



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

Approved on 5/24/2022

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