



**CITY OF URBANA, ILLINOIS**  
**DEPARTMENT OF PUBLIC WORKS**  
**ENVIRONMENTAL SUSTAINABILITY DIVISION**

**MEMORANDUM**

**TO:** City of Urbana Sustainability Advisory Commission  
**FROM:** Scott R. Tess, Environmental Sustainability Manager  
**DATE:** July 2, 2013  
**RE:** CAP Goal 2: Action 3

#	<i>Recommendation</i>	<i>Priority</i>
1.2	DCEO, in collaboration with EVAC participants and convening organizations, should convene local government officials and staff to develop standardized, streamlined charging station permitting procedures (preferably online), inspection requirements, and EV- related building code provisions across local jurisdictions: <ul style="list-style-type: none"> <li>• Local processes should support residential, commercial, and public EV infrastructure installation, thereby easing timelines and administrative burdens for installers.</li> <li>• Updated building codes should address parking signage, striping, conduit requirements, recognized certification of charging equipment, and charging cord management.</li> </ul>	Short-term

- ✓ The City of Urbana requires the same electrical installation permit for the installation of an EV charger as it does for any other electrical installation. There is no particular barrier to EV charger station permitting.

2.5	State and local governments and businesses should consider creating the following incentives for EV drivers: <ul style="list-style-type: none"> <li>• Designate reserved and/or preferential parking spaces for EVs in parking garages and lots.</li> <li>• Offer discounted fees (or waivers) for municipal parking stickers for EVs.</li> </ul>	Medium to long-term
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- ✓ Discounts and waivers for parking fees do not have an essential nexus to the purchase of an EV. The stickers serve to moderate the number of cars parallel parked on residential streets. A discounted parking permit is unlikely to incentivize a \$40,000 EV purchase. A preferential parking space is also unlikely to incentivize an EV purchase. The City will seek grants to install an EV charging station in a public parking space for promotional purposes.

2.6	Local governments and commercial fleets should consider adopting ordinances or policies (or leveraging existing ordinances or policies) to establish goals for employees' use of EVs through fleet purchases or leases, rentals, and/or car-sharing.	Long-term
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- The City of Urbana will establish a purchasing policy describing under what conditions the City will choose to purchase or lease EVs.

4.6	Local governments should provide information and instructions on permitting, building codes, electricity rate options (including benefits from off-peak charging under time-variant rates), public charging locations, local incentives, and the process for notifying utilities about installation of Level 2 (or higher) charging stations.	Short to medium-term
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- The City of Urbana will establish a policy for notifying the utility company about installation of Level 2 or higher charging stations.
- Information on permitting, building codes, and electricity rates are already available on our website.

4.8	First responders and public safety organizations should provide information to consumers and public safety personnel regarding safety protocols for EVs and EVSE.	Short to medium-term
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- The City of Urbana Fire Department training includes procedures to properly respond to emergencies involving EVs.