



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: February 10, 2011

SUBJECT: **WEEKLY UPDATES**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Tenant Improvement (3440 Vincent Road, Suites A & C) – A tenant improvement permit has been issued to subdivide an existing space into three spaces.
- Downtown (125 Crescent Drive) – Tenant improvement plans have been submitted for review and approval of one of the auditoriums located in the Pleasant Hill 16 Century Theatre complex. Theater auditorium #5 is changing to a digital screen application. All work is interior.

Engineering Division

- Project Audit: American Recovery & Reinvestment Act (ARRA) Contra Costa Boulevard Pavement Rehabilitation – The project provided for street pavement rehabilitation between Second Avenue South and the Target store entrance/I-680 freeway off-ramp. This ARRA project received \$842,000 in Federal Stimulus construction grant funds. As part of the ARRA grant accountability process, each local agency administered ARRA project undergoes an audit review. This week, Federal Highway Administration (FHWA) and California Department of Transportation (Caltrans) conducted an extensive audit review of the City's ARRA project files. The audit was deemed satisfactory and outlined the final steps to close out the project file with Caltrans.
- NPDES Program (Funding Initiative Project Update) – SCI Consulting Group, the Clean Water Program's consultant, continues to work on evaluating the possibility of holding a County-wide Proposition 218 election to increase stormwater funding so the

City can comply with the new provisions of the Municipal Regional Permit. A decision will need to be made by all 21 co-permittees based on the findings and recommendations of SCI.

SCI's contract covers three phases. Phase I includes the following tasks to be completed by September 11, 2011: 1) Background Analysis and Research; 2) Future Program/Municipalities Cost Analysis; 3) Potential Funding Sources Analysis; 4) Opinion Research and Survey; and 5) Stormwater Funding Needs and Options Report. Once the report is complete, staff will seek direction on how to proceed/vote and, based on the findings and recommendations, either move forward with a Proposition 218 election and/or implementation of other revenue sources. Once a decision is made, other phases would include: Phase II (Engineer's Report) and Phase III (Implementation and Educational Outreach). Staff is trying to accelerate the timelines so each municipality will have the necessary time to determine what is in their City's best interest.

- Encroachment Permits Underway

- Private

- Contra Costa County Public Works* – Traffic control on Pleasant Hill Road and Taylor Boulevard

- Roto Rooter* – Repair sewer line at 2063 Pleasant Hill Road

- Utilities

- EBMUD* – Repair water main at 1952 Vicki Lane

- PG&E* – Replace overhead switch on Lisa Lane at Iron Horse Trail

- AT&T* – Repair sidewalk and remove pole on Pleasant Hill Road at Greenwich Drive

- PG&E* – Repair gas leak on Hook Avenue at Oak Park Boulevard

- PG&E* – Repair gas leak at 2010 Geary Road

Maintenance Division

- Landscape Median Upgrades – The landscape median on Pleasant Hill Road from Taylor Boulevard to Slater Avenue is being renovated. The work will include locating and marking underground utilities, grading of soil, removing the turf and installing climate-appropriate irrigation and plantings. The existing mature trees in the median will remain. Once the renovation is complete, the ongoing costs for maintenance will be reduced significantly due to less water use and overall care for the median.
- Contra Costa Boulevard Medians – Maintenance crews recently did extensive cleaning of three medians located on Contra Costa Boulevard from Taylor Boulevard to Dexter Drive. The debris removed included trash and plant/tree growth. This area is cleaned approximately every six months to maintain proper site clearance for vehicles and pedestrians.

Planning Division

- **Planning Commission**

Morisey Minor Variance (860 Jeffrey Avenue) – A public hearing was conducted to consider approval of a Variance to allow a front-yard setback encroachment of up to seven feet to allow an existing front porch to be enclosed and converted into habitable space. The project site is located in the *R-7 Single Family, 7,000 sq. ft. lots* zoning district.

Action: The Variance was denied without prejudice. The Commission also requested staff to prepare an amendment to the zoning ordinance to provide an alternative process for considering minor encroachments into setbacks. No members of the public spoke.

Appeal Period: The appeal period will end on Tuesday, February 22nd at 5:00 pm.

400 Taylor Holdings LLC (Formerly Pleasant Hill Oncology Center) Parking Reduction Use Permit (400 Taylor Boulevard) – A public hearing was conducted to consider approval of a Use Permit to allow a 35-space parking reduction to allow medical uses for the 20,831 square feet of remaining building floor area of an existing office building. The project site is located in the *PAO-Professional & Administrative Offices* zoning district.

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

Appeal Period: The appeal period will end on Tuesday, February 22nd at 5:00 pm.

Study Session for City-Wide Miscellaneous Zoning Ordinance Amendments – The Commission held a study session to review and discuss revised language for proposed modifications to the zoning ordinance based on previous input and direction from the Commission, as well as review and input from the City Attorney’s office. The modifications are intended to address miscellaneous corrections, clarifications and minor substantive revisions to the zoning ordinance for the purpose of improving the clarity and administration of the ordinance. No members of the public spoke.

Action: No action was taken.

Appeal Period: Not applicable.

- **Zoning Administrator**

Carrington College – Minor Use Permit (395 Civic Drive) – The Zoning Administrator held a public hearing to review a request for a Minor Use Permit to approve a personal improvement service (vocational school) use and a shared parking

facility (with 367 Civic Drive) for expansion of Carrington College. The site is zoned *PAO Professional & Administrative Offices*.

Action: Approved with conditions. Two persons from the public spoke on this item.

Appeal Period: The appeal period will end on Tuesday, February 22nd at 5:00 pm.

Savers Store – Minor Use Permit (510 Contra Costa Boulevard) – The Zoning Administrator held a public hearing to review a request for a Minor Use Permit to approve a secondhand appliance/clothing use for a Savers store. The site is zoned *RB Retail Business*.

Action: Approved with conditions. No one from the public spoke on this item.

Appeal Period: The appeal period will end on Tuesday, February 22nd at 5:00 pm.

- **Architectural Review Commission**

No meeting scheduled this week.

- **Code Compliance**

Selected highlights of weekly activity:

Santa Ana Drive – Staff contacted a mortgage bank that controls a property on Santa Ana Drive to discuss the following concerns: an unsecured house and garage; open doors; a refrigerator that is accessible to children; and a swimming pool filled with green water. The mortgage bank representatives were cooperative and agreed to resolve these matters immediately.

Accela System – Staff is working with a team of City staff and a consultant to update and upgrade the Accela automated permit tracking system. The process is expected to be completed in March.

Non-operational Vehicles – Site inspections for non-operational vehicles in various neighborhoods throughout the City have resulted in numerous vehicles being identified for potential abatement. Staff will be following up with the vehicle owners in the coming weeks.

Number of Tasks Completed This Week: 81 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).

- **Miscellaneous**

In-N-Out Burger (North Main Street – After reviewing updated project information and studies recently completed by the applicant, staff suggested (and In-N-Out concurred) that an environmental impact report should be prepared for the proposed project. The draft report should be available for public review this spring.

Tree Removals – The following tree removals have been approved: 1) One 29-inch diameter Ash tree at 1651 Barnett Circle; 2) one 36-inch diameter Valley oak tree at 2977 Dorothy Drive; and 3) one 47-inch diameter Shamel ash tree at 255 Ilene Drive.

REDEVELOPMENT

- Workforce Development – Agency staff met with the new Business Services Representative from the Workforce Development Board of Contra Costa County. Workforce Development is promoting a new program to respond to the needs of the business community, job seekers, workers and youth. The new Business Services Representatives will proactively contact businesses to ensure that they are aware of the many free resources to help businesses, including training programs, marketing assistance, development of business plans and general business consulting services.