



Stormwater Utility

Non-Residential Credit Manual

Stormwater Utility:

On July 12, 2022, Winchester City Council unanimously approved the creation of a Stormwater Utility in accordance with Section § 15.2-2114 of Virginia Code, adopting Article IV of the City's Codified Ordinance. The adoption of the Stormwater Utility fee establishes a dedicated funding source to support the programs and projects that the utility will undertake. Many of these projects are improvements to an aging stormwater system installed when the city contained less impervious area and storms occurred with lesser frequency and intensity. These systems include a network of underground piping and stormwater management facilities, as well as the series of conveyance channels associated with Town Run which runs partially beneath the city. Such systems provide a public benefit, enhancing quality of life for those who work, live, and visit the city. Stormwater funding will also assist the city achieve the requirements of the

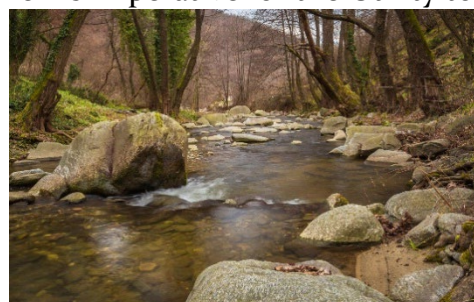


the

Virginia Municipal Separate Storm Sewer System (MS4) Permit. Under this program, the city is required to minimize non-stormwater related discharges to the storm sewer system, as well as attain nutrient reduction goals for nitrogen, phosphorus and sediment.

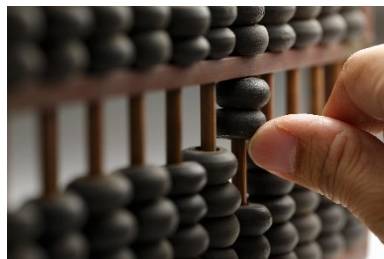
Stormwater Utility Fee:

Management of stormwater and maintenance of the systems through which stormwater flows is funded through the Stormwater Utility. The Stormwater Utility Fee has been established as a stable and adequate funding source, which is imperative for the Utility to provide the associated services. The fee is equitably distributed among all property owners and is based on the amount of impervious area contained on a given parcel. Under provisions of the State law, such funds may only be used to pay for, or recover costs associated with the management of stormwater.



State regulations do not provide for exemptions for properties or uses. The City has, however, included provisions through which credits may be obtained to reduce the fee associated with an individual parcel or use.

Computing the Stormwater Fee:



The impervious area on each property is broken into 50 square foot (SF) segments. These segments are called “billing units” (BUs). Any fraction of a billing unit is rounded down to the nearest whole number and then multiplied by the stormwater fee to generate a monthly fee. For example, consider a property consisting of 2,178 square feet of impervious cover. By dividing that number by 50 square feet, the resulting billing units come to 43.56. That number is then rounded down to 43 BUs. The number of billing units, in this example being 43, is then multiplied by the \$0.22 rate, yielding a monthly fee of \$9.46.

Stormwater Utility Credit Program:

The Stormwater Utility Credit Program provides a way for a property owner to reduce their monthly Stormwater Utility bill by lessening their contribution stormwater runoff or improving the quality of that runoff. Credits are provided through the use of what are termed *Stormwater Best Management Practices* (BMPs). A maximum of 50% credit, or reduction in the monthly fee, may be obtained for any customer who applies for credits and installs and maintains one or more of the BMPs from the Stormwater BMP Toolbox. The BMP Toolbox is located on page 6 of this manual. From the example above, this could reduce the monthly fee from \$9.46 to as low as \$4.73.



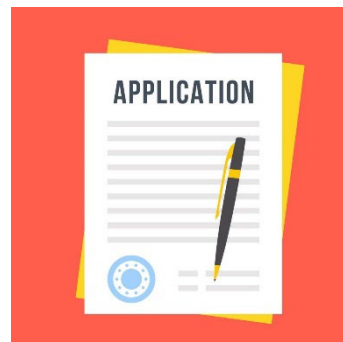
Eligibility requirements for the fee credit program?



- The BMP must be verified by City Staff as meeting the associated design requirements and being properly installed and operational.
 - Property owners must own and maintain all associated components of the BMP.*
 - Property owners must submit a BMP Maintenance Agreement for the associated BMP, agreeing to maintain each facility.
 - Property Owners must agree to grant City staff access to the facilities for periodic inspections.
- *BMP's improperly maintained will not be credited for the associated billing cycle. Credit for such facilities will not be reestablished until such time that the measure been properly maintained, verified as such by staff, and found to be in proper operation.

Application Procedure

Property owners may submit a completed Non-Residential Stormwater Utility Credit application to the 1st floor of the Administration Building located at 301 E. Cork Street or by email at stormwater@winchesterva.gov. All BMPs must be in place and operational when the application is submitted. Pictures, sketches, design information, and other supporting documentation should be included with the application. Applications are available for pick up on the 1st floor of the Administration Building located at 301 E. Cork Street or available for download at www.winchesterva.gov/PublicServices/StormwaterUtility.



Application Package Must Include the Following (if Applicable)

- ✓ Non-Residential Credit Application Form
- ✓ Photo of BMP installed and operational if one of the following:
 - Legacy Water Quality BMP
 - New Water Quality BMP
- ✓ Stormwater BMP Maintenance Agreement

Each application is reviewed for completeness and appropriateness given the current use and proposed location. Owners/applicants may be contacted by City staff regarding the need for additional information or to communicate the status of their application. Once deemed complete, applicants will be notified in writing as to the Department's decision of approval – please allow up to 60 days for processing of credit applications and crediting to the account. Denials may be appealed to the City Engineer and must be accomplished through the submission of a completed Stormwater Utility Appeals form.

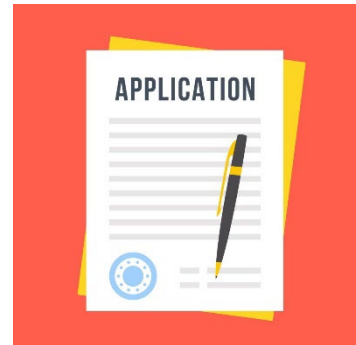
Stormwater BMP Toolbox – Non-Residential

RRM	Credits Available	Design Consideration
Legacy Water Quality BMP's (designed & approved before 7/1/2014)	Up To 10% Credit	Condition of Development – meets minimum required design
	Up To 30% Credit	Voluntary Improvements – minimum 20% over required design requirements
New Water Quality BMP's (**designed & approved after 7/1/2014)	Up To 15% Credit	Condition of Development – meets minimum required design
	Up To 40% Credit	Voluntary Improvements – minimum 20% over required design requirements
Nutrient Management Plan	Up To 10% Credit	Contract with land maintenance company with copy of nutrient application agreement.
VPDES Industrial Permit (in good standing)	Up To 20% Credit	Copy of monitoring reports pursuant to permit requirements.

**Only BMP's designed by a Virginia licensed Professional Engineer and installed in accordance with the standards and specifications contained on the Virginia Stormwater BMP Clearinghouse qualify.

Application Procedure

Applicants must complete a Non-Residential Stormwater Utility Credit application and submit it to the 1st floor of the Administration Building located at 301 E Cork Street, or via email to stormwater@winchesterva.gov. Applications are available for pick up at the Administration Building or download and print the application from its online location at www.winchesterva.gov/engineering/stormwater/utility.



Applications are reviewed for completeness and appropriateness given the current use and proposed location. Owners/applicants may be contacted by City staff if additional information is required or to communicate the status of their application. Once deemed complete, applicants will be notified in writing as to the Department's determination of approval. Appeals regarding final determinations of applications or impervious area determinations may be made using the Stormwater Utility Appeals Form located at www.winchesterva.gov/engineering/stormwater/utility. Completed forms can be submitted to the 1st floor of the Administration Building located at 301 E Cork Street, or via email to stormwater@winchesterva.gov.

Resources and References

Environmental Protection Agency (EPA) Pollution Prevention

<http://www.epa.gov/stormwater>

800-438-2474

Virginia Stormwater BMP Clearinghouse

BMP design standards and specifications

<https://swbmp.vwrrc.vt.edu/>

The Center for Watershed Protection

Fact sheets, design guidance, and reference materials

<http://www.cwp.org>

Virginia Soil & Water Conservation District

Watershed education, low impact development information, backyard conservation, lawn and tree care tips, rain garden and rain barrel information

<http://www.vaswcd.org>

804-559-0324

Virginia Department of Conservation and Recreation

Watershed education, lawn care and pet waste information, land conservation

<http://www.dcr.virginia.gov>

804-786-1712

Department of Forestry

Information on Water Quality and rain gardens

Rain garden Technical Guide

<http://www.dof.virginia.gov>

434-977-6555

Clean Virginia Waterways

Rain barrel workshops and supplies, watershed education

<http://www.longwood.edu/cleanva>

434-395-2602

Chesapeake Bay Foundation

Water Quality, Lawn care tips, Bay education, rain garden & rain barrel information

<http://www.cbf.org>

804-648-4011

Alliance for the Chesapeake Bay

Bay education, Clean Stream projects, rain barrel and native landscaping information

<http://www.allianceforthebay.org>

804-775-0951