



REPORT TO CITY COUNCIL

DATE: AUGUST 23, 2017

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: AMIR HAMIDZADEH, BUILDING OFFICIAL 

SUBJECT: INTRODUCTION OF ORDINANCE NO. 17-431; AMENDING SECTION 8207 OF CHAPTER 2 OF ARTICLE VIII OF THE AGOURA HILLS MUNICIPAL CODE TO PROVIDE AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR ELECTRIC VEHICLE CHARGING STATIONS

By amending Municipal Code Section 8207 of Chapter 2 of Article VIII of the Agoura Hills Municipal Code, the City Council will further the conservation goals of the City and support State Assembly Bill 1236, through the creation of an expedited, streamlined permitting process for electric vehicle charging stations.

Assembly Bill 1236, adopted in October 2015, added Government Code Section 65850.7 to require jurisdictions, with a population of less than 200,000, to establish procedures for expedited, streamlined processes for permitting of electric vehicle charging stations on or before September 30, 2017. The purpose of this Assembly Bill is to promote and encourage the use of electric vehicle charging stations and to limit obstacles to their use.

The City currently reviews the residential electric vehicle charging stations by conducting over-the-counter reviews in the Building Department. The larger commercial projects with multiple charging stations, which could be more complex and may require additional coordination with other departments and agencies, currently has a one-week review period. However, through this process, the review period will be reduced from one week to three business days.

In order to achieve the expedited process and meet the requirements of Assembly Bill 1236, the City of Agoura Hills will include a checklist of requirements with which a permit application for an electric vehicle charging station will be eligible for expedited review. This checklist will be published and available as a handout, as well as on City's website.

Anyone interested in installing an electrical vehicle charging station, can then go online and fill out the checklist. If the project complies with the applicable codes and the checklist, then the review and approval process can usually be performed over-the-counter or within three days, depending upon workloads and staff levels at the time of submission.

These changes are all in line with the City's goal of conducting online plan review and permitting. The goal is to ensure health and safety, while providing a streamlined and predictable review process, which again complies with the state statute.

RECOMMENDATION

Staff respectfully recommends the City Council introduce, read by title only, and waive further reading of Ordinance No. 17-431; amending Municipal Code Section 8207 of Chapter 2 of Article VIII of the Agoura Hills Municipal Code.

Attachments: Ordinance No. 17-431
Eligibility Checklist

ORDINANCE NO. 17-431

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING SECTION 8207 OF CHAPTER 2 OF ARTICLE VIII OF THE AGOURA HILLS MUNICIPAL CODE TO PROVIDE AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR ELECTRIC VEHICLE CHARGING STATIONS

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Findings and Intent.

A. The City Council of the City of Agoura Hills seeks to implement Assembly Bill 1236 (Local ordinances: electric vehicle charging stations) through the creation of an expedited, streamlined permitting process for electric vehicle charging stations.

B. The City Council seeks to further the conservation goals of the City and support the climate action policies set by the State.

C. It is in the interest of the health, welfare and safety of the people of Agoura Hills to provide an expedited permitting process for the deployment of electric vehicle technology.

Section 2. CEQA. The City Council hereby finds, in the exercise of its independent judgment and analysis, that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) because this Ordinance involves updates and revisions to existing administrative building permit regulations consistent with California law, specifically Government Code section 65850.7. It can be seen with certainty that the proposed Municipal Code text amendments will have no significant negative effect on the environment. Additionally, the adoption of this ordinance is categorically exempt from further environmental review as a regulatory action taken to protect natural resources and the environment in support of state and local climate action goals pursuant to CEQA Guidelines, 14 C.C.R., Sections 15307 and 15308. Staff is hereby directed to prepare and post a notice of exemption pursuant to Guidelines Section 15062.

Section 3. Code Amendment. Section 8207 of Chapter 2 of Article VIII of the Agoura Hills Municipal Code is hereby amended in its entirety to read as follows:

"8207. Expedited Review of Electric Vehicle Charging Station Permits.

A. APPLICABILITY

1. This section applies to applications for expedited building permits for electric vehicle charging stations consistent with California Government Code Section 65850.7.

B. DEFINITIONS

1. "Electric vehicle charging station" or "charging station" means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electric Code, as it read on January 1, 2016, and delivers electricity from a source outside of an electric vehicle into a plug-in electric vehicle.
2. "Electronic submission" means a submission of an application utilizing email, the internet, and/or facsimile transmission.
3. "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date an application was deemed complete.

C. PROCESS

1. The building official shall adopt a checklist of all application requirements for expedited building permits for electric vehicle charging stations. The checklist shall substantially conform to the most current version of the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" found in the "Zero-Emission Vehicles in California: Community Readiness Guidebook" published by the Governor's Office of Planning and Research. The checklist, application form, and any other documents required by the building official shall be published on the City's website.
2. Anyone seeking to install an electric vehicle charging station at any site within the City shall apply to the building official for an expedited nondiscretionary building permit.
3. An application for an expedited building permit for an electric vehicle charging station, and all associated documentation, may be submitted to the building official in person, by mail, or by electronic submission. Electronic signatures may be used in lieu of wet signatures.
4. An application that, in the opinion of the building official, satisfies the information requirements of the checklist adopted by the City shall be deemed complete.

5. If an application for an expedited building permit is deemed incomplete, the building official shall provide a written correction notice of the deficiencies and the additional information required to complete the application.
 6. If the building official determines that an application for an expedited building permit is complete, the building official shall process the application. If the building official determines that the proposed charging station meets all health and safety requirements of state and federal law, and would not have a specific, adverse impact upon the public health or safety, the application shall be approved and a building permit shall be issued.
 7. If the building official finds, based on substantial evidence, that a proposed charging station could have a specific, adverse impact upon the public health or safety, the City may require the applicant to apply for an electric vehicle charging station use permit in order to install the proposed charging station.
 8. An application for an electric vehicle charging station use permit shall be reviewed by the building official. The building official shall not deny such an application without making written findings, based upon substantial evidence in the record, that the proposed charging station would have a specific, adverse impact upon the public health or safety which could not feasibly be satisfactorily mitigated or avoided. The written findings required for rejection of an electric vehicle charging station use permit application shall include the building official's basis for rejecting any potentially feasible alternatives that could mitigate or prevent the alleged adverse impact. Pursuant to Government Code Section 65850.7, the building official's review shall be limited to health and safety issues. Aesthetic concerns, or other items not related to public health or safety may not be considered.
 9. A decision of the building official made pursuant to paragraphs 6-8 of this subsection may be appealed to the Planning Commission. The Planning Commission's review shall also be limited to health and safety issues.
 10. Any condition imposed on an application for an expedited building permit or electric vehicle charging station use permit shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- D. FEES. Fees for permits and inspections associated with this Chapter may be established by resolution of the City Council."

Section 4. Section 8207 (Violations, Penalties) of Chapter 2 (Construction Codes) of Article VIII (Building Regulations) of the Agoura Hills Municipal Code is hereby renumbered as Section 8208 of the Agoura Hills Municipal Code and will read as follows:

“8208. – Violations, penalties.

In addition to any other applicable provision of this article VIII, any person, firm, partnership, association, corporation or joint venture violating any of the provisions of this chapter shall be guilty of a misdemeanor.”

Section 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance or its application to any person or circumstance, is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 6. Certification and Publication. The City Clerk shall certify to the passage of this Ordinance and shall cause same to be published pursuant to state law within fifteen (15) days after its passage, and this ordinance shall become effective thirty (30) days after its passage.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Agoura Hills, California, on this ____ day of August, 2017.

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

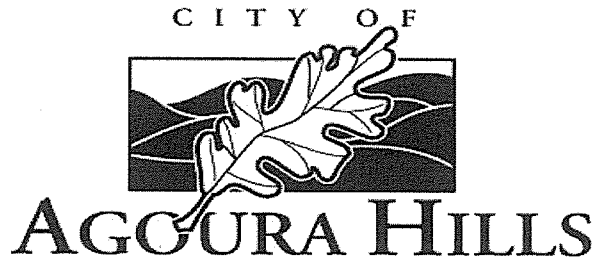
Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC, City Clerk

APPROVED AS TO FORM:

Candice K. Lee, City Attorney



**Eligibility Checklist for Expedited Electric Vehicle Charging Station Permit:
Non-Residential Buildings and Facilities**

Type of Charging Station(s)	Power Levels (proposed circuit rating)	Check one
Level 1	110/120 volt alternating current (VAC) at 15 or 20 Amps	<input type="checkbox"/>
Level 2 - 3.3 kilowatt (kW) (low)	208/240 VAC at 20 or 30 Amps	<input type="checkbox"/>
Level 2 – 6.6kW (medium)	208/240 VAC at 40 Amps	<input type="checkbox"/>
Level 2 – 9.6kW (high)	208/240 VAC at 50 Amps	<input type="checkbox"/>
Level 2 – 19.2kW (highest)	208/240 VAC at 100 Amps	<input type="checkbox"/>
Other (provide detail): _____	Provide rating: _____	<input type="checkbox"/>

Permit Application Requirements:

A. Does the application include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
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Electrical Load Calculation Worksheet:

A. Is an electrical load calculation worksheet included? (CEC 220)	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Based on the load calculation worksheet, is a new electrical service panel upgrade required?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, do plans include the electrical service panel upgrade?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging circuit appropriately sized for a continuous load of 125%?	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. If charging equipment proposed is a Level 2 – 9.6 kW station with a circuit rating of 50 Amps or higher, is a completed circuit card with electrical calculations included with the single line diagram?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Site Plan and Single Line Drawing:

A. Is a site plan and separate electrical plan with a single-line diagram included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If mechanical ventilation requirements are triggered for indoor venting requirements (CEC 625.29 (D)) , is a mechanical plan included with the permit application?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Is the site plan fully dimensioned and drawn to scale?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Showing location, size, and use of all structures	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Showing location of electrical panel to charging system	<input type="checkbox"/> Y	<input type="checkbox"/> N
3) Showing type of charging system and mounting	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with the 2016 California Electrical Code:

A. Does the plan include EVCS manufacturer's specs and installation guidelines?	<input type="checkbox"/> Y	<input type="checkbox"/> N
B. Does the electrical plan identify the amperage and location of existing electrical service panel?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, does the existing panel schedule show room for additional breakers?	<input type="checkbox"/> Y	<input type="checkbox"/> N
C. Is the charging unit rated more than 60 amps or more than 150V to ground?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) If yes, are disconnecting means provided in a readily accessible location in line of site and within 50' of EVCS. (CEC 625.23)	<input type="checkbox"/> Y	<input type="checkbox"/> N
D. Does the charging equipment have a Nationally Recognized Testing Laboratory (NRTL) approved listing mark? (UL 2202/UL 2200)	<input type="checkbox"/> Y	<input type="checkbox"/> N
E. If trenching is required, is the trenching detail called out?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Is the trenching in compliance with electrical feeder requirements from structure to structure? (CEC 225)	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Is the trenching in compliance with minimum cover requirements for wiring methods or circuits? (18" for direct burial per CEC 300)	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with the 2016 California Green Building Standards Code (CGBSC):

A. Do the CAL Green EV Readiness installation requirements apply to this project?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans demonstrate conformance with CGBSC Table 5.106.5.3.3 for the minimum required number of charging spaces?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the construction plans comply with the design requirements set forth in CGBSC 5.106.5.3.1 for single charging spaces or CGBSC 5.106.5.3.2 for multiple charging spaces?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Compliance with 2016 California Building Code, Chapter 11-B for Accessibility Features:

B. Do the plans clearly depict all required accessible EVCS features for the disabled?	<input type="checkbox"/> Y	<input type="checkbox"/> N
1) Do the plans identify the correct number and type of accessible EVCS stalls required in accordance with Table 11B-228.3.2.1?	<input type="checkbox"/> Y	<input type="checkbox"/> N
2) Do the plans detail compliance with the accessible EVCS features required by 11B-812 and Figure 11B-812.9?	<input type="checkbox"/> Y	<input type="checkbox"/> N

Notes: This criteria is intended for an expedited EVCS permitting process. If any items are checked NO, please revise plans to fit within the eligibility checklist; otherwise the permit application may go through the standard plan review and approval process. Plan review commences the day after submittal with up to 3 business days for qualifying expedited projects and up to 10 business days for all other EVCS projects.

Electrical plans shall be completed, stamped and signed by a California Licensed Electrical Engineer or a C-10 electrical contractor.

Project Address: _____

Applicant Signature: _____

Applicants Printed Name: _____

Contractor's License Number and type: _____ - _____