

RESOLUTION ESTABLISHING GUIDELINES FOR DESIGN REVIEW BOARD  
CONSIDERATION OF SOLAR PANEL INSTALLATION PERMITS

WHEREAS, the Village is experiencing increased interest in the installation of solar panels at residences within the Village of Thomaston, and

WHEREAS, installation of such panels in proper instances may be an appropriate means for property owners to implement measures to conserve energy, and contribute to the protection of the environment; and

WHEREAS, in order to obtain a required building permit for such installations, a recommendation from the Village Design Review Board is required; and

WHEREAS, the Design Review Board has recommended to the Board of Trustees that a Village policy be promulgated, to establish guidelines to facilitate the design review process by encouraging certain design characteristics deemed appropriate in achieving the standards set forth in the Village building code; and

WHEREAS, the Board of Trustees agrees that such guidelines would be useful to enhance the ability of the Building Department, and the Design Review Board, to review permits applications for installation of solar panels, and that the establishment of such guidance is in the best interest of the Village and its residents,

NOW, THEREFORE, BE IT

RESOLVED, that effective immediately, in reviewing building permit applications for installation of solar panels at residential premises in the Village, the following guidelines should be considered and, unless there are compelling circumstances to the contrary, applied by the Design Review Board and Building Department in determining whether to grant any such permit application:

1. Mounted solar panels and other fixtures should not be visible to an observer when standing on any public right-of-way within 200 feet of the property unless said fixtures do not have a negative visual impact on the character of the neighborhood. In no instance shall solar panels be visible to an observer standing at the street line in front of the residence. Where necessary and feasible, the equipment shall be screened with appropriate material as recommended by the Design Review Board.
2. Each permit application for a solar panel installations shall include a survey of the subject property made not more than one year prior to the application date, which survey shall depict all improvements then existing on the property.
3. Each such application shall include documentation that the existing roof is not older than ten (10) years, or a Certification by the Architect/Engineer in charge of the installation that the existing roof is capable of withstanding the new load per the minimum requirements of the then current NYS Building Code.

4. Unless such requirement is waived by the Building Official for good cause, installation of solar panel equipment shall be permitted only on a roof with a single layer of roof covering.
5. At no point may visible panels or supports, or other mounting equipment, extend more than six inches above the roofline.
6. Each such application shall include an accurately colored illustration identifying panel placement and roof elements such as vent stacks, skylights and ridge vents, and elevation elements such as windows and doors. To the maximum extent feasible, all panels are to match the color of the roof or wall to which they are to be attached. In the absence of matching color panels, the panel frames and supporting brackets must be black.
7. Each such application shall include an accurately colored photograph showing all elevations of the existing structures(s) on the property and the front façade of the structures on each property immediately adjacent to the subject property.
8. Accessory boxes shall be located on interior walls, and be not visible on any exterior wall of the building.
9. An emergency cut-off switch shall be provided, mounted on a side exterior wall at a height not to exceed four feet, at a location which will be readily accessible in case of emergency.
10. Heat-storing masses and ground-mounted solar collector system bases shall be allowed only in a rear yard, and in accordance with the Village's accessory structure regulations.
11. Conduit connecting panels shall be submerged into the soffit and/or below the roof shingles and plywood sheathing in a manner to render them not visible. No conduit may be laid on the roof. Vertical conduit shall be placed near existing leaders or existing conduit, and shall match the color of the exterior wall or leader.
12. Each such application shall include a Glare Effects Analysis.
13. No trees may be removed to accommodate installation, collection or functioning of any solar panel equipment.
14. Each permit application shall include six (6) sets of architectural drawings showing all the exterior features of the building including roof plan and elevations.
15. Complete application packages must be submitted to the Village office at least seven (7) business days prior to the Design Review Board meeting, to facilitate distribution to Board members for review.
16. No permit application shall be considered by the Design Review Board for any solar panel installation, or substantial modification to an existing such installation, without

documentation that written notice of such application, in a form provided by the Village, has been given by the applicant to all owners of property within a two hundred (200) foot radius of the subject property, as shown on the Village's most recent assessment roll. Such notice shall be mailed by the applicant certified mail, return receipt requested, at least ten (10) business days prior to any meeting of the Design Review Board at which such application is to be considered. Proof of such mailing shall be filed with the Village Clerk no later than five (5) business days prior to such meeting, and all certified mail receipts or returns shall be filed with the Village Clerk not later than one (1) day before the meeting.

And it is further

RESOLVED, that the Design Review Board may utilize such additional policies and practices as it may deem appropriate with respect to consideration of solar panel installation permits, provided that no such policy or practice may be inconsistent with the policy established and/or amended by the Board of Trustees, or other applicable law, rule or regulation, and it is further

RESOLVED, that this resolution may from time to time be amended by resolution of the Board of Trustees, and such resolution(s) shall remain in effect until repealed or rescinded by resolution of the Board of Trustees.

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