Municipality of Mt. Lebanon
Stormwater Fee

Credit Manual for
Stormwater Fees

MT. LEBANON
PENNSYLVANIA

Prepared By:
Gateway Engineers, Inc.

Approved September 13, 2011

Stephen M. Feller, Municipal Manager

MT. LEBANON
PENNSYLVANIA

Table of Contents

1 INTRODUCTION

1.1 Overview

The Municipality of Mt. Lebanon established a municipal wide stormwater fee. The fee is intended to provide a stable source of revenue for the Municipality's stormwater management program that allocates the costs of stormwater services across stormwater "users" in the Municipality through a stormwater fee (or user fee). Ordinance No. 3187 that enacted the user fee contains much of the rationale for the fee and the credits detailed herein, and is incorporated herein by reference.

The Municipality has developed a system of credits for stormwater service customers who undertake significant and specific, approved actions that reduce the demand for stormwater service on the public stormwater system, or provide an ongoing significant public benefit related to stormwater management. This manual details the policies and procedures for Stormwater Fee credits.

The two different stormwater fee credits that will be offered in the Municipality of Mt. Lebanon are summarized in the following pages. The credits that are available for single family residential properties are:

- One-time Rain Barrel Credit
- Peak Flow Attenuation Credit

The credit that is available for non-single family residential properties is:

- Peak Flow Attenuation Credit
- Education Credit

To qualify for credits, the stormwater utility customer must fill out a credit application form and submit it to the Department of Public Works, 710 Washington Road, Pittsburgh, PA 15228, (412) 343-3400. The application will be evaluated to determine the amount of credit that the parcel/customer is entitled. The applicant will be notified by letter of the determination of credits. Appeal of the determination can be made in accordance with Section 12 of the ordinance.

1.2 Definitions

Best Management Practices (BMP): Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to the municipal separate storm sewer system. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage, or leaks, sludge or waste disposal, or drainage from raw material storage.

Credit: Three types of credits exist:

One-time Rain Barrel Credit: The installation of a rain barrel to collect rooftop stormwater runoff; only one rain barrel per property will be considered and documentation shall be provided.

Peak Flow Attenuation Credit: The reduction of the peak flow from a 25 year storm for a portion of the property affected by use of a structural stormwater control system as documented by a professional engineer through a report and calculations on the performance of the system.

Education Credit: In kind service provided by a public or private school to educate students in the subject of stormwater management, which must be applicable to the Municipality's N.P.D.E.S. permit. Prior approval of the education credit by the Municipality is required.

Detention facility: A stormwater structure, by means of a single control point, which provides temporary storage of stormwater runoff in ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc., for future release, and is used to delay and attenuate peak flow and/or reduce the discharge of pollutants from land.

Equivalent Residential Unit (ERU): The measure of impervious surface for a typical single-family residential property used in assessing the fees for each parcel of property, and which has been determined to be 2,400 square feet.

ERU Rate: The stormwater fee applied to each base billing unit, or 2,400 square feet. In the Municipality of Mt. Lebanon, the ERU rate, as of July 26, 2011, is $8.00 per month.

Impervious surface: Those hard surface areas either which prevent or retard the entry of water into the soil in the manner that such water entered the soil under natural conditions pre-existing to development, or which cause water to run off the surface in greater quantities or at an increased rate of flow than that present under natural conditions pre-existent to development, including, without limitation, such surfaces as roof tops, asphalt, concrete, pavers, compacted aggregate engineered and maintained for vehicular traffic or parking, paving, driveways and parking lots, walkways, patio areas, storage areas or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development.

Non-single-family residential property: Individual properties that have 800 square feet or more of impervious surface and are not used as a single-family residential property (e.g., apartments). The term Non-single-family residential properties include manufactured home and mobile home parks, commercial and office buildings, public buildings and structures, industrial and manufacturing buildings, storage buildings and storage areas covered with impervious surfaces, parking lots, parks, recreation properties, public and private schools and universities, research stations, hospitals and convalescent centers, airports, agricultural uses covered by impervious surfaces, water reservoirs, and water and wastewater treatment plants.

Retention facility: A stormwater facility that provides storage of stormwater runoff and is designed to eliminate subsequent surface discharges. These facilities can be effective in reducing downstream flooding because they do not allow discharge of stormwater runoff to downstream locations except in extreme flood events where the storage volume of the facility is exceeded. Retention facilities can also be effective in reducing stormwater pollution since the pollutants contained in stormwater are not released downstream.

Single-family residential property: Developed land containing one structure which is designed for occupancy by one family. These may include house, manufactured homes, townhomes, and mobile homes located on one or more individual lots or parcels of land. The inclusion of townhomes as single family dwellings takes into account the common areas.

Stormwater: Includes runoff water from all precipitation events, snowmelt and springs.

2 CREDIT POLICIES & INSTRUCTIONS

2.1 General Policies

There are certain conditions that must be met and applications that must be completed that will determine what properties qualify for a credit and for what amount of credit. General policies for stormwater fee credits are listed below. See the following pages for policies, details, and special circumstances that may be specific to individual credits.

- Credit is given to eligible properties only, as described in the credit policies presented in this manual and/or in the credit application(s).
- It is the responsibility of the property owner (or his/her designee) to apply for stormwater credits, and to provide the necessary substantiating information with the Credit application, as described herein. Credits for past due accounts will not be considered.
- Credit applications are available from the Department of Public Works and questions regarding credits should be referred to the Public Works Director. Public Works staff are not responsible for initiating, performing engineering calculations, or otherwise assisting with preparation of credit applications. Such applications shall include documentation by a licensed professional engineer for peak flow reduction credits in the form of a report and surveyed as built plans.
- The Department of Public Works will only review complete credit applications. The review will be performed within four (4) weeks after a complete application is submitted. If approved, the credit will be applied in the next billing cycle after approval. Should payment for the entire year already be made, the credit for this year will be applied to the stormwater bill for the next fiscal year.
- The applicant will be required to pay an application fee equal to $25 per ERU of service for evaluation of the request for credit for Peak Flow Attenuation up to a maximum of $1,000.00. Applications for Educational Credits shall be $25 per ERU up to a maximum of $250.00.
- Multiple credits may be given to eligible properties. However, the total credit available to any one property shall not exceed 50% of the stormwater fee. This applies only to applications for the Peak Flow Attenuation credit.

- Credits are maintained on a property as long as the activity is being performed in accordance with Municipality requirements, or the stormwater facility is properly functioning in accordance with applicable Municipality codes and ordinances, or the policies stated herein.
- Termination of credits based upon public works inspection may occur. If the structural BMP has been found to be operating inadequately and corrections have not been made within 30 days of notification by the Municipality in writing.

2.2 One-time Rain Barrel Credit

These credits are available only to single family residential properties. One credit per property will be issued from an annual budget on a first come first served basis. Credits will be distributed until the budgeted amount is depleted. The credit shall be 25% of the cost of the rain barrel or a minimum of $25.00 and maximum of $50.00. The applicant must provide the rain barrel receipt with their application along with a photo showing its installation has occurred. Citizens wishing to apply for this credit may contact the Public Works Department at (412) 343-3400 to find out if the credit is still available in a given year. There shall be no fee for this application.

2.3 The Peak Flow Attenuation Credit

These credits are available only to properties that discharge stormwater to a detention or retention facility that is in compliance with Chapter XVI of the Mt. Lebanon Code, and that are constructed and maintained properly.

Annual Time-Credit Criteria for Peak Flow Attenuation

1. A Peak Flow Attenuation credit will be available to both residential and non-residential properties that have onsite stormwater detention/retention ponds or other structural BMPs designed to control the peak flow from the property in accordance with Chapter VXI of the Mt. Lebanon Code.
2. The facility must, at a minimum, be designed for the 25 year storm. A facility designed for less than a 25 year storm will receive no credit, partial or otherwise. A facility must be built and operated according to relevant BMPs.

3. A homeowner's association may apply for a credit for a pond that serves their neighborhood. The credit will be applied uniformly to the number of units within the homeowners association in which the facility is located for up to 50%.
4. Sufficient information including as built plans and an engineering analysis must be supplied to the Public Works Director to verify that the controls meet the following criteria: the peak runoff rate under post development conditions must be less than, or equal to, the peak runoff rate for the same property under predevelopment conditions for the 25 year storm.
5. Credit applications for new installation of facilities may be submitted to the Public Works Director at any time during the construction process. However, the credit will not be approved based on site plans alone. The credit application requires that the detention/retention facility must be constructed and working in proper operating condition as certified by a professional engineer.
6. The total credit percentage for the Peak Flow Attenuation shall not exceed a 50% credit of the properties stormwater fee.
7. A credit shall only be applied to the portion of the property's impervious area served by the stormwater facilities. Thus, if only 80% of the impervious area is served by a functioning facility, and a 50% credit is applied, the entire parcel credit will be 80% * 50% = 40%.
8. All detention/retention systems for which credit is applied must be working in proper operating condition at the time that the application is submitted.

Ownership and Maintenance Requirements

9. The facilities must be owned, operated and maintained, either on-site or by record of agreement, by the applicant. The applicant must provide documentation of the activities that will occur in order to inspect and maintain the facility to the standards presented herein on a bi-annual basis through a submission of a report by a professional engineer documenting the performance of the facility.
10. The stormwater detention/retention facilities must be operated and maintained in proper condition to control the peak runoff rate as presented above, in accordance with the maintenance standards presented in this manual and the relevant BMPs. If the applicant does not operate and maintain the facility as required, the credit will be discontinued, if

when notified by Public Works in writing that the corrections are not made within 30 days.

11. In order for stormwater retention and detention facilities to operate as they were intended, maintenance must be routinely performed and documented to the Municipality on a bi-annual basis. Improperly maintained stormwater facilities do not reduce stormwater impacts effectively and are therefore ineligible for credit. The following items are the basic minimum maintenance requirements for all applicable stormwater facilities:
    a. Sediment shall be removed when about 30% of storage volume of the facility is filled.
    b. Sediment traps, if existing, shall be cleaned out when filled.
    c. No woody vegetation shall be allowed to grow on any planned embankments without special design provisions.
    d. Debris shall be removed from blocking inlet and outlet structures and from other areas of potential clogging (i.e., weirs, pipes, grates, etc.). This is especially important after major storms. Detention control devices should be checked a minimum of two times a year and after heavy rain events for debris accumulation and clogging.
    e. The control structures shall remain unaltered and be kept structurally intact, free from erosion, and functioning as originally designed.
    f. Maintenance records of all such activities shall be maintained and submitted with the bi-annual report documenting facility performance.

Credit Application and Approval Process

12. If all requirements and conditions of this section are met, the credit will be available upon successful completion of the credit application process and approval of an on-site inspection performed by the Municipality.
13. Credit applications for new developments can occur as part of the normal development plan review procedures. The completed credit application should accompany the final plat for the site. Any credit would not be available until the peak flow attenuation facility has been installed and inspected by the Municipal Engineer.
14. For these credits, a Right-of-Entry or easement, as applicable, must be granted to the Municipality in order for the Municipality to review and approve the credit and to perform

occasional inspections to see that the stormwater management facility is maintained and operating as designed. Right-of-entry is granted via the applicant's or property owner's signature on the credit application.

15. The credits will remain in place with automatic renewal unless the required operational provisions are not met.

2.4 The Education Credit

Public education about water quality is an important and required component of Mt. Lebanon's ongoing N.P.D.E.S. permit compliance. Because public and private schools have a unique opportunity to educate schoolchildren on water quality and perform services which otherwise would be the responsibility of Mt. Lebanon, up to a 20% credit is available to public or private school properties on which a school operates. Residential properties that home school children are not eligible for the Education Credit. To qualify for this credit, the school must undertake a curriculum of education activities that provides for at least two hours (in total) per calendar school year of education targeting water quality and the curriculum must provide this level of education for at least 90% of all enrolled students in each grade year. The curriculum components that will be used to satisfy this credit policy must be submitted to Mt. Lebanon DPW for review and approval. Applications for Education Credits will be taken on a first come first serve basis; the total amount of credit will be limited to the total amount spent by the Municipality on the public education portion of the N.P.D.E.S. permit on an annual basis. Applications must be submitted annually no later than September 15 to the Department of Public Works. An example of how credits will be distributed is as follows: Five school properties apply for $6000.00 in available Education Credit dollars; the applications represent a total of 500 ERU's. If the credits are all approved, the result would be a $12 per year credit for each ERU on each of the five school properties.