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MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: February 28, 2013

SUBJECT: **WEEKLY UPDATES**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- New Residence (2931 Dorothy Drive) – A permit has been issued for a one-story residence. The existing residence (837 square feet) will be demolished and replaced by a new 1,803-square-foot residence with a 495-square-foot garage.
- Hyatt House Hotel (2611 Contra Costa Boulevard) – A permit has been issued to remodel the interior of the hotel. The work includes renovating the ground floor public reception areas and upgrades on the guestroom showers. A permit was also issued to install a handicap lift for the public pool.

**Engineering Division**

- Garden Park Apartments – Staff has approved the grading and drainage plans for the expansion of the Garden Park Apartments complex located on Lisa Lane. The project will expand the existing community building from 1,200 square feet to 3,900 square feet (including a new second level). Other site improvements include new landscape, drainage and Americans with Disability Act (ADA) improvements. Construction is tentatively scheduled to begin in three to four weeks.
- Storm Drain Sink Holes – Staff was notified recently of two sink holes adjacent to storm drain pipe lines on private properties. One sink hole was located in a front yard on Patricia Drive and the other was in a backyard on Elinora Drive, both with minor visible property damage at this time. Maintenance and Engineering Division staff conducted preliminary inspections at each site, providing plywood, sandbags and barricades to cover the sink holes, as appropriate for each location. Staff is consulting

with the City Attorney's office to determine the next steps regarding the City's responsibilities related to the two sink holes as they are located within drainage reserves and not public easements. Staff will contact the respective property owners with follow-up information.

- Encroachment Permits

*Comcast* – Contractor potholing along Contra Costa Boulevard (between Crescent Plaza and Woodsworth Lane) this week and early next in anticipation of future underground infrastructure upgrades along this segment. Traffic control and lane closures are in effect.

*PG&E* – Paving repair for gas lateral at 35 Anelda Drive.

*PG&E* – Power Pole maintenance at 49 Audrey Lane, 884 Christine Court and 1031 Santa Lucia Drive.

### Maintenance Division

- Street Repairs – Staff is making street repairs on St. Claire Court where the garbage trucks and other heavy vehicles have broken up the pavement. The repair area is in the middle of the court and measures 15 feet x 15 feet. A new base was installed and compacted, and the patch was made.
- Pothole Repairs – Staff has marked 11 small patch areas on Margie Drive that will need repairs. The areas were submitted to USA (Underground Service Alert) North so that the utility companies can locate and mark any interference. The repairs will be done next week.
- Roadside Water Leak – Staff has located a minor water leak on Taylor Boulevard east of Pleasant Hill Road. They were able to pinpoint the leak and contacted USA North. The repairs have been made.

### Planning Division

- Planning Commission

Meeting canceled.

- Zoning Administrator

No meeting scheduled.

- Architectural Review Commission

Meeting canceled.

- **Miscellaneous**

*SyWest Development Plan (and related applications) – Crossroads Shopping Center – Subarea II (2314 & 2316 Monument Boulevard)* – The project has been scheduled for public hearing by the Planning Commission at a Special Meeting on Tuesday, March 19<sup>th</sup> at 7:30 pm and subsequently by the Architectural Review Commission on Thursday, April 4<sup>th</sup> at 5:00 pm. Public notices for these hearings were issued this week.

- **Code Compliance**

*Code Enforcement Investigator Recruitment* – The recruitment has concluded and a final selection has been made to fill the current Code Enforcement vacancy. The candidate has accepted the position and should be starting work in late March.

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

**Follow-ups on Prior Inquiries**

- Request for re-check on the progress of clean-up of a residential property previously declared a public nuisance on Stevenson Drive: A follow-up visit was made to the site by Planning staff; property owner was re-contacted to request further clean-up; and re-inspection was conducted. **Will monitor progress on a monthly basis.**
- Construction of three fences in violation of height and/or setback requirements on Lorenzo Drive: **Planning staff met with owner of third site to discuss options for resolving the issue. Other two sites resolved.**
- Follow up with a property owner’s representative regarding correction of unpermitted construction on Skander Drive: Responded to an email from the complaining party and discussed next steps with the Chief Building Official and City Attorney. Sent status update to City Manager and requested status update from property owner’s representative. Sent follow up email to property owner’s representative requesting immediate response prior to City initiating legal action. Received email from property owner’s representative this week indicating that resolution of the violation is imminent. Further contact made with owner’s representative. **Second notice of violation being prepared. Will consult with City Attorney regarding next steps.**
- Inquiry regarding the status of an existing violation regarding the roof of a residence on Charlton Drive: **Site visit conducted. Violation not resolved. Follow-up notice will be prepared.**
- Second anonymous complaint regarding the condition of a residential property on Pleasant View Road and potential use of a trailer as a dwelling: Visited site and noted multiple violations. Police Department also checked the site. Notice

of violation sent. Pending response from property owner. Re-checked site and noted clean-up is in progress. **Re-checked this week. Progress being made, however, additional clean-up necessary. Scheduled for re-check next week.**

- Contact made with a residential property owner on Hill Lane regarding the status of a nuisance clean-up that is currently in progress: Scheduled for re-check. **Will monitor progress on a monthly basis.**
- Complaint regarding vehicles/trash/carts in a front yard of a residence on Clarie Drive: Planning staff visited the site. Notice of violation sent. Site re-checked. Pending response from property owner. Re-checked and violation not resolved. Second notice sent. **Scheduled for re-check next week.**
- Complaint regarding sight distance issue (bushes) at Millburn and Lucille Drive: Site visit made and violation confirmed. Notice of violation sent by Planning staff. Re-checked; violation not resolved; second notice sent. **Owner contacted the City indicated bushes have been trimmed. Scheduled for re-check.**
- Inquiry regarding contractor signs placed on new fences at Ellinwood and Contra Costa Boulevard and at Pleasant Hill Road near Barnett Drive: Re-checked; signs not removed; sign contractor contacted by Planning staff. **Scheduled for re-check.**
- Dilapidated residence on Masefield Drive: Re-checked. Yard clean up in progress. **Will monitor progress on a monthly basis.**
- Trailer, garbage cans and vehicle parked in the front yard on Duke Way: Planning staff conducted site visit. **Several properties were issued courtesy notices regarding trash cans remaining on the street. A follow-up inspection will occur next week.**
- Accessory structures without approval in a rear yard on Mazie Drive: Planning staff conducted a site visit. Notice of violation issued. Follow-up contact with the property owner and tenant regarding permit requirements. Further contact with resident; plans submitted for review. **Plans approved. Will monitor progress. Responded to email from complaining party.**
- Vehicles parked on the lawn in a front yard near Belinda/Ramona Drive: Site visit conducted and violation confirmed. Notice of violation sent. **Scheduled for re-check next week.**
- Vehicles parked on the lawn in a front yard near Belinda/Ahneita Drive: Site visit conducted and violation confirmed. Notice of violation sent. **Scheduled for re-check next week.**
- Vehicle parked on front lawn on Elinora Drive: Site visit conducted and no violation noted. **Scheduled for re-check next week.**
- Noise complaint regarding maintenance activities at a convalescent care facility on Oak Park Boulevard: Code enforcement staff previously mediated a resolution to this issue. Planning staff contacted facility manager to arrange an on-site meeting to discuss concerns. Staff also responded to two emails from adjacent residents and coordinated with the Police Department. **Meeting scheduled with facility manager upon his return from sick leave.**

- Roofing business being operated from a residence on Boyd Drive: Pending investigation. Site visit conducted. **Scheduled for re-check next week.**
- Complaint regarding junk in front yard and overgrown vegetation at a residence on Twinview Drive: Planning staff conducted a site visit. Notice of violation sent. Owner contacted staff and indicated clean up will commence. Staff will monitor progress. **Owner requested and was granted time extension to complete clean up.**
- Jeffrey Drive complaint regarding possible squatters/hoarders and junk in the front yard: Site visit conducted. **Scheduled for re-check this week.**
- Paint spraying at residence on Hazel Street: Checked twice by Building and Planning staff. No sign of violation. **Requested Bay Area Air Quality Management District (BAAQMD) to check. BAAQMD could not find evidence of chemical odors but recommended follow up regarding 55 gallon drums noted in front yard. Scheduled for re-check this week.**
- Shelly Drive complaint regarding odor and overflowing trash containers: **Site visit conducted. Scheduled for re-check this week.**
- Dog feces reported along Canal Trail: Referred to Maintenance Division for follow-up with EBMUD and Flood Control District. **Closed.**
- Graffiti on buildings near Gallery Walk: **Maintenance Division painted over graffiti and contacted property owner. Closed.**
- Inquiry from apartment resident regarding concerns about heating and air conditioning functionality and odd buzzing sound within her unit: Building Division staff contacted apartment management on behalf of the resident to request follow-up. **Closed.**
- Barnett Terrace inquiry concerning an ongoing garage sale: **Planning staff contacted complaining party to request further information and schedule a site visit.**
- Donegal Court inquiry regarding status of apartment that had been declared uninhabitable due to fire damage: Building Division staff responded to the inquiry. **Closed.**

#### New Inquiries This Week

- Fence construction or replacement in the right of way along Santa Lucia Road: **Site visit conducted. Engineering confirmed fence located in right of way. Further research occurring regarding whether fence can be considered a replacement.**
- Equipment noise and glare from new light at office complex on Morello Avenue: **Planning staff contacted the complainant to discuss the concern and researched permit files regarding installation of the light. A follow-up notice will be sent to the business regarding the complaint.**
- Boat parked on a lawn on Baylor Street: **Scheduled for site visit this week.**
- Follow-up inquiry regarding a damaged trash enclosure and related debris near Scottsdale Road and Chilpancingo Parkway: Planning staff previously contacted

the homeowner association to request them to repair the trash enclosure and clean up the debris. **Staff re-contacted the association this week to determine when the work will be completed. The association indicated that they are waiting for an insurance claim to be processed and will commence work shortly.**

- Complaint regarding lack of adequate bike racks at a commercial shopping center: **Planning staff contacted the complainant to discuss.**