



CITY of CALABASAS

**PLANNING COMMISSION AGENDA REPORT**  
**SEPTEMBER 10, 2020**

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**TO:** Members of the Planning Commission

**FROM:** Glenn Michitsch, Senior Planner

**SUBJECT:** Review of Recommended Planning Commission Amendments to the City's Story Pole Procedures

**RECOMMENDATION:** Recommend amendments to the City's Story Pole Procedures to the City Council, as contained in Exhibit A

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**REVIEW AUTHORITY:**

The City's Story Pole Procedures were originally adopted by the City Council at the June 24, 2015 regular meeting. Therefore, amendments to the Story Pole Procedures must be approved by the City Council. However, the City Council asked that the Planning Commission first discuss any proposed amendments and provide a recommendation to them.

**BACKGROUND / DISCUSSION**

On June 18, 2020, the Planning Commission held a discussion on amending the City's story pole procedures, the adopted guidelines that implement the City's story pole requirements. During the discussion, Commissioner Mueller indicated that he had reviewed the Story Pole Procedures, and would forward some suggested amendments to the Story Pole Procedures (to clean up some unclear language) to staff in a redline document. In addition, the Commission requested that staff bring back an amended redline Story Pole Procedures for their review that included the following:

- 1) Amendments to the procedures to ensure staff has enough flexibility to require netting, or other visible material (as necessitated by site conditions) strung between the story poles to accurately and visibly depict a proposed project's rooflines; and
- 2) Amendments to the procedures that give the Community Development Director the

discretion to require applicants to place project renderings in addition to story poles on-site for other non-commercial projects (since renderings are already required for commercial projects), when the Director feels renderings are necessary to help the public understand the full scope of a proposed project. However, the Commission requested an exemption of this requirement for situations where a project consists of development of one single-family residence or an addition to a single family residence.

Included in Exhibit A, attached to this staff report, is a redline (track changes) version of the City's Story Pole Procedures. For clarity, the language amendments recommended by Commissioner Mueller are in [blue](#) and [green](#), and staff's recommended amendments are in [red](#).

**ATTACHMENTS:**

Exhibit A: Redline Amendments to the Story Pole Procedures