



## SACOG Board of Directors

March 8, 2012

### **The U.S. Department of Energy (DOE) Clean Cities Community Readiness and Planning for Plug-in Electric Vehicles and Charging Infrastructure Grant Online Permitting**

**Issue:** SACOG would like to work with the city of Sacramento on Online Permitting and Model Ordinances for Plug-in Electric Vehicles (PEV).

**Recommendation:** The Government Relations & Public Affairs Committee recommends to the Board that SACOG issue a contract for \$12,527.84 to the city of Sacramento for work related to the Readiness and Planning for Plug-in Electric Vehicles and Charging Infrastructure Program under the DOE Clean Cities Community grant awarded with the South Coast Air Quality Management District.

**Committee Action/Discussion:** As part of the PEV readiness grant received from the DOE, SACOG has been tasked with documenting how online permitting for PEV charging infrastructure can remove barriers to more widespread PEV adoption in the marketplace. In addition, SACOG must address how this process works for both existing structures, as well as any new buildings. This includes researching what has already been done around the state to address these issues, what components of those processes make most sense in our region, and what steps need to be taken in order to implement a similar process throughout the region.

The city of Sacramento recently finished their online permitting application, which streamlines the process for certain permits, including infrastructure for charging PEVs. SACOG will work with the city of Sacramento on the following tasks:

- document the online permitting process,
- help draft a model PEV charging infrastructure ordinance, and
- work with the existing PEV Coordinating Council on how the process can best be standardized for the region.

The proposed scope of work is attached.

Approved by:

Mike McKeever  
Chief Executive Officer

Attachment

Key Staff: Rebecca Sloan, Director of External Affairs & Member Services, (916) 340-6224  
Raef Porter, Senior Research Analyst, (916) 340-6261

## Scope of Work

The City of Sacramento supports the mission of the Capital Area Plug-in Electric Vehicle Coordinating Council (CAPEVCC), and welcomes the opportunity to engage with SACOG, SMUD, other agencies, and private sector stakeholders in a regional collaboration effort in the furtherance of PEV's and related clean/green technologies.

As outlined in the scope of work below, city staff from the Community Development Department and Department of Transportation staff will be assisting SACOG and the CAPEVCC in the following two focus areas:

**Task 1. Permitting EVSE installations in existing buildings**

**Task 2. Planning for PEV/EVSE integration in new development**

Background information and specific activities anticipated under each task are included below. A separate estimate of staff hours and costs is attached to this scope of work.

### 1. Permitting EVSE Installations in Existing Buildings

City staff will work with SACOG and others in the Capital Area PEV Coordinating Council to review the permit guide, discuss opportunities for improvement, and develop EVSE permitting guidelines that could be standardized in the region for both residential and commercial applications.

The city is in the process of rolling out a series of improvements to our permitting process, under the **“Streamline Sacramento” initiative**. The initiative is focused around an all-electronic process for application submittal, plan review, and issuance, with additional customer service enhancements. The changes generally include:

Establishment of an “Express Line” - now available

Online Project Status Updates and Appointment Scheduling

Online Permit Application

Electronic Plan Submittal and Plan Check

Creation of an Expedited Plan Review Process for “Pre-Approved” Customers

Many of these pending changes will benefit EVSE permitting customers, and presents an opportunity to test integration of the EVSE permit guidelines and process steps noted above with online application in-take and permit issuance.

Tasks: Lead Coordinating Council and sub-committee meeting agenda items related to EVSE permitting. Incorporate ideas into a draft guideline for EVSE permitting.

Products: Draft of changes to existing guide with regional application based on input from Coordinating Council and sub-committees. Due: September 30, 2012.

## **2. Planning for Integration of PEV's and EVSE infrastructure in New Development**

City staff will work with SACOG and others in the Capital Area PEV Coordinating Council in the consideration of PEV's and EVSE installations in planning new development, particularly in multifamily or commercial settings. Considerations include: development of model ordinance language for local zoning codes, standardization of best practices to ensure development projects are "shovel ready" with adequate infrastructure for PEV's and EVSE. Standards include the placement of dedicated parking and EVSE, siting and design requirements for fast-charging stations on dedicated sites or as part of larger mixed-use projects or specific plans, and the creation of an incentive mechanism to encourage the inclusion of public EVSE in strategic geographical locations.

The city recently initiated the Green Development Code Update process, in which a comprehensive assessment of the city's zoning, subdivision and other sections of city code are being reviewed and updated consistent with the city's 2030 General Plan, Climate Action Plan, and Sustainability Master Plan.

Inclusion of PEV and EVSE considerations will be an opportunity to sync up the work of CAPEVCC with the second phase of the city's Green Development Code Update process, which is anticipated to begin in 2012.

Tasks: Review best practices to identify areas to address as part of the Green Development Code Update process. Draft language for best practices report and guideline for application in other jurisdictions.

Product: Draft language for best practices report and guideline for application in other jurisdictions. Due: September 30, 2012.

## BUDGET

	<u>Hours</u>		<u>Hours x Billable Rates</u>
<b><u>Permit Streamlining for EVSE installations</u></b>			
Senior	20	\$	1,090.60
Associate	60	\$	2,785.20
<b><u>Planning for PEV/EVSE in New Development</u></b>			
Senior	48	\$	2,617.44
Associate	130	\$	6,034.60
<b>TOTAL</b>	<b>258</b>	<b>\$</b>	<b>12,527.84</b>