



City of Pleasant Hill

MEMORANDUM

TO: Mayor and City Council

FROM: June Catalano, Manager

DATE: March 28, 2014

SUBJECT: **WEEKLY UPDATE**

GENERAL UPDATE

- **Firearms Permit to be issued to Dick's Sporting Goods** - In accordance with the provisions of Chapter 9.35 of the Pleasant Hill Municipal Code, the Chief of Police intends to issue a permit to sell firearms to Dick's Sporting Goods at 2314 Monument Blvd. The Police Chief sent the following [letter](#) on March 27, 2014 notifying Dick's Sporting goods of his intent to issue the permit.
- **Annual Review by CalRecycle** – City staff met with a representative from the Department of Resources Recycling and Recovery (CalRecycle) this week as part of the annual review process of the City's recycling programs under AB 939 requirements. CalRecycle conducted a review of the City's in-house source reduction and recycling programs and made a preliminary determination that the City is in full compliance. Site visits were also conducted at Target Stores and the Hyatt House to view their recycling and reuse programs as part of the City's mandatory commercial recycling ordinance. The City will file its annual report for 2013 with CalRecycle by August 15th.
- **Proposed Single-Use Plastic Bag Ban Ordinance** – City staff will be attending the Pleasant Hill Chamber of Commerce Government Affairs Committee on Monday, March 31, 2014 to make a presentation regarding the City's intention to introduce a proposed ordinance to prohibit the distribution of single-use plastic bags at retail stores in the City of Pleasant Hill.

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- **Pleasant Hill Plaza Shopping Center (1900 Contra Costa Boulevard)** – Permit was issued to Starbuck's for interior remodel.

- Residential Fire (606 Dove Court) – Permit was issued to repair fire damage in the house and garage. The repair will include a new garage which will be rebuilt changing the original 420 square feet to 557 square feet and a first floor addition of 152 square feet and second story of 1,550 square feet.
- Oak Park Shopping Center (1922 Oak Park Boulevard) – Permit was issued for Wence’s Restaurant to expand into the adjacent space (1924 Oak Park Boulevard).
- Fed-Ex (622 Contra Costa Boulevard) – Permit was issued for interior remodel for the Fed-Ex Office.
- College Square (52 Golf Club Road) – Tenant improvement permit was issued for a UPS Store.

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) – Due to rains the week of March 24th, Ghilotti has been unable to work on the major scheduled work items this week, including preparing the subgrade for the concrete curb/gutter and sidewalk improvements.

Subcontractors work items include:

The masonry subcontractor completed seat walls and placed grout in the new walls located on Hookston Road just east of Elmira Drive.

Saint Francis Electric continues with the installation of underground conduits for the new street lights on the east side of Buskirk Avenue between Crossroads and Lamkin Lane. 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.

Takehara Landscape continues installing irrigation sleeves within the closed sections of the project.

For additional project information, 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.

- **Contra Costa Boulevard Improvement Project (Viking Drive to Chilpancingo Parkway)** - The City contractor, Ghilotti Brothers, Inc., has begun site preparation work in anticipation of next week's groundbreaking on the CCB Improvement Project. A biologist conducted a field survey to identify a possible migratory bird nesting in the trees previously identified for removal. The report found no evidence of any nesting. The tree removal is scheduled to begin in the later part of next week. Ghilotti Brothers is scheduled to begin potholing for existing utilities on March 31st. Project related demolition is scheduled to begin the second week of April.
- **Geary Road Improvements** - The Geary Road Improvements project will construct roadway improvements that will increase capacity, and improve operations and bicycle and pedestrian safety between Pleasant Hill Road and Putnam Boulevard. Since this portion of Geary Road is located in both Pleasant Hill and Walnut Creek, both cities were jointly awarded over \$9 million in Measure J Grant funds to design and construct these improvements, which includes new concrete sidewalk, asphalt pavement, drainage facilities, new street lights, new traffic signals, and a continuous left turn lane and exclusive bike lane along Geary Road.

The construction contract was awarded to Bay Cities Paving and Grading in late 2013. In order to prepare the site for construction, tree removal was completed early last month prior to the bird nesting season. The contractor has begun mobilizing and staging equipment on an empty lot on Geary Road. Changeable message boards and construction signage have been placed in the vicinity of the area, notifying residents of the project and potential traffic delays due to the construction. The contractor is scheduled to begin construction next week (weather permitting) starting with demolition of the landscape median at the NE corner of Pleasant Hill Road and Geary Road. Construction will continue eastward towards Putnam Boulevard, on the north side first, followed by construction on the south side of Geary Road.

For more project information, please see future Weekly Updates, or visit the City's Geary Road Improvements Project web page at www.pleasant-hill.net/geary.

Encroachment Permits

- 140 St. Germaine Lane – Pavement restoration at CCWD water repair
- 843 Contra Costa Boulevard – Pavement restoration at CCWD water repair
- 1130 Contra Costa Boulevard – Pavement restoration at CCWD water repair

Maintenance Division

- **Training Seminar** - Staff attended a D.P.R. (Department of Pesticide Regulations) training seminar which helps to meet continuing education requirements. The four-hour training session included information on new regulations and improved application practices.

- Security Fence - Staff has been working directly with the engineers and contractor with the irrigation and grading work at the Police Department while the new security fence was being installed.
- Creek Inspections - Staff made their annual creek and bridge inspections during the last rain which found debris stacked up against the piers of the Grayson Creek/Boyd Road Bridge. Approximately a half yard of debris was removed.

Planning Division

Planning Commission

- ***PLN 13-0409 Contra Costa Country Club Renovation (801 Golf Club Road)***

The Planning Commission conducted a study session for a Development Plan permit for various site improvements on the 159-acre site. The project site is currently developed as an outdoor sports and recreational facility (golf course). Specifically, the existing use classification is a *park and recreation facility*, and is located in a *PUD Planned Unit District (Ordinance 723)* zoning district. The Development Plan permit is required for a new/modified facility with an occupancy of 30 persons or more, and associated site improvements. In addition, a Development Plan permit is required for improvements to property zoned PUD.

The improvements are proposed to enhance the existing golf course and would result in improved facilities, modifications to various tee boxes/fairways/greens and the re-shaping of two holes. An expansion of the existing driving range is also proposed which includes a request for a Variance related to the height of the poles that support the netting around the driving range.

Note: A site visit was conducted by the applicant (for the Commission, City staff and public to attend) from 4:30 pm to 5:30 pm on March 25, 2014 . The public hearing/study session re-convened in the City Council chambers at 7:00 pm for staff's presentation, to receive public input, and for Planning Commission's review and comments.

Action: No action is taken on study session items. Comments were provided to the applicant, and to staff, by the Commission. Twelve members of the public spoke on the item in addition to a representative from the Contra Costa County Department of Agriculture regarding the application of the proposed chemicals for grass remediation prior to replanting with new grasses.

Appeal: Not applicable, since there was no action taken.

- ***Appointment of Planning Commissioner to Library Task Force***

The Planning Commission selected Commissioner Bankert to represent the Planning Commission on the Library Task Force.

Zoning Administrator - No meeting scheduled.

Administrative Actions:

PLN 14-0041 Minor Exception 536 Masefield Drive

The minor exception would accommodate a substantial remodel and addition to an existing 979 square foot residence that would allow approximately a 10% increase in allowable lot coverage (32.5% where 30% is the maximum allowed in the R-10 Single Family zoning district). The project would add 914 square feet of conditioned space and 1,490 square feet of unconditioned space (including a 487 square foot garage). The project would otherwise comply with all applicable setbacks, height limitations and floor area ratio standards (note: the project does include a request for a minor adjustment to a required garage width dimension which will be addressed separately by the Zoning Administrator through the building plan check process). The Architectural Review Commission approved the project as proposed on March 20, 2014 subject to final action by the Zoning Administrator regarding the proposed minor exception for increased lot coverage.

Action: On March 28, 2014, the Zoning Administrator conditionally approved the proposed minor exception for a 10% increase in lot coverage with a requirement that the maximum floor area ratio for the site be reduced by 10%. Surrounding property owners were notified as required by the zoning ordinance, however, a public hearing was not requested by any interested party.

Appeal Period: Through Monday, April 7, 2014.

Tree Removals Approved:

None.

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:

- Camelback Road: Complaint regarding lack of garbage service. Site inspection complete. Staff confirmed the property does not have active garbage service. Staff was

contacted by property owner requesting additional time to obtain service. Extension granted. **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. Re-inspection complete. Staff confirmed some of the junk and debris remain on the driveway. **Pending re-inspection.**
- Esther Drive: Complaint regarding a rooster on the property. Site inspection complete. Staff contacted property owner and discussed the case. **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. Re-inspection complete. Staff did not observe any signs of a home occupancy but did note an inoperable vehicle stored on the driveway. Staff observed the inoperable vehicle has been removed from the property. **Case closed.**
- 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 Christmas lights have been removed. **Case closed.**
- 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 additional complaint in reference to illegal repairs at the property. Staff re-inspected the property with Building Division 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 – Case 1: 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.**
- Hoover Avenue – Case 2: Complaint regarding an occupied recreational vehicle. Site inspection complete. Staff left business card. **Pending follow up inspection.**
- Kathleen Drive: Complaint regarding a vehicle stored on the front lawn. Staff confirmed there was a vehicle stored on an unpaved surface, junk on the driveway and a storage unit at the front of the property. Staff confirmed the junk/debris and storage container have been removed and the vehicle is stored on the driveway. **Case closed.**
- 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 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. Staff sent property owner an Inspection Request Letter. **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 and confirmed it not occupied. Property owner was instructed to obtain building permit to complete the construction of the shed. **Staff will continue monitoring progress and coordinate final inspection with Building Division.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted to Building Division last week for review. Recent inspection with Building noted project not yet ready for final and new debris in rear yard area. Resident was directed to clean up debris and complete remaining building related items and then re-schedule final inspection. **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 property owner and discussed case.

Planning Commission denied the consideration on revising the zoning ordinance to allow such structures in the front yard setback. **Staff scheduled to inspect the property with the Engineering Division.**

- Oak Park Boulevard – Case 1: Complaint regarding junk/debris and grading issues. Site inspection complete. Staff sent Notify Letter to property owner. **Pending follow up inspection.**
- Oak Park Boulevard/Whittier Road – Case 2: Complaint regarding graffiti on residential fence. Re-inspection complete. Staff confirmed the graffiti has been removed. **Case closed.**
- 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 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 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 front yard. Re-inspection complete. Staff observed some of the refuse and the inoperable vehicle have been removed. Staff observed no further progress. Staff contacted property owner and discussed 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 property manager and discussed violations. Staff received information the property 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 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. Plans approved. Container will be removed upon completion of construction. **Case closed.**
- Shelly Drive – Case 1: Complaint regarding two trees removed without proper permits. Re-inspection complete. Staff was contacted by 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 company removing the tree and discussed the issue. Owner provided arborist report associated with the removal of the tree to the Planning Department. Permit obtained. **Case closed.**
- 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:

- Cortsen Court: Compliant regarding overgrown weeds and dirty swimming pool. Site inspection complete. Staff observed overgrown weeds at the front and rear yards and a swimming pool at the rear. Staff confirmed there was fencing preventing the general public access to the rear yard and contacted Contra Costa Mesquito Abatement and Vector control to report the pool. Staff sent Notify Letter to property owner. **Pending follow up inspection.**
- Elinora Drive: Complaint regarding junk and debris. Site inspection complete. Staff observed junk and debris on the driveway and front porch. Staff left door hanger. **Pending follow up inspection.**
- Shelly Drive: Compliant regarding garbage cans left out at collection point. Site inspection complete. Staff confirmed the cans were located at the collection point, full of trash, on a non-scheduled pick-up day. Staff contacted the waste management company and confirmed the property is scheduled to have the trash removed this week. **Pending follow up inspection.**
- Sky Ranch Lane: Complaint regarding junk and debris. Site inspection complete. Staff observed junk and debris on the driveway and front porch and overgrown weeds at the front yard. Staff sent Notify Letter to property owner. **Pending follow up inspection.**

Proactive Work:

- Ardith Drive: Proactive case opened for junk and debris on driveway. Staff left door hanger. **Pending follow up inspection.**
- Astrid Drive – Case 1: Proactive case opened for junk/debris and an inoperable vehicle. Staff sent Notify Letter to property owner. **Pending follow up inspection.**

- Astrid Drive – Case 2: Proactive case opened for an inoperable vehicle stored at the front yard. Staff left door hanger. **Pending follow up inspection.**
- 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 now stored on a paved surface. **Case closed.**
- Croyden Drive – Case 1: Proactive case opened for junk and debris on driveway and side of garage. Re-inspection complete. Staff confirmed the junk and debris has been removed. **Case closed.**
- Croyden Drive – Case 2: Proactive case opened for trailer stored on an unpaved surface next to driveway. Re-inspection complete. Staff confirmed the trailer has been moved to the driveway. **Case closed.**
- Doray Drive: Proactive case opened for a trailer stored on an unpaved surface at the front yard. Staff left door hanger. **Pending follow up inspection.**
- Elinora Drive: Proactive case opened for a vehicle stored on an unpaved surface. Staff left 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 own requested additional time to remove junk and debris from property. Staff granted extension. **Pending re-inspection.**
- Kathleen Drive – Case 1: Proactive case opened for vehicle stored on an unpaved surface. Staff left door hanger. **Pending follow up inspection.**
- Kathleen Drive – Case 2: Proactive case opened for an inoperable vehicle and junk/debris at front yard. Staff left door hanger. **Pending follow up inspection.**
- Kathleen Drive – Case 3: Proactive case opened for a vehicle and trailer stored on an unpaved surface at front yard. Staff left door hanger. **Pending follow up 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.**
- Price Lane: Proactive case opened for a junk/debris and overgrown weeds. Staff sent Notify Letter to property owner. **Pending follow up inspection.**
- Ramona Drive: Proactive case opened for an inoperable vehicle. Staff left door hanger. **Pending follow up inspection.**
- Sherman Drive – Case 1: 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.**
- Sherman Drive – Case 2: Proactive case opened for vehicle stored on an unpaved surface at front yard. Staff left door hanger. **Pending follow up inspection.**

Graffiti Removal:

Staff received complaints for graffiti located along the canal trail the trail between W. Hookston Road and Astrid Drive. Staff covered up several graffiti markings on public fencing and utility boxes. In addition, staff contacted various private property owners and informed them of the graffiti and instructed them to remove the markings.