

Story Pole Guidelines

Purpose

Story poles are a tool to assist decision-makers, staff, and the public in the review of development projects. They assist in making findings regarding appropriate mass, bulk and scale, neighborhood compatibility, and/or minimization of impacts to important public scenic views. Therefore, the accuracy, readability, and articulation of story poles are important to fully understand the proposed project. However, actual site improvements are subject to compliance with approved plans, rather than with representations from the story pole installation.

When Required

Story Poles are most commonly requested, on a case by case basis, by the Board of Architectural Review. This document provides guidelines for the installation of story poles. Each of the County Boards retain jurisdiction to modify the requirements for individual cases.

Standards

1. Story Pole Plan – A story pole plan shall be reviewed by County staff (and the BAR chair where appropriate) in coordination with the applicant prior to installation of story poles. The plan shall include the following:
 - a. Placement of story poles: Sufficient to show the mass, bulk, height and scale of the structures and measured from a permanent benchmark on or near the proposed project. The story poles do not have to and should not depict all the articulations of the building. Major building corners, finished floor levels, significant elements, length of façade within a specific view shed, ridgelines, and a scale should be shown. It may be necessary to stake more than just the four corners of a structure if significant spans are involved. Outline the building footprint with stakes and construction netting or other visible project element. Changes proposed in grade, with finished height and elevations, should be shown by color coding the stakes/poles.
 - b. Materials proposed to be used for story poles. Story poles should be made of 2x lumber (PVC piping is acceptable in some instances) or other sturdy material and 12” wide snow or construction netting. In addition, they should be braced for safety purposes. The orange construction/snow fencing connections should clearly depict the roofline and ridgelines. Installed story poles, site key, and associated flagging and/or netting shall be of materials and method of installation to withstand reasonably foreseeable weather or other site factors (i.e. grazing) for the required duration of display.
 - c. Legend: For large or complex projects (at the discretion of the BAR), a story pole plan and legend (11” x 17” black and white) will be posted on the project site and the County’s website to inform viewers about the project.
 - d. Proposed date of installation: The plan is to include the date the story poles are proposed to be installed, as well as the length of time the story poles will remain on site.
2. Story Pole Installation – The story poles shall be installed according to the story pole plan, and:
 - a. Certification: The Story pole installation shall be certified by the licensed professional (surveyor, architect, landscape architect, or contractor) who prepared the story pole plan

and/or installed the story poles. The certification shall be submitted to staff after installation of the story poles, but before review by the Board of Architectural Review or other review body.

- b. Timeframe for installation: Story poles shall be installed at least three days prior to the BAR meeting.
- c. Story poles shall remain in place for a minimum of seven days after the BAR meeting.
- d. If story poles are damaged, replacement may be required as directed by the BAR.

Staff Responsibility

- 1. Notification of Planning Commission or Zoning Administrator if story poles are installed for a project on which they are the decision maker.
- 2. Photo-documentation of the installed story poles.