

**Louisburg Planning Commission Regular Meeting  
6:30P.M. June 26, 2019  
City Council Meeting Room  
215 South Broadway  
AGENDA**

**Item 1: ROLL CALL:**

**Item 2: ADOPTION OF THE AGENDA:**

**Item 3: APPROVAL OF THE MINUTES:**  
- Minutes from the May 29, 2019 Meeting

**Item 4: PUBLIC COMMENTS:**  
Persons who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only.

**Item 5: PUBLIC HEARING BUSINESS ITEMS:**  
None

**Item 6: NON-PUBLIC HEARING BUSINESS ITEMS:**  
None

**Item 7: OLD BUSINESS:** Any old business the Commission may wish to discuss  
A discussion concerning Solar Panel requirements.

**Item 8: NEW BUSINESS:**  
None

**Item 9: REPORTS:**  
None

**Item 10: ADJOURNMENT:**



**LOUISBURG PLANNING COMMISSION MEETING MINUTES**  
**Wednesday May 29, 2019**

The Planning Commission of the City of Louisburg, Kansas met at 6:30 p.m. in the City Hall Council Chambers with Chairperson Andy Sauber presiding.

**ATTENDANCE:**

Commission Members: Nate Apple, George Bazin, Donna Cook, Brandon Fosbinder, Rick Phillips  
City Administrator: Nathan Law  
Staff:  
Recording Secretary: Jean Carder  
City Council: Mayor Marty Southard  
Visitors: None

**ITEM 1: ROLL CALL**

**ITEM 2: ADOPTION OF THE AGENDA:**

Chairman Sauber asked that item 7A **Administrator’s Report** be added to the agenda. A motion was made by Nate Apple to adopt the agenda. The motion was seconded by Rick Phillips. Motion passed 6-0.

**ITEM 3: APPROVAL OF THE MINUTES:**

A motion was made by George Bazin to approve the minutes from the April 24, 2019 meeting. The motion was seconded by Donna Cook. Motion passed 5-0. Rick Phillips abstained.

**ITEM 4: PUBLIC COMMENTS:** Persons who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for information purposes only.

None

**PUBLIC HEARING BUSINESS ITEMS:**

**Item 5:** None

**NON-PUBLIC HEARING BUSINESS ITEMS:**

### **Item 6: Discussion of Feather style signs**

Staff presented a request from a business owner to be allowed to install feather signs for a seasonal business. Donna Cook stated she is not in favor of these types of signs. Nate Apple said speaking for himself and Chairman Sauber they would not like to allow these signs as the commission spent quite a bit of time reviewing sign regulations and discussed these particular types of signs during that process.

Administrator Law asked the commission if it would consider allowing these types of signs under the temporary sign allowance, which allows 1 sign per parcel, up to five signs total, for up to 21 days each year.

Sheena (Rusty, can you fill in last name) was in attendance and spoke to the commission. She stated she would like to open a Liberty Tax Service office along with another business. She said the feather signs are important to the seasonal tax office mentioning that her locations in the metro area are allowed to use feather signs.

Chairman Sauber explained the commission is not in favor of changing the sign regulations to allow feather signs.

**OLD BUSINESS:** Any old business the Commission may wish to discuss.

### **Item 7: Solar Policy**

The Commission discussed an updated solar policy that had been reviewed by Mid-America Regional Council's solar energy coordinator. The Commission had asked to have an authority in the field of solar weigh in on the process. Laura Machala reviewed Louisburg's proposed policy and made several suggestions.

Commission members said they had agreed solar panels could be placed on accessory buildings and that was not reflected in the current policy version.

Commissioners then went through the marked-up policy and indicated which items to adjust to reflect the suggested changes by the MARC staff and which items to leave as-is. They would also like to include the sample of the MARC check-list that was provided for review. Commissioners directed staff to make changes and bring back for final review.

### **Item 7A: Gravel parking lot located on W. Amity St.**

Administrator Law said at the most recent Council meeting a councilmember questioned the Planning Commission's discussion of the gravel parking lot that occurred at the April Planning meeting. This lot is located directly east of the NAPA Auto Parts store on W. Amity. Administrator Law said the councilmember thought that discussion should have been directed to the Board of Zoning Appeals rather than Planning Commission. Administrator Law said no formal council action was taken to send this item back to the Planning Commission. Mr. Law also noted the councilmember's interpretation that the lot is a non-conforming lot since it has no direct access to Amity Street and access is through the NAPA entrance.

Administrator Law said with no action by Council, staff is not requesting anything of the Commission at this point. Administrator Law said in the future if there were questions about interpretation of regulations, those items would go to BZA.

**NEW BUSINESS:**

**Item 9:** None

**REPORTS:**

**Item 10:** None

**Item 11: ADJOURNMENT:**

A motion was made by Brandon Fosbinder to adjourn the meeting. Second was made by Rick Phillips. The motion passed 6-0. Meeting adjourned at 7:29 p.m.

**Submitted by Jean Carder**



# Solar Panel System Design Standards

## City of Louisburg, KS

## Background and Purpose

These Design Guidelines for solar panels provides guidance to the property owners on the aesthetic requirements and specifications for all solar panel systems in the City of Louisburg. Applications that conform to these standards will be reviewed by the Planning and Zoning Department. Any application that does not conform to these guidelines would require approval by the City of Louisburg Planning Commission.

The Design Guidelines are intended to allow sufficient flexibility to respond to and integrate future advances in solar technology as well as innovations that improve the ability for these facilities to integrate into the surrounding environment. Due to the rapid advances in solar technology, the Design Guidelines will be evaluated periodically to ensure the provisions respond and adapt accordingly to these evolving technologies. To be sure the application is the most current, applicants are encouraged to download the application on the City website: <https://louisburgkansas.gov/248/Building-Permits>

These guidelines are administered by the City of Louisburg Planning and Zoning Department. The department may be reached at 913-837-5811.

### **Solar Panel Systems in Residential Zoning Districts (R-1, R-2, R3 and M-P)**

Solar panels may be installed in Residential Zoning Districts as long as the following performance standards are met. All solar panels shall meet or exceed the current standards expressed in the adopted building codes. A building permit must be obtained prior to the installation of any solar collector system. A combination of one (1) ground and one (1) roof mounted solar panel installation shall be allowed on a single lot as long sets of panels are connected into one system.

#### **1. Installation on a pitched roof:**

- a. Applicant shall consult the local electrical utility company and obtain proper permitting.
- b. Roof-mounted solar panels shall not be on the front or side roofs in any Residential Zoning Districts.
- c. Roof-mounted solar panels located on the rear side of roofs shall not extend above the peak of the roof plane on which they are mounted, and no portion of any such solar panel shall extend more than four (4) feet perpendicular to the point on the roof where it is mounted.
- d. The permit applicant must submit all manufacture's data and a stamped letter/documents from a licensed Kansas Engineer certifying that the roof structure will support all solar panels and accessory equipment before a permit is issued. The applicant shall also submit documents from the electrical utility company indicating that they have been approved for the installation of the solar panel system.
- e. All solar panel systems shall be installed by a licensed Electrical Contractor.

- f. Property owners are required to consult their Homeowners Associations (HOA) if applicable prior to submitting a permit application.

**2. Installation on a flat roof:**

- a. Applicant shall consult the local electrical utility company and obtain proper permitting.
- b. Roof-mounted solar panels may be mounted on a flat roof at an optimum angle to the sun for maximum energy production when the building parapet or roof design provides full screening of the solar panels and associated equipment from public streets and neighboring properties.
- c. For installation on a building without a parapet, roof-mounted solar collector panels shall be placed in the most obscure location without reducing the operating efficiency of the collectors, such as the center of the roof. Solar panels and associated equipment may be permitted on the roof so long as they are screened from view from public streets and neighboring properties.
- d. The permit applicant must submit all manufacturer's data and a stamped letter/documents from a licensed Kansas Engineer certifying that the roof structure will support all solar panels and accessory equipment before a permit is issued. The applicant shall also submit documents from the electrical utility company indicating that they have been approved for the installation of the solar panel system.
- e. All solar panel systems shall be installed by a licensed Electrical Contractor.
- f. Property owners are required to consult their Homeowners Associations (HOA) if applicable prior to submitting a permit application.

**3. Ground-mounted installation:**

- a. Applicant shall consult the local electrical utility company and obtain proper permitting.
- b. Ground-mounted solar panels shall not exceed more than seven (7) feet in total height and shall be located within the rear or side yard at least five (5) feet inside the property line.
- c. All lines serving a ground-mounted solar collector shall be located underground.
- d. All ground-mounted solar panels shall be installed in the rear or side yard and be screened with an eight (8) foot privacy fence. *No decision was made on fence height*
- e. All solar panel systems shall be installed by a licensed Electrical Contractor.

- f. All ground-mounted solar panel systems are considered accessory an item and as such shall be constructed on the same lot as the residential dwelling. In addition, ground-mounted solar panel systems shall not be constructed in any easements or Right-of-Way (ROW).
- g. For residential lots less than one acre in size, the surface area of the ground-mounted solar panels shall not exceed two (2) percent coverage of total lot area, with a maximum coverage of two hundred (200) square feet. For residential lots one acre or larger in size, the surface area of the ground-mounted solar panels shall not exceed two (2) percent coverage of the total lot area, with a maximum lot coverage of seven hundred (700) square feet. A larger solar panel system may be allowed upon issuance of a Special Use Permit (SUP).
- h. No more than one ground-mounted solar panel system be installed on a single residential lot.
- i. The permit applicant must submit all manufacturer's data and site-plan before a permit is issued.
- j. Property owners are required to consult their Homeowners Associations (HOA) if applicable prior to submitting a permit application.
- k. The applicant shall submit documents from the electrical utility company indicating that they have been approved for the installation of the solar panel system.

**Solar in all other Zoning Districts except A-L Agricultural District**

Solar panel system may be installed in all other Zoning Districts except A-L Agricultural District as long as the following performance standards are met. All solar panels shall meet or exceed the current standards expressed in the adopted building codes. A building permit must be obtained prior to the installation of any solar collector system. A combination of one (1) ground and one (1) roof mounted solar panel installation shall be allowed on a single lot as long sets of panels are connected into one system.

**1. Installation on a pitched and flat roof systems:**

a. Applicant shall consult the local electrical utility company and obtain proper permitting.

b. **Mounted** Solar panels shall be screened from view (one hundred (100) percent opacity) or isolated so as not to be visible from ground level of any adjacent public thoroughfare or residentially-zoned area, up to a maximum of three hundred (300) feet away. The appearance of roof screens shall be coordinated with the building to maintain a unified appearance. *PC decided to discuss this item later.*

c. The permit applicant must submit all manufacturer's data and a stamped letter/documents from a licensed Kansas Engineer certifying that the roof structure will support all solar panels and accessory equipment before a permit is issued. The applicant shall also



submit documents from the electrical utility company indicating that they have been approved for the installation of the solar panel system.

d. All solar panel systems shall be installed by a licensed Electrical Contractor.

## 2. Ground-mounted installation:

a. Applicant shall consult the local electrical utility company and obtain proper permitting.

b. All electrical and mechanical equipment located adjacent to the building and visible from any adjacent public thoroughfare or a residentially-zoned area shall be screened from view (one hundred (100) percent opacity), up to a maximum of three hundred (300) feet away. Such screens and enclosures shall be treated as integral elements of the building's appearance. *PC decided to discuss this item later.*

c. All lines serving a ground-mounted solar collector shall be located underground.

d. Ground-mounted solar panels shall be located within the rear or side yard at least five (5) feet inside the property line.

e. All solar panel systems shall be installed by a licensed Electrical Contractor.

f. All ground-mounted solar panel systems are considered an accessory item and as such shall be constructed on the same lot as the as the primary commercial structure. In addition, ground-mounted solar panel systems shall not be constructed in any easements or Right-of-Way (ROW).

g. The permit applicant must submit all manufactures and site-plan before a permit is issued. Site Plan must be approved by the Planning Commission. The applicant shall also submit documents from the electrical utility company indicating that they have been approved for the installation of the solar panel system.

h. For commercial lots less than one acre in size, the surface area of the ground-mounted solar panels shall not exceed two (2) percent coverage of total lot area, with a maximum coverage of two hundred (200) square feet. For residential lots one acre or larger in size, the surface area of the ground-mounted solar panels shall not exceed two (2) percent coverage of the total lot area, with a maximum lot coverage of seven hundred (700) square feet. A larger solar panel system may be allowed upon issuance of a Special Use Permit (SUP).