

## DRAINAGE PROBLEM CORRECTION POLICY

This policy is intended to establish criteria and methods to be used to: investigate; evaluate; and prioritize requests from property owners who may from time to time request assistance and/or guidance from the city with matters related to residential surface drainage problems.

Evaluation and prioritization of projects shall be made by the Drainage Committee, pursuant to recommendations by City staff and in accordance with criteria established within this policy.

The City recognizes that drainage matters on private property are the responsibility of the property owner. Assistance on the part of the City will be generally limited to technical advice, except for those matters that may qualify otherwise under this policy. The City's financial involvement in any project shall be limited to funding available and appropriated for such activities.

Property owners are advised that many maintenance and/or construction activities involved with addressing drainage matters may require permitting. Property owners are encouraged to contact the City's Building Department to check on permitting requirements prior to the commencement of any such activities.

Per the Administrative Code, duties and responsibilities of the Drainage Committee include the following:

115.06a) 6C Drainage Committee.

1. Advise and assist the Mayor concerning Council policy on all drainage, flooding and sewer problems.
2. Sewer (storm and sanitary).
3. Pollution and environmental problems.
4. Drainage problems.
5. Coordinate all problems with the City Engineer and Service Director with Council approval on expenditures.
6. Review drainage issues and recommend to the Mayor and Council the amount of funds to be appropriated for drainage improvements during the annual budgeting process.

### SCOPE:

The City recognizes that yard flooding is a natural occurrence during storm events and recognizes that all stormwater control structures are subject to their own operating parameters but should function in such a manner as to achieve positive drainage. The need for improving drainage systems/ways should be evaluated when:

1. there are existing unsafe conditions;
2. there is evidence of damage to an occupied structure;
3. there is recurring erosion; or property damage.

The City further recognizes that drainage conditions on private property may exist where-as property owners may not have reasonable access to a drainage channel; swale; or natural water course, or to the public storm sewer system. This policy is intended to offer assistance and/or guidance to those property owners who meet the criteria defined in the policy.

In matters pertaining to drainage easements, the City recognizes that it has the authority, but not a responsibility, to perform maintenance in public easements. Property owners are at all times, expected to maintain the system of which they are a part. This includes public easements located on private property.

#### ELIGIBLE DRAINAGE MATTERS

The Committee MAY consider recommending City participation in a drainage improvement on private property when the following conditions are present:

1. When a property owner(s) does not have access to a drainage channel; swale; or natural water course, or to the public storm sewer system.
2. When the drainage matter is within the boundaries of a public drainage and/or storm sewer easement.
3. When public improvements are directly or indirectly a contributing cause of a drainage problem.
4. When the drainage matter effects multiple property owners.
5. When special circumstances exist that create a potentially unique situation.

Under the circumstances listed above relating to ELIGIBLE DRAINAGE MATTERS, the Committee may recommend financial and/or technical assistance in one or more of the following ways: a financial cost share agreement with effected property owners; a project undertaken by the City or other agencies where applicable; and/or technical services of City staff to assist with general advice and recommendations.

#### INELIGIBLE DRAINAGE MATTERS

The Committee in general WILL NOT consider recommending participation in drainage improvements and/or elements of drainage improvement projects related to the following:

1. When a property owner(s) has reasonable access to a drainage channel; swale; or natural watercourse, or to the public storm sewer system.
2. Drainage problems caused by landscaping or grading. The city may order corrective measures in circumstances where grading and/or landscaping has caused a negative impact on neighboring property.
3. Grading of private property outside of a public easement.

4. Roof/gutter drainage system problems.
5. General cleanup of private property.
6. When special circumstances exist that create a potentially unique situation.

Under the circumstances listed above relating to INELIGIBLE DRAINAGE MATTERS, the Committee's recommendations shall be generally limited to: technical services of City staff to assist with general advice and recommendations.

#### DRAINAGE INVESTIGATION REQUEST FORM

Property owners will be asked to complete a "Drainage Investigation Form" and to submit the completed form to the Building Department. Upon receipt of the form, city staff will investigate and make recommendations to the Drainage Committee.

#### EVALUATION BY CITY STAFF

Upon receipt of a "Drainage Investigation Request Form", City staff will complete the "Residential Drainage Evaluation Form" (RDEF) for presentation to the Drainage Committee. The RDEF will help staff address concerns and how those concerns meet or do not meet policy eligibility. The Drainage committee will take action on each RDEF in accordance with this policy.

#### CONTRACTURAL OBLIGATIONS

In instances where the city agrees to a cost share with a property owner(s) to complete a maintenance and/or improvement project, the scope of work and cost allocation shall be agreed to in writing by the affected property owner(s) and the City.

In instances where the City manages a cost share project, property owners will be required to deposit their portion of funds with the city prior to the commencement of any work.

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Adopted by Resolution 14 -2019