

ELECTRIC VEHICLE CHARGING STATIONS WORKING GROUP

May 24, 2022

Via Webinar



WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP

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TOWN CLERK
WESTFORD

MEETING AGENDA
Tuesday, May 24, 2022
7:15 PM Meeting

Via Webinar

Please see instructions for participation below

1. Call to order
2. Old/New business
3. Draft potential amendments to the Westford Zoning Bylaw
4. Approve minutes: May 10, 2022
5. Set date, time, and scribe for next meeting
6. Adjournment

Instructions for participation:

Register for the meeting by going to this link:

https://westfordma-gov.zoom.us/webinar/register/WN_qMr17E2HRP28Bmj6zqliKA

After registering, you will receive a confirmation email containing information about joining the webinar.

If you do not have access to this method of participation, please submit written comments to Sierra Pelletier, Assistant Planner, spelletier@westfordma.gov by 12:00 pm on May 24, 2022.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact the Permitting Department at (978) 692-5524 or email etoothaker@westfordma.gov

Old/New business

Mass EVIP EVSE Level 2 Incentives as of May 2022

A. EVSE Multi-Unit & Educational Campuses Program

Applies to:

- Multi-Unit Dwelling & Educational Campus - Definition
- Multi-Unit must have 5 or more residential Units
- Educational Campuses must have at least 15 students on site

Incentive Amounts:

- **Pays up to 60%** of cost for EVSE equipment and installation costs up to \$50,000 per address.
 - Applicant must commit to providing funds for costs not paid for by the grant as well as operating and maintenance costs for 3 full consecutive years.

Other Requirements – Partial List

- Must be new equipment.
- EVSE must be able to charge EVs produced by multiple manufacturers.
- If the station accepts payment, it must be available to all EV drivers without restrictions.
- Specified marking and space sizing must be adhered to including in spaces for disabled persons.

B. EVSE Public Access Charging Program – Privately Owned Parking Lots and Government Owned Property

- Chart of Applicable Property and associated incentives

EVSE Type	Incentive Amount at non-government Owned Property	Incentive Amount at Government Owned Property	Maximum Allowed Incentive Amount
Level 2	Up to 80% of EVSE and installation costs	Up to 100% of EVSE and installation costs	\$50,000 per street address

C. EVSE Fleet Program - Workplace and Fleet Charging

- Chart of Applicable Groups and associated incentives

Who may apply	Private, Public and non-profit workplaces	Private or non-profit light-duty fleet owners with at least 15 employees in MA	Municipal, public university, and college or state agency light-duty fleet owners
Eligible location type	Non-residential workplace with at least 15 employees on-site	Non-residential location where applicant garages fleet vehicle	Non-residential location where applicant garages fleet vehicle
Who must be allowed to use charging station	All employees who drive an EV	Applicant's EV fleet users	Applicant's EV fleet users
Maximum level of funding 60%			

D. Eligible Costs for both programs A, B, & C (above) - Must be a National Grid Program Participant in All Cases

Covered Costs	Costs Not Covered
<ul style="list-style-type: none"> • A console wired into the electrical supply • A cable and connector to plug into the EV • Cable management strategy (e.g., coil, retractable, etc.) • Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate. • Separate payment module • Shipping/Freight for "Costs Covered" 	<ul style="list-style-type: none"> • Upgrading electric supply • Land/parking space purchase or lease • Software subscription • Warranty • Taxes • Internet connection or cell signal • Planning or permitting for the project • Construction costs related to installation (including ADA EV parking space) • Signage and pavement painting • Shipping/Freight for "Costs Not Covered" • Bollards, curbs, wheel stops, setbacks, bumper guards • Electricity consumption and demand charges • Preventative and corrective maintenance on EV charging station • Others as determined by MassDEP

Other Requirements That Apply to MassEVIP Programs A and B above – Partial List

- Must be new equipment.
- Time to complete the project after funding awarded – Existing location: 6 months, New construction: 24 months.
- EVSE must be able to charge EVs produced by multiple manufacturers.
- If the station accepts payment, it must be available to all EV drivers without restrictions.
- Specified marking and space sizing must be adhered to including in spaces for disabled persons.
- General public must have access to EVSE stations 24 hours per day, 7 days per week.
- Charging stations must be designed to prevent the EVSE equipment from physical damage.
- Area around the station must be maintained including snow removal and general cleaning.
- The EVSE station(s) must be maintained for three full consecutive years from first operational date.
- Specified marking and space sizing must be adhered to including in spaces for disabled persons.

E. National Grid EV Charging Station Program

- Funding covers Up to 100% of electrical infrastructure and installation costs. Note: MassEVIP covers EVSE charging station equipment costs.
- Must purchase EVSE from National Grid approved equipment list.
- Combined MassEVIP and National Grid programs cannot exceed 100% funding of the project.

Note: Can MassEVIP funding be combined with Green Communities funding for EV charging stations? No, funding from MassEVIP cannot be combined with funding from Green Communities for a single EV charging station.

F. What's not paid for by MassEVIP and National Grid programs

- Costs to install a 208 or 240 volts AC electrical supply and the circuit breaker panel(s) to power the EVSE(s).



Town of Brookline Massachusetts

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ARTICLE #14 FORM #2 SUBMISSION #2

January 6, 2020

To Whom It May Concern:

I, Patrick J. Ward, Town Clerk of the Town of Brookline, duly qualified and acting as such and having custody of the records, hereby certify that the following actions were taken under **Article #14** at the Special Town Meeting called for Tuesday, November 19, 2019 at 7:00 P.M., adjourned to Wednesday, November 20, 2019, Thursday, November 21, 2019, Thursday, December 5, 2019, Wednesday, December 11, 2019 and dissolved on Thursday, December 12, 2019 at 9:57 P.M.

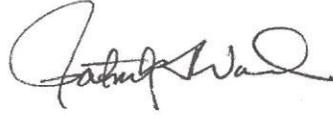
VOTED: That the Town amend Section 6.04 of the Zoning By-law (“Design of All Off-Street Parking Facilities”) by adding a new paragraph 15, as follows:

§6.04.15 – ELECTRIC VEHICLES

For Parking Areas, Non-residential and Residential, with 15 or more parking spaces, at least 15% of the total parking spaces, and not fewer than two parking spaces, shall be EV Ready Spaces. The definitions of EV Ready Space, Electric Vehicle, and Electric Vehicle Supply Equipment (EVSE) are as defined in the latest edition of the Massachusetts State Building Code. For additions and renovations to existing buildings, exceptions to this paragraph shall be consistent with the latest edition of the Massachusetts State Building Code.

The above vote, taken under Article #14, on Wednesday, November 20, 2019, a Two-Thirds Vote being required, was PASSED BY A UNANIMOUS VOTE, was so declared by the Moderator, and is so recorded.

ATTEST:



(Seal)

Patrick J. Ward
Town Clerk

Warrant Article 17 – Amend Article VI of the Town’s Zoning By-Laws to increase the requirements for EV ready parking spaces.

Report of Land Use, Zoning and Sustainability Subcommittee

Recommendation:

Favorable Action, as amended, by a vote of 6-0 with 0 abstentions.

Executive Summary:	The Petitioners’ motion would amend Zoning By-Law Section 6.00 and Section 6.04 as follows: 1) In Section 6.00 adds Paragraph 7 (parking facilities). 2) In Section 6.04 deletes paragraph 15 (Electric Vehicles). 3) Adds a new Section 6.10 (Off-Street EV Readiness) 4) For Residential Parking Areas (all uses) with 1 (down from 15) parking space or more, increase the proportion of EV Ready Spaces from 15% to 100% (Multifamily/Three-Family only; does not apply to one/two family residential) 5) For Non-Residential Parking Spaces with 7 (down from 15) parking spaces still requiring that the proportion of EV-Ready Spaces be 15% 6) Adds the option of a Minimum Prescriptive Standard and a Minimum Performance Standard using an Automatic Load Management System (ALMS) (Multifamily/Three-Family only; does not apply to one/two family residential)
Voting Yes will...	Instruct the Building Department to require new Construction Permits to provide: in Residential Parking Areas 100% EV Ready Spaces using either the Prescriptive or Performance Standards provided in the Zoning By-Law. In Non-Residential Parking Areas, with 7 or more spaces, to provide at least 15% EV Ready Spaces
Voting No will...	Leave Zoning By-Law Section 6.00, Section 6.04 and current EV Ready Space requirements unchanged.
Financial impact [if any]	Unlikely, as the Building Commissioner does not believe there would an increase in work load for the staff at the Building Department.
Legal implications [if any]	The Attorney General Office would need to evaluate if this Warrant Article is in conflict with the Massachusetts Electrical Code or the Massachusetts State Building Code.

Introduction

Warrant Article 17 is the result of the vote of Fall Town Meeting 2021 on Article 25 to refer the then proposed by-law amendments to the Department of Planning and Community Development for further development. The Department of Planning and Community Development (DPCD), in extensive consultation with the Building Department, propose these new amendments to our Zoning By-Law in order to increase availability of Electric Vehicle Ready Spaces in both

residential and non-residential parking areas throughout town. As there is an increase in the adoption of electric vehicles, there is a clear need for a greater number parking spaces with electric chargers. The goal of the Town Departments is to provide adequate charging standards so that most of the charging can take place overnight at the owner's residence. Research also shows that the cost of EV Ready spaces is lower in new construction than when retrofitting existing spaces, so the Departments believe it is reasonable to require that new parking spaces be EV Ready in anticipation of future adoption.

This Warrant Article is one more step towards combating climate change and reaching the Town's carbon reduction goals.

Evaluation Methodology/Research

- The Building and Planning and Community Development department worked together.
- Massachusetts Electrical Code, Massachusetts State Building Code, International Building Code and the International Residential Building Code.
- Brookline Zoning By-Law
- Explanation EV Charging memo March 9, 2022
- Making Parking "EV Ready": Requirements for New Construction & Incentives for Existing Buildings (Brendan McEwan/AES Engineering and Electric Mobility Canada February 2022) <https://emc-mec.ca/wp-content/uploads/EMC-Position-Paper-EV-Ready-Parking-2022.02.24-Formatted-EMC-Format.pdf>
- EV Ready" Requirements for New Buildings: A Best Practice Guide for BC Local Governments (Brendan McEwan/AES Engineering April 2021) <https://docs.communityenergy.ca/wpcontent/uploads/EV-Ready-Requirements-for-New-Buildings-Final.pdf>

Discussion

The Land Use, Zoning and Sustainability Subcommittee of the Advisory Committee held a (virtual) public hearing on Warrant Article 17 on Tuesday April 5, 2022. Subcommittee members, Carlos Ridruejo (Chair), Scott Ananian, Anita Johnson, Georgia Johnson, David Pollak, Linda Olson Pehlke and Lee Selwyn attended. Other attendees included Maria Morelli from the Planning Department, among others attended.

The Subcommittee is very supportive in general terms, of this Warrant Article and its goals towards combating the effects of climate change and reducing the carbon footprint of the Town. The Subcommittee reviewed the differences between the current WA17 and predecessor FASTM WA25 to evaluate how the town departments have amended the original warrant article. In essence, the goals of both articles are the same, but the new version (WA17) allows for compliance to happen through either a Prescriptive Standard or a Performance Standard. The addition of the Performance Standard introduces the option of using an Automatic Load Management System, which make compliance of larger projects much more easily and at a reduced cost. When an ALMS is used, multiple chargers can be connected to one circuit rated for one charger. When all chargers are charging simultaneously, they must share power the max allowed power distributed by the ALMS.

The standard requires that the ALMS provide a minimum of 1.92 kW per hour, which is reasonable for an overnight charge. The concept of the minimum power-transfer standard has been widely adopted in various counties in Canada that mandate 100% EV readiness in residential parking areas. The sub-committee amended the Warrant Article to require verification that the ALMS actually be installed. This was requested in order to prevent any loopholes if an ALMS is promised but never installed. The installation of the EVSE (Electric Vehicle Supply Equipment) is not required to be installed. The WA also gives an alternative to an ALMS through the use of a level 2 EVSE with dual ports that meet the requirements of the by-law.

Town Staff pointed out that an ALMS option might not be the right for every project, so the Warrant Article provides, other alternative prescriptive standard that requires compliance with EV Ready as defined in the State Building Code, a third option that would be a combination of the two standards.

Members of the subcommittee are concerned on how the Attorney General's Office will rule on such Warrant Article, especially after the AGO struck down recent Fossil Fuel Free Warrant Articles for being in conflict with the Building Code and other Massachusetts regulations. The subcommittee learned that Town Counsel is skeptical of the AGO approving this Warrant Article for the same reasons, so there was extensive discussion of what would happen if the WA was struck down. The unintended consequence of this situation could be that we would either lose the existing requirement of 15% EV Ready, or perhaps have a requirement of 100% EV ready without an ALMS which would be economically infeasible.

Town staff added that there is work being done at the state level to include these charging options in future Building Code editions or new Stretch Code options.

A subsequent additional subcommittee public meeting was held (virtually) on Warrant Article 17 on Thursday, April 14, 2022. Subcommittee members, Carlos Ridruejo (Chair), Scott Ananian, Georgia Johnson, David Pollak, Linda Olson Pehlke and Lee Selwyn attended. Other attendees included Maria Morelli from the Planning Department, Building Commissioner Dan Bennett. Subcommittee member Anita Johnson was not present for the public meeting. In this public meeting, the subcommittee reviewed the amended Warrant Article.

There was a lengthy discussion between the Building Commissioner and subcommittee members on how Town Officials would enforce the Warrant Article. The Building Commissioner is very comfortable with this referred version of the original Warrant Article 25. There was also further discussion with Town Counsel on the possibility of the AGO striking a portion of the Warrant Article and what the unintended consequences would be. For this reason, an amendment was added which would void the whole Warrant Article, if the AGO makes substantial changes, such as striking out the AMLS option.

The difference between the two building codes, the International Building Code (IBC) and the Residential Building Code (IRC), and how to determine which code applies to which projects, was also discussed at length. The Warrant Article has clear definitions on which code applies to what: One- and Two-Family Dwellings (including Townhouses three stories and under) are all

under the IRC. All other projects are under IBC. Mixed-use, multi-unit projects and all-residential multi-unit (more than 2) projects are all included under the IBC. For projects under the IRC, at least one parking space per dwelling unit would need to be EV Ready. Projects under the IBC would be required to have 100% of the spaces EV-Ready.

Town Staff is hopeful that the three standards provided in our definition of EV Ready Spaces C serve not only to assist multifamily property owners with a cost-effective solution for EV charging but also to offer parameters around minimum charging rates in a way that the Building Code might not be nuanced enough to provide.

Recommendation

The Subcommittee recommends Favorable Action as amended by a vote of 6-0 with 0 abstentions.

Yes	No	Abstain	Absent
Carlos Ridruejo	(None)	(None)	Anita Johnson
Georgia Johnson			
Scott Ananian			
David Pollak			
Linda Olson Pehlke			
Lee Selwyn			

**Draft potential amendments to the
Westford Zoning Bylaw**

Definitions to be added to ZBL, Section 10.2 GENERAL DEFINITIONS

The following definitions should be added to the ZBL in the section cited. Where applicable, the definitions conform to the definitions included in MGL Chapter 25A Section 16 PUBLIC ELECTRICAL VEHICLE CHARGING STATIONS and the definitions of US CFR Title 15 Commerce and Trade associated with electric vehicles and electric vehicle charging.

The definitions are listed here in logical order, to be incorporated in the proper alphabetical order within the ZBL, Section 10.2 GENERAL DEFINITIONS.

Electric Vehicle (EV): A vehicle that is powered entirely or in part by an electric motor drawing current from on-board electric energy storage (battery) that is charged from an external source of electricity. There are two types: 1) a battery electric vehicle draws propulsion energy solely from on-board electric storage that is charged from an external source of electricity; or 2) a plug-in hybrid electric vehicle with on-board electrical energy storage that can be recharged from an external source of electricity, but can also be powered by a combustion engine that runs on another fuel.

Electric Vehicle Supply Equipment (EVSE): An electric component assembly designed specifically to charge batteries within electric vehicles by permitting the transfer of electric energy to a battery or other storage device in an electric vehicle.

EVSE includes the electrical supply, connecting cord, and connector that, by insertion into an EV vehicle inlet, establishes an electrical connection to the on-board charger integral to the EV for control interface and charging. For the purposes of this chapter EVSE will be one of two types:

Level 2: EVSE powered by single-phase alternating current (AC) at 220/240 volts and delivering 32 amps (A) or greater current.

Level 3 (DC Fast): EVSE powered by three-phase alternating current (AC) at 408/480 volts (V) and delivering 50 amps or greater current.

The EVSE must be directly “hardwired” to a branch circuit or appropriate receptacle per the National Electrical Code.

Electric Vehicle Charging Station (EVCS): An EVSE component assembly or cluster of EVSE component assemblies designed specifically to charge batteries within electric vehicles by permitting the transfer of electric energy to a battery or other storage device in an electric vehicle. EVCS may be one of two types:

Private Electric Vehicle Charging Station: An electric vehicle charging station located at a parking location associated with a private residence or business for the benefit of its employees.

Publicly Available Electric Vehicle Charging Station: An electric vehicle charging station located at a publicly available parking location for use by the public.

Electric Vehicle Charging Space: A vehicle parking space equipped with Electric Vehicle Charging Station (EVCS) and specially designated for electric vehicle charging.

Publicly Available Electric Vehicle Charging Space: An Electric Vehicle Charging Station (EVCS) located at a publicly available parking location and designated by a property owner or lessee to be available to and accessible by the public and may include on-street parking spaces and parking spaces in surface lots or parking garages.

A Publicly Available Electric Vehicle Charging Space shall not be part of or associated with a private residence or a parking that is reserved for the exclusive use of an individual or group including employees, tenants, visitors, or residents of a common interest development.

Electric Vehicle “Make-Ready” Space: A vehicle parking space equipped the infrastructure necessary to support electric vehicle charging, other than the EVSE equipment itself, to facilitate future installation of Level 2 EVSE without costly refit. EV “Make-Ready” infrastructure includes space and capacity within the electric supply panel to accommodate future EVSE in 100% of the spaces designated as “Make-Ready”, and electrical raceways or conduit of sufficient size that are continuous from the supply panel to the designated location(s).

PRINCIPAL USE	REQUIRED PARKING SPACES	REQUIRED EV CHARGING STATIONS
A. Residential Uses		
1. Single-family dwelling	2 per dwelling unit	
2. Conversion of dwelling	2 per dwelling unit	
3. Open space residential development	2 per dwelling unit	
4. Flexible development	2 per dwelling unit	Unsure of definition of Flexible development
5. Assisted living facility	As set forth in Section 7	New construction requires 10% of required number of spaces rounded up to next whole number. 25% of this requirement to be full EVCS immediately with remaining 75% be make-ready installations to permit transition within three year period to full installation.
B. Exempt and Institutional Uses		
1. Use of land or structures for religious purposes	1 for each 3.5 sets	?
2. Use of land or structures for educational purposes on land owned or leased by the commonwealth or any of its agencies, subdivisions or bodies politic or by a religious sect or denomination, or by a nonprofit educational corporation	<p><i>For elementary schools:</i> 1 space for each teacher and each employee and 1 space per classroom;</p> <p><i>For secondary schools:</i> 1 space for each teacher and each employee and 1 space for each 4 students;</p> <p><i>For college or other institutions of higher learning above the 12th grade:</i> 1 space for each 3.5 seats in an auditorium or 1 for each 17 classroom seats, whichever is greater/plus one space per employee on the largest shift</p>	New construction requires 10% of required number of spaces rounded up to next whole number. 25% of this requirement to be full EVCS immediately with remaining 75% be make-ready installations to permit transition within three year period to full installation.
3. Child care facility in existing building	1 for each teacher and each other employee and 2 spaces per classroom	EVCS requirement is 10% of requirement rounded up to next whole number, any level, with minimum of one EVCS.
4. Child care facility in new building	1 space for each teacher and each other employee and 2 spaces per classroom	EVCS requirement is 10% of requirement rounded up to next whole number, any level, with minimum of one EVCS.
5. Cemetery	Not applicable	
6. Municipal facility, excluding parking lots	As may be determined by the Planning Board during site plan review	Not required
7. Municipal parking lot	Not applicable	
8. Essential services	As may be determined by the Planning Board during site plan review	Not required
9. Hospital or Clinic	2 per bed	New construction requires 10% of required number of spaces rounded up to next whole number. 25% of this requirement to be full EVCS immediately with remaining 75% be make-ready installations to permit transition within three year period to full installation.

C. Agricultural Uses		
1. Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture on a parcel of more than five acres in area	Not applicable	
C. Agricultural Uses, cont'd	REQUIRED PARKING SPACES	
2. Facility for the sale of produce, and wine and dairy products, provided that during the months of June, July, August, and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of the land containing more than five acres in area on which the facility is located	1 space per 180 square feet of gross floor area	New construction or SPR requires 10% of requirement for Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
3. Greenhouse or nursery stand	1 space per 180 square feet of gross floor area	New construction or SPR requires 10% of requirement for Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
4. Temporary greenhouse or stand	1 space per 180 square feet of gross floor area	New construction or SPR requires 10% of requirement for Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
5. Storage of agricultural products at nonexempt operation	Not applicable	
6. Boarding, renting and sale of animals on parcels of less than five acres	As may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement for Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
7. Boarding, renting and sale of horses on parcels less than five acres	As may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement for Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
8. Veterinary hospital or clinic	1 space per 200 square feet of gross floor area	New construction or SPR requires 10% of requirement for Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
D. Commercial Uses		
D. (A) Retail Uses		

1. Retail sales to the general public	1 space per 180 square feet of gross floor area	New construction or SPR requires 15% of requirement to be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5..
2. Retail sales to industrial or commercial buyers	1 space per 180 square feet of gross floor area	New construction or SPR requires 15% of requirement to be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5..
3. Retail sales of dairy products	1 space per 180 square feet of gross floor area	New construction or SPR requires 15% of requirement to be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5..
4. Retail sales or leasing of motor vehicles	1 space per 180 square feet of gross floor area, plus such additional spaces as may be determined by the Planning Board during site plan review	New construction or SPR requires 15% of requirement to be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5..
D. (B) Motor Vehicle Vehicle Services		
1. Motor vehicle services	2 spaces per service bay, plus such additional spaces as may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5..
2. Motor vehicle repair establishments	2 spaces per service bay, plus such additional spaces as may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5..
D. (C) Other Commercial Uses		
1. Nursing or convalescent home	3 per bed	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
2. Funeral home	1 for each two seats	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
3. Hotel	1 per 600 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.

D. (C) Other Commercial Uses, cont'd	REQUIRED PARKING SPACES	
4. Restaurant	1 for each three seats	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
5. Restaurant, drive-in	Not applicable	
6. Restaurant, fast-food	1 for each three seats	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
7. Business or professional office	1 per 200 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
8. Bank, financial agency	1 per 200 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
9. Printing establishment; newspaper	1 per 200 square feet of gross floor area	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
10. Nonexempt educational use	1 space for each teacher and each employee and 1 space for each 4 students	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
11. Nonprofit membership club	1 for each three seats	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
12. Indoor and outdoor commercial recreation	As may be determined by the Planning Board during site plan review	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
13. Winter commercial recreation	As may be determined by the Planning Board during site plan review	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.

14. Horseback riding academy	As may be determined by the Planning Board during site plan review	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
15. Place of amusement or assembly	1 per 200 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
16. Indoor motion-picture establishment	1 for each three seats	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
17. Golf course; golf club	As may be determined by the Planning Board during site plan review	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
18. Personal service establishment	1 per 200 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
19. General service establishment	1 per 200 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
20. Planned commercial development	As may be determined by the Planning Board during site plan review	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
21. Commercial parking lot	Not applicable	
22. Adult entertainment establishment	1 for each three seats	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
23. Massage establishment	Not applicable	
24. Body art establishment	1 per 200 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.

25. Bakery, laundry or dry cleaning plant not operated at retail	1 per 300 square feet of gross floor area	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
PRINCIPAL USE	REQUIRED PARKING SPACES	
E. Industrial Uses		
1. Research/office park	1 per 300 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
2. Warehouse	1 per 400 square feet of gross floor area	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
3. Planned industrial development	1 per 400 square feet of gross floor area	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5.
4. Removal of sand and gravel	Not applicable	
5. Quarrying; mining	Not applicable	
6. Sawmills and wood processing	As may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
7. Light manufacturing	1 per 300 square feet of gross floor area	New construction or SPR requires 15% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
8. Light manufacturing with not more than four employees	As may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
9. Wholesale trade	1 per 400 square feet of gross floor area	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
10. Contractor's yard; landscaping service	Not applicable	
11. Junkyard or automobile graveyard	Not applicable	

12. Transport terminal	As may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
13. Wholesale underground fuel storage	As may be determined by the Planning Board during site plan review	
14. Commercial communications and television tower	Not applicable	
F. Other Uses		
1. Research conducted by a nonprofit educational institution	As may be determined by the Planning Board during site plan review	New construction or SPR requires 10% of requirement be Level 2 or 3 EVCS. 25% of this requirement be full EVCS immediately with the remaining 75% make-ready as above policy in A.5 with minimum of one EVCS.
2. Drive-up or drive-through facilities	Not applicable	
3. Access ways to other districts	Not applicable	

Minutes



WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP Meeting of May 10, 2022

A meeting of the Westford Electric Vehicle (EV) Charging Station Working Group (WEVCSWG) was held at 7:15 PM on May 10, 2022, via Zoom.

The following WG members were present: Chauncey Chu, Jerimy Arnold, Gerry DiBello, Bob Shaffer, Tom Teller.

Town Staff present: Sierra Pelletier, Assistant Planner

1. Call to order

The meeting was called to order at 7:15 PM by Chair, Chauncey Chu.

2. Old/New Business

- Chauncey raised the question of definitions discussed in the prior meeting.
- Town Counsel gave opinion, communicated by Sierra via email relevant to this discussion.
 - Town Counsel's opinion was specific to single-family dwellings, that it is not permissible to mandate EV ready for single-family dwellings in the zoning bylaw.
 - Sierra has followed up to clarify what is permissible for Commercial developments.
 - Further discussion to clean up the definitions necessary but may be impacted by the further clarification that Sierra has already requested.
 - Incentives, rather than mandates, are certainly a possibility.
- There was much discussion of the scope and detail of Counsel opinion, linked to MGL Chapter 40A, Section 3. The general sense was that the WG needs to see the specifics of Counsel opinion to fully understand the scope and detail.
 - Sierra will review the Counsel opinion, just received today, to preserve confidentiality and remove any privileged information that cannot be released at this time, then distribute to the Group.
 - The WG wishes to investigate much further to better understand the specifics and potentially to advocate for changes necessary to facilitate the work we are doing.
 - We may wish to consider advocacy at the state level.
- There was discussion of where "Level 3" (Fast DC) charging would be permitted. The notes from the prior meeting indicated that Level 1 and 2 would be permitted in residential zones, but Level 3 would not be permitted in these zones.

3. Draft potential amendments to the Westford Zoning Bylaw

The Group reviewed several proposed amendments, compiled by individual members of the WG.

- Tom presented changes drafted to parking requirements in several sections.
 - Section 5.1.5 Parking Standards. Tom proposed adding a standard for *Electric Vehicle Charging Spaces* and proposed draft language for this point and a parallel change to handicapped parking.
 - We need to review the specifics of the language to ensure that it aligns with Westford Zoning Bylaws and does not include specifics that are governed by electrical and building codes.
 - Section 7.2.9 Flexible Development. Amend the requirement that each dwelling unit be served by two off-street parking spaces, to specify that one of the required spaces be “make-ready.”
 - Section 7.3 Assisted Living Facilities. Proposed adding requirement under Parking, similar to the change proposed to Section 5.1.5, but allow that ½ of the five percent EV charging spaces may be “make-ready” rather than fully equipped.
 - It was questioned if additional handicap spaces should be required in assisted living facilities.
 - Section 8.4.6 Senior Residential Multifamily Overlay District. Amend the Parking requirement in the same way as in Section 7.2.9 that one of the required spaces be EV “make-ready.”
 - Section 8.5 Mill Conversion Overlay District proposes a change to the requirement of the number of parking spaces similar to Section 7.3.
 - All of these changes will need to be run by Counsel.
- Bob reviewed proposed changes to Appendices A & B, worded in the form of how we would need to present to Town Meeting.
 - Appendix A Principal Uses, adding “EV Charging Station” referring to a commercial use providing this service, allowed everywhere except RA and RB.
 - Appendix B Accessory Uses, section A is for residential accessory uses. It would be modified by adding an item 14 EV charging space residential, with Y across all zones.
 - Appendix B, Section C General Accessory Uses, add item 6 EV charging space with Y across all zones.
 - We should make a note that we specify Level 2 or even fast DC.
- Chauncey reviewed proposed changes to Appendix D, which is where the bylaws sets the number of required parking spaces.
 - Residential Uses, for new construction require minimum of one “make-ready” space. Such requirements for single-family dwellings have been deemed by Counsel to not be permissible and will be removed from the draft.
 - Assisted Living Facility, for new construction require 10% EVCS any level, 25% of which must be full EVCS and 75% “make-ready” that would be fully equipped within 3 years.
 - Similar requirements proposed for Exempt and Institutional Uses.

- Commercial Uses, for new construction require 15% of required spaces be Level 2 or Level 3, with 25% full ready and 75% “make-ready”
 - We need to conform to Counsel opinion relative to different uses and when, if ever, it is appropriate to set requirements.
- Add requirement for D Motor Vehicle Services, require 10%.
- Add similar provisions to Other Commercial Uses.
- We will need to integrate these proposals into the language/form used in the Zoning Bylaw. The Appendices are available in Excel format, which Sierra will email to Chauncey and Bob for easier editing.
- There was some discussion of how to draft a report for presentation to the Planning Board. The proposals discussed tonight are the start. We will now need to attend to the necessary definitions.
 - Bob and Tom will work together to draft language for the required definitions based on early drafts, with suggestions from other members of the WG.
 - In response to Chauncey’s comment that the business community has expressed concern about funding, Gerry will do additional research to compile listing of potential funding sources that can be used to defray some of the expense of EV charging spaces.
- We will have to present at Town Meeting, the very specific language as amendments to the Bylaws, including changes to the definitions. We will have limited time. Best to prepare and distribute handouts ahead of time with general background/information and detail.

4. Approve minutes: April 26, 2022

Motion to accept by Tom, second by Bob. Motion to accept passed unanimously by roll call.

5. Set the date, time, and scribe for next meeting

After some discussion the WG set the date/time for the next meeting consistent with our current practice: Tuesday, May 24, 2022 at 7:15 PM via Zoom. Gerry will serve as scribe for the minutes.

6. Adjournment

Motion to adjourn by Bob, seconded by Gerry. Motion to adjourn passed unanimously by roll call. The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Tom Teller

5/17/2022