inspect property next week.**
- Santa Lucia Drive: Complaint regarding multiple boarders and debris. No progress made in reducing the number of boarders. Letter sent to property owner instructing them to bring it into compliance. **Re-inspect property in two weeks.**
- Shirley Drive: Complaint regarding damaged garage door. Re-inspection complete. Debris removed but garage door unchanged. Contacted contractor. New garage door on order. **Re-inspect property next week.**

- Skander Drive: City Attorney contacted listing agent. Property scheduled to have escrow close this week. Illegal accessory structures to be removed by new owner. **Continue to monitor progress on a weekly basis until violations are corrected.**
- Stevenson Drive: Site inspection conducted this week. Additional clean-up observed this week. Property completely clear of any debris, vehicles or dead vegetation. **Continue to monitor progress on a monthly basis until violations are corrected.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Exterior paint unchanged. Contact made with property manager. Exterior paint scheduled to begin next week. **Re-inspect property next week.**
- Twinview Drive: Owner requested additional time to donate vehicle. Contacted owners who stated they have paperwork from DMV and will donate the vehicle next week. **Re-inspect property next week.**
- Waterberry Drive: Complaint regarding vehicles parked on an unpaved surface and commercial vehicle stored at residence. No signs of commercial vehicle. Vehicle stored on unpaved surface scheduled to be removed. **Re-inspect property next week.**

New Inquiries:

- Camelback Court: Complaint regarding the removal of a protected tree. Contacted Management Company. Tree found to not be a “protected tree” based on species and size. **Case closed.**
- Maureen Lane: Complaint regarding overgrown hedge located next to driveway and at front yard. Site inspection complete. Left door hanger. **Re-inspect property in two weeks.**
- Mohar Court: Complaint regarding inoperable vehicle and debris at front yard. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Orin Lane: Complaint regarding a basketball stand blocking the public sidewalk. Site inspection complete. Left door hanger. **Re-inspect property in two weeks.**
- Patterson Blvd.: Complaint regarding dirty swimming pool. Site inspection complete. Pool in good condition. **Case closed.**



- Pleasant Hill Road: Complaint regarding junk and debris at front yard. Site inspection complete. Violations consist of junk and debris throughout the property and an inoperable vehicle at the front yard. Notify Letter sent to property owner. **Re-inspect property in two weeks.**
- Pleasant Valley Drive: Complaint regarding RV stored on unpaved surface and junk at side yard. Site inspection complete. Property owner stated the RV will be removed next week. Junk related to cleaning project and will also be removed by next week. **Re-inspect property next week.**
- Strand Avenue: Complaint regarding junk and debris at front and side yards and inoperable vehicles. Site inspection complete. Notify Letter sent to property owner. **Re-inspect property in two weeks.**

Proactive Work:

- Barbara Court – Case 1: Proactive case opened for junk and debris on driveway. Additional debris and weeds removed. Letter sent to property owner. **Re-inspect property next week.**
- Barbara Court – Case 2: Proactive case opened for junk and debris on driveway. Junk and debris removed. **Case closed.**
- Belle Avenue: Proactive case opened for inoperable vehicle. Vehicle removed. **Case closed.**
- Contra Costa Blvd.: Proactive case opened for trash and debris at front yard and driveway and no garage service. Re-inspection complete. Most of the debris has been removed. Property appears vacant. **Re-inspect property next week.**
- Santa Cruz – Case 1: Proactive case opened for inoperable vehicle. Left door hanger. **Re-inspect property next week.**
- Santa Cruz – Case 2: Proactive case opened for inoperable vehicle and debris in truck bed. Left door hanger. **Re-inspect property next week.**
- Santa Cruz – Case 3: Proactive case opened for inoperable vehicle, debris and overgrown weeds. Left door hanger. **Re-inspect property next week.**

- Santa Cruz – Case 4: Proactive case opened for debris on driveway and side yard. Left door hanger. **Re-inspect property next week.**
- Santa Cruz – Case 5: Proactive case opened for vehicle stored on an unpaved surface. Left door hanger. **Re-inspect property in two weeks.**

Graffiti Removal:

No graffiti removal this week.