



DISCUSSION CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Story Pole Policy Recommendations

Prepared by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Planning Commission recommended modifications to the Story Pole Policy
2. 4846 El Camino Real, public input on story pole health and safety risk
3. Letter from Wilson Wendt regarding Story Pole Policies of Other Cities
4. Public Comment on Story Pole Policy
5. 389 First Street Story Pole Comments
6. 389 First Street Additional Story Pole Comments

Initiated by:

Planning Commission

Previous Council Consideration:

October 2018 at a Joint Meeting with the Planning Commission

Fiscal Impact:

None anticipated

Environmental Review:

This is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3) because there is no possibility that adopting the proposed modifications to the Story Pole Policy will have a significant effect on the environment.

Policy Question(s) for Council Consideration:

- Shall the City Council amend its Story Pole Policy in line with the recommendations of the Planning Commission?

Summary:

- The Planning Commission has recommended changes to the Story Pole Policy that reduce the amount of time they are in place but provide for photos of the site with the story poles in place to allow for continued evaluation of a project and recommends that flagging be an acceptable alternative to orange mesh netting

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Story Pole Policy Recommendations

Planning Commission Recommendation:

Adopt the Planning Commission's recommended changes to the Story Pole Policy



Subject: Story Pole Policy Recommendations

Purpose

Update to the Story Pole Policy.

Background

The Planning Commission has expressed an interest in evaluating and making recommendations to the City Council regarding the City's Story Pole Policy, which was initially adopted in May of 2015 and amended in August of 2017.

The Planning Commission last discussed the Story Pole Policy with the City Council at its joint meeting on October 23, 2018. At this October meeting, the City Council indicated its support of the Commission's review of the story pole policy and development of recommendations that could be presented to Council for consideration.

The Planning Commission has completed its review of the Story Pole Policy and has crafted some modifications to the Policy for City Council consideration.

Discussion/Analysis

This Planning Commission joins the City Council in its commitment to an open and transparent public notification process that strives to involve as many people as possible in the review of and discussion on development proposals.

It was in the spirit of this effort that at the October 2018 Joint Meeting, the Planning Commission asked the City Council for permission to evaluate and review the current Story Pole Policy and provide the City Council with a set of recommendations intended to enhance it, while addressing unintended consequences that have resulted from compliance with the policy. The Planning Commission believes that the placement of story poles does provide the community with broad notification that a project is under consideration at a given site. However, this Planning Commission feels the current story-pole policy is resulting in eyesores for the community and puts in place temporary structures that present a potential for unintended consequences that do not foster the level of discussion and review they are intended to facilitate.

To begin – the Story Pole Policy requires the installation of story poles at least 20 days prior to the first public hearing on the application(s) for the project and then requires that they be in place until the final action on the project has been taken. As several projects have proceeded through this process, it has become evident that as time continues, the story poles fall into disrepair and in so doing become an eyesore and pose a potential risk to the public.

The revised Story Pole Policy, Attachment 1, displays the Planning Commission's recommendations. Principally, that story poles not be in place beyond the first public hearing on a project following which, a board with photos depicting the story poles on the project site be posted, in an all-weather



Subject: Story Pole Policy Recommendations

manner, on the subject property. Thus, the story poles have been put in place and the broader public notified of a pending project. The story poles are then memorialized and made available for the public to review as the project continues its way through the discretionary review process.

The Planning Commission notes that new tools are available to the public and decision makers that provide a much better way to evaluate a project in the context of its surrounding. The Downtown Vision Model is a good example of this. Applicants of new projects that come forward are now required to provide the computer simulated models that allow their projects to be “plugged in” to the Downtown Model. This process allows for a 360-degree review of the proposal in the context of its setting. Experience suggests that this appears to be a better process when evaluating a project than trying to determine what is represented by the story poles and flagging.

The Planning Commission also recommends that flagging be an acceptable alternative to the orange netting in that it may better withstand the forces of nature and minimize the potential for failure of the story poles.

Attachment 1 to this agenda report reflects the modifications to the Story Pole Policy recommended by the Planning Commission. The modified sections have been highlighted with new language underlined and deleted language having strikethroughs.

Options

- 1) Adopt the modifications recommended by the Planning Commission

Advantages: Provides a reduced period that the story poles are in place, provides for alternative materials, minimizes safety concerns, and reduces visual impact

Disadvantages: May not provide an extended period that the public is made aware a project is under consideration

- 2) Decline to adopt the modifications recommended by the Planning Commission

Advantages: Maintains the current policy and provides for longer public notification that a project is under consideration

Disadvantages: Requires on-going maintenance of story poles to minimize safety concerns and maintain accuracy and will not provide flexibility in material selection to address concerns of natural forces



Subject: Story Pole Policy Recommendations

Recommendation

The Planning Commission recommends Option 1.



CITY OF LOS ALTOS STORY POLES POLICY

Purpose

In accordance with City Council's Open Government Policy, adopted on March 24, 2015, and amended on August 22, 2017 and May 22, 2018, all multi-story commercial, multiple-family, mixed-use and public facility development projects subject to Planning Commission and City Council review must have story poles erected as part of the application process. The purpose of this policy is to help show the development's height, massing and profile in the context of the actual environment and to help provide a visual notice of a project.

Procedure

1. For projects that require story poles, the applicant's architect or engineer must prepare a Story Pole Plan to indicate the locations where the poles will be installed.
2. A Story Pole Plan shall be approved by the Community Development Director prior to the placement of the poles on the site. Once approved, the applicant shall inform the Community Development Director when the placement of the story poles is complete and submit photographs showing the installation in context.
3. The story poles shall be installed at least twenty (20) days before the first public hearing on the project and shall be removed as soon as possible after the first public hearing. The story poles and netting shall be photographed by the applicant or their representative from several vantage points with photographs taken at pedestrian eye level. The photographs must demonstrate the relationship of the proposed project's story poles to neighboring properties and the street. The photos shall be submitted to staff, which will select the best representative photos. These selected photos, minimum size of 8.5" x 11", shall be posted on a display board in an all-weather manner set at the street side of the subject property in a location available for public review. Once the display board is set, the story poles and netting shall be removed. The display board shall remain in place until a final action on the project is taken, 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 story poles shall remain until final action is taken. If final consideration of the project is substantially delayed, or the project is substantially modified, the Community Development Director may require the removal or the modification of the story poles. Once a final determination has been taken on a project, the story poles must be removed within sixty (60) days of the date of the action.
4. Failure to install story poles in compliance with these standards and/or timelines will result in the continuance of the public hearing on the project until compliance with the standards and/or timelines is achieved.

Plan Requirements

1. The Story Pole Plan must be at an appropriate scale and include: a) a site plan showing the location of any existing structure, the outline of any proposed structures and the location of the story poles; b) elevation views of the story poles; and c) any materials, means of installation and structural requirements.
2. The story poles shall be of sufficient number and location to adequately demonstrate the height, mass, and bulk of the project. At a minimum, story poles shall be placed at all outside building corners of the building wall (excluding eaves) and along the main rooflines (ridges, hips and valleys) of the proposed structure(s) or addition. Architectural elements such as towers, spires, elevator and mechanical penthouses, cupolas, mechanical equipment screening and similar elements that are visible from the streetscape must be represented by the story poles.
3. A licensed surveyor or civil engineer shall submit written verification that the location and height the poles and netting accurately represents the height, profile and location of the proposed structure(s) or addition.
4. A waiver or amendment to these requirements may only be granted by the City Council.

Materials and Methods

1. Story poles shall be constructed of lumber, metal poles, or other sturdy building material. Such materials shall be designed to withstand the wind and weather. At least two-foot wide brightly colored woven plastic fencing (or netting) **or flagging** must be used to represent the rooflines of the proposed structure(s) or addition. One of the story poles on each elevation must be clearly marked and labeled in five-foot increments measured from the proposed finished grade and consistent with the approved Story Pole Plan.
2. All story poles shall be placed, braced and supported to ensure the health, safety and general welfare of the public. Applicants shall sign an agreement that holds the City harmless for any liability associated with the construction of, or damage caused by the story poles. If at any time, the City determines the story poles to be unsafe, they shall be repaired and reset immediately by the applicant or, at the City's discretion, removed. Depending on the scope of the poles, building permits and inspections may be required at the discretion of the Community Development Director.

Exceptions

1. The City Council may grant exceptions to the Story Pole Policy due to: a) a public health and/or safety concern, or b) that such an installation would impair the use of existing structure(s) or the site to the extent it would not be able to be occupied and the existing business and/or residential use would be infeasible. Some form of poles and netting and/or on-site physical representation of the project may be required, even if an exception is granted.

2. The Story Pole Plan may be limited in scope at the discretion of the City Council. In such cases such as where there are multiple detached structures proposed and where identifying the locations of key structures would suffice, the story poles may be limited to the outline(s) of key structures and/or showing a structure(s) greatest height and mass.
3. In granting an exception, the City Council may require additional digital imagery simulations, computer modeling, built to-scale models or other visual techniques in-lieu of the story pole requirements.

From: [Mircea V](#)
To: [Zach Dahl](#); [Jon Biggs](#)
Cc: [Jeff Potts](#); [Chris Jordan](#)
Subject: 4846 ECR Story Pole Risk-Health and Safety
Date: Wednesday, January 9, 2019 2:45:19 PM
Attachments: [IMG_4703.jpg](#)
[IMG_4704.jpg](#)

Jon and Zach,

This was a near miss accident at 4846 before removal. The heavy netting and rain wind created this issue. There is no reason that the netting requirement and should be removed (in exchange of flags with ropes) from the current policy. Also having the story poles installed up for 60 days should be enough. If is anything we need to do to bring this to council let me know.

I will let you share it with all city council members.

Thanks

Mircea

----- Forwarded message -----

From: **Alyce Yetso** <>
Date: Sun, Dec 2, 2018 at 11:52 AM
Subject: Problem with Building
To: Mircea V <>
Cc: Jill Leiva <

Hi Mircea,

It looks like one of your story poles came through the roof of our office yesterday during the storm. I dont see any water damage inside, but there may be up in the attic space as there is a hole through the ceiling with the pole almost to the ground. I think my step ladder helped slow it down.

Obviously, we'll need to get this fixed before the next storm, and will need the story pole removed first.

Thanks

Alyce

--

Sent from Gmail Mobile





**MILLER STARR
REGALIA**

1331 N. California Blvd.
Fifth Floor
Walnut Creek, CA 94596

T 925 935 9400
F 925 933 4126
www.mslegal.com

Wilson F. Wendt
wilson.wendt@mslegal.com

January 24, 2019

VIA HAND DELIVERY

Chairperson and Members of the
Los Altos Planning Commission
City of Los Altos
City Hall
One North San Antonio Road
Los Altos, CA 94022

Re: Request to Modify Story Pole Policy

Chairperson and Members of the Commission:

Our office represents Mircea Voskerician, the Managing Member of the LLC that recently received approval for construction of a 5-story multi-family residential project at 4856 El Camino Real ("4856 Project") and will be the Managing Member of another LLC proposing to develop a residential project on El Camino Real. The purpose of this letter is to notify the Commission of an incident compromising health and safety that occurred as a result of the erection and maintenance of story poles for the 4856 Project and to request changes to the existing Story Pole Policy in three possible ways:

1. Currently, story poles are required to be installed at least 20 days before the first public hearing on the project and must be kept in place until the project has been acted upon and the appeal period has ended. We are asking that they be kept in place for a period of thirty (30) days only. This will enable anyone interested in the project to view the story poles while they are up but will prevent the changes to health and safety posed by the large, temporary structures and avoid their maintenance over an extended period of time.

2. The existing policy requires that the designation include at least 2' wide brightly colored woven plastic fencing (or netting) to represent the rooflines of the proposed structure or addition. We are proposing that this be modified to allow the option of using ropes with multi-colored flags to designate the rooflines. Many jurisdictions do not require story poles for four and five story structures because the extremely tall story pole assemblage is subject to destruction by wind and inherently unstable. Allowing the use of ropes and flags would adequately, mark the proposed structure but would be much safer since the ropes and flags

would not act like a sail in the wind as does the 2' wide netting, despite its preparations.

3. Adopt the policy currently under consideration by the City Council which involves a combination of poles at the corners and computer modeling. (This is the approach adopted by the City of Vallejo which recognizes story poles for a four or five story building are inherently unsafe).

In 2018, Mr. Voskerician erected story poles designating the roofline and contours of 4856 Project. Under the present Story Pole Policy those poles had to include 2' wide netting and had to remain in place until final approval of the Project on November 13, 2018. While the story poles were up on December 1, 2018, in a windstorm, the netting required under the Policy acted as a sail and broke off a portion of the pole framing, crashing into the adjacent structure but luckily doing no damage to life or property. This incident involving the netting in high winds is not an isolated incident but happens quite often when particularly high structures of story poles including netting are installed and maintained. Attachment 1 shows photographs of the damage to the adjoining building and Mr. Voskerician's contractor repairing the damage to the story poles, which repairs had to include cutting larger openings in the netting so that the incident would not be repeated in heavy winds.

In our opinion, the use of rope lines with flags to mark the rooflines sufficiently identifies the contour of the proposed building and gives sufficient notice to all concerned as to the extent of the proposed improvements. Attachment 2 is a photograph of story poles utilizing ropes and flags erected on a residential project in the County of Monterey, just outside the Town of Carmel town limits.

Attachment 3 are the stated policies of seven municipalities similar to Los Altos that allow story poles to include rope and flag markings: the Town of Woodside, Sausalito, Saratoga, Portola Valley, Mill Valley, Mammoth Lakes and Malibu. All of these jurisdictions allow the use of ropes and flags to delineate rooflines. One of the many reasons for this is that very high, temporary structures (as required for the 4856 Project) are unsafe and a danger to life and property. The City of Berkeley does not require story poles for tall projects for this reason. The City of Vallejo requires poles only as assistance in producing computer generated graphics.

The continued requirement for 2' wide netting causes significant health and safety dangers as evidenced by the wind damage to the story poles on the 4856 Project. Additionally, the maintenance of the poles for thirty (30) days should be sufficient to give anyone interested an opportunity to determine what the impact of the Project will be. In this day of increasingly accurate computer simulations many of the elevations and drawings submitted for consideration are more accurate gauges of impact anyway. Therefore, we respectfully requests the Commission to recommend to the Council modifying the policy to: (1) allow the option to use ropes with colored flags instead of 2' wide netting; (2) require the story poles to be in place for a period

Chairperson and Members of the
Los Altos Planning Commission
January 24, 2019
Page 3

of thirty (30) days only; or, as a preferred option, (3) adopt the proposal by the Council requiring a combination of computer generated simulation and poles and displays (we attach as Attachment 4 copies of computer generated renderings Mr. Voskerician erected showing the impacts of the 4856 Project).

Very truly yours,

MILLER STARR REGALIA

Wilson F. Wendt

Wilson F. Wendt

WFW:nmt
Encls.

cc: City Manager
Planning Director
City Attorney
City Councilmembers
Client

Attachment 1

Photos of Required Repairs to Story Poles for 4856 Project













Attachment 2

Photo of Ropes and Flags to Story Poles in Monterey County



Attachment 3

Summary of Story Pole Policy of
Seven Municipalities Similar to Los Altos

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.

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.

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 "Mr" 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 1

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

story poles - requirements and guidelines

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 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.



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."



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 architect 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.

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 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.

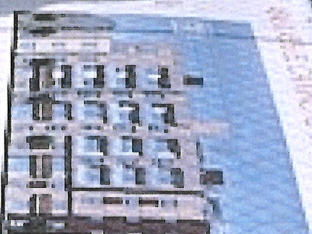
N:\DEV\SUZANNE\MISC\Story Pole Policies.docx

Attachment 4

Computer Generated Renderings of the 4856 Project

PERSONAL

TPA


ALDOS ONE
 4846 & 4856 El Camino Real
 San Jose, CA 95128
 Call for more information

LUXORNE LLC
 4846 & 4856 EL CAMINO REAL ALTOS ONE



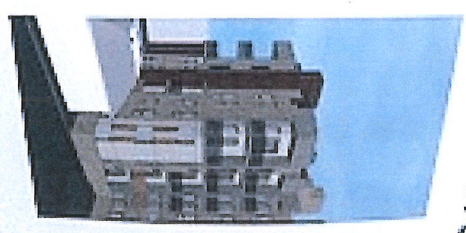
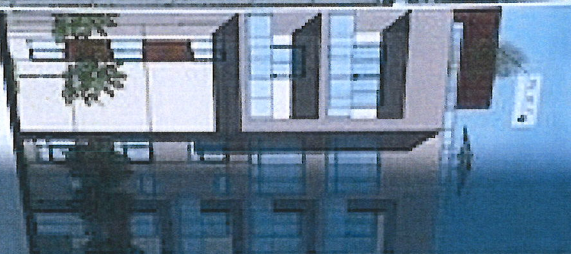

FOR MORE INFORMATION
 QR CODE
<https://stratajoseca.com/used/inocula>

HOURS

24/7



ALTOS ONE



ALTOS ONE

LUX ONE LLC
570 Divisadero St
Palo Alto, CA 94301

4846 & 4856 EL CAMINO REAL ALTOS ONE

FOR MORE INFORMATION
CONTACT STRAUSS DESIGN SHARE RE LLC
325 WASHINGTON ST
PALO ALTO, CA 94301
TEL: 650.953.1234
WWW.SDRE.COM

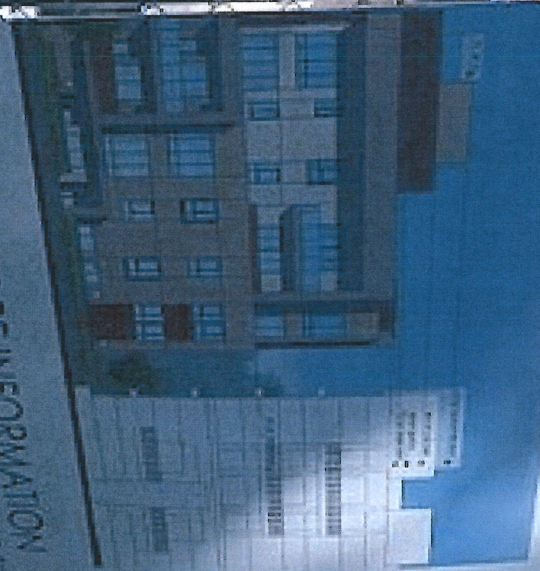
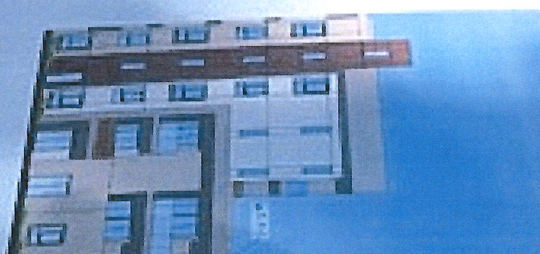


FOR MORE INFORMATION
[HTTPS://STRAUSSDESIGNSHARERE.COM](https://straussdesignsharere.com) 650.953.1234





LUX ONE REALTOS ONE




LUX ONE LLC
501 Downing St.
Palo Alto, CA 94301

4846 & 4856 EL CAMINO REALTOS ONE

FOR MORE INFORMATION
CONTACT SALES@LUXONE.COM

See website for
details on the
availability of this
property.


FOR MORE INFORMATION

[HTTPS://STRAUSSREALESTATE.COM/4846-4856-EL-CAMINO-REAL-ESTATE](https://straussrealestate.com/4846-4856-el-camino-real-estate)

ALTIOS ONE

LUXONE LLC
4846 & 4856 EL CAMINO REAL ALTIOS ONE

4846 El Camino Real
Ft. Lauderdale, FL 33309

CONSTRUCTION

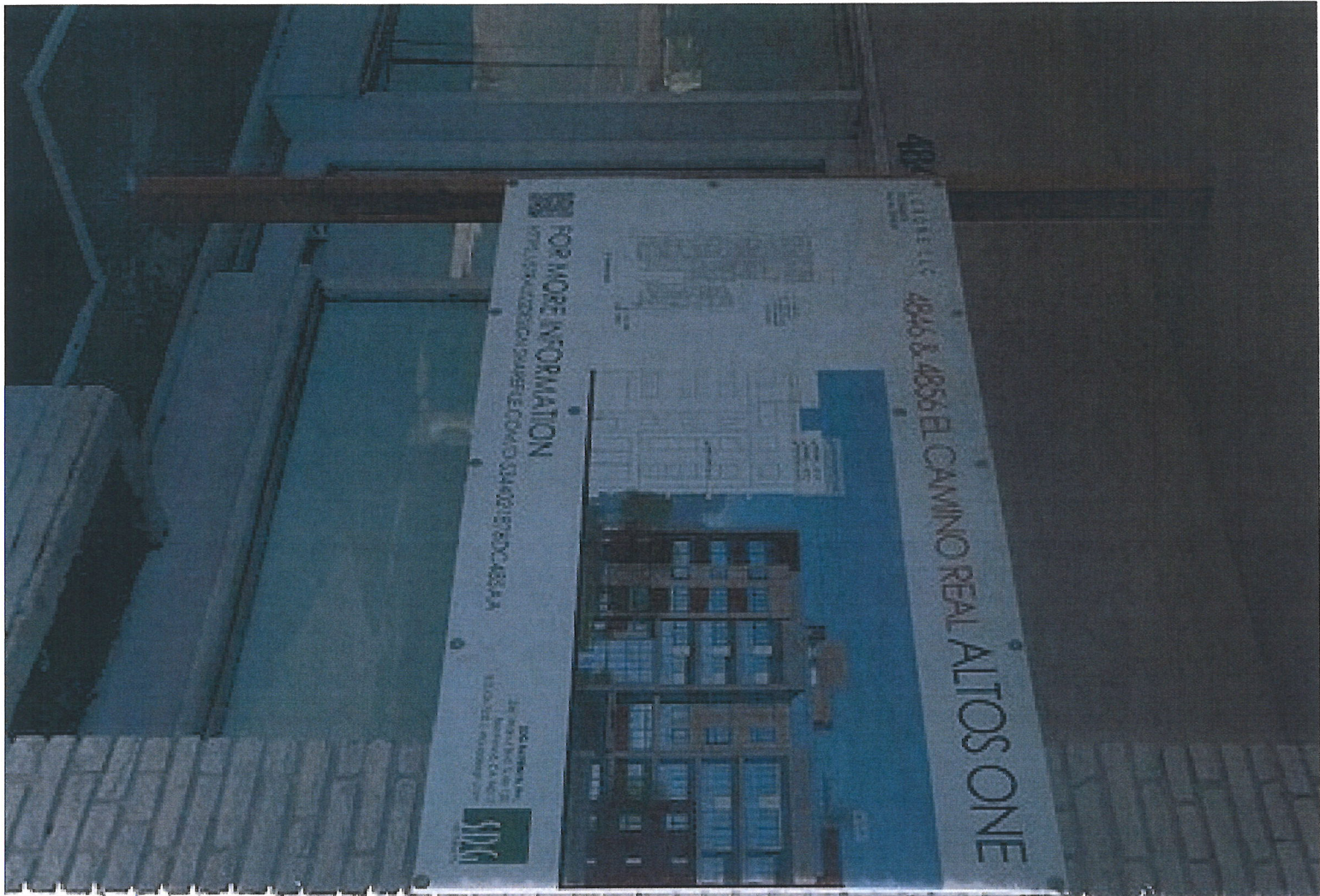
2014 Building
10000 El Camino Real
Ft. Lauderdale, FL 33309



FOR MORE INFORMATION
[HTTPS://STRAUSSDESIGN.SHAREFILE.COM/D/5A4D7F803544](https://straussdesign.sharefile.com/d/5a4d7f803544)

2014 Building
10000 El Camino Real
Ft. Lauderdale, FL 33309







**MILLER STARR
REGALIA**

1331 N. California Blvd.
Fifth Floor
Walnut Creek, CA 94596

T 925 935 9400
F 925 933 4126
www.msrlgal.com

Wilson F. Wendt
wilson.wendt@msrlgal.com

March 1, 2019

VIA HAND DELIVERY

Mayor and Members of the City Council
Chairperson and Members of the
Los Altos Planning Commission
City of Los Altos
City Hall
One North San Antonio Road
Los Altos, CA 94022

Re: Request to Modify Story Pole Policy

Honorable Councilmembers and Planning Commission Members:

Our office represent Mircea Voskerician, the Managing Member of the LLC that recently received approval for the construction of a 5-story multi-family residential property at 4856 El Camino Real. By my letter of January 24, 2019 to the Planning Commission I notified the Commission of very serious wind damage that occurred to the story poles erected for the 4856 Project and gave information regarding the requirements for story poles in other municipalities in Northern California. The Planning Commission, quite correctly, responded to this letter by requesting specific information as to the story pole requirements imposed by other governmental agencies along El Camino Real. Obviously, these agencies have a somewhat common geographical location to Los Altos.

We have researched the issue and enclose with this letter a Matrix that shows the story pole requirements for the cities of Mountain View, San Mateo, Daly City, San Bruno, Santa Clara, San Carlos, Belmont, Burlingame, San Mateo County and Santa Clara County. None of those jurisdictions require story poles with the exception of Burlingame, where poles are required in hillside areas on single family residences to assess view impacts or otherwise at the discretion of the Planning Commission; San Mateo County, where poles are required only for coast side projects; and Santa Clara County, where poles are required for certain design review applications.

I'm also attaching to this letter a copy of the story pole requirements for those jurisdictions that require them. As you can see, the majority of those requirements are for single family homes and do not extend to multi-story structures in the urban environment of El Camino Real.

Mayor and Members of the City Council
Chairperson and Members of the
Los Altos Planning Commission
March 1, 2019
Page 2

As pointed out in my January 24 letter, the requirement for story poles extending up 4 and 5 stories into the air creates a very dangerous situation in that the required netting acts like a sail in the heavy winds and, as was the case with the 4856 Project, can often result in damage to adjacent structures.

Conclusion: Our strong recommendation, based upon the practices of the other cities located on El Camino Real is to delete from your list of requirements and procedures the necessity for story poles.

Very truly yours,

MILLER STARR REGALIA

Wilson F. Wendt

Wilson F. Wendt

WFW:nmt
Encls.

cc: City Manager
Planning Director
City Attorney
Client

Story Pole Requirements by Cities along El Camino Real

City	Planning Dept Contact	Use of Story Poles	Timing	Netting
Los Gatos		Story poles required for all projects <i>[Requested change: do a combination of poles at the corners and computer modeling]</i>	20 days before first public hearing until project has ended <i>[Requested change: 30 days total]</i>	2' wide woven plastic fencing/netting to represent rooflines for all projects <i>[Requested change: use of ropes with multi-colored flags]</i>
Mountain View	Erin or Matt (650) 903-6306	No Story Pole Requirement	n/a	n/a
San Mateo	Sarah (650) 522-7212	No Story Pole Requirement	n/a	n/a
Daly City	(650) 991-8033	No Story Pole Requirement	n/a	n/a
San Bruno	(650) 616-7074	No Story Pole Requirement	n/a	n/a
Santa Clara	(408) 615-2464	No Story Pole Requirement	n/a	n/a
San Carlos	Rebecca (650) 802-4263	No Story Pole Requirement	n/a	n/a
Belmont	Tim (650) 730-5704	No Story Pole Requirement <i>[3D rendering is sufficient]</i>	n/a	n/a
Sunnyvale	Serena Park (408) 730-7444	No Story Pole Requirement <i>[Note: planner may request, however this is rare]</i>	n/a	n/a
Burlingame	Catherine (650) 558-7250	Story poles required mostly in Hillside Area due to a view requirement, usually for single-family; otherwise at discretion of planning committee	10 days prior to Planning Commission meeting through appeal period	12" wide netting
San Mateo County	(650) 363-1825	Only required for Coastside projects		
Santa Clara County	(408) 299-5770	Required for certain design review applications	7 days before hearing date through appeal period	24" wide mesh to show major wall plates and roof ridgelines
Palo Alto	(650) 329-2441			
Redwood City	(650) 780-7234			
Menlo Park	(650) 330-6702			

CITY OF BURLINGAME

City Hall – 501 Primrose Road
Burlingame, California 94010-3997



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

PH: (650) 558-7250
FAX: (650) 696-3790

Story Pole Requirements

When requested by the Planning Commission, story poles are required to help determine the mass and bulk of the proposed structure and assess potential view impacts by the proposed new structure or addition to neighboring properties.

Story Pole Plan:

The applicant must prepare a story pole plan and have it approved by the project planner in advance of installation. The proposed story pole plan must be submitted to the project planner three (3) days in advance of installation to allow for adequate time for review.

The story pole plan should be an 8.5" x 11" copy of the roof plan, located on the site plan. The locations and heights of the proposed poles must be clearly indicated. Ridges and perimeters that will be represented with netting should also be shown on the plan. Any roof areas of an existing structure should be included on the plan for reference. See attached sample story pole plan.

Installation Schedule:

The story poles must be installed and certified at least 10 days prior to the Planning Commission meeting at which the application will be considered. The poles must stay up through the appeal period, which is 10 days after the Planning Commission takes action on the project. The story poles must be removed no later than 10 days after the appeal period ends.

Story poles shall be installed as follows:

1. The proposed building/addition shall be staked with poles that reach from the foundation (or the existing structure, where applicable) to the roof at an adequate number of locations to be able to determine the bulk and mass of the structure. It may be necessary to stake more than just the four corners of the building/addition. Additionally, story poles are to be erected at key roof peak/ridge locations (including the highest), to visually demonstrate the different roof heights, and the maximum roof heights.
2. All story poles shall represent the final height of the building, with grading accounted for in the height of the poles.

3. All story poles shall be painted with 12" high stripes, alternately black and white, to assist with the visual verification of indicated heights above grade.
4. Netting of at least 12"-wide woven plastic fencing shall be assembled to represent the proposed structure. Netting must be supported by stakes or support wires that are strong enough to accurately outline the building mass and height. Please see attached photographs.
5. All story poles and netting shall be installed so as to withstand weather until removal, which shall occur no earlier than 10 but no later than 20 days after the Planning Commission takes action on the project (unless the project was continued).

Certification Required:

At least 10 days prior to the Planning Commission meeting, the applicant shall submit certification by a licensed surveyor or civil engineer that the poles have been installed as per the approved story pole plan. The approved plan (showing locations and heights of the poles) shall be attached to the certification letter. The certification shall bear the professional stamp and signature of the licensed professional.

Failure to install and verify the story poles as required will result in a continuance of the hearing to a subsequent Planning Commission meeting.

If you have any questions, call the Planning Division at (650) 558-7250.

CITY OF BURLINGAME

City Hall – 501 Primrose Road
Burlingame, California 94010-3997



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division
PH: (650) 558-7250
FAX: (650) 696-3790

Date: _____
Project Address: _____
Assessor's Parcel No.: _____
Owner's Name: _____

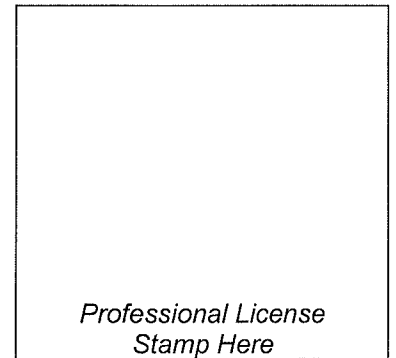
This is to certify that on _____ (date), the story poles located on the above-referenced site were installed or inspected by the undersigned, and found to be in conformance with the design, height, and location shown on the plans, elevations, and the attached story pole plan.

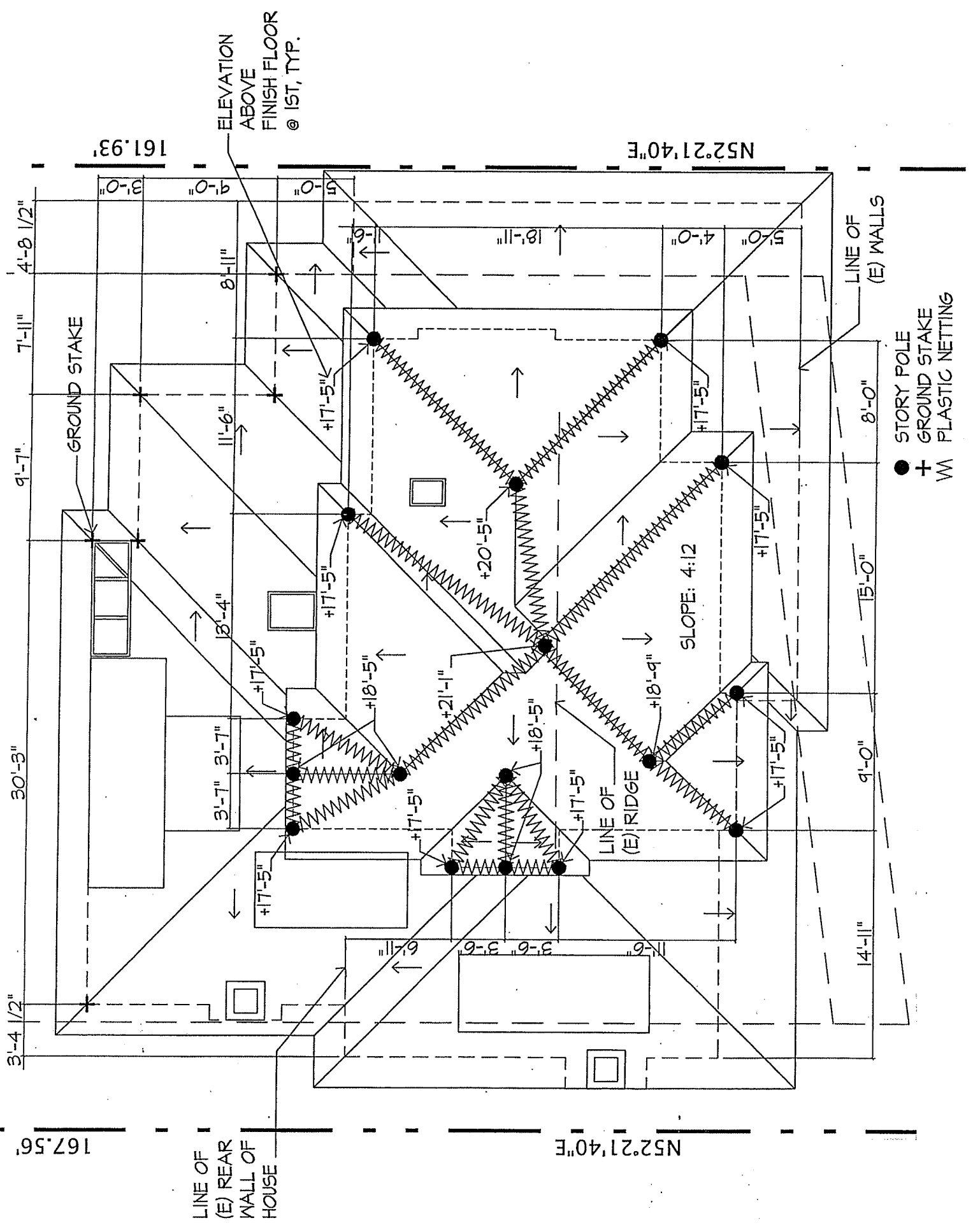
For additional information, please contact me at _____ (phone no.)

Signature

Name (printed or typed)

Title







Application for Design Review of Commercial Development on Middlefield Road (North Fair Oaks) by the County Design Review Committee

455 County Center • Redwood City CA 94063
Mail Drop PLN 122 • 650 • 598 • 7310

Permit #: PLN _____

Other Permit #: _____

1. Basic Information

Owner:
Name: _____
Address: _____
Zip: _____
Phone,W: _____ H: _____

Applicant:
Name: _____
Address: _____

Zip: _____
Phone,W: _____ H: _____

Architect or Designer:
Name: _____
Address: _____
Zip: _____
Phone,W: _____ H: _____

2. Project Information

Assessor's Parcel Number(s):

Project location:
Address: _____
Zip: _____

Zoning: _____

Parcel/lot size: _____ sq. ft.

Project Description:

3. Site Description

◆ Existing buildings, structures:

◆ Proposed Landscaping:

◆ Surrounding uses

4. Materials and Finish of Proposed Buildings or Structures

Fill in Blanks:	Material	Color/Finish	Check if matches existing
a. Exterior walls	_____	_____	<input type="checkbox"/>
b. Trim	_____	_____	<input type="checkbox"/>
c. Windows	_____	_____	<input type="checkbox"/>
d. Doors	_____	_____	<input type="checkbox"/>
e. Roof	_____	_____	<input type="checkbox"/>
f. Chimneys	_____	_____	<input type="checkbox"/>
g. Decks & railings	_____	_____	<input type="checkbox"/>
h. Stairs	_____	_____	<input type="checkbox"/>
i. Fences	_____	_____	<input type="checkbox"/>
j. Accessory buildings	_____	_____	<input type="checkbox"/>
k. Garage/Carport	_____	_____	<input type="checkbox"/>

Note: Color and material samples are required to be submitted as part of application (see following section on Materials Required).

5. Required Findings

To approve this application, the County must determine that this project complies with all applicable regulations including the required findings that the project does conform to the standards and guidelines for design review applicable to the location of the project pursuant to Section 6565.10.

6. Signatures

I hereby certify that the information stated above and on forms, plans, and other materials submitted herewith in support of the application is true and correct to the best of my knowledge. It is my responsibility to inform the County of San Mateo through my assigned project planner of any changes to information represented in these submittals.

Owner:

Applicant:

Date:

Date:

Design Review Application Submittal Checklist

During the Design Stage, this checklist is intended to be used by the Applicant up to the time of the submittal of a complete application to the Current Planning Staff. This checklist is used to certify Pre-application Conference Attendance and to help the Applicant compile all the materials and information required for complete application submittal. At the time of project submittal, the Applicant should bring this checklist to the Planning Counter Staff, as this checklist will be used to review the completeness of the application submittal.

DESIGN STAGE

1. DESIGN SHALL CONFORM TO APPLICABLE REGULATIONS AND STANDARDS

The following samples are enclosed in this packet to illustrate materials required for application (see application requirements):

- a. *Maximum Building Heights in Unincorporated San Mateo County*
- b. *Survey Sample*
- c. *Sample Primary Building Elevation (Guidance for Presentation of Color and Exterior Material Samples)*

Other regulations and standards are available at the Planning and Building Department's Website and at the Planning Counter:

- a. *Midcoast Design Review Standards*
- b. *Design Review (DR) Zoning District Regulations (includes Bayside DR Standards and Required Findings for Permit Approval)*
- c. *Coastside Design Review Committee (CDRC) Policies on the Story Pole Installation and Major/Minor Modifications*

2. PRE-APPLICATION CONFERENCE REQUIREMENT

Prior to finalizing the design of a project in the Design Review District and submitting an application for Design Review, the project designer (which can be the owner) must participate in a pre-application conference with a planner. The purpose of the pre-application conference is to assure that the designer and owner are aware of the design standards, expectations, and application requirements of the County prior to finalizing the design of a project. Applications which have not been signed for certification of pre-application attendance are considered incomplete and will not be accepted by the Current Planning Section. Pre-application conferences may be arranged by appointment by calling 650/363-1825.

CERTIFICATION OF CONFERENCE ATTENDANCE

On _____, 20____, the project designer/architect attended a pre-application conference in relation to the development project located at _____.

Planner

Pre-Application Case No.

Notes:

Note: Staff, please add pre-application project review notes as a parcel tag to the property.

APPLICATION STAGE

3. APPLICATION REQUIREMENTS

The following items are necessary for submittal of a complete application:

- a. Proof of owner's interest in property (copy of deed, tax bill, etc.).
- b. Completed Design Review Application Form.
- c. Owner's concurrence shall be provided if owner does not sign application.
- d. C.3 and C.6 Development Review Checklist (if project will result in 2,500 sq. ft. or more of impervious surface).
- e. Completed Environmental Information Form.
- f. Any required supplemental forms.
- g. Fees as set by resolution of the Board of Supervisors.
- h. A brief written explanation of how the design of the project conforms to the Design Review standards.
- i. Four (4) 8 1/2" x 11" color copies of exterior color/material (wall, trim, windows, accent). Include color chips from paint stores or manufacturers. Fire-rated materials are required in State Responsibility Areas (SRA) or Local Responsibility Areas (LRA). If specific materials are proposed, they must comply with this requirement.
- j. Five (5) full-scaled sets of preliminary drawings (not construction plans, minimum 18" x 24" paper size).
- k. One (1) set of 8 1/2" x 11" paper reproductions of site plan, floor plans, building elevations and cross section.

- I. Coastside Design Review Districts: Electronic file of plans (prefer PDF of vector drawings) on disc.

PLAN SETS SHALL INCLUDE THE FOLLOWING INFORMATION:

SURVEYS

- o A stamped topographical and boundary survey prepared by a licensed land surveyor or a registered civil engineer (minimum scale of 1 inch = 10 feet). A stamped boundary survey is required for additions located less than 5 feet from a minimum setback line.
- o Survey(s) shall show baseline elevation datum point and its elevation as established by a licensed land surveyor or engineer. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural grade of the site or finished grade depending on the applicable zoning district; garage slab, finished first floor, peak roof elevation.

SITE PLAN (Based on Survey)

- o Information Table on Title Sheet showing: Assessor's Parcel Number/Address, Zoning District, parcel size, square footage of structures (existing and proposed), lot coverage with calculations (maximum allowed and proposed), and floor area ratio (FAR) with calculations (maximum allowed and proposed).
- o Property Lines: Clearly defined and accurate, including their respective linear lengths.
- o All existing and proposed improvements (clearly differentiated), including buildings, structures, decks, paving, fences, walls, etc. If, in the case of additions, minimum setback compliance is proposed, a focused boundary survey shall be submitted confirming the exact location of the existing and proposed addition's distance to the closest property line.
- o Dimensions of all setbacks from the structure to the property line.
- o Any easements (public and private) and utility lines. Access easement should be deducted from lot area for purposes of lot coverage and floor area ratio (FAR).
- o Existing grade and proposed grade contour lines as they relate to finished floor levels. Define grading and areas of disturbance by shading.
- o Height and location of all existing and new fences and walls.
- o Location and type of new and existing utility lines (this may be provided on a separate Utility Plan).
- o Tree Plan showing:
 - ◇ Bayside DR Districts (Emerald Lake Hills, Palomar Park, Devonshire): All existing trees 6" in diameter or 19" in circumference (significant trees). Number trees on plans and identify species/type.
 - ◇ Outside of Bayside DR Districts: All existing trees 12" in diameter or 38" in circumference (significant trees). Number trees on plans and identify species/type.

- ◇ Trees to be removed, as marked with an "X." List type and size here or attach a list:

- ◇ An arborist report is required for trees proposed for removal on the basis of poor health, potential hazard, or when a tree is proposed to remain and within 5 feet of a proposed structure.
- o New houses in Emerald Lake Hills: The location of two (2) guest parking stalls is required. Guest parking stalls are recommended elsewhere. If the garage/carport is located less than 20 feet from front property line, site plan shall be expanded to show how guest parking will be accommodated on- and/or off-site to the satisfaction of the Department of Public Works.

BUILDING ELEVATIONS

- o Minimum scale of 1/4 inch = 1 foot.
- o Natural grade clearly indicated on elevation plans in relation to all exterior walls.
- o Building heights (in feet with benchmark as the base reference) of all elevations, including garage, first floor and roof ridgelines.
- o Front, sides, and rear building elevations: In cases of additions/alterations to existing buildings, the existing and proposed development shall be clearly differentiated.
- o Show decks, exterior lights, and other structures or fixtures.
- o Daylight Planes.
- o Identify type of roof and exterior materials to be used. Include manufacturer's brochure, if available. Fire-rated materials are required in fire hazard severity zones (a list of approved materials is available at the Planning Counter).

FLOOR PLANS

- o Show dimensions and floor area calculations of each floor.
- o In cases of additions/alterations to existing buildings, the existing and proposed development shall be clearly differentiated.

- BUILDING CROSS SECTION:** Short and long cross sections showing maximum height, with elevation callouts of first floor, finished grade, and ridge height. Elevation callouts shall be consistent with the datum point provided on survey.

GRADING PLAN:

- o Include amounts of cut and fill in cubic yards. Total = Cut + Fill.
- o A soils report is required for grading permits. See Grading Regulations.

- ROOF PLAN:** Include ridgeline elevations.

ACCESS AND DRAINAGE PLANS (Required by the Department of Public Works):

- o Driveway profile (stipulating driveway slope), from centerline of roadway to garage slab: Minimum 20-foot wide access from the public road and driveway profile with a maximum slope of 20%.
- o Site Distance Study by civil engineer (required on a case-by-case basis).
- o Drainage Plans.

ADDITIONAL SUBMITTAL REQUIREMENTS:

LIGHTING:

- o Exterior lighting shall be minimized and designed with a specific activity in mind so that outdoor areas will be illuminated no more than necessary to support the activity designed for that area.
- o Include manufacturer's brochure(s) of all exterior light fixtures: Exterior lighting should be subdued and indirect, and glaring fixtures should be avoided. Low-level lighting directed at the ground is preferred.

LANDSCAPE PLAN:

- o Landscape/tree replacement plan, including the location, size and type of replacement trees to be planted. (Removal of any significant tree shall be replaced at a 1:1 ratio on the Coastsides and up to 3:1 in the Bayside Design Review Districts.)
- o Coastsides Design Review Districts: All landscaping shall be drought-tolerant, and either native or non-invasive plant species. This requirement does not apply to fruit or vegetable gardens. Landscape plans shall include provisions for watering plants as needed to ensure initial plant growth. Plantings appropriate for the coastal climate should be selected. Placement of landscaping shall present a natural appearance (e.g., avoid linear configurations) and provide a smooth transition between development and open areas (e.g., planting of various heights).

PROJECT NOTICING STAGE (10 DAYS PRIOR TO HEARING)

4. NOTICING REQUIREMENTS

Applicant will be mailed a "NOTICE OF DESIGN REVIEW" cards which SHALL be posted on your parcel, visible from the street beginning ten (10) calendar days prior to and remaining posted through the date of your confirmed Design Review Committee hearing.

Please indicate party responsible for posting the sign here: _____

5. STORY POLES

Story Poles are required for Coastsides projects. See "*Coastsides Design Review Committee (CDRC) Policies on the Story Pole Installation and Major/Minor Modifications*," which outlines story pole requirements.

San Mateo County Planning & Building Department

Maximum Building Heights in Unincorporated San Mateo County

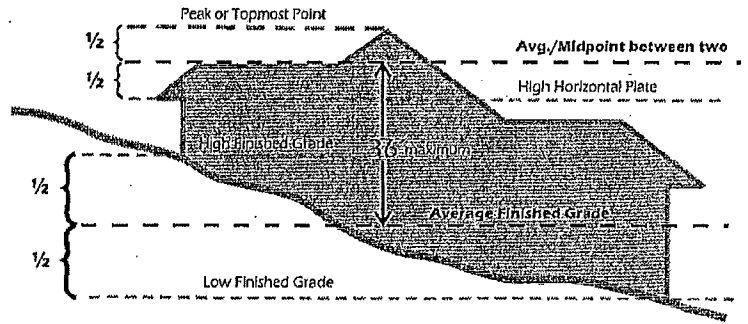
Heights Verification, per County procedures, is required for all homes, designed within 2 feet of the maximum height limit, and is required for all homes in Design Review Districts, regardless of proposed height. See Planner for additional information.

NOTE: All elevation exhibits shown below are intended only as examples to illustrate how height is generally calculated for the cited zoning districts; height compliance confirmation is applicable to all elevation plans (critical with variable topography). Always refer to the respective building height regulations for the applicable zoning district.

Zoning/Combining Districts: S-1 thru S-11, S-81, S-83, SS-103, S-108, RM RM-CZ, TPZ, TPZ-CZ, PAD:

35 ft./36 ft. Height Limit

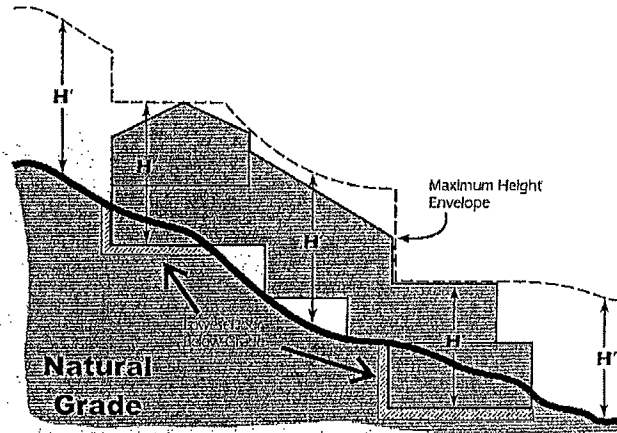
(Average Finished Grade to Average Roofline)



Zoning/Combining Districts: S-71, S-91, S-102, RH

28 ft. to 30 ft. Height Limit

(Natural Grade² (or lowest floor below grade) to topmost point of the building immediately above).



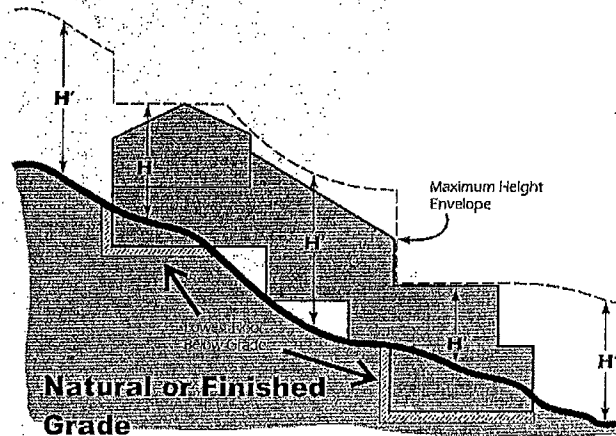
Zoning/Combining Districts: S-17, S-50, S-72 thru S-74, S-82, S-90, S-92 thru S-94, S-100, S-105

(Natural Grade² to topmost point of building immediately above).

28 ft. to 33 ft. Height Limit

Zoning/Combining Districts: S-95, S-101, S-104, S-106, S-110

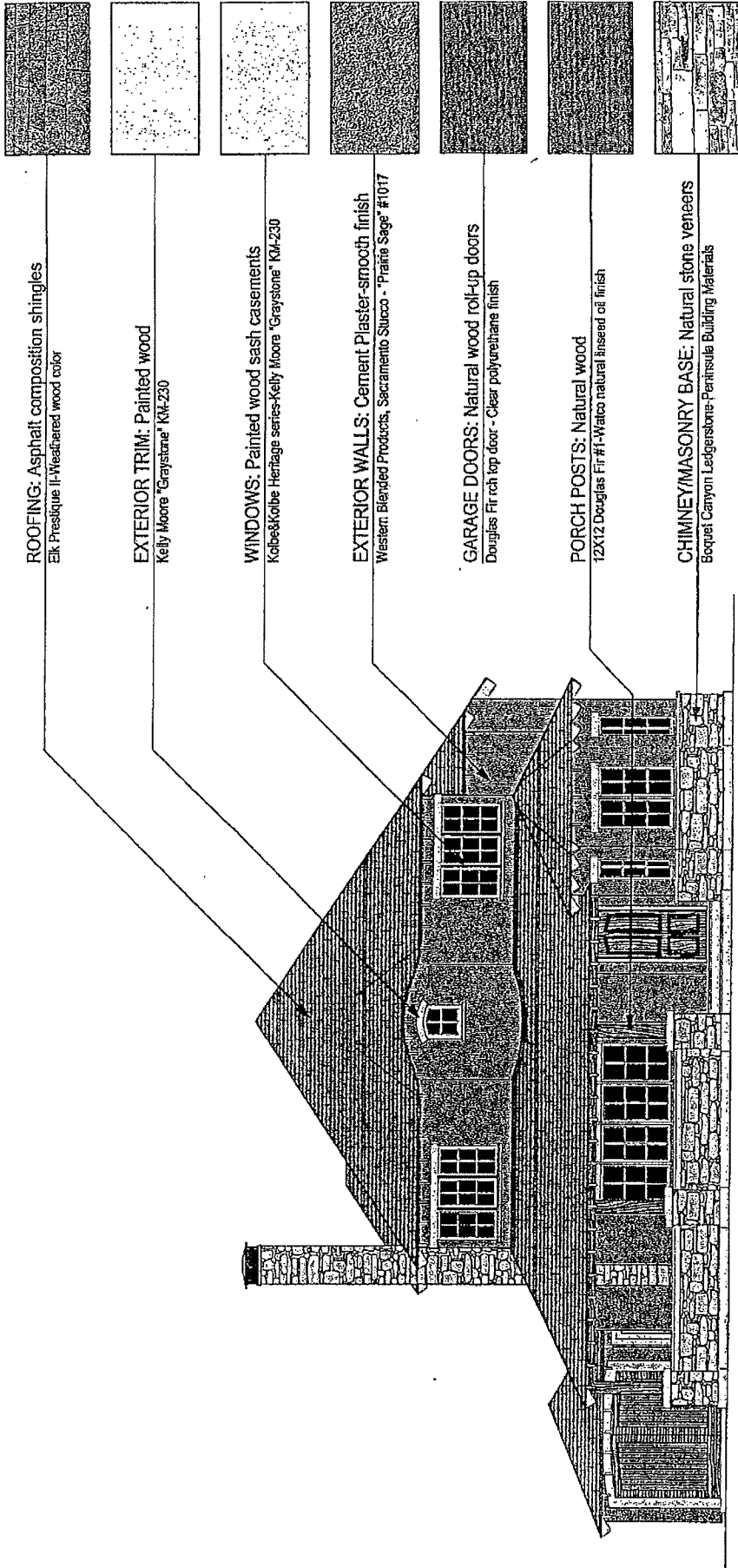
(Natural Grade² or Finished Grade¹ to topmost point of building immediately above, whichever is lower).



28 ft. to 30 ft. Height Limit

¹ Finished Grade (pursuit to sec. 6102.14) is defined as the topographic contours which result after completion of construction on the site. Average finished grade is the average level of the finished grade adjacent to building walls. The outer edges of projecting decks & balconies shall not be counted as "walls" if they are unenclosed below (supporting posts OK) & uncovered above. The average grade shall be calculated by topographic elevations noted at all building wall corners, noted both on the site plan & corresponding elevation plans.

² Natural Grade is defined as the topographic contours which exist prior to any disturbance related to construction on the site.



SAMPLE PRIMARY BUILDING ELEVATION: Project Location

ABC Architects, Any Town, CA (650) 123-4567

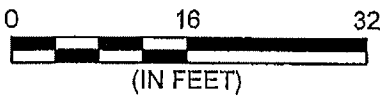
The colors and materials represented here have been approved by the San Mateo County Design Review Board. Please call (650) 363-4161 with any questions, comments, or concerns. This is project #2003-0001. (psd/design review colors (dark wood).psd 7-12-04 ss)

San Mateo County Planning & Building Department

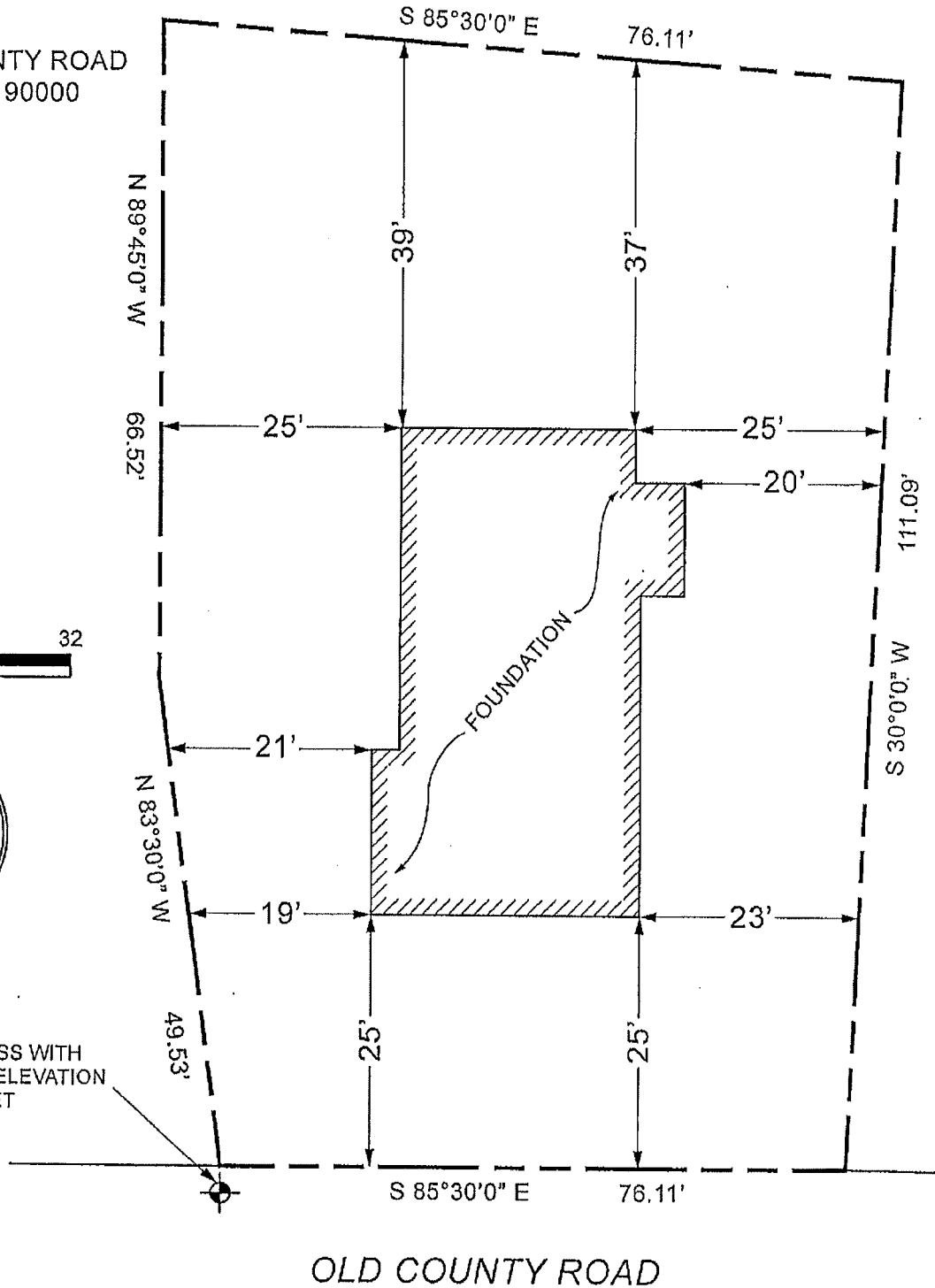
SURVEY SAMPLE

PROJECT SITE
12345 OLD COUNTY ROAD
ANYWHERE, CA 90000

APN
100-010-001



SCRIBED CROSS WITH
AN ASSUMED ELEVATION
OF 100.00 FEET



**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

**Survey Requirements
(For: Survey Professional)**

Project Address: _____

Assessor's Parcel Number: _____

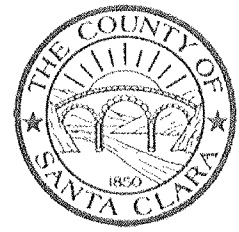
The front of this property for survey purposes is:

A Survey is always required for new construction within 5 feet of a required setback. For other cases of when a Survey is required, please contact Planning and Building staff.

The minimal information needed on a Site Planning Survey varies depending on the project. Below is to help define the minimal information needed by the Planning and Building Department based on the type of project proposed, and can be passed to the appropriate licensed professional for clarification.

REQUIRED		
Yes	No	PROPERTY LINES
		Front
		Rear
		Right Side
		Left Side
		Other
		EXISTING DEVELOPMENT - A minimum of 2 dimensions must be clearly indicated from each property line required above to the nearest existing development.
		Residence: <input type="checkbox"/> front wall <input type="checkbox"/> rear wall <input type="checkbox"/> right wall <input type="checkbox"/> left wall <input type="checkbox"/> other
		Detached accessory building (garage, carport, storage shed, playhouse, other): <input type="checkbox"/> front wall <input type="checkbox"/> rear wall <input type="checkbox"/> right wall <input type="checkbox"/> left wall <input type="checkbox"/> other
		Detached accessory structure (gazebo, trellis, fence, retaining wall, play structure, swimming pool, other).
		Driveways, paved areas (e.g., patios, parking areas).
		Well and/or septic system.
		NATURAL ENVIRONMENT
		Trees ($\geq 6"$ d.b.h. in Emerald Lake Hills area or $\geq 12"$ d.b.h. in any residential zoning district), show actual diameter at breast height and dripline.
		Waterways
		Topographical contours; extent of topographical contours on-site.
		OTHER
		Benchmark with elevation identified (for height verification purposes). <i>See Height Verification Handout for further details.</i>

Please contact the San Mateo County Planning Department at 650/363-1825 with questions.



Story Poles

Definition:

Story poles are three-dimensional, full-scale, silhouette structures that outline the location, bulk and mass that a proposed structure will occupy on a site. They are required for certain design review applications and may be requested for any discretionary review where warranted by visual impact or location issues. Story poles allow Planning staff, neighbors and others to assess the location and general massing of a proposed building from various vantage points.

Story poles shall accurately outline the building's major wall planes, gables and ridges. They need not precisely detail secondary building features and forms.

Construction Requirements:

Story poles shall be constructed of 2x4, or 2x6 lumber or similar other sturdy building material (PVC pipe is not acceptable). Story poles should be braced at the base using diagonal supporting beams or guy wires to ensure that they remain correctly positioned, and can withstand strong winds, shaking and gravity. Additional bracing throughout the structure may be necessary for certain configurations.

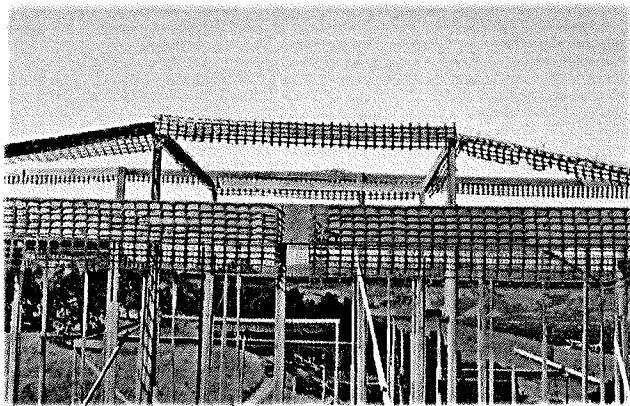
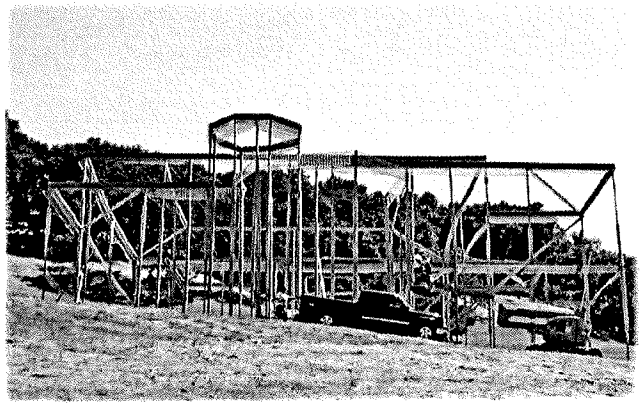
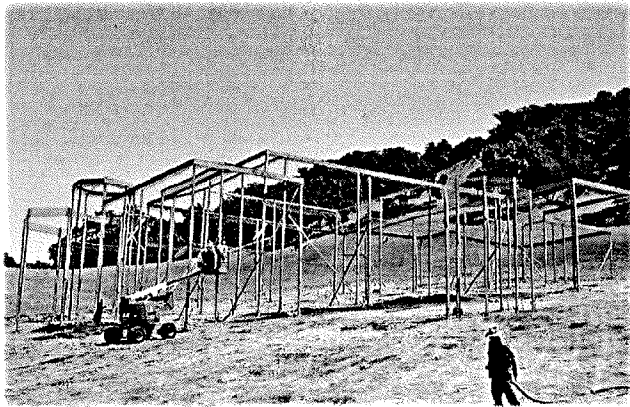
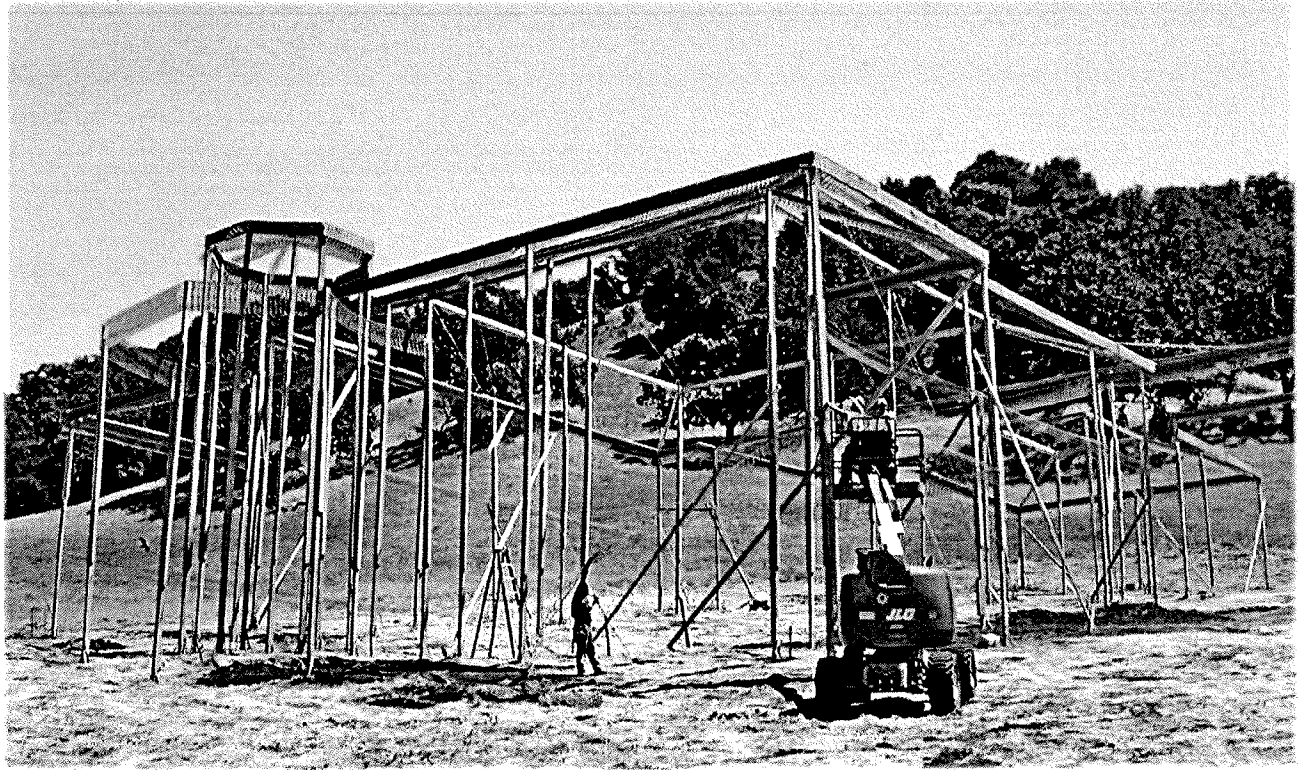
Bright orange construction mesh (or similar, high-visibility material) at least 24 inches in width shall be placed connecting poles to show the building's major wall plates and roof ridgelines. Where grading would change the site's natural grade elevation, story poles shall represent the final height of the building, with grading accounted for in the height of the poles.

If at any time the story poles become unsafe, they shall be repaired and reset immediately. The County shall not be liable for any damage or injury associated with the erection of story poles.

Timing:

The story poles must be satisfactorily installed at least seven days before the scheduled hearing date. Photographs of the site with installed story poles (or other verification documentation) may be requested by the zoning administrator or other hearing authority prior to the hearing.

Story poles shall be maintained beyond the hearing date through the appeal period and, if applicable, subsequent appeal hearings. They must be removed within the seven calendar days following the expiration of final appeal period, unless other arrangements have been made with the Planning Department.



From: [Chris Jordan](#)
To: [Jon Biggs](#); christopher.diaz@bbklaw.com
Subject: FW: Story poles at 389 1st street project 5th day in from installation
Date: Tuesday, March 12, 2019 10:18:33 PM
Attachments: [IMG_2322.jpg](#)
[IMG_2389\[1\].jpg](#)
[IMG_2388\[1\].jpg](#)
[IMG_2387\[1\].jpg](#)

From: Steve Johnson <s>
Sent: Tuesday, March 12, 2019 10:06 PM
To: City Council <council@losaltosca.gov>; Zach Dahl <ZDahl@losaltosca.gov>; Steve Golden <sgolden@losaltosca.gov>
Cc: Jeff Warmoth <>; Jeff Potts <>; 'Sophia Johnson' <>
Subject: Story poles at 389 1st street project 5th day in from installation

Dear Council,

I want to bring to your attention from our 1st presentation of 389-387-385 1st St. for story poles to council and having us return to "try harder" and represent that at the least, not being able to use flags and adding 2' mesh is a mistake. It acts as a wind sail and will pull down the poles.

I think using story poles in downtown Los Altos is as well a risk, hazard to pedestrians and personal property. It's not will they fall (see photo's attached) it's when will they fall and hope to God no one gets hurt. This Thursday will be 1-week with story poles up if they stay up. I think they should be taken down after 1-week period.

Two out of the three story pole installers that I knew of would not hang story poles and use mesh in downtown Los Altos. In their words when we re-presented our plans based off of council's direction there response to us was this will not work in tight quarters and "we are not going to buy a lawsuit" and declined the job.

It is my opinion giving what I have seen is if we need story poles (at all) then they stay up for 1-week with flags not mesh, pictures taken as I've done for our project, sign put out front for people to review, master downtown plan image of project dropped in on city plans that this should be sufficient on downtown projects as we have done. The safety of our community is counting on it.

Sincerely,

Steve

Steve Johnson

SJR Ventures inc.

Steve@sjrventuresinc.com

www.sjrventuresinc.com

(650) 814-5371



skyjack 3J86T

Round Table PIZZA

387

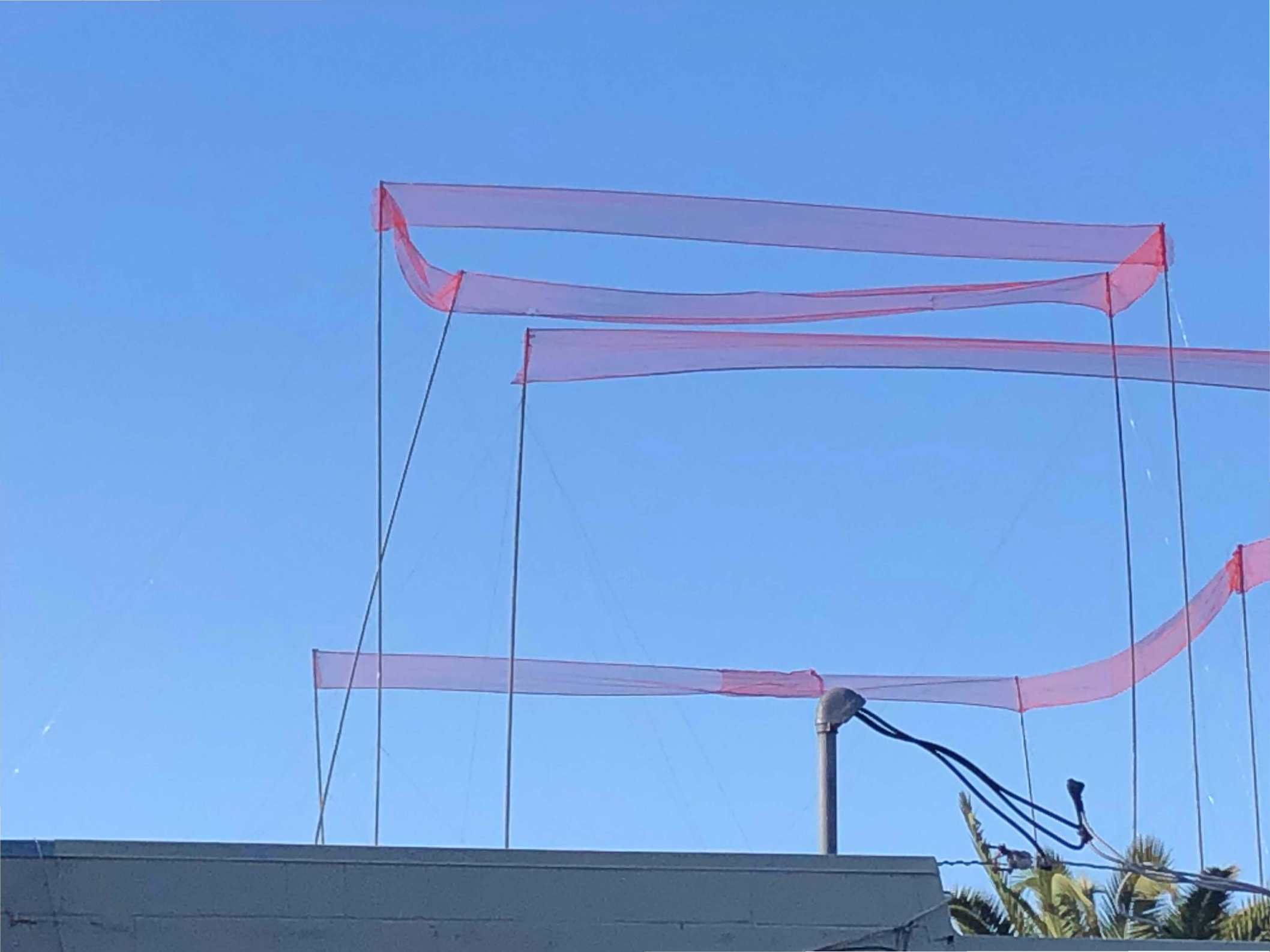
717-4936

RJ DAILEY

FINE HOME BUILDING
RJ DAILEY
SINCE 1979
CONSTRUCTION







From: [Zach Dahl](#)
To: [Jon Biggs](#)
Subject: FW: 1st Place village LLC
Date: Monday, March 11, 2019 11:55:05 AM
Attachments: [IMG_2346.jpg](#)
[IMG_2345.jpg](#)
[IMG_2341.jpg](#)
[IMG_2340.jpg](#)
[IMG_2338.jpg](#)
[IMG_2337.jpg](#)
[IMG_2336.jpg](#)

Here's the email from the 389 First St applicant if you want to include it as correspondence for the story pole policy discussion on 3/26

Zachary Dahl, AICP
Planning Services Manager

Community Development Department
City of Los Altos
(650) 947-2633

From: Steve Johnson <>
Sent: Saturday, March 09, 2019 2:05 PM
To: Steve Golden <sgolden@losaltosca.gov>; Zach Dahl <ZDahl@losaltosca.gov>; Jeff Warmoth <>; Sophia My Girl Johnson <>
Cc: John Thompson <>
Subject: 1st Place village LLC

[Download full resolution images](#)
[Available until Apr 8, 2019](#)

Dear all,

The story polls are up at 389, 387, 385 1st St. to Los Altos as of March 8, 2019.

Please see attached photos.

I want to reiterate that I am concerned as I know planning is with having these polls in the air into foot mesh showing the heights accident sale in the wind. I implore you that we get these story poles down in 30-days max due to safety concerns.

Sincerely,

Steve Johnson

Steve Johnson
Cell: (650) 814-5371













