

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF ZONING, PLANNING AND APPEALS**

**CASE NUMBER:** 18-ZPA-09-001

**HEARING DATE:** October 11, 2018

**PROPERTY ADDRESS:** 540 Ridgewood Drive

**PETITIONER:** Sunrun Installation Services

**PROPERTY OWNER:** Jessica Butler

**PIN NUMBER:** 19-14-378-021

**REQUEST:** 1. Conditional Use for a Solar Energy System (Sec. 17.20.030)

**MEMBERS PRESENT:** O’Laughlin, Kretschmer, Pippen, Williams, Graziano

**MEMBERS ABSENT:** Khoury, Jasper

**STAFF MEMBERS PRESENT:** Brian Simmons  
Director of Community Development

Acting Chairman Graziano called the meeting to order at 7:30 PM. After approving the minutes of one previous case, Acting Chairman Graziano called Village Case No. 18-ZPA-09-001.

Director Simmons stated the Petitioner, Sunrun Installation Services, is seeking approval of a conditional use in order to construct an accessory solar energy system to the single-family residence located at 540 Ridgewood Drive. Director Simmons reviewed the proposed plan of solar energy panels being installed on the roof of the residential structure, and stated per the Village’s Zoning Ordinance, accessory solar energy systems require conditional use approval within the R-2 High Density Single-Family Residential District. The ZPA hearing was properly noticed in the September 26, 2018 edition of the Northwest Herald newspaper. In addition, the Petitioner has completed the required written notice to property owners within 250 feet and Staff posted a public hearing sign on the subject property.

The Petitioner, Ms. Amy Heart and Mr. Weston Wheelehan, of Sunrun Installation Services, presented additional information on the residential use of solar panels. They reviewed for the board how the panels would be installed and utilized.

There has been no negative feedback from surrounding property owners.

Acting Chairman Graziano opened the floor to Public Comment. With no comment from those present, Acting Chairman Graziano closed the Public Comment portion of the meeting.

Discussion:

Member O’Laughlin asked about the visibility of the panels from the street. Director Simmons stated the Village does not regulate how the panels are placed on a roof. Ms. Heart stated the proposed panels are placed so they will supply no more power than the resident uses in one year.

Ms. Heart and Mr. Whelehan addressed questions from the Board regarding details of the physical effects of the solar panels on the roof of the building and stated all their solar panel installers are trained and certified.

*Acting Chairman Graziano entertained a motion.*

*Member O'Laughlin moved, seconded by Member Kretchmer, to recommend to the Village Board of Trustees, approval of a conditional use for an accessory solar energy system for the property located at 540 Ridgewood Drive subject to the following conditions:*

- 1. The conditional use shall be granted for the property located at 540 Ridgewood Drive.*
- 2. The proposed improvements shall substantially conform to the attached plans and exhibits as part of this petition, except as they may be changed to conform to Village Codes and all conditions of approval.*

*Aye: O'Laughlin, Williams, Pippen, Kretchmer, Graziano*

*Nay: None*

*Abstain: None*

*Absent: Khoury, Jasper*

*Motion Passed: 5-0*

After hearing a second case, Acting Chairman Graziano entertained a motion to adjourn at 8:03 pm. Member O'Laughlin moved, seconded by Member Kretschmer to adjourn at 8:03 pm.

*All Ayes by Voice Vote*

*Motion Passed*

Respectfully submitted,

  
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Susan Greene, Deputy Village Clerk

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF ZONING, PLANNING AND APPEALS**

**CASE NUMBER:** 18-ZPA-09-002

**HEARING DATE:** October 11, 2018

**PETITIONER:** Village of Cary

**REQUEST:**

1. Chapter 17 Zoning Text Amendment
  - a. Section 17.70 Board Review – Add Associate Member to Board of Zoning, Planning and Appeals

**MEMBERS PRESENT:** Graziano, O’Laughlin, Kretschmer, Pippen, Williams

**MEMBERS ABSENT:** Khoury, Jasper

**STAFF MEMBERS PRESENT:** Brian Simmons  
Director of Community Development

Acting Chairman Graziano called the meeting to order at 7:30 PM. After approving the minutes of one previous case and hearing an additional case, Acting Chairman Graziano called Village Case No. 18-ZPA-09-002.

Director Simmons stated the Board of Zoning, Planning and Appeals (ZPA) is an administrative board whose membership, terms, conditions of service, powers, and duties are set out in Chapter 17.70 of the Village Code. The ZPA acts as both the Village’s Zoning Board of Appeals and Plan Commission. Staff is proposing an amendment to makeup of the ZPA to add an associate member to the existing seven regular members. As with other changes to the Zoning Ordinance, a public hearing is required to review proposed modifications to the ordinance and a formal recommendation from the ZPA to the Village Board has to be made before the code can be officially change. The ZPA hearing was properly noticed in the September 24, 2018, edition of the Northwest Herald newspaper.

Director Simmons stated the proposed text amendment will add an associate member to the structure of the ZPA. An associate member would be an 8th member of the board and would have the ability to participate in all deliberations of the ZPA. The associate member would only be able to vote however in the case of one of the other seven member’s absence. The associate member concept is one which is utilized in other local communities and is a way to ensure a full board, or near full board, reviews each petition. Additionally, the associate member is a way in which a new member could be trained on the operations of the board or quickly replace a member who departs the board.

Acting Chairman Graziano opened the floor to Public Comment. With no comment from those present, Acting Chairman Graziano closed the Public Comment portion of the meeting.

Discussion:

Member Pippen stated in his experience this would be a benefit to the Zoning Board, and he supports the Amendment.

*Acting Chairman Graziano entertained a motion.*

*Member Pippen moved, seconded by Member Williams, to recommend to the Village Board of Trustees, approval text amendments to the Zoning Ordinance of Section 17.70 Board Review to add an associate member to the Zoning Board of Appeals.*

*Aye: O'Laughlin, Williams, Pippen, Kretchmer, Graziano*

*Nay: None*

*Abstain: None*

*Absent: Khoury, Jasper*

*Motion Passed: 5-0*

Acting Chairman Graziano entertained a motion to adjourn at 8:03 pm. Member O'Laughlin moved, seconded by Member Kretschmer to adjourn at 8:03 pm.

*All Ayes by Voice Vote*

*Motion Passed*

Respectfully submitted,



Susan Greene, Deputy Village Clerk