

Draft 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 of story poles is important [to fully understand the proposed project](#). However, compliance with approved plans, rather than story poles, is the standard for compliance with County regulations.

When Required

Story Poles are most commonly requested, on a case by case basis, by the Board of Architectural Review.

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. The story poles do not have to and should not depict all the articulations of the building. Major building corners, [significant elements](#), length of façade within a specific view shed, and/or ridgelines 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 element](#). ~~-, string line, or chalk/paint lines~~. 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~~ [shall](#) 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. ~~PVC piping is not acceptable~~. The [orange construction/snow fencing connections](#) ~~should clearly used to~~ depict [the roofline and ridgelines](#), ~~plate lines, or other horizontal elements should be composed of bright construction netting, tape or similar material~~. 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, or engineer, ~~architect, landscape architect, or contractor~~) who prepared the story pole plan and/or installed the story poles. The certification shall be submitted to staff and photo documentation after installation of the story poles and the applicant must request a site inspection by the project planner. ~~, but before review by the Board of Architectural Review or other review body.~~
- b. Timeframe for installation: Story poles shall be installed at least ten (10)~~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~~ 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. ~~Photodocumentation of the installed story poles~~ Site inspection of installed story poles.