



MEETING DATE: 06/04/12

ITEM NO: 15

COUNCIL AGENDA REPORT

DATE: May 31, 2012

TO: MAYOR AND TOWN COUNCIL

FROM: GREG LARSON, TOWN MANAGER

Greg Larson

SUBJECT: HEIGHT POLE AND NETTING POLICY
CONSIDERATION OF MODIFICATIONS TO AND IMPLEMENTATION OF THE
HEIGHT POLE AND NETTING POLICY.

BACKGROUND:

The Town's Height Pole and Netting Policy ("Story Pole 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 (see Attachment 1).

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 requirement includes the installation of one or more project identification signs on the property. The signs are a minimum of four feet by eight 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 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

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

Reviewed by: *WR* Assistant Town Manager *AP* Town Attorney _____ Finance

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CONCLUSION:

Council should discuss and provide direction to staff on the story pole policy and use of alternate visual aids for larger developments and cases when it is unsafe or impractical to install compete story poles on a development site. Alternate methods include posting of signs, provision of photo simulations or computer generated models, and using height balloons.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Current Height Pole Policy
2. Story Pole Survey Matrix

WRR:SA:cgt

COMMUNITY DEVELOPMENT DEPARTMENT POLICY
TOWN OF LOS GATOS

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

Approved: *Bud N. Lortz*

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.

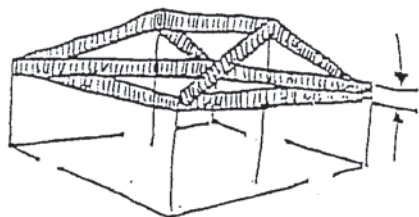
In all cases when height poles and netting are installed, the property owner shall also post a sign two (2) square feet in area stating the plans for the proposed construction are available at the Town Community Development Department and provide the date of the public hearing, if applicable (see attachment). 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

Remarks

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.

NOTICE

**THE PLANS FOR THIS PROJECT
ARE AVAILABLE FOR REVIEW
AT THE
TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT
DEPARTMENT
110 EAST MAIN STREET
LOS GATOS**

**THE PROPOSED PROJECT WILL
BE CONSIDERED BY THE TOWN
PLANNING COMMISSION ON**

**FOR MORE INFORMATION CALL THE COMMUNITY
DEVELOPMENT DEPARTMENT: (408) 354-6872**

Story Pole Survey		
Jurisdiction	Story Poles Required	Other Info
Campbell	No	
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.
Los Altos	No	
Los Altos Hills	Yes	<ul style="list-style-type: none"> • Install two weeks prior to advertising. • Location verified by surveyor or engineer.
Monte Sereno	Yes	
Portola Valley	Yes	<ul style="list-style-type: none"> • Install 10 days prior to public meeting. • Remove 10 days after appeal period.
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"> • Photosimulations and/or three-dimensional computer models required.
Santa Rosa	No	<ul style="list-style-type: none"> • Photosimulations 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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