



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: April 15, 2010

SUBJECT: **WEEKLY UPDATES**

**HUMAN RESOURCES (HR)**

- Community Service Officer Recruitment – Testing for this position will be administered on Tuesday, April 20<sup>th</sup> at City Hall in the community room.
- Wellness 2010 “CPR/First Aid” – Training is scheduled for Wednesday, May 26<sup>th</sup> from 9:00 am to 2:30 pm in the large Community Room at City Hall. This year the Municipal Pooling Authority is also offering AED (Automatic External Defibrillator) training to those individuals who are interested. Please contact your Wellness Coordinator Jackie Burke at 671-5293 or [Jburke@ci.pleasant-hill.ca.us](mailto:Jburke@ci.pleasant-hill.ca.us) by May 19<sup>th</sup> if you are interested in attending.

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Cobblestone Court (Royston, Harwich and Penrith Walk) – Repairs are being made to improve the structural integrity of the stairways.
- Suntree Apartments (100 – 800 Suntree Lane) – Repairs are being made on the siding and trim for portions of each building, including garages and the recreation building.
- Boulevard Apartments (2635 Contra Costa Boulevard) – Upgrades are in progress to make the parking areas more seismically sound.

**Engineering Division**

- DVC Regional Transit Center – The contractor completed the subsurface work, consisting of a 12” storm drain, 8” water line, 4” sanitary sewer lateral, and a gas

lateral. Ongoing work includes forming for the concrete curb, gutter and roadway sections for the new bus turnaround and placing concrete piers for the new street lights. After the new concrete roadway is in place for 30 days, buses will be transferred to the new turnaround and the remaining site work (sidewalks, bus shelters and landscaping) will be completed. Upcoming work in the public right of way includes extending the left-turn pocket on Golf Club Road (westbound) at the DVC entrance, installing a new traffic loop, along with landscaping/irrigation in the center median. This work is expected to begin in late April.

- Buskirk Avenue Widening Project Update – A second public meeting was held on April 13<sup>th</sup> at 7:00 pm to provide interested parties that were not able to make the first meeting (held April 6<sup>th</sup>) an opportunity to review and comment on the proposed Alternate Plan (Option B). Staff again received a much more positive response from those in attendance. This second alignment alternative (Option B) plan and exhibits presented at both meetings are available for viewing on the City’s Web Page. A tab bar on the left-hand home page (Buskirk Ave Project) has been created to update the public on the status and upcoming meetings. Once all comments have been received, it is anticipated that staff will schedule a future presentation to City Council to receive direction regarding continued design work on the desired Option.

- Encroachment Permits Underway

Private

*Owner* – Install a 36-inch tall front yard fence in the City’s right of way at 775 Ruth Drive

Utilities

*PG&E* – Repair streetlight at 525 Contra Costa Boulevard

*EBMUD* – Repair water service at 306 Cortsen Road

**Maintenance Division**

- Annual Truck Inspection – The California Air Resources Board (CARB) requires that large diesel trucks be tested annually for smoke and particulates. CARB randomly audits fleets, maintenance and inspection records, and tests a representative sample of vehicles. Fleet owners that neglect to perform the annual smoke and particulate inspections are subject to a penalty. The City’s vendor, California Diesel & Power, provided the testing on the three large City-owned diesel trucks. All three trucks passed the tests and are in full compliance with CARB.
- City Hall Lake – Several small koi (less than six inches long) have been found dead in the City Hall Lake. It appears that migrating birds (such as egrets) and possibly raccoons are responsible for the dead fish. Staff is researching measures to address this problem to limit any further decline in the koi population.

## **Planning Division**

- **Planning Commission**

*Hookston Square Office Park Sign Variance (3478-3480 Buskirk Avenue)* – The Planning Commission considered a request for a variance to install: (1) a third and fourth monument sign, in an existing administrative office complex, where Section 18.60.050 of the Zoning Ordinance allows a maximum of one freestanding sign per site in the *PAO Professional & Administrative Office* district, and (2) 22.5 square feet of sign area per sign face (or 45 square feet for two sign faces) where Section 18.60.050 allows a maximum 16 square feet per sign face or maximum 32 square feet for two sign faces. Each of the two proposed signs is intended to provide tenant identification. A double-faced sign would be located at the Buskirk Avenue entrance and the other (single-faced) sign would be located at the Hookston Road entrance. The project site is located in the *PAO Professional & Administrative Office* zoning district. No members of the public other than the applicant’s representatives testified.

Action: The Planning Commission approved the variance with conditions limiting the size of the single-faced sign proposed for Hookston to 16 square feet.

Appeal Period: The appeal period will end at 5:00 pm on Monday, April 26, 2010.

*Miscellaneous Zoning Ordinance Amendments* – The Planning Commission held a study session on proposed comprehensive zoning ordinance amendments that address miscellaneous corrections, clarifications and minor substantive revisions for the purpose of improving the clarity and administration of the ordinance. The amendments include various sections of the zoning ordinance addressing use classifications, residential and non-residential districts, parking, home occupations and accessory structures. The Commission discussed a portion of the amendments (including use classifications and residential district standards) and continued the item to the May 11, 2010 meeting. Only one member of the public attended the meeting and spoke during the study session.

Action: No action taken since it was a study session.

Appeal Period: None, since no action was taken.

- **Architectural Review Commission (ARC)**

*Dilyn LLC Tree Removal - Landscape Modification (181-187 & 191-197 Mayhew Way)* – The ARC considered a request from the applicant for approval of an Architectural Review permit that includes the previous removal of 13 mature trees and proposes a new landscape plan that includes 15 new trees (all ornamental pears), shrubs and groundcover for the entire light industrial site. In addition, the ARC was also requested to accept the Exemption pursuant to Section 15304 of the State Guidelines

for Implementation of the California Environmental Quality Act as the project involves minor alterations to land and/or vegetation, in this case landscape removal and replacement.

Action: Approved with conditions.

Appeal Period: The appeal period will end on Monday, April 26, 2010 at 5:00 pm.

***Clearwire Wireless Communication Facility (77 Santa Barbara Road)*** – The ARC considered a request from the applicant for design review approval to co-locate a wireless communication facility (consisting of an equipment cabinet, three 6’ tall pipes, each with a panel antenna radio-head unit, and three 6’ tall pipes with microwave dishes attached) on the roof of an existing office building. The equipment screen will have a maximum height of 53’1” on top of an existing 46’1” tall three-story building to match the existing screens. In addition, the Commission was also requested to accept the Exemption pursuant to Section 15303 of the State Guidelines for Implementation of the California Environmental Quality Act as the project includes the addition of small equipment (antennas, radio heads and microwave dishes) to an existing building requiring minimal modifications.

Action: Continued to May 6, 2010 at the request of the applicant.

Appeal Period: Not Applicable.

***Study Session for New Safeway Store Remodel and Signage (707 Contra Costa Boulevard)*** – The ARC considered a request from the applicant for design review input regarding a proposal for new signs, new building facade, and site improvements to include modified landscaping and a revised parking design. The building façade is proposed to be applied to approximately 58,500 square feet of tenant space area located on the south end of an approximately 104,300-square-foot multi-tenant retail building. CVS Pharmacy currently occupies 26,600 square feet on the north side of the building. The remaining 19,200 square feet of floor area, currently vacant and located in the central portion of the building, is not proposed to receive exterior building modifications at this time. Lastly, the applicant was proposing to develop a 450-square-foot fuel station kiosk, and gas island canopy (4,200 square feet), at the front of the main parking facility along Contra Costa Boulevard.

Action: No action was taken as this item was a study session.

Appeal Period: Not Applicable.

- **Code Compliance**

Selected highlights of weekly activity:

***Ruth Drive*** – Staff observed a large fence being built in the public right of way without an encroachment permit. The work was red tagged and stopped.

***Vacant Property*** – Staff observed a person entering the backyard at a vacant foreclosure. Contact was made with the young man, and it was discovered that he worked for the foreclosure company and was responding to a call for maintenance by code compliance staff. A citizen also made contact with staff regarding the “intruder” and was most pleased to hear that the individual was on-site to address the condition of the property.

***Vector Control*** – Staff is working with Vector Control to stop the influx of mosquitoes at several homes that are vacated (foreclosed) or just empty. Vector Control has been and continues to be very proactive in this activity.

***Number of Contacts Made This Week*** – 73 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).