



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: January 20, 2011

SUBJECT: **WEEKLY UPDATES**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Hookston Square Office Park (3478 Buskirk Avenue, Suite 330) – A tenant improvement permit has been issued for Nelson Staffing,
- Hookston Square Office Park (3480 Buskirk Avenue, Suite #250) – A tenant improvement permit was issued for a Best Buy expansion,
- Tenant Improvement (3440 Vincent Road, Suites A & C) – Plans have been submitted for review and approval to subdivide an existing space into three spaces.

Engineering Division

- Pacific Gas and Electric Company (PG&E) Chilpancingo Parkway Electrical Reliability Improvement Project – The PG&E-hired contractor is completing Phase 1 site restorations, including replacing damaged concrete sidewalk and asphalt pavement disrupted by the installation of new electrical underground vaults and conduits. After restoration is completed, PG&E will be notifying local residents of the Phase 2 work. This second phase will be completed by PG&E crews to install new electrical wiring in the conduits. Motorists and pedestrians should continue to expect lane closures, sidewalk closures and possible delays until all work is completed (which is anticipated to occur in March).
- Citywide Bicycle and Pedestrian Master Plan Project Update – The City hosted a second public meeting on January 11th for the Citywide Bicycle and Pedestrian Master Plan project. Over 16 residents attended the meeting, along with representatives from the East Bay Bicycle Coalition, East Bay Regional Parks District and the City's

Traffic Safety Commission. Over the past four months, City staff and its consultants have taken the public comments received from the first public meeting, as well as input from the project website, and developed a draft network of bicycle and pedestrian routes throughout the City that will provide logical and accessible connections between the various residential neighborhoods, schools and commercial centers. At this second public meeting, the City's consultants presented the proposed network of bike and pedestrian routes and a draft and unfunded list of desired improvements projects. Public input received at the second public meeting will be evaluated and incorporated as necessary. The final draft Master Plan document is scheduled to be presented to the Traffic Safety Commission for approval at its March 2011 meeting. The draft Master Plan will also be presented to the City Council for adoption later in the year.

- Encroachment Permits Underway

Private

Subtronic Corporation – Potholing at Hoover Avenue at Contra Costa Canal Bridge

Utilities

PG&E – Repair gas leak at 1926 Wendell Lane

PG&E – Repair gas leak at 855 Grayson Lane

PG&E – Repair gas leak at 111 Cleaveland Road

PG&E – Repair gas leak on Douglas Terrace

Contra Costa Water District – Repair water main across from 113 Woodsworth Lane

Maintenance Division

- United States Flags Installed – In honor of the Martin Luther King holiday, 200 United States flags were installed along Contra Costa Boulevard this past weekend. The flags were removed on Tuesday, January 18th.
- Landscape Median Upgrades – Over 30 shrubs and one tree were installed along with low-water-use irrigation on Golf Club Drive. This work completes another landscape median that has been retrofitted with climate-appropriate plantings and a low-water-use irrigation system. Another benefit of these upgrades is that pollutants and runoff now percolate into the soil area rather than into the street and storm drainage systems.

Planning Division

- **Planning Commission**

No meeting scheduled this week.

- **Zoning Administrator**

No meeting scheduled this week.

- **Architectural Review Commission (ARC)**

Berg New Home Study Session (1790 Ruth Drive) – The Commission reviewed a proposal for a new 2,592-square-foot residence. The proposed project would result in 1,670 square feet of living space, 549 square feet for garage area, and 373 square feet of covered porch area. The Commission was generally supportive of the project and provided comments for inclusion on the final plans. The Commission’s suggestions included the following: amend the plans to respond to the City-Wide Design Guidelines, specifically, placement of windows to optimize energy conservation and provide that sunlight enters the home during some part of the day year round, consideration of skylights, and provide detailed information regarding windows, doors, railings and light fixtures. The project will be considered for approval by the ARC at a later date.

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

Appeal Period: Not applicable.

Discussion of Ross Dress For Less – Compliance with Conditions of Approval for Building Colors and Materials (556 Contra Costa Boulevard) – The proposed Ross Dress for Less façade improvements were approved by the Commission on December 16, 2010. One of the conditions of approval for the permit was a requirement to resubmit actual building color and material samples for review and approval by the Commission. The Commission also had required that this information be submitted and reviewed prior to application of the colors and material to the exterior of the building. During the January 20th ARC meeting, the Commission reviewed and supported the proposed building colors and materials.

Action: Since this was a discussion item, no formal action was taken.

Appeal Period: Not applicable.

1035 Contra Costa Boulevard Color Change (formerly Rasputin Records/Blondie’s Pizza) – As a discussion item, Planning staff presented a proposed color change associated with an exterior commercial building modification that was approved by the ARC on October 6, 2005. To date, the ARC approved improvements have not commenced. At this time, the property owner is proceeding with the Building Permit process by submitting final plans, in substantial conformance with the plans originally approved by the ARC, with the exception of the exterior building colors.

The ARC provided the following comments: Modify the proposed *Grassy Fields* (green) color to a darker shade of green/black and use tone-downed shades of red and yellow. In addition, the proposed semi-gloss finish (for all colors) is recommended to be either a satin or eggshell finish, with the exception of the areas proposed to be painted yellow.

Action: No action was taken as this was a discussion item.

Appeal Period: Not applicable.

Shaadzee Bakery Digital Menu Box Discussion Item (60 Crescent Drive) – The Commission discussed the installation of a new illuminated menu box on the exterior wall of the existing restaurant. Staff approved the menu box on a trial basis pending comments from the ARC. The Commissioners visited the site, were complimentary of the new menu box and did not express any other concerns.

Action: No action taken since this was a discussion item.

Appeal Period: Not applicable.

- **Code Compliance**

Selected highlights of weekly activity:

Board of Directors Appointment – Mike Lange, City Code Investigator, has been appointed to the Board of Directors of the California Code Enforcement Officers Association (District 2 Representative).

Itinerant Food Vendors – Staff is currently working with the Contra Costa Environmental Health Division to address itinerant food vendors in the Hookston Road area.

Staff Training – Staff attended a POST (Peace Officer Standards and Training) certified training course in non-verbal communication conducted at Pleasant Hill City Hall, along with 78 other individuals from area fire, hazmat, code enforcement and law enforcement agencies.

Number of Tasks Completed This Week – 26 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).