



CITY OF PACIFIC GROVE
300 Forest Avenue □ Pacific Grove, California

TO: Members of the City Manager's Story Pole Advisory Committee:

- Michael Gunby, Architectural Review Board Member
- Terrence Cohen, Architectural Review Board Member
- Mark Travaille, Historic Resources Committee Member
- Steven Lilley, Planning Commission Member

FROM: Ben Harvey, City Manager *BH*
Laurel O'Halloran, Associate Planner *LOH*

DATE: February 19, 2020

SUBJECT: Summary of review of the City's story pole and netting requirements/process

Thank you for your time and effort in reviewing and discussing the City of Pacific Grove's (City) story pole and netting requirements and process.

On July 15, 2009, the City Council approved applicant requirements for netting, staking and story poles for Architectural Permit (AP) projects involving building additions (see attached document - City of Pacific Grove Community Development Department Applicant Requirements for Project Staking and Story Poles). In 2019, the City Manager convened a committee (Committee) tasked with reviewing the story pole and netting requirements and process (Staking requirements) in response to questions received both from applicants and the public.

In August 2019, the Committee met, and following review of the City's existing Staking Requirements, made the following determinations:

1. Story poles and netting should continue to be required for residential zoning districts, with the exception of projects with unusual circumstances, or where story poles and netting pose safety concerns.
2. Projects where story poles and netting may pose safety concerns may include, but are not limited to the following:
 - a) Multi-story buildings without adequate space to brace the poles;
 - b) Projects with a high voltage wire located nearby; and
 - c) Projects directly abutting the City's right-of-way.

In instances such as these, and in lieu of story poles and netting, the Community Development Director should require a photo illustration of the project with proper context and shadow cast at a specific time of the day.

3. The Owner, or applicant or contractor, should continue to be required to certify the story poles and netting are at the correct height, and accurately portray the proposed construction. This certification may include a written document stating the height and netting posted on-site.
4. Staking Requirements should not be codified, but rather should remain as enforceable requirements, approved by the Council.
5. Requiring story poles for accessory dwelling units (ADU) is not recommended, as per state law, the City has no discretionary review over ADUs.

Next Steps:

The Committee's observations do not require changes to the City's Staking Requirements. No further action is needed.

Attachment

City of Pacific Grove Community Development Department Applicant Requirements for Project Staking and Story Poles & Identification of Trees or Branches Proposed for Removal

cc: Members of the City Council
Members of the Planning Commission
Members of the Architectural Review Board
Members of the Historic Resources Committee
Assistant City Attorney
Community Development Department

**CITY OF PACIFIC GROVE
COMMUNITY DEVELOPMENT DEPARTMENT**

**APPLICANT REQUIREMENTS FOR PROJECT STAKING AND STORY POLES &
IDENTIFICATION OF TREES OR BRANCHES PROPOSED FOR REMOVAL**

Story poles and netting are required for all projects involving building additions or modification of massing or height. They shall be installed and maintained by the applicant as follows:

- A. The proposed ridgelines and exterior wall lines of such projects shall be delineated with international orange netting supported by poles or other appropriate materials. Netting shall be a minimum of one foot in width.
- B. The netting and supports shall accurately reflect the extent of the proposed project as well as its position on the site. A pole and flag shall indicate the chimney height. New or modified architectural details such as windows, doors, or small gables need not be indicated by netting. Changes to exterior materials also are exempt.
- C. Story Poles and netting shall be in place at the time the public notice or notices are posted for architectural approval. Netting shall remain in place until all appeal and call-up periods have ended.
- D. Netting and its supports shall be kept in an accurate, well-maintained, and safe condition until the end of the appeal period, or as long as they remain in place.
- E. If trees or branches are proposed for removal as part of a project, they shall have fluorescent pink or red flagging ribbon, with a minimum width of 1", tied around their most visible portion. This ribbon shall be in place by the time the notice or notices are posted and shall remain in place until the end of the appeal period.
- F. It is the applicant/property owner's responsibility to ensure the accuracy of the staking and flagging of the proposed project. If staking and netting is found to be inaccurate in the field, the project may be continued to a future meeting date.
- G. In rare cases where the size or position of a proposed project renders these story pole and netting procedures infeasible, applicants may seek relief and directions for effective alternatives from the CDD Director. These alternatives may include broader mailings of public notices, a newspaper ad, photomontages, flagging, or a combination of the above or other methods.
- H. EXCEPTIONS: Proposed netting procedures will not apply to projects deemed eligible for administrative approval by the CEDD Director or to projects that are exempt from discretionary review.

Approved by City Council on July 15, 2009

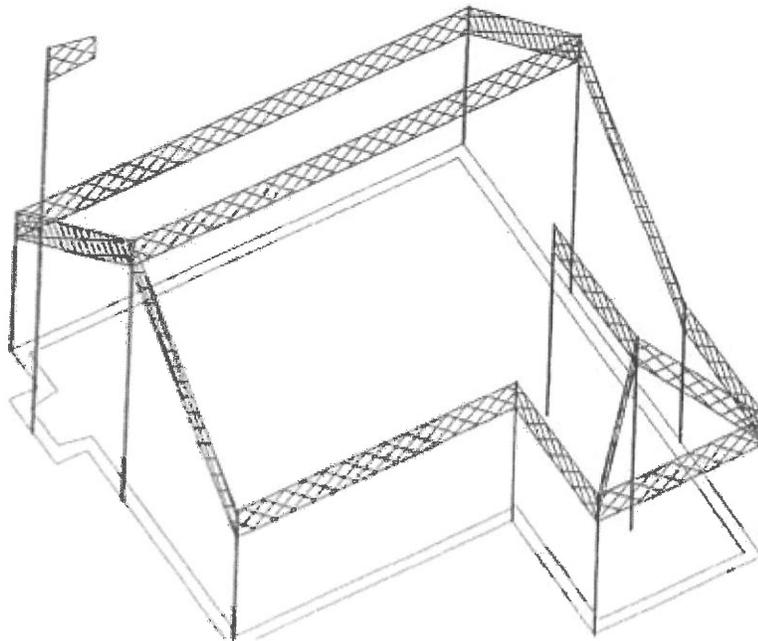
DUE DATES FOR NETTING AND SUBMITTAL OF SITE PLAN

PLANNING COMMISSION MEETINGS

Monday	Tuesday	Wednesday	Thursday	Friday
NETTING & PLAN DUE				
Monday	Tuesday	Wednesday	Thursday MEETING DAY	Friday

ARCHITECTURAL REVIEW BOARD MEETINGS

Monday	Tuesday	Wednesday	Thursday	Friday Netting and Plan Due for Historic Preservation Permit Projects
Monday Netting and Plan Due for Architectural Approval Projects	Tuesday	Wednesday	Thursday	Friday
Monday	Tuesday MEETING DAY	Wednesday	Thursday	Friday



NETTING SAMPLE