



Meeting Date: Dec 2, 2025

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP, Planning Manager, Development Services

Title: Resolution Opting Out of Section 31-23-316, C.R.S., Regarding the Permitting of Electric Vehicle (EV) Charging Systems

Executive Summary

House Bill 24-1173 requires municipalities with populations over 10,000 to take action by December 31, 2025, regarding permitting standards for electric vehicle (EV) charging systems. Municipalities may adopt the state's model EV Charger Permitting Code, adopt their own objective permitting standards, or formally opt out and continue using their existing permitting process.

Staff has reviewed the Town's current EV charger permitting procedures and determined that the Town already provides an efficient, objective, and code-compliant process that aligns with the intent of the statewide model. The attached resolution affirms that Castle Rock will continue using its existing process.

Background

The Colorado General Assembly adopted HB 24-1173 to promote statewide consistency and efficiency in EV charger permitting. The law directs municipalities to adopt one of the following by December 31, 2025:

1. Adopt the Colorado Energy Office (CEO) model EV charger permitting standards;
2. Adopt local objective standards and an administrative review process specific to EV chargers; or
3. Adopt an ordinance or resolution to continue using the municipality's existing permitting review process.

The Colorado Energy Office's EV Charger Permitting Model Code establishes a standardized and expedited review process across Colorado. Key components include:

1. Streamlined Permit Review Timelines

- A requirement for clear, predictable processing times.
- An expedited administrative review for standard residential EV charger installations.
- A simplified review pathway for commercial chargers when no significant electrical service upgrade or site redesign is required.

2. Objective, Checklist-Based Submittal Requirements

- A standardized list of required documents such as site plans, load calculations, manufacturer specifications, and installation diagrams.
- Submission through a digital or electronic permitting system.
- Objective criteria for determining completeness of an application.

3. Clear Review Standards

- Permit approvals must be based solely on adopted building, electrical, zoning, and safety codes—not subjective assessments or discretionary review.
- Requirements for electrical load capacity verification, equipment certification, and compliance with fire and safety standards.

4. Consistent Inspection Protocols

- Standardized inspection steps tailored to Level 1, Level 2, and DC fast-charging installations.
- Clear timelines for inspection scheduling and re-inspection if needed.

5. Transparency and Public Availability

- Posting the EV charger permitting process, timelines, and requirements on the municipality's website.
- Providing a clear point of contact for applicants.

Discussion / Analysis

Staff found that Castle Rock already meets the intent of the Colorado EV Charger Permitting Model Code, including:

- Online permit submission with clear submittal requirements.
- Objective and checklist-based review tied to adopted electrical and building codes.
- Administrative decision-making for residential and commercial EV charger permits.
- Timely inspection scheduling through existing processes.
- Publicly available permitting information on the Town's Development Services website.

Because these elements are already in place, adopting a duplicate model code process would add redundancy without improving service delivery.

Several EV charging stations have been permitted in the Town over the last few years through the normal administrative process, and Staff sees no indication that the Town's current process is too burdensome or discourages this type of use. Examples of projects include the EV chargers installed at Walmart, Target, Whole Foods, and the recent Tesla superchargers now open near Kohl's.

Fiscal Impact

None. The proposed resolution will not affect Town staffing levels, fees, or workflows related to building or electrical permits.

Staff Recommendation

Maintaining the Town's existing system ensures administrative efficiency, consistency with long-standing building processes, and continued compliance with state electrical and life-safety standards. Opting out allows Castle Rock to avoid unnecessary process duplication while remaining fully compliant with HB 24-1173.

Staff recommends approval of the attached resolution opting out of Section 31-23-316, C.R.S., and affirming the Town's continued use of its existing permit review process for EV charging systems.

Proposed Motions

Approval

"I move to approve the Resolution, as introduced by title."

Alternative Motions

Approval with Conditions

*“I move to approve the Resolution, as introduced by title, with the following conditions.”
(list conditions)*

Continue item to next hearing (need more information)

“I move to continue this item to the Town Council meeting on [date], 2025, at [time].”

Attachments:

Attachment A: Resolution