	Water and Sewer Service Policies	<i>EFFECTIVE DATE:</i> January 23, 2018
	<i>POLICY TITLE:</i> Community Notification & Outreach for Development and Prince William Water Projects Creating Impacts to Existing Communities	<i>STARTING SECTION:</i> 47000
		<i>OWNER:</i> DIRECTOR OF ENGINEERING & PLANNING

Division IV

Chapter 7

Article 1. Community Notification & Outreach for Development and Prince William Water Projects Creating Impacts to Existing Communities

Sections.

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§47100. Purpose.

It is essential to Prince William Water (“PW Water”) that its customers and the residents of Prince William County (“community”) are notified of construction projects that may create disruptions, inconvenience and impacts to their quality of life. This policy is intended to guide PW Water employees in their decision-making process during plan review of developer projects and PW Water Capital Improvement Program projects to assess potential community impacts. PW Water employees, acting in their authorized roles and responsibilities, may be required to escalate decisions pertaining to community impacts created by potential construction projects to their Director, Deputy General Manager, or General Manager for further evaluation and mitigation. The PW Water Priorities below represent PW Water’s shared values and are intended to guide employees as they make decisions and evaluate projects for potential impacts to surrounding communities.

§47105. Reserved.

§47110. Definitions.

Community – any Prince William Water customer (commercial, residential, industrial, institutional, etc.), or resident of Prince William County adjacent to proposed construction activities initiated by a Developer or PW Water.

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Developer – Property owner or designated agent responsible for developing property.

Development Projects – Projects initiated by the Development Industry that require off-site improvements to water and/or sewer infrastructure.

Prince William Water – Prince William Water and its Board of Directors.

Prince William Water Projects – Projects initiated through the Capital Improvements Program.


Authorized Employee(s) – An employee of Prince William Water, acting in their regular or assigned role, who is authorized by policy, written or verbal instructions, to act in a specified capacity and make decisions.

§47115. Decision-making Authority.

- A. Prince William Water’s Authorized Employee is designated by one or more of the following:
 - 1. By Prince William Water’s regular chain of command;
 - 2. By direction of Prince William Water’s General Manager.

§47120. Prince William Water Priorities.

- A. Prince William Water Priorities are divided into two categories: absolute priorities and balancing priorities.
 - 1. Prince William Water’s absolute priority is the preservation of the life, safety, health and quality of life of its customers, the general public and Prince William Water employees.
- B. Balancing priorities are:
 - 1. Minimizing disruptions, interruptions, and impacts to a community’s quality of life: noise, traffic interruptions, service interruptions, etc.
 - 2. Protection of the environment immediately adjacent to construction areas;
 - 3. Continuity of service to customers where construction activities will cause a loss of service;

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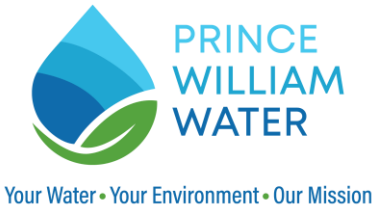
4. Continuity of service to communities where construction activities will not cause a loss of service, but may cause inconvenience, disruptions or interruptions to normal daily activities; and
5. Compliance with regulatory or other legal requirements.

Authorized Employees shall evaluate each Developer and Prince William Water project for potential community impacts and disruptions, negative impact to Prince William Water’s public reputation and the overall mission and vision of the Board of Directors. Authorized Employees should apply the balancing priorities above to arrive at the best overall recommendation as to whether or not impacts to existing communities will result from proposed construction activities. There may be unusual circumstances where an Authorized Employee is unsure of the potential impacts to surrounding communities. In such cases, the Authorized Employee shall consult with their Director, the Deputy General Manager or the General Manager prior to making a recommendation. For those projects creating a disruption, inconvenience, or impact to a surrounding community, the Authorized Employee shall follow the requirements listed in section 47125 below.

§47125. Requirements for Projects Creating Impacts to Existing Communities.

Projects creating community impacts are divided into two categories: Development Projects and Prince William Water Projects.

1. Development Projects that result in offsite improvements which create impacts, disruptions or an inconvenience within existing communities will be subject to the following requirements upon concurrence of the General Manager:
 - a. The Developer submits a written Request to the County Planning Office for a Public Facilities Review (PFR) determination.
 - b. If a determination by Prince William County indicates a PFR is required, then the Developer will implement a community engagement and outreach effort, prior to the Planning Commission Public Hearing, to review the project with the impacted community and explain the time line, extent of disruptions and inconvenience and the Developer’s mitigation plan. The Developer coordinates the community outreach program to include the impacted community, the offices of the Magisterial District Supervisor’s Office and Prince William Water.

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- c. If a determination by Prince William County indicates a PFR is not required, then Prince William Water will require, prior to plan approval, a community engagement and outreach effort by the Developer to review the project with the impacted community and explain the time line, extent of disruptions and inconvenience and the Developer’s mitigation plan. The Developer coordinates the community outreach program to include the impacted community, the offices of the Magisterial District Supervisor’s Office and Prince William Water.
2. Prince William Projects that create impacts, disruptions or an inconvenience within existing communities will be subject to the following requirements upon concurrence of the General Manager:
- a. Projects that require a County PFR determination will follow the Prince William Water public notification and outreach process, which includes scheduling Town Hall meetings prior to the Planning Commission Public Hearing.
 - b. Projects that do not require a County PFR determination, a recommendation will be presented to the General Manager or Designee to follow the Prince William Water public notification and outreach process that includes scheduling Town Hall meetings

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APPROVED BY GENERAL MANAGER