

**TO: Champaign County Zoning Board of Appeals**

**FROM: John Hall, Zoning Administrator  
Susan Burgstrom, Senior Planner**

**DATE: September 20, 2018**

**RE: Meeting Schedule and Meeting times for Community Solar Farm  
hearings**

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## **BACKGROUND**

At the September 13, 2018, meeting the Board was made aware that community solar farm applicants need to have their Special Use Permits decided in time for the State of Illinois' 1/15/19 lottery of renewable energy credits. And because this is an election year, there is no ELUC meeting scheduled for December, which means it would be best for the County Board to consider all community solar farms no later than the regularly scheduled County Board meeting on November 20, 2018. The State lottery deadline and the meeting complications of an election year combine to make it a challenge for the ZBA to hear all community solar farm cases that are docketed within the regular meeting schedule.

This staff operates with a goal that each zoning case that comes with a deadline should be given every opportunity to get the permits it needs, whether it is for a contingency on a home sale or a solar farm Renewable Energy Credit opportunity with the State. The following recommended schedule has been prepared with that goal in mind.

## **RECENT DOCKET CHANGES**

Since the Board's discussion of the timing of community solar farm public hearings at the meeting on September 13, 2018, Case 901-S-18 (Wallace Solar) has requested re-docketing to December 13, 2018, so there are only five community solar farm cases that need to be heard by the County Board no later than November 20, 2018. Two of the three non-solar farm cases that were previously docketed for October 25, 2018, have agreed to a later hearing date. And at the September 13, 2018 meeting, the Board agreed to meet 30 minutes early for meetings for the remaining community solar farm cases and agreed to hold a special meeting on November 1, 2018.

## **PROPOSED MEETING SCHEDULE**

Assuming three hours are required to complete each community solar farm hearing that has already been opened and six hours are required for each of the two hearings that are yet to open, there is a need for at least 21 hours of meeting time.

With the special meeting on November 1, 2018, and the three regularly scheduled ZBA meetings (September 27, 2018; October 11, 2018; October 25, 2018) remaining prior to November 8, there is a total of 12.5 hours of ZBA meeting time available for community solar farms, assuming one-and-one-half hours for the single remaining non-solar farm case.

Additional special meetings could also be held on October 4 (if need be) and October 18 and would increase the total meeting hours to 19.5. The Zoning Administrator will not be able to attend those meetings due to meeting time conflicts with ELUC on October 4 and County Board on October 18, but the Senior Planner will be at those special meetings.

The Board should also consider extending some of the meetings to provide some extra time for completion of these cases.

The proposed schedule for completion of the community solar farm cases is as follows:

**Zoning Administrator**  
**SEPTEMBER 20, 2018**

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**MEETING DATE**

**COMMUNITY SOLAR FARM CASES ON AGENDA**

- Regular meeting on 9/27/18      Cases 894-S-17, 897-S-18
- Special meeting on 10/04/18\*  
(in Dimit Room)      If needed for completion of Cases 894-S-17, 897-S-18
- Regular meeting on 10/11/18      Cases 906-S-18 and 907-S-18 (new cases to be opened)
- Special meeting on 10/18/18\*  
(in Dimit Room)      Continuation of Cases 906-S-18 & 907-S-18
- Regular meeting on 10/25/18  
(in Dimit Room)      Continuation/completion of Case 903-S-18  
(rescheduled from 11/01/18)
- Special meeting on 11/01/18  
(in Shields Room)      If needed for completion of Cases 906-S-18 & 907-S-18

\*The Zoning Administrator will not be present due to conflict with ELUC and CB

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