HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING

DATE OF REQUEST: Monday, Aug. 29, 2011

FROM: **David Teague, Grants Coordinator**

MEETING DATE REQUESTED: September 6

Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm

SUBJECT: **Advanced Energy / Land of Sky Charging Station Site Application**

REQUEST:
(What action are you seeking?)
Approval of County's participation with the Town of Waynesville in applying for the Advanced Energy/Land of Sky Charging Station Site Grant

BACKGROUND:
(Research and justification of proposal and need; Alternatives evaluated; Legal Basis: Outcome-What will be achieved and how will it be measured?)

This project, funded by the American Recovery and Reinvestment Act via the NC State Energy Office and Advanced Energy, will provide subsidy payments towards the installations of up to 25 Level 2 AC electric vehicle charging stations in the greater Asheville metropolitan area. In August, Alison Melnikova, Town of Waynesville Assistant Town Manager, met with County Manager Marty Stamey, Planning Director Kris Boyd and Grants Coordinator David Teague to discuss the feasibility of working in collaboration to apply for this grant for the purpose of placing two units in the parking deck. The charging stations must serve parking stalls that are available to the public during typical business hours (9 am - 5 pm, Monday through Friday). Charging stations may also be used by public or private fleet vehicles. A follow-up meeting was held with Facilities and Maintenance Director Dale Burris, Town of Waynesville Codes Administrator Jason Rogers, Ms. Melnikova and Mr. Teague to look at best options for implementing the project in the parking deck. It was determined that the 5th Floor provided a suitable location for the two units. The project would involve taking three parking spaces. The Town of Waynesville has agreed to restripe the designated parking spaces.

IMPLENTATION PLAN:

(How and when will staff undertake the action?)

Charging stations must be installed by December 9th, 2011. Haywood County Facilities and Maintenance Director will coordinate installation of the units.

-continued on next page-

FINANCIAL IMPACT STATEMENT:

(What is the cost? Where is the money coming from? Optional or mandated?)

County costs: $2,500 plus $500 in-kind for labor (funding for this project is not in FY11-12 budget)

Town of Waynesville costs: $3,000

SUPPORTING ATTACHMENTS: YES X NO _____ HOW MANY? 3

LIST: **Grant Application Summary** **Draft Agreement with Advanced Energy** **Examples of Charging Station units**

If yes, one ORIGINAL ATTACHMENT, and 14 copies, copied front and back side of pages, stapled and three-hole punched must accompany the agenda request

PowerPoint Presentation: YES _____ NO X

PERSON MAKING PRESENTATION AT MEETING: David Teague

TITLE: Grants Coordinator

PHONE NUMBER: 452-7305

E-MAIL: dteague@haywoodnc.net

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): 8/31/11

County Manager / Clerk to the Board Comments: _____

In an effort to save paper, attachments should be copied on both front and back sides.

Advanced Energy/Land of Sky Charging Station Site Application

Primary Contact		
Name:	Alison Melnikova	DRAFT * Pending Haywood County Commissioner Approval on Tuesday, September 6th
Organization:	Town of Waynesville	
Mailing Address:	P.O. Box 100	
Title:	Assistant Town Manager	
Phone Number(s):	828-456-2002	
E-mail Address:	townmanagerassistant@townofwaynesville.org	

Site Information	
Name of Site (Enter "On Street" if applicable):	Haywood County Justice Center Parking Deck
Owner (Organization Name):	Haywood County
Street Address:	143 Branner Ave
Municipal Jurisdiction:	Town of Waynesville
Electrical Inspection Jurisdiction:	Town of Waynesville
County:	Haywood
Electric Utility Provider:	Town of Waynesville

Brief Description of Site and Owner:

For example, "A parking lot for a county-owned public library serving an average of 200 patrons per day." or "A parking deck serving a 10-tenant retail shopping mall with approximately 5,000 daily shoppers.", or "A parking lot for a 15-tenant mixed-use building that serves ~400 retail customers and employees during business hours and ~20 city fleet vehicles outside of business hours."

The 376 space Haywood County Parking Deck provides free parking in downtown Waynesville. Located adjacent to the Haywood County Justice Center and Historic Courthouse (which now houses the administrative offices and Council chambers), vehicles enter from Branner Avenue, and pedestrians can exit via that route or the elevator and sidwalk to North Main Street. The deck serves approximately 100 County employees, and up to 200 Courthouse visitors and tourists visiting the 133 businesses located in the downtown business district.

Construction of the deck was funded by both Haywood County and the Town of Waynesville to provide adequate parking for the Courthouse and the general public.

Parking Lot/Parking Deck Information (if applicable)	
Number of parking spaces	376 (351 car spaces, 13 handicapped car spaces, 2 handicapped van spaces and 10 motorcycle spaces)
Typical daily percentage of spaces utilized from 9 am to 5 pm (rough estimate). If you anticipate significant use of the charging stations at other times of day, please describe:	50% - 70%. Usage varies depending on whether or not court is in session, although approximately 30% is used by County employees (100). The lot is at or near capacity during weekend special events held downtown, including festivals and parades, with approximately twelve such events annually. It is anticpated that attendees to such events would also utilize the charging stations.
(Optional) If easily available, please provide the minimum number of parking spaces required for the site by applicable local ordinance. This may be specified in the parking design documents for the site.	not applicable

Yes	I have reviewed the Project Requirements in the AE/LoS Charging Station Grant Overview and agree that this application will meet all requirements.
Yes	I have reviewed the contract terms and conditions that will apply should this application be accepted, and I agree that I can comply with them.

Charging Stations & Usage	
Proposed number of stations at this site (minimum 2):	2
Approximate percentage of vehicles using the site that remain parked for two to four hours between 9 am and 5 pm. If you anticipate such use of the charging stations at other times of day, please describe:	At least 30% of the vehicles remain parked, as they are owned by County employees. It is likely another 10-15% also remains parked for at least two hours due to the use of the parking deck by Court visitors and downtown shoppers. The parking deck is free to use and open 24/7. Neither entity currently owns an electric vehicle, but each anticipates the purchase of an EV within the next 2-4 years. At that time the charging stations may also be used after-hours by fleet vehicles.
If known, describe any fee that will be assessed for use of the charging station after June 30th, 2012:	There is currently no plan to charge a fee for the use of the charging station after June 30, 2012. The Town and County will review this position as needed based on the consumption of the charging stations. The parking deck is located on the Town of Waynesville electric system.

Yes	Charging station is manufactured in North Carolina
If no, provide explanation of why NC models are not acceptable and provide an estimate the percentage of the charging station that is manufactured in NC:	not applicable

Financial Planning	
Dollar amount of funds that have been budgeted by the station owner for charging station installation:	Haywood County: $1,500 Town of Waynesville: $3,000
Approximate dollar value of in-kind labor and/or materials that have been budgeted by the station owner for charging station installation:	Haywood County: $1,500
Date when these funds are available:	September 7, 2011
Date by which these funds need to be spent:	June 30, 2012

Site Surroundings

Name of nearest town or urbanized unincorporated area:	Town of Waynesville
Nearest highway:	5 miles to Interstate 40; .15 miles to U.S. 276; .28 miles to U.S. 23 Business; 1.3 miles to U.S. 74/23, and 2.5 miles to U.S. 19.
List up to five shopping, government, major employer, or entertainment/cultural/ recreational facilities within 1/4 mile:	Downtown Waynesville, which is a compact municipal service district home to 133 small businesses, which include retail, restaurants, funeral homes, and banks. Government facilities also located within this area include the Haywood County Justice Center; Haywood County Courthouse; Waynesville Town Hall/Police Department/Development Office, and Waynesville Municipal Building.

Briefly describe how this charging station site supports regional connection of plug-in vehicle charging infrastructure (e.g., Station is located at a destination facility, such that it increases the round-trip range for PEVs, or station is located at an intermediate stop such that vehicles can bridge a longer distance to another destination where charging is available.)

The Haywood Parking Deck charging station is located in the central business district of the largest North Carolina city west of Asheville. There is significant daily travel between Haywood and Buncombe Counties by employees, residents, and tourists. The site will serve both local users who utilize their PEVs within the county and to attend Courthouse functions and shop and dine in the downtown business district.

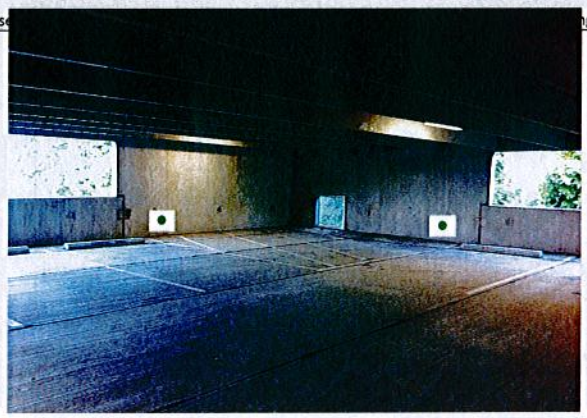
It will also provide a convenient charging location for the traveling public. The parking deck is located 5 miles from Interstate 40, 1.3 miles from U.S. 74/23, and 2.5 miles from U.S. 19, and could draw PEVs which are traveling on each of these routes. As visitors to WNC plan their routes, Waynesville is a central node as people travel to and from Asheville and points west.

Land of Sky staff will complete the following calculations:	
Distance in miles to nearest town or urbanized unincorporated area (enter "In town" if applicable):	In town
Distance in miles to nearest highway:	

Parking Space Selection

The applicant is asked to insert two digital images below: a photograph of the proposed charging station location and a simple map of the charging site. If the charging stations at this site are separated (for example, two sets of two stations each, located on opposite sides of the same parking lot or on different levels of the same parking deck) please insert one picture of each location.

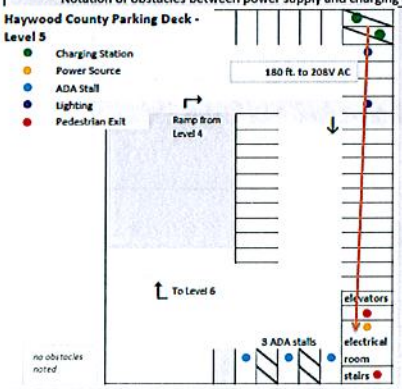
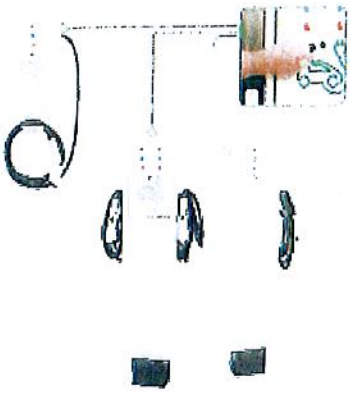
1. Please [illegible] ng stations, including ~10 yards of the area on the sides and front of those spaces.



2. Please insert a map or plan view of the site that indicates the location of the planned charging spaces as well as the information listed below. This information can be neatly handwritten or typed on an existing site plan and then scanned into a digital format, or it can be edited onto a digital plan image or screen shot from a public mapping service, e.g. Google Maps. The applicant does not need to create a new CAD or GIS map of their site for this Application. See the "Sample Maps" worksheet for digital image examples.

Information to include on the plan/map image:

- Owner (organization name)
- Location of power supply (nearest electrical panel(s) with source of 208/240V AC power)
- Notation of approximate distance (in feet) to power supply
- Location of nearby area lighting fixtures, if applicable
- Location of ADA parking spaces
- Notation of obstacles between power supply and charging space, e.g. sidewalks, underground utilities, or trees/plantings.



Examples of Charging Stations