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MEMORANDUM

TO: Mayor and City Council  
FROM: June W. Catalano, City Manager  
DATE: September 9, 2010  
SUBJECT: **WEEKLY UPDATES**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Regency Plaza (548 Contra Costa Boulevard #M) – A tenant improvement permit has been issued for Giggles (a children’s playground and entertainment center) in the space formerly occupied by a Frazee Paint store.
- Pleasant Hill Shopping Center (556 Contra Costa Boulevard) – Tenant improvement plans have been submitted for review, comment and approval for a Ross Dress For Less that will occupy the space vacated by Marshalls.
- Accident at Camelback North #3, Phase IIC (48 Camelback Court) – A truck ran into the deck structure of a unit at this townhouse complex. A permit has been issued to replace the deck in both shape and size.

**Engineering Division**

- 2010 Street Resurfacing Repair Project – A Notice to Proceed was issued Thursday, September 2<sup>nd</sup> to Alaniz Construction for this project, which consists of performing major pavement repairs along City collector and arterial streets. Construction activities underway include traffic control and layout of all street pavement repair locations on Contra Costa Boulevard, Taylor Boulevard, Monument Boulevard, Geary Road, Putnam Road, Boyd Road, Crescent Plaza, Crescent Road and Pleasant Hill Road. Repair work is scheduled to occur during the next two weeks. Affected residents and businesses near the repair areas were notified by hand-delivered flyers.
- Lisa Lane Sidewalk Installation Project – Staff has submitted an E-76 request to Caltrans to proceed with the public bidding and construction of this federally-funded

(\$307,150) sidewalk project. The project consists of constructing a concrete sidewalk along the north side of Lisa Lane (Marcia Drive to Fair Oaks Elementary School), including bike lanes, pavement repair, concrete gutters, ADA-accessible curb ramps, and storm drain pipes and inlets. Included in the E-76 request was a complete set of project specifications, bidding forms and construction plans for Caltrans review. The Caltrans E-76 review process normally takes four to six weeks to complete.

- Encroachment Permits Underway

- Private

- Darrin G. Stanley Engineering* – Replace sewer lateral at 719 Charlton Drive

- Owner* – Replace sidewalk and curb and gutter at 21 Massolo Drive

- Concrete Man* – Replace curb and gutter at 160 Margie Drive

### Maintenance Division

- Homeless Encampment – Maintenance staff were accompanied by Police Department staff during the removal of materials and debris from homeless encampments. The items were removed from under the Chilpancingo Parkway and Cottonwood Drive bridges. Signs are posted on the bridges to prohibit trespassing within the flood channel zone under the bridges. Keeping the flood channel free of material and debris will allow storm water to flow uninterrupted, maximizing the capacity of the storm drainage system. These two areas are being closely monitored to ensure any further materials/debris is removed promptly.
- Tree Branch Down – On Tuesday afternoon, a large tree branch broke away and fell, (apparently due to high winds) causing damage to PG&E high voltage power lines. The power lines are located within the Sherman Acres neighborhood near homes at Ramona Drive and Cleopatra Drive. Maintenance staff assisted Police Department staff in keeping residents a safe distance away from the area until PG&E crews were able to remove the tree branch to address safety concerns

### Planning Division

- Planning Commission

- No meeting scheduled this week.

- Zoning Administrator

- No meeting scheduled this week.

- Architectural Review Commission

- No meeting scheduled this week.

- Code Compliance

Selected highlights of weekly activity:

**Banners** – Staff followed up on a number of unapproved banners at various locations this week. Business owners were requested to either remove the banners or obtain required permits.

**Sheryl Court** – The abatement on this street has been completed and all non-operational vehicles have been removed from the premises.

**Graffiti** – Graffiti on several business storefronts has been addressed by contacting the management companies and requesting immediate removal.

**Training/Certification** – Staff is attending a two-day training session this week focusing on advanced topics in code enforcement administration. The training will allow staff to maintain a “certified” status.

**Number of Tasks Completed This Week** – 56 (includes phone calls, emails, courtesy notices, investigations, site visits, area patrols, internal requests for service, attendance at training sessions and other miscellaneous activities).

- Miscellaneous

**Permit Activity** – For the month of August, Planning staff reviewed and approved the following applications: 6 Home Occupation Permits, 4 Temporary Sign Permits, 1 Temporary Use Permits, and 14 Zoning Permits (1 new business application, 3 commercial tenant improvements and 10 residential plan checks).

**In-N-Out Burger (North Main Street)** – The draft Initial Study/Mitigated Negative Declaration was released for public review this week, and the 30-day review period concludes on October 8<sup>th</sup>. In addition, In-N-Out conducted a neighborhood meeting at the Hyatt Summerfield Suites Hotel in Pleasant Hill to present the project to interested area residents and receive their input on the project. The neighborhood meeting was attended by approximately 40 area residents. Numerous issues were raised, including adequacy of parking, potential for cut-through traffic in the adjacent residential neighborhood, concerns about noise, odors, lighting, tree removal, drainage, screening and ingress/egress. In/Out representatives, including their traffic engineer, responded to questions and provided the public with contact information for further follow-up. City of Walnut Creek staff were also present.

**Recreation & Park District Projects** – City staff is awaiting submittal of revised plans for the Senior Center and Teen Center in order to proceed with the Planning Commission public hearing scheduled for September 28<sup>th</sup>. Staff is also awaiting final action by the District Board on the environmental document (anticipated to occur on

Thursday, September 9<sup>th</sup>). Architectural plans for the proposed improvements to the Winslow Center are also pending receipt from the District at this time.