

PLACEMENT OF STORY POLES

I. PURPOSE

- A. To allow review authorities and the public an opportunity to evaluate the potential visual effects of new development prior to construction.

II. POLICY

- A. Require developers and property owners to place story poles at the site of future construction when deemed appropriate by the Review Authority.
- B. The poles shall be placed in a manner, which accurately depicts a proposed structure(s) location, mass, bulk, height, and other relevant information prior to action on a development application.

III. PROCEDURE

- A. A development application for construction, requiring a discretionary action is received by the City for processing.
- B. The Community Development Department staff shall discuss with the applicant the potential need to place story poles on the property prior to action on the development application. If requested, a copy of this administrative policy will be provided to the applicant.
- C. The need for, and the placement of, story poles shall be as determined by the Community Development Director. In some cases, where appropriate, the placement shall be as determined by the Review Authority.
- D. For those applications being considered at a Design Review Workshop, typically placement of the story poles will be requested by the Committee after the Workshop is held. This procedure does not prevent the Planning Commission and/or the City Council from also directing the placement of story poles if deemed necessary.
- E. The information depicted by the placement of story poles may include, but not be limited to illustrating; the location, height, bulk, massing, finish floor height, grading and tree removal of proposed construction when viewed from the adjacent neighborhood or properties and in some instances, such as with hillside development, a large area of the community.
- F. In order to illustrate the information determined necessary by the Review Authority, story pole placement may be as simple as placing several wooden poles at the perimeter of the proposed structure or a more complex arrangement of poles

that are connected by construction barrier tape or similar material to illustrate the ridgelines and full massing of the structure. Additional information corresponding to a handout described below may be required such as placing markings on the poles to note finish grade, finish floor height, parapet or eave height and maximum height of roof. The structure's footprint shall be outlined on the ground in chalk.

- G. A reduced size (no larger than 11" x 17") site plan handout shall be provided to City staff to be distributed to the Review Authority. The plan shall include adequate information to illustrate the orientation of the poles by a numbering system with corresponding numbers to those placed on the story poles. A simple roof plan outline shall be included. A legend shall be included which provides a graphic representation of a story pole with color or other markings to clearly demonstrate information such as finish grade, finished floor height, parapet or eave height and maximum height of roof.
- H. Once the story poles are in place, the poles shall be numbered and the applicant shall photograph the property in question to document the location of the poles from various vantage points as agreed to by the City. The photographs will serve as part of the record for visual assessment of the project.
- I. The applicant shall install the story poles and provide all required information at least 10 days prior to consideration by the Review Authority. Staff will provide notice to the appropriate Review Authority(ies) of the date story poles are to be placed at a project site. The mailed public notice shall indicate when the story poles will be in place and that a site plan handout, as described in G above, is available at the Community Development Department.

APPROVED:

Robert Brown, Community Development Director

Date

For further information, please contact the City of Novato, Department of Community Development at:

- 922 Machin Avenue, CA 94945
- (415) 899-8989
- www.novato.org

Section 4.1.1 Community Development Procedures Manual
Revised: 7/8/04