



City of Pleasant Hill

MEMORANDUM

TO: Mayor and City Council
FROM: June Catalano, Manager
DATE: April 25, 2014
SUBJECT: **WEEKLY UPDATE**

GENERAL UPDATE

PUBLIC WORKS AND COMMUNITY DEVELOPMENT

Building Division

- Crossroads (2314 Monument Boulevard) – A Temporary Certificate-of-Occupancy was issued for Dick's Sporting Goods, so they can occupy and open for business on May 7, 2014.
- Crossroads (2314 Monument Boulevard) – Permit has been issued to install a vehicle charging station in the Crossroads parking area.
- Pleasant Hill Plaza (1962 Contra Costa Boulevard) – Tenant improvement permit has been issued for Mountain Mike's Pizza to occupy. The previous tenant was Beauty Source.

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 placed the median curb within the closed section of Buskirk Avenue. As requested by PG&E, Ghilotti is removing five abandoned PG&E vaults along the east side of Buskirk Avenue that are within the landscape improvements and new street light pole bases. Ghilotti will resume with the curb and gutter improvements along the east side of Buskirk

Avenue after these vaults are removed out of the way and the street light pole bases are placed.

Subcontractors work items include:

Saint Francis Electric continues to install street light conduits, pull boxes and pole bases within the closed section of Buskirk Avenue.

Takehara Landscape continues installation of irrigation wires along the old S-curve on Buskirk Avenue.

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.

- **Contra Costa Boulevard Improvement Project (Viking Drive to Chilpancingo Parkway)** - Ghilotti Brothers, Inc. (GBI) has begun rock and forming for new curb/gutter/sidewalk along the west side of Contra Costa Boulevard, south of the Viking Drive intersection. The concrete pour is expected to be completed by the beginning of next week. GBI has also begun demolition and grading of the next section of existing sidewalk (between Viking Drive and Golf Club Road). Irrigation pipe installation and signal conduit installation continues throughout the project limit. Access to existing bus stops are being maintained at all times per approved traffic control plans, and pedestrians are being detoured as needed.
- **Pavement Management Technical Assistance Program (P-TAP) Round 15** – The City applied and was awarded a Metropolitan Transportation Commission (MTC) P-TAP 15 grant in the amount of \$33,000 to survey the pavement condition of all City streets. The City's local contribution is \$6,600. The City typically inspects and rates the pavement surface condition of each public arterial and collector streets on a 2-year basis and residential streets on a 4-5 year basis, per MTC guidelines. Each street is surveyed for the amount of pavement distress exhibited and an overall pavement condition is calculated on a 0 to 100 scale from the MTC's StreetSaver software. The StreetSaver software is also used as a management tool to inventory street pavement, assess pavement conditions, record historical maintenance, forecast budget needs in the Capital Improvement Plan (CIP) and view the impacts of funding on City-wide pavement conditions over time. City streets are divided into manageable sections and their pavement conditions are entered into the StreetSaver.

The City of Pleasant Hill has approximately 109 centerline miles of paved surfaces, divided into 768 pavement management segments. The centerline miles are further broken down as 18.4, 11.0, and 80.0 centerline miles for arterial, collector and local streets respectively.

AMS Consulting (AMS) was hired by the City to conduct all of the street pavement inspections and draft a report of their findings. AMS is expected to begin the pavement

survey in June 2014. Engineering staff will manage AMS work and review the draft report for comments prior to submission to MTC.

Police Department Security Fence, Phase II - The contractor, Crusader Fence, has substantially completed the work on the Police Department Security Fence Project. Remaining construction items are minor punchlist items and landscaping. The IT Division's contractor, ADV is installing the voice intercoms and the security keypads at the two gates this week. Other ongoing IT activities include the installation of the security cameras. Work is expected to be completed on 4/28/14, and the gates with all security features should be fully operational by 5/1/14.

2013 Storm Drain Facilities Repair Project - The contractor, Redwood Engineering, has substantially completed the work on the 2013 Storm Drain Facilities Repair Project, within the allotted contract time. Remaining project work includes final site cleanup and minor punchlist items. In addition the Engineering Division has issued a change order to the contractor for the repair of a 15" reinforced concrete storm drain pipe in front of 484 Ridgeview Drive. The pipe is offset and is not draining properly. This work is expected to begin April 28, 2014 and be completed by May 2, 2014.

Encroachment Permits

- Camelback Road neighborhood – Potholing for PG&E underground cable replacement
- 3451 Vincent Road at Hookston Road – Potholing for directional bore
- 104 Soule Avenue – Remove & replace modified rolled curb and gutter driveway approach
- 533 Masfield Drive – Repair Diablo Vista Water System pipe leak
- 304 Strand Avenue – Trenchless sewer lateral repair
- 25 Monivea Place – EBMUD repair water service leak
- 1978 Maybelle Drive – PG&E replace cross arm on existing wooden pole

Maintenance Division

- Leaning Fence - Staff responded to a complaint of a leaning fence on Chilpancingo Parkway at Oak Creek Court. The fence was moved out of the right-of-way and Code Enforcement will follow up with the owner.
- Silt and Debris - Staff continued to remove silt and debris from the Taylor Boulevard roadside trails. To date, two cubic yards have been removed from the swale.
- Oil Spill - Staff responded to a call from the Police Department about an oil spill on Mesa Verde Place caused by a resident working on a vehicle.

Planning Division

Planning Commission

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

The Planning Commission conducted a public hearing 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. Assessor Parcel Number: 154-150-024 (primary APN covering 153.4 acres).

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. The current capacity of the driving range is 12 hitting stalls and the proposed capacity would be 25 to 30 hitting stalls. More specifically, the existing 40-foot high netting structure would be increased in height by approximately 10-feet. The proposed netting would consist of 36 support poles (of both 35' and 50' heights) and a total length of 1,782 linear feet. A total of 181 trees are proposed to be removed (to include 17 oak trees) and 185 replacement trees (to include 110 oak trees) are proposed to be planted. The estimated earthwork (cut & fill) total for the project is 14,195 cubic yards balanced on-site.

Action: Conditionally approved. Note: Eight 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. Note: the Architectural Review Commission will also be considering this project on May 1, 2014.

Appeal: Appeal period ends at 5 pm on Monday May 5, 2014.

- ***Tree Preservation Ordinance Amendment, City-Wide***

Public hearing to consider a recommendation to the City Council on a proposed ordinance to amend Section 18.50.110 (Tree preservation) of the Pleasant Hill Zoning Ordinance (Title 18 of the Municipal Code) to establish additional tree preservation provisions.

Action: The Planning Commission adopted a resolution recommending approval of the proposed ordinance amendment and also recommended that the Council consider adopting DBH-Diameter at Breast Height (54" above ground) as the measurement method for determining tree trunk diameter in the future. Four members of the public spoke regarding the proposed amendment.

Appeal Period: Not applicable. The proposed ordinance will automatically be presented to the City Council for consideration.

Zoning Administrator

Meeting canceled.

Administrative Actions:

PLN 14-0140, Special Event Permit for Farmers' Market, Trelany Road - A special event permit for this project was approved by the Pleasant Hill Special Events Committee (PHSEC) on April 23, 2014. On April 7, 2014, the City Council approved a resolution authorizing the City Manager to execute an agreement with Pacific Coast Farmers' Market Association (PCFMA). For the past two years the event has been held in the Downtown east plaza area between Jack's Restaurant & Bar and Sweet Tomatoes. In the past, the market has also operated on Crescent Drive, in front of the movie theater, and in the City Hall parking lot. From 2001 to 2004, the market was located on Trelany Road (the approved location for the 2014 season). The market is scheduled to operate every Saturday from May 3 to November 15, 2014, 9:00am to 1:00pm. Trelany Road will be closed on Saturday mornings from 8:00am to 2:00pm between the driveway entrance to Michael's and the driveway entrance nearest Ross Dress for Less.

Appeal Period: The decision of the PHSEC may be appealed by any interested person to the City Manager no later than Monday, May 5, 2014.

PLN 14-0123, Special Event Permit for "Off the Grid," Trelany Road - This project was approved by the Pleasant Hill Special Events Committee (PHSEC) on April 14, 2014. Off the Grid is a pop-up gourmet mobile food truck market that consists of 8-12 mobile food vehicles. The event will set up along Trelany Road and will also include live music, seating, and a beer and wine bar. The event will operate every Wednesday evening from May 21, 2014 to May 20, 2015 from 5:00pm to 9:00pm. During the winter the hours of operation will be shortened. Trelany Road will be closed on Wednesday evenings from 3:30pm to 10:00pm between the driveway entrance to Michael's and the driveway entrance nearest Ross Dress for Less.

Appeal Period: The decision of the PHSEC may be appealed by any interested person to the City Manager no later than Monday, May 5, 2014.

Tree Removals Approved:

None.

Architectural Review Commission

No meeting scheduled this week.

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 the property owner who requested additional time to obtain garbage service. Extension granted. **Pending follow up inspection.**
- Charlton Drive – Case 1: Inquiry in reference to the status of an existing violation regarding the roof condition at the residence. Staff sent Violation Letter to property owner. Staff met with the property owner on site and discussed possible corrections. Property owner informed staff that the roof condition will be addressed. **Case under review.**
- Charlton Drive – Case 2: Complaint regarding low hanging tree branches over the public thoroughfare. Site inspection complete. Staff observed low hanging branches over the public street and sidewalk. Staff was contacted by property owner and informed the trees will be trimmed this week. **Pending follow up inspection.**
- Charlton Drive – Case 3: Complaint regarding hedges at the corner of the property obstructing the view of oncoming traffic. Site inspection complete. Staff observed large row of hedges at corner of property. Staff met with the property owner on site and discussed the violation. Property owner informed staff that the hedges will be trimmed this week. **Pending follow up inspection.**
- Cleopatra Drive: Complaint regarding junk and debris at the side of the house. Site inspection complete. Staff observed a mattress and other discarded items at the side of the house in public view and overgrown weeds at the front yard. Staff left door hanger. **Pending follow up inspection.**
- Cortsen Court: Complaint regarding overgrown weeds and dirty swimming pool. Re-inspection complete. Staff confirmed the property is secure but the overgrown weeds have not been removed. **Pending re-inspection.**
- Elda Court – Case 1: Complaint regarding an illegal fence. Site inspection complete. Staff confirmed the fencing along the side of the property is a violation. Staff (Planning and Engineering) met with the property owner at the site to discuss the case and assist in determining the required setback. Staff granted an additional two weeks to correct the violation. **Pending follow up inspection.**
- Elda Court – Case 2: Complaint regarding a hedge next to the driveway over the allowable height limit. Site inspection complete. Staff confirmed the hedge located

along the side of the driveway is a violation. Staff sent Notify Letter to property owner. **Pending follow up inspection.**

- Elderwood Drive: Complaint regarding brush piles at the side of the property. Re-inspection complete. Staff confirmed the brush pile had been removed. **Case closed.**
- Fair Oaks Drive: Complaint regarding issues associated with an adult care facility. Re-inspection complete. Staff confirmed that there are still violations present at the property. Staff will contact property owner and discuss the case. **Pending re-inspection.**
- Grayson Road: 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 continue to monitor property and coordinate final inspection with Planning Division.**
- Ilene Drive: Complaint regarding a vehicle stored on an unpaved surface. Re-inspection complete. Staff confirmed the vehicle and brush pile have been removed. **Case closed.**
- Helen Road – Case 1: Complaint regarding junk/debris, broken window and a vehicle stored on an unpaved surface. Staff re-inspected the property with the Building Staff and confirmed there are building code violations present at the property. Staff confirmed the property is being sold and contacted the listing agent and informed them of the violations and corrective actions. Agent confirmed they will disclose the active code case and require corrections in the sale. **Staff will continue to monitor property and coordinate final inspection with Building Division.**
- Helen Road – Case 2: Complaint regarding lumber at the front of the property. Re-inspection complete. Staff confirmed the pieces of lumber located in the gutter at the driveway entrance have been removed. **Case closed.**
- Hoover Avenue – Case 1: Complaint regarding junk/debris and inoperable vehicles at the property. Staff re-inspected the property and found additional vehicles and debris removed from the front yard. Staff left an additional message with property owner requesting an update. **Pending re-inspection.**
- Hoover Avenue – Case 2: Complaint regarding an occupied recreational vehicle. Site inspection complete. Staff contacted property owner. Staff scheduled to meet with property owner this week. **Pending re-inspection.**
- Hubbard Avenue: Complaint regarding a permanent basketball structure built within the front yard setback. Re-inspection complete. Staff observed the basketball structure remains in the front yard setback. Staff will review the issue with the property owner. **Pending follow up inspection.**

- Keats Circle: Complaint regarding overgrown bushes obstructing the view of oncoming traffic. Re-inspection complete. Staff confirmed there has been no further progress. Staff will contact the property owner and discuss the case. **Pending re-inspection.**
- Luella Drive: Complaint regarding an occupied shed at the rear yard. Staff re-inspected the shed with the Building Division and confirmed it is no longer occupied. 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.**
- Mazie Drive: Accessory structure built without approval at the rear yard. Plans have been submitted to the Building Division for review. Re-inspection complete. Staff met with the tenant and a Building Department staff member on site and observed the structure is not complete. There is junk and debris throughout the rear yard. Staff instructed the tenant to remove all junk and debris and complete the structure per building code regulations. **Staff will continue monitoring progress and coordinate final inspection with Building Division.**
- McKissick Street: Complaint regarding a permanent basketball structure built within the front yard setback. Re-inspection complete. Structure unchanged. Staff contacted property owner and discussed the violation. Planning Commission denied a consideration for revising the zoning ordinance to allow such a structure in the front yard setback. **Staff awaiting findings from the Engineering Division.**
- Oak Park Boulevard: Complaint regarding junk/debris and grading issues. Re-inspection complete. Staff confirmed the violations have not been corrected. Staff sent Second Notice to property owner. **Pending re-inspection at the end of the month.**
- Old Vine Court: Complaint regarding an illegal home occupancy. Site inspection complete. Staff sent Inspection Request letter to property owner. **Pending inspection.**
- Patterson Boulevard: Complaint regarding overgrown weeds and debris. Re-inspection complete. Staff met with the property owner on site and observed the brush pile at the rear yard has been removed. The property owner is in the process of starting the exterior paint work and removing the remaining overgrown weeds. Staff will continue to monitor property. **Pending re-inspection.**
- Pleasant Hill Road – Case 1: Complaint regarding junk/debris and overgrown weeds at the front yard. Staff conducted a re-inspection and confirmed the violations have not been corrected. Staff left an additional message with the property owner requesting an update. **Pending re-inspection.**
- 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 observed no further progress. Staff contacted property owner and

discussed case. Clean up of the property is pending approval for a new construction project at the site. The building plans are being reviewed by the Engineering Division. Staff will continue to monitor property and coordinate final inspection with Building and Planning Divisions. **Pending re-inspection.**

- Pleasant Hill Road – Case 3: Complaint regarding dead vegetation, deteriorated roof damaged fence and illegal garage conversation. Re-inspection complete. Staff confirmed the fencing has been repaired and the debris, weeds and overgrown vegetation have been removed. Staff was contacted by the property management company and informed they are in the process of correcting the remaining violations. **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 been moved to the other side of the property. Staff will contact property owner and discuss the case. **Pending re-inspection.**
- Pleasant Hill Road – Case 5: Complaint regarding an illegal fence. Re-inspection complete. Staff confirmed the fence has been corrected. **Case closed.**
- Pleasant Hill Road – Case 6: Complaint regarding an open/failing septic tank. Staff was also contacted by the Contra Costa County Health Department and informed that the area around the septic tank was contaminated. Site inspection complete. Staff confirmed there is an open septic tank located at the front yard. Staff sent Notify Letter to property owner. **Pending follow up inspection.**
- Poshard Street: Complaint regarding a permanent basketball structure built within the front yard setback. Re-inspection complete. Staff observed the basketball structure remains in the front yard setback. Staff will review the issue with the property owner. **Pending follow up inspection.**
- Shelly Drive: Complaint regarding two trees removed without a tree removal permit. Staff was informed by the property owner that the required documents have been mailed to the Planning staff to obtain a tree removal permit. **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 observed the driveway and front porch have been cleaned up but the fence still needs to be repaired. **Pending re-inspection.**
- Skander Court: Complaint regarding illegal accessory structures located at the side of the house. Staff has been in contact with the listing agent and was informed that the property is scheduled to be sold and the accessory structures removed. **Case under review.**

- Sky Ranch Lane: Complaint regarding junk and debris. Re-inspection complete. Staff confirmed the violations remain. Staff sent Second Notice to property owner. **Pending re-inspection.**
- Slater Avenue: Complaint regarding issues associated with an abandoned house. Re-inspection complete. Staff confirmed the overgrown weeds and debris remain and there has been no progress securing the property. Staff received information from the complainant that the property is being sold. Staff will contact the bank and confirm the status of the property. **Pending re-inspection.**
- 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 an extension. **Pending re-inspection.**
- Treadway Lane: Complaint regarding an illegal fence. Re-inspection complete. Staff confirmed there has been some progress correcting the fence height but the work is not complete. **Pending re-inspection.**

New Inquiries:

- Audrey Lane: Complaint regarding junk and debris. Site inspection complete. Staff confirmed there is junk and debris on the driveway. Staff left door hanger. **Pending follow up inspection.**
- Barnett Terrace: Complaint regarding an excessive number of chickens. **Site inspection scheduled for this week.**
- 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.**
- Charles Avenue: Complaint regarding an illegally occupied shed at the rear yard. **Site inspection scheduled for this week.**
- Diana Court: Complaint regarding junk/debris, overgrown vegetation and inoperable vehicles. **Site inspection scheduled for this week.**
- Lena Court: Complaint regarding brush piles. **Site inspection scheduled for this week.**
- Westover Drive: Complaint regarding junk and debris. **Site inspection scheduled for this week.**
- Oak Creek Court: Complaint regarding a damaged fence. Site inspection complete. Staff confirmed the property does have a damaged fence, junk/debris and overgrown weeds. Staff sent Notify Letter to property owner. **Pending follow up inspection.**

Proactive Work:

- Elda Drive: Proactive case opened for junk and debris on driveway and front porch. Re-inspection complete. Staff confirmed the junk and debris have been removed. **Case closed.**
- Esther Drive: Proactive case opened for junk and debris on driveway and side of garage. Re-inspection complete. Staff met with property owner on site and discussed the case. Property owner requested a final two week extension to remove junk and debris from the property. Staff granted an extension. **Pending re-inspection.**
- Ilene Drive: Proactive case opened for boat and vehicle stored on an unpaved surface and debris. Re-inspection complete. Staff confirmed the boat and vehicle have been removed. **Case closed.**
- Kathleen Drive – Case 1: Proactive case opened for vehicle stored on an unpaved surface. Re-inspection complete. Staff confirmed the vehicle remains on the unpaved area next to the driveway. Staff sent Second Notice to property owner. **Pending re-inspection.**
- Kathleen Drive – Case 2: Proactive case opened for an inoperable vehicle and junk/debris at front yard. Re-inspection complete. Staff confirmed the vehicle and debris remain on the driveway in public view. Staff sent Notify Letter to property owner. **Pending re-inspection.**
- Mazie Drive: Proactive case opened for an inoperable vehicle stored in public view. Re-inspection complete. Staff confirmed the inoperable vehicle is unchanged. Staff sent Second Notice to property owner. **Pending re-inspection.**
- Pleasant Hill Road: Proactive case opened for overgrown weeds at the front yard. Re-inspection complete. Staff confirmed the overgrown weeds have been removed. **Case closed.**
- Price Lane: Proactive case opened for a junk/debris and overgrown weeds throughout the property. Re-inspection complete. Staff confirmed the violations remain. Staff sent Second Notice to property owner. **Pending re-inspection.**
- Ramona Drive: Proactive case opened for an inoperable vehicle. Re-inspection complete. Property owner contacted staff requesting an extension to have the vehicle repaired. Extension granted. **Pending re-inspection.**
- Shirley Drive: Proactive case opened for overgrown weeds at the front yard. Re-inspection complete. Staff confirmed the overgrown weeds have not been removed. Staff sent Notify Letter to the property owner. **Pending re-inspection.**

- Taylor Boulevard – Case 1: Proactive case opened for overgrown weeds at the front yard. Re-inspection complete. Staff confirmed the overgrown weeds have been removed. **Case closed.**
- Taylor Boulevard – Case 2: Proactive case opened for overgrown weeds, trash and debris and lack of garbage service. Re-inspection complete. Staff confirmed the overgrown weeds and debris have not been removed and there is still no active garbage service. Staff sent Notify Letter to the property owner. **Pending re-inspection.**

Graffiti Removal:

No graffiti removal this week.

Contra Costa County Fire Protection District:

Weed Abatement to be completed by May 29th, inspections will start on May 30th.