

**SUBJECT: AN ORDINANCE IMPLEMENTING STATE LAW REGARDING
EXPEDITING PERMIT PROCESSING FOR ELECTRIC VEHICLE
CHARGING STATIONS**

INITIATED BY: PLANNING AND DEVELOPMENT SERVICES

(John Keho, AICP, Interim Director) *JK*
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(Cynthia Zabala, Acting Building Official) *CZ*
(Ben Galan, Senior Plan Check Engineer) *BG*
(Robyn Eason, AICP, LEED AP, Senior Planner) *RE*
(Sami Taylor, Assistant Planner) *ST*

STATEMENT ON THE SUBJECT:

The City Council will consider adoption of a mandatory ordinance that is required pursuant to California Assembly Bill 1236 to streamline permitting for electric vehicle charging stations. No changes to the Zoning Code or Municipal Code are required or necessary and the City is implementing procedural changes that will bring it into full compliance.

RECOMMENDATION:

- 1) Introduce on first reading and waive full reading of Ordinance No. 18-____: **"AN ORDINANCE IMPLEMENTING STATE LAW REGARDING EXPEDITING PERMIT PROCESSING FOR ELECTRIC VEHICLE CHARGING STATIONS."**
(ATTACHMENT 1)

BACKGROUND / ANALYSIS:

California Assembly Bill 1236 (2015) requires jurisdictions with a population less than 200,000 residents to establish procedures for expedited, streamlined processing of permits for electric vehicle charging stations (EVCS). This report summarizes the State's mandate and the steps taken to bring the City of West Hollywood into compliance.

The goal of this bill is to implement consistent statewide standards to achieve the timely and cost-effective installation of EVCS. The State is requiring jurisdictions to adopt an ordinance and provide a checklist of requirements as part of the permit application for an electric vehicle charging station, which must be eligible for expedited review.

The checklist requires the permit applicant to list the features of the existing electrical service such as electrical specifications, location of equipment, ventilation and equipment clearances. The checklist also assists 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.

The City's current process to approve and permit EVCS installations consists of three steps: (1) obtain a zone clearance from Current Planning; (2) submit plans to the Building & Safety Division for plan check review; and (3) once approved, obtain necessary building and electrical permits.

In order to comply with AB 1236 and streamline the permitting process, staff has completed the required checklist and application for permitting, inspecting, and approving the installation of EVCS (Attachment 2), based on the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" provided by the State of California. The proposed new process will consist of one step, a completed application checklist (Attachment 2), and will allow for all required permits to be obtained over the planning counter once approved.

This effort also aligns with the following: (1) the May 2, 2016 City Council directive to facilitate permitting and approvals for EVCS, (2) the proposed municipal code amendments for EV charging readiness (listed under Public Hearings on the March 19th City Council agenda), and (3) the City's current process of transitioning to electronic submittals for permit applications.

NEXT STEPS

Staff will finalize the measures to meet all State requirements. These measures include the application checklist, measures for electrical compliance, and standard items for fire prevention safety. Staff will also add instructional content and relevant materials to the City's Building and Safety webpage for ease of public access.

CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-1: Adaptability to Future Change.
- OSP-4: Transportation System Improvement.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- M-5: Create an environmentally and financially sustainable transportation network that provides for the mobility and livability needs of West Hollywood residents, businesses and visitors.
- IRC-6: Reduce the City's contribution to global climate change and adapt to its effects.
- IRC-7: Improve air quality and reduce emissions of air pollution.

EVALUATION PROCESSES:

Staff from the Current and Historic Preservation Planning and Building & Safety Divisions will monitor issuance of EVCS permits to see if further clarification is needed in City handouts, the City website, or any other documents.

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

This proposed ordinance encourages the transition to electric vehicles, which reduce vehicle emissions resulting in better air quality and public health.

COMMUNITY ENGAGEMENT:

Planning and Development Services is preparing community-oriented and developer-oriented outreach materials and guidance documents to accompany the City's EV charging readiness requirements. Staff will also provide details about the EVCS permitting process on its webpage.

OFFICE OF PRIMARY RESPONSIBILITY:

PLANNING AND DEVELOPMENT SERVICES

FISCAL IMPACT:

None.

ATTACHMENT:

1. Ordinance No. 18-_____
2. Permitting Checklist for EVCS