



*City of Pleasant Hill*

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## MEMORANDUM

TO: Mayor and City Council

FROM: June Catalano, Manager

DATE: December 6, 2013

SUBJECT: **WEEKLY UPDATE**

### **GENERAL UPDATE**

- **Light up the Night Holiday Event** - The City hosted the 6<sup>th</sup> Annual Light up the Night Tree Lighting in Downtown Pleasant Hill on Wednesday, December 4<sup>th</sup>. More than 2,000 people attended the event which featured carriage rides, holiday performances by choirs, dancers and bands, an ‘Elf on the Shelf’ treasure hunt and family photos with Santa. The City gave out 1,800 free cookies and poured fifty gallons of hot chocolate. Event partners included the PH Recreation & Park District, PH Chamber of Commerce and Downtown Pleasant Hill.

### **PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

#### **Engineering Division**

- **Buskirk Avenue Widening Phase 2 Improvement Project** – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) and their subcontractors will be completing the project improvements within the current Stage 1B (closed sections of Buskirk Avenue) the week of December 16, 2013. Overall, the project is on schedule and anticipated to be completed by September 2014.

#### **Current Buskirk Project Activities**

**PG&E, Comcast, AT&T Utility Cut-overs (Ongoing – December 2013) – On schedule**  
PG&E Utility Cutover (Completed on October 21, 2013)

Comcast will be completed with their cut-over (conversion of existing overhead facilities to underground) on the evening of December 5, 2013. With this completion, Comcast will be scheduling the removal of their overhead facilities along the east side of Buskirk Avenue and the north side of Hookston Road.

AT&T continues to splice their cables within their cable structures at the east side of Elmira Lane near Clarie Drive. AT&T is scheduled to be completed with cable splicing and the final cutover the second week of December.

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

Ghilotti will be completing all concrete curb, gutter and sidewalk within the closed section of Buskirk Avenue by December 7, 2013. Ghilotti is then scheduled to pave the roadway section with hot mix asphalt (HMA) during the week of December 9, 2013.

Saint Francis Electric will be installing the new decorative street and pedestrian light poles within the closed section of Buskirk Avenue this week. Saint Francis will be working toward the north and will require a lane closure on Southbound Buskirk Avenue between the bus stop and Monument Boulevard to access the sidewalk. The work requiring a lane closure is scheduled from December 11 through December 13.

For more project information, please see future Weekly Updates, visit the City's Buskirk Avenue web page at "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.

- 2013 Drainage Facilities Repair Project No. 04-13 - Staff conducted a pre-bid meeting on December 4, 2013 and 10 potential bidders participated. The work includes the construction and installation of new storm drain pipes, drainage inlets, concrete curb and gutter, concrete valley gutter and other incidentals to perform needed maintenance on the City's existing storm drain system. The Engineering Division worked closely with the Maintenance Division to prioritize needed drainage repairs with the available budgeted funds. The bid opening is scheduled for December 19, 2013 and construction is expected to begin early in January 2014.

**Encroachment permits**

- 40 Anelda Drive – PG&E work to relocation a portion of gas main and service
- 50 Cleaveland Road – Sidewalk replacement and repair
- 306 Kathleen Drive – Repair sewer lateral using trenchless method

**Planning Division**

**Planning Commission** - No meeting scheduled.

**Zoning Administrator**

Administrative Actions:

- ***PLN 13-0328, Minor Exception for Fence Height, 2913 Putnam Boulevard:*** On November 26, 2013 the Zoning Administrator issued a public notice approving a minor exception for a one foot increase in fence height for an existing, unpermitted, side and rear yard fence/gate resulting in a total height of seven feet. Assessor Parcel Number: 170-242-003, R-10 zone district.

Action: Notice of Approval issued.

Appeal Period: Through Monday, December 9, 2013.

Tree Removals Approved:

- Two Sycamore trees at 1918 Ardith Drive.

### **Architectural Review Commission**

- ***PLN 13-0187, Addenmatten New Single Family Residence - 1941 Buttner Road (Continued on August 1, 2013, September 5, 2013 and November 7, 2013)***

Public hearing to consider an Architectural Review permit for a new 3,206 square foot two-story single family home and a 782 square foot attached 3-car garage. The project also would include a 105 square foot covered front porch area and new landscape improvements for the front yard. Assessor's Parcel Number 164-051-020.

Action: Approved, with conditions, on a 5-0 vote. Four members of the public spoke on the item.

Appeal Period: Monday, December 16, 2013 at 5 p.m.

- ***ARC 10-029, AT&T New Wireless Communication Facility - 0 Paso Nogal Court (Continued from August 18, 2011, August 15, 2013 and October 3, 2013)(Progress Report Provided on September 19, 2013 and November 7, 2013)***

Public hearing to consider Architectural Review Permit ARC 10-029 submitted by AT&T Wireless. Note: *The associated Use Permit (UP 10-024) for this project was approved by the Planning Commission on June 28, 2011 and appealed (by the New Falconpointe Homeowner Association) to the City Council. The appeal of the Use Permit is currently pending at the City Council. Any Architectural Review Permit that may be approved for this site would not be effective unless the City Council approves the associated Use Permit.*

The applicant is requesting that the Architectural Review Commission review and approve the design of a proposed wireless communication facility, consisting of nine panel antennas (55" in height x 12" wide x 7" deep) installed on a 45 foot faux pine tree structure (monopine) that would be located approximately 20 feet downslope from the crest of the hilltop. In addition, the proposed project would include four equipment cabinets (6.5' in height) inside a fenced area (18' width x 35' length; 630 square feet) and associated landscaping. Note: *Originally, the applicant proposed a 35 foot faux pine tree structure and associated equipment area that would be located on the crest of the hill of the same project site.*

In addition, the City Council (as part of its consideration of the pending Use Permit appeal noted above) requested design input from the Architectural Review Commission concerning potential alternatives to the site/facility being proposed by AT&T Wireless. The applicant provided two alternative off-site design concepts for consideration, consisting of a 38 foot faux pine structure at Paso Nogal Park and a 43 foot faux pine structure within the boundaries of the New Falconpointe Homeowner Association for review and comment by the Commission. The Commission's comments will be provided to the City Council when it resumes consideration of the Use Permit appeal. Note: AT&T has not submitted permit applications for either of these alternative sites.

Assessor's Parcel Number 154-022-015 (Project Site)

Assessor's Parcel Number 154-220-027 (Alternative Site: Paso Nogal Park)

Assessor's Parcel Number 154-051-053 (Alternative Site: New Falconpointe HOA Site)

Action: Approved AT&T's revised proposal with conditions on a 3-2 vote (the members who voted "no" indicated for the record that they did not have concerns with AT&T's proposal but wanted to allow additional time for consideration of an alternative site proposed by the Recreation and Park District before a final decision was made). Note: ARC approval is subject to use permit approval by the City Council. Five members of the public spoke on the item.

Appeal Period: Monday, December 16, 2013 at 5 p.m.

- ***PLN 13-0412 Downtown Clock Tower Building & Tenant Improvements - 45 Crescent Drive (A & B)***

Study Session to receive design review feedback, associated with an Architectural Review permit, for exterior tenant improvements and for modifications to the existing Downtown Pleasant Hill clock tower building. More specifically, the study session focused on exterior building improvements, including replacement of the existing clock tower roof and existing clock faces; and new façade treatments (consisting of fabric awnings, rigid overhangs, exterior materials, building colors, glass systems, wall-mounted lighting, etc.) and an outdoor display area. The project does not include any increase in building square footage beyond the existing tenant spaces. No action will be taken. Assessor's Parcel Number 150-300-006

Action: Since this is a study session, no action was taken. However, the ARC unanimously supported the project in concept and directed the applicant to submit final detailed plans for review and approval, by the Zoning Administrator in accordance with the conceptual plans reviewed by the ARC and the comments provided. No members of the public spoke.

Appeal Period: Not applicable

## Miscellaneous

**Administrative Permit Activity:** For the month of November, Planning staff reviewed the following applications: 10 Zoning Permits (1 new business, 3 commercial plan check and 6 residential plan check), 4 Home Occupation Permits, 4 Temporary Sign Permits, 1 Special Event Permit, and 2 Tree Removal Permits.

## Code Compliance

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

### Follow-ups on Prior Inquiries:

- Banbridge Place – Case 1: Complaint regarding junk and debris and no garbage service. Trash and debris removed at side yard. Garbage service active. Exterior painting work in progress. Staff received additional complaint for trash at rear yard. Re-inspection complete. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Charlton Drive: Inquiry in reference to the status of an existing violation regarding the roof of a residence. Staff sent violation letter to property owner. **Staff scheduled to re-inspect property next week.**
- Doray Drive: Complaint regarding illegal structure. Site inspection complete. Review issue with Building Department. **Case under review.**
- Esther Drive – Case 1: Complaint regarding hedges obstructing the view of oncoming traffic. Re-inspection complete. Staff observed the hedges have been trimmed but not to height requirement per ordinance. Staff sent second notice to property owner. **Staff scheduled to re-inspect property next week.**
- Grayson Road: Complaint regarding an occupied recreational vehicle. Site inspection complete. Staff contacted property owner and discussed case. **Staff scheduled to re-inspect property next week.**
- Helen Road – Case 1: Complaint regarding junk/debris, broken window and a vehicle stored on an unpaved surface. Re-inspection complete. Staff confirmed garbage service is active and junk/debris removed. Staff observed the front window is still broken. **Staff scheduled to re-inspect property next week.**

- Hoover Ave. – Case 1: 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.**
- Hoover Ave. – Case 2: Complaint regarding recreational vehicle stored on an unpaved surface and possibly occupied. Property owner informed staff that the recreational vehicle is now stored on gravel and not occupied. **Staff scheduled to re-inspect property this week.**
- Isabella Lane: Complaint regarding junk and debris and possible home based business. Re-inspection complete. Junk and debris at car port and driveway unchanged. Staff contacted property owner in reference to a possible home based business at the property. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Liahona Court: Complaint regarding junk and debris. Remaining debris and vehicles removed from public view. Staff contacted property owner and discussed the additional violation of overgrown weeds and dead vegetation. Property owner requested additional time to correct violations. **Staff scheduled to re-inspect property this week.**
- Margie Drive: Complaint regarding inoperable vehicle. Re-inspection complete. Vehicle unchanged. Staff sent second notice to property owner. **Staff scheduled to re-inspect property next week.**
- Maureen Lane - 1: Complaint regarding junk and debris. Re-inspection complete. Junk and debris unchanged. Staff sent notification letter to property owner. **Staff scheduled to re-inspect property next week.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Staff 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. Staff contacted property owner and discussed case. Property owner is requesting the Planning Commission consider revising the zoning

ordinance to allow such structures in front yard setbacks. **Case on hold pending Planning Commission consideration.**

- Oak Park Blvd. – Case 1: Complaint regarding inoperable vehicles, vehicles obstructing the public right-of-way and possible auto repair business at single family residence. Re-inspection complete. Vehicle removed out of public right-of-way. Staff contacted property owner. Owner requested additional week to address remaining vehicle. Extension granted. **Staff scheduled to re-inspect property next week.**
- Oak Park Blvd. – Case 2: Complaint regarding junk/debris and lack of garbage service. Junk and debris removed and the property has active garbage service. **Case closed.**
- Oakvue Road: Complaint regarding an inoperable vehicle. Vehicle unchanged. Staff sent vehicle abatement letter to property owner. **Staff scheduled to re-inspect property next week.**
- Patterson Blvd. – Case 1: Complaint regarding overgrown weeds and debris. Re-inspection complete. Some progress made. Staff sent second notice to property owner. **Staff scheduled to re-inspect property next week.**
- Patterson Blvd. – Case 2: Complaint regarding overgrown hedges obstructing the view of oncoming traffic. Hedges trimmed. **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. Dumpster located at property and debris removal work in progress. Staff sent second notice to property owner. **Staff scheduled to re-inspect property next week.**
- Pleasant Hill Road – Case 3: Complaint regarding dead vegetation, deteriorated roof damaged fence and illegal garage conversation. Site inspection complete. Staff contacted property manager and discussed violations. Staff sent notify letter to property owner. **Staff scheduled to re-inspect property next week.**

- Pleasant Valley Drive: Complaint regarding illegal construction of fence and occupied tents at the rear yard. Re-inspection complete. Staff observed illegal fence has been removed. During re-inspection staff observed junk and debris at side yard. Staff still has not been able to gain access to rear yard. **Staff scheduled to re-inspect property next week.**
- Shelly Drive – Case 1: Complaint regarding two trees removed without proper permits. Re-inspection complete. Staff contacted property owner and discussed the case. Owner to provide arborist report associated with the removal of the two trees to the Planning Department. **Continue monitoring progress and coordinate final inspection with Planning Department.**
- Shelly Drive – Case 2: Complaint regarding junk/debris and garbage cans left out near collection point. Re-inspection complete. Conditions unchanged. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Skander Drive: Illegal accessory structures. City Attorney contacted listing agent. Property has not been sold. Staff contacted bank and discussed the removal of the structures. **Case under review.**
- Sky Ranch Lane: Complaint regarding overgrown weeds and debris. Re-inspection complete. Some progress made in reference to the removal of the junk and debris. Staff contacted property owner and discussed case. **Staff scheduled to re-inspect property next week.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Painting work not in progress. Staff contacted property owner. Re-inspection complete. Exterior paint condition unchanged. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**

New Inquiries:

- Beatrice Road: Complaint regarding inoperable vehicle, junk/debris and collection containers left out in public view. Staff conducted site inspection and found no violations at the address. **Case closed.**
- Elderwood Drive: Complaint regarding a rooster at the property. **Staff scheduled to inspect property this week.**

- Fair Oaks: Complaint regarding issues with an adult care facility. Staff conducted initial inspection and observed possible violations. Staff left business card requesting an inspection appointment with the property owner. **Staff scheduled to re-inspect property this week.**
- Helen Road – Case 4: Complaint regarding inoperable vehicle. Staff conducted site inspection and confirmed the inoperable vehicle is stored on the public street. Staff contacted Pleasant Hill Police Department and forwarded the vehicle information. **Case closed.**
- Hillsdale Drive: Complaint regarding recreational vehicle stored on the front lawn. Staff conducted an inspection and confirmed the violation. Staff discussed the violation with property owner along with corrective actions. Property owner to store recreational vehicle on a paved/gravel surface. **Staff scheduled to re-inspect property next week.**
- Maureen Lane: Complaint regarding inoperable vehicles, refuse and broken windows. **Staff scheduled to inspect property next week.**

Proactive Work:

- Banbridge Place – Case 2: Proactive case opened for junk and debris on driveway. Junk and debris removed from public view. **Case closed.**
- Barbara Court: Proactive case opened for junk and debris on driveway. Junk and debris removed. Painting work in progress. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Boyd Road – Case 1: Proactive case opened for inoperable vehicle. Staff re-inspected property and found inoperable vehicle unchanged. Staff made contact with facility manager. Manager confirmed to staff that the property owner is in the process of addressing the violation. Staff granted an additional week to repair or remove the vehicle. **Staff scheduled to re-inspect property next week.**
- Boyd Road – Case 2: Proactive case opened for inoperable vehicle. Staff re-inspected property and found inoperable vehicle unchanged. Staff made contact with property owner. Property owner confirmed to staff that they are in the process of addressing the violation. Staff granted an additional week to repair or remove the vehicle. **Staff scheduled to re-inspect property next week.**

- Diablo View Road – : Proactive case opened for junk/debris at front yard and inoperable vehicle stored on driveway. Re-inspection complete. Conditions unchanged. Property owner requested an extension. Extension granted. **Staff scheduled to re-inspect property next week.**
- Esther Drive – Case 1: Proactive case opened for junk and debris in public view. Re-inspection complete. Staff observed some junk and debris has been removed. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property next week.**
- Esther Drive – Case 2: Proactive case opened for inoperable vehicle on driveway. Re-inspection complete. Staff confirmed the inoperable vehicle is still in public view. **Staff scheduled to re-inspect property in two weeks.**
- Esther Drive – Case 3: Proactive case opened for junk and debris on driveway. Re-inspection complete. Staff confirmed the junk and debris is still in public view. Property owner contacted staff and requested additional time to remove junk and debris. Staff granted an additional two weeks. **Staff scheduled to re-inspect property in two weeks.**
- Helen Road – Case 1: Proactive case opened for dead vegetation. Re-inspection complete. Staff observed the dead vegetation has not been removed. Staff left business card. **Staff scheduled to re-inspect property next week.**
- Helen Road – Case 2: Proactive case opened for inoperable vehicle. Staff left door hanger. **Staff scheduled to re-inspect property next week.**
- Jennie Drive: Proactive case opened for junk and debris. Junk and debris removed. **Case closed.**
- Maureen Drive -: Proactive case opened for inoperable vehicle and vehicle stored on an unpaved surface. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Pleasant Hill Road –: Proactive case opened for inoperable vehicle. Re-inspection complete. Staff confirmed the vehicle has been repaired. **Case closed.**

- Santa Cruz Drive: Proactive case opened for junk/debris in public view. Staff contacted property owner and discussed case. Re-inspection complete. Junk and debris still located at side yard in public view. Staff sent second notice to property owner. **Staff scheduled to re-inspect property next week.**
- Shirley Drive: Proactive case opened for overgrown hedges/bushes obstructing the view of oncoming traffic. Staff contacted property owner and discussed case. Hedges scheduled to be trimmed this week. **Staff scheduled to re-inspect property next week.**

Graffiti Removal:

No graffiti removal this week.