



*City of Pleasant Hill*

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## MEMORANDUM

TO: Mayor and City Council

FROM: June Catalano, Manager

DATE: November 1, 2013

SUBJECT: **WEEKLY UPDATE**

### **GENERAL UPDATE**

- **CERT Safety Fair** - Pleasant Hill Community Emergency Response Team is hosting a Safety Fair this Saturday, November 2, 2013 at Pleasant Hill Park on Gregory Lane at Cleaveland Road from 10 a.m. to 2 p.m. The event will include Emergency Preparedness demonstrations, and provide free home, work and car Emergency Supplies Checklists. Demonstrations will be given on home gas meter shut-off, fire extinguisher use, First Aid, CPR and AED. Everyone is welcome to attend.

### **ECONOMIC DEVELOPMENT**

- **Chamber Business Expo** - The City will be participating in the 9<sup>th</sup> Annual Multi-Chamber Business Expo on Thursday, November 7 from 4:00 p.m. to 7:00 pm. This event will be held in Concord at the Crowne Plaza Hotel.
- **Light up the Night Event** - Staff is continuing to work on planning and logistics for the City's 6<sup>th</sup> Annual Light Up The Night Event that will be held on Wednesday, December 4 from 5:00 – 8:00 p.m. in Downtown Pleasant Hill. Staff will prepare and submit the Special Event Permit Application next week and will continue working with event partners - Downtown Pleasant Hill, the Chamber of Commerce and Recreation & Park District.

The entertainment schedule for this year's event includes performances by the College Park High School Jazz Band and Concert Choir, Studio A Dancers, Generations Church Band and the Lamorinda Theatre Academy Ensemble. Other attractions include free hot chocolate, coffee and cookies, costumed characters, free carriage rides, an arts & crafts fair, and the 'Elf on the Shelf' competition involving downtown merchants.

- **Holiday Banners** - Staff has scheduled installation of Holiday Banners on Contra Costa Boulevard. The banners will be installed on December 2 & 3.

## **PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

### **Engineering Division**

- **Geary Road Improvement Project – Phase 3A** - The City’s contractor (Prism Engineering) has substantially completed most of the project improvements this week, including traffic signal modification, gateway entry/seat wall installation, landscaping, bio-swale installation, and pavement striping. In the upcoming two weeks, new pedestrian level lighting will be installed, and the decorative pavers will be completed. Minor punch list items work remain. The project is anticipated to be completed on time and within the originally approved budget.
- **Buskirk Avenue Widening Phase 2 Improvement Project** – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) and their subcontractors are currently working on Stage 1B (closed sections of Buskirk Avenue). Overall, the project is on schedule and anticipated to be completed by September 2014.

### **Current Buskirk Project Activities**

#### **PG&E, Comcast, AT&T Utility Cutovers (Ongoing – December 2013) – On schedule**

PG&E has completed all utility cutover work as of October 21, 2013.

In preparation for their utility cutover work (converting overhead facilities to underground), Comcast continues to install new cables in newly placed underground facilities. AT&T is currently splicing cables in the newly placed underground facilities. All work is scheduled to be completed by early December 2013.

#### **Ghilotti Brothers Stage 1B Project Improvements (Ongoing – December 2013)**

Ghilotti continues to construct concrete curb and gutter, and sidewalk along the west side of Buskirk Avenue. Ghilotti placed base rock material in the newly aligned Buskirk Avenue roadway within the closed section of Buskirk Avenue this week. This will allow for the placement of new asphalt pavement scheduled for this Friday and most of next week.

Saint Francis Electric is preparing and placing concrete for the traffic signal and street light pole foundations along Buskirk Avenue late this week. Lane closures will be set up at the northbound and southbound directions of Buskirk Avenue. Expect lane closures at both directions to be from 9:30 a.m. to 4:00 p.m. Some variations in the lane closure hours can occur because of construction site and equipment issues along with weather conditions.

For more project information, please see future Weekly Updates, visit the City’s Buskirk Avenue web page at “[www.pleasant-hill.net/buskirk](http://www.pleasant-hill.net/buskirk)” or contact the City’s Construction Manager, Jeff Ocampo at (925) 671-5208 or by email at [jeff@ghirardelliassoc.com](mailto:jeff@ghirardelliassoc.com).

## Encroachment Permits

- Golf Club Road & College Drive – PG&E is working for the next several weeks on upgrading and relocating a gas regulator station in the area. Work will require temporary traffic lane closures during the work period along Golf Club Road and College Drive.
- Contra Costa Boulevard, various locations – AT&T contractor accessing various manholes for placing cable between Taylor Boulevard and Golf Club Road.
- 137 Taylor Boulevard – Pipe burst sewer lateral repair.

## Planning Division

### **Planning Commission**

No meeting scheduled.

### **Zoning Administrator**

Tree Removals Approved:

- One Cedar tree and two Eucalyptus trees at 645 Paso Nogal Road
- One Valley oak tree at 1825 Roche Drive

Administrative Actions:

- ***Home Occupation Permit PLN 13-0338:*** On October 29, 2013, the Zoning Administrator denied application no. PLN 13-0338 for a home occupation-based business at a single family residence at 160 Diablo Court to receive and store used bed mattresses, with the intent to dismantle/separate the materials (wood, metal, fabrics, etc.) and dispose of the materials to off-site locations (some of which would be disposed of using the residential curbside solid waste pick-up service).

Action: Denied due to inconsistency with home occupation standards.

Appeal Period: Through Friday, November 8, 2013.

- ***Minor Exception PLN 13-0346:*** On October 28, 2013 the Zoning Administrator issued a public notice of intent to approve a minor exception for a 1% increase in allowable lot coverage (from 30% of the site to 31%) to accommodate a proposed master bedroom suite addition (452 square feet) at the rear of an existing home located at 86 Monte Crest Avenue, Assessor Parcel Number: 149-222-003, R-10 zone district. Unless a public hearing is requested by an interested party, the Zoning Administrator will take final action on the application on November 8, 2013.

Action: Notice of Intent to Approve issued.

Appeal Period: Not applicable until final action is taken by the Zoning Administrator.

- **Minor Use Permit PLN 11-0239 Revocation:** Upon recommendation of the Chief of Police, the Zoning Administrator issued a public notice referring this minor use permit for an existing spa service business to the Planning Commission to consider revocation due to non-compliance with applicable laws, ordinances and regulations. The Planning Commission will conduct a public hearing to consider permit revocation on November 12, 2013 at 7:30 p.m. The business is located at 200 Gregory Lane, zoned PAO – Professional Administrative Offices, Assessor Parcel Numbers: 150-290-003, and -005.

Action: Notice of public hearing to consider permit revocation issued.

Appeal Period: Not applicable until final action is taken by the Planning Commission.

### **Architectural Review Commission**

No meeting scheduled.

### **Code Compliance**

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

#### Follow-ups on Prior Inquiries:

- Banbridge Place: Complaint regarding junk and debris and no garbage service. Re-inspection complete. Violations include trash and debris, lack of garbage service and poor exterior paint condition. Trash and debris removed. Garbage service active. Exterior paint preparation in progress. **Re-inspect property next week.**
- Belmont Court: Complaint regarding collection containers stored in public view. Containers removed. **Case closed.**
- Charlton Drive: Inquiry in reference to the status of an existing violation regarding the roof of a residence. Contact made with property owner and the roof issue was discussed. **Case under review.**
- Contra Costa Blvd.: Complaint regarding overgrown weeds. Re-inspection complete. Weeds removed. **Case closed.**

- Cortsen Road: Complaint regarding trash and debris and possible inhabitants residing at residence without active electrical service. Property is vacant, secured and clear of all junk and debris. Power has been terminated. **Case closed.**
- Diablo View Road: Complaint regarding a hedge obstructing the view of oncoming traffic. **Site inspection scheduled for this week.**
- Doray Drive: Complaint regarding illegal structure. Site inspection complete. Review issue with Building Department. **Case under review.**
- Dudley Court: Complaint regarding junk and debris. Re-inspection complete. Conditions unchanged. Contact property owner to discuss case. **Re-inspect property this week.**
- Duke Circle: Complaint regarding a rooster at the property. Re-inspection complete. Contacted property owner. Rooster scheduled to be removed this week. **Re-inspect property next week.**
- Esther Drive – Case 1: Complaint regarding junk/debris and inoperable vehicles in public view. Site inspection complete. Contact made with property owner. Extension granted. **Re-inspect property next week.**
- Esther Drive – Case 2: Complaint regarding hedges obstructing the view of oncoming traffic. Re-inspection complete. Hedges unchanged. Left business card requesting owner contact staff to discuss case. **Re-inspect property next week.**
- Esther Drive – Case 3: Complaint regarding junk/debris and bushes obstructing the view of oncoming traffic. Re-inspection complete. Junk/debris removed and bushes trimmed. **Case closed.**
- Greenock Lane: Complaint regarding barking dog. Re-inspection complete. No signs of barking dogs. **Case closed.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. Property owner not available for scheduled inspection. Additional message left for property owner to contact staff to re-schedule the inspection. **Case under review.**
- Liahona Court: Complaint regarding junk and debris. Remaining debris and vehicles removed from public view. Contacted property owner and discussed the additional

violation of overgrown weeds and dead vegetation. Property owner requested additional time to correct violations. **Re-inspect property in two weeks.**

- Luella Drive: Complaint regarding excessive leaf blowing. Re-inspection complete. Contacted property owner and discussed complaint. Continue to monitor. **Re-inspect property next week.**
- Margie Drive – Case 1: Complaint regarding junk and debris. Re-inspection complete. Progress made on removal of junk and debris. **Re-inspect property next week.**
- Margie Drive – Case 2: Complaint regarding inoperable vehicle. Re-inspection complete. Vehicle unchanged. Left business card. **Re-inspect property next week.**
- 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.**
- McKissick Street: Complaint regarding a permanent basketball structure. Re-inspection complete. Structure unchanged. Contact property owner. **Case under review.**
- Mohawk Drive: Complaint regarding home based construction business in a residential district. Re-inspection complete. No signs of HBB. **Case closed.**
- Monument Blvd.: Complaint regarding damaged fence. Re-inspection complete. Fencing repaired. **Case closed.**
- Oakvue Road: Complaint regarding an inoperable vehicle. Vehicle unchanged. Message left for vehicle owner informing them the vehicle will be towed if not removed or repaired by next week. **Re-inspect property next week.**
- 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. Exterior paint work in progress. **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. Construction work in progress for interior repairs. **Monitor property during cleanup and repairs and coordinate final inspection with Building Department.**

- Patterson Blvd. – Case 1: Complaint regarding overgrown weeds and debris. Re-inspection complete. Some progress made. Continue to try and make contact with property owner to discuss case. **Re-inspect property next week.**
- Patterson Blvd. – Case 2: Complaint regarding overgrown hedges obstructing the view of oncoming traffic. Re-inspection complete. Contacted property owner. Hedges scheduled to be trimmed next week. **Re-inspect property next week.**
- Pillon Real: Complaint regarding fallen tree branch obstructing the public thoroughfare. Re-inspection complete. Branch removed. **Case closed.**
- Pleasant Hill Road – Case 1: Complaint regarding junk and debris in a front yard and overgrown weeds. Conditions unchanged. **Case under review.**
- Pleasant Hill Road – Case 2: Complaint regarding junk and debris at front yard. Re-inspection complete. Violations consist of junk and debris throughout the property and an inoperable vehicle at the front yard. Conditions unchanged. Contact made with property owner. The junk/debris and inoperable vehicle will be removed in two weeks. **Re-inspect property in two weeks.**
- Pleasant Hill Road – Case 3: Complaint regarding dead vegetation and illegal signage. Site inspection complete. Contact property owner to review signage issue. **Re-inspect property this week.**
- Price Lane: Complaint regarding junk/debris at front yard and driveway. Re-inspection complete. No violations. **Case closed.**
- Shelly Drive – Case 1: Complaint regarding two trees removed without proper permits. Re-inspection complete. Property owner left voice message in reference to removal of trees. Contact property owner to discuss the issue. **Re-inspect property next week.**
- Shelly Drive – Case 2: Complaint regarding junk/debris and garbage cans left out near collection point. Re-inspection complete. Conditions unchanged. Contacted roommate and requested the property owner contact staff to discuss the case. **Re-inspect property next week.**
- Skander Drive: Illegal accessory structures. City Attorney contacted listing agent. Property has not been sold. Contact made with bank and discussed the removal of the structures. **Case under review.**

- Sky Ranch Lane: Complaint regarding overgrown weeds and debris. Re-inspection complete. Conditions unchanged. Contacted property owner. Owner requested an additional week to correct violations. Extension granted. **Re-inspect property next week.**
- Strand Avenue: Complaint regarding junk and debris at front and side yards and inoperable vehicles. Junk and debris unchanged. Contact made with property owner. The junk and debris will be removed within two weeks. **Re-inspect property next week.**
- Sylvia Drive: Complaint regarding occupied accessory structure. Contact made with property owner. **Initial inspection scheduled for the end of the month.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Weeds removed. Painting work not in progress. Left additional message with property owner to confirm start date. **Re-inspect property next week.**
- Wendy Drive – Case 1: Complaint regarding inoperable vehicles and debris. Re-inspection complete. Some junk and debris removed. Additional progress made on removal of remaining debris. Inoperable vehicles removed from property. **Re-inspect property next week.**
- Wendy Drive – Case 2: Complaint regarding junk/debris at front yard. Re-inspection complete. No signs of junk or debris at front yard. **Case closed.**

New Inquiries:

- Alan Drive: Complaint regarding garbage and recycling containers left out near collection point. Site inspection complete. No violations. **Case closed.**
- Hoover Ave. – Case 2: Complaint regarding recreational vehicle stored on an unpaved surface and possibly occupied. Site inspection complete. Contact made with property owner and violations reviewed. Owner to provide paved area to store the recreational vehicle or remove it from the property. Owner confirmed the recreational vehicle will not be used as a residence. **Re-inspect property next week.**
- Oak Park Blvd.: Complaint regarding inoperable vehicles, vehicles obstructing the public right-of-way and possible auto repair business at single family residence. Site



inspection complete. No signs of auto repairs. Left door hanger. **Re-inspect property next week.**

- Price Lane: Complaint regarding junk/debris at front yard and driveway. **Site inspection scheduled for this week.**

Proactive Work:

- Barbara Court: Proactive case opened for junk and debris on driveway. Additional items removed. Painting work in progress. Contact made with tenant. Extension granted for exterior paint work. **Re-inspect property next week.**
- Esther Drive – Case 1: Proactive case opened for junk and debris in public view. Re-inspection complete. Contacted property owner. Owner requested an additional week to remove remaining debris. **Re-inspect property next week.**
- Esther Drive – Case 2: Proactive case opened for junk/debris in public view and overgrown vegetation at front and side yards. Re-inspection complete. Junk/debris and overgrown weeds removed. **Case closed.**
- Geraldine Drive: Proactive case opened for overgrown weeds and debris. Re-inspection complete. Overgrown weeds removed. Debris unchanged. Left additional message for property owner to discuss case. **Re-inspect property next week.**
- Luella Drive – Case 1: Proactive case opened for inoperable vehicle. Left door hanger. Re-inspection complete. Vehicle repaired. **Case closed.**
- Santa Cruz Drive: Proactive case opened for junk/debris in public view. Contacted property owner and discussed case. Remaining debris scheduled to be removed within two weeks. **Re-inspect property in two weeks.**
- Shirley Drive: Proactive case opened for overgrown hedges/bushes obstructing the view of oncoming traffic. Contact made with property owner. Hedges partially trimmed. **Re-inspect property next week.**

Graffiti Removal:

No graffiti removal this week.