



MEMORANDUM

TO: Mayor and City Council
FROM: June Catalano, Manager
DATE: July 5, 2013
SUBJECT: **WEEKLY UPDATE**

GENERAL UPDATE

Sunset by the Lake Summer Concert – The Summer Concert Series continues on Sunday, July 7th on the lawn at City Hall from 6 p.m. to 8 p.m. The featured band is Spin Out with food provided by Covey's Catering.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Engineering Division

Oak Park Boulevard Traffic Equipment Vandalism – Some of the newly installed traffic equipment along Oak Park Boulevard has been vandalized this past week at the Oak Park Boulevard/EBMUD Trail crossing. Graffiti was found on the exterior of the new electrical service enclosure and the two new stop signs at the trail approaches. The base of the service enclosure was also damaged and dented. County signal crews are working to re-secure the damaged service enclosure to the concrete foundation and City maintenance crews will clean up the graffiti from the service enclosure case and stop signs.

Graffiti was also found on the new signal cabinet at the Oak Park Boulevard/Patterson Boulevard intersection. The City maintenance crew will be working to clean up the exterior of the signal cabinet as well.

Buskirk Avenue Widening Phase 2 Improvement Project – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) continued trench excavation and installation of underground storm drain improvements within the construction area (closed section) of Buskirk Avenue.

Ghilotti's subcontractor, Saint Francis Electric, continued with the utility joint trench work on Buskirk Avenue south of the Crossroads driveway. A single lane closure will be set up at the southbound direction of Buskirk Avenue. The lane closure will be from 9:30 a.m. to 4:00 p.m. Expect delays due to construction in the area.

PG&E held a Rule 20A electric undergrounding preconstruction meeting at the Crossroads Shopping Center parking lot on June 27, 2013. In attendance were representatives from PG&E, City of Pleasant Hill, AT&T, Ghilotti Bros., Saint Francis Electric, and PG&E's contractor. PG&E will be creating another transmission feed from Monument Boulevard that will be used to energize the Crossroads Shopping Center in addition to the feed being built from the south end of the project (bore under I-680 Freeway). With the new underground service, PG&E will begin the first phase of electrical cutovers to the Crossroads shopping center, scheduled to begin the week of July 8, 2013. Work will occur at night to minimize impacts to traffic and electrical service interruption to PG&E patrons. PG&E is handling notifications to property owners.

Additional information will follow in future Weekly Updates or on the City's website page for the project at www.pleasant-hill.net/Buskirk.

Planning Division

Planning Commission

No meeting scheduled.

Zoning Administrator

No meeting scheduled.

Tree Removals Approved:

- One 48 inch diameter Deodar Cedar tree at 1649 Elda Court
- Five pine trees (consisting of four Monterey pines and one Aleppo pine) at 5 Cindy Court
- One Aleppo Pine (located in the southwest corner of the Pleasant Oaks Park, addressed as 2 Santa Barbara Road) in association with the previously approved parkenhancement project.

Architectural Review Commission

No meeting scheduled.

Miscellaneous

The table below provides counter and telephone activity data for the Planning Division through June 30, 2013:

Planning Phone and Counter Stats				
	3rd Qtr - 2012	4th Qtr - 2012	1st Qtr - 2013	2nd Qtr - 2013
Telephone Inquiries	230	230	241	246
Public Counter Inquiries	282	195	245	292

Note: This data does not include code enforcement related contacts or direct calls or emails to planners from project applicants.

- ***Oasis Christian Fellowship Church, 2551 Pleasant Hill Road*** – The applicant has filed a 12-month time extension for Planning Commission and Architectural Review Commission Permits related to a church expansion. The project includes expansion of the existing church by approximately 5,000 square feet, various site improvements including a 68 space parking lot and related landscape improvements. The applicant has not been able obtain building and grading permits and diligently commence construction of the project within the one year timeframe established by the zoning ordinance, therefore, the time extension request was filed. This is the second time extension requested by the applicant. A similar extension was approved in 2012.
- ***Update on Use Permit for Metro PCS at 609 Gregory Lane (Sandalwood Center)*** – Application was submitted in Fall of 2012 and withdrawn by the applicant on July 1, 2013. The project would have modified an existing roof-mounted telecommunication facility by adding one antenna panel.
- ***Update on Use Permit for Metro PCS at 3478 Buskirk Avenue (Hookston Square Office Complex)*** – Application was submitted in Fall of 2012 and withdrawn by the applicant on July 1, 2013. The project would have modified an existing roof-mounted telecommunication facility by adding one antenna panel.
- ***Update on AT&T Telecommunications Facility at 0 Paso Nogal Court*** – On July 16, 2012 the City Council conducted a public hearing on the appeal of the Planning Commission’s approval of Use Permit application no. UP 10-024 for a new monopine facility. On that date the City Council continued the appeal to a date uncertain to allow AT&T sufficient time to address specific items (i.e. additional analysis of alternative sites, completion of the design review process with the ARC, etc.). Lastly, the City Council indicated that the process should be conducted in a timely and expeditious manner. Between July 16, 2012 and May 2013 City staff received infrequent contact from AT&T and no additional information was submitted in that same time frame. Therefore, on May 7, 2013 City staff provided a letter to AT&T that specified a 30-day response timeframe to address the items that had been identified by the City Council or provide a schedule for completion of the remaining items.

In response, the applicant provided a written statement on June 7th and contacted staff

prior to that date, via phone. On June 27th, staff met with five AT&T representatives. In summary, the meeting concluded with an agreement for AT&T to submit information (in accordance with City Council direction at the last appeal hearing). More specifically, the design related information is to be submitted (no later than July 18th) with the intent to be reviewed at the August 15th ARC meeting and additional land use information is to be submitted no later than mid-to-late August for City Council consideration in September.

Code Compliance

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

Follow-ups on Prior Inquiries:

- Beatrice Road: Complaint regarding tree removal without a permit. Contacted property owner. Tree removal permit being submitted with arborist report. **Monitor progress until permit is approved.**
- Belinda Drive: Complaint regarding damaged fence. Re-inspection complete. Fence unchanged. Contact made with tenant. Extension granted. **Re-inspect property this week.**
- Belle Avenue: Complaint regarding commercial vehicle stored in residential area. Site inspection complete. Vehicle not removed. I discussed the issue with the property owner and they requested an additional two weeks to find storage. Extension granted. **Re-inspect property next week.**
- Buxton Circle: Complaint regarding debris and lack of garbage service. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Charlton Drive. Inquiry in reference to the status of an existing violation regarding the roof of a residence. Re-inspected property this week and tried to make contact with owner. No contact made. Observed wood debris pile next to driveway. **Case under review.**
- Cortsen Road: Complaint regarding trash and debris and possible inhabitants residing at residence without active electrical service. Property posted, “Do Not Enter, Unsafe to Occupy” at public entrances. Bank contacted and in process of hiring a vendor to remove trash and debris. Vendor on site to provide estimate for debris removal. **Continue to monitor property and coordinate future actions with Building and Police Department.**

- Elinora Drive: Complaint regarding vegetation obstructing line of site. Re- inspection complete. Two out of the four hedges trimmed. **Re-inspect property this week.**
- Gregory Lane: Complaint regarding overgrown weeds. Site inspection complete. Violations included overgrown weeds, inoperable vehicles and debris. Contacted property owner. Request was made for two week extension to obtain a dumpster to remove debris. Extension granted. **Re-inspect property in two weeks.**
- Hook Avenue: Complaint regarding accessory structure converted without a Building permit. Site inspection complete. Illegal structure converted without permit located at the rear yard. Property owner instructed to contact Building Department and obtain permit. **Continue to monitor property and coordinate future actions with Building Department.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. Electrical service panel inspected by Building Department and approved. Electrical service reinstated by PG&E. Contact made with tenant who is continuing to remove debris from the property. **Re-inspect property this week.**
- Jeffery Drive: Complaint regarding overgrown weeds. Site inspection complete. Contact made with tenant who stated weeds will be removed this week. **Re-inspect property this week.**
- Little Road: Complaint regarding over grown weeds. Site inspection complete. Notify Letter sent to property owner. **Re-inspect property this week.**
- Masfield Drive: Site inspection conducted this week. Observed crews beginning to clean up property. Additional clean-up observed this week. **Continue to monitor progress on a monthly basis until violations are corrected.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Contacted tenant who stated they may remove the structure per the owner's request. **Continue monitoring progress and coordinate final inspection with Building Department.**
- Odin Place: Complaint regarding overgrown weeds and debris at the rear yard. Violations include overgrown vegetation, hedges obstructing the public sidewalk and

- peeling exterior paint. Contact made with property owner. Hedges trimmed and overgrown weeds removed from front yard. **Re-inspect property this week.**
- Patricia Drive: Complaint regarding junk and debris and lack of garbage service. Site inspection complete. Garbage service active. No signs of debris at front yard. Fire damage at the residence. **Monitor property during cleanup and repairs and coordinate final inspection with Building Department.**
 - Peggy Drive: Complaint regarding junk and debris and damaged fence. Debris removed and fence repaired. **Case closed.**
 - Pleasant Hill Road: Complaint regarding junk and debris in a front yard and overgrown weeds. Contact made with owner's daughter who stated she will have the debris and weeds removed. **Re-inspect property this week.**
 - Santa Lucia Drive: Complaint regarding multiple boarders and debris. Remaining boarders scheduled to move from the property by the end of the month. Debris at front yard removed. **Re-inspect property this week.**
 - Shirley Drive: Complaint regarding damaged garage door. Re-inspection complete. Debris removed but garage door unchanged. Contacted contractor. New garage door on order. **Re-inspect property this week.**
 - Skander Drive: City Attorney contacted listing agent. Property scheduled to have escrow close this week. Illegal accessory structures to be removed by new owner. **Continue to monitor progress on a weekly basis until violations are corrected.**
 - Stevenson Drive: Site inspection conducted this week. Additional clean-up observed this week. Property completely clear of any debris, vehicles or dead vegetation. **Continue to monitor progress on a monthly basis until violations are corrected.**
 - Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Exterior paint unchanged. Left business card at property requesting an update. **Re-inspect property this week.**
 - Twinview Drive: Owner requested additional time to donate vehicle. Contacted owner and will grant additional week to donate vehicle. **Re-inspect property this week.**

- Waterberry Drive: Complaint regarding vehicles parked on an unpaved surface and commercial vehicle stored at residence. No signs of commercial vehicle. Vehicle stored on unpaved surface scheduled to be removed. **Re-inspect property this week.**

New Inquiries:

- Maureen Drive: Complaint regarding overgrown hedge located next to driveway. Site inspection complete. Left door hanger. **Re-inspect property next week.**
- Mayhew Way: Complaint regarding overgrown vegetation and poor exterior paint condition. Site inspection complete. Notify Letter sent to property owner. **Re-inspect in two weeks.**

Proactive Work (Initiated by Staff):

- Barbara Court – Case 1: Proactive case opened for junk and debris on driveway. Additional debris and weeds removed. Letter sent to property owner. **Re-inspect property this week.**
- Barbara Court – Case 2: Proactive case opened for junk and debris on driveway. Left door hanger. **Re-inspect property in two weeks.**
- Belle Avenue: Proactive case opened for inoperable vehicle. Left door hanger. **Re-inspect property next week.**
- Contra Costa Blvd.: Proactive case opened for trash and debris at front yard and driveway and no garage service. Left door hanger. **Re-inspect property in two weeks.**
- Santa Cruz – Case 1: Proactive case opened for inoperable vehicle. Left door hanger. **Re-inspect property in two weeks.**
- Santa Cruz – Case 2: Proactive case opened for inoperable vehicle and debris in truck bed. Left door hanger. **Re-inspect property in two weeks.**
- Santa Cruz – Case 3: Proactive case opened for inoperable vehicle, debris and overgrown weeds. Left door hanger. **Re-inspect property in two weeks.**

- Santa Cruz – Case 4: Proactive case opened for debris on driveway and side yard. Left door hanger. **Re-inspect property in two weeks.**
- Santa Cruz – Case 5: Proactive case opened for vehicle stored on an unpaved surface. Left door hanger. **Re-inspect property in two weeks.**

Graffiti Removal:

No graffiti removal this week.