Stantec

Memo

To:	Lindel Jackson President – Board of Directors Hunters Run Conservancy District	From:	Adam Pooler David Hayson Stantec Consulting Services Inc.
Project/File:	173410762	Date:	August 31, 2026

Reference: Changes to Individual Benefits / Assessment Record Annual Update Standard Operating Procedures

In the normal course of business, the Fairfield County Auditor may take action that results in re-plat, parcel split, parcel combination, parcel improvement or demolition, land class update, or Owner change. In so doing, it may result in the Hunters Run Conservancy District (HRCD) updating the applicable Individual Benefits assigned to a parcel. On an annual basis, the following procedures shall be followed when preparing an update to the Hunters Run Conservancy District Assessment Record. Each year, parcels within the District Boundary will reviewed for the following updates: Splits/Merges, Exemptions based upon Ohio Revised Code, Parcel ID updates, and significant Appraised Building changes (improvement or demolition). The following steps comprise the Standard Operating Procedures for this process.

Step 1: Download Fairfield County Auditor Parcel shapefile (*.SHP) and Computer-Assisted Mass Appraisal (CAMA) database. Join CAMA to Parcels (if not already provided by the County).

Step 2: Select Parcels within HRCD_Revised_Boundary_052026 layer. Create a new feature class called "Parcels_HRCD_BDY_[YEAR]". This will be used to create the current year's Assessment Record.

Step 3: Compare new Parcel Dataset to previous year's Assessment GIS layer. Comparison occurs by completing an attribute join between PARID. The resulting subset should be new parcels that do not exist within the previous year's layer. Export to a new feature class called "Parcels_HRCD_BD_[YEAR]_review". The intent is to keep a record of parcels not used for the assessment due to manual updates. These would be typically associated with Splits, New Parcel IDs, & Removals (Road ROW, Cemetery, State of Ohio, Federal, etc.). Create a new field called Status_[YEAR]. Review each parcel update and add status comment, example previous year's parcel # "Split 0532003662". The Splits and New Parcel IDs will stay within the new "Parcels_HRCD_BDY_[YEAR]" layer. The Removals should be deleted from the new "Parcels_HRCD_BDY_[YEAR]" GIS layer.

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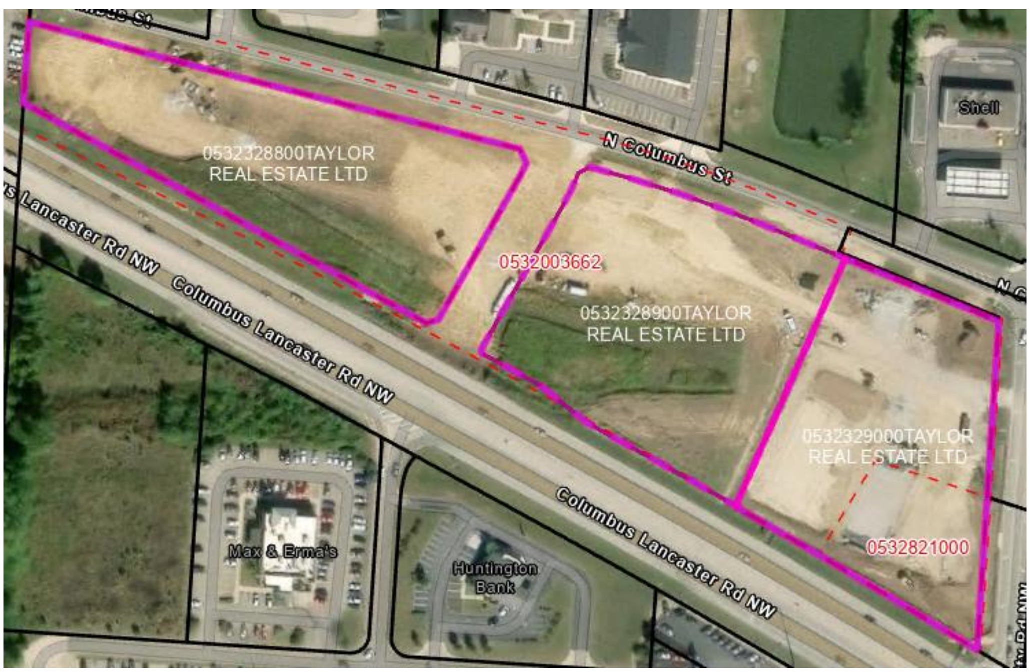
Removals - A working list of parcels removed based upon exemptions can be found within the HRCD Annual Assessment Update [YEAR].xlsx. The following list should be considered for removal based upon parcels exempt from the Assessment.

- Removal – LUC 600 & STATE OF OHIO parcels including Ohio Department of Natural Resources (ODNR) & Public Safety. These fall under the Ohio Revised Code of exemptions from assessments.
- Removal – Right-Of-Way (ROW) / Railroad & Road parcels.
- Removal - River ROWs, typical to Hocking River
- Removal - Condo Association land and abandoned properties removed during previous assessments.
- Removal – Missing Information. These could be examples of new parcels with missing owner information due to timing with extract.

Splits – Splits occur when one parcel becomes multiple parcels numbers.

Example 2025 Parcel 0532003662 split into three different 2026 parcels.



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New Parcel IDs (generated from a split) – Example PARID 0571000200 became PARID 0571000240

Step 4: Compare “Parcels_in_District_Assessment_[YEAR]” (previous year) layer from GIS to “Parcels_HRCD_BDY_[YEAR]”. Do this by completing an attribute join between PARID. The resulting subset should be the previous year’s parcels that no longer exist in the current Auditor’s Database. Create a new layer called “Parcels_in_District_Assessment_2025_NOTmatch_2026” (example naming scheme) to review only missing parcels. These parcels would typically be associated with Merges or Parcel ID updates. Create a new field called Status_[YEAR]. Review each parcel update and add status comment.

The following scenarios occur when the previous year no longer matches the current parcels.

- **Merge** – One parcel is merged into another parcel. Example, 0080052010 is merged with 0080052000.
- **HRCD Jurisdictional Boundary Update** – Example: an update in May 2026 altered the boundary in the northeast corner of the District. Parcels outside of the revised District Boundary were removed from the dataset.
- Parcel gets split into different parcel numbers, see split example above.
- Parcel ID gets updated. This also occurs when comparing the current year to the previous year.

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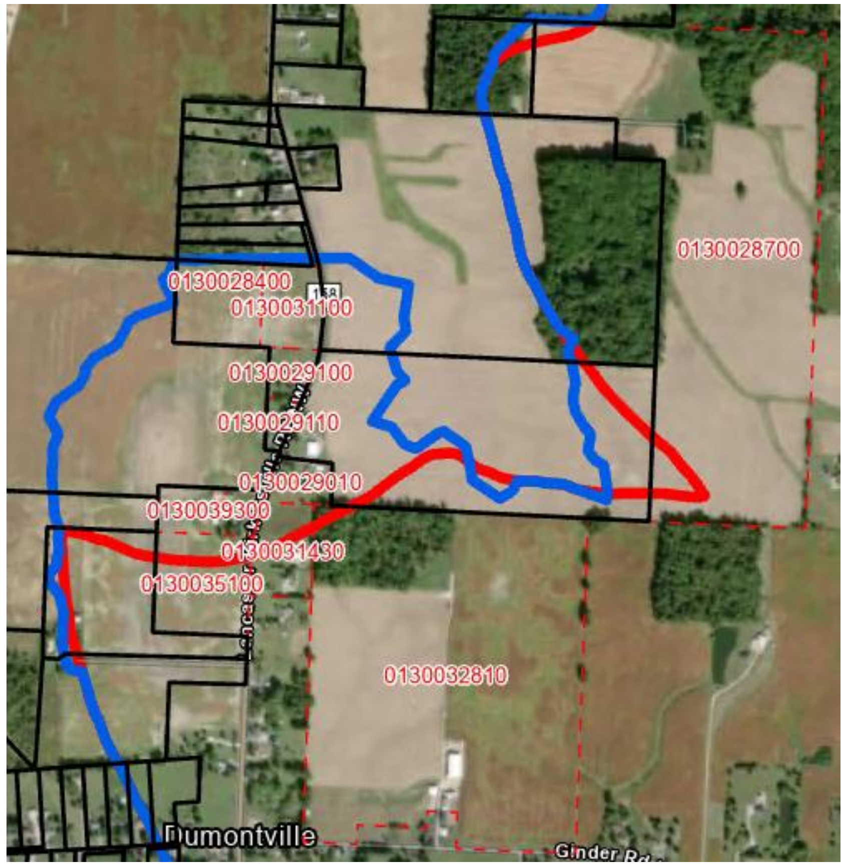
Merge – Example

Boundary Update – Blue Boundary represents 2026 update.



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Parcel ID Update – Example 0140112500 changes to 0630002000

Step 5: Create a blank template version from the “Parcels_in_District_Assessment_CURRENT_YEAR”, using a Template Geodatabase (GDB) created by Stantec. Place inside HRCD_Annual_Assessment_Update_GIS.gdb.

Step 6: Load “Parcels_HRCD_BDY_[YEAR]” into a local GDB. Match fields accordingly. The following fields should transfer from Parcel layer.

- PIN, PARID, OWN1, OWN2, LASTNAME, LUC, APRBLDG, CLASS
    - APRBLDG needs to be updated for TIF/Abated Parcels. Use list of applicable parcels from Fairfield County Auditor to update building value. The 2026 assessment uses a layer called “TIF CRA Info for SA Analysis.xlsx”. The “TOT09” field contains the TIF/Abated full building value.
- Be sure to use “PADDR1” for “Parcel_Address”.

Step 7: Join by PARID “Parcels_in_District_Assessment_[previous year]” from AGO back to “Parcels_in_District_Assessment_[YEAR]” & field calculate all missing assessment information.

Step 8: Update Assessment information for new parcels not populated during the join.

- Base_Indirect – “2”
- Determine if new parcels intersect the Without-Project, 0.2% Annual Chance Exceedance (500-year) floodplain boundary. If so, the following fields will be updated
    - Millage_Rate – Use Certified Appraisal Record to determine rate by LUC/CLASS
        - Current Millage Rates:
            - Commercial = 0.002747432463
            - Industrial = 0.002747432463
            - Residential = 0.001548442780
            - Exempt = 0.001026414910
    - Direct Assessment – Multiply APRBLDG by the Millage Rate
    - Indirect Assessment – if parcel has APRBLDG greater than or equal to $10,000, updated to $41. If value is less than $10,000 update to $2
    - Total Assessment = Direct Assessment + Indirect Assessment
    - Impacts_500yr – “Y”
- If new parcels do not intersect the Without-Project 500-Year floodplain boundary, update the following fields.
    - Indirect Assessment – if parcel has APRBLDG greater than or equal to $10,000, updated to $41. If value is less than $10,000 update to $2
    - Total Assessment = Indirect Assessment
    - Impacts_500yr – “N”

Step 9: Review the previous years Appraised Building values compared to the current values to determine the changes to assessment value. To determine this, populate “APRBLDG_ Prev_Year” by joining PARID back to the previous year’s data, calculate using the previous year’s dataset. Populate APRBLDG_DIFF by using the following equation; APRBLDG_DIFF = APRBLDG - APRBLDG_Prev_Year.

- The following scenarios are only for parcels within the Without-Project 500-Year floodplain boundary.
    - If the APRBLDG_DIFF is positive and the previous year’s value is $0, the current year’s APRBLDG value has increased, which may indicate new construction. Update the Direct Assessment by “APRBLDG” * “Millage_Rate”. Total Assessment = Direct Assessment + Indirect Assessment

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   - Another scenario is an improvement value that is removed due to demolition of structure. If the APRBLDG_DIFF is negative and matches the previous year where the current year APRBLDG is $0, update the Direct Assessment to be $0 and update Indirect Assessment to $2. Total Assessment will be $2.

- For parcels not impacted by the Without-Project 500-Year floodplain boundary.
   - If the APRBLDG_DIFF is negative and matches the previous year where the current year APRBLDG is $0, update Indirect Assessment to $2. Total Assessment will be $2.
   - If the APRBLDG_DIFF is positive, and the previous year's value $0, this may indicate new construction or appraisal evaluation. Re-evaluate Indirect Assessment to determine $41 or $2 based upon $10,000 threshold.

Step 10: Incorporate the parcel changes into Assessment "[YEAR]" table from the HRCD Annual Assessment Update [YEAR] spreadsheet. This will be a continuous record (currently 2024 through 2026). Include the following tabs.

- "2024" through "20xx" – This is full record comparing the previous year's assessments to the current year's assessment.
- "Changes [YEAR]" – This is the current parcels showing changes
- "20xx-20xx removals" – Previous Year's Assessment parcels removed/updated in Current Year's Assessment.

Respectfully,

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Attachment: Attachment 1 - HRCD_Annual_Assessment_Update_GIS.zip
Attachment 2 – HRCD Annual Assessment Update 2026.xlsx

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Web Map Viewer Link: Hunters Run Conservancy District Assessment Viewer