

FINAL



**ELECTRIC VEHICLE SUBCOMMITTEE OF THE
LEBANON ENERGY ADVISORY COMMITTEE
THURSDAY, MAY 14, 2026 - 3:30 PM
CITY COUNCIL CHAMBERS, WITH REMOTE ACCESS VIA
VIRTUAL PLATFORM AT LEBANONNH.GOV/LIVE**

Members Present: Sherry Boschert-Chair, Bill Stearns, Clifton Below, Henry Bromberg-LEAC Chair (Remote)

Members Absent: NONE

Staff Present: Chris Kilmer

1. **Call to Order-** Ms. Boschert called meeting to order at 3:33 pm.
2. **Approval of Minutes**
 - A. April 9, 2026- Section 3C Old Business: T-Mobile grant was submitted, minutes amended, Motion by Mr. Stearns, Second by Ms. Boschert. Unanimously approved.
3. **Old Business**
 - A. E-bike Project- Quote for electrical work has been requested, confirmation of site approval from City Manager Hosmer needed, plan review from Planning to be submitted once electrical work quote received. Enfield is looking at a similar project; Mr. Stearns is offering guidance for their project.
 - B. Grant applications- T-Mobile award notice due in May 2026, Mascoma Bank contributed to the e-bike project, bought an advertisement in the Earth Week flyer, and has pledged money to the T-Mobile projects if awarded to cover any shortfall.
 - C. Upper Valley Earth Week Open House 2026 report-Summary report will be submitted at LEAC, was a big success- more sites, registrants and participants than last year.
4. **New Business**
 - A. Site Plan Review regulations amendments – See attached. Draft Site Plan Regulations from 2023 provided by Assistant Director Corwin for Site Plan regulations and a draft completed by Mr. Below. It was discussed moving Mr. Below’s draft to Planning for review as the oversight was in Zoning Ordinance already.
 - B. Fire Station EV charging- Per Chief Wheatley, approval preceded the current regulations and there are under 50 parking spots. LEAC is interested in a tour.
5. **Open to the Public- NONE**
6. **Upcoming Events & Future Agenda Items**
7. **Set next meeting – June 11, 2026, 3:30 p.m.**
8. **Adjournment** Motion by Mr. Below at 4:02 pm, Second by Ms. Boschert. Unanimously passed.

Minutes completed by Chris Kilmer

4 A New Business supporting documents:

Proposed Amendments to Site Plan Review Regulations

Drafted by Clifton Below, late 2025 and early 2026, with the Lebanon Energy Advisory Committee, Planning Board, and City Council endorsing consideration of these proposed changes by the Planning Board.

[Add under Section 5.1, Drawings and Other Submittals, subsection 4.e \(Table Form Information\) after existing subsection \(5\) concerning parking, and renumber remaining subsections, or after the last sub-subsection \(13\):](#)

(X) Number of any off-street parking spaces initially to be EVSE-Installed, EVSE-Ready, EVSE-Capable, and EVSE-Planned, as described in the City's Zoning Ordinance, respectively.

[Also under Section 5.1, as part of or following subsection 21 \(concerning construction details including parking\):](#)

XX. **1)** A plan showing which spaces are designated as EVSE-Installed, if any, EVSE-Ready, EVSE-Capable, and EVSE-Planned, as described in the City's Zoning Ordinance. **2)** The plan shall indicate where electrical circuit breaker panels will be provided initially, and in the future for EVSE-Planned spaces, whether generally within buildings or outdoors as shown on a site plan. **3)** The plan shall also indicate where conduit to serve such panels and spaces will initially be provided and where conduit capacity (such as shared with site lighting) and sleeves will initially be provided for EVSE-Planned spaces to avoid the future need to cut through solid walls and floor slabs or excavate under hard surfaces such as pavement, concrete, sidewalks, and curbs for eventual conversion of EVSE-Planned spaces to EVSE-Capable or EVSE-Ready spaces as future demand may require. **4)** The plan shall also include a description of planned triggers for such future upgrades and may include annual reporting to the Planning Department of the number of dwelling units, tenants, or residents using EV charging on site and the number of EVSE-Ready or EVSE-Installed spaces provided.

Drafted by Mr. Below

DRAFT SITE PLAN REVIEW REGULATION AMENDMENTS
NEW SECTION 6.11 - ELECTRIC VEHICLE (EV) INFRASTRUCTURE

A. Parking Space Design.

1. Battery charging station outlets and connector devices for *Electric vehicle supply equipment* (EVSE) shall be no less than 36 inches and no higher than 48 inches from the ground or pavement surface where mounted.
2. EVSE and associated parking space elements (including components mounted on pedestals, lighting posts, bollards, or other devices) shall be designed and located as to not impede pedestrian travel or create trip hazards and should include a barrier-free accessible route of travel to a primary building entrance. Provide a retraction device or place to mount cords and EVSE pedestals or protections designed to minimize vandalism, pedestrian conflict, and potential damage by accidents, snow storage/plowing and inclement weather.
3. *Electric vehicle* (EV) parking spaces shall meet standard dimensional and related requirements of the Site Plan Regulations, Section 6.5E and ADA parameters from the [U.S. Access Board](#).
4. EVSE shall be protected such as by wheel stops or concrete filled bollards or shall be placed a minimum of 24 inches clear from the face of the curb.
5. Adequate lighting (may be on timers or motion sensors) must be provided unless charging will always be for daytime purposes only.

B. EVSE signage.

1. Identify individual *EV-installed spaces* as EV-parking only, according to the Federal Highways Administration/Manual on Uniform Traffic Control Devices (MUTCD) Interim Approval (IA-13) for Electric Vehicle Charging, current edition, except when located in conjunction with single- or two-family dwellings.
2. Required information. At each *EV-installed space* or cluster of EV charging stations, except when located in conjunction with single- or two-family dwellings, signage must be posted and include pertinent user information, such as time limits or similar restrictions (e.g., “Electric Vehicle Parking Only While Charging”), pricing, safety information (e.g., voltage and amperage levels), contact information for service problems (including phone number), hours of operation (e.g. MUTCD R7-5), and penalty warnings (e.g., idling/maximum duration of charging sessions, non-EV parking), if applicable.
3. Format. As an alternative to posting all of the above information, details subject to change (e.g. rates) may be provided via a digital screen, website or similar. Signage must be included in the specifications package for Site Plan approval.

4. Labels. Submittal plans and associated installed equipment must be clearly labeled as follows: 1) service panels must identify dedicated circuits available for EV charging as “*EV Ready*”, 2) service panels designated for future additional EV charging must be identified as “*EV Capable*”, and 3) Conduit endpoints must be marked as “*EV Ready*” for full circuits, and “*EV Capable*” for inaccessible conduit installed.

C. Other

1. Multifamily dwellings and non-residential EVSE installations must include a plan for Operations & Maintenance of the chargers and related equipment, such as software.
2. Applicants are encouraged to design EVSE and related parking facilities in adherence to the Electric Vehicle Charging Design Guide (see Appendix B).

ARTICLE II – DEFINITIONS

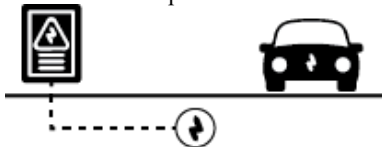


Electric vehicle supply equipment (EVSE)/ EV charging station: The apparatus installed specifically for the purpose of transferring energy between the site or building wiring and the Electric Vehicle. EVSE does not include any equipment affixed to the electric vehicle.

Electric vehicle infrastructure: Structures, machinery, and equipment necessary and integral to support an *electric vehicle*, including *EV charging stations* and electrical outlets.

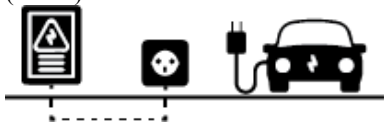
Electric vehicle (EV): An automotive-type vehicle for on-road use primarily powered by an electric motor, including any battery electric vehicle, fuel cell electric vehicle, or plug-in hybrid electric vehicle, that draws current from an onboard battery charged through a building or site electrical service, *EVSE*, or other source of electric current.

EV-capable space: An *off-street parking space* with electrical panel capacity and space for a branch circuit dedicated to the parking space that is not less than 40ampere and 208/240-volt and equipped with raceways, both underground and surface mounted, to enable the future installation of *EVSE*. For two adjacent EV-capable spaces, a single branch circuit is permitted.



EV-ready space: An *off-street parking space* provided with a full dedicated branch circuit that includes not less than 40-ampere and 208/240-volt panel capacity, conduit, wiring, receptacle, and overcurrent protection devices terminating in a receptacle or junction box that will support an installed EVSE and which is located in close proximity to the location of the parking space. For two adjacent EV-ready spaces, a single branch circuit is

permitted. These spaces are “ready to go” with the addition of an EV charging station (EVSE).



EVSE-installed space: An *off-street parking space* with a dedicated branch circuit and *EVSE* for *Level 2 EV* or *Low Power Level 2 charging stations*, at minimum.

Level 1: “Trickle” charging level for *EVs* that operates on a 15- to 20-amp breaker on a 120-volt AC circuit (wall outlet) while drawing 1.4 to 2.4 kW to add 2-6 miles of range per hour of charging.

Low Power Level 2: Charging level for *EVs* that operates on a 208- or 240-volt, 20-amp circuit while drawing around 3.8 kW to add approximately 13 miles of range gained per hour of charging.

Level 2: Charging level for *EVs* that operates on a dedicated 40- to 100-amp breaker (same kind used by a clothes dryer or stove) on a 208- or 240-volt AC circuit while drawing around 6.2+ kW to supply approximately 19+ miles of range gained per hour of charging.

Level 3: Fast or rapid charging level for *EVs* that operates on a 60-amp or higher breaker on a 480-volt AC electric circuit or higher three phase circuit with special grounding equipment and mounting on an equipment pad.

Electric Vehicle Load Management System: An automatic load management system designed to distribute load across one, or to locate charging capacity among multiple, EV charging stations. The system should distribute a minimum of 8 amps per charger (though allocations may vary) and is intended to increase cost-effectiveness by allowing the system to “share” the load across multiple EVs in the parking facility depending on aggregate and individual charging needs.

CITY OF LEBANON

SITE PLAN REGULATIONS

APPENDIX B

ELECTRIC VEHICLE CHARGING DESIGN GUIDE

This guide provides detailed requirements for electric vehicle charging and is part of the City's Site Plan Review development regulations. Companion requirements for EV Charging Infrastructure thresholds are part of the Zoning Ordinance. A key objective of this guide is to foster the greatest uptime of EVSE, a smooth user experience, and maximum value of related investments.

A. Site selection

1. Utility coordination. Prior to initiating permitting in conjunction with the requirements of Zoning Ordinance Section 607.8, proposed EVSE sites should have a site survey in coordination with utilities to assess physical and financial options of existing electrical power capacity or needs for bringing power to the site, if required. The purpose is to avoid conflicts that might increase project complexity or impact parking configurations. Submission of load requests to utilities for power reviews should use GPS coordinates rather than address locations. Such a strategy will lead to a more accurate assessment of the feasibility of supplying power to the site.
2. Power level. Where **Level 3** and **Level 2** EV charging station capacity is demonstrated to be unsuitable due to user needs or the site's power capacity, and upgrades are not practical, **Low Power Level 2** or **Level 1** EV charging stations should be considered for alternative provisions.
3. Visibility. The site design and location of EVSE is important to encourage its maximal use. EV parking spaces should be sited in visible and convenient locations. EV charging station wayfinding signage should be implemented.
4. Risk management. Consider the risks of locating chargers in areas subject to 100-year floods. For example, protections can include waterproof connectors that guard the grid from moisture. Some stations can use batteries, but they need to be elevated and have the ability to ventilate.
5. Accessibility. EV parking spaces should be located adjacent to the principal use. Accessible electric vehicle charging stations should be located in close proximity to the building or facility entrance and connected to a barrier-free accessible route of travel. The owner of the property may designate the accessible electric vehicle charging station exclusively for use by people with disabilities.

6. Shelter. EV batteries are degraded in hot conditions and not charged fully in cold weather; the applicant may wish to provide shade, canopy or other shelter (i.e., enclosed structured parking), noting that 60-70 degrees (F) is the ideal charging temperature.
7. Energy optimization. When selecting a charging station location, site hosts and developers should consider existing and future needs for incorporating on-site distributed energy resources, and prioritize areas that can easily accommodate these assets, which in turn could reduce the cost of future upgrades. It is best practice to identify existing locations with excess load capacity that can support the deployment of curbside EV charging; for example, consider repurposing light poles.

B. Electrical system

1. Code compliance. All installations of EVSE shall meet National Electric Code (Article 625) and UL certification is recommended. The applicant should consult with the local code officials to ensure electrical code compliance as well. Level 2, including all auxiliary loads, should be metered in accordance with electric utility requirements.
2. Service. The electric service panels for EVSE ready circuits should be positioned near EV parking and shall provide sufficient capacity and space to accommodate the circuit and over-current protective device.
3. Load balancing. Property owners should consider equipment that is capable of supporting demand response, time-of-use (TOU), and/or smart charging. For example, evaluation and installation of an *electric vehicle load management system* in conjunction with other EVSE is recommended for larger projects, with the system designed to allocate charging capacity among multiple EV charging stations at a minimum of 8 amps per charger (minimum allocation may vary).
4. Enhanced charging infrastructure. Innovative charging strategies are encouraged, such as battery pack storage integration with EVSE for TOU demand management, solar canopy parking, co-location with electric bike storage and charging, and bidirectional EV chargers for vehicle-to-grid, -home, or -building load balancing.
5. Future-proofing. The make-ready portion of electrical infrastructure installed at publicly-funded, publicly-accessible locations, in particular, should be capable of supporting chargers with a minimum 150kW capacity.

C. Other best practices

1. Price signals. Usage fees must be transparent. Related considerations for programming include time of use rates and demand charges. Charging stations should display on their face the rate of charge, unit price (in whole cents or tenths of one cent), kWh at which the EVSE dispenses electricity during a transaction, and total kWh delivered per charging session, and demand charge signals prior to payment (where applicable).
2. Payment type. Multiple payment operations should be enabled. Each newly installed publicly-funded, publicly-accessible charging station must accept payments, with

Commented [R01]: I'm seeking advice on this - Appendix B, B. Electrical System 2. Service This is probably just my ignorance, but why should the panels be located near the EV parking? As long as the conductors are properly sized for the load and distance they could be quite far away. Maybe it has to do with safety of technicians, so there's no chance someone comes along and turns a circuit back on while they are working on it, but in that case it's usually a requirement that the panel be located within line of sight of the equipment or the equipment has a separate disconnect nearby. Just wondering.

appropriate consumer data protection safeguards, via credit card reader and at least one other accessible form of payment. Publicly accessible EVSE should not require use of cell phone-based payment approaches.

3. **Materials.** EV infrastructure should be made of low-maintenance durable materials that are vandal-proof to the extent possible and operational in extreme weather conditions (including low and high temperatures).
4. **Publicly accessible EVSE.** The owner or operator should disclose the location and characteristics of each publicly accessible EV charging station to the U.S. Department of Energy's Alternative Fuels Data Center. Information that must be disclosed includes, but is not limited to, address, voltage, and timing restrictions.