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MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: March 22, 2012

SUBJECT: **WEEKLY UPDATES**

**GENERAL UPDATE**

- City Council Goals Workshop – A second City Council Goals Workshop has been scheduled for Thursday, March 29<sup>th</sup> starting at 6:00 pm in the Community Room. As suggested during the January 27<sup>th</sup> Goals Workshop, Mayor Hanecak subsequently appointed a Goals Subcommittee, including himself and Councilmember Harris. The Subcommittee has refined and drafted goals that will serve as a foundation for the upcoming workshop. In addition to the normal posting of the meeting agenda, the workshop will be announced to the community through the various Notify Me contact lists, as well as the City's website homepage and Facebook page.

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Engineering Division**

- Citywide Trail Crossing Enhancement Project – The construction contract for the Citywide Trail Crossing Enhancement Project is currently being advertised, with the bid opening scheduled for April 24<sup>th</sup>. The project scope consists of installing electronic visibility enhancement systems (e.g., in-pavement flasher system, LED signs or pedestrian signal), ADA curb ramps, concrete sidewalk, raised crosswalk, colored pavement treatment, signs and pavement striping at seven key trail crossings (with one additional location proposed based on bid results) along the Contra Costa Canal Trail and the EBMUD Trail. The project is funded with grant and local funds, and the total project construction cost is estimated at \$915,000. Construction is expected to begin in the middle of June 2012.

- Encroachment Permits Underway

Private

*Tom Martin Plumbing* – New sewer lateral at 219 Evelyn Drive

*Martinez Construction* – New sewer lateral at 156 Elaine Drive

Utilities

*PG&E* – Replace electrical transformer at 1897 Morello Avenue

*PG&E* – Replace deteriorated pole at 105 Hubbard Avenue

*CCCSD* – Repair sewer main at 861 Wedgewood Court

**Maintenance Division**

- Tree Response – Staff responded to a call out on Saturday where a large elm tree split and fell across Pleasant Hill Road near Karol Lane. Since the tree was privately owned, it was cut and pulled out of the roadway onto the property.
- Median Clean-up – Staff responded to an accident clean-up on Ellinwood Drive at Longbrook Way where a vehicle hit a City-owned tree in the median. The damaged shrubs were removed and the tree was staked. The hours were recorded for reimbursement from the insurance company.
- Storm Patrol – Staff spent most of last week performing storm patrol. The City is divided into ten areas, with a crew member assigned to each area. Staff members patrol their areas by clearing leaves from the catch basin grates and inspecting the storm system to prevent possible flooding. The creeks are also monitored, and the bridge piers are inspected for debris build-up that might cause problems.

**Planning Division**

- **Planning Commission**

No meeting scheduled for this week.

- **Architectural Review Commission**

No meeting scheduled for this week.

- **Zoning Administrator**

*Minor Use Permit, Windbell Wellness/Yoga Center (1924-A Oak Park Boulevard) PLN 11-0272* – The applicant is requesting approval of a Minor Use Permit to allow a 1,600-square-foot wellness/yoga center (*personal improvement service*) in an existing

multi-tenant commercial building in accordance with Section 18.25.020 of the Zoning Ordinance. Assessor Parcel Number: 149-284-006.

Action: Approved with Conditions. Six members of the public spoke on this item.

Appeal Period: The appeal period will end on Monday April 2, 2012 at 5:00 pm.

***Home Occupation, Mei Swim School (25 Mazie Drive) PLN 12-0020*** – The applicant is requesting a Home Occupation Permit for a swimming school at an existing residence. Section 18.20.070.E of the Zoning Ordinance provides if a Home Occupation application deviates from standard requirements, a public hearing shall be held. The application deviates from the standards as set forth in Section 18.20.070.C of the zoning Ordinance because the proposed use would be conducted in the rear yard of the residence and it may generate traffic/parking/noise in excess of that which is normal for a residential use. Assessor's Parcel Number: 150-123-006.

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

Appeal Period: The appeal period will end on Wednesday April 4, 2012 at 5:00 pm.

***Conditional Use Permit, Propane Tank at Chevron Gas Station (2295 Morello Avenue) PLN 12-0057*** – The applicant is requesting approval of a Use Permit for installation and operation of a 499-gallon, above-ground propane tank. The propane tank would be stored on-site for retail sales. Per Section 18.25.080 of the Zoning Ordinance, a Use Permit is required for the storage of hazardous substance. Assessor's Parcel Number: 152-240-016.

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

Appeal Period: The appeal period will end on Wednesday April 4, 2012 at 5:00 pm.

***Heffran Minor Exception Request (149 Vivian Drive)*** – The request is for approval of a 20% reduction in the required 20-foot, front-yard setback to accommodate the enclosure of an existing covered front porch into the front-yard setback to enlarge the existing living room. A portion of the house was originally built with a four-foot front yard encroachment (16-foot, front-yard setback) and is considered to be legal nonconforming.

Status: A Notice of Intent to Approve was issued to surrounding residents and property owners within 300 feet of the site on March 22<sup>nd</sup>; no public comment has been received to date. The Zoning Administrator will issue a Notice of Approval on April 2<sup>nd</sup>.

Appeal Period: The appeal period will end on Wednesday April 11, 2012 at 6:00 pm.

- **Code Compliance**

*Selected highlights of weekly activity:*

***Non-Permitted Signage*** – Staff has addressed non-permitted temporary signage at a business off of Monument Boulevard. The signs were removed, and the business will be applying to the City for permanent signs.

***Illegal Dumping*** – Staff responded to a home on Primrose Drive where it was reported that paint had been dumped into a storm drain. Central Contra Costa Sanitary District personnel also responded and addressed the issue.

***Overgrown Landscaping*** – Staff requested a property owner of a home on Masefield Drive to clean and better maintain the site that is over-grown with weeds and non-maintained trees.

***Number of Tasks Completed This Week*** – 69 tasks completed (including 25 investigations, 8 sector patrols, 2 referrals to assist other agencies/divisions and various miscellaneous activities such as phone calls, emails, internal requests for service, counter coverage and attendance at training sessions).

- **Miscellaneous**

***Tree Removal Permits*** – Staff approved the following tree removal requests: 1) Sun Valley Vineyards HOA (Grapevine Place and Brandywine Lane) for four Aleppo pines and one Callery Pear tree due to poor health and structure, causing damage to property and lack of adequate space for continued growth; 2) a residence at 1973 Helen Drive for two black cottonwood trees due to lack of growth space, causing property damage and growing in an unsafe manner; and 3) a residence at 1748 Ruth Drive for one American Elm tree and one Aptos Blue Redwood tree due to lack of appropriate growth space, property damage, poor health and advanced decline. Appropriate tree replacements were required for each request.