

# **ELECTRIC VEHICLE CHARGING STATIONS WORKING GROUP**

**November 29, 2022**

**Via Webinar**



## **WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP**

### **MEETING AGENDA**

**Tuesday, November 29, 2022**

**7:00 PM Meeting**

**Via Webinar**

**Please see instructions for participation below**

1. Call to order
2. Old/New business
3. Any updates on the MA DOER Stretch Codes?
4. Discussion of potential Zoning Bylaw updates
5. Approach and timeline to Planning Board of proposed zoning changes/adds
6. Set date, time, and scribe for next meeting
7. Approve minutes: October 13, 2022
8. Adjournment

#### **Instructions for participation:**

You can access the meeting at this link:

<https://westfordma-gov.zoom.us/j/83704045012>

If you do not have access to this method of participation, please submit written comments to Sierra Pelletier, Assistant Planner, [spelletier@westfordma.gov](mailto:spelletier@westfordma.gov) by 12:00 pm on November 29, 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](mailto:etoothaker@westfordma.gov)

## Old/New business

# Electric Vehicle (EV) Charging Stations Working Group

The Electric Vehicle (EV) Charging Stations Working Group purpose is:

1. Explore the needs and feasibility to provide the necessary network of the EV Charging Stations and to support the demand for EV Charging Stations. The Working Group (WG) findings will expand on the Clean Energy and Sustainability Committee's (CEASC) RoadMap goals.
2. Develop action plan with obtainable objectives:
  - a. Regulatory changes
  - b. Implementation process
  - c. Funding strategies.
3. The WG will review current building/zoning regulations, in conjunction with the state's regulatory environment, and suggest changes to either require or incentivize installations or readiness.
4. The WG will be consistent in identifying criteria for both existing and new development, and locations such as for multi-family condo/rental properties.
5. The WG will provide a "Best Practices" resource for funding, tax incentives & grants; vendors; estimated costs; examples of successful installations; etc.

The Group is comprised of a number of Westford residents, including representation from the Planning Board and Clean Energy & Sustainability Committee. The staff contact is Assistant Planner Sierra Pelletier, who can be reached at [spelletier@westfordma.gov](mailto:spelletier@westfordma.gov) or at (978) 692-5524.

## Agendas:

- [11/9/2021](#)
- [12/7/2021](#)
- [1/18/2022](#)
- [2/10/2022](#)
- [3/8/2022](#)
- [4/12/2022](#)

## Meeting Packets:

- [11/9/2021](#)
- [12/7/2021](#)
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- [4/12/2022](#)

## Meeting Minutes:

- [11/9/2021](#)
- [12/7/2021](#)
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- [8/25/2022](#)
- [10/13/2022](#)

**For more information and research conducted by the Group, please see the links below:**

### **Guidance Documents, Laws, and Best Practices**

- [Mass General Laws: Public Electrical Vehicle Charging Stations](#)
- [MA EVSE Installation Guide \(MA DOER; Nov 2017\)](#)
- [Plug-In EV Deployment Policy Tools \(US DOE; Aug 2015\)](#)
- [ADA Requirements for Workplace Charging Installation \(US DOE; Nov 2014\)](#)
- [Plugging In: Readyng America's Cities for EV \(US PIRG; Winter 2018\)](#)
- [Electrifying Transportation in Municipalities \(American Cities Climate Challenge; Aug 2021\)](#)
- [EV Ordinance Best Practices \(GPI; June 2019\)](#)

### **Bylaws, Policies, and Plans from Other Towns**

- [Ipswich, MA Zoning Bylaw: EV Excerpts](#)
- [Methuen, MA Zoning Bylaw: EV Excerpts](#)
- [Somerville, MA Climate Forward Plan: EV Excerpts](#)
- [Boston, MA: EV Readiness Policy for New Developments](#)
- [Franklin Township, NJ Zoning Ordinance for EV](#)

### **Programs for Installation and Rebates**

- [MassEVIP Public Access Charging Program Requirements: Level 1 and 2 Chargers \(MassDEP; Dec 2020\)](#)
- [MassEVIP Public Access Charging Program Requirements: DC Fast Chargers \(MassDEP; Dec 2020\)](#)
- [National Grid Charging Station Program Fact Sheet](#)
- [Summary of Rebates and Incentives by EV Working Group](#)
- [EV Rebate Application Data for Westford, Q4 2014 - Q3 2021](#)

## Other Information

- [Publicly Available EV Charging Stations in Westford](#)
- [State to Expand Electric Vehicle Charging Stations \(The Salem News; Feb 15, 2022\)](#)
- [Grid Capacity for Projected Growth in EVs \(Summary of YouTube Video; Feb 2022\)](#)
- [Can EV Users and the Grid Be Reconciled? \(Cleantech; June 2021\)](#)
- [EV Charging Infrastructure Trends, Q2 2021 \(US DOE\)](#)
- [Numbers and Percentages of EV Charging Spaces: Examples](#)

**Please also see the latest [Stretch Code updates from the State, anticipated to take effect January 1, 2023](#)**

**Any updates on the MA DOER Stretch Codes?**

# **Discussion of potential Zoning Bylaw updates**



**From:** [Sierra Pelletier](#)  
**To:** [Sierra Pelletier](#)  
**Cc:** [Jeffrey Morrisette](#)  
**Subject:** Zoning Bylaw and Electric Vehicle Regulations  
**Date:** Wednesday, November 23, 2022 10:31:03 AM

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Hi all,

I have looked further into your proposed zoning bylaw updates with Counsel and have some answers for you.

Appendix D:

1. The zoning bylaw should not require anything less than what the stretch code requires. That is, if the stretch code requires 20% of spaces be EV, you cannot require instead that 15% be EV. Therefore, I strongly advise that any updates do not go below what stretch code requires.
2. If the Group wants to stick with the same as what stretch code requires, there would be no need for updates to the bylaw.
3. If the Group would like to require more than the stretch code requires, you may propose that, but it is unknown if it would pass the Attorney General's Municipal Law Unit review (this is presently untested and may carry some risk).
4. With regard to single-family residential, I would advise you do not include updates to the bylaw. The stretch code requires EV in each dwelling unit already.

Definitions:

5. The Group may repeat exactly what is in the stretch code, with reference at the end of each definition that the term is as defined and may be amended by the code (Counsel will provide specific language). This would help provide a buffer should the stretch code definitions get revised and no longer match our zoning bylaw.

Please feel free to bring questions to the meeting.

I will add this email to the packet and get it uploaded to [your webpage](#) before noon today.

Have a great holiday weekend!

Sierra Pelletier  
Assistant Planner  
Town of Westford  
55 Main Street  
Westford, MA 01886  
[spelletier@westfordma.gov](mailto:spelletier@westfordma.gov)  
978.692.5524

## Definitions to be added to Westford ZBL, Section 10.2 GENERAL DEFINITIONS

References:

- 1) Massachusetts General Laws (MGL) Chapter 25A Section 16 Public Electrical Vehicle Charging Stations
- 2) Massachusetts State Building Code 780 CMR *Ninth Edition*, Chapter 2 Definitions
- 3) National Electric Code (NEC) 2020 Article 625 Electric Vehicle Power Transfer System

**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 (BEV) 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 (PHEV) 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. Ref: MGL Ch.25A Sec.16.

**Electric Vehicle Charging Services:** The transfer of electric energy from an Electric Vehicle Charging Station (EVCS) to a battery or other storage device in an electric vehicle and associated billing services, networking, operation, and maintenance. Ref: MGL Ch.25A Sec.16

**Electric Vehicle Charging Space:** A vehicle parking space equipped with Electric Vehicle Charging Station and specially designated for electric vehicle charging. An Electric Vehicle Charging Space may be one of two types:

**Private Electric Vehicle Charging Space:** An Electric Vehicle Charging Space located at a parking location associated with a private residence or at a business for the benefit of its employees.

**Public Electric Vehicle Charging Space:** An Electric Vehicle Charging Space 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 Public 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. The owner or lessee of a Public Electric Vehicle Charging Space, whose primary business is not Electric Vehicle Charging Services, may restrict the use of that parking space, including by limiting use to customers and visitors of the business. Ref: MGL Ch.25A Sec.16.

**Electric Vehicle Charging Station (EVCS):** One or more vehicle parking spaces served by Electric Vehicle Service Equipment (EVSE), including an electric component assembly or cluster of electric 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. Ref: MGL Ch.25A Sec.16; MA 780 CMR Ch.2

**Electric Vehicle Service/Supply Equipment (EVSE):** Equipment expressly designed for safe charging of Battery Electric Vehicles (BEV) or Plug-in Electric Vehicles (PHEV). Ref: MA 780 CMR Ch.2; NEC Art.625.

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 power transfer and information exchange. For the purposes of this chapter EVSE will be one of two types:

**EVSE Level 2:** EVSE conforming to the National Electrical Code, NEC Art.625, supplying Alternating Current (AC) at 208/240 volts to the EV onboard charger.

**EVSE Level 3 (DC Fast):** EVSE conforming to the National Electrical Code, NEC Art.625, supplying Direct Current (DC) to the EV onboard equipment.

**EVSE 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 EVSE without costly refit. "EVSE Ready" infrastructure includes space and capacity within the electric supply panel to accommodate future EVSE in 100% of the spaces designated as "EVSE Ready", and electrical raceways or conduit of sufficient size that are continuous from the supply panel to the designated location(s).

## Definitions to be added to Westford ZBL, Section 10.2 GENERAL DEFINITIONS

### References:

- 1) 225 CMR 22: *Massachusetts Stretch Energy Code and Municipal Opt-In Specialized Code 2023 Residential low-rise amendments to IECC2021, Chapter 2 Definitions*
- 2) 225 CMR 23: *Massachusetts Commercial Stretch Energy Code and Municipal Opt-In Specialized Code 2023 Commercial amendments to IECC2021, Chapter 2 Definitions*
- 3) 527 CMR 12.00: *Massachusetts Electrical Code (Amendments) Section 625.2*

Recently adopted Massachusetts Stretch Code and Specialized Opt-In Code (225 CMR 22 Low-Rise Residential and 225 CMR 23 Commercial) contain (matching) definitions for some key terms related to electric vehicles and electric vehicle charging. The definitions proposed have been edited to conform to those in 225 CMR 22 and 225 CMR 23 2023, which are in turn based on 527 CMR 12.00 electrical code.

1. Chapter 2 of 225 CMR 22 and 225 CMR 23 contain definitions for “Electric Vehicle (EV)”, “Electric Vehicle Supply Equipment (EVSE)”, and “Electric Vehicle Ready Parking Space (“EV Ready Space”)”. The definitions below are copied exactly from 225 CMR 22/23. Minor edits are proposed, as noted, using track changes.
2. A definition for “Electric Vehicle Charging Station (EVCS)”, adjusted to conform with 225 CMR 22/23, is proposed as it is proposed as Principle or Accessory Commercial Use in Westford ZBL Appendix A and Appendix B.
3. 225 CMR 22 and 225 CMR 23A do not contain provisions for “make-ready” parking spaces as previously discussed. A definition for “Electric Vehicle “Make-Ready” Space (“EV Make-Ready Space”)”, adjusted to conform with 225 CMR 22/23, is proposed in case the working group chooses to retain such a provision in proposed Westford ZBL amendments forwarded to the Planning Board.

**Electric Vehicle (EV):** ~~An automotive type~~ vehicle for on-road use, such as passenger automobiles, buses, trucks, vans, neighborhood electric vehicles, electric motorcycles, and the like, primarily powered by an electric motor that draws current from a rechargeable storage battery, fuel cell, photovoltaic array, or other source of electric current.

*Note: This abbreviated definition provided here for the convenience of the user. The full definition contained in 225 CMR 22 Chapter 2; 225 CMR 23 Chapter 2; and 527 CMR 12 section 625.2 take precedence and are binding for code purposes.*

**Electric Vehicle Charging Station (EVCS):** A vehicle parking area including two or more Electric Vehicle Ready Parking Spaces (“EV Ready Spaces”) as a Principle or Accessory Commercial Use.

**Electric Vehicle Supply Equipment (EVSE):** The conductors, ~~including the ungrounded, grounded, and equipment grounding conductors,~~ and the *electric vehicle* connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the *electric vehicle*.

*Note: This abbreviated definition provided here for the convenience of the user. The full definition contained in 225 CMR 22 Chapter 2; 225 CMR 23 Chapter 2; and 527 CMR 12 section 625.2 take precedence and are binding for code purposes.*

**Electric Vehicle Ready Parking Space (“EV Ready Space”):** A designated parking space which is provided with wiring and electrical service sufficient to provide AC level II or equivalent EV charging, as defined by Standard SAE J1772 for EVSE servicing light duty *Electric Vehicles*.

*Note: This definition provided here for the convenience of the user. The full definition contained in 225 CMR 22 Chapter 2; 225 CMR 23 Chapter 2; and 527 CMR 12 section 625.2 take precedence and are binding for code purposes.*

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

**Appendix A:  
Table of Principal Use Regulations**

PRINCIPAL USE	DISTRICTS									
	RA	RB	B	BL	CH	IH	IA	IB	IC	ID
<b>A. Residential Uses</b>										
1. Single-family dwelling	Y	Y	Y	N	N	N	Y	SPA	SPA	N
2. Conversion of dwelling	SPA	SPA	SPA	N	N	N	SPA	SPA	SPA	N
3. Open space residential development	SPB	SPB	N	N	N	N	SPB	N	SPB	N
4. Flexible development	SPB	SPB	N	N	N	N	SPB	N	SPB	N
5. Assisted living facility	SPB	SPB	N	N	SPB	SPB	SPB	SPB	SPB	SPB
6. Trailer, mobile or otherwise	N	N	N	N	N	N	N	N	N	N
<b>B. Exempt and Institutional Uses</b>										
1. Use of land or structures for religious purposes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. Child care facility in existing building	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4. Child care facility in new building	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. Cemetery	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
6. Municipal facility, excluding parking lots	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7. Municipal parking lot or garage	N	N	N	N	Y	Y	N	N	N	N
8. Essential services	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
9. Hospital or clinic	SPA	SPA	SPA	N	SPA	N	SPA	SPA	N	N
10. Large-Scale Solar Energy System	SPB	N	SPB	SPB	Y	Y	Y	Y	Y	Y
<b>C. Agricultural Uses</b>										
1. Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture on a parcel of more than five acres in area	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

See Definitions

Y=permitted, N=not permitted

SPB = special permit by Planning Board

SPA = special permit by Zoning Board of Appeals

**Appendix A:  
Table of Principal Use Regulations**

<b>C. Agricultural Uses, cont'd</b>	<b>RA</b>	<b>RB</b>	<b>B</b>	<b>BL</b>	<b>CH</b>	<b>IH</b>	<b>IA</b>	<b>IB</b>	<b>IC</b>	<b>ID</b>
3. Greenhouse or nursery farm stand	N	N	N	N	Y	N	N	N	N	N
4. Temporary greenhouse or farm stand	N	N	N	N	Y	Y	N	N	N	N
5. Storage of agricultural products at nonexempt operation	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
6. Boarding, renting and sale of animals on parcels less than five acres	N	N	N	N	SPA	N	N	N	N	N
7. Boarding, renting and sale of horses on parcels less than five acres	N	N	SPA	N	SPA	N	SPA	SPA	N	N
8. Veterinary hospital or clinic	N	N	N	N	Y	N	N	N	N	N
<b>D. Commercial Uses</b>										
<b>D. (A) Retail Uses</b>										
1. Retail sales to the general public	N	N	Y	N	Y	N	Y	Y	N	N
2. Retail sales to industrial or commercial buyers	N	N	N	N	SPB	Y	N	N	N	N
3. Retail sales of dairy products	N	N	Y	N	Y	N	Y	N	N	N
4. Retail sales or leasing of motor vehicles	N	N	N	N	Y	Y	N	N	N	N
5. Major retail project	N	N	SPB	SPB	SPB	SPB	SPB	N	N	N
<b>D. (B) Motor Vehicle Services</b>										
1. Motor vehicle services	N	N	SPA	N	SPA	SPA	SPA	SPA	N	N
2. Motor vehicle repair establishments	N	N	SPA	N	SPA	SPA	SPA	SPA	N	N
<b>D. (C) Other Commercial Uses</b>										
1. Nursing or convalescent home	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
2. Funeral home	N	N	Y	N	Y	N	Y	Y	N	N
3. Hotel	N	N	Y	N	SPB	N	Y	Y	N	N
4. Restaurant	N	N	Y	Y	Y	N	Y	Y	N	N
5. Restaurant, drive-in	N	N	N	N	N	N	N	N	N	N
6. Business or professional office	N	N	Y	Y	Y	Y	Y	Y	Y	Y
7. Printing establishment; newspaper	N	N	Y	N	N	N	Y	Y	Y	Y
8. Nonexempt educational use	N	N	N	N	Y	N	N	N	N	N
9. Nonprofit membership club	Y	Y	Y	N	Y	N	Y	Y	N	N

See Definitions

Y=permitted, N=not permitted

SPB = special permit by Planning Board

SPA = special permit by Zoning Board of Appeals

**Appendix A:  
Table of Principal Use Regulations**

<b>D. (C) Other Commerical Uses, cont'd</b>	<b>RA</b>	<b>RB</b>	<b>B</b>	<b>BL</b>	<b>CH</b>	<b>IH</b>	<b>IA</b>	<b>IB</b>	<b>IC</b>	<b>ID</b>
10. Indoor and outdoor commercial recreation	N	N	N	N	SPA	N	N	N	N	N
11. Winter commercial recreation	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
12. Horseback riding academy	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
13. Place of amusements or assembly	N	N	SPA	N	N	N	SPA	SPA	N	N
14. Indoor motion-picture establishment	N	N	N	N	Y	N	N	N	N	N
15. Golf course; golf club	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
16. Personal service establishment	N	N	Y	Y	Y	N	Y	Y	N	N
17. General service establishment	N	N	N	Y	Y	Y	N	N	Y	Y
18. Planned commercial development	N	N	N	N	SPB	N	N	N	N	N
19. Commercial parking lot	N	N	N	N	Y	Y	N	N	N	N
20. Adult entertainment establishment	N	N	N	N	SPA	N	N	N	N	N
21. Massage establishment	N	N	N	N	N	N	N	N	N	N
22. Body art establishment	N	N	N	N	SPA	N	N	N	N	N
23. Major commercial project	N	N	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
24. Adult day care facility	SPA	SPA	SPA	N	N	N	SPA	SPA	N	N
25. Recreational Marijuana Establishment	N	N	N	N	N	N	N	N	N	N
<b>26. Electric Vehicle Charging Station</b>	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>E. Industrial Uses</b>										
1. Research/office park	N	N	N	N	Y	Y	Y	Y	Y	Y
2. Warehouse	N	N	N	N	N	SPB	SPB	SPB	SPB	SPB
3. Planned industrial development	N	N	N	N	N	SPB	N	SPB	N	N
4. Removal of sand and gravel	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. Quarrying; mining	N	N	N	N	N	N	Y	N	Y	Y
6. Sawmills and wood processing	N	N	N	N	N	Y	Y	N	N	N
7. Light manufacturing	N	N	N	N	N	Y	Y	Y	Y	Y
8. Light manufacturing with not more than four employees	N	N	N	N	Y	Y	N	N	N	N

See Definitions

Y=permitted, N=not permitted

SPB = special permit by Planning Board

SPA = special permit by Zoning Board of Appeals

**Appendix A:  
Table of Principal Use Regulations**

<b>E. Industrial Uses, cont'd</b>	<b>RA</b>	<b>RB</b>	<b>B</b>	<b>BL</b>	<b>CH</b>	<b>IH</b>	<b>IA</b>	<b>IB</b>	<b>IC</b>	<b>ID</b>
9. Wholesale trade	N	N	N	N	Y	Y	N	N	Y	Y
10. Junkyard or automobile graveyard	N	N	N	N	N	N	N	N	N	N
11. Wholesale underground fuel storage	N	N	N	N	N	SPA	N	N	N	N
12. Asphalt Manufacturing Plant	N	N	N	N	N	N	N	N	N	N
<b>F. Other Uses</b>										
1. Research conducted by a nonprofit educational institution	SPA	SPA	SPA	SPA	N	N	SPA	SPA	SPA	SPA
2. Drive-up or drive-through facilities, except restaurants	N	N	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
3. Accessways to other districts	Y	Y	Y	Y	Y	Y	Y	N	N	N
4. RTF, including Antennas, equipment and Structures (see Section 6.2 for exemptions)	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA
Short-Term Rentals are permitted by right within the Summer Village Short-Term Rental Overlay District (See Section 8.8)										

See Definitions

Y=permitted, N=not permitted

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SPA = special permit by Zoning Board of Appeals

**Appendix B:  
Table of Accessory Use Regulations**

ACCESSORY USE (See Definitions)	DISTRICTS									
	RA	RB	B	BL	CH	IH	IA	IB	IC	ID
<b>A. Residential Accessory Uses</b>										
1. Professional Office (see Sec. 3.4.1)	Y	Y	Y	N	Y	Y	Y	Y	N	N
2. Other home occupation (see Sec. 3.4.2)	SPA	SPA	Y	N	Y	Y	Y	Y	N	N
3. (a) Family day care, small (see Sec. 3.2.1.1.A)	Y	Y	SPB	SPB	SPB	SPB	Y	SPB	SPB	SPB
3. (b) Family day care, large (see Sec. 3.2.1.1.B)	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
4. (a) Adult day care, small (see Sec. 3.2.1.2.B)	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
4. (b) Adult day care, large (see Sec. 3.2.1.2.A)	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
5. Accessory dwelling unit (see Sec. 3.3)	SPA	SPA	SPA	N	N	N	SPA	SPA	SPA	N
6. Board of not more than 5 persons (see Sec. 3.2.1.3)	Y	Y	Y	N	Y	Y	Y	N	N	N
7. Temporary trailer (see Sec. 3.2.1.4)	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA
8. Parking of commercial vehicle (see Sec. 3.2.1.10)	Y	Y	N	N	N	N	Y	N	N	N
9. Accessory residential structure (see Sec. 3.2.1.5)	Y	Y	N	N	Y	Y	Y	N	N	N
10. Garage for not more than 3 motor vehicles (see Sec. 3.2.1.6)	Y	Y	N	N	N	N	Y	N	N	N
11. Stabling of horses (see Sec. 3.2.1.7)	Y	Y	N	N	N	N	Y	N	N	N
12. Storage of one unregistered motor vehicle (see Sec. 3.2.1.8)	Y	Y	N	N	N	N	Y	N	N	N
13. Storage of trailer or boat (see Sec. 3.2.1.9)	Y	Y	N	N	N	N	Y	N	N	N
<b>B. Nonresidential Accessory Uses</b>										
1. Storage (see Sec. 3.2.2.1)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2. Storage of vehicles and trailers (see Sec. 3.2.2.2)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. Accessory commercial use	N	N	N	N	Y	Y	N	N	N	N



**Appendix B:  
Table of Accessory Use Regulations**

<b>C. General Accessory Uses</b>	<b>RA</b>	<b>RB</b>	<b>B</b>	<b>BL</b>	<b>CH</b>	<b>IH</b>	<b>IA</b>	<b>IB</b>	<b>IC</b>	<b>ID</b>
1. Accessory scientific uses (see Sec. 3.2.3.1)	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA
2. Split lot accessway (see Sec. 3.2.3.2)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. Common driveway (see Sec. 3.2.3.3)	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB	SPB
4. Private Parking Garage (see Sec. 3.2.3.4)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. RTF, including Antennas, equipment and Structures (see Section 6.2 for exemptions)	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA
<b>6. Electric Vehicle Charging Station</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

Short-Term Rentals are permitted by right within the Summer Village Short-Term Rental Overlay District (See Section 8.8)

PRINCIPAL USE	REQUIRED PARKING SPACES	REQUIRED EV CHARGING SPACES
<b>A. Residential Uses</b>		
1. Single-family dwelling	2 per dwelling unit	Minimum of one space to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> .
2. Conversion of dwelling	2 per dwelling unit	Minimum of one space to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> .
3. Open space residential development	2 per dwelling unit	Minimum of one space to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> .
4. Flexible development	2 per dwelling unit	Minimum of one space to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> .
5. Assisted living facility	As set forth in Section 7	???
<b>B. Exempt and Institutional Uses</b>		
1. Use of land or structures for religious purposes	1 for each 3.5 sets	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
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>	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
3. Child care facility in existing building	1 for each teacher and each other employee and 2 spaces per classroom	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.

4. Child care facility in new building	1 space for each teacher and each other employee and 2 spaces per classroom	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
5. Cemetery	Not applicable	
6. Municipal facility, excluding parking lots	As may be determined by the Planning Board during site plan review	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
7. Municipal parking lot	Not applicable	
8. Essential services	As may be determined by the Planning Board during site plan review	
9. Hospital or Clinic	2 per bed	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
<b>C. Agricultural Uses</b>		
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	
<b>C. Agricultural Uses, cont'd</b>	<b>REQUIRED PARKING SPACES</b>	
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	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.

3. Greenhouse or nursery stand	1 space per 180 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
4. Temporary greenhouse or stand	1 space per 180 square feet of gross floor area	Minimum one space to be EVSE Ready.
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	Minimum one space to be EVSE Ready.
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	Minimum one space to be EVSE Ready.
8. Veterinary hospital or clinic	1 space per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
<b>D. Commercial Uses</b>		
<b>D. (A) Retail Uses</b>		
1. Retail sales to the general public	1 space per 180 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
2. Retail sales to industrial or commercial buyers	1 space per 180 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
3. Retail sales of dairy products	1 space per 180 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.

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	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
<b>D. (B) Motor Vehicle Services</b>		
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	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
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	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
<b>D. (C) Other Commercial Uses</b>		
1. Nursing or convalescent home	3 per bed	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
2. Funeral home	1 for each two seats	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
3. Hotel	1 per 600 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
<b>D. (C) Other Commercial Uses, cont'd</b>	<b>REQUIRED PARKING SPACES</b>	
4. Restaurant	1 for each three seats	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
5. Restaurant, drive-in	Not applicable	

6. Restaurant, fast-food	1 for each three seats	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
7. Business or professional office	1 per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
8. Bank, financial agency	1 per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
9. Printing establishment; newspaper	1 per 200 square feet of gross floor area	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
10. Nonexempt educational use	1 space for each teacher and each employee and 1 space for each 4 students	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
11. Nonprofit membership club	1 for each three seats	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
12. Indoor and outdoor commercial recreation	As may be determined by the Planning Board during site plan review	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
13. Winter commercial recreation	As may be determined by the Planning Board during site plan review	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.

14. Horseback riding academy	As may be determined by the Planning Board during site plan review	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
15. Place of amusement or assembly	1 per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
16. Indoor motion-picture establishment	1 for each three seats	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
17. Golf course; golf club	As may be determined by the Planning Board during site plan review	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
18. Personal service establishment	1 per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
19. General service establishment	1 per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
20. Planned commercial development	As may be determined by the Planning Board during site plan review	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
21. Commercial parking lot	Not applicable	
22. Adult entertainment establishment	1 for each three seats	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
23. Massage establishment	Not applicable	

24. Body art establishment	1 per 200 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
25. Bakery, laundry or dry cleaning plant not operated at retail	1 per 300 square feet of gross floor area	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
<b>PRINCIPAL USE</b>	<b>REQUIRED PARKING SPACES</b>	
<b>E. Industrial Uses</b>		
1. Research/office park	1 per 300 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
2. Warehouse	1 per 400 square feet of gross floor area	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
3. Planned industrial development	1 per 400 square feet of gross floor area	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
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	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
7. Light manufacturing	1 per 300 square feet of gross floor area	15% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.



8. Light manufacturing with not more than four employees	As may be determined by the Planning Board during site plan review	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
9. Wholesale trade	1 per 400 square feet of gross floor area	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
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	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
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	
<b>F. Other Uses</b>		
1. Research conducted by a nonprofit educational institution	As may be determined by the Planning Board during site plan review	10% of the spaces required are to be Level 2 or Level 3 (Fast DC) EV charging spaces. At minimum, 25% of the spaces designated for EV charging are to be fully equipped <i>Public Electric Vehicle Charging Spaces</i> . The remaining 75% or less of the requirement are to be EVSE Ready spaces.
2. Drive-up or drive-through facilities	Not applicable	
3. Access ways to other districts	Not applicable	

**Approach and timeline to Planning Board of proposed zoning changes/adds**

**Town of Westford**

**Annual Town Meeting Timeline**

**Saturday, March 25, 2023**

Continuing to Monday, March 27, 2023, if needed

<i>Fri. Nov. 11, 2022</i>	<i>Veterans Day</i>
<i>Thurs. Nov. 24, 2022</i>	<i>Thanksgiving</i>
<b>Fri. Dec. 2, 2022</b>	Capital Planning Committee Recommendations
<b>Tues. Dec. 13, 2022</b>	<b>Town Manager presents FY24 Budget to Select Board and Finance Committee</b>
	<b>Select Board vote to open FY24 Annual Town Meeting Warrant</b>
	Request Annual Town Meeting and Election Banner approval from Select Board
<i>Sun. Dec 18, 2022</i>	<i>Hanukkah begins at sundown</i>
<b>Thurs. Dec. 22, 2022</b>	Deadline for submittal of all street acceptance application materials to Planning Office (at least 90 days prior to Town Meeting) in accordance with Westford Subdivision Rules & Regulations, Sec. 218-29.A
<i>Sun. Dec. 25, 2022</i>	<i>Christmas Day</i>
<i>Mon. Dec. 26, 2022</i>	<i>Kwanzaa begins</i>
<i>Sun. Jan. 1, 2023</i>	<i>New Year's Day</i>
<b>Tues. Jan. 3, 2023</b>	Nomination papers for local elected offices are available at the Town Clerk's Office
<b>Fri. Jan. 13, 2023</b>	<b>4:00pm:</b> Community Preservation Committee applications due to Accounting
<b>Tues. Jan. 10, 2023</b>	Select Board vote their <u>intention</u> to lay out a town way, refer the matter to the Planning Board for a

non-binding recommendation. The Planning Board has 45 days after such reference in which to make its report, if any (per MGL Ch. 41, Sec. 81G & 81I)

**Wed. Jan. 11, 2023**      **10:00am:** Non-petition articles due to the Town Manager's Office

**Thurs. Jan. 12, 2023**      **7:00pm:** Joint budget hearing (SB/FinCom)

*Mon. Jan. 16, 2023*      *Martin Luther King Jr. Day*

**Thurs. Jan. 19, 2023**      **7:00pm:** Joint budget hearing (SB/FinCom)

**Tues. Jan. 24, 2023**      **2:00pm:** Deadline for **petition articles** to be submitted to the Town Clerk's Office for certification of signatures

SB votes to close the Annual Town Meeting Warrant (per Town Bylaw Ch. 51.1.D.).

**Thurs. Jan. 26, 2023**      **7:00pm:** Joint budget hearing (SB/FinCom)

**Thurs. Feb. 2, 2023**      **7:00pm:** Joint budget hearing (SB/FinCom)

**Tues. Feb. 14, 2023**      Select Board review warrant articles and set the order

**Wed. Feb. 15, 2023**      Department Head meeting

**7:00pm:** FinCom meeting to review warrant articles

**Fri. Feb. 17, 2023**      First public hearing notice for Planning Board appears in the Lowell Sun

*Mon. Feb. 20, 2023*      *Presidents' Day*

**Tues. Feb. 21, 2023**      Notice of Select Board's street acceptance public hearing mailed to landowners

**Fri. Feb. 24, 2023**      Second public hearing notice for Planning Board appears in the Lowell Sun

Advertise Town Meeting event flyer throughout town

**Tues. Feb. 28, 2023**

Select Board sign ATM warrant. (deadline to post warrant is March 18<sup>th</sup>)

Select Board review motions

**Thurs. March 2, 2023**

**7:00pm:** FinCom meeting to review Finance Committee book, review warrant articles if necessary

**Fri. March 3, 2023**

Deadline for material to be included in Finance Committee book

**Mon. March 6, 2023**

Planning Board opens public hearing(s) on zoning-related article(s)

**Wed. March 8, 2023**

Holi celebration

**Fri. March 10, 2023**

Deadline to post Annual Town Meeting Warrant in Town Hall, post offices, the library and on the web

Deadline to file approved street layout plan with the Town Clerk (*at least 14 days prior to Town Meeting per General Bylaws Ch. 51*).

Deadline to post the Finance Committee book

**Tues. March 14, 2023**

**5:00pm:** Deadline to submit nomination papers for the May 2<sup>nd</sup> Town Election to the Town Clerk's Office for certification (7 weeks prior to election)

All reports and records to be voted on at Town Meeting to be available to the voters. (Bylaw Chapter 51.1.E)

Select Board open street acceptance and layout public hearing

Select Board discuss wording and vote on any proposed ballot question(s)

Deadline to file nomination papers at the Town Clerk's Office.

**Wed. March 15, 2023** Motions Meeting

**5:00pm:** Voter registration deadline for Annual Town Meeting

**Sat. March 18, 2023** Annual Town Meeting banner is hung

**Mon. March 20, 2023** Second Planning Board public hearing(s) on zoning-related article(s) (if needed)

**Wed. March 22, 2023** Ramadan begins

**Sat. March 25, 2023** **10:00am:** Annual Town Meeting begins in Westford Academy large gymnasium

**Mon. March 27, 2023** **7:00pm:** Annual Town Meeting continues in Westford Academy large gymnasium, if needed.

**Tues. March 28, 2023** **4:00pm:** Deadline for Select Board to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)

*Wed. April 5, 2023* *Passover begins at sundown*

*Fri. April 7, 2023* *Good Friday*

*Sun. April 9, 2023* *Easter Sunday*

**Tues. April 11, 2023** Select Board sign Annual Town Election warrant.

*Mon. April 17, 2023* *Patriots' Day holiday*

**Fri. April 22, 2023** **5:00pm:** Voter registration and party enrollment change deadline for Annual Town Election

**Mon. April 24, 2023** Deadline to post Annual Town Election warrant

**Tues. April 25, 2023** **Annual Town Election banner is hung**

**Tues. May 2, 2023** Annual Town Election

<b>MEETING DATE</b> Location at Town Hall, Meeting Room 201, unless otherwise noted	<b>DEADLINE</b> for Application Submittals* <b>By 2:00 pm</b>	<b>DEADLINE</b> for receipt of <u>additional</u> materials as requested by staff for inclusion in packets <b>By 2:00 pm</b>
July 18, 2022	Fri., June 17, 2022	Fri., July 8, 2022
August 15, 2022	Fri., July 15, 2022	Fri., August 5, 2022
September 19, 2022	Fri., August 19, 2022	Fri., September 9, 2022
October 3, 2022	Fri., September 2, 2022	Fri., September 23, 2022
October 24, 2022	Fri., September 23, 2022	Fri., October 14, 2022
November 7, 2022	Fri., October 7, 2022	Fri., October 21, 2022
November 21, 2022	Fri., October 21, 2022	<b>EARLY DEADLINE</b> Weds., November 9, 2022
<b>December 5, 2022</b>	Fri., November 4, 2022	Fri., November 18, 2022
<b>December 19, 2022</b>	Fri., November 18, 2022	Fri., December 9, 2022
<del>Tuesday, January 3, 2023</del>	<del>Fri., December 3, 2022</del>	<b>EARLY DEADLINE</b> <del>Weds., December 21, 2022</del>
<del>February 6, 2023</del>	<del>Fri., January 6, 2023</del>	<del>Fri., January 27, 2023</del>
<del>March 6, 2023</del>	<del>Fri., February 3, 2023</del>	<del>Fri., February 24, 2023</del>

\*Applications must be sufficiently complete (refer to Application Checklist) to be accepted.



## 2023 MEETING DATES AND DEADLINES

----->  
PB opens  
public  
hearings  
for zoning  
articles

MEETING DATE Location at Town Hall, Meeting Room 201, unless otherwise noted <b>(Monday)</b>	DEADLINE for Application Submittals* - <b>By 2:00 pm Friday</b>	DEADLINE for receipt of <u>additional</u> materials as requested by staff for inclusion in packets <b>By 2:00 pm Friday</b>
<b>January 9, 2023</b>	Dec. 9, 2022	Dec. 30, 2022
<b>February 6, 2023</b>	Jan. 6, 2023	Jan. 27, 2023
<b>March 6, 2023</b>	Feb. 3, 2023	Feb. 24, 2023
March 20, 2023	Feb. 17, 2023	Mar. 10, 2023
April 3, 2023	Mar. 3, 2023	Mar. 24, 2023
May 1, 2023	Mar. 31, 2023	Apr. 21, 2023
May 15, 2023	Apr. 14, 2023	May 5, 2023
June 5, 2023	May 5, 2023	May 26, 2023
<b>TUES., June 20, 2023</b>	May 19, 2023	June 9, 2023

\*Applications must be sufficiently complete (refer to Application Checklist) to be accepted



# Minutes



## **WESTFORD ELECTRIC VEHICLE (EV) CHARGING STATIONS WORKING GROUP Meeting of October 13, 2022**

A meeting of the Westford Electric Vehicle (EV) Charging Stations Working Group (EVWG) was held at 7:00 PM on October 13, 2022, virtually via Zoom.

The following WG members were present: Chauncey Chu, Gerry DiBello, Tom Teller, Bob Shaffer (joined at 7:13 pm)

Town Staff present: Sierra Pelletier, Assistant Planner

### **1. Call to Order**

- The meeting was called to order at 7:07 pm.

### **2. Old/New Business**

- Old business: The near final MA 2023 residential and commercial buildings Redlined Energy Stretch Code Regulations has been issued by the DOER. Tom noted that the definitions he created that will potentially be added to Westford's zoning bylaws do not follow the updated Stretch Code definitions. He will revise these definitions to conform to the new Stretch Code and electrical code language. Chauncey noted that the final Stretch Code language definition defines the term "Make Ready." Tom will also revise that term to conform to the Stretch Code definition in the group's suggested zoning bylaw change document.
- New business: Gerry reported that he was invited to do a presentation on EV chargers and programs at a board meeting of the Hildreth Hills Condominium Association. Part of his presentation concerned how a condominium can install EV level 2 charging stations using a MassEVIP program grant to pay for 60% of the cost of the charging equipment. The MassEVIP grant combined with a National Grid grant that pays infrastructure cost can substantially reduce the cost of the installation. The Condo Board members wanted to know if charging stations could be made private so that only residents could use them. The MassEVIP program does allow this provision. The Group would like Gerry to present to other condo associations should the opportunity arise.

### **3. Follow-up from presentation to Planning Board at October 3<sup>rd</sup> meeting**

- Chauncey reported on the progress of our research and proposed zoning bylaw changes in his presentation to the Planning Board on October 3<sup>rd</sup>. Our group plans to have our suggested amendments finalized so they can go through the public hearing process before the spring Town Meeting to get them on the warrant. The Planning Board members were supportive of the EVCSWG's efforts to date.

- Tom asked if the new Stretch Code that mandates residential EV charging stations and make ready provisions would have any impact on the previous guidance the EVCSWG received from Town Counsel on this subject. The guidance given thus far is that the town should avoid mandating residential EV charging stations or make ready provisions, as a zoning bylaw should not regulate what is already regulated by building code, and these are untested waters. Sierra will contact Town Counsel for confirmation. Sierra will also check on what amendments, if any, would be appropriate to the zoning bylaw given the new Stretch Code requirements.
- The Spring Town Meeting could potentially be in March of 2023. Chauncey noted that our group will need to have meetings in November and December to finalize our suggested wording for zoning bylaw changes for Appendices A, B, and D to be ready for a public hearing. Before our next meeting Tom will review Appendices A and B, Chauncey will review Appendix D for any changes that might be needed. Tom and Chauncey will send any changes to Sierra before our next meeting.

**4. Set date, time, and scribe for next meeting**

- The next meeting will be on Tuesday, November 29<sup>th</sup> at 7pm via Zoom.

**5. Approve minutes. August 25, 2022**

- A motion to approve the August 25, 2022 minutes was made by Chauncey and seconded by Gerry. Minutes were approved 3-0-1 (Bob abstained).

**6. Adjournment**

- A motion to adjourn was made by Chauncey and seconded by Tom. Meeting adjourned at 7:37pm.

Respectfully submitted,  
Gerald DiBello  
10/22/2022