

**CITY OF ZANESVILLE
STORMWATER UTILITY PROGRAM****POLICY: IMPERVIOUS AREA CHANGES****DISCUSSION:**

The City of Zanesville determined through acceptance of Billing Policy Paper #2 – Definition of Impervious Area, that impervious areas are defined as buildings, parking lots, driveways, sidewalks (not in the right-of-way) and gravel surfaces. However, the city did not make a policy decision on billing impervious areas in situations where the impervious area for a property has changed. Therefore, this Billing Policy Paper addresses situations where the impervious area within a property has changed. This Billing Policy Paper does not pertain to impervious area adjustments that may be necessary for up to 90 days following the change to the impervious area rate structure method, but refers to future impervious area changes that may occur for a property. These impervious area updates/changes will be made by City of Zanesville GIS staff.

For purposes of verifying that impervious area has been added or changed for a property, the City of Zanesville should rely on one or more of the following sources:

- The Muskingum County Auditor Aerial Photography; and/or
- The City of Zanesville's Engineering Department and building permits/inspection process.

New or Re-Development

The City of Zanesville has determined that all developed properties (defined as containing impervious areas) will be billed a minimum of one ERU. The city also determined that all residential properties (defined as single-family and two-family residential properties) will be billed one ERU per month. And, the city determined that the monthly charges for all non-residential properties will be based upon the number of ERUs determined by dividing the total impervious area by the value of the ERU (2,300 square feet of impervious area) and rounding that value to a whole number. However, the city did not determine the policy for billing stormwater charges to a newly developed property.

Newly developed properties contain impervious areas once construction of a structure, driveway or parking lot begins. The construction process may in some cases take a few months to several months to complete, and the property may or may not be inhabited or occupied immediately upon completion. This complicates the issue as the builder or developer may own the property for part of a given year, and a new owner may own the property for some other part of that year. These situations can cause the stormwater staff to spend an unnecessary amount of time tracking owners and billing partial year charges to builders and/or owners, etc.

A re-developed property may temporarily contain little or no impervious area until such time that a new structure, driveway or parking lot is under construction. Or, a property owner may be adding impervious area by expanding an existing structure, parking lot or driveway. In some cases, impervious areas may be replaced by green space, or impervious area may be replaced by other impervious areas (adding a building where a parking lot once was located). Again, these situations can cause stormwater staff to spend an unnecessary amount of time tracking impervious area changes.

The JHA/ERC Team believes that the overall impact of new development or re-development on revenue for a year will be minimal compared to the number of man hours that will be spent tracking them during a year. However, the impervious areas for all new development and re-development properties must certainly be updated. The time consuming and costly procedures involve issuing more than one stormwater bill for a property due to new development, or in issuing more than one bill for changes in impervious areas due to re-development.

Therefore, the JHA/ERC Team recommends that the City of Zanesville accept and implement the following recommendations for treating newly developed or re-developed properties:

- Determine the specific permit and/or site plan approval process that is used by City of Zanesville Engineering and Building Inspection Departments for new development, and add each of these departments to a stormwater distribution list.
- Add new development properties to and/or adjust re-development properties for stormwater billing following issuance of a certificate of occupancy or following passage of the final inspection process.

Demolition or Catastrophic Event

Situations will arise whereby a property is demolished or where the property is damaged due to some catastrophic event such as a fire, tornado etc. In both cases, all of the impervious area must be removed from the property in order to eliminate the stormwater charges. The JHA/ERC Team's experience with these situations is that all the impervious area is rarely removed due to a demolition or some catastrophic event. In determining whether to eliminate the stormwater charge for a property, a field verification will be necessary. If only the structure(s) is removed and the driveway or basement area still exist, the property will still be considered developed, and will continue to be charged. Stormwater charges will only be eliminated if all the impervious area is removed from the property.

Therefore, the JHA/ERC Team recommends that the City of Zanesville accept and implement the following recommendations for treatment of properties that have been demolished or damaged due to some catastrophic event:

- Determine the distribution of the demolition specific permit process that is used by the City of Zanesville and add the Engineering Department to the distribution.
- Verify each demolition in the field to determine if all impervious area has been removed from the property.
- Verify (field) each property damaged by a catastrophic event to determine if all impervious area has been removed from the property.
- If all impervious area has been removed from a property, reduce the stormwater charge in the billing system to zero, and process any necessary refunds.
- If some impervious area remains on a property, continue to bill the stormwater charges until such time that all impervious area has been removed.

RECOMMENDATIONS:

The JHA/ERC Team recommends that the City of Zanesville accept and implement the following recommendations for treating newly developed or re-developed properties:

- Determine the specific permit and/or site plan approval process that is used by City of Zanesville Engineering and Building Inspection Departments for new development, and add each of these departments to a stormwater distribution list.
- Add new development properties to and/or adjust re-development properties for stormwater billing following issuance of a certificate of occupancy or following passage of the final inspection process.
- The City of Zanesville Engineering Department needs contact Muskingum County and be added to the certificate of occupancy distribution.

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- Determine the distribution of the demolition specific permit process that is used by the City of Zanesville and add the Engineering Department to the distribution.
- Verify each demolition in the field to determine if all impervious area has been removed from the property.
- Verify (field) each property damaged by a catastrophic event to determine if all the impervious area has been removed from the property.

- If all impervious area has been removed from a property, reduce the stormwater charge in the billing system to zero, and process any necessary refunds.
- If some impervious area remains on a property continue to bill the stormwater charges until such time that all impervious area has been removed.

ACTION:

The TAC reviewed, discussed and approved this billing policy paper during the May 17, 2017 TAC meeting.

Approved: _____



Date: _____

5/17/17