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# City Council Report

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City Council Meeting: September 12, 2017  
Agenda Item: 7.B

To: Mayor and City Council  
From: David Martin, Director, Administration  
Subject: Introduction for First Reading of an Ordinance setting forth an Expedited and Streamlined Permitting Process for Electric Vehicle Charging Stations as required by Government Code Section 65850.7

## Recommended Action

Staff recommends that the City Council introduce for first reading the attached ordinance (Attachment A) which sets forth an expedited, streamlined permitting process for electric vehicle charging stations in compliance with State law.

## Executive Summary

Staff brings the proposed ordinance in order to comply with state law. Assembly Bill 1236 (AB 1236: 2015, Chiu, Codified as Government Code Section 65850.7) requires local jurisdictions with a population less than 200,000 residents to adopt an ordinance to create an expedited, streamlined permitting process for electric vehicle charging stations on or before September 30, 2017.

The proposed ordinance meets the requirements of AB1236 by empowering the City's Building Official to implement an expedited administrative permit review process for electric vehicle charging stations and adopting a checklist of requirements for permit applicants to comply with in order to be eligible for an expedited permit review. The ordinance provides that if the permit application satisfies the information requirements in the City's checklist, the application will be deemed complete and must be promptly processed. The ordinance also allows for electronic submittal of permit applications; acceptance of electronic signatures on forms and documentation related to the permit application; and publication of the City's checklist on the City's website, all of which are intended to facilitate and promote the use of electric vehicle charging stations.

## **Background**

The City has already been processing permit applications for electric vehicle charging stations in a consistent, streamlined, and expeditious manner (in most cases "over-the-counter"). For the current year (2017) to date, the City has issued five permits for 23 electric vehicle charging stations, and for 2016, issued 12 permits for 20 stations.

Current City practice for processing electric vehicle charging station permits typically entails having the permit applicant come to the City's Permit Counter with an application and supporting documentation; the application requires details of the proposed charging station, along with a site plan detailing where the charging station would be located. In most cases, the application is reviewed and processed then and there by a plan checker who is stationed at the counter. To the extent that the City's current permitting process for electric vehicle charging stations is already prompt and streamlined, staff does not expect significant changes to the existing process.

## **Discussion**

AB 1236 has specific requirements intended to provide "consistent statewide standards," and to "promote and encourage" the use of electric vehicle charging stations, and the proposed ordinance includes all such requirements. AB 1236 requires that a jurisdiction adopt a checklist of requirements with which a permit application for an electric vehicle charging station will be eligible for expedited review. AB 1236 explicitly provides that a jurisdiction may, in developing the ordinance and standards, refer to the recommendations in the most current version of the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook" (Attachment B) published by the Governor's Office of Planning and Research. As such, the City's expedited-review technical standards and checklist would be consistent with the recommendations noted in the "Plug-In Electric Vehicle Infrastructure Permitting Checklist."

The City's checklist (Attachment C) would be published on the City's website and contain objective requirements for the installation of an electric vehicle charging station, as well as a process for electronic submittal of permit applications. The applicant would

note the features of the existing electrical service on the checklist, such as:

- Rating in amperes
- System voltage
- Connected or calculated load
- Spare capacity in amperes
- Voltage and ampere rating of the electric vehicle supply equipment
- Circuit rating of the electric vehicle supply equipment
- Location of the electric vehicle supply equipment
- If ventilation is/or is not required

The checklist would also assist the applicant in confirming that the location of the electric vehicle supply equipment will comply with any vehicle clearance requirements in the City's Zoning Ordinance.

AB1236 also clarifies that a jurisdiction shall not condition the approval of a permit for an electric vehicle charging station based on the approval of an association, as that term is defined in Civil Code Section 4080. If a permit application satisfies the information requirements of the checklist, the application will be deemed complete, and must be processed promptly. Furthermore, if the application and supporting documents meet the requirements of the checklist, and are consistent with all applicable laws, the City must approve the application and issue the permit.

Staff recommends that City Council introduce for first reading the attached ordinance, given the requirement of Government Code Section 65850.7 that local agencies adopt such an ordinance to create an expedited, streamlined permitting process for electric vehicle charging stations. Most of the procedures, such as electronic submittal of plans, are currently in place. However, the ordinance is required for the City to timely comply with AB 1236. Staff is confident that the implementation of an expedited, streamlined process will be available to permit applicants upon approval of the ordinance.

### Building and Fire-Life Safety Commission Action

The Building Officer held a public meeting with the Building and Fire-Life Safety Commission on August 23, 2017, where the Commission heard staff's proposed procedures for an expedited, streamlined process for electric vehicle charging stations. The Commission provided comments regarding balancing the requirement for expedited processing with the need to verify the fire, life and safety aspects of electric vehicle charging stations and maintenance of public protection. The proposed application and checklist process would create a standardized system of issuing permits for compliant installations. Staff assured the Commission that all requirements of fire-life-safety will be verified during the review and inspection for the electric vehicle charging stations.

The Commission's action was a recommendation to approve the ordinance.

### **Next Steps**

Staff is in the process of implementing measures to meet the requirements of Assembly Bill 1236 (2015). This includes finalizing the application checklist in conjunction with the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California: Community Readiness Guidebook," measures for electrical compliance, and standard items for fire prevention safety. Building inspection staff will also develop procedures for expedient and thorough inspection of the electric vehicle charging stations. Permitting staff will be trained on the new procedures, and the City's website will be updated with the new procedures.

### **Financial Impacts & Budget Actions**

There is no immediate financial impact or budget action necessary as a result of the recommended action.

**Prepared By:** Salvador Valles, Assistant Director of PCD

**Approved**

**Forwarded to Council**



David Martin, Director

8/31/2017



Rick Cole, City Manager

9/5/2017

**Attachments:**

- A. Ordinance
- B. ZEV\_Guidebook Electric Vehicle Charging
- C. Checklist Electric Vehicle Charging - Draft