

STAFF REPORT

SUBJECT: Master Meter Policy
MEETING: Regular Business Meeting – 06 AUG 2024
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends including the enclosed policy to address the use of master metering and sub-metering for utilities into the Engineering Standards Manual.

BACKGROUND:

The Public Works Committee met on July 16, 2024, and discussed the use of master metering and sub-metering water utility usage. The committee directed staff to create a policy governing the use of master meters for developments.

A copy of a *draft* policy is attached to this memorandum for council consideration.

ATTACHMENTS:

[MASTER METER AND SUB-METERING POLICY](#)

I. WATER MAINS

1.11 MASTER METER AND SUB-METERING

- a. Water service to multi-unit facilities with greater than five dwelling units; including, but not limited to, condominiums, apartments, multi-tenant buildings, multi-tenant communities, and multiple use facilities, will be provided through a city-approved master meter for developments situated on singularly platted lots.
- b. Water Service to townhome-style developments, with a single building structure spanning more than one individually platted lot, will require the development to provide standard, city-approved, right-of-way widths for adjacent roadways.
- c. Master meters must be approved by the city and paid for and installed at the expense of the customer/developer.
- d. At no time shall an accessory dwelling unit have a separate, publicly maintained, water or wastewater meter.
- e. Sub-meters and plumbing on the customer side of the master meter will be installed and maintained at the customer's expense.
- f. Property owners utilizing sub-metering shall comply with applicable state Requirements.