CITY OF RALEIGH
STORMWATER MANAGEMENT ADVISORY COMMISSION (SMAC)
Minutes

Raleigh Municipal Building · 222 W. Hargett Street · Conference Room 305
3:00pm · Thursday, September 3, 2015

Commission Members Present: Matthew Starr, Francine Durso, Marc Horstman, Chris Bostic, Will Service, Vanessa Fleischmann, JoAnn Burkholder and Kevin Yates

Stormwater Staff Present: Blair Hinkle, Neil Harrison, Kelly Daniel, Brad Stuart, Wenju Zhang , Kevin Boyer, Sheila Thomas-Ambat, Ben Brown, McKenzie Gentry, Scott Bryant, Veronica High, Carrie Mitchell, Robert Normandy, and Chris Stanley

Members Absent: Michael Birch and David Webb

Guests: Joel Tucker, Bo Gottis, Emily Darr, and Jonathan Carr

Meeting called to order: 3:05 p.m. by Mr. Horstman (chair)

Motions (Absentees and Minutes)

- Absence: Mr. Horstman made a motion to excuse Michael Birch and David Webb from today's meeting and Mr. Starr and Mr. Service seconded. The motion was approved unanimously.
- August Meeting Minutes: Mr. Horstman made a motion to approve, and Mrs. Burkholder seconded. The motion was approved unanimously.

The following items were discussed with action taken as shown.

Item 1 – Commission/Stormwater Staff Update on Matters of Importance to the Stormwater Management Advisory Commission

1.1 Stormwater Staff Report: (Blair Hinkle) –

- Staffing Update – *(7 vacancies- 2 being re-class)*
  - *Drainage Petition (Project Engineer II) – Dale Hyatt will start on Monday, September 21st.*
  - *CIP (2 positions for Construction Inspector) – Conducting interviews tomorrow and next week.*
  - *Water Quality (2 vacancies, Stormwater Quality Technician and Project Engineer I) – One position is posted and the other will be advertised soon.*
- GI/LID Update *(TetraTech) – There are seven work items in that work plan, with six being facilitated by TetraTech and one being handled in-house. There are two work groups, Code Review and Implementation, each handling three items per group, made up of 20-25 members that includes city staff and outside stakeholders. There has been one meeting for each work group and the second meeting will be held within the next few weeks. A total of five are planned over a period of about nine to ten months. The basis of the work of Tetra Tech and the stakeholders will be making a range of inclusions and recommendations to City Council.*
- Raleigh Code of Ordinances 6-6011 – *We have been asked by the City Attorney's office to take a look at all the code sections that affect Stormwater. They are going to do a re-write of the code to clean up errors, change titles etc. I wanted to use this as an opportunity to provide each of you with the authorizing code section that creates and directs the Stormwater Management Advisory Commission, to see if you had any edits or any inputs while we are looking through the code relating to Stormwater. You can forward me an email with comments and I will incorporate them as we read through the code.*

Item 2 – FY2016 Work Plan / FY2015 Annual Report

2.1 **Blair Hinkle:** The work plan is unchanged. We can take a vote and send to Council. On the Annual Report, there is a lot of data expanded to include the projects that we completed last year. The seven main focuses are:

- Stormwater Capital Improvement Program – *3 projects completed ($1,630,000), 4 projects under construction (4 million +) and 18 projects under design (30 million +)*
- Stormwater Drainage Cost-Share Project Petitions – *reviewed 14 and approved 10 ($657,500), 4 projects held, 13 projects completed ($774,430), 9 projects under construction ($446,760) and 17 under design ($1,530,000 million+)*
- Stormwater Quality Cost Share Project Petitions – *3 projects approved ($316,000), 2 completed (under $30,000), 2 project under construction ($25,000) and 2 projects under design ($431,000)*
- FEMA Hazard Mitigation Program Acquisition – *acquired Milner Inn (1 million +) funded by FEMA and the State of NC*
- Review of Stormwater Programs and Policies – *Updating Stormwater Quality Cost Share policy, impervious area exemption limitations, increased detention requirements, and drainage petition program*
- Green Infrastructure (GI)/ Low Impact Development (LID) – *Implementation phase*
- Development of the Stormwater Integrated Project Prioritization Model – *Subcommittee formed to provide input and guidance for prioritization model development. Seeking approval vote from Commission*

2.2 **Motions**:

2.2.1 Ms. Burkholder made a motion to submit the FY2016 Work Plan to City Council, and Ms. Durso seconded. The motion was passed unanimously.

2.2.2 Ms. Burkholder made a motion to submit the FY2015 Annual Report to City Council, and Mr. Bostic seconded. The motion was passed unanimously.

✓ **Action Items**

FEMA Acquisitions – *provide any acquisitions and funding updates at any future meetings.*

Item 3 – Stormwater Quality Cost Share Project – 6001 Leadmine Rd

3.1 **Brad Stuart**: There is only one petition request for the Stormwater Quality Cost Share. The summer of 2013, the petitioner came with a request for a 3,000+ square feet permeable paver project. At the time it was new construction and was recommended to look for an alternative which is this project.

- **Project 1** (6001 Leadmine Rd)

City Share	$ 6,525.00
Owner's Share	$ 2,175.00
Total Cost	$ 8,700.00

- 1750 gallon cistern system capturing runoff from approximately 2400 square feet of roof surface. The cistern when empty will capture more than 1" of runoff from the roof. Water will be used for lawn and garden irrigation at a rate of 800 gallons or more per week and the maintenance term is 10 years.

Questions\Comments:

Commission: How much funding is available versus what the request is?

Brad Stuart: The program is $250,000, plus we have funds rolled over from the previous year so there's adequate funding for this.

Commission: What is the cost share percentage?

Brad Stuart: 75/25 percent.

3.2 **Motion**:

3.2.1 Mr. Horstman made a motion to approve the Cost Share Petition project at 6001 Lead Mine Road, and Mr. Yates seconded. The motion passed unanimously.

Item 4 – Integrated Project Prioritization Model

4.1 **Scott Bryant:** The Integrated Stormwater Project Prioritization Model is finalized and ready for initial implementation. The prioritization model will serve as a key decision support tool in the City beginning with the upcoming Fiscal Year 2017 budgeting process, to evaluate and rank in relative order of importance potential Stormwater Capital Improvement Projects. Today's presentation will highlight how we went from Vision to Reality in less than six months, touch on the Model Highlights, the Collaboration we had together, the benefits to the Capital Improvement Program and the Implementation Plan.

4.2 Outline of Presentation:

- From Vision to Reality – *Stormwater Program/ Budget Workshop (Jan – Mar)*, *SMAC – Model Kickoff*, *4 SMAC Subcommittee Workshops (May – July)*, *SMAC – Update Review Preliminary Model*, *Final Initial Model & Implementation Plan presented to SMAC (Sept 3rd)*, *Update to Council (Nov 2015)* and *ready for initial use for FY2017 budget session.*
- Direct Outcomes Achieved – *The Integrated Stormwater Project Prioritization Model Scoring Guidance/Metrics for Weighted Criteria within Model Process for implementing, applying, and adaptively updating the Model and Key Decision Support Tool for the Stormwater CIP Team and Program.*
- Larger Stormwater Program Benefits – *Heightened Teamwork and Collaboration, Heightened Stormwater Program Integration, and aligned with recently adopted City Strategic Plan.*
- Model Highlights – *Aligned with recently adopted City Strategic Plan, Basic eligibility criteria, Foundational elements of Prioritization Model, Integrated Prioritization Criteria, and Scoring Metrics.*
- Implementation Plan – *The Integrated Project Prioritization Model is distributed to the Program Managers and Sectional Team. The team uses the Model to help envision, identify, and evaluate potential projects on an ongoing basis throughout the year as determined by each Program Manager. The group develops and stores their projects in a sectional master file(s) of projects. On a quarterly basis the projects are evaluated, reviewed, checked and placed into an integrated divisional master file of potential CIP projects. The Strategic Planning team in concert with the budget team, ahead of the quarterly CIP Leadership Team meetings, reviews and analyzes the updated developing Divisional CIP Portfolio. The developing Divisional CIP Portfolio is reviewed and vetted by the CIP Leadership Team. Strategic updates are provided to SMAC following quarterly CIP development meetings, culminating in the annual CIP program budget recommendations for official consideration. As a best practice, continual improvement/adaptive management updates to the Model are regularly noted, discussed, and incorporated ahead of the upcoming fiscal calendar year. Updates are also provided to SMAC and City Council, as appropriate, on any revisions/improvements, etc.*
- Feedback – *Commission indicated that it's a strong program and carefully crafted. It should be ready to apply.*

4.3 **Motion**:

4.3.1 Ms. Durso made a motion to recommend applying the Integrated Stormwater Project Prioritization Model, and Ms. Burkholder seconded. The motion was passed unanimously.

Item 5 – Other Business

5.1 **Blair Hinkle:** TC-6 text change was approved at Tuesday's City Council meeting. This amended section 9.2.2A (*Stormwater exemptions*) under the Unified Development Ordinance *(UDO)* as adopted. There are five exemptions and each one was maintained in the TC-6 revision. Three exemptions were added *(1, 2 and 5).* Item 1 and 2 involved lots platted before May 1, 2001, those exemptions existed in Part 10 code that was left out when the UDO was adopted. Item 5 is an exemption that Council requested. Basically, if you have two single family residential lots, and a house remains on one of them, those lots can be recombined in the new exemptions, but the impervious area exemption limit for that lot is 24,000 sq. ft. When it was submitted to Council, there was alternative language that was also submitted, and following Council approval of TC-6, the alternative language was approved for a text change and sent to the Planning Commission. Since this was done Tuesday night, it's not been heard by anyone. I'm requesting this item to be added to the October SMAC agenda rather than being heard at Planning Commission Text Change Committee. The alternative language is to expand the narrow exemption from where there's a house that exists and stays, to the case where those lots could be vacant or could be tear downs, and recombination could occur and some level of exemptions could be provided for impervious area limits. More details will be presented at October's SMAC meeting.

5.2 Mr. Horstman motioned to end the meeting and both Mr. Starr and Mr. Yates seconded. The motion was passed unanimously.

Meeting adjourned at: 4:25 pm
Sonya Debnam