



**TOWN OF FAIRFAX
STAFF REPORT
October 7, 2015**

TO: Mayor and Town Council

FROM: Michele Gardner, Town Clerk *MG*

SUBJECT: Second reading by title only and adoption of Ordinance No. 794 Adding Article II to Chapter 17.138 of the Town Municipal Code ('Small Residential Rooftop Solar and Renewable Energy Systems') to Provide a Permitting Process for Small Residential Rooftop Solar Energy Systems

RECOMMENDATION

Waive second reading and read by title only and adopt Ordinance No. 794 Adding Article II to Chapter 17.138 of the Town Municipal Code ('Small Residential Rooftop Solar and Renewable Energy Systems') to Provide a Permitting Process for Small Residential Rooftop Solar Energy Systems.

DISCUSSION

At its September 2, 2015 meeting, the Town Council introduced and held the first reading by title only of Ordinance No. 794, as amended at the meeting. Tonight is the second reading and adoption. If adopted, the ordinance will go into effect 30 days after passage.

FISCAL IMPACT

None

ATTACHMENT

Ordinance No. 794

ORDINANCE NO. 794

AN ORDINANCE OF THE TOWN OF FAIRFAX ADDING ARTICLE II TO CHAPTER 17.138 OF THE TOWN MUNICIPAL CODE ('SMALL RESIDENTIAL ROOFTOP SOLAR AND RENEWABLE ENERGY SYSTEMS') TO PROVIDE A PERMITTING PROCESS FOR SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEMS

WHEREAS, the Town Council of the Town of Fairfax seeks to implement AB 2188 (Chapter 521, Statutes 2014), which requires, by no later than September 30, 2015, that towns and cities adopt local ordinances creating an expedited, streamlined permitting process for review of applications for small residential rooftop solar energy systems; and

WHEREAS, the Town Council wishes to advance the use of solar energy by its citizens, businesses and industries; and

WHEREAS, the Town Council seeks to support the climate action goals set by the State; and

WHEREAS, the Town Council wishes to implement certain climate action policies set by the Town General Plan, including Conservation Element Objective CON-1.2 (“[r]educe consumption of non-renewable energy resources and reduce GHG emissions by the residents and Town of Fairfax”) and the Town’s Climate Action Plan, Recommended Action EN-10 of which recommends that the Town “adopt policies and incentives to encourage residents and businesses to install solar and renewable energy systems, including solar panels to generate electricity and solar water heating systems, and to construct solar ready buildings”; and

WHEREAS, solar energy creates local jobs and economic opportunity; and

WHEREAS, the Town Council recognizes that rooftop solar energy provides reliable energy and pricing for its residents.

NOW, THEREFORE, the Town Council of the Town of Fairfax does ordain as follows:

SECTION 1: Fairfax Town Code, Title 17 (‘Zoning’), Chapter 17.138 (‘Regulations Applying in Multiple Districts’) is hereby amended to add a new Article II (‘Small Residential Rooftop Solar and Renewable Energy Systems’) to read as follows:

**“ARTICLE II. SMALL RESIDENTIAL ROOFTOP SOLAR AND
RENEWABLE ENERGY SYSTEMS**

§17.138.200 PURPOSE

The purpose of the Article is to adopt an expedited, streamlined solar permitting process that complies with the Solar Rights Act and AB 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. The Article encourages the use of solar systems by removing unreasonable barriers, minimizing costs to property owners and the Town, and expanding the ability of property owners to install solar energy systems. The Article allows the Town to achieve these goals while protecting the public health and safety.

§17.138.210 DEFINITIONS

ELECTRONIC SUBMITTAL. The submission of materials via electronic mail.

SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM. In accordance with California Government Code § 65850.5, a “small residential rooftop solar energy system” is a solar energy system that meets all of the following:

- (1) Is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal;
- (2) Conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the Town, and all state and Town health and safety standards;
- (3) Conforms to all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability;
- (4) Is installed on a single or duplex family dwelling; and
- (5) The panel or module array does not exceed the maximum legal building height as defined by the Town.

SOLAR ENERGY SYSTEM. As defined in paragraphs (1) and (2) of subdivision (a) of Section 801.5 of the California Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.

SPECIFIC, ADVERSE IMPACT. A significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

§17.138.220 APPLICABILITY

- (A) This Ordinance applies to the permitting of all small residential rooftop solar energy systems in the Town of Fairfax.
- (B) Small residential rooftop solar energy systems legally established or permitted prior to the effective date of this Ordinance are not subject to the requirements of this Ordinance unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting. Routine operation and maintenance or like-kind replacements shall not require a permit.

§17.138.230 SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM REQUIREMENTS

A small residential rooftop solar energy system, as defined in this Article, shall meet the following requirements:

- (A) All small residential rooftop solar energy systems shall meet applicable health and safety standards and requirements imposed by the state, the Town, and the Ross Valley Fire District.
- (B) Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
- (C) Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

§17.138.240 APPLICANT OBLIGATIONS.

Prior to submitting an application, the applicant shall:

- (A) Verify, to the applicant's reasonable satisfaction, through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and
- (B) At the applicant's cost, verify to the applicant's reasonable satisfaction, using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.

§17.138.250 PROCESSING OF SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM APPLICATIONS

- (A) All documents required for the submission of an expedited solar energy system application shall be made available on the publicly accessible Town website.
- (B) Electronic submittal of the required permit application and documents shall be made available to all small residential rooftop solar energy system permit applicants.
- (C) An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.
- (D) The Town shall adopt an administrative, nondiscretionary expedited review process for small residential rooftop solar energy systems, which shall include standard plan(s) and checklist(s). The checklist(s) shall set forth all requirements with which small residential rooftop solar energy systems must comply with to be eligible for expedited review. These materials may be adopted or amended by Resolution of the Town Council.
- (E) The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the Governor's Office of Planning and Research.
- (F) All fees prescribed for the permitting of small residential rooftop solar energy systems must comply with California Government Code Sections 65850.55, 66015, and 66016, as well as California Health and Safety Code Section 17951.

§17.138.260 APPLICATION REVIEW

- (A) The Planning and Building Department shall adopt an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems subject to this Ordinance.
- (B) An application that Town staff determines satisfies the information requirements contained in the Town's checklist(s) for expedited small residential rooftop solar system processing, including complete supporting documents, shall be deemed complete.
- (C) If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.
- (D) After Town staff deems an application complete, Town staff shall review the application to determine whether the application meets local, state, and federal health and safety requirements.
- (E) The Planning and Building Department shall issue a building permit or other nondiscretionary permit the same day for over-the-counter applications or within one to three business days for electronic applications of receipt of a complete application that meets the requirements of the

approved checklist and standard plan, as well as all local, state, and federal health and safety requirements.

- (F) The Building Official may require an applicant to apply for a use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the Planning Commission.
- (1) Notwithstanding any other provision of the Fairfax Town Code to the contrary, the Building Official is authorized to issue use permits for small residential rooftop solar energy systems. A public hearing on the application for the use permit shall be held and notice of the same shall be provided as set forth in Section 17.032.050 of the Town Code.
 - (2) If a use permit is required, the Building Official may deny an application for the use permit only if the Building Official makes written findings, based upon substantial evidence in the record, that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for satisfactorily mitigating or avoiding the adverse impact. Any such decision may be appealed to the Planning Commission.
 - (a) “A feasible method to satisfactorily mitigate or avoid the specific, adverse impact” includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the Town on another similarly situated application in a prior successful application for a permit. The Town shall use its best efforts to ensure that the selected method, condition, or mitigation does not significantly increase the cost of the system or decrease its efficiency or specified performance in excess of the following:
 - (1) For solar domestic water heating systems or solar swimming pool heating systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.
 - (2) For photovoltaic systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.
 - (3) The Town shall not condition approval of an application on the approval of an association, as defined in California Civil Code Section 4080. Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.

§17.138.270 INSPECTIONS

- (A) Only one inspection shall be required and performed by the Planning and Building Department for small residential rooftop solar energy systems eligible for expedited review.
- (B) The inspection shall be done in a timely manner.
- (C) If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this Article.”

SECTION 2: Fairfax Town Code, Title 17 (‘Zoning’), Chapter 17.060 (“Ridgeline Development”), Section 17.060.050(B)(8)(b) is amended to read as follows:

“Alternative energy sources, not including small residential rooftop solar energy systems, may be approved where their impacts are minimized. Small residential rooftop solar energy systems

shall be subject to the review and approval procedures set forth in Article II of Chapter 17.138 of this Code. This provision supersedes § 17.044.020 of this title relating to public utilities.”

SECTION 3: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The Town Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that anyone or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 4: This Ordinance is exempt from the requirements of the California Environmental Quality Act (codified at California Public Resources Code §§ 21000, *et seq.*, and as further governed by 14 California Code of Regulations §§ 15000, *et seq.*, collectively, “CEQA”) because it is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Here, the adoption of an Ordinance regulating solar energy system review and application procedures has no potential for causing a significant effect on the environment, and the Ordinance is thus not subject to CEQA. In addition, even if the adoption of this Ordinance were subject to CEQA, it would be exempt per 14 C.C.R. § 15308, as it consists of an action taken by the Town, in its capacity as a regulatory agency, as authorized by the state, to assure the maintenance, restoration, enhancement, or protection of the environment and involves procedures for the protection of the environment in the form of facilitating solar energy system review and approval in conformance with state requirements.

SECTION 5: This Ordinance shall be effective 30 days following its adoption by the Town Council. Copies of this Ordinance shall, within fifteen days after its passage and adoption, be posted in three public places in the Town of Fairfax, to wit:

1. Bulletin Board, Town Hall Offices, located at 142 Bolinas Road, Fairfax;
2. Bulletin Board, Fairfax Post Office, located at 773 Center Boulevard, Fairfax; and
3. Bulletin Board, Fairfax Women's Club building, located at 46 Park Road, Fairfax.

The foregoing Ordinance was introduced at a regular meeting of the Town Council on the 2nd day of September 2015, and duly adopted at the next regular meeting of the Town Council on the 7th day of October 2015, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Barbara Coler, Mayor

Attest:

Michele Gardner, Town Clerk

Date