



MEETING DATE: 09/04/12
STUDY SESSION
ITEM NO. |

COUNCIL AGENDA REPORT

DATE: August 30, 2012
TO: MAYOR AND TOWN COUNCIL
FROM: GREG LARSON, TOWN MANAGER 
SUBJECT: HEIGHT POLE AND NETTING POLICY
CONSIDERATION OF MODIFICATIONS TO AND IMPLEMENTATION OF THE
HEIGHT POLE AND NETTING POLICY.

BACKGROUND:

The Town Council reviewed the Town's Height Pole and Netting Policy ("Story Pole Policy") at the June 4, 2012, Council meeting. The Town Council provided a wide variety of comments regarding the existing Story Pole Policy (Attachment 1):

- Story poles and/or balloons may not always be workable and some alternatives or exceptions may be needed.
- Story Poles are important to the community and there should not be staff approved exceptions to the policy.
- Computer simulation technology provides a better representation than balloons, which can be misleading.
- The community should be allowed to fully vet a proposed project.
- The current policy and system have worked.
- Technology should be part of the process.
- The goals are to inform the public that something is proposed and to provide an accurate representation of what is proposed.
- The public needs actual representations of height.
- Story poles or balloons may not be feasible on certain project sites, but there are always workable alternatives which provide actual representations of height.

The Council continued consideration of revisions to the Story Pole Policy and directed staff to further evaluate alternatives to the installation of story poles on properties where poles are infeasible or unsafe, and to develop new exception procedures.

PREPARED BY:  Wendie R. Rooney, Director of Community Development

Reviewed by: PS Assistant Town Manager MM Town Attorney _____ Finance

As noted in the June 4, 2012, staff report, the Town's Height Pole and Netting Policy was adopted by the Planning Commission in July of 1998. A requirement for posting of a small sign (2-feet by 2-feet) indicating the public hearing date and approving body was added in September 2002 to create the current policy.

Historically story poles have been used for two purposes. The primary purpose is to help illustrate proposed building locations and heights for pending development applications. The story poles also help alert the community of development applications that are scheduled for consideration at a public hearing.

In September 2011, staff implemented two new requirements for larger scale development applications including all Planned Developments, larger subdivisions, and any other project that staff believes may be sensitive to a neighborhood or the community. The purpose of these changes is to alert the community of an upcoming public hearing and to provide a better illustration of a proposed development.

The first new requirement includes the installation of one or more project identification signs on the property. The signs are a minimum of 4-feet by 8-feet and contain the project description, public hearing information, and a photo simulation or three-dimensional rendering of the proposed development. Many jurisdictions use signs to advertise public hearings for pending projects.

The second new requirement is preparation of photo simulations or computer models to show the proposed project in more detail and provide a better representation of how the building(s) will fit the site. This method was used most recently for the Riviera Terrace and Laurel Mews (Honda) sites and provided an additional visual aid to the Planning Commission, Town Council, and the community when those projects were reviewed.

In response to the Town Council's questions and direction from the June meeting, this report provides: (1) a survey of other jurisdiction's programs and policies similar to the Town's Story Pole Policy; (2) alternatives to address the unique and infrequent times when typical story pole installation is not feasible; and (3) recommendations to augment or enhance the Town's existing Story Pole Policy and procedures. The recommendations address both methods to illustrate the proposed building locations and heights and to help alert the community of development of pending development applications

DISCUSSION:

Survey:

Attachment 2 contains a survey of 22 jurisdictions. The survey is comprised of predominately Bay Area communities that are generally similar in size or a little larger than Los Gatos. Notable exceptions are the non-Bay Area communities of Malibu and Mammoth Lakes and the larger cities of San Jose and Santa Rosa. Mammoth Lakes is presently considering implementing a

story pole policy. Eleven of the 22 communities surveyed require story poles or approved alternatives. Of the 11 that do not require story poles, 7 require some type of graphic representation of the proposed development, such as a photo simulation, 3-dimensional images, computer rendering, etc.

The cities that require story poles are generally smaller communities that have lower overall building heights and tend to have high standards for architectural design. Because these jurisdictions do not typically review proposals for buildings higher than two-stories, it is unlikely that an applicant will have difficulty installing story poles unless there is a conflict with existing development. Two of the eleven communities, Los Altos Hills and Portola Valley, do not have any commercial property and have lower overall building heights; consequently, installation of story poles generally would not conflict with existing development. Six of the eleven communities allow exceptions to the policy in unusual cases where it is impractical to install story poles or allow alternative methods to illustrate the proposed development. Finally, communities that do not require story poles typically request photo simulations, computer models and/or perspective renderings (Cupertino, San Rafael, Santa Cruz, and Santa Rosa).

Based on the review of the policies and communication with other jurisdiction staff, it appears that the most common types of alternative methods for depicting proposed buildings are through the use of technology tools such as photo simulations, computer models, perspective renderings, and 3D Fly around (similar to the one used with the former Honda site application). None of the jurisdictions surveyed are using balloons as an alternative.

While Attachment 2 contains a summary of the policies from the 22 communities surveyed, based on Council request, the actual policies from the 11 jurisdictions that require story poles are included in the report in Attachments 3 through 13.

Alternatives to Story Pole Installation:

As noted in this report, story poles provide two purposes: 1) illustrating proposed building locations and heights of pending development applications and 2) alerting the community of upcoming public hearings on the proposed development. In regards to the first purpose, based on the survey, it appears that most communities that require story poles allow alternative methods to represent the proposed development. Typically the alternative methods are photo simulations or computer models. While these can effectively depict the proposed development, there have been a number of concerns expressed with this type of representation. During recent hearings when photo simulations have been used to depict proposed development, concerns have been expressed regarding the accuracy of the photo simulations, particularly in terms of height and the lack of standardization (angle or location from where the photos are taken). Staff has identified two ways to address this concern. First, the Town could retain a qualified professional firm that is experienced in preparing these types of exhibits. The Town would contract directly with the firm. This is similar to the process that Town currently uses with its other technical consultants, such as traffic, arborist and Town Architect. In this example, the project applicant would be responsible for all costs, but the Town staff would manage the contract and have

authority over the final product. This would ensure the photo simulation is accurate and created based on established standards.

The second option would allow the applicant to prepare the photo simulation based on the Town's specifications. The Town could again retain a professional firm that would provide "third party" unbiased review of the material. This again would be similar to current processes such as the Town Architects review of development plans. In this case, the applicant would be responsible for the cost of the third party reviews as well as the cost of preparation of the materials.

In both of these examples, staff would recommend developing specifications for the photo simulations. The specifications could include adding a vertical height scale to the photo simulations to depict the actual heights of the various building components, including any architectural projections; requiring the photo simulation be of sufficient size to capture adjacent buildings or other landmarks (trees, street lights, etc.) to help provide a height perspective; and using a common scale, angle of shot, etc. The consultant could provide the Town with the typical specifications or criteria.

Finally, in cases where the Town feels that physical height representations are absolutely necessary to fully evaluate the proposed development, cranes can be used in place of story poles along with netting to mark the corners of a potential building. Although it does not appear that this is a common alternative to story poles, it could be used in limited circumstances where a photo simulation may not be as effective, such as in the case where there are not any adjacent buildings or landmarks to help provide perspective.

In regards to addressing the public notification aspect of story poles, as noted in the survey, most jurisdictions, if not all, require posting signs on the property where there is a pending development application. This can be a very useful tool for notifying the public of a pending hearing since the sign could include the photo simulations as well as all the necessary public noticing information for the hearing. While story poles may be effective in communicating building bulk and mass, they only alert the public that a hearing is pending, but do not provide the necessary details on the project and hearing, and the community must visit the Planning Offices, email or call to find out the details.

As an alternative, the Town could develop standards for posting signs on the property. The standards can include sign(s) size requirements based on the type of application, color, detailed project description, hearing information, staff contact information, photo simulations, etc. The Town could establish standards for the number and location of signs. For example the standards could require the placement of pending development signs on all property frontages and multiple signs for longer frontages. Attachment 14 is a typical example of the type of signs posted on property. Staff would recommend that these signs be of sufficient size to alert motorists as well as pedestrians, such as a 4x8 foot sign that is at least five feet tall. The size can be scaled down in difficult in-fill situations.

In addition, the Town could establish a web page that is linked to either the existing "What's New" on the Town Web Page or to the Planning Web Page that has the list of pending projects, descriptions, photo simulation and hearing dates. This could be updated when the project is set for hearing, which would be the same general time frame when story poles are installed.

Recommendations to Augment Town's existing Story Pole Policy and Procedures:

As noted at the June 4, 2012, Town Council meeting, in most cases, the Town's Story Pole Policy has been successful in providing a basic understanding of the proposed development and notifying the community of a pending development application. However, due to concerns expressed by the Town Council and community members on some recent applications and based on the survey of other jurisdictions, staff is recommending the following modifications to the existing policy and or procedures:

- Only allow applicants to request alternatives to story poles when required due to existing property use and/or public safety considerations. Any requests must be in writing, providing both the justification for the exception and proposed alternatives for increased public noticing and project visualization. Only the Town Manager can approve exceptions upon notice to the full Council.
- Revise the policy to encourage the use of photo simulations that are based on standard specifications prepared by the Town's consultant.
 - Establish specifications for photo simulations that include, but are not limited to: adding a vertical height scale to the photo simulations; requiring the photo simulation be of sufficient size to capture adjacent buildings or other landmarks to help provide a height perspective; and using a common scale, angle of shot, etc. (Staff will confer with professionals who prepare these exhibits to determine the full scope of specifications).
 - Retain a qualified consultant to prepare the photo simulations as requested by applicants. The consultant would contract directly with the Town and not the applicant.
- Develop specifications for property public notification signs, including but not limited to: size, height from the ground, location/placement, required information, color, timelines for when the sign(s) is required to be installed and removed, and maintenance provisions (such as graffiti removal), etc.
- Develop a regularly updated web page that contains the list of pending projects, descriptions, photo simulations, and hearing dates.

CONCLUSION:

This report outlines options for the Town Council to consider for augmenting the existing Story Pole Policy. While the recommendations outlined in this report are generally consistent with

other jurisdictions, the recommended changes to the Town's Policy would provide greater accuracy and standardization through the use of a qualified, Town-managed professional consultant. Finally, staff recommends that at a minimum the Town develop new standards for the property notification signs. The existing 2x2 foot sign is insufficient to adequately communicate the project information and is not consistent with typical standards found in other jurisdictions.

Based on Town Council direction, staff will revise the Story Pole Policy and schedule it for Council adoption in October.

FISCAL IMPACT:

None

Attachments:

1. Existing Town Story Pole Policy
2. Survey of 22 Jurisdictions' Story Pole Policies
3. City of Carmel Netting and Ribbon Instructions
4. City of Half Moon Bay Story Pole Policy
5. Town of Los Altos Hills Story Pole Policy
6. City of Malibu Story Pole Policy
7. Town of Mammoth Lakes Draft Story Pole Policy
8. City of Mill Valley Story Pole Certification
9. Email Correspondence with City of Monte Sereno Staff Regarding Story Pole Policy
10. Portola Valley Story Pole Requirements and Guidelines
11. City of Saratoga Story Pole Requirements
12. City of Sausalito Story Pole Plan Requirements
13. Town of Woodside Location of Story Poles
14. City of Morgan Hill Property Public Notice Sign

WRR:ct

**COMMUNITY DEVELOPMENT DEPARTMENT POLICY
TOWN OF LOS GATOS**

Subject: Height Pole and Netting Requirements for Additions and New Construction

Approved: Effective Date: Adopted by the Planning Commission on July 22, 1998

Bud N. Lortz, Director of Community Development Revised September 2002

PURPOSE: To provide the deciding body and concerned neighbors with a visual tool to evaluate proposed construction.

POLICY: Height poles and netting shall be used for the following types of applications:

- * New residential and nonresidential buildings.
- * Residential second story additions.
- * Nonresidential additions exceeding 100 square feet. (exceptions may be granted by the Community Development Department based on type of work proposed).

Timing for Installation

Residential Second Story Additions: The height poles and netting shall be installed prior to the neighborhood notification process and shall remain in place until the project has been acted upon. If the project is appealed, the netting and ribbon shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed height poles and netting. Public notices will not be mailed until the height poles and netting are installed.

Projects that require Planning Commission/Town Council action: The height poles and netting shall be installed prior to the public noticing of the matter and shall be kept in place until the project has been acted upon and the appeal period has ended. If the project is appealed, the height poles and netting shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed height poles and netting. The application will not be advertised for a public hearing until the height poles and netting are installed.

In all cases when height poles and netting are installed, the property owner shall also post a sign two (2) square feet in area stating the plans for the proposed construction are available at the Town Community Development Department and provide the date of the public hearing, if applicable (see attachment). If an appeal period is in effect, the last date for appeals should also be included. A photograph of the posted notice shall be submitted along with the photos of the height poles.

Height Pole and Netting Instructions

The story pole height must accurately reflect the actual height of the structure accounting for any building pad/grading alterations.

One of the height poles on each elevation must be clearly marked and labeled in 5 foot increments measured from existing or finished grade which ever creates a higher profile and consistent with plans on file at the Community Development Department.

Netting at least two feet (2') wide and made of orange woven plastic snow fencing must be erected to represent the roofline of the proposed structure/addition. Netting must be supported by height poles strong enough to accurately maintain the outline and height as shown below:

2' netting to cover height proposed

Exceptions to this policy may be granted by the Community Development Director based on either a written letter of justification from the applicant or other sufficient evidence. The Community Development Director shall only approve a waiver of the story pole requirement if exceptional circumstances exist.

Removal: Once a final action has been taken and the appeal period is over, the height poles and netting must be removed within 30 days. If not removed, the height poles and netting will be considered rubbish and will be in violation of Section 11.10.020 of the Town Code.

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Story Pole Survey		
Jurisdiction	Story Poles Required	Other Info
Campbell	No	<ul style="list-style-type: none"> Request photo simulations, 3D renderings or Sketch-up massing models for larger projects.
Carmel	Yes	<ul style="list-style-type: none"> Building footprint delineated with tape (in addition to netting for rooflines).
Cupertino	No	<ul style="list-style-type: none"> Requirement for story poles for two-story residences removed by Council in 2011. Notice board with 3D simulation or perspective rendering required to be posted on site.
Half Moon Bay	Yes	<ul style="list-style-type: none"> Required for any proposal with a variance or exception, areas that are substantially undeveloped, or within a Visual Resources Area. Install 6 days prior to public hearing. Affidavit certifying story pole height, foundation, footprint and location required. Planning Director may waive or modify the story pole requirements if the installation would interfere with the use of the property or where circumstances render the installation impractical.
Los Altos	No	<ul style="list-style-type: none"> City currently considering adoption of policy requiring photo simulations for larger projects.
Los Altos Hills	Yes	<ul style="list-style-type: none"> Install two weeks prior to advertising. Location verified by surveyor or engineer. Planning Director can grant exceptions to the story pole policy, but due to limited heights, it is generally feasible to install story poles.
Malibu	Yes	<ul style="list-style-type: none"> Story poles required, but the Planning Manager can waive when demonstrated through other means that the project will not create adverse impacts upon scenic areas.
Mammoth Lakes	Yes*	<ul style="list-style-type: none"> *Policy requires building height and mass evaluation Methods include digital imaging simulations, 3D computer modeling, other on-site and visual techniques, physical models. Alternate methods may be approved by Planning Commission. Project Planner can require alternative methods to display height such as digital imaging simulations, computer modelings or other visual techniques in lieu of story poles.
Mill Valley	Yes	<ul style="list-style-type: none"> Director may grant an exception based on unusual circumstances provided the purposes of the policy are not impaired.
Monte Sereno	Yes	<ul style="list-style-type: none"> Required for second story additions, additions of 500 sq. ft. or greater and new construction.
Morgan Hill	No	<ul style="list-style-type: none"> Require posting of property with a either a 2x3 or 4x8 sign, depending on the size and type of application.

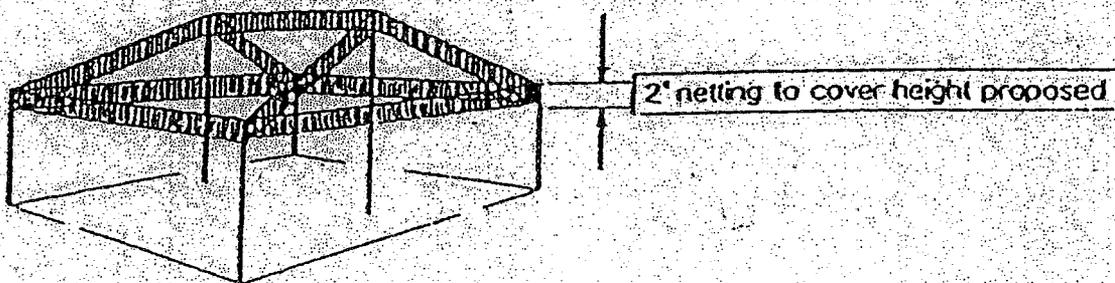
Mountain View	No	<ul style="list-style-type: none"> • Massing model, axonometric or perspective drawings from the most visible locations. • Sign noticing required.
Palo Alto	No	<ul style="list-style-type: none"> • 3-dimensional images and colored renderings required.
Portola Valley	Yes	<ul style="list-style-type: none"> • Install 10 days prior to public meeting. • Remove 10 days after appeal period.
San Jose	No	<ul style="list-style-type: none"> • Requiring posting of property with one of three different sizes of signs, depending on the size of the project. Also must follow City Public Outreach Policy that requires both off and on site posting, and possibly community meetings.
Santa Cruz	No	<ul style="list-style-type: none"> • Computer renderings required (reviewed by Consulting Architect for accuracy).
San Rafael	No	<ul style="list-style-type: none"> • Photo simulations and/or three-dimensional computer models required.
Santa Rosa	No	<ul style="list-style-type: none"> • Photo simulations required.
Saratoga	Yes	<ul style="list-style-type: none"> • Applicant may propose custom solution when impractical to install poles due to site impediments. • Location verified by surveyor or civil engineer.
Sausalito	Yes	<ul style="list-style-type: none"> • Tape used to connect ridgelines rather than netting. • Accuracy verified by licensed surveyor.
Sunnyvale	No	<ul style="list-style-type: none"> • Notice of public hearing posted on project site.
Woodside	Yes	<ul style="list-style-type: none"> • Install 14 days prior to hearing. • Remove 14 days after meeting.

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NETTING AND RIBBON INSTRUCTIONS

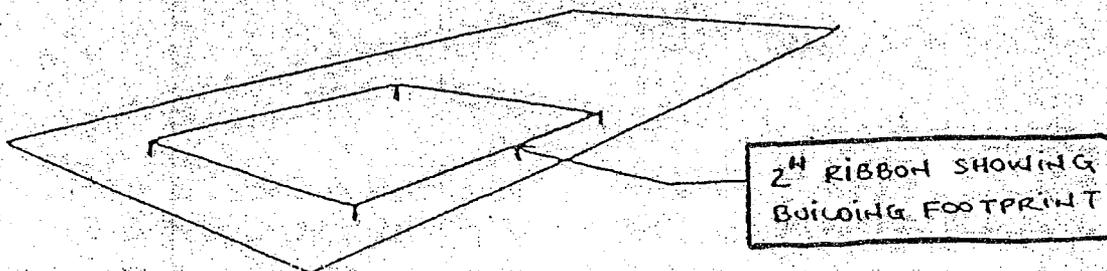
ROOFLINES

Netting at least two feet (2') wide and made of woven plastic snow fencing must be erected to represent the roofline of the proposed structure. Netting must be supported by stakes or wires strong enough to accurately maintain the outline and height as shown below:



BUILDING FOOTPRINT

Ribbon at least two inches (2") wide and of a bright color to contrast with the site must be erected to represent the perimeter or outline of the building. Different color ribbon must be used for the building and deck(s) located on the first level.



Suzanne Avila

Carmel

From: Marc Wiener <mwiener@ci.carmel.ca.us>
Sent: Thursday, April 19, 2012 2:45 PM
To: Suzanne Avila
Subject: RE: story poles
Attachments: Netting Instructions_2.jpg

From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Thursday, April 19, 2012 2:28 PM
To: Marc Wiener
Subject: RE: story poles

Thanks Marc. Can you forward a copy of the instructions.

Suzanne

From: Marc Wiener [<mailto:mwiener@ci.carmel.ca.us>]
Sent: Thursday, April 19, 2012 1:59 PM
To: Suzanne Avila
Subject: RE: story poles

Hello Suzanne,

It's an unwritten policy that new buildings need to be staked with story-poles. We give the applicant an information sheet with instructions on how to set up the poles. It's understood that the entire building cannot always be represented if there is an existing building or tree in the way. We have never had any safety issues raised, which could be because the tallest that a building can be in Carmel is two-stories. The story-poles are very effective in helping neighbors understand what is going to be built and in identifying view impacts. Hopefully this helps.

Marc Wiener
Associate Planner
City of Carmel-by-the-Sea

From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Thursday, April 19, 2012 12:26 PM
To: Marc Wiener
Subject: story poles

Hello,

I am gathering information on other communities requirements for story or height poles. Does Carmel had a written policy or regulation for height poles? Are exceptions ever made to the requirement to install poles (for example, a safety issue, difficulty in working around existing development and/or trees, or it is impractical to install poles due to the height and/or size of the proposed building?)

Thanks,
Suzanne

Resolution No. C- 66 -11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AMENDING THE "STORY POLE" POLICY

WHEREAS, on August 6, 2002, the City Council of the City of Half Moon Bay adopted Resolution C-52-02, which rescinded Resolution C-111-97 and established a policy regarding the installation of Story Poles for certain types of development; and

WHEREAS, the City of Half Moon Bay is committed to the maximum public participation and involvement in matters pertaining to its Codes and Regulations; and

WHEREAS, the City Council may review its policies from time to time to determine whether the provisions contained therein are appropriate and applicable; and

WHEREAS, on September 6, 2011, the City Council considered revisions to the Story Pole policy established by Resolution C-51-02 at which time any interested persons were given an opportunity to be heard on the matter.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Half Moon Bay does hereby approve and adopt the Story Pole policy attached hereto.

* * * * *

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 6th day of September, 2011, by the City Council of Half Moon Bay by the following vote:

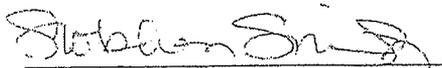
AYES, Councilmembers: Alifano, Fraser, Kowalczyk, Muller & Mayor Patridge

NOES, Councilmembers: _____

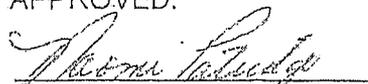
ABSENT, Councilmembers: _____

ABSTAIN, Councilmembers: _____

ATTEST:


Siobhan Smith, City Clerk

APPROVED:


Naomi Patridge, Mayor

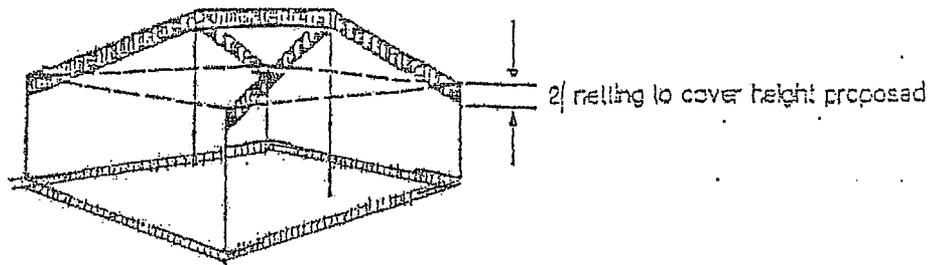
CITY OF HALF MOON BAY STORY POLE POLICY

1. Story Poles shall be installed prior to the approval of a Coastal Development Permit for any proposed development that:
 - a) requires either an exception or variance; or
 - b) is located in an area that is substantially undeveloped; or
 - c) is located in an area designated as any of the Visual Resources Areas defined in Chapter 18.37 of the Zoning Code.
2. The applicant shall have Story Poles installed on the site of the proposed development no less than six days prior to the initial public hearing for the project and they shall remain in place until the designated appeal period has expired.
3. The applicant shall ensure that the Story Poles accurately depict the full extent of the proposed structure. The total height of the proposed structure delineated by the Story Poles shall be measured from the existing grade and shall include both the height of the building pad (if possible) and the height of the structure proposed to be constructed on the pad. Netting shall be placed around the perimeter of the proposed building footprint at the elevation of the proposed building pad and shall simulate the proposed roofline as shown in Attachment A.
4. The applicant or an authorized representative shall submit to the Planning Department an affidavit certifying that the Story Poles' depiction of the height, foundation, footprint and location of the proposed structure on the site are true and accurate, together with photographs of the Story Poles once installed.
5. The Planning Director may waive or modify these requirements where the installation of Story Poles would unduly interfere with the use of the property or where other circumstances would render the installation of Story Poles impractical.

ATTACHMENT A

STAKING AND NETTING

Netting at least 2 (two) feet wide of woven plastic snow fencing, or another equally suited material (in "international orange," yellow, red or other contrasting color) must be erected to represent the proposed structure. Stakes or support wires must be strong enough to support the netting and accurately maintain the outline of the entire building perimeter and height. The structure must be staked as illustrated below:



Netting must be placed at the height proposed for any building pad as shown above. The structure height netting must be placed to include the height of the building plus the height of the pad. All heights shall be measured from the existing grade or elevation prior to any grading or alteration of the site.

The applicant shall be responsible for notifying planning staff by telephone immediately after placement of the story poles so that staff can document their placement by taking photographs.

Suzanne Avila

Half Moon Bay

From: Tonya Ward <tward@ci.half-moon-bay.ca.us>
Sent: Wednesday, May 16, 2012 1:29 PM
To: Suzanne Avila
Subject: RE: story poles
Attachments: story pole policy 9_6_11.pdf

Hi Suzanne-

Please see attached. We recently (as of Sept. 2011) made some changes so that not every project, that requires a Coastal Development Permit, needs story poles. If required, there is no substitution for the poles as suggested below. Thanks! Tonya

From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Tuesday, May 15, 2012 11:07 AM
To: Tonya Ward
Subject: story poles

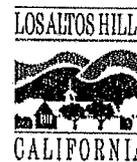
Hi Tonya,

I believe Half Moon Bay requires story poles for some projects. Do you have a policy or is it an unwritten requirement? Also, are exceptions ever made to an applicant installing poles (such as allowing them to do photosimulations or computer modeling)?

Thanks,
Suzanne

TOWN OF LOS ALTOS HILLS

26379 Fremont Road
Los Altos Hills, CA 94022
Phone: (650) 941-7222
www.losaltoshills.ca.gov



Story Pole Policy

Revised- 6/8/05

PURPOSE

To request new construction and some remodels be staked on site and that height poles and netting shall be erected to provide the decision making bodies (City Council, Planning Commission, Planning Staff and neighbors) with a better visual tool to evaluate proposed construction.

POLICY

Story poles and netting shall be used for the following types of applications:

- New residential and nonresidential buildings.
- Residential second story additions.
- Additions exceeding 900 square feet and increases in roof height.
- Accessory structures and second units.
- Driveway entrance modifications, tennis courts and pools (outlined with stakes and ribbon at ground level).
- Trees proposed to be removed (marked with ribbons or tags or some type of obvious marker).
- Exceptions may be granted by the Planning Department based on scope of work proposed.

Timing

Story poles shall be installed approximately two weeks prior to advertising the project for public hearing and sending notice to neighboring property owners. Staff will inform the applicant when the story poles should be installed. The story poles and netting shall remain in place until the project has been reviewed and the appeal period has passed. If the project is appealed, the netting and ribbons shall remain until the appeal has been acted upon. The applicant shall provide photographs of the installed story poles and netting. Please note that public notices will not be mailed until the height poles and netting are installed and approved by staff.

Requirements

The project Surveyor or Civil Engineer shall determine the perimeter points of the proposed structures for story pole installation. Story poles shall be constructed of rigid material (plastic piping is not acceptable) and a two (2) foot wide band of woven plastic snow fencing which must clearly outline the proposed ridgelines and eaves for the new structure, addition and/or accessory buildings. Additionally, proposed swimming pools, tennis courts and/or driveway modifications

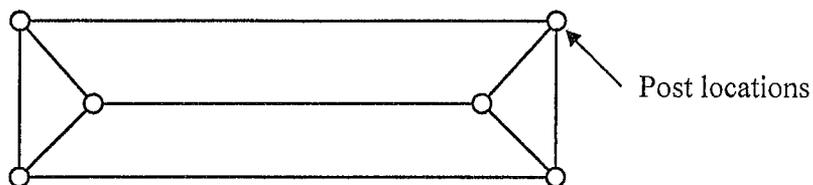
should be outlined and marked with ribbon at ground level. Please note that all trees proposed to be removed shall be marked with tape, flags, or other obvious identification markers.

Staff may approve alternative materials for story pole construction for minor projects. If you have questions about materials contact the Planning Department.

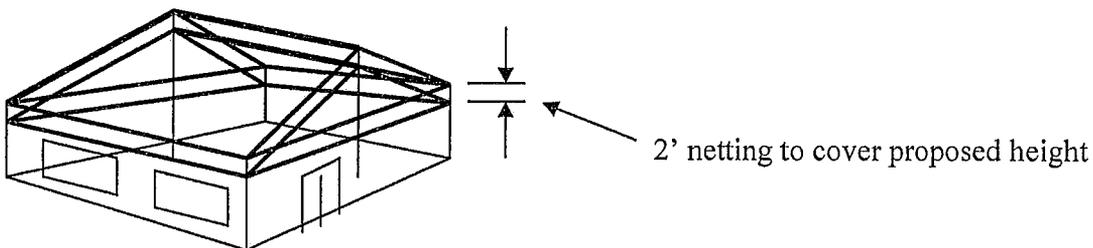
Height Pole and Netting Instructions

Netting at least two feet (2') wide and made of woven plastic snow fencing must be erected to represent the roofline of the proposed structure/addition. Netting must be supported by height poles strong enough to accurately maintain the outline and height as shown below (plastic piping is not acceptable):

Roof Plan



Story Poles



The height of story poles should indicate the final height of the building (grading should be accounted for in the height of the poles).

Suzanne Avila

From: Debbie Pedro <dpedro@losaltoshills.ca.gov>
Sent: Thursday, April 19, 2012 2:10 PM
To: Suzanne Avila
Subject: RE: story poles

Hi Suzanne,

The planning director can grant exceptions to the story pole requirement but in almost all cases it is possible to show the proposed development even through existing trees or over existing structures.

Please feel free to call me if you have additional questions.

Debbie

Debbie Pedro, AICP, LEED AP
Planning Director
Town of Los Altos Hills
Phone: (650) 947-2517
dpedro@losaltoshills.ca.gov

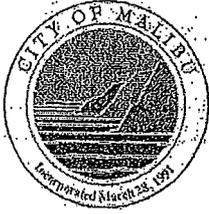
From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Thursday, April 19, 2012 1:13 PM
To: Debbie Pedro
Subject: story poles

Hi Debbie,

I am gathering information on other communities story pole policies. I found LAH's policy on the web-site. The only question I have for you is if the Town ever grants a waiver from the requirement to install poles (for example due to a safety issue or because existing development and/or trees make it impractical or difficult to install the poles and netting).

Thanks,
Suzanne

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City of Malibu

Planning Division

Effective Date: June 25, 2008

Story Pole Policy

Story poles are placed to demonstrate height, bulk and location of a proposed project that may potentially impact public and/or private views. The placement of story poles shall be required for all Coastal Development Permits and for certain discretionary requests associated with Administrative Plan Review applications (i.e., all projects reviewed by the Planning Manager and/or the Planning Commission).

Purpose

During review of certain discretionary projects, story poles are installed to demonstrate the height and location of proposed development. Review of the story poles ensures that permitted development is sited and designed to protect public views to and along the ocean and scenic coastal areas consistent with the Malibu Local Coastal Program and to protect private primary views in accordance with Malibu Municipal Code Section 17.40.040(A)(17).

Waiver of Requirement

In some cases, the story poles requirement may be waived by the Planning Manager where it is determined through onsite investigation, evaluation of topographic maps, photographic evidence, or by other means that there is no possibility that the proposed development will create or contribute to adverse impacts upon Scenic Areas.

Procedure

Prior to installation of story poles, the applicant shall consult with the case planner to prepare the story pole plan. The plan shall be on a minimum of an 8.5-inch by 11-inch reduction of the roof plan showing all locations at which story poles will be placed. The story pole plan shall be approved by the case planner prior to story pole placement.

Typically, story poles may not be placed at a property until the case planner confirms that all reviewing departments have completed their reviews. In some cases, the case planner may allow early installation of story poles if view issues are anticipated.

Prior to notification of a public hearing, or 10 days prior to the mailing of the public notice of application (for those projects not requiring a hearing), story poles shall be placed on the site unless waived by the Planning Manager.

Location

The number of story poles required will vary with each specific project. The case planner shall review proposed story pole location to ensure that the plan adequately demonstrates the proposed height, mass, and bulk of the portion of the project under review. Story poles showing roof overhangs, eaves, chimneys, balconies, decks, patios, and accessory structures may be required. The plan should be kept as simple as possible to accurately reflect the proposal and to minimize visual clutter in potential view areas.

Materials

The material of the story pole shall be indicated on the story pole plan. Story poles shall be constructed of 2-inch by 4-inch lumber or other sturdy building material (PVC pipe is not acceptable). Story poles should be

braced at the base by use of guy wires or supporting beams to ensure that they will withstand weather and will remain correctly positioned. The guy wires should be flagged for safety purposes.

Story Pole Plan Requirements

The story pole plan is subject to the following criteria:

Plan Scale – The story pole plan shall be at the same scale as the roof plan.

Indication of Story Pole Height – The elevations of the height of each story pole and the natural and finished grades shall be indicated on the plans. If requested by the case planner, the applicant shall also provide a detail on the plans showing the elevation of a typical story pole.

Markings – The story pole plan shall include the following plan note:

"The top one foot of the story poles shall be painted with a clearly visible black paint. Markings shall also be made at 18 feet above finished or natural grade, whichever results in a lower building height, and at one foot increments above 18 feet. Bright orange construction mesh approximately one foot in width shall be placed connecting poles to show all proposed roof and ridgelines."

Safety Provisions – All story poles shall be placed to ensure the health, safety and general welfare of the public. The story pole plan shall include the following plan note:

"If at any time the story poles become unsafe, they shall be repaired and reset immediately. The story poles shall be removed immediately if determined by the City to be a public safety risk."

Waiver of Risk – The applicant must sign and submit a waiver absolving the City of any liability associated with construction of, or damage by the story poles. This waiver will be provided by the case planner and shall be copied on the story pole plan. The applicant shall not install the story poles until the waiver form is submitted to the City.

Certification

For projects including construction of a new, single-family residence, a new commercial building, projects with a primary view issue, or those which are located in a scenic area; certification of the story poles is required. Once the story poles are placed, a licensed surveyor, civil engineer, or architect¹ must certify that the story poles have been placed in accordance with the approved story pole plan. The property owner may not certify the story pole height or position. After receiving the certification, the case planner will visit the site to verify and photograph the story poles. Public notification shall not begin until certification is complete and the case planner verifies the placement of the story poles.

Removal

The story poles shall be removed immediately if determined by the City to be a public safety risk or at the discretion of the Planning Manager. Story poles shall remain in place for the duration of the approval process and shall be removed within seven calendar days after the final appeal period expires, unless other arrangements are made with the Planning Division.

¹ Story poles certified by an engineer or an architect may require a follow-up certification by a licensed surveyor if the placement of the poles is challenged.



COMMUNITY DEVELOPMENT
P.O. BOX 1609, MAMMOTH LAKES, CA 93546
(760) 934-8989 ext.269, fax (760) 934-8608
email: colson@ci.mammoth-lakes.ca.us

DATE: NOVEMBER 29, 2006
TO: PLANNING COMMISSION
VIA: MARK WARDLAW, COMMUNITY DEVELOPMENT DIRECTOR
FROM: CRAIG OLSON, SENIOR PLANNER
RE: STORY POLES: A TOOL FOR DESIGN REVIEW

At their October 4th meeting, Town Council directed planning staff to work with the Planning Commission to develop policies to implement the use of story poles during Design Review of proposed projects. The intent of the story pole policy is to help to illustrate building height and the massing and placement of structures during the planning review process. "Story poles" can be any type of temporary structure, such as 2"x4" lumber, telephone poles, tethered dirigibles, mechanical equipment, or other durable materials. The story poles are to be erected to establish a proposed structure's roof height and its corners on the parcel being considered for development.

Staff contacted several municipalities to inquire about their requirements for the use of story poles including: West Hollywood, Malibu, Santa Monica, Palo Alto, Los Gatos, Encinitas, and Alameda. Of these cities, Malibu and Los Gatos require story poles to be erected during a project's Design Review Permit processing for certain types of development (see attachment). Encinitas does not have specific standards for story poles but allows for their use at the discretion of their Planning Commission. The other communities listed above have no story pole policies.

In June of 2005, the Planning Commission established a policy to require story poles to be erected on steep slope "View Shed" lots within the Bluffs prior to considering Use Permit approval. The use of story poles during the Design Review and Use Permit process can be a valuable tool to determine project impacts on the surrounding tree canopy, view obstructions and view corridor opportunities, and the relation of the location of a proposed structure to property lines, natural landforms, and surrounding development. Story poles allow the Commission, the Advisory Design Panel, and the public to visualize a proposed structure from all vantage points and not just from where the project's architect takes a rendering. Story poles also allow near and far view impacts to be assessed.

Staff recommends that the Planning Commission review and establish the following policy related to the use of story poles during the Design Review process:

- **STORY POLE POLICY:** It is the policy of the Town of Mammoth Lakes Planning Commission to have story poles erected on the site of an active application submittal for Design Review Permit reviews depending upon the type and location of the development proposal. Prior to noticing a hearing to review an application for Design Review Permit approval, the project planner shall determine if a Story Pole Plan is to be required dependent upon the location of the site in relation to sensitive lands, the project's potential to impact upon view corridors, or when a project proposes to exceed established height standards.
- **PROCEDURE:** When it is determined that story poles are to be placed upon the project parcel, the applicant's engineer or architect shall prepare a "Story Pole Plan" to indicate the locations where the poles will be erected on a Roof Plan of the proposed structure. The plan shall indicate the type(s) of materials, or other acceptable means, to be erected on the parcel to serve as the story poles. The Story Pole Plan shall be approved by the project planner prior to the placement of the poles on the parcel. Once approved, the applicant shall inform the project planner when the placement of the story poles is complete and the project planner shall then notify the Planning Commission of their placement.
- **LOCATION & NUMBER:** The number of story poles may vary with each specific project. At the discretion of the project planner, story pole locations shall adequately demonstrate the projected height, mass, and bulk of the project requiring review. At a minimum, story poles will be placed at all outside building corners and along the prominent roof ridgelines of the structure. Trees may not be "flagged" or used as a substitution for the erection of story poles. After the placement of the story poles on-site, the applicant shall provide the case planner with an electronic photographic portfolio of the story poles taken from a variety of vantage points.
- **MATERIAL:** The material of the story poles shall be indicated on the Story Pole Plan. Story poles shall be constructed of 2"x4" lumber or other sturdy building material acceptable to the project planner. Telephone poles, tethered dirigibles, mechanical equipment, or other materials may be acceptable for higher structures if the project planner determines that the material will adequately portray the height, bulk, and mass of the structure and withstand the wind and weather of Mammoth Lakes. The upper two feet of the story poles shall be painted white, orange, or red to contrast with the background of the area.
- **ALTERNATIVES:** In the event that it is determined that the erection of story poles would not be practicable due to site constraints and/or environmental concerns, the case planner may require digital imaging simulations, computer modeling, and/or other visual techniques in-lieu of a Story Pole Plan.
- **STORY POLE PLAN REQUIREMENTS:**
 - The Story Pole Plan shall be at the same scale as the Roof Plan.
 - Elevations of the height of each story pole and the natural and finished grade shall be indicated on the Story Pole Plan as an Elevation Drawing.

- The roof ridgelines shall be shown by extending nylon, plastic, or other acceptable material from one pole to the other along the direction of the ridgeline. The method to show the roof ridgeline will be called out on the Story Pole Plan.
- All story poles shall be placed, braced and supported to ensure the health, safety and general welfare of the public. The Story Pole Plan shall include the methods used to secure the poles and a statement absolving the Town of any liability associated with the construction of, or damage caused by the story poles. If at any time the Town determines the story poles to be unsafe, they shall be repaired and reset immediately by the project applicant or, at the Town's discretion, removed.
- The Story Pole Plan shall be prepared and stamped by licensed surveyor, civil engineer, or architect to certify that the height and position of the poles accurately represent the height and location of the proposed structure.
- The Story Pole Plan shall include a statement signed by the applicant that reads: "I (Applicant Name) hereby agree to remove the story poles within seven (7) calendar days after the final appeal period ends related to a determination made on the proposed project."

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City of Mill Valley

Story Pole Certification

Instructions: The story pole certification must be performed by a registered land surveyor or civil engineer. Please attach a copy of the roof plan with the surveyed roof ridge elevations labeled.

I, _____ have surveyed the story poles located
NAME OF SURVEYOR

at _____
ADDRESS OF SUBJECT PROPERTY

on _____, which is based on Planning
DATE

Application, _____, submitted to the
APPLICATION NUMBER

City of Mill Valley by _____ The
NAME OF APPLICANT

survey was taken from the following benchmark:

_____ at an elevation of
DESCRIPTION OF BENCHMARK

_____. The ridge elevations silhouetted are indicated on the attached plan.

I have surveyed the building envelope, setbacks and ridge elevations of the story poles and silhouette described above and certify that all dimensions, locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.

PLEASE STAMP AND SIGN BELOW:

NAME . PLEASE PRINT

DATE

ADDRESS

PHONE

FAX

LICENSE NO. / EXPIRATION DATE

Purpose

To provide the decision-makers and neighbors with a visual tool to evaluate the proposed construction.

Requirement

Install story poles or site staking to show the elevations and silhouette of the proposed building, or addition to an existing building. Modify the story poles as the project plans are modified.

Netting or bright colored tape must be erected to represent the roofline of the proposed structure or addition. This netting or tape must be strong enough to accurately maintain the outline and height.

Decks, entries and other similar features must be shown if staff believes they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of railings.

Timing

Story poles should be installed 7 days prior to the hearing in order to permit Staff to review the poles prior to completing the Staff Report.

Story poles must remain in place until the later of: (1) The expiration of any appeal period to the City Council; or (2) The final determination on an appeal by the City Council.

Removal

The story poles shall be removed within 10 days after the applicable date above.

Submit:

- A site plan showing the dimensioned location of the story poles in relation to lot lines and the development project, as well as the height of each pole and the ridge elevations silhouetted.
- A Story Pole Certification (on reverse) signed by a licensed surveyor, certifying that the poles located on the site were surveyed and found to be in conformance with the project plans and story pole site plan. (Other qualified professionals, such as an architect, may certify the location of the story poles if such measurement is made from a point that can easily be verified in the field, such as the finished floor of an existing structure.)

Exceptions/Compliance

The Director of Planning and Building may grant exceptions to this policy based on unusual circumstances provided that the purposes of this policy are not impaired.

The Zoning Administrator, Planning Commission or City Council may determine that failure to comply with these requirements is grounds to continue a public hearing to allow the story poles to be installed.

Suzanne Avila

Monte Sereno

From: Erin Ventura <erin@montesereno.org>
Sent: Friday, April 27, 2012 10:41 AM
To: Suzanne Avila
Subject: RE: story poles

We have not made an exceptions to this rule before.

Erin Ventura
Associate City Planner
City of Monte Sereno
(408) 354-7635

From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Friday, April 27, 2012 10:30 AM
To: Erin Ventura
Subject: RE: story poles

Thanks Erin,

Are exceptions ever made to the requirement for story poles? For example, when existing development and/or significant trees make it difficult to install poles and netting. We have had several situations where installing poles was difficult or impractical and are looking at options such as requiring photosimulations or models.

Suzanne

From: Erin Ventura [<mailto:erin@montesereno.org>]
Sent: Friday, April 27, 2012 10:00 AM
To: Suzanne Avila
Subject: RE: story poles

Suzanne,
Yes, story poles are required for second story additions, additions of 500 sq. ft. and new construction. Please let me know if you have any other questions.

Erin Ventura
Associate City Planner
City of Monte Sereno
(408) 354-7635

From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Tuesday, April 24, 2012 1:50 PM
To: Erin McGranahan (erin@montesereno.org)
Subject: story poles

Hi Erin,

Does Monte Sereno require story poles for new construction or large additions?

Thanks,
Suzanne

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Story Poles Requirements and Guidelines

The placement of story poles is extremely helpful and important during the course of Town architectural review of applications for new development. Proper and accurate placement of story poles provides a demonstration of the planned rooflines and heights and some indication of the potential massing of the proposed structure. Story poles enhance understanding of the project and potential impacts not only for the Town's Architectural and Site Control Commission (ASCC) and staff, but also for the residents of neighboring properties and home owner association committees that may be involved in review of the project. The statements that follow set forth the Town's ordinance requirements and guidelines associated with the placement and removal of story poles.

Municipal Code Section 18.64.040.D. requires that the perimeter of all proposed structures are to be clearly staked and labeled on the site at the time of submittal of an application for ASCC review. The staking is to be maintained throughout the time period the application is under review by the Town. Pursuant to this ordinance section, the ASCC may also require that the actual bulk of the structure be demonstrated through story poles and ridgeline taping.

Staff will inform an applicant and/or his or her designer during the pre-application meetings if story poles will be required for the proposed project. If it is determined story poles are to be placed on the project site, a site plan depicting the proposed location of the story poles shall be provided for staff review at the time application is made for architectural review. The above notwithstanding, pursuant to the policy of the ASCC story poles must be installed as part of the application review process for all proposals for new residences.

The story poles should be in place for review at least 10 days prior to the scheduled hearing date with the ASCC. Staff will inform an applicant and/or designer of the anticipated hearing date in order to provide adequate time for placement of the story poles. Once the application has been reviewed and acted on by the ASCC (i.e., to approve, conditionally approve or deny the project), the story poles shall remain in place during the 15 day architectural review appeal period, and removed no later than 10 days after the appeal

period has expired. If an application has been appealed, the poles shall remain in place during the appeal process and then be removed within 10 days of completion of action on the appeal.

~~In addition to the above, the following story pole guidelines should be followed:~~

- The story pole plan shall clearly identify where the story poles have been placed, what they model and the heights of the story poles relative to existing ground elevation. The tops of the story poles should accurately match the heights of the features they are modeling and the heights of the poles should be clearly recorded on the site plan. The story pole plan and the actual placement of the story poles shall be certified by the project surveyor, engineer or architect.
- The story poles should model the proposed ridgeline heights and should outline the locations where the roofs meet the planned wall planes and not the roof eave extensions.
- The tape used to outline the ridges and tops of walls should be tightly strung and have sufficient size and color to be readily identifiable from reasonable distances. Further, the story poles should be of sufficient size, 2" x 4" or heavier boards, and placed with sufficient support to stand for two weeks without leaning so that taping can be as stable as possible during the project review process.
- If, during the course of project review, a design change is made or required by the ASCC that changes the planned heights, the story poles shall be modified if required by the ASCC. If the story poles are required to be modified, they shall be in place in the modified condition as least 10 days prior to final ASCC action.

If the application requires public hearing review by the Planning Commission, the story poles shall remain in place until the Commission has completed its review. Once the application has been reviewed and acted on by the Planning Commission, the story poles shall remain in place during the appeal period, which will be 15 or 30 days after the action depending on the nature of the specific application. The poles shall be removed within 10 days of the expiration of the appeal period. If an application has been appealed, the poles shall remain in place during the appeal process and removed within 10 days of completion of the action on the appeal.

Timely removal of story poles maintains the visual quality of the Town and is respectful of relationships with neighbors.

CITY OF SARATOGA COMMUNITY DEVELOPMENT DEPARTMENT

REQUIREMENTS FOR DESIGN REVIEW APPLICATIONS (updated 10/2010)

It is essential that all of the applicable items below are submitted with the application to avoid delays. The planner has up to 30 days to provide comments on your submission. If the application is not complete, the application could be delayed up to an additional 30 days from re-submission.

- I. **DEVELOPMENT APPLICATION FORM** – Complete with signature
- II. **FEE(S)** - see current fee schedule. Include a separate check to the Fire Department for \$100
- III. **LETTER OF AUTHORIZATION** - from owner if an agent is to act on behalf of owner
- IV. **CURRENT TITLE REPORT** – Note: A Deed of Trust is not acceptable
- V. **NEIGHBOR REVIEW REQUIREMENT** - Provide written documentation that all of the adjacent property owners have reviewed the plans and had an opportunity to comment. Include all comments with your submittal. A template is attached for your convenience.
- VI. **DESIGN REVIEW FINDINGS** - Explain how the proposal meets each of the design review findings in 15-45.080 of the City Code. See the Residential Design Handbook for more info.
- VII. **BUILD IT GREEN CHECKLIST** – Please submit a completed green points checklist <http://www.builditgreen.org/guidelines--checklists/#Checklists>
- VIII. **STORM WATER CHECKLIST**
- IX. **ELECTRONIC COPY OF PLANS** – Please submit an electronic copy of plans in PDF format.
- X. **MATERIALS AND COLOR BOARD** Submit an 8.5" x 11" sheet showing the exterior color palette
 - Include paint chips of exterior colors and trim. Color copies are not an adequate substitute.
 - Label the colors/materials with manufacturer specifications.
 - Provide manufacturer brochures of proposed garage doors, front door, roofing, and windows.
- XI. **PHOTO BOARD** - Submit an 8.5" x 11" photo board showing existing conditions and structures
- XII. **STORY POLES:** Story poles are required to depict the elevations and silhouettes of a new building or an addition to an existing building requiring design review approval. Notice of the project (for either administrative or Public Hearing review) will not be given until the story poles are installed to the satisfaction of the Community Development Director and photographs of the installed and approved story poles are filed with the Community Development Department (at least two weeks before a decision is made). The story poles shall not be removed until the effective date of approval (end of the appeal period/final decision).



CHECKLIST – *If yes, please see Code Reference*

	<u>YES</u>	<u>NO</u>	<u>Code Reference</u>
1. Does the project include a basement? (see 15-06.090)	<input type="checkbox"/>	<input type="checkbox"/>	15-80.035
2. Does the site include any water district easements?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
3. Does the site include any right-of-way/street easements?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
4. Is the site located within 50ft of a protected creek?	<input type="checkbox"/>	<input type="checkbox"/>	15-45.045
5. Is the site located in a designated hazardous fire area?	<input type="checkbox"/>	<input type="checkbox"/>	Bldg. Dept.
6. Does the site have a slope greater than (>) 10%?	<input type="checkbox"/>	<input type="checkbox"/>	15-45.030
7. Is the site located in an "Md" or "Mrf" geological zone?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
8. Is the site located in an HR district with >1000 CY cut and fill?	<input type="checkbox"/>	<input type="checkbox"/>	15-13.050
9. Does the project include >10,000 SF of impervious coverage?	<input type="checkbox"/>	<input type="checkbox"/>	Pub. Works
10. Is the project located in the Saratoga Woods subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	15-10.010
11. Is the project located in the Parker Ranch subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	CC&R

Please note that additional information may be required pursuant to City Code 15-45.070

STORY POLE PLAN REQUIREMENTS

1. Story poles shall be installed where there is any change in building footprint, roof elevation or building bulk.
2. Story poles shall be certified by a registered land surveyor or civil engineer
3. The installed story poles shall be connected by a bright colored tape in such a manner as to outline the roof form. Roof outlines shall include ridgeline connecting to each building corner at finish roof elevation. Appendages such as dormers, bays and decks need not be shown unless, in the opinion of staff, they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of the railings.
4. The story pole plan shall show the location of the connecting tape and respective elevations.
5. Story poles shall be installed at least ten (10) days before a noticed public hearing on the application and be removed 10 days after a final approval or denial of the application.
6. The story poles shall be marked in one (1) foot increments.

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TOWN OF WOODSIDE

Location of Story Poles

Story poles are frequently used in Woodside to help decision makers, staff, neighbors and other interested parties to visualize the mass of a proposed project and potential visual impacts to adjacent properties and streets. Story poles should reasonably indicate building corners, roof ridges, setbacks or other physical aspects of the project.

Please follow these steps if your project entails a second story addition, a new structure, a major addition and/or if staff requests that they be erected.

1. Erect story poles equal to eave heights at each corner of the proposed structure. Such poles should be erected at appropriate heights to approximate heights of the finished project.
2. Erect story poles equal to the heights of the proposed roof ridges. Poles should be placed at the ends of the ridges.
3. Connect the eave poles and ridge poles with ribbon or boards so that the outline of the proposed structure/project is easily discernible on site. **(See sketch below.)**
4. ALL STORY POLES NEED TO BE ERECTED SO AS TO WITHSTAND WEATHER AND REMAIN STANDING UNTIL MEETING DATES.
5. If a new driveway entrance is being proposed, please mark the driveway with white stakes to show where it will enter the road.
6. If address numbers are not clearly seen from the roadway, please place a sign at the property entrance which identifies the address of the property.
7. If a swimming pool and/or gate is proposed, the location(s) of the swimming pool and/or gate shall be shown using stakes for the gate and string or ribbon for the swimming pool.

Contact Licinia McMorrow or Sage Schaan (851-6790) at the Planning Department should you have any questions, or would like direction as to what poles need to be erected.

Poles should be erected at least fourteen days prior to the meeting date, and removed no later than fourteen days after the meeting date, unless requested differently by staff.

Suzanne Avila

Woodside

From: Sage Schaan <SSchaan@woodsidetown.org>
Sent: Monday, April 23, 2012 9:20 AM
To: Suzanne Avila
Subject: RE: story poles
Attachments: StoryPoles.doc

Dear Suzanne,

Attached is our handout for story poles. Generally speaking exceptions are not made. Only the Town Council would be able to make an exception, and most if not all applicants would like to avoid the step of going to council before their project is scheduled for design review. With existing development and trees, applicants are expected to do the best they can with the existing obstacles in the way.

-Sage

From: Suzanne Avila [<mailto:SAvila@LosGatosCA.Gov>]
Sent: Thursday, April 19, 2012 12:07 PM
To: Sage Schaan
Subject: [NEWSENDER] - story poles

Hello,

I am gathering information on how other communities handle story poles. Does Woodside have a written policy or regulation for the installation of story poles? Are exceptions ever made where poles are not required for some reason, such as safety concerns or it is impractical to install poles because of existing development, trees, etc.?

Thanks,
Suzanne

EXAMPLE

8'

oak tree place

Morgan Hill's finest new home community...where dreams become reality!

14 new single-family detached homes
presented by ABC Development, Inc.
are proposed for this site.

For more information about this project, contact the City
of Morgan Hill Development Services Center - Planning
Division, 17575 Peak Avenue, Morgan Hill, CA 95037;
(408) 778-6480.

File No.:-----

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