

CITIZEN'S GUIDE
to
Local Residential Laws
and
Frequently Asked Questions



City of Clayton, CA
6000 Heritage Trail
(925) 673-7300
www.ci.clayton.ca.us

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Contact Information

City Hall	(925) 673-7300
City Clerk/Human Resources	(925) 673-7304
Community Development (Planning)	(925) 673-7340
City Maintenance	(925) 673-7327
City Manager	(925) 673-7300
City Finance	(925) 673-7309
City Engineering	(925) 969-8181
Code Enforcement	(925) 673-7310
Police Department	(925) 673-7350
Clayton Community Library	(925) 673-0659
Building Permits/Inspection (Co.)	(925) 646-4108
Republic Services, Inc. (trash service)	(925) 685-4711
Clayton Pioneer (local newspaper)	(925) 672-0500

City Website

www.ci.clayton.ca.us

Police Department Website

www.claytonpd.com

Public Schools

Mt. Diablo Elementary School	(925) 672-4840
Diablo View Middle School	(925) 672-0898
Clayton Valley Charter High School	(925) 682-3800

Public Parks

<u>Name</u>	<u>Location</u>
Community Park	Regency Drive
Dog Park	Regency Drive
Lydia Lane Park	Lydia Lane
North Valley Park	Keller Ridge Drive
The Grove Park	Downtown Clayton
Equestrian Staging Area	Peacock Creek Drive
Westwood Park	Haviland Place

Clayton Pioneer

Our local newspaper (direct mail) is the *Clayton Pioneer*, distributed monthly to Clayton residents. The newspaper features local news and events, classified ads, and a great deal of useful information relevant to our community.

East Bay Times [Contra Costa Times]

The City is served by a daily regional newspaper, the *East Bay Times*, which also features a weekly focus on Clayton-related news each Friday via the *Concord Transcript* section.



Clayton Volunteer Opportunities

Plenty of volunteer opportunities exist through the City and community for people of all ages. Examples of volunteer opportunities include:

- Diablo Valley Soroptimist Association
- Community Emergency Response Team (CERT)
- Volunteers in Public Safety (VIPS)
- City Hall office support
- Recreational sports coaching
- Clayton Valley Garden Club
- Clayton Valley Rotary Club
- Mt. Diablo Trail Ride Association
- Mt. Diablo Interpretative Association
- Clayton K-9 Coalition
- Clayton/Concord YMCA- tutoring, mentoring, coaching, greeting, maintenance, clerical, activity planning, etc.
- Clayton Library- tutoring, book shelving, computer help, scrapbook making
- Clayton Community Library Foundation
- City Council, Planning Commission, and Trails and Landscaping Committee (TLC)
- Events: Art and Wine Festival, Clayton Cleans Up!, 4th of July Parade, Chili Cook-Off, Rib Cook-off and Oktoberfest
- Clayton Historical Society
- Clayton Business & Community Association (CBCA)
- Clayton Valley Woman's Club
- AAUW
- Clayton Valley Village

Please call or stop by City Hall, Police Department or the Library for more information. Other opportunities are also posted on the City's website.

Annual Community Events

February- Historical Society Camellia Tea

March- Library Creekside Arts Festival, CBCA Chili Cook-Off

April- Library Book Sales; Historical Society Garden Tour; April on the Mountain; Clayton Cleans Up

May- CBCA Art and Wine Festival; Memorial Day Ceremony; Concerts in The Grove; AAUW Annual Spaghetti Feed; Garden Club Plant Sale; Clayton Farmers' Market begins

June- Concerts in The Grove

July- 4th of July Parade & Pancake Breakfast; Concerts in The Grove; CBCA Rib Cook-Off

August- Concerts in The Grove

September- Downtown Labor Day Derby & Classic Car Show, Concerts in The Grove

October- CBCA Oktoberfest; Clayton Valley Woman's Club Kitchen Tour; Library Book Sales

November- Clayton Valley Woman's Club Craft Boutique; Veteran's Day Ceremony

December- CBCA's "Christmas in Clayton": Tree Lighting, Santa visits; Tea with Mrs. Claus and Santa.



Reporting a Local Problem

Public nuisances and other concerns may be reported to the City via its website (www.ci.clayton.ca.us) under the “Feedback” tab. Code enforcement issues may also be called into the City Hall during regular business hours. Appropriate issues which should be reported include:

- Abandoned, suspicious, or dangerous vehicles
- Accessibility issues
- Offensive or dangerous odors
- Construction after hours
- Dangerous tree/limb over street
- Debris in public right of way
- Graffiti
- Health hazards
- Illegal construction, dumping, grading, hauling, posting of signs
- Mudslides
- Noise problems
- Public Park issues
- Potholes
- Overgrown weeds and trash
- Faded pavement marking or legends
- Sidewalk, curb and gutter problems
- Street sign replacement or repair
- Street light outages (please note pole number)
- Traffic and speeding complaints; traffic control
- Street tree maintenance
- Unregistered businesses
- Vision-obscuring hazards
- Zoning (land use) violations

If it's an emergency, always call 911

Parking on Public Streets

It is unlawful to park or store vehicles on public streets in excess of 72 consecutive hours, regardless of whether the vehicle is in full operating condition. Vehicles registered as non-operational cannot be parked on public roadways.

Vehicle Storage

Inoperable vehicles, recreational vehicles, campers, watercrafts, box trailers, tractors, chippers, dirt bikes, and quads cannot be stored for more than 120 consecutive hours in public view.

Recreational Vehicle Temporary On-Street Parking Permits may be obtained from the Police Department. Applications may be obtained online at the City's website.

Certain areas of a lot may be used for vehicle storage provided that items are substantially concealed from public view by a legally constructed, six-foot solid fence. Additionally, vehicles may be stored inside of a garage or permissible backyard shed. Chain-link fences or other similar fences that do not visually conceal the stored vehicle are considered inadequate under the Municipal Code.

Temporary Storage Permits

Temporary storage permits are necessary for cargo storage containers to be stored in excess of 120 hours. Applications for temporary storage permits should be obtained through the City and are subject to conditions of approval required by the Community Development Director.



Basketball Hoops

Portable basketball hoops cannot be stored or left unattended on a public sidewalk, in a public street or in gutter, constituting obstruction of a public right of way.

Fences

Fence height is regulated depending on where it is located on the property. Please call our Community Development Department before buying or installing a fence. In general, fences should not exceed six feet in height without obtaining an Administrative Use Permit from the Community Development Department. Hazardous fencing material such as barbed wire is not permitted except when used for agricultural grazing or when a use permit has been granted.



Swimming Pool Fences

Swimming pools pose severe hazards to the safety of inhabitants and small children. For this reason, CA State Law requires that most regular swimming pools be fenced. Fences must be at least 4 ½ feet high with gaps less than 4 inches measured horizontally. Part of the dwelling unit or accessory building may be used as part of the safety fence in some cases.

Pets and Animals



Barking Dogs

A constantly-barking dog is disturbance of the peace in violation of Contra Costa County Animal Control Ordinance, which law applies in our City. A complaint can bring action for compliance against the dog owner through the Contra Costa Animal Control at (925) 335-8300 or Clayton Police Department at (925) 673-7350.

Leash Law

In our City as well as in Contra Costa County, all dogs must be leashed at all times when not contained on private property.

In the City of Clayton, no person shall permit a dog in any park or on any public trail unless such dog is under complete control at all times by a leash. The owner shall be responsible for picking up their dog's feces. Either violation is punishable by up to a \$100 fine.



Dog Park

An exception area to the leash law is the City’s Dog Park, an off-leash public park specifically designed to allow dog owners to socialize while providing dogs a place to exercise and play. Our Dog Park is located just north of Regency Drive, along the edge of Marsh Creek Road, across from the Clayton Community Park. This free Park is open daily sunrise to sunset and is part of the volunteer effort of the Clayton K-9 Coalition.



Animal Shelter

Contra Costa County’s animal shelter is located at 4800 Imhoff Place in Martinez. The shelter may be reached by telephone:

Public Access:	(925) 335-8300
Licensing:	(925) 335-8310
Spay Clinic:	(925) 335-8320
Volunteers:	(925) 335-8330
Humane Education:	(925) 335-8340

Prohibited Animals

Residents are prohibited from keeping any apiary (bees), certain reptiles, livestock or fowl. Residents are also prohibited from harboring, holding, possessing, transporting or selling any wild, exotic or dangerous animal. Prohibited animals include but are not limited to those described in sections 2116 and 2118 of the *California Fish and Game Code*, including hawks, eagles, vultures, ostriches, order ophidian reptiles, snakes over six feet in length, any dangerous animal, any menacing species and any venomous species.



Reporting a Violation

To report a violation in Clayton, please call Clayton's Code Enforcement Officer (925) 673-7310 during business hours or use the online reporting form found under the "Feedback" tab on the City's website.

To report a barking dog or wild animal problem, call the Contra Costa Animal Control at (925) 335-8300, Clayton Police Department at (925) 673-7350, or visit the online reporting form found on the Police Department website. To report a dead animal, call Contra Costa Animal Control.

If it's an emergency, always call 911.



Skateboarding

It is unlawful for any person to operate, use or ride a skateboard, roller skates, toy vehicle, or similar device on a pedestrian walkway, off-street parking facility, in The Grove Park, or on any public street or sidewalk located in any area zoned for commercial use or in a shopping center.

An infraction is punishable by a fine not exceeding one hundred dollars (\$100) for a first violation, a fine not exceeding two hundred dollars (\$200) for a second violation and a fine not exceeding two hundred and fifty dollars (\$250) for each additional violation.

Curfew for Minors

It is unlawful for any minor under the age of eighteen years to be in or on any public street, park, square, or any public place within the City between the hours of 10:00 p.m., on Sunday, Monday, Tuesday, Wednesday and Thursday and daylight immediately following, and between the hours of 12:01 a.m., on Saturday and Sunday and daylight immediately following. Exceptions include when the minor is accompanied by a parent or legal guardian or coming home from work.



Excessive Noise

It is unlawful for a person to willfully make a loud, unnecessary or unusual noise which disturbs the peace or quiet of a neighborhood or which causes discomfort or annoyance to a reasonable person of normal sensitiveness residing in the area. Such noises include but are not limited to radios, televisions, construction, megaphones, outdoor bands, amplifiers and noises made by animals.



Construction and Home Maintenance Work Hours

All construction work (e.g. grading, excavation, construction, demolition, renovation, etc.) shall only occur on Monday through Friday, between the hours of 7:00 a.m. – 5:00 p.m.

It is also unlawful to operate machinery, equipment, or a pump, fan, air conditioner, spa or pool equipment in a manner causing excessive noise to nearby residents between the hours of 10:00 p.m. – 7:00 a.m. Additionally, the use of power equipment for home use or residential yard maintenance, including power tools, lawn mowers and leaf blowers is prohibited except during the following days and hours:

- (1) Weekdays (Mon.-Fri.): 7:00 a.m. – 8:00 p.m.
- (2) Saturdays, Sundays and City-observed Holidays:
8:00 a.m. – 8:00 p.m.



Noise Permits

The Police Chief may grant noise permits to allow civic groups as well as individuals to use sound amplification equipment for various types of short-term and residential activities. Prior to the issuance of a Noise Permit, notices are mailed to nearby property owners and businesses. The Police Chief may place restrictions on the time, place, and manner of the noise-generating event or equipment. The Community Development Department should be contacted for additional information and fees.





Tree Removal Permits

In order to promote the general welfare, identity, character and rural tradition of the City, certain restrictions apply to the removal of trees even on residential property! A Tree Removal Permit (including payment of an application fee) is required to remove a tree that meets any of the following criteria:

- A tree with a trunk diameter of 6 inches or greater measured at chest height.
- A multiple-trunk tree with a cumulative trunk diameter of 6 inches or greater measured at chest height.
- A tree of any size which was specifically planted as part of a City-approved development application, landscape plan or tree replacement plan.

Applications are available online or at City Hall.

Tree Removal Permits may be issued for several reasons, including:

1. The tree is weakened due to infestation, disease, age, storm, fire, etc.
2. The tree is causing damage to an existing structure, improvement or other trees.
3. The tree needs to be removed to allow construction of an improvement to the home and the improvement cannot be relocated to save the tree.
4. The tree is obstructing or damaging a utility service and neither the tree nor the utility service can be relocated.

In some instances, a replacement tree must be planted on the property.

Weeds and Overgrown Vegetation

Overgrown weeds and vegetation, especially in dry months, pose an extreme fire hazard. Regular maintenance and/or removal of dry or overgrown weeds, landscaping, shrubs, and vegetation will help enhance the character, cleanliness, value, and safety of your home, neighborhood, and city. Private property fire hazard weed abatement may be ordered by the Fire District or the City.



Building Permits

Most building, demolition, and home improvement projects require a building permit. It is the responsibility of the homeowner and/or contractor to ensure that permits are obtained prior to beginning the work. Some examples of construction projects requiring building permits include:

- Decks and gazebos
- Arbors and re-roofs
- Accessory buildings and structures
- New pools and spas
- Kitchen and bath remodels
- New residential construction, additions and alterations
- Tenant improvements
- Replacement furnaces, water heaters, air conditioners, patios, exterior doors, windows and re-siding of exterior walls
- New electrical, electrical additions and alterations

Prior to the issuance of a building permit, construction plans and supporting documents such as structural engineering design calculations, energy design calculations, soil investigation reports, specifications and other required and related information are reviewed for compliance with applicable codes and design provisions.

The cost of the building permit varies based on the type of construction work.

The City of Clayton contracts with Contra Costa County to review and issue all building permits. All applicants must first bring four (4) copies of construction plans to the Clayton Community Development Department for review of zoning compliance, engineering review (if required), stormwater permit (if required), construction and demolition debris recycling plan (if required). Plans may also need to be approved by the City of Concord for sanitary sewer compliance. Finally, plans must be delivered to the County for construction plan check, payment of building permit fees and issuance of building permit.

The following building codes are presently observed by the County Building Inspection Department:

- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Green Building Code Standards
- 2016 California Plumbing Code
- 2016 California Mechanical Code
- 2016 California Electrical Code
- 2016 California Fire Code
- City and County Ordinances and Codes.



Site Plan Review Permits

A Site Plan Review Permit is to ensure the design of all new development is compatible with the character of Clayton and does not impose significant negative impacts on neighboring property owners and/or occupants. In order to achieve this purpose, the community's character and neighborhood impacts are balanced with the owner's right to develop property. In general, a Site Plan Review Permit is required in all zoning districts for the design of new additions, remodels, or new development, including:

- Construction over 12 feet in height or encompassing an area of 500 square feet or more.
- Retaining walls over 3 feet high require a Building Permit. Such walls visible from a public street or sidewalk also require a Site Plan Review Permit from the City.



- Construction of more than one exempt structure regardless of size.

City Business Licenses

An annual City Business License is required by local law for any or each business conducting or performing business within the City limits. Applications are available on the City's website and must be returned to the City Hall. A business license must be renewed annually in July. Annual fees for a business license depend on the type of business being operated and these fees change periodically. Please stop by City Hall to obtain the most recent fee schedule or visit our website at www.ci.clayton.ca.us

Home Occupation Permits

A home occupation permit allows residents in residential districts to conduct certain limited commercial activities in the home. The activities must be subordinate and incidental to the residential use of the property.

Home occupations include off-site consulting, accounting, office, bookkeeping, event planning services, event photography services, lessons/instruction, sole-proprietor contracting, dressmaking/altering services, home beauty consulting businesses and other similar services. Applications and home occupation information handouts are both available online or at City Hall.

Large family day care providers (family day care homes caring for 8-14 children) and residential care providers are required to obtain separate permits. For information on obtaining a large family day care permit or residential care permit, please contact the Community Development Department.



Curbside Solid Waste Collection (Republic Services)

Garbage, green yard waste and certain recyclables are picked up weekly in front of each residence by Republic Services (contractor). All carts should be placed curbside no later than 6:00 am on the day of pickup. Each solid waste container placed at the curb line for collection shall be placed there no earlier than noon of the day preceding the day of collection and shall be removed no later than 10:00 pm of the day of collection. Carts should be placed four feet apart and away from any street obstacles (mailboxes, cars, etc.)

Republic Services supplies your trash, green waste and recycling carts, and should be contacted regarding payment options, customer service, missed pickups and vacation holds. Additional green waste and recycling carts may be ordered for free. Vacation holds must be scheduled for a minimum of two weeks per hold and holds can only be scheduled four times per year. Pickup days vary by street name and the schedule may be found on the City website.



Holiday Treecycle

As a service to its customers, Republic Services picks up Christmas Trees for recycling each January. Typically, trees may be placed curbside with your trash and recycled or picked up on specified tree collection days by Boy Scout Troops or other local organizations for a small donation. Tree collection days and times vary each year, so please see Republic Services' website for the latest details. (www.republicservices.com)

On-Call Cleanup Services

Clayton residents may schedule two free cleanups per year at any time. Cleanups may be used to discard up to two cubic yards, or approximately fourteen 32-gallon trash bags of extra trash and items too large to fit into garbage carts. To schedule an on-call cleanup, please call Republic Services at (925) 685-4711.

Guidelines for an on-call cleanup are as follows:

- Place items curbside no later than 6:00 am on the day of pickup.
- Stack all items in one location.
- Cut and tie branches, prunings or wood so bundles are 4 feet or less in length and less than 24 inches in diameter.
- Bag or tie items with rope, cord or string strong enough to keep bundles intact or place in containers, including metal and plastic trash cans. All containers will be taken away.
- Place cleanup items in a single pile five feet or more from your garbage cart.

There are some restrictions to items which may be placed curbside for on-call collection:



- No items or bags over 50 pounds.
- No items larger than four feet in length.
- No furniture or large car parts.
- No appliances containing the chemical Freon (refrigerators, freezers, air conditioners, etc.).
- No rocks, dirt, concrete, tree stumps or large tree trunks.
- No electronic waste
- No hazardous waste
- Cleanup items shall not be placed near or in front of carts. Loose piles are also unacceptable.



Curbside Recycling Program

Recyclables and yard waste are collected on the same day as one's garbage by Republic Services. The brown and green carts must be visibly placed on the curb before 6:00 am on the day of pickup.

Republic Services picks up the following items for recycling:

- Untreated wood scraps (place in green yard waste cart)
- Glass bottles
- Metal
 - Aerosol cans, aluminum cans, clean aluminum foil and pans, bi-metal, paint cans, spray cans, tin cans
- Organic Material
 - Yard clippings, sawdust and wood shavings placed in green yard waste bin
- Various paper products
- Various plastic products
- Cardboard (folded)

Used Motor Oil and Filters

Used motor oil and oil filters may be recycled curbside. When recycling motor oil, please pour oil contents into a plastic milk jug container and tape the lid to the top. Place oil filters inside sealable ziplock bags. Place all jugs and plastic bags besides recycling bins during weekly collection.



Hazardous Waste Disposal

In 2006 a state law was passed prohibiting certain hazardous waste items from being placed in the trash or recycle for weekly collection.

Although hazardous waste is not allowed in weekly collections, the City (thru Central Contra Costa County Sanitation District) participates in a hazardous waste disposal program (HHW) where residents can drop off hazardous waste free of charge.

Accepted items at these locations include household and industrial cleaning products, all batteries, aerosol cans, items containing mercury, pool chemicals, gasoline, car waxes and polishes, break fluid, transmission fluid, motor oil, paints, oils, stains, epoxy resins, thinners, pastes, asbestos, grout, cement, caulking, fertilizers, herbicides, pesticides, ant stakes, shampoos, lotions, perfumes, aerosol hair sprays and many other products. For a complete list of what is accepted, visit the Central Sanitation District's HHW website.

(<http://www.centrsan.org/services/hhwcf.html>).

Drop Off Facility:
4797 Imhoff Place
Martinez, CA
1-800-646-1431



Hours of Operation:
Tuesday through Sunday
9:00 am to 4:00 pm

Sharps and Needles and Expired Drug Disposals

Please DO NOT flush expired drugs down the toilet or sink. Our Clayton Police Station has collection bins in its public lobby for proper disposal of expired drugs or sharps and needles.

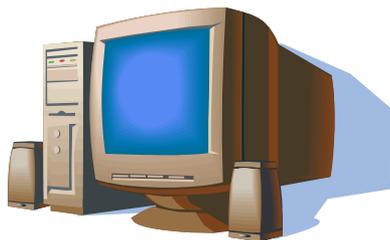
Electronic Waste Collection

Electronic waste (E-waste) is also considered hazardous waste and cannot be placed in your trash or recycle for weekly collection. Unfortunately, Central Sanitation District does not allow E-waste to be dropped off at its HHW collection facility. However, please note that Republic Services does pick up some E-waste items curbside when a prior special appointment has been made.

There are also many opportunities to drop-off E-waste free of charge during the year through various organizations, although some require a fee. Current E-waste events and collection facilities are listed on the HHW website. It's important to note that each organization may have varying restrictions on acceptable E-waste items.

In general, E-waste includes televisions, VCRs, DVD players, computers, monitors, laptops, servers, cellular phones, phone chargers, office phones, copiers, printers, empty printer cartridges, keyboards, hubs, switches, routers, miscellaneous wires, cameras, palm pilots, fuser cords, speakers, and MP3 players.

Please note many E-waste events do not accept, or charge a small fee, to recycle, household appliances such as microwaves, toasters and refrigerators.





Endeavor Hall

This local historic building was originally built as the Methodist Episcopal Church in the 1860s and acquired by the Congregational Church Christian Endeavor Society in 1896. After its services ended in 1916, volunteer trustees maintained the building for community use until the Loma Prieta Earthquake in 1989, when they deeded the property to the City. Meetings for Clayton City government were once held in the building until the new Community Library was completed in 1995. The Clayton Redevelopment Agency restored and added bathrooms and a full kitchen to the building, which was completed in 2001. Sidewalks, street lamps, and an enlarged parking lot adjacent to the site were added during the completion of the downtown revitalization of Center Street by the Redevelopment Agency.



Citizens and other private parties may rent Endeavor Hall for special events such as birthdays, weddings, receptions or family reunions. Endeavor Hall features 910 square feet of floor area, event seating in the floor area for 100-120 people or 80-85 people for dining, outdoor courtyard with dining for an additional 50 people, commercial kitchen facilities, handicapped accessibility, 20 rectangular folding tables, 100 chairs, 6 round tables and 24 chairs for interior seating.

The rental of Endeavor Hall requires fees which are typically less on weekdays/nights (Mon-Thurs) than the weekend (Fri-Sun). A \$500 refundable security deposit is required for events with no alcohol or beer and/or wine served; and a \$1,000 deposit is required for events where hard alcohol (distilled liquors) is being served. Depending on the nature of the event, alcohol and noise permit requirements may apply to rent the facility. Please contact City Hall at (925) 673-7310 for its latest availability and rental fees.



Community Library

The Clayton Community Library, a branch of the Contra Costa County Library System, is a wonderful asset to our local community. The building is actually owned and maintained by the City (including utility bills paid) while the County staffs and operates the Library. Public use of the Library and obtaining a Library card are always free of charge. Resources the Library provides include:

- Books
- Books on tape/CD
- Business directories
- Career information-Eureka! California Career Information System
- CD-ROM software collection
- Compact disks
- College catalogs and reference material
- Consumer information guides
- DVDs and videocassettes
- Genealogy workstation
- Computer workstations with internet access
- Large print books
- Local history materials
- Magazines and periodicals
- Maps, newspapers and pamphlets
- Telephone directories
- Fine wooding magazines
- Tutoring services

The Clayton Community Library Foundation (CCLF) provides exceptional volunteers and donations to support our local Library! To get involved, please call CCLF at (925) 673-9009.

Library Facilities

There are several rooms available for public use at the Clayton Community Library:

Story Room

The Story Room is available when not in use for library purposes. The Story Room may be rented for a two hour minimum of \$25/hour and \$15/hour for each hour thereafter. Reservations must be made no more than one month in advance and must be made in person. Please contact the Library for more details.

Hoyer Hall/City Council Chambers

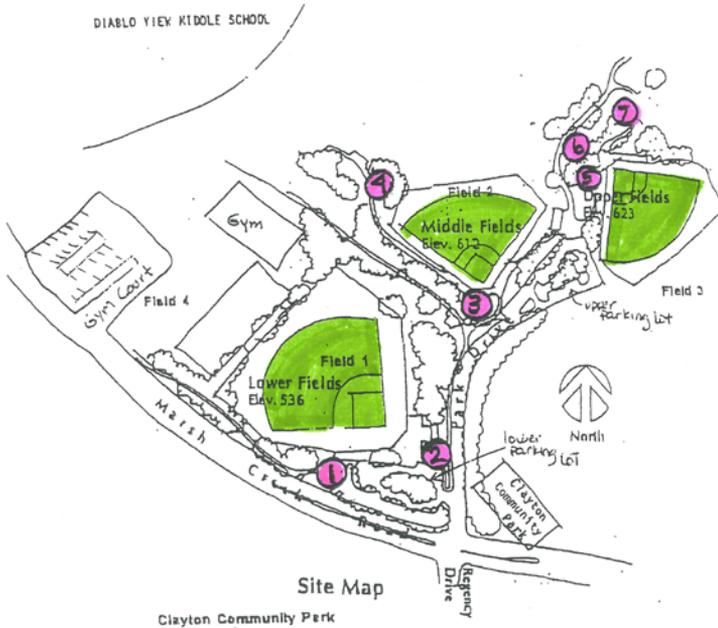
This large Meeting Room is available upon appointment. Please contact City Hall for more details.

Study Room

The Study Room is available for upon appointment. Please contact the Library for more details.



Picnic and Sports Field Facilities



Picnic facilities and sports fields may be rented out at the Clayton Community Park for a small fee. Picnic facilities may be reserved for a fee at a 4-hour minimum to avoid the first-come first-served rush, starting at dawn and ending at dusk. Sports fields may also be rented on an hourly basis. Applications are available on the City’s website or at the City Hall.

The Grove Park (Downtown) is also available for group and individual reservation and use, as is City Hall’s lovely exterior Courtyard. Please contact City Hall for further information on use regulations and rental fees.



Our City parks and open space trails in the City are closed to public use from dusk to dawn.

Disclaimers

1. Any rates, fees or fines quoted are current as of the date of this pamphlet and are subject to change at any time by action of the City Council.
2. Further details and information regarding each subject contained in this pamphlet may be found in the *Clayton Municipal Code* or by contacting Clayton City Hall.
3. Laws contained in the *Clayton Municipal Code* always prevail over information summarized in this general pamphlet.

