



City of Pleasant Hill

MEMORANDUM

TO: Mayor and City Council
FROM: June Catalano, Manager
DATE: March 21, 2014
SUBJECT: **WEEKLY UPDATE**

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Engineering Division

- **Buskirk Avenue Widening Phase 2 Improvement Project** – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) and their subcontractors are currently working on Stage 1C (closed sections of Buskirk Avenue and Elmira Drive). Overall, the project is on schedule and anticipated to be completed by September 2014.

Current Buskirk Project Activities

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

Ghilotti will start preparing the subgrade for the new curb and gutter improvements within the closed sections of the project. Ghilotti will begin curb, gutter and sidewalk improvements along the south side of Clarie Drive between Elmira Drive and Geraldine Drive, this will require temporarily relocating the homeowner's fence at 2468 Geraldine Drive. The masonry subcontractor will start laying masonry wall units for two new seat walls; one on the south side of Hookston Road (south of Elmira Drive); the other on the north side of Hookston Road at Geraldine Drive, the work is to commence the week of March 24th.

Saint Francis Electric continues with the installation of underground conduits for the new street lights on the east side of Buskirk Avenue (within the closed section of project). A single lane closure will be set up at the northbound direction of Buskirk Avenue between Crossroads and Lamkin Lane. The lane closure will be from 8:00 a.m. to 3:00 p.m. Expect delays due to construction in the area.

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.

- **Golf Club Road Bridge - Utility Relocations** - ATT and PG&E are jointly working together to remove the last of their public utilities facilities that are attached to the north side of the Golf Club Road Bridge (GCRB). As the north side of GCRB is planned to be demolished and replaced late this Spring. ATT is currently working on the installation of new junction boxes in the sidewalk to intercept their underground lines, from these boxes the utility line will be temporarily transferred to above ground aerial lines on temporary poles that will span the creek, with PG&E work to follow. For additional general project information on the Golf Club Road Bridge Replacement Project, please see the City of Pleasant Hill's project web page at <http://www.ci.pleasant-hill.ca.us/golfclub>.

Encroachment Permits:

- 15 Stevenson Drive – Remove & replace driveway approach at street
- 100 Polley Lane at Hoover Avenue – Sewer lateral repair using the pipe burst method
- Devonshire Court – CCCSD pavement repair around two manholes
- 2979 Vessing Road – Restore repair site with permanent pavement for CCWD
- 538 Shelly Drive – Restore repair site with permanent pavement for CCWD
- 41 Byron Drive – Restore repair site with permanent pavement for CCWD
- 112 Poshard Street – Restore repair site with permanent pavement for CCWD

Planning Division

Tree Removal Permit Notification

- On March 14, 2014, the City mailed courtesy notification cards to property owners that may be affected by the Pacific Gas & Electric (PG&E) "Pipeline Pathways" tree removal program. According to information recently received by the City from PG&E, property owners along Contra Costa Boulevard, Hookston Road and certain other areas in the City are going to be contacted shortly by Pacific Gas & Electric (PG&E) to discuss removal and/or pruning of trees that may be located on their private property. Further information about the Pipeline Pathways program can be obtained by contacting PG&E at 1-877-259-8314.

The City's courtesy notification is intended to make sure that affected property owners are aware of the City of Pleasant Hill's permit requirements for tree removal. Any native tree on private property that has a trunk diameter of 12 inches or more (measured two feet above ground level) requires advance review and approval by the City ***prior to removal***. Any non-native tree on private property that has a trunk diameter of 24 inches or more also requires City review and approval ***prior to removal***. Removal of trees with trunk diameters less than these thresholds may be determined exempt from permit requirements if appropriate documentation is provided to the City ***prior to tree removal*** to confirm exemption eligibility. The City's tree removal permit application forms can

be downloaded from the City's webpage at <http://www.ci.pleasant-hill.ca.us/DocumentCenter/Home/View/9745>.

Tree removals on commercial properties may also trigger a requirement for review and approval by the City's Architectural Review Commission (landscape plan modification).

It is important for those affected by the PG&E project to contact the City of Pleasant Hill Planning Division to discuss permit requirements before allowing any trees to be removed by PG&E on private property to ensure that unauthorized tree removal does not occur. Contact Troy Fujimoto in the Planning Division for further information or assistance at tfujimoto@ci.pleasant-hill.ca.us or 925-671-5224.

Planning Commission

No meeting scheduled.

Zoning Administrator

No meeting scheduled.

Tree Removals Approved:

- 828 Hamilton Dr. one Coast Redwood
- 141 Golf Club Road (Briarwood Apts.) three Coast Redwood trees

Architectural Review Commission

- *PLN 14-0041, Fromm Single Family Residence, 536 Masefield Drive*

Public hearing to consider approval of an Architectural Review permit for a substantial remodel and addition to an existing 979 square foot single family residence. The project would include an addition of 1,917 square feet of living space and unconditioned space (storage room and workshop) and a 487 square foot garage. The resulting lot coverage and floor area ratio would be 33% and .33, respectively. Assessor's Parcel Number: 149-283-007.

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

Appeal Period: Through Monday, March 31, 2014.

- *PLN 13-0109, Crowley Single Family Home, 89 Isabella Lane*

Discussion item for comments/direction from the Commission regarding the removal of architectural elements from a single family home that was approved by the ARC on May 16, 2013.

Action: Discussion item. No action taken. No members of the public spoke. The consensus of the Commission was that a property owner can make minor cosmetic changes to the exterior of the structure, such as those that occurred in this instance, without City review and approval.

Appeal Period: Not applicable. No action taken.

Code Compliance

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

Follow-ups on Prior Inquiries:

- Apollo Way: Complaint regarding an overgrown hedge obstructing the view of oncoming traffic. Re-inspection complete. Staff confirmed the hedge has been trimmed. **Case closed.**
- Camelback Road: Complaint regarding lack of garbage service. Site inspection complete. Staff confirmed the property does not have active garbage service. Staff left door hanger. **Pending follow-up inspection.**
- 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.**
- Croyden Drive: Complaint regarding junk and debris. Site inspection complete. Staff confirmed there is junk and debris in public view. Staff left door hanger. **Pending follow-up inspection.**
- Esther Drive: Complaint regarding a rooster on the property. Site inspection complete. Staff contacted property owner and discussed the case. Property owner requested two weeks to have the rooster removed. **Pending re-inspection.**
- Fair Oaks: Complaint regarding issues with an adult care facility. Re-inspection complete. Staff confirmed there are still violations present at the property. Staff will contact property owner and discuss remaining violations. **Pending re-inspection.**
- Fieldcrest Drive: Complaint regarding an illegal home occupancy. Site inspection complete. Staff did not observe any signs of a home occupancy but did note an inoperable vehicle stored on the driveway. Staff left door hanger. **Pending follow-up inspection.**

- Grayson Road – Case 2: Complaint regarding an illegal fence built at the front of the property. Site inspection complete. Staff observed a newly constructed fence built over the allowable height limit in the front yard setback. Property owner has applied for a minor exception with the Planning Division. **Staff will coordinate final inspection with Planning Division.**
- Hardy Circle: Complaint regarding Christmas lights hanging from a heritage tree at the front yard. Staff confirmed there is also an inoperable vehicle and junk/debris on the property. Re-inspection complete. Staff confirmed the inoperable vehicle and junk/debris have been removed from the property. Staff contacted property owner and was informed they have received an offer to have the Christmas lights removed. **Pending re-inspection.**
- Helen Road: 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 received an additional complaint in reference to illegal repairs at the property. Staff re-inspected the property with Building Division staff and confirmed there are building code violations. Property owner was instructed to obtain building permit to complete the repairs. **Staff will continue monitoring progress and coordinate final inspection with Building Division.**
- Hoover Avenue: Complaint regarding junk and debris and inoperable vehicles. Some vehicles and debris have been removed. Staff sent Second Notice to property owner. **Pending re-inspection.**
- Kathleen Drive: Complaint regarding a vehicle stored on the front lawn. Staff confirmed there is a vehicle stored on an unpaved surface, junk on the driveway and a storage unit at the front of the property. The property owner contacted staff and requested an additional two weeks to allow them to donate the items. Extension granted. Staff confirmed the property has an active building permit associated with the storage container. Re-inspection complete. Staff confirmed the junk and debris has been removed from the property. **Staff will continue monitoring progress and coordinate final inspection with Building Division.**
- Keats Circle: Complaint regarding overgrown bushes obstructing the view of oncoming traffic. Re-inspection complete. Staff confirmed some of the overgrown bushes have been trimmed. Staff will contact property owner to discuss the case. **Pending follow-up inspection.**

- Kinder Lane: Complaint regarding an illegal home occupancy. Site inspection complete. Staff did not observe any signs of a home occupancy. **Pending follow-up inspection.**
- Luella Drive: Complaint regarding an occupied shed at the rear yard. Staff met with Police Officers and Building staff at the residence and confirmed the shed at the rear of the property was occupied and constructed without a building permit. Building staff posted the shed and instructed the occupants to reside in the primary dwelling. Staff re-inspected the shed with Building Division staff and confirmed it is not currently occupied. The property owner was instructed to obtain a building permit to complete the construction of the shed. **Staff will continue monitoring progress and coordinate final inspection with Building Division.**
- Marvin Drive: Complaint regarding junk/debris and possible illegal home occupancy. Re-inspection complete. Staff confirmed the junk and debris has been removed. Staff did not observe any outward signs of an illegal home occupancy. **Case closed.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. Staff contacted the tenant who stated they are completing the structure and will request final inspection with the Building Division. **Staff will 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 the property owner and discussed the case. The Planning Commission denied the request to revise the zoning ordinance to allow such structures in the front yard setback. **Staff scheduled to inspect the property this week with the Engineering Division.**
- Oak Park Boulevard – Case 1: Complaint regarding junk/debris and grading issues. Site inspection complete. Staff sent Notify Letter to the property owner. **Pending follow-up inspection.**
- Oak Park Boulevard/Whittier Road – Case 2: Complaint regarding graffiti on residential fence. Staff confirmed there is junk and debris in public view and a vehicle stored on an unpaved surface at front yard. Staff left door hanger. **Pending follow-up inspection.**
- Oak Park Boulevard – Case 3: Complaint regarding junk and debris. Site inspection complete. Staff confirmed there is junk and debris in public view and a vehicle stored on an unpaved surface at front yard. Staff sent Notify Letter to property owner. **Pending follow-up inspection.**

- Oakvue Road: Complaint regarding an inoperable vehicle. Vehicle unchanged. Staff sent vehicle abatement letter to property owner. Property owner contacted staff and confirmed the inoperable vehicle will be removed this week. **Pending re-inspection.**
- Old Vine Court: Complaint regarding an illegal home occupancy. Site inspection complete. Staff left a business card requesting the property owner make contact to discuss the matter. **Pending follow-up inspection.**
- Patterson Boulevard: Complaint regarding overgrown weeds and debris. Re- inspection complete. Staff observed no further progress. Staff left a message with property owner to discuss case. **Pending re-inspection.**
- Pleasant Hill Road – Case 1: Complaint regarding junk and debris in a front yard and overgrown weeds. Staff observed conditions unchanged. Staff contacted property owner and was informed the violations will be corrected this week. **Pending re-inspection.**
- Pleasant Hill Road – Case 2: Complaint regarding junk and debris in the front yard. Re-inspection complete. Staff observed some of the refuse and the inoperable vehicle have been removed, but observed no further progress. Staff contacted the property owner and discussed the case. **Pending re-inspection.**
- Pleasant Hill Road – Case 3: Complaint regarding dead vegetation, deteriorated roof, damaged fence and illegal garage conversation. Site inspection complete. Staff contacted the property manager and discussed the violations. Staff received information that the property is no longer involved in litigation. Staff sent Notify Letter to new property owner. **Pending re-inspection.**
- Pleasant Hill Road – Case 4: Complaint regarding a commercial vehicle stored on a residential property. Re-inspection complete. Staff observed the commercial vehicle has not been removed. Staff contacted property owner and discussed case. **Pending re-inspection.**
- Rose Lane: Complaint regarding a storage container on the property. Site inspection complete. Staff met with the property owner and confirmed the container is being stored on the property in conjunction with a planning/building permit approval. Staff confirmed the property owner has submitted plans and application to the City for review. **Case on hold pending Planning consideration.**

- Shelly Drive – Case 1: Complaint regarding two trees removed without proper permits. Re-inspection complete. Staff was contacted by the property owner confirming they will obtain a tree removal permit from the Planning Division this week. **Staff will continue monitoring progress and coordinate final inspection with Planning Division.**
- Shelly Drive – Case 2: Complaint regarding a tree removed without proper permits. Site inspection complete. Staff contacted the company removing the tree and discussed the issue. Owner to provide arborist report associated with the removal of the tree to the Planning Department. **Staff will continue monitoring progress and coordinate final inspection with Planning Division.**
- Sherman Drive: Complaint regarding an unsecure structure. Staff sent Second Notice to property owners. Second Notice Letter returned. Re-inspection complete. Staff confirmed the property appears secure. Staff left door hanger to address damaged section of fencing. **Pending re-inspection.**
- Skander Court: 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.**
- Taylor Boulevard: Complaint regarding a home in disrepair. Staff observed painting preparation work in progress. Staff contacted property owner. Property owner requested additional time to complete repairs. Staff granted extension. **Pending re- inspection.**
- Theo Lane: Complaint regarding auto repairs and an illegal home occupancy. Re-inspection complete. Staff confirmed there is still an inoperable vehicle stored on the driveway and auto repair work. During inspection staff observed a trailer stored on an unpaved surface at the front of the yard. Staff did not observe any signs of an illegal home occupancy. Staff discussed the violations with the property owner. **Pending re-inspection.**

New Inquiries:

- Hoover Avenue: Complaint regarding an occupied recreational vehicle. Site inspection complete. Staff left a business card. **Pending follow up inspection.**

Proactive Work:

- Cleopatra Drive: Proactive case opened for boat/trailer stored on an unpaved surface at front yard. Re-inspection complete. Staff confirmed the boat and trailer are still stored on

the unpaved area next to the driveway. Staff sent Second Notice to property owner. **Pending re-inspection.**

- Croyden Drive – Case 1: Proactive case opened for junk and debris on driveway and side of garage. Staff left a door hanger. **Pending follow up inspection.**
- Croyden Drive – Case 2: Proactive case opened for trailer stored on an unpaved surface next to driveway. Staff left a door hanger. **Pending follow up inspection.**
- Esther Drive: Proactive case opened for junk and debris on driveway and side of garage. Re-inspection complete. Staff confirmed the junk and debris is still in public view. Staff contacted property owner. Property owner requested additional time to remove junk and debris from property. Staff granted extension. **Pending re-inspection.**
- Mazie Drive: Proactive case opened for an inoperable vehicle stored in public view. Re-inspection complete. Staff confirmed the vehicle is unchanged. Staff will contact property owner to discuss the case. **Pending re-inspection.**
- Sherman Drive: Proactive case opened for vehicle stored on an unpaved surface at front yard. Re-inspection complete. Staff confirmed the vehicle is still stored on the unpaved area at the front yard. Staff sent Second Notice to property owner. **Pending re-inspection.**
- Twinview Drive – Case 1: Proactive case opened for an inoperable vehicle stored in public view. Re-inspection complete. Staff confirmed the inoperable vehicle has been repaired. **Case closed.**
- Twinview Drive – Case 2: Proactive case opened for an inoperable vehicle stored in public view. Re-inspection complete. Staff confirmed the inoperable vehicle has been repaired. **Case closed.**

Graffiti Removal:

No graffiti removed this week.