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MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: July 14, 2011

SUBJECT: **WEEKLY UPDATES**

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Crossroads (2380 “F” Monument Boulevard) – The tenant improvement for Pleasant Hill Smiles Dentistry has received the final approval from the Building and Planning Divisions, as well as the Consolidated Fire District.
- Diablo Fitness Engineering (2440 & 2448 Estand Way) – Tenant improvement plans have been approved by the Building, Planning and Engineering Divisions, Central Contra Costa Sanitary District and Consolidated Fire District. A building permit has been issued.

**Engineering Division**

- New Safeway (Contra Costa Boulevard) – Engineering staff has received the revised grading and drainage plan for the new Safeway store and fueling center on Contra Costa Boulevard. Proposed site improvements under review include ADA upgrades to the driveway and curb ramps on the property frontage, and on-site parking lot enhancements, including storm drain improvements.
- New Pleasant Hill Recreation and Park District Senior Center/Teen Center – Engineering staff has issued a grading permit for the new Senior Center and Teen Center. For the Senior Center, PG&E is scheduled to shut off the gas to the existing building this week. Once completed, the contractor will begin demolition of the existing building. For the Teen Center site, the contractor will be doing minor drainage work in the parking lot this week.

- Encroachment Permits Underway

Private

*Diablo General Engineering* – Potholing at 233 Gregory Lane

*Pacific Trenchless* – Sewer lateral repair on Diablo View Road

*A-K Aeration & Landscaping* – Replace sidewalk at 300 Longbrook Way

Utilities

*PG&E* – Cap off gas lateral at 233 Gregory Lane

*PG&E* – Repair gas lateral at 1900 Hoover Avenue

*PG&E* – Replace pole at 135 Flame Drive

*CCWD* – Repair water main at 136 Lorenzo Drive

### **Maintenance Division**

- Median Fire – A fire in the median on Taylor Boulevard between Morello Avenue and Apollo Way was reported by a Recreation and Park District employee. Consolidated Fire District responded and staff supplied traffic control. No damage was done to any plants or irrigation.
- Graffiti Response – Staff responded to a resident’s call about large amounts of graffiti in the Gregory Lane and Cleaveland Road area. The tags were on the signal poles and utility boxes.
- Debris Cleanup – Staff responded to residents’ complaints about extensive litter around the Old Quarry Road bus stop. Staff found the garbage can overflowing, and debris had been thrown around the bench and soundwall. The garbage can was emptied and the area cleaned.

### **Planning Division**

- **Planning Commission**

***Meyer Minor Variance – Reduced Interior Garage Dimensions (330 Maryal Road)***

Public hearing to reconsider, at the direction of the City Council, revised plans for approval of a variance request for a reduction in the required interior dimensions of an existing legal non-conforming garage to accommodate construction of an approximate 52-square-foot vestibule structure within the garage. The existing garage has non-conforming interior dimensions of 19 feet by 22 feet, where 20 feet by 22 feet are required. The proposal would result in a garage with one parking space with unobstructed dimensions of eight and a half feet wide by 22 feet deep, and a second parking space with unobstructed dimensions of 10.5 feet wide by 16 feet deep. The project site is located in the *R-6 Single Family, 6,000 sq. ft. lots* zoning district.

Action: The Planning Commission provided direction to staff to prepare a resolution with findings for denial for consideration at the July 26<sup>th</sup> Planning Commission meeting. No members of the public spoke at the hearing.

Appeal Period: An appeal is currently pending. The City Council will conduct a second hearing on the appeal on August 1<sup>st</sup>.

- **Zoning Administrator**

*MJ Studio, Minor Use Permit (670 Gregory Lane, Suite G)* – Hearing to consider approval of a request for a Minor Use Permit for a 1,410-square-foot art and music studio (personal improvement service) in an existing tenant space within a multi-tenant commercial building.

Action: Approved with Conditions of Approval. One person from the public spoke on the item.

Appeal Period: The appeal period will end on Monday, July 25, 2011 at 5:00 pm.

- **Architectural Review Commission**

No meeting scheduled.

- **Code Compliance**

*Selected highlights of weekly activity:*

*Tree Obstructions* – Staff has been responding to complaints regarding trees overhanging and obstructing roadways. Depending on the location of the tree, these calls are referred to either the adjacent property owner or City maintenance staff to address the obstruction.

*Soil Dumped on Vacant Parcel* – Environmental Health is assisting City staff in addressing a large amount of soil that was dumped without approval on an Oak Park property. Environmental Health is in the process of obtaining approval to access the site to take soil samples for testing.

*Abatements in progress* – Staff conducted a follow-up inspection on a residential property on Hoover Avenue to check the progress of an abatement of miscellaneous junk and debris. Removal of debris is still ongoing. Completion of the cleanup is anticipated by August 1<sup>st</sup>.

*Number of Tasks Completed This Week* – 69 (including 32 investigations, 4 courtesy notices, 9 sector patrols, 4 referrals to assist other agencies/divisions and various

miscellaneous activities such as phone calls, emails, internal requests for service, counter coverage and attendance at training sessions).

- **Miscellaneous**

*Administrative Permit Activity* – For the month of June, Planning staff reviewed the following administrative applications: six Zoning Permits (one new business, two commercial plan checks and three residential plan checks), two Home Occupation Permits, one Temporary Sign Permit and one Tree Removal Permit.

*Appeal Received* – An appeal of the Planning Commission’s recent decision to conditionally approve a telecommunications facility at 0 Paso Nogal (hilltop site owned by the Contra Costa Water District) was received this week. Staff met with the appellant to discuss the appeal process and potential hearing dates for the appeal.

## **POLICE DEPARTMENT**

- Canine Body Armor – Police Department canines, Muzzy and Castor, will soon have body armor to wear during the performance of their duties. The Police and Working K-9 Foundation, a Bay Area non-profit organization dedicated to providing support for working dogs, has agreed to donate a bullet- and stab-resistant vest for each dog. The vests have a retail value of \$1,800 each. The Police and Working K-9 Foundation has already provided vests for other jurisdictions, including Concord and the Sheriff’s Office. Canines Muzzy and Castor will wear the vests in tactical situations in which dangerous conditions are anticipated. The Police Department canines enhance the effectiveness of crime suppression efforts, and the acquisition of the vests is a way to keep the dogs safe.