



Memorandum

To: Board of Architectural Review

From: Sharmaine Abaied, Planner

Meeting Date: November 20, 2025

Re: **Item No. 1 – Docket No. PF- 1903561-BAR**
Solar Panels – 121-A Park St NE
Exterior Modifications

Request approval for installation of twenty-four (24) solar panels, located at 121-A Park St NE, Docket No. PF- 1903561-BAR, in the RMU, Residential – Multi-Unit zoning district, filed by Jim Hanson, property owner.

The applicant proposes installing twenty-four (24) rooftop-mounted solar panels on the existing flat roof. All panels will be mounted below the height of the parapet to minimize visibility. The solar modules will feature anodized aluminum black frames with black polymer back sheets.

The installation will be completed in accordance with the manufacturer's specifications and all applicable building and electrical codes. Any roof penetration required for mounting or wiring will be properly flashed and sealed to ensure a watertight installation. The solar panels will be mounted at a maximum height of six (6) inches above the roof surface and will be screened from view by the parapet walls of the building.

Attachments: 01 – Staff Report
02 – Application and Authorization
03 – Solar Panel Plans
04 – Site Photos
05 – Relevant Code Section

*Applicants must attend the meeting and represent their application.
Failure to appear may result in the deferral of the item or amendments to the design.
Failure to appear will not relieve any pending violations.*

Recommended motion:

I move to (approve/defer/deny) the application requesting installation of twenty-four (24) solar panels, located at 121-A Park St NE, Docket No. PF- 1903561-BAR, in the RMU, Residential – Multi-Unit zoning district, filed by Jim Hanson, property owner. (as submitted / with the following conditions....)

Process

Per Town Code Chapter 4, all land areas zoned other than single-family detached residential are architectural control districts. Any lot, parcel or area of land within any area zoned for single-family detached residences, which is used for other than single-family detached residences, or which is the subject of an application for a use permit or building permit involving any such other use, is also designated an architectural control district.

No structure, building, sign or other improvements or other major landscape features surrounding such building, structure, sign or improvement located on any land within any architectural control district shall be erected, reconstructed, altered or restored until the plans for such shall have been approved by the Board of Architectural Review.