

August 24, 2022

Jayne Sobeski
PO Box 809
Clark, CO 80428

Re: PL20220080, Administrative Permits, Ground Mounted Solar Panel Poles within 50' Setback

We reviewed the application for completeness on August 24, 2022. The following is not a thorough review, but a list of the deficiencies we noted by which we deemed the application incomplete.

Needed Submittal Requirements:

- Narrative – Your narrative is excellent and clearly conveys what you’re trying to do; it just needs to address the “Standards for Solar Energy Systems” from the code (it roughly does, it just doesn’t cite the section/items specifically). See the second page of this letter. You also don’t need to call it a Variance, the code allows what you’re doing through the Administrative permit process.
- Elevation Drawings – CityView doesn’t know to automatically ask for this, but I have added this requirement and you’ll see it in the portal. A simple drawing, even hand-sketched, showing an elevation-view of the array and how tall it will be is needed.
- Submittal Checklist & Property Owner Statement of Approval – You just received this via email. Please sign the bottom and upload it when you resubmit.

The applications shall only be considered complete when all of the above information is submitted. The review of the application will not begin until the application is considered complete.

Sincerely,



Michael Fitz, Planner I
Routt County Planning Department

Your narrative should indicate the following:

1 – That it meets the definition of a “Solar Energy System” on page 2-20 of the code (definition below for your convenience):

160. Solar Energy System:

A system composed of a solar energy collector which may include an energy storage facility and components for the transmission and distribution of transformed energy sized to 120% of the average annual load of the use by right and/or an approved use.

2 – That you meet the Use Standards for a Solar Energy System in Section 8.24 (pasted below for your convenience).

8.24 Standards for Solar Energy Systems

A. This use is required to be located on a buildable lot or platted outlot.

B. If necessary for the system's effectiveness or in order to accommodate other exceptional characteristics of the site, ground-mounted solar energy collectors may be located within the minimum structure setbacks for the subject property zoning district subject to issuance of an Administrative Permit provided that:

- 1) The solar energy collector is located no less than five (5) feet from lot lines and no less than forty-five (45) feet from the centerline of the roadway, or fifteen (15) feet from the edge of the roadway, whichever is greater; and
- 2) The solar energy collector is located to minimize glare and visual impact on adjacent properties and roadways.
- 3) Roof-mounted collectors may be mounted on any legal structure, subject to review through the building permit process. Roof-mounted systems shall be mounted as flush as possible to the roof. In order to achieve proper solar orientation, panels may exceed the roofline by up to five (5) feet or the maximum permitted height of the structure by up to five (5) feet (whichever is more restrictive).