




REPORT TO CITY COUNCIL

DATE: MARCH 14, 2018

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER 
DOUG HOOPER, PLANNING DIRECTOR 

SUBJECT: APPROVAL OF RESOLUTION NO. 18-1862, FOR ADOPTION OF STORY POLE PROCEDURES FOR VARIOUS TYPES OF DEVELOPMENT PROJECTS

The request of the City Council is for approval of Resolution No. 18-1862, for adoption of Story Pole Procedures for various types of development projects.

Story poles are intended to depict the silhouette or massing of proposed buildings on a project site, with the goal of helping decision makers and the general public visualize the proposed structures in relationship to their surroundings. By way of background, the City has no adopted policy for the installation of story poles on project sites. Rather, staff has used its discretion on a project-by-project basis on whether the installation of story poles would be necessary and/or beneficial beyond the use of project photo simulations.

On January 10, 2018, at the recommendation of the Land Use/Economic Development Committee ("LU/EDC"), the City Council discussed, and directed staff to prepare, Story Pole Procedures for review and adoption by the City Council. Specific recommendations were given by the City Council regarding project applicability, the duration of the installations, and waiver considerations.

The City Council also directed the LU/EDC to first review the draft Story Pole Procedures, which included the recommendations of the City Council given on January 10, 2018. The LU/EDC provided additional revisions regarding the duration of the story pole installation to clarify that they should remain in place during the appeal period and, if appealed, through the conclusion of the first appeal hearing, and thereafter at the discretion of the City Council. Also, the City Council recommended waiver requests should only be considered by the Planning Director if the installation poses a health or safety risk. However, the LU/EDC recommends a waiver also be considered if unique site constraints impact the extent or duration of the installation, and upon conditions determined by the Planning Director. For example, if the installation of story poles impacts existing on-site operations of an existing on-site business, the Planning Director could consider allowing the story poles be installed for a shorter period than would otherwise be required.

The LU/EDC recommends the City Council adopt the attached Story Pole Procedures, which incorporate the recommendations that have been provided to staff by the City Council and LU/EDC.

RECOMMENDATION

Staff respectfully requests the City Council approve Resolution 18-1862, for adoption of Story Pole Procedures for various types of development projects.

Attachment: Resolution No. 18-1862 and Story Pole Procedures

RESOLUTION NO. 18-1862

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
AGOURA HILLS, CALIFORNIA, ADOPTING STORY POLE
PROCEDURES FOR VARIOUS TYPES OF
DEVELOPMENT PROJECTS**

WHEREAS, on January 10, 2018, the City Council discussed, and directed staff to prepare, procedures for the installation of story poles for certain new development projects; and,

WHEREAS, the purpose of the Story Pole Procedures is to demonstrate the height and location of proposed development, and are intended to help decision makers, staff, and the public at large to visualize the mass of the proposed structures in relationship to their surrounding; and,

WHEREAS, the City Council Land Use/Economic Development Subcommittee reviewed and recommended approval of the Story Pole Procedures.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Agoura Hills as follows:

Section 1. The City Council hereby finds that the Story Pole Procedures are consistent with the City's General Plan, because the Story Pole Procedures meet General Plan Goal No. LU-4 – *City Form and Structure* as a tool in assisting decision makers determine whether the “structure and form of development respects Agoura Hills' natural setting; maintains distinct and interconnected places for residents to live, shop, work, and play; and is more compact to reduce automobile dependency.”

Section 2. The City Council hereby adopts the Story Pole Procedures in Exhibit “A”, attached hereto and incorporated by reference.

PASSED, APPROVED AND ADOPTED this 14th day of March, 2018, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSTAIN: (0)
ABSENT: (0)

William D. Koehler, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC, City Clerk

Story Pole Procedures

Purpose

Story poles demonstrate the height and location of proposed development, and are intended to help decision makers, staff, and the public at large to visualize the mass of the proposed structures in relationship to their surroundings.

Applicability

Story poles shall be installed by the applicant for development projects that require a discretionary permit or other entitlement that must be approved by the Planning Commission and/or City Council and meet one of the following criteria:

- 1) All projects in the Agoura Village Specific Plan area;
- 2) All new commercial, office, industrial, multi-family or mixed-use projects on vacant lots;
- 3) All new commercial, office, industrial, multi-family or mixed-use projects requiring a building height or yard/setback Variance;
- 4) All new commercial, office, industrial, multi-family or mixed-use projects on hillside lots (10% or greater average topographic slope);
- 5) All new commercial, office, industrial, multi-family or mixed-use projects on lots with unique topographic features (e.g. knoll, creek, significant oak tree cover, etc.), as determined by the Planning Director; or
- 6) All new single-family residential projects requiring a building height or yard/setback Variance, at the discretion of the Planning Director.

Plan Submittal

Prior to installation of story poles, the project applicant shall consult with the case planner to prepare the story pole plan. The plan is subject to the following criteria:

Plan Size and Scale - The story pole plan shall be shown on the project roof plan, at the same scale, showing all locations at which the poles will be placed.

Location - The number of required story poles required will vary with each specific project. The case planner shall review proposed story pole locations to ensure that the plan adequately demonstrates the proposed height, mass, and bulk of the structures under review. The plan should be kept as simple as possible in order to minimize visual clutter in potential view areas, but must accurately reflect the proposed development outline.

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 plan. 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 mesh, or colored ribbons, between one foot and three feet in width, shall be attached between poles to show all proposed roof lines."

Safety Provisions - All story poles shall be placed in a secure manner to protect 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."

Contact Information - The plan shall include the contact information and license number for the licensed contractor, licensed surveyor, licensed architect or licensed civil engineer responsible for installing the story poles.

Waiver of Risk - The applicant must sign and submit a waiver absolving, indemnifying, and holding harmless the City of any liability associated with construction of, or damage by or to the story poles. The waiver form 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 completed in full and submitted to the City.

Duration

Story poles shall be erected at least three (3) weeks prior to the Planning Commission and/or City Council hearing date, whichever occurs first, and shall remain in place until such time the Planning Commission and/or City Council has rendered a final decision on the project. Story poles shall remain in place during the appeal period and, if appealed through the conclusion of the first appeal hearing, and thereafter at the discretion of the City Council. The story poles shall be removed no later than seven (7) calendar days following the final decision on the project. If any story poles fall down or are damaged while required to remain in place, they shall be promptly replaced or repaired.

Construction Method and Materials

Story poles shall be made of standard 2" x 4" lumber or other material that is sturdy and avoids bending as determined by the City. All story poles need to be erected safely and without putting the public at risk, without bending or leaning, so as to withstand inclement weather. This can be accomplished by installing guy wires or other similar temporary support system.

Certification

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.

Waiver from Story Pole Installation

The Planning Director is authorized to consider a waiver or modify the story pole requirement for particular projects. The Planning Director will only grant a waiver request if the installation poses a health or safety risk, or if unique site constraints impact the extent or duration of the installation, and upon conditions determined by the Planning Director. The Planning Director's decision on a waiver request is final.

Notification

For all projects subject to story pole installation, the applicant shall erect an on-site sign displaying a rendering or photo simulation of the proposed project at the time the story poles are installed. The rendering or photo simulation, shall be approved by the Planning Director for use on the sign. The sign shall include contact information for the applicant, available web site information prepared by applicant, and any other information requested by the applicant and approved by the Planning Director. The sign shall be of a size large enough to convey the required information. The Planning Director shall approve the sign size and location prior to installation.

For projects where less than 100% of the project is depicted with story poles, the rendering should be overlaid with the location of the story poles that have been erected. The overlay is intended to assist the public and decision makers as to the relationship of the poles and the proposed project.

The Planning Commission and the City Council will be notified by City staff at the time the story poles are erected on site. If members of the Planning Commission or City Council make site visits to observe the story poles, then members shall state for the record that they did so during the public hearing for the project.

END