



MEMORANDUM

TO: Mayor and City Council

FROM: June W. Catalano, City Manager

DATE: May 17, 2013

SUBJECT: **WEEKLY UPDATE**

**GENERAL UPDATE**

Citywide Garage Sale – The inaugural Pleasant Hill Citywide Garage Sale takes place this weekend, May 18-19. As of May 17<sup>th</sup>, more than 170 homes have registered for the event. The locations of all participating homes are online at [www.pleasanthillgaragesale.com](http://www.pleasanthillgaragesale.com). This event is co-sponsored by Republic Services and the Civic Action Commission and is designed to give residents an opportunity to protect the environment and conserve resources by reusing household items.

Social Media Workshop - The City will reconvene its popular social media workshop to cover the introduction to and overview of social media. This workshop is a repeat of the one originally held on January 23rd. The workshop is designed to assist small businesses in quickly understanding the uses of social media as a means of marketing goods and services. The workshop will be held on Wednesday, May 22nd, 8-10am in the Large Community Room at City Hall. Registration is required in advance. To sign up e-mail Megan at Hogan Marketing and Media at [megan@hoganmarketingandmedia.com](mailto:megan@hoganmarketingandmedia.com).

**PUBLIC WORKS AND COMMUNITY DEVELOPMENT**

**Engineering Division**

- Buskirk Avenue Widening Phase 2 Improvement Project – The Project Contractor, Ghilotti Bros., Inc. (Ghilotti) continues their preparatory work for the planned closing of Buskirk Avenue between Elmira Avenue and Hookston Road. During this first construction stage, all vehicular traffic on Buskirk Avenue will be routed through Elmira Avenue and Hookston Road. Additional vehicular and pedestrian traffic signs will be installed to inform the public of the new traffic configuration. Within the closed section of Buskirk Avenue, Ghilotti will be constructing the new roadway improvements

including new traffic signals, storm drain and sewer systems, joint utility trench, sidewalks, street pavement, curbs, driveways and street lighting.

Ghilotti's subcontractor, Saint Francis Electric, continues with their utility joint trench work at the north end of the project on Fair Oaks Drive and Geraldine Drive. Both Fair Oaks Drive and Geraldine Drive will be closed at times during joint trench work. Joint trench work will continue towards Buskirk Avenue on Lamkin Lane next week.

Additional information will follow in future Weekly Updates or on the City's website page for the project at [www.pleasant-hill.net/Buskirk](http://www.pleasant-hill.net/Buskirk).

- Geary Road Improvements Update - Staff continues to meet regularly with the City of Walnut Creek and its consultants on the Geary Road project. This project will provide pavement, sidewalk, drainage, traffic signal, bike lane, and ADA improvements between Pleasant Hill Road and Putnam Boulevard. The City and Walnut Creek jointly obtained Measure J grant funds to design and construct these improvements. The design is approximately 95% complete.

Staff sent over 300 letters this week to residents in the vicinity of the project, notifying them of the final community meeting, scheduled for Wednesday, May 29. This meeting is a follow-up to the first meeting held in October 2012, and will provide residents the opportunity see the final design (including lighting and landscaping) and ask questions of both Walnut Creek and Pleasant Hill staff.

## **Planning Division**

### **Planning Commission**

***PLN 13-0049, Use Permit, Trilabs, Inc , 2493 Estand Way*** - Public hearing to consider a request by Trilabs, Inc., for approval of a Minor Use Permit for *office use* (approximately 383 square feet), *retail use* (approximately 335 square feet) and (swim lessons) *fitness studio use* (approximately 1,518 square feet) within a 7,440 square foot tenant space planned for permitted light industrial uses (including research and development, industry limited, and laboratory uses) within the same tenant space. The zoning for the site is *Limited Industrial (LI)* and Assessor's Parcel Number: 148-360-010.

Action: Approved with conditions. One member of the public provided written comments.

Appeal Period: Through Tuesday, May 28, 2013.

**Zoning Administrator** - No meeting scheduled.

Administrative Actions:

- ***Bitar Minor Exception Request (172 Hazel Drive)*** - Minor Exception permit for a 10% reduction (18-foot front yard setback) in the required 20 foot front yard setback to accommodate a proposed 100 square foot bathroom addition the existing single family residence. The attached two-car garage, located on the opposite side of the front elevation from that of the proposed addition, was originally developed with an 18-foot front yard setback.

Action: On May 14, the Zoning Administrator has issued a notice of Intent to Approve the proposed Minor Exception. The final decision to approve this request will be made by the Zoning Administrator on or after Monday, June 3, 2013, unless a request for a public hearing is received by the Zoning Administrator, from any interested party, prior to that date.

Appeal Period: Not applicable until a final decision is made by the Zoning Administrator.

Tree Removal Permits: 125 Byron Ct. – 2 Monterey Pine trees

**Architectural Review Commission**

- ***PLN 13-0097, Afrasiabi Single Family Addition/Remodel, 777 Charlton Drive:***

Continued public hearing to consider approval of an Architectural Review permit for an addition and remodel to an existing 1,618 square foot single-story single family home on a 10,370 square foot parcel. The proposed addition would consist of 869 square feet, which includes a conversion of the existing garage to living space, and the construction of a new two-car garage. The proposed lot coverage would be 23%, where the maximum allowed lot coverage is 30%. Assessor's Parcel Number: 166-102-001.

Action: Approved revised plans. No members of the public spoke.

Appeal Period: Through Tuesday, May 28, 2013.

- ***PLN 12-0266, Salvation Army Collection Container, 1806 Linda Drive:***

Public hearing to consider design review approval of an outdoor collection container, associated screening methods, and any proposed landscape. The Planning Commission approved the use on April 9, 2013 and required that the design of the container be reviewed by the ARC prior to installation. The metal container would be 20 feet in length, 8 feet in width and 7 feet in height. The container will be placed against the north exterior wall of the building (along Doris Drive). Assessor's Parcel Number 150-102-014.

Action: Provided recommendations to staff and the applicant regarding screening/buffering of the proposed outdoor collection container. No members of the public spoke.

Appeal Period: Referred to the Zoning Administrator for final review and approval.

- ***PLN 13-0109, Crowley Single Family Home, 89 Isabella Lane:***

Public hearing for an Architectural Review permit request to approve the construction of a new, single story, 2,141 square foot home (1,676 square feet of living space and a 465 square foot garage). The proposed lot coverage would be 30%, where the maximum allowed is 30% and the proposed floor area ratio (FAR) would be .23 where the maximum allowed is .40. Assessor's Parcel Number 170-232-033.

Action: Approved with conditions. 7 members of the public spoke.

Appeal Period: Through Tuesday, May 28, 2013.

## **Miscellaneous**

***Irvin Deutscher Family YMCA Swimming Pool & Building Expansion (350 Civic Drive)*** – A Use Permit application was submitted by the YMCA on April 15 for a proposed expansion/relocation of the existing swimming pool (expanding from approx. 2,300 square feet to approx. 6,300 square feet) and to construct approximately 830 square feet of additional building area to house mechanical equipment that would serve the expanded swimming pool. After review of the project submittal, the project application is incomplete primarily due to the need for further documentation/technical studies to demonstrate that the project would have sufficient parking or that a reduction in required parking can be justified.

***Administrative Permit Activity:*** For the month of April, Planning staff reviewed the following applications: 16 Zoning Permits (2 new business, 2 commercial plan checks and 12 residential plan checks), 10 Home Occupation Permits, 4 Temporary Sign Permits, 0 Special Event Permits, and 4 Tree Removal Permit.

## **Code Compliance**

***Weed Abatement Notification*** – The Contra Costa Fire District has notified the City that weed abatement notices were sent to properties with overgrown vegetation in the Pleasant Hill area on May 6th requesting abatement by June 9th.

Inquiries received and follow-up items being addressed this week include the following:

Follow-ups on Prior Inquiries:

- Belinda Drive: Complaint regarding vehicle parked on unpaved surface. Re-inspection complete and gravel observed at the area. Add debris at front yard. Discussed case and property owner to remove debris. **Re-inspection next week.**
- Best Road: Complaint regarding trash and debris at front yard. Notify Letter sent to owner. Owner contacted staff and requested an extension to correct the violations due to health issues. Extension granted. **Re-Inspection next week.**
- Brandon Road: Complaint regarding inoperable vehicle and debris. Notify Letter sent to owner. Weeds and some debris removed. Vehicle operable. **Case closed.**
- Byron Drive: Complaint regarding overgrown vegetation and inoperable vehicles. Site inspection complete. Notify Letter sent to owner. Owner returned from vacation and is in the process of repairing the vehicles. **Re-inspect property next week.**
- Charlton Drive. Inquiry regarding the status of an existing violation regarding the roof of a residence. Site visit complete. Violation not resolved. **Case under review.**
- Charlton Drive: Complaint regarding debris and overgrown weeds. Site inspection complete. Contact made with property owner. **Site inspection scheduled for next week.**
- Chaucer Drive: Complaint regarding overgrown vegetation. Site inspection complete. Vegetation removed. **Case closed.**
- Chaucer Drive: Complaint regarding collection containers stored in public view. Site inspection complete. Notify Letter sent to owners. Re-inspection complete and containers unchanged. **Contact property owner to discuss case.**
- Chianti Place: Complaint regarding a dead tree. Site inspection complete. Contacted property owner. Owner scheduled contractor to remove tree. **Re-inspect property in two weeks.**
- Claire Drive: Complaint regarding vehicles/trash/carts in a front yard of a residence. Junk and debris removed and trailer stored on paved surface. Garbage service active at property. **Case closed.**
- Clarie Drive: Complaint regarding overgrown weeds. Site inspection complete. Notify Letter sent to owner. Weeds unchanged. **Contact property owner.**

- Doris Drive: Complaint regarding overgrown weeds. Site inspection complete. Notify Letter sent to owner. Weeds removed. **Case closed.**
- Elinora Drive: Complaint regarding vegetation obstructing line of site. Site inspection complete. Notify Letter sent to owner. **Re-inspect next week.**
- Geary Road: Complaint regarding bad odor coming from residence. Contact made with joint property owner who lives out of state. No access to interior or contact with joint owner occupying the residence. **Coordinating with PD and making further contact with out of state owner.**
- Gregory Village Shopping Center: Report of a large “For Lease” signs blocking intersection visibility. Signs removed. **Case closed.**
- Hillsdale Drive: Complaint regarding RV and basketball stand obstructing the public street. Site inspection complete and contact made with property owner. No violation related to RV and Basketball stand removed. **Case closed.**
- Hoover Ave: Complaint regarding junk and debris and inoperable vehicles. Violations observed during inspection include debris, inoperable vehicles, vehicle stored on unpaved surface and uncomfortable accessory structures. Notify Letter sent to owner. **Re-inspection scheduled for this week.**
- Jeffery Drive: Complaint regarding overgrown weeds. Site inspection complete. Contact made with tenant. Weeds partially removed. **Re-inspect this week.**
- Mary Drive: Complaint regarding rooster and inoperable vehicle. Notify Letter sent to owner. Contact made with owner and inoperable vehicle to be removed from property. Rooster removed. Vehicle removed. **Case closed.**
- Masefield Drive: Dilapidated residence. Appears that property has sold and plans will be submitted shortly by the new owner to remodel the dwelling. **Will monitor progress on a monthly basis until violations are corrected.**
- Mazie Drive: Accessory structures without approval in a rear yard. Plans submitted last week for review. Plans approved. **Continue monitoring progress and combine final inspection with Building Department.**

- Monivea Road: All violations corrected except lack of garbage service. Contact made with property owner who stated they are having trouble obtaining service. **Re-inspect next week.**
- Morello Avenue: Complaint regarding shrubs and other vegetation obstructing the public sidewalk. Site inspection complete. Door hanger placed at property. **Re-inspect next week.**
- Mountain View Court: Complaint regarding Home Based Business. Site inspection complete. Contact made with property owner and possible violations reviewed. **Re-inspect in two weeks.**
- Pleasant Hill Road: Complaint regarding junk and debris in a front yard and overgrown weeds. Contact made with realtor who has a possible buyer. Property in probate. **Contact made with prospective buyer awaiting contact information for seller.**
- Pleasant Hill Road: Complaint regarding overgrown weeds. Site inspection complete. Weeds removed. **Case closed.**
- Pleasant Oaks Drive: Complaint regarding a rooster. Contact made with owner who claims there is no rooster at the property. Complainant stated they have not heard the rooster for over a week and believes it has been removed from the property. **Case closed.**
- Pleasant Valley Drive: Debris, accessory structures and additional RV removed from property. Remaining RV stored at rear behind fence on gravel. Garbage service still not active. Contacted property owner. Owner stated garbage service to be active next week. **Re-inspect property this week.**
- Pleasant Valley Drive: Complaint regarding property without garbage service. Site inspection complete. Garbage service obtained. **Case closed.**
- Richie Drive: Complaint regarding rooster. Site inspection complete. Notify Letter sent to owner. **Re-inspect next week.**
- Ruth Drive: Complaint regarding junk and debris at the front located in and around an inoperable vehicle. Site inspection complete. Violations include debris at driveway and an inoperable vehicle with fat tires. Violations corrected. **Case closed.**

- Ryan Place: Complaint regarding violation of the City Smoking Ordinance. **Site inspection scheduled for this week.**
- Santa Cruz Drive: Complaint regarding an unsightly yard at a residence. Notify Letter sent to property owner. Junk and debris removed from driveway but some remains at front yard. Contacted property owner and they are organizing help to remove the remaining items. **Re-inspect this week.**
- Santa Lucia Drive: Complaint regarding multiple boarders and debris. Contact made with tenant who confirmed there are multiple boarders at the property. Tenant stated they are in the process of finding alternative lodging for the boarders and should have an update by next week. **Re-inspect property next week.**
- Shirley Drive: Complaint regarding trash and debris located on property. No debris found during inspection but overgrown weeds are present at the property. Weeds removed. **Case closed.**
- Shirley Drive: Complaint regarding damaged garage door. Site inspection complete. Violations include debris at front yard and peeling exterior paint on garage door. Re-inspection complete. Violations unchanged. Contact made with contractor at the property stating they will have the violations corrected next week. **Re-inspect property in two weeks.**
- Skander Drive: Follow up with a property owner representative regarding correction of unpermitted construction. Contacted owner's representative. **Nuisance Abatement Notice issued.**
- Soule Avenue: Complaint regarding an occupied RV and construction without a permit. Site inspection complete. Violations corrected. **Case closed.**
- Stevenson Drive: Staff contacted owner representative and the property has been sold and will be cleaned up and repaired by new owner. **Will monitor progress on a monthly basis until violations are corrected.**
- Stevenson Drive: Complaint regarding low hanging tree limbs. Site inspection complete. Notify Letter sent to owner. Tree trimmed. **Case closed.**
- Suzanne Place: Violations consist of an inoperable vehicle stored on the driveway, vehicles stored on unpaved surface and overgrown weeds. Notify Letter sent to owner. Overgrown weeds removed and vehicles stored on a paved surface. Contact



made with owner who stated they will provide proof the vehicle in question is operable. **Re-inspect property this week.**

- Taylor Blvd.: Complaint regarding a home in disrepair. Violations include overgrown weeds and deteriorating exterior paint. Notify Letter sent to owner. Re-inspection complete. Weeds removed. Contact made with new owner confirming the house is vacant. House scheduled to be repainted next week. **Re-inspect this week.**
- Twinview Drive: Complaint regarding junk in front yard and overgrown vegetation at a residence. Junk and debris removed. Owner to donate vehicle and have it removed from property. **Re-inspect property this week.**
- Waterberry Drive: Complaint regarding vehicles parked on an unpaved surface and commercial vehicle stored at residence. Site inspection complete. Damaged vehicle stored partially on paved surface. Tenant to repair vehicle and store it on a paved surface. Debris next to driveway. Tenant is removing debris this weekend. Commercial vehicle not stored on property. **Re-inspection this week.**
- Woodsworth Lane: Complaint regarding junk and debris and occupied accessory structures. Site inspection conducted. Owner not able to meet on inspection date. **New inspection date scheduled for this week.**

New Inquiries:

- Barnett Terrace: Complaint regarding junk and debris and multiple garage sales. Site inspection complete. Notify Letter sent to property owner. **Re-inspect next week.**
- Belinda Drive: Complaint regarding damaged fence. Site inspection complete. Door hangers placed at properties. **Re-inspect in two weeks.**
- Gladys Drive: Complaint regarding overgrown weeds. Site inspection complete and overgrown weeds and vegetation obstructing the public right-of-way observed. Contact made with Real Estate Agent. **Re-inspect next week.**
- Gloria Drive: Complaint regarding recreational vehicle obstructing the public street. Site inspection complete. Door hangers placed at properties. **Re-inspection next week.**

- Hook Avenue: Complaint regarding accessory structure converted without a Building permit. Site inspection complete. Contact made with tenant. **Sending inspection request.**
- Jackson Way: Complaint regarding a noisy pool pump. Site inspection complete and contact made with owner. No excessive noise heard during inspection and owner to address the issue by providing a dampening cover. **Case closed.**
- Morello Avenue: Complaint regarding overgrown vegetation obstructing the public sidewalk. Site inspection complete. Door hanger placed at property. **Re-inspect next week.**
- Pleasant Hill Road: Complaint regarding overgrown weeds and debris. Site inspection complete. Door hanger placed at property. **Re-inspect next week.**
- Westover Drive: Complaint regarding hedges obstructing the public street. Site inspection complete. Door hangers placed at properties. **Re-inspection next week.**

Proactive Work:

- Barbara Court: Proactive case for junk and debris on driveway. Door hangers placed at properties. **Re-inspect in two weeks.**
- Duke Circle: Proactive case for vehicle stored on an unpaved surface. Notify Letter sent to property owner. Re-inspection complete. Vehicle unchanged. Door hanger placed at property. **Re-inspect in next week.**
- Morello Avenue: Multiple proactive cases in conjunction to complaint for overgrown vegetation obstructing the public sidewalk. Site inspections complete. Door hangers placed at properties. **Re-inspect next week.**
- Pleasant Hill Road: Proactive case in conjunction to complaint for overgrown vegetation. Site inspections complete observing overgrown weeds and debris. Door hanger placed at property. **Re-inspect next week.**
- Santa Lucia Drive: Proactive case for camper stored on driveway. Notify Letter sent to property owner. **Re-inspect in two weeks.**