

**City of Waupun
Stormwater Utility Credit Policy**

I. Purpose and Scope

The purpose of this Stormwater Utility Credit Policy is to encourage actions by property owners within the utility district that 1) reduce stormwater flows and volumes, and improves stormwater quality and 2) reduce the utility district's costs in providing proper management of stormwater runoff. Unless otherwise indicated, credits to user fees will only be allowed when it can be demonstrated by the customer that a condition or activity on the property results in a direct reduction in costs for Stormwater Utility services. Those conditions and activities are specified in this policy document.

II Credit Structure

For the purposes of generating applicable credit rates, the municipal stormwater management services which are funded through the user fee are divided into two categories.

Category A (city-wide services)	25%
Category B (credit eligible services)*	75%

Fees to support Category A programs are automatically applied throughout the utility customer base, and credits are not allowed for these components. Category A costs include costs that are required to run the City of Waupun's stormwater management program and benefit all property owners within the City of Waupun.

Only the costs associated with Category B are eligible for a credit. Category B costs are costs associated with the utility's efforts to maintain the flow capacity of the stormwater conveyance system. Properties that demonstrate they are reducing the impact on Category B flow control components may be eligible for a portion or all of this credit.

The tasks included under each category, and the percent credit for each category under this policy may be reviewed and modified on an as-needed basis. Modifications must be approved by Common Council resolution.

**To date, the user fee structure of the Waupun Stormwater Utility has been established in consideration of the costs for controlling only the peak flow aspects of runoff. Until such time that runoff volume and pollution control standards and the costs for maintaining said standards are more fully defined, only peak flow control will be considered in granting credits for on-site mitigation.*

III Credit Criteria – Non-Residential Property

1. Properties that Achieve Post-Development Flow Control Requirements

This credit applies to all properties that provide privately constructed and maintained runoff flow control measures. The credit is based on the reduction of post-development runoff. A property must show that its runoff is released at a rate lower than the minimum flow control requirements of the local ordinances or policies in effect at the time of the land development activity.

To determine the amount of credit, the required (per local ordinance) post development peak runoff rate will be compared to the actual post-site development runoff rate achieved with management practices. This percentage will then be multiplied by the maximum amount of flow control credit (i.e. 75 percent) to determine the utility rate credit. All calculations shall use the 10-year, 24-hour, SCS Type II distribution rainstorm of 4.1 inches in 24 hours.

See Section IV for submittal requirements.

Example for a Flow Control Credit:

A given property is developed in 2005. The City's Stormwater Management Ordinance requires that the maximum peak flow from the property may not Exceed 100 cubic feet per second (cfs) under the 10-year rain event. The property constructs a detention pond that releases a peak flow of 80 cfs under a 10-year rain event. The stormwater utility credit calculation would be:

$$20 \text{ cfs} / 100 \text{ cfs} \times 75\% \text{ (maximum credit eligibility)} = 15\%$$

Thus the property is eligible for a 15% credit from its utility fee.

2. Riparian Properties

Properties that discharge stormwater from all or a portion of their property directly into the Rock River, without entering a City of Waupun municipally owned stormwater conveyance system may be eligible for a credit. In this case a standard credit of 75% will be applied. See Section IV for submittal requirements.

Properties located on other creeks, stream and/or ditches, are not eligible for this credit.

3. Properties with a Lower Level of Service and Stormwater Infrastructure

Properties that do not discharge directly or indirectly to underground stormwater infrastructure or through any form of conveyance system owned or operated by the stormwater utility are eligible for a standard credit of 25%.

IV. Credit Criteria – Residential Property

Residential properties may be eligible for a credit to their stormwater utility fee under two circumstances: 1) installation and maintenance of a Best Management Practice and/or 2) impervious area that is riparian to a water body.

1. Best Management Practice Credit

The following are common examples of best management practices property owners may install and maintain to reduce their impact on the city's stormwater management services. Property owners must demonstrate the proper installation and agree to maintain the approved best management practice. Property owners installing approved best management practices are eligible for up to a 75% credit, because the practices reduce both the quantity (peak flow and volume) of stormwater runoff, and improve the quality of the runoff. The eligible best management practices are:

- Rain Garden
- Rain Barrel
- Other Equivalent Best Management Practice

Property owners who install a rain garden on their property, must use the UW-Extension Service Publication (GWQ037): "Rain Gardens A how-to manual for homeowners". Copies of this manual are available at a link on the City's website, directly from the UW-Extension Service web address at <http://clean-water.uwex.edu/pubs/raingarden/index.html> or from the City of Waupun Department of Public Works. Property owners who install rain barrel(s) must include manufacturer's literature with their credit application and state that the manufacture's guidelines have been followed. The credit calculation procedure for each of these best management practices is described on the forms at the end of this document.

Property owners may submit documentation demonstrating the effectiveness for control of stormwater quantity for alternative management practices not identified in this policy. The City will review the documentation and determine the suitability for credit of the alternative management practice.

2. Riparian Credit

Properties that are directly riparian to the Rock River are eligible for this credit. Residential property's impervious areas that drain directly to the Rock River without entering into the municipal stormwater conveyance system are eligible for a standard credit of 75%.

Properties located on other creeks, stream and/or ditches, are not eligible for this credit.

3. Properties with a Lower Level of Service and Stormwater Infrastructure

Properties that do not discharge directly or indirectly to underground stormwater infrastructure or through any form of conveyance system owned or operated by the stormwater utility are eligible for a standard credit of 25%.

V. Credit Request Submittal Requirements

The Director of Public Works shall review credit request submittal for compliance with this policy. The information required will be submitted on forms provided by the City.

1. Review Fee

- a. Prior to review by the Director, the property owner requesting the review shall pay a one-time review fee of \$200.00 (non residential) per credit application.

2. Required Documentation

a. Application

The application request letter shall contain the following information:

- Tax Parcel Number
- Parcel Address
- Owner Name
- Owner Address
- Amount and Type of Credit Requested

b. Owner Certification

The applicant shall provide written certification that the peak flow management practices(s) that are the subject of the credit have been constructed and are functioning in the manner indicated on the credit request calculations.

and/or

The applicant shall provide written certification that the percentage of parcels draining to riparian waters are correct and that the drainage patterns have not been altered.

c. Operations and Maintenance Manual

The applicant shall provide for DPW review and approval a manual for the operation, inspection, and maintenance of all management practices, to ensure that the practices will continue to function as designed. (Note: for residential properties a copy of the UWEX rain garden manual or the manufacture's rain barrel information will suffice for this equipment.)

- d. **Supporting Plans and Calculations**
The applicant shall provide for DPW review and approval, any hydrologic/hydraulic studies, plans, and other supporting documentation required to demonstrate, to the satisfaction of the Director, that the measures taken meet the requirements for the credits requested. A Registered Engineer or Hydrologist, licensed in the State of Wisconsin, must certify supporting Plans and Calculations. (Note: for residential properties a copy of the UWEX rain garden manual or the manufacture's rain barrel information will suffice for this requirement.)
3. **Approval Process**
- a. **Director's (or Designee's) Review**
The Director shall have thirty (30) days to review credit applications, whereupon the Director may approve or deny the application as submitted, or provide comments for resubmittal. In the event of a resubmittal request, the thirty-day period referred to above shall begin again pending the receipt of all information requested.
 - b. **Appeals**
Appeals can be made to the Board of Public Works with the City of Waupun.
 - c. **Annual Reevaluation**
All Credits shall be subject to an annual review for compliance with the current year's credit policy. Credits may vary or be eliminated over time subject to the terms of the current year's credit policy. It is the responsibility of the billed customer to provide the Director with any and all changes to the conditions of the onsite management practices and conditions that may affect the credit rate for the site. Violations of the terms and/or conditions of the credit request may be subject to collection of utility fees retroactive to the date of the violation.
 - d. **Retroactivity**
Pending approval of the credit request, any and all credits will be granted retroactive to the date of the initial, complete credit request submittal. The Director shall determine whether a submittal is complete using the current credit request submittal requirements.