



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: March 7, 2013

SUBJECT: **WEEKLY UPDATES**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Downtown (35 Crescent Drive, #A) – A tenant improvement permit has been issued to remodel three unit spaces (A, B & C) into one space for the Corner Bakery Café.

Engineering Division

- Trail Crossing Pedestrian Actuation Notice Signs – Staff replaced smaller signs recently with a number of larger cautionary/informational signs at the four Contra Costa Canal Trail crossings (at Chilpancingo Parkway, Gregory Lane, Boyd Road and Oak Park Boulevard) and two EBMUD Trail crossings (at Oak Park Boulevard and Astrid Drive) to advise trail users to utilize the newly-installed electronic visibility devices (e.g., LED signs, in-pavement flashing beacons and pedestrian traffic signal) at the various crossings prior to crossing the street. Since the completion of the Citywide Trail Crossing Enhancement Project, staff has observed a large number of trail users who continue to cross at the various trail crossings without utilizing the visibility enhancement devices. The new and larger informational signs will remain at the trail crossings for a period of time in an effort to encourage more trail users to utilize the new safety devices.
- Pacific Gas and Electric PG&E – The Engineering Division issued an encroachment permit to PG&E to replace switches in existing electrical boxes in the following locations:
 - Contra Costa Boulevard and Monument Boulevard
 - Pleasant Hill Road and Strand Avenue

– Contra Costa Boulevard east of Doris Drive

This switch replacement is part of PG&E’s ongoing effort to upgrade their facilities to provide better service to customers. PG&E has notified all affected property owners, and there are no scheduled power outages as a part of this work.

- **Major Encroachment Permits**

R. J. Gordon – Restoration work at Golf Club Road; bridge waterline relocation.

EBMUD – Installation of main line, tie-in at Withers Avenue and Diablo View Road.

Maintenance Division

- **Irrigation Leak** – Staff had to cut through 18 inches of original road surface in the Taylor Boulevard median between Apollo Way and Pleasant Hill Road to locate an irrigation leak. Using the backhoe, staff was able to remove the old roadway in sections and found that there was a ¼-inch hole in the three-inch irrigation main line. The repairs were made, and the water supply can now be restored to the medians.
- **Broken Tree Branch** – Staff found a large Eucalyptus branch that had broken off due to the winds on Tuesday night. The branch landed in the bike lane but was partially blocking the roadway by 2059 Pleasant Hill Road. The branch and debris were cleaned up and removed.
- **Police Patrol Cars** – Staff has been outfitting the new Police Department patrol cars with the necessary equipment and trunk organizers. Staff has designed a wooden organizer to make access to their tools and emergency equipment more “user” friendly.

Planning Division

- **Planning Commission**

No meeting scheduled.

- **Zoning Administrator**

No meeting scheduled.

- **Architectural Review Commission (ARC)**

Sun Valley Apartments – Architectural Review Permit Amendment & Time Extension (1382-1400 Contra Costa Boulevard), ARC 08-016 – Public hearing to consider a request for approval of an amendment to Architectural Review Permit No. ARC 08-016 and a 12-month time extension of Architectural Review Permit. The

previous approval was for rear parking lot modifications, including grading improvements at the rear of the site for an existing 3.4-acre apartment complex site with 88 units. The request includes amendments to previously-approved conditions of approval (related to parking lot layout) and various other modifications to the approved project plans. Assessor's Parcel Number: 127-050-069.

Action: The ARC reviewed the status of the project with the applicant and staff, and then continued the application to April 18, 2013 for further consideration at that time. No members of the public spoke.

Appeal Period: Not applicable as no final action was taken.

Jack in the Box Remodel (1817 Contra Costa Boulevard), PLN 13-0008 – Public hearing to consider approval of an Architectural Review Permit for exterior improvements to the existing restaurant. The project includes removal of the existing mansard roof and the construction of a new parapet. The new parapet will consist of stucco finish, metal coping, decorative metal banding and a new metal fascia. The project also includes new paint colors and lighting. Signage is not included in the request, and no new square footage is proposed.

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

Appeal Period: The appeal period will end on Monday, March 18, 2013 at 5:00 pm.

PLN 13-0048, Nordstrom Rack Signage (703 Contra Costa Boulevard) – Public hearing to consider review and approval of a Sign Permit for two wall-mounted signs and two tenant-identification panels on an existing double-face monument sign located in the front landscape area long Contra Costa Boulevard. All four signs would read *Nordstrom Rack*. The applicant is also requesting approval of a Minor Sign Adjustment for a 20% increase in the allowable sign area.

Section 18.60.090 (*Minor Sign Adjustments*) of the Zoning Ordinance allows the ARC to approve *minor sign adjustments* involving not more than a 20% change from any provision of Chapter 18.60 (Signs) as part of a sign permit approval. More specifically, the applicant requested 216 square feet of wall sign area (to be distributed between two wall signs, one each, at 130 square feet and 86 square feet) where Section 18.60.040.B of the Zoning Ordinance would allow a maximum 180 square feet of wall sign area for this particular tenant space located in an *RB Retail Business* district. Assessor's Parcel Number: 153-230-005.

Action: Approved, with conditions, to include approval of the *Minor Sign Adjustment* request for an excess 36 square feet of wall sign area. No members of the public spoke.

Appeal Period: The ten-day appeal period will end Monday, March 18, 2013 at 5:00 pm.

Pain Consultants Medical Office Building Remodel (2250 Morello Avenue), PLN 13-0037 – Public hearing to consider review and approval of an Architectural Review Permit for exterior improvements to an existing 6,700 (+/-) square foot two-story office building consisting primarily of modifications to the existing building siding materials and colors. No other site improvements, to include landscape modifications and/or new signage, are proposed at this time. Assessor's Parcel Number: 152-240-020.

Note: On April 10, 2012 the Planning Commission conditionally approved Use Permit PLN 12-0062 for *Reduced Parking for Single Uses* in accordance with Section 18.55.050 of the Zoning Ordinance. With the adoption of Planning Commission Resolution No. 09-12, the entire building was approved for medical office uses without provision of the additional seven parking spaces that would have otherwise been required.

Action: Approved, with conditions, to include a requirement that a landscape plan be submitted for ARC review and approval prior to issuance of a building permit. No members of the public spoke.

Appeal Period: The ten-day appeal period ends on Monday, March 18, 2013 at 5:00 pm.

- **Miscellaneous**

Administrative Permit Activity – For the month of February, Planning staff reviewed the following applications: 14 Zoning Permits (3 new business, 4 commercial plan checks and 7 residential plan checks), 15 Home Occupation Permits, 1 Special Event Permit and 1 Tree Removal Permit.

- **Code Compliance**

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. Final site resolved. Closed.**
- 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 week indicating 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. Discussed status with realtor. Emailed neighbor to discuss status.**
- 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 and noted progress being made, however, additional clean-up necessary. Monitoring progress as clean up progresses.**
- 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. **Re-check pending.**
- 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 and indicated bushes have been trimmed. Re-check pending.**
- 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. **Re-check pending.**
- 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. Follow-up inspection conducted. Closed.**

- 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. **Re-check pending.**
- Vehicles parked on a lawn in the front yard near Belinda/Ahneita Drive: Site visit conducted and violation confirmed. Notice of violation sent. **Scheduled for re-check. Contact from owner requesting time extension. Extension granted.**
- Vehicle parked on front lawn on Elinora Drive: Site visit conducted and no violation noted. **Re-check pending.**
- 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. **Facility manager met with concerned neighbor and discussed the following issues related to the noise concerns:**
 - **The facility is required by law to pressure wash the wheel chairs and food carts every day; management has agreed they will have this done by 8pm.**
 - **The facility is required by law to test their generator once a month. They have to do this in the early am so as not to disturb the care needs of the residents.**
 - **The facility has altered their delivery schedules as much as possible to minimize noise concerns.**
 - **The facility management has addressed the loud music during shift changes; the employees were made aware that this is a problem for the neighbors and will not be tolerated by management.**
 - **The facility manager gave this resident and another neighbor her personal cell phone number for them to call at any time if there is a problem.**
 - **The facility management is willing to work with any resident that has a problem as they want to be good neighbors.**

Will monitor periodically to determine if concerns are resolved.
- Roofing business being operated from a residence on Boyd Drive: Pending investigation. Site visit conducted. **Pending re-check.**
- 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. **Pending 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. Pending re-check.**
- Shelly Drive complaint regarding odor and overflowing trash containers. **Site visit conducted. Pending re-check.**
- Barnett Terrace inquiry concerning an ongoing garage sale: Planning staff contacted complaining party to request further information and schedule a site visit. **Notice sent to property owner regarding garage sale regulations. Will monitor for compliance.**
- 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 was sent to the business regarding the complaint. Closed.**
- Boat parked on the lawn on Baylor Street: **Pending site visit.**
- 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 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.**

New Inquiries this Week

- Inquiry regarding trash at the bus stop next to McDonalds on Chilpancingo and trash in the nearby creek: **Referred to Maintenance for follow-up. Maintenance cleaned up the site. Closed.**
- Boat being repaired in driveway on Harvard Drive: **Pending site visit.**
- Complaint regarding lack of access for the disabled at a business on Contra Costa Boulevard: **Referred to Building Division for response. Closed.**
- Complaint regarding potential removal of an oak tree on Ruth Drive: **Complainant called back to indicate the tree was only being trimmed. Closed.**
- Complaint regarding dumpster parked in the street at Twinview: **Pending site visit.**
- Complaint regarding vision obstruction on Elinora Drive: **Pending site visit.**

- Complaint regarding residence being used for landscape business adjacent to Alhambra: **Investigated and notice sent to property owner concerning applicable City Home Occupation regulations. Scheduled for re-check next month.**
- Complaint regarding glare from flood light at residence on Powell Street: **Planning staff sent courtesy notice to adjacent neighbor and suggested solutions to address the issue. Closed.**
- Inquiry regarding neighborhood landscaping standards: **Planning staff responded. Closed.**
- Inquiry regarding the permit status of construction occurring at a restaurant on Gregory Lane: **Project checked. Permit was issued. Closed.**