



# MEMORANDUM

## Town of Nags Head

### Planning & Development Department

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To: Planning Board  
From: Holly B. White, Principal Planner  
Michael Zehner, Director of Planning & Development  
Date: May 14, 2021  
Subject: Discussion of Scope for Electric Vehicle Action Plan

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#### BACKGROUND

There has been ongoing discussion of the promotion and advancement of electric vehicles and infrastructure in the Town for some time. The Planning Board initiated discussion of electric vehicle charging stations in June 2019, and Staff prepared a detailed memo the following month to initiate discussion (available here [online](#) at page 51). These initial discussions led to the inclusion of an Electric Vehicle Action Plan as part of the Planning & Development Department and Septic Health FY2020-2021 Strategic Work Plan, with the general goal being to support the increasing prevalence of electric vehicles.

Since that time, the Town has pursued several avenues to promote and advance electric vehicle infrastructure. In 2020, Staff pursued research and grant opportunities for funding of [Level 2 charging stations](#) (page 1, VW Settlement Phase 1 - Level 2 Charging Program). After discussion at the Board of Commissioners meeting on [January 20, 2021](#), the Board directed Staff to work directly with potential vendors where the charger equipment is provided by the vendor at no up-front cost to the Town beyond installation of electrical service to the charger location. While a vendor arrangement has not been secured at this time, Staff continues to work towards the goal of securing the location of charging equipment on Town property.

Simultaneously, Staff determined that modifications to the UDO regulations would be necessary to accommodate charging infrastructure. The Planning Board considered these [text amendments at their March 15, 2021](#) meeting and recommended approval, and the Board of Commissioners approved the [text amendments at their May 5, 2021](#) meeting. The amendments allow electric vehicle charging stations as an accessory use to residential and commercial uses in all zoning districts.

#### PLANNING FOR ELECTRIC VEHICLES

While the discussion around electric vehicles and infrastructure has been ongoing, an Electric Vehicle Action Plan would allow the Town to undertake a proactive and holistic approach to electric vehicles and supporting infrastructure. In order to initiate the plan process, Staff has developed an initial problem statement and project scope for the Board's consideration.

Problem Statement

With the numbers and use of electric vehicles increasing, is there sufficient charging and other supporting infrastructure in the community to accommodate this increase and Town, resident, business, and visitor needs? What steps can the Town take to improve any deficient or less than adequate conditions?

Project Scope

1. Conduct an assessment of existing conditions and identify community needs and goals;
2. Identify best practices related to charging and other supporting infrastructure needs for electric vehicles, as well as other related opportunities; and
3. Recommend specific actions.

Staff requests the Board's feedback and direction on the scope and objectives of the Electric Vehicle Action Plan, as well as any related thoughts regarding stakeholder engagement and the timeline of the project. It should be noted that Staff has been contacted by representatives of an in-State university which may have graduate level students interested in developing this Plan for the Town, in collaboration with Staff; this may result in Plan initiation being delayed until August or September 2021.

While not necessarily a model for this effort, the Board may wish to review the *Electric Vehicle Action Plan* for the City of Westminster, Colorado to compare how at least one other community has approached planning for electric vehicles-  
<https://www.cityofwestminster.us/Portals/1/Documents/Residents%20-%20Documents/Sustainability-Documents/Westminster%20EV%20Plan.pdf?ver=2020-09-29-140754-063>.