



MEMORANDUM

TO: Mayor and City Council  
FROM: June W. Catalano, City Manager  
DATE: May 17, 2012  
SUBJECT: **WEEKLY UPDATES**

**GENERAL UPDATE**

- Business Training – Economic Development staff has been working with the Contra Costa Workforce Development Board and CC Works to schedule training sessions that will be held at City Hall. The first session will provide interested businesses/employers with information on the CC Works Subsidized Employment Program and will be held on Wednesday, June 6<sup>th</sup> from 8:30 to 10:00 a.m. in the Large Community Room at City Hall. The second session, "Networking for Your Small Business," will be held on Wednesday, June 27<sup>th</sup> from 9:00 to 12:00 a.m. The City and the Pleasant Hill Chamber of Commerce are local sponsors and will jointly market the training sessions to Pleasant Hill businesses and Chamber members.

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Building Division**

- Extended Stay America (3220 Buskirk Avenue) – Extended Stay America is changing the exterior to a stone facade.
- Oasis Christian Fellowship Church (2551 Pleasant Hill Road) – Plans have been submitted for review and approval for an addition of 5,000 square feet to include a sanctuary, kitchen and restrooms.
- Pleasant Hill Oncology Building (400 Taylor Boulevard, #302) – Tenant improvement plans have been submitted for review and approval for Epic Care Administration.

## **Engineering Division**

- **In-N-Out** – The new In-N-Out (INO) restaurant located at the corner of Chilpancingo Parkway and Contra Costa Boulevard opened on Thursday at 10:30 a.m. All offsite improvements were completed in time for the opening, with some minor punchlist items pending.

Based on the traffic study for the project, the project is anticipated to generate an increase in additional trips from the previous gas station and tire service center demand. Based on the trip distribution performed by the Traffic Engineer for INO, it is anticipated that a significant percentage of these additional trips will enter the site from the Chilpancingo Parkway driveway entrance adjacent to Babies R Us. Staff anticipates a higher than normal demand during the first few weeks, due to the popularity of the restaurant. Staff will be observing the traffic on site and off site, and will coordinate with the INO management to ensure that the internal circulation and operations do not conflict with through traffic and spill over onto public streets (especially on Chilpancingo Parkway). Staff will also be working with Caltrans to make minor signal timing adjustments as needed.

- **City Hall HVAC Project** – City-hired contractor, Honeywell Building Solutions, has started work on the City Hall HVAC (heating, ventilation and air conditioning) Project. Construction activities this week include installation of a variable frequency drive (VFD) for the new cooling tower, installation of the new heat pump for the Community Room and preparation work for a new air conditioning unit in the bridge area between City Hall and the City Council Chambers.
- **Astound Phase 2 Telecommunication Network Installation Project** – Astound (a cable television, internet and phone service provider) was granted a State franchise to provide services for homes and businesses in Pleasant Hill. The City has issued Astound an encroachment permit for working within the public right-of-way for Phase 2. The Phase 2 service area in general is bounded by Contra Costa Boulevard (east), Boyd Road (southern), Taylor Boulevard (west) and Taylor Boulevard (north) as it changes direction toward Contra Costa Boulevard.

Astound Phase 2 construction work (similar to completed Phase 1 work) consists primarily of installing additional above-ground telecommunication cables along the existing utility poles and reinforcing utility poles with additional guide wires (as necessary for support). As most work is above ground, limited disruption to the neighborhood and local traffic is anticipated. Astound's work is planned to be finished by end of summer 2012.

Astound and their installation contractors will be working over the next few weeks on the following streets: Adria Drive, Alvina Drive, Ardith Drive, Betty Lane, Belva Lane, Beverly Drive, Cleaveland Road, Cynthia Drive, Donna Drive, Doray Drive,

Doris Drive, Elinora Drive, Evelyn Drive, Faye Court, Gloria Drive, Harriet Drive, Hazel Drive, Ilene Drive, Jeannette Drive, Jennie Drive, Jeanne Drive, Jennifer Way, Kathleen Drive, Kathryn Drive, Linda Drive, Luella Drive, Margie Drive, Mary Drive, May Court, Mazie Drive, Maxine Drive, Merian Drive, Nancy Lane, Roche Drive, Ruth Drive, Shirley Drive, Susan Lane, Sylvia Drive, Terry Way, Violet Way, Vivian Drive and Woodsworth Lane.

Astound is providing project notification to residents directly adjacent to the proposed work locations. The notifications include phone numbers of City and Astound staff for residents to contact regarding their concerns or questions.

- Encroachment Permits Underway

Utilities

*Contra Costa Water District* – Repair sewer main at Contra Costa Boulevard and Audrey Lane

*Comcast* – Upgrade service at 1478 Contra Costa Boulevard

**Maintenance Division**

- Garbage – Staff discovered a 35-gallon garbage can on the roadside of Paso Nogal Road between Wildflower Drive and Pillon Real. The material was emitting an extremely pungent odor which made it difficult to approach for identification of the contents. Since it could not be visually identified, Contra Costa County HazMat was called to test the material. The HazMat Response Team deemed the contents to be non-hazardous, and the container was hauled away.
- Tree Removal – Staff was called on to check tree work in progress on Vicki Lane. A large Eucalyptus tree was being removed and the rounds were being dropped into the creek. Staff determined a tree removal permit had not been issued, so the work was stopped. Staff has requested the assistance of Code Enforcement to have the clean-up completed.

**Planning Division**

- **Planning Commission**

No meeting scheduled.

- **Zoning Administrator**

No meeting scheduled.

***Ferguson Large Family Day Care (41 Phylis Drive) PLN 12-0151*** – The applicant is requesting a minor use permit to operate a large family day care, serving nine to 14 persons. As specified by Section 18.20.080 of the Zoning Ordinance, the Zoning Administrator issued a public notice of pending action for the proposed use. As a result of the notice, three requests for a public hearing were received. The Zoning Administrator will hold a public hearing on this application on Thursday, May 31, 2012. Assessor's Parcel Number: 127-101-014.

Action: Under review pending Zoning Administrator hearing.

Appeal Period: Not applicable at this time.

***Safeway Fuel Station Outdoor Sales Facility, Minor Use Permit (701 Contra Costa Boulevard) PLN 12-0076*** – Public hearing to consider approval of a request for a Minor Use Permit to allow an *outdoor sales facility* use (associated with a permitted *Retails Sales* use) in a *Retail Business* zone district at the existing fuel station. The proposed *outdoor sales facility* use would consist of five metal re-locatable cabinets/containers to display merchandise such as: a) packaged ice, b) packaged food/beverage products (i.e. potato chips, juice, water and soda) and c) motor oil or other liquid-based vehicle maintenance products. Assessor's Parcel Number: 153-230-005.

Action: This item was originally heard at a Zoning Administrator public hearing on April 26<sup>th</sup> and was taken under consideration. Since then, the Zoning Administrator took final action to conditionally approve the Minor Use Permit request. The Zoning Administrator approved outdoor display under the fuel canopy but did not approve outdoor displays that were proposed to be located adjacent to the fuel station kiosk/building and near vehicle travel lanes.

Appeal Period: The appeal period will end on Tuesday, May 29, 2012 at 5:00 p.m.

***Tree Removals:***

Contra Costa Canal at Boyd Road (Contra Costa Water District) – A 18-35 inch diameter Siberian Elm was allowed to be removed (exempt from permit requirements).

216 Douglas Lane – A 26-inch diameter Chinese Elm was removed.

- **Architectural Review Commission**

***Zachary's Pizza Restaurant Exterior Remodel and Outdoor Seating Area (140 Crescent Drive)*** – There was informational presentation regarding proposed tenant improvements and exterior modifications to include revisions to the existing architecture of the storefront, new signage, a new outdoor seating area and possible

landscape modifications. The restaurant owners and SZFM Design Group seek initial feedback from the Commission regarding the proposed plans.

Action: No action was taken.

Appeal Period: Not applicable.

***Jensen Single Family Remodel (6 Elliott Court) PLN 12-0118*** – A study session was conducted to receive design feedback from the Commission on an Architectural Review Permit to substantially remodel an existing 1,136-square-foot, single-family residence. The applicant proposes to modify the exterior appearance of the residence, including adding a new front porch entry. The project would involve the construction of 790 square feet of living area and 262 feet of covered porch area. Lot coverage would be 30%. Assessor’s Parcel Number: 149-182-008.

Action: No action was taken.

Appeal Period: Not applicable.

- **Code Compliance**

*Selected highlights of weekly activity:*

***Temporary Portable Signs*** – Staff is in the process of contacting businesses regarding compliance with recently-amended sign ordinances relating to temporary portable signs and window signs. Each business will be provided with an application and copy of the new ordinance.

***Tree Removals*** – Staff responded to a public inquiry regarding two trees apparently being removed without permits. Upon further review, it was determined that a permit had been issued for removal of one of the trees. The property owner agreed to obtain the necessary permit for the second tree.

***Unightly Awnings*** – Torn awnings on a building next to the Post Office were addressed with the property manager. The awnings will be replaced with higher quality material with stronger stitching, and the other remaining awnings will be cleaned starting next week.

***Number of Tasks Completed This Week*** – 79 tasks completed (including 37 investigations, 6 sector patrols, 5 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).