



City of Pleasant Hill

MEMORANDUM

TO: Mayor and City Council
FROM: June Catalano, Manager
DATE: January 10, 2014
SUBJECT: **WEEKLY UPDATE**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Crossroads (2316 Monument Boulevard) – Plans have been submitted to review and approve the exterior remodel and interior shell of the building for a future tenant. This building was previously known as Ballys Total Fitness.
- Crossroads (2350 Monument Boulevard, #B) – Tenant improvement plans have been submitted to review and approve the tenant space for Miracle Ear.
- Pleasant Hill Plaza (1900 Contra Costa Boulevard) – Plans have been submitted for review and approval to remodel Starbucks.
- Pleasant Hill Shopping Center (552 Contra Costa Boulevard #90) – Tenant improvement plans have been submitted to review and approve the tenant space for Home Goods Store. This was previously known as Barnes & Noble.
- Downtown (45 Crescent Drive #A) – Tenant improvement plans have been submitted to review and approve two tenants spaces being combined to make one tenant space and located at the Clock Tower building.

Engineering Division

- **Buskirk Avenue Widening Phase 2 Improvement Project** – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) and their subcontractors are preparing to switch over to the next construction Stage 1C. This next stage will include project improvements along the east side of Buskirk Avenue and Elmira Lane. Overall the project is on schedule and anticipated to be completed by September 2014.

Current Buskirk Project Activities

PG&E, Comcast, AT&T Utility Cutovers (Ongoing) – On schedule

- PG&E energized the new service cabinets for the new street lights and traffic controllers the week of December 16, 2013.
- Comcast Utility Cutover (Completed on December 5, 2013) - Comcast also completed the removal of overhead facilities along the east side of Buskirk Avenue and the north side of Hookston Road.
- AT&T completed the cutover at the east side of Elmira Lane near Clarie Drive on December 13, 2013. AT&T will schedule the removal of overhead facilities and cable structures located on the east side of Buskirk Avenue between Lamkin Lane and Hookston Road. The final cutover for AT&T's facilities on Hookston Road is scheduled to be completed by January 16, 2014. Removal of overhead facilities located on the north side of Hookston Road will follow.

Ghilotti Brothers Stage 1C Project Improvements (Ongoing – April 2014)

Saint Francis Electric continues to pull electrical wires for the new traffic signals and install the new internally illuminated street name signs.

For more project information, please see future Weekly Updates, visit the City's Buskirk Avenue web page at "www.pleasant-hill.net/buskirk" or contact the City's Construction Manager, Jeff Ocampo at (925) 671-5208 or by email at jeff@ghirardelliassoc.com.

- **City of Pleasant Hill - Contra Costa Boulevard (CCB) Improvement Project** - The Engineering Division is currently accepting bids for the Contra Costa Boulevard (CCB) Improvement Project. The Notice Inviting Bids was advertised on December 16, 2013 and the Pre-bid conference was held on December 19, 2013 at City Hall. The Contra Costa Boulevard (CCB) Improvement Project is funded by \$1.9 million in Contra Costa Transportation Authority Measure J funds, \$1.2 million in federal Highway Safety Improvement Program (HSIP) grant funds and by local funds. The project will provide safety and efficiency improvements for vehicular, bicycle and pedestrian facilities along the CCB corridor between Viking Drive and Chilpancingo Parkway, including new traffic signal systems at the CCB/Viking Drive and CCB/Golf Club Road intersections. Pedestrian and cyclist enhancements include widened sidewalks and dedicated bike lanes, other improvements include landscape enhancements and decorative lighting. The project is anticipated to begin construction in late March 2014.
- **Garden Park Apartments – Lisa Lane** - Staff has completed the pre-final inspection and preliminary punch list for the Garden Park Apartments expansion located on Lisa Lane. The project expanded the existing community building from 1,200 SF to 3,900 SF (including a new second level). Other site improvements included new landscape, drainage, and ADA improvements.

Encroachment permits

- 112 Hazel Drive – Repair/replace anode behind curb & gutter (PG&E)
- Cleaveland Road (Two Worlds) – Remove & replace portion of driveway approach
- 2250 Morello Avenue – Remove & replace deficient sidewalk along property frontage

Maintenance Division

- Catch Basin Inspections - Staff completed the annual catch basin inspections. This process includes visually inspecting the 1,500 catch basins throughout the City and looking for damaged basins, missing bike-proofing, and basins that need cleaning. All repairs and cleaning is now underway.
- Grayson Woods - Staff has started on a planting project at the entrance to Grayson Woods. Grayson Woods is one of the eight Assessment Districts and receives additional or replacement landscaping with colored plants when needed.
- Pesticide Inspection - The Public Service Center received the annual Department of Agriculture inspection with everything found to be in compliance. The inspection confirmed that all pesticide use is properly documented, that postings are in place and up-to-date, chemicals are stored and properly labeled, and that monthly reports have been filed with the Agriculture Commissioner in a timely manner.

Planning Division

Planning Commission

No meeting scheduled.

Zoning Administrator

Tree Removal Permits Issued:

- Siberian Elm tree (33 inch diameter) 2367 PH Road

Architectural Review Commission

No meeting scheduled.

Code Compliance

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

Follow-ups on Prior Inquiries:

- Banbridge Place: Complaint regarding junk and debris and no garbage service. Trash and debris removed at side yard. Garbage service active. Exterior painting work in progress. Staff received additional complaint for trash at rear yard. Re-inspection complete. Staff contacted property owner and discussed violations. **Staff scheduled to re-inspect property in two weeks.**
- Brandon Road: Complaint regarding low hanging branches obstructing the public street. Re-inspection complete. Staff observed the low hanging branches have been trimmed. **Case closed.**
- Charlton Drive: Inquiry in reference to the status of an existing violation regarding the roof of a residence. Staff sent Violation Letter to property owner. Re-inspection complete. Roof condition and debris at front yard unchanged. **Case under review.**
- Doray Drive: Complaint regarding illegal structure. Site inspection complete. **Reviewing issue with Building Division.**
- Elinora Drive: Complaint regarding junk/debris on driveway. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property in two weeks.**
- Fair Oaks: Complaint regarding issues with an adult care facility. Re-inspection complete. Staff met with tenant and sent an inspection request letter to the property owners. **Staff scheduled to re-inspect property in two weeks.**
- Grayson Road: Complaint regarding an occupied recreational vehicle. Site inspection complete. Staff contacted property owner and discussed case. Owner advised to cease occupancy of vehicle. **Staff scheduled to re-inspect property in two weeks.**
- Hargate Court: Complaint regarding damaged/missing section of fence. Re-inspection complete. Staff observed the inoperable vehicle has been repaired. **Case closed.**
- Helen Road – Case 1: Complaint regarding junk/debris, broken window and a vehicle stored on an unpaved surface. Re-inspection complete. Staff confirmed garbage service is active and junk/debris removed. Staff observed the front window has been repaired. Staff contacted property owner and discussed the damaged fence. **Staff scheduled to re-inspect property next week.**

- Helen Road – Case 2: Complaint regarding junk/debris on driveway. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property this week.**
- Hoover Avenue: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. **Case under review.**
- Isabella Lane: Complaint regarding junk and debris and possible home based business. Re-inspection complete. Staff observed the junk and debris has been removed. **Case closed.**
- Liahona Court: Complaint regarding junk and debris. Staff met with property owner and confirmed the exterior paint is complete, the fencing has been repaired and the refuse at front yard have been removed. Property owner requested an additional two weeks to finish removing the refuse and weeds from the rear yard. **Staff scheduled to re-inspect property in two weeks.**
- Margie Drive: Complaint regarding inoperable vehicle. Re-inspection complete. Vehicle unchanged. Staff sent Notify Letter to the property owner. **Staff scheduled to re-inspect property in two weeks.**
- Maureen Lane – Case 1: Complaint regarding junk and debris. Re-inspection complete. Junk and debris unchanged. Staff sent second notice to property owner. **Staff scheduled to re-inspect property next week.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Staff contacted tenant who stated they may remove the structure per the owner’s request. **Continue monitoring progress and coordinate final inspection with Building Division.**
- McKissick Street: Complaint regarding a permanent basketball structure. Re-inspection complete. Structure unchanged. Staff contacted property owner and discussed case. Property owner is requesting the Planning Commission consider revising the zoning ordinance to allow such structures in the front yard setback. **Case on hold pending Planning Commission consideration.**
- Mercury Way: Complaint regarding a horse trailer stored on an unpaved surface. Re-inspection complete. Staff confirmed the horse trailer is stored on a paved surface. **Case Closed.**

- Mohar Court: Complaint regarding junk and debris and lack of garbage service. Re-inspection complete. Staff confirmed the property has active garbage service and the debris has been removed. **Case Closed.**
- Oak Park Blvd.: Complaint regarding inoperable vehicles, vehicles obstructing the public right-of-way and possible auto repair business at single family residence. Staff contacted property owner. Owner requested additional week to address remaining vehicle. Extension granted. **Staff scheduled to re-inspect property in two weeks.**
- Oakvue Road: Complaint regarding an inoperable vehicle. Vehicle unchanged. Staff sent vehicle abatement letter to property owner. **Staff scheduled to have the vehicle removed.**
- Patterson Blvd.: Complaint regarding overgrown weeds and debris. Re-inspection complete. Some progress made. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property in two weeks.**
- Pleasant Hill Road – Case 1: Complaint regarding junk and debris in a front yard and overgrown weeds. Staff observed conditions unchanged. **Case under review.**
- Pleasant Hill Road – Case 2: Complaint regarding junk and debris at front yard. Re-inspection complete. Staff observed some of the refuse and the inoperable vehicle have been removed. **Staff scheduled to re-inspect property in two weeks.**
- Pleasant Hill Road – Case 3: Complaint regarding dead vegetation, deteriorated roof damaged fence and illegal garage conversion. Site inspection complete. Staff contacted property manager and discussed violations. Staff received information the property is involved in litigation. **Case under review.**
- Shelly Drive – Case 1: Complaint regarding two trees removed without proper permits. Re-inspection complete. Staff contacted property owner and discussed the case. Owner to provide arborist report associated with the removal of the two trees to the Planning Department. **Continue monitoring progress and coordinate final inspection with Planning Division.**
- Shelly Drive – Case 2: Complaint regarding junk/debris and garbage cans left out near collection point. Re-inspection complete. Conditions unchanged. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property in two weeks.**

- Shelly Drive – Case 3: Complaint regarding a tree removed without proper permits. Site inspection complete. Staff contacted company removing the tree and discussed the issue. Owner to provide arborist report associated with the removal of the tree to the Planning Department. **Continue monitoring progress and coordinate final inspection with Planning Division.**
- Sherman Drive: Complaint regarding an unsecure structure. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property in two weeks.**
- Skander Drive: Illegal accessory structures. City Attorney contacted listing agent. Property has not been sold. Staff contacted bank and discussed the removal of the structures. **Case under review.**
- Sky Ranch Lane: Complaint regarding overgrown weeds and debris. Re-inspection complete. Some progress made in reference to the removal of the junk and debris. Property owner contacted staff and requested extension. Staff granted extension. **Staff scheduled to re-inspect property in two weeks.**
- Starlyn Drive – Case 2: Complaint regarding a basketball stand. Re-inspection complete. Staff observed the stand in front of the property is unchanged. **Staff scheduled to re-inspect property next week.**
- Taylor Blvd.: Complaint regarding a home in disrepair. Staff observed painting preparation work in progress. **Staff scheduled to re-inspect property in two weeks.**

New Inquiries:

- Banbridge Place: Complaint regarding two trailers stored on the public street. Site inspection complete. Staff forwarded the information onto the Pleasant Hill Police Department. **Case closed.**
- Beverly Drive – Case 1: Complaint regarding an inoperable vehicle and trailer obstructing the view of traffic. Site inspection complete. Staff discussed the vehicle issue with the owner. Owner claimed the vehicle is operable. Staff left business card and instructed the property owner to make contact next week to provide proof that the vehicle is operable. Staff did not observe any other violations present at the property. **Staff scheduled to re-inspect property this week.**

- Cleopatra Drive – Case 1: Complaint regarding junk/debris. Site inspection complete. Staff did not observe any violations present at the property. **Case closed.**
- Cleopatra Drive – Case 2: Complaint regarding lack of garbage service. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Contra Costa Blvd.: Complaint regarding junk/debris and a vehicle stored on a paved surface. Site inspection complete. Staff sent Notify Letter to the property owner. **Staff scheduled to re-inspect property this week.**
- Foothill Place: Complaint regarding a damaged balcony and an active wild bee colony. Site inspection complete. **Case under review.**
- Gladys Drive – Case 1: Complaint regarding junk/debris, vehicles stored on an unpaved surface and vehicles obstructing the public right-of-way. Site inspection complete. Staff discussed the issue with the owner and left door hanger. **Staff scheduled to re-inspect property this week.**
- Gladys Drive – Case 2: Complaint regarding an illegal home based business operating at the property. Site inspection complete. **Staff sent Inspection Request Letter to property owner.**
- Harvard Drive: Complaint regarding junk/debris and possible illegal home based business. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property this week.**
- Helen Road – Case 1: Complaint regarding an auto repair shop operating at the residence. Site inspection complete. Staff discussed the issue with the owner. Staff did not observe any violations present at the property. **Case closed.**
- Helen Road – Case 2: Complaint regarding junk/debris. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Helen Road – Case 3: Complaint regarding junk/debris. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Helen Road – Case 4: Complaint regarding junk/debris and noise issues at new construction site. Site inspection complete. Staff discussed the issues with the property owner and contractor. Staff did not observe any violations present at the property. **Case closed.**

- Helen Road – Case 5: Complaint regarding junk/debris. Site inspection complete. Staff did not observe any violations present at the property. **Case closed.**
- Helen Road – Case 6: Complaint regarding overgrown vegetation at the residence. Site inspection complete. Staff discussed the issue with the owner and confirmed the vegetation is not presenting any sight or obstruction problems to the general public. Staff did not observe any violations present at the property. **Case closed.**
- Helen Road – Case 7: Complaint regarding inoperable vehicles and an auto repair shop operating at the residence. Site inspection complete. Staff discussed the issues with the owner and found only a camper shell in public view. Property owner moved the camper shell out of public view. **Case closed.**
- Kathleen Drive: Complaint regarding a deteriorated fence. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Keats Circle: Complaint regarding overgrown trees and bushes obstructing the view of oncoming traffic. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property this week.**
- Marvin Drive: Complaint regarding junk/debris and possible illegal home based business. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property at the end of the month.**
- Maureen Lane – Case 1: Complaint regarding a deteriorated fence. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Maureen Lane – Case 2: Complaint regarding an inoperable vehicle on the public street. Site inspection complete. Staff forwarded the vehicle information onto the Pleasant Hill Police Department. **Case closed.**
- Mohar Court: Complaint regarding a pile of tree branches in public view at the front yard. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Pleasant Hill Road: Complaint regarding a commercial vehicle stored on a residential property. Site inspection complete. Staff observed the commercial vehicle stored at the front of the property. Staff discussed case with property owner. **Staff scheduled to re-inspect property this week.**

- Rose Lane – Case 1: Complaint regarding junk/debris. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Rose Lane – Case 2: Complaint regarding a storage container on the property. Site inspection complete. Staff sent Notify Letter to property owner. **Staff scheduled to re-inspect property this week.**
- Ruth Drive – Case 1: Complaint regarding junk/debris. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Ruth Drive – Case 2: Complaint regarding a trailer stored on an unpaved surface. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Southwind Drive: Complaint regarding three trees removed without proper permits. Site inspection complete. Staff contacted property owner and discussed the case. Owner to provide arborist report associated with the removal of the three trees to the Planning Department. **Continue monitoring progress and coordinate final inspection with Planning Department.**
- Sylvia Drive: Complaint regarding junk/debris. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Westover Drive: Complaint regarding two trailers stored on the public street. Site inspection complete. Staff forwarded the information onto the Pleasant Hill Police Department. **Case closed.**

Proactive Work:

- Beverly Drive – Case 2: Proactive case for a sofa left out in public view at front yard. Site inspection complete. Staff left door hanger. **Staff scheduled to re-inspect property this week.**
- Boyd Road: Proactive case opened for inoperable vehicle. Staff confirmed the vehicle is in the process of being repaired. **Staff scheduled to re-inspect property this week.**
- Diablo View Road: Proactive case opened for junk/debris at front yard and inoperable vehicle stored on driveway. Re-inspection complete. Staff observed the junk and debris has been removed. Staff confirmed the inoperable vehicle is scheduled to be removed next week. **Staff scheduled to re-inspect property in two weeks.**

- Esther Drive – Case 1: Proactive case opened for junk and debris in public view. Re-inspection complete. Staff observed some junk and debris has been removed. Staff sent Second Notice to property owner. **Staff scheduled to re-inspect property in two weeks.**
- Esther Drive – Case 2: Proactive case opened for junk and debris on driveway. Re-inspection complete. Staff confirmed the junk and debris is still in public view. **Staff scheduled to re-inspect property in two weeks.**
- Maureen Drive - 2: Proactive case opened for inoperable vehicle and vehicle stored on an unpaved surface. Re-inspection complete. Staff observed the vehicle stored on a paved surface and the inoperable vehicles has been removed from public view. **Case Closed.**

Graffiti Removal:

No graffiti removed this week.