Call to Order. The following commissioners were present: Chairperson Bob McMahon; Commissioners Stella Broz, Brian Golwitzer, Del Houghton, Frank Lecinski and Jeff Letzter - 6. Absent: Commissioner Mike Bukolt - 1. Also present for the Village were Trent Turner, Building & Zoning Officer and Laura Frumet, Deputy Clerk.


Discuss and recommend for approval possible updates to Architectural Review Standards. At the previous ARC meeting, a resident was seeking approval to install solar panels on the roof of his house as an alternative energy system. After reviewing his proposal, the Commission felt guidelines should be in place to cover the multitude of things which need to be considered such as installation methods, aesthetic qualities, placement views, safety issues and more. It was noted that by law, homeowner’s associations can’t prohibit solar panels.

Inspector Turner supplied a draft Appendix to the building code for standards for solar energy systems (SES). The general regulation states that roof-mounted SES’s will be permitted in all zoning districts subject to review by ARC and approval by the Village Board. The Commission then discussed specific standards:

1. A roof-mounted SES shall be permitted, provided that the installation method shall be compatible and harmonious with the aesthetic qualities of the structure to which the device is attached so as to not abruptly alter the architectural character of the structure.
   a. Shall be attached directly to the exterior of the roof structure to ensure the lowest profile permissible. All components of the SES shall not extend above the maximum building height permitted by the zoning district or beyond the existing limits of the roof.
   b. No component of the SES, including mounting racks, shall be permitted to tilt or rotate at a slope greater or less than the roof to which the device is attached.
   c. Shall not be permitted on a roof with a street-facing elevation or abutting a major arterial roadway.
d. Shall be designed and installed to prohibit sun reflection towards vehicular traffic and any habitable portion of an adjacent structure. Sun reflection onto an adjacent roof shall be acceptable.

e. Solar panels are to be arranged in uniform patterns. A diagram shall be supplied with the ARC submittal for review. Randomly placed or angled panels will not be acceptable. (See Exhibit XX)

f. A letter from an architect or structural engineer will be required to show that the structure is capable of supporting the additional load and wind loads. Installation shall meet the current building and electrical codes.

g. No electrical is to be exposed. (See Exhibit XX)

h. All electrical disconnects, inverters, etc. shall not be visible from the road or adjacent properties. (See Exhibit XX)

i. All solar panels, frames and mounting hardware shall be black, brown or bronze; whichever best matches the roofing materials.

j. Mounting rails and hardware shall not extend any further than 6 inches from the outside edge of any panel.

k. There shall be a three foot (914 mm) wide clear access pathway from the eave to the ridge on each roof slope where panels/modules are located. The access pathway shall be located at a structurally strong location on the building capable of supporting the live load of fire fighters accessing the roof.

l. No trees or vegetation shall be removed or pruned to reduce or eliminate shading from the sun, unless warranted for good forestry practices, as determined by the village’s landscape consultant. An additional fee for the review will be required.

m. A letter from a Homeowner Association, when required, will be submitted with the application for ARC.

n. A notification form from adjacent property owners, supplied by the village, will be submitted with the application for ARC.

o. Ground mounted or wall mounted SES will be reviewed on an individual basis. A landscape or screening plan will be submitted with the application for ARC.
**Decommissioning and Restoration Plan**

Any Solar Energy System found to be unsafe by the building official shall be repaired by the property owner to meet federal, state and local safety standards or removed within sixty days following the date of mailing of notice by certified mail to the last taxpayer of record that the system is in an unsafe condition. If any SES is not operational for a period of six consecutive months, the system and all related equipment may be deemed abandoned by the Village. The property owner shall remove the system and all related equipment within sixty days following the date of mailing of notice by certified mail to the last taxpayer of record that the system has been deemed abandoned. If a system is not repaired or removed as required by this section, the village may institute legal proceedings to obtain compliance with this section. Any property owner of an abandoned or non-conforming SES which is in violation of any provisions of this Chapter is subject to a fine of up to $1,000 for each violation, plus court costs and Village administration costs. Each day that a violation continues shall be deemed a separate offense.

Based on the verification of these standards complying with federal laws, it was the consensus of the Commission to recommend for approval the Appendix to the Building Code for Solar Energy System standards as discussed.

**Discuss Temporary Signage.** Inspector Turner has been working with some business owners who have asked for a little leeway when it comes to temporary signage rules. Some business owners have placed advertising on trucks that are parked in the parking lot, which is acceptable as long as the vehicle is licensed and has a village sticker. It was questioned whether the village enforces parking signs that are restrictive to certain businesses. Inspector Turner stated that the signs in question were agreed upon between the businesses and building owner and were not enforceable. Most temporary signage that goes up at street corners for fundraisers or local organizations have been approved by Inspector Turner. If they are not, he removes them. Developer Real Estate signs that go up on the weekends for Spring Grove subdivisions are okay.

**Public Comment.** None.

**Other Business.** Chairperson McMahon asked the Commissioners to please try to stay focused and ask only actual Architectural Review questions when applicants come before the Commission.

There being no further business, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Laura Frumet, Deputy Clerk