



# WEEKLY REPORT

**To:** HONORABLE MAYOR AND COUNCIL MEMBERS

**From:** Reina J. Schwartz, City Manager

**Date:** November 18, 2022

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Happy Friday! This City Manager's Weekly Report covers two weeks, from November 7<sup>th</sup> - November 18<sup>th</sup>.



## COMMUNITY DEVELOPMENT

### Planning/Building:

- Processing requests for issuance of 12 building and/or engineering permits.
- Processing a request for a Temporary Use Permit and Noise Permit for the Clayton Business and Community Association's Annual Holiday Tree Lighting event scheduled to occur in The Grove on Saturday, December 3, 2022, between 5:30 and 8:00 p.m.
- Continuing to work with DeNova Homes on construction and inspection of the Diablo Meadows Residential Development west of Mitchell Canyon Road near the municipal boundary. Vertical construction on the houses is underway.
- Continuing to work with the City's consulting engineer in the review of civil improvement and stormwater plans for the construction of The Olivia at Marsh Creek residential development on High Street and Marsh Creek Road. Architectural plans are in the County Building Department for plan check.
- Received and reviewing responsive materials to the comprehensive completeness review of the application re-submittal for the Silver Oak Estates residential development proposed to consist of 32 single-family houses and 3 accessory dwelling units to be built on the south side of Oakhurst Drive near its intersection with Yolanda Circle. Staff has engaged a consultant for preparation of the analysis of potential environmental impacts of the proposed project.

- Received a vesting tentative map request for a proposed development of 30 townhouse units on the Oakhurst Country Club overflow parking lot located south and east of the intersection of Clayton Road and Peacock Creek Drive. Staff has engaged a consultant for preparation of the analysis of potential transportation impacts of the proposed project.
- Continuing to work with consultants in the preparation of: 1) amendments to the City's Accessory Dwelling Unit Ordinance for consistency with California law; 2) pre-approved architectural plans to be made available to interested Clayton residents for construction of second dwelling units on residential properties; and 3) update of the General Plan Housing Element for the 6<sup>th</sup> housing cycle.
- The regular Planning Commission meeting for November 22, 2022, will include two items: 1) working study session on the draft Housing Element Update (HEU), review of the comment letter received from the Department of Housing & Community Development (HCD), and discussion of revisions to the draft HEU in response to HCD comments; and 2) a public hearing on a request for the Planning Commission to extend entitlements for one year for the construction of the new Clayton Community Church building at 1027 Pine Hollow Court.

**Code Enforcement:**

- New: 1
- Pending: 25
- Closed: 16

**Business Licenses and Home Occupation Permits:**

- Issued two Home Occupation Permits for two home-based arts and crafts online sales businesses.



## **POLICE ACTIVITY REPORT**

### **11/04/22 – 11/17/22**

Friday, November 4<sup>th</sup> – Officers responded to a non-injury vehicle collision at Clayton Road and Washington Blvd.

Officers served a probation warrant without incident on a resident residing on Roundhill Place; he was booked into jail.

Saturday, November 5<sup>th</sup> – Officers responded to Kelok Way after receiving the report of juveniles near the electrical tower. Officers located a group of juveniles on the street; at the request of the parents, officers provided a courtesy ride home to the juveniles who did not reside in the immediate area.

Monday, November 7<sup>th</sup> – Officers responded to Gamay Drive after receiving the request to perform a welfare check. Officers determined the resident was OK.

Officers responded to Frank Place after receiving the report of an incorrigible juvenile causing a disturbance. Upon officers' arrival, the young juvenile had calmed down. The parents advised they will seek help for their child.

Tuesday, November 8<sup>th</sup> – Officers responded to Oakhurst Drive and Eagle Peak Ave. after receiving the report of a trailer blocking one of the lanes. Officers determined a trailer fell off the hitch of an unknown truck. The trailer was removed from the street and towed away.

Thursday, November 10<sup>th</sup> – Officers responded to a non-injury traffic collision on Marsh Creek Road near Diablo Parkway. Officers determined the collision occurred near Pine Lane and assisted the two involved subjects with the exchange of their information.

Officers responded to Blue Oak Lane after receiving the report of a disturbance. Upon arrival, the male resident was gone. The female resident requested an Emergency Protective Order (EPO) be placed against her significant other which officers subsequently obtained from the Court. The male resident returned home, was served with the EPO, and shortly thereafter, violated the order. He was arrested and booked into jail.

Friday, November 11<sup>th</sup> – Officers responded to Indian Wells Way after receiving the report of a solo vehicle collision. Officers determined the subject was intoxicated; he was arrested and released on his signed promise to appear and driven home by a friend.

Saturday, November 12<sup>th</sup> – Officers responded to Obsidian Way after receiving the report of a juvenile complaint. Officers contacted several juveniles inside a residence and determined the juveniles were celebrating birthdays by playing doorbell ditch.

Officers performed a probation search at a residence on Mountaire Circle. The subject was not home and the search of the residence resulted in finding no illegal items.

Officers responded to El Molino Drive after receiving a 911 hang-up. Officers determined an elderly male resident was in need of medical assistance. He was transported by AMR to the hospital for evaluation.

Officers responded to Walgreens after receiving the report of a petty theft. Officers determined an unknown subject stole diapers from the store. A thorough search of the area for the subject vehicle was met with negative results.

Sunday, November 13<sup>th</sup> – Officers responded to Mt. Dell Drive after receiving the request to perform a welfare check. Officers determined the resident needed medical assistance; he was transported by AMR to the hospital for further evaluation.

Officers responded to Yosemite Court after receiving the report of a disturbance. Officers have responded to this residence on numerous previous occasions. Since the resident was on probation, a probation search was conducted with negative results. Officers instructed the resident to call it a night and go to sleep.

Officers responded to Mt. Dell Court after receiving a request for a welfare check. Officers determined the elderly male was in need of medical assistance; he was transported by AMR to the hospital for further evaluation.

Monday, November 14<sup>th</sup> – Officers responded to Clayton Road and Center Street after receiving the report of a non-injury traffic collision.

Officers responded to Mt. Dell Drive after receiving the request to perform a welfare check. Officers determined the resident was in need of medical assistance. He was transported by AMR to the hospital for further evaluation.

Tuesday, November 15<sup>th</sup> – Officers responded to Meredith Court after receiving the report of a residential burglary. Officers determined that sometime in the early morning hours, an unknown subject(s) entered the resident's open garage and stole musical instruments along with jewelry from their unlocked vehicle.

Wednesday, November 16<sup>th</sup> – As a result of receiving notification from the City's Automated License Plate Reader (ALPR) system detecting a reported stolen car from the City of Concord, officers located the vehicle at the Community Park. Officers contacted the subject who also was in possession of illicit drugs; he was arrested and released on his signed promise to appear.

Thursday, November 17<sup>th</sup> – Officers responded to Stranahan Circle after receiving the report of a suspicious person in the neighborhood. Officers contacted the subject who was soliciting in the neighborhood; he was instructed to move along after being advised of the City's Municipal Code requiring a solicitor's permit in advance from the City.

A Coyote Circle resident called to report that he was involved in a traffic collision near Eagle Peak Ave. and Keller Ridge Drive. When he exited the car to look for damage, the other vehicle fled the scene.

While on patrol, officers stopped a vehicle near Willow Pass Rd. and Lynwood Drive for Vehicle Code violations. Officers determined the subject was driving on a suspended license for DUI; he was arrested and released on his signed promise to appear.



## MAINTENANCE:

- Trim crew has been placing wood chips in the center median on Oakhurst Drive.
- All turf areas were mowed.
- All turf areas were fertilized for winter.
- Seeding was done on the turf areas at The Grove Park.
- Gopher and squirrel control was done at Clayton Community Park, Westwood Park, Lydia Lane Park and North Valley Park.
- All irrigation except The Grove Park has been turned off throughout the city.
- Sand for sand bags was delivered to Keller House and the Corporation Yard in preparation for sandbagging.
- A broken main line at Clayton Community Park was reported by Clayton Police Department. The water was turned off to the park and repairs will be made.
- The automatic gate at the Corporation Yard was repaired.
- The Maintenance crew cleared a log jam in the creek alongside the Cardinet Trail.
- A broken quick coupling device was discovered on Old Marsh Creek Road and was quickly repaired.
- Plant material was removed from hanging over the trail east of Old Marsh Creek Road.



## CITY ENGINEER'S REPORT

No update this week for Engineering.



## FINANCE

- The City's external Auditor completed field work for the FY2021/22 audit during the week of November 7<sup>th</sup>. The work went smoothly and we continue to make progress on the audit.
- The City has re-opened the recruitment for Finance Director as the first round of interviews did not yield any successful candidates. We have been pursuing additional outreach opportunities to draw in a wider pool of candidates. Review of applications prior to panel interviews will be the week of November 28<sup>th</sup>.



## CITY CLERK



## UPCOMING MEETINGS AND EVENTS

December 6, 2022 – Staff and City Council in person; public in person or via Zoom

- Certification of Election Results
- Swearing in of elected Council members and Rotation of Mayor and Vice Mayor for City Council and the Geological Hazard Abatement District Board of Directors

Next meeting December 20, 2022.

***(Note: all items are preliminary until the Agenda for the next meeting is finalized.)***