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| City of Shelton | POLICY AND PROCEDURE | |
| Subject: Stormwater Utility Rate Reductions | Group: Finance | Number: 300-08 |
| Effective Date: March 28, 2005 | Supersedes: | |
| Prepared By: Stacey Sitko | Approved By: Dave O'Leary | |

1.0 PURPOSE:

The purpose of this Policy and Procedure is to establish, for the City of Shelton, a system for the management of stormwater rate reduction applications and approvals as authorized in Chapter 13.04.220 of the Shelton Municipal Code for commercial buildings.

2.0 DEPARTMENTS AFFECTED:

Financial Services, Public Works

3.0 REFERENCES:

Shelton Municipal Code Chapter 13.04.220, and RCW 35.67.020

4.0 POLICY:

It is intended for the City of Shelton to provide fair, and timely review of applications from stormwater utility commercial customers for a rate reduction based on one of three established criteria. Reductions in rates of 10% are provided to commercial accounts based on one of the following circumstances. Each account is only eligible for one discount:

1. Implementation of a rainwater harvesting system.
2. Implementation of a 100% retention/infiltration system.
3. Direct discharge to tidally influenced waters.

Stormwater utility commercial ratepayers are responsible for applying for the rate reduction. The rate reduction will become effective the billing month following the approval of the rate reduction. The City Administrator will adopt policy and procedures for the application and approval of rate reductions based on the above criteria.

5.0 DEFINITIONS:

- 5.1 Rainwater Harvesting: A collection system for stormwater runoff resulting in zero infiltration into the ground, and zero discharge into the City's stormwater control system.
- 5.2 Retention/infiltration: The collection of stormwater runoff by a type of drainage facility designed either to hold water for a considerable length of time and then release it by evaporation, plan transpiration, and/or infiltration in to the ground; or to hold surface and stormwater runoff for a short period of time and then release it to City's the surface and stormwater management system.
- 5.3 Direct discharge into tidally influenced waters: The collection of stormwater with release into Puget Sound bypassing the City's stormwater control system.

6.0 PROCEDURE:

- 6.1 **City Responsibility.** The Director of Public Works through the Public Works Department of the City of Shelton is authorized to administer this Policy and Procedure. The Director of Public Works may assign personnel as needed to carry out the provisions herein provided for.
- 6.2 **Application Responsibility.** The owner of any commercial premises served by city utilities that feels their facility meets one of the three criteria to be eligible for a rate reduction shall be responsible for completing the Rate Reduction Application and submitting it to the City for review and possible approval of a stormwater rate reduction. Rate reductions of 10% may be granted based on City approval. The owner shall be subject to this Policy and Procedure.
- 6.3 **Rate Reduction Application.** The stormwater ratepayer must complete the Rate Reduction Application showing that the system will result in zero surface water discharge for all storm water events, using hydrologic methods. An analysis from a licensed civil engineer that demonstrates the stormwater system achieves zero site runoff may be requested if sufficient data does not exist in the city records to make that determination.
- 6.4 **Rate Reduction Review Process:** The completed application will be reviewed by Public Works and either approved or denied within 30 days from the receipt of the application. If an engineer's analysis is required, the request will be approved or denied within 30 days from the receipt of the analysis from the customer.
- 6.5 If an appeal for rate reduction is denied, the customer may appeal that decision within 30 days from the denial of the application, in writing, to the City Administrator.
- 6.6 **Rate Reduction Effective Date:** Approved rate reductions will be forwarded to Financial Services for processing. All approved rate reductions will take effect the monthly billing cycle following the approval.



"Building A Stronger Community TOGETHER"

Stormwater Rate Reduction Application

Please fill in all blanks and attach any supporting data.

Mail applications to: City of Shelton Public Works, 525 W. Cota St., Shelton, WA 98584

Application is for a stormwater system best described as:

- Rainwater Harvesting System
- 100% Retention/Infiltration
- Direct Discharge to Tidal Waters

Owner Name: _____ Account#(s): _____

Property Address: _____

Mailing Address: _____

Daytime Contact Phone #'s: _____ Contact Person: _____

Property Tax Parcel Number/s: _____

Year that Site was Developed: _____ Building Permit Number [if known]: _____

Civil Engineer that Designed Stormwater System: _____

I have read Shelton Municipal Code section 13.04.220 and believe that the property described above qualifies for a Stormwater Rate Reduction. I understand that if the rate reduction is approved the reduced rate will take effect the billing month following the approval. *Note: An analysis from a licensed civil engineer that demonstrates that the stormwater system achieves zero site runoff may be requested if sufficient data does not exist in the city records to make that determination.*

Signature Date

Public Works: Approval / Disapproval (circle one) Date

Excerpt from Shelton Municipal Code Section 13.04.220:

13.04.220 Rate reductions.

- A. It is intended for the City of Shelton to provide fair, and timely review of applications from stormwater utility commercial customers for a rate reduction based on three established criteria. Reductions in rates of 10% are provided to commercial accounts based on one of the following circumstances. Each account is only eligible for one discount:
1. Implementation of a rainwater harvesting system.
 2. Implementation of a 100% retention/infiltration system.
 3. Direct discharge to tidally influenced waters.

Stormwater utility commercial ratepayers are responsible for applying for the rate reduction. The rate reduction will become effective the billing month following the approval of the rate reduction. The City Administrator will adopt policy and procedures for the application and approval of rate reductions based on the above criteria.