



September 30, 2014

Jeff Selengut
MS4 Permit Writer
Department of Environmental Quality
629 East Main Street
Richmond, VA 23219

RE: Permit Year 1 Annual Report for VSMP General Permit for Stormwater Discharges from
Small Municipal Separate Storm Sewer Systems, MS4
Permit Number: VAR040132

Dear Mr. Selengut:

In accordance with Permit VAR040132, effective May 12, 2014, the City of Staunton has compiled an Annual Report addressing the status of our MS4 Program Plan that was presented in our permit registration statement of February 18, 2014.

If you have questions or comments, please do not hesitate to contact me at 540-332-3858 or moyern@ci.staunton.va.us.

Respectfully,

A handwritten signature in blue ink, appearing to read "Ray N. Moyer, Jr.".

Ray N. Moyer, Jr. PE
Stormwater Engineer

DEPARTMENT OF ENGINEERING
116 W. BEVERLEY STREET, P.O. BOX 58
STAUNTON, VA 24402
540-332-3858



City of Staunton, Virginia



MS4 Annual Report

**For the Virginia Stormwater Management Program General
Permit Registration Statement for Small Municipal Separate
Storm Sewer Systems (MS4)**

General Permit No. VAR040132

**Reporting Period: Permit Year 1
July 1, 2013 through June 30, 2014**

Annual Report Prepared: September 30, 2014
Revised per DEQ comments: February 11, 2015

Certification

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: Stephen F. Owen

Title: City Manager

Signature: _____

Date: 9-22-14

Permit Number: VAR040132

MS4 Name: City of Staunton

Annual Report prepared by:

Ray N. Moyer, Jr., PE
Stormwater Engineer
City of Staunton
116 West Beverley Street
Staunton, VA 24401
(540) 332-3858
moyern@ci.staunton.va.us

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*February 11, 2015: Appendix D added per DEQ comments dated 01/30/2015

INTRODUCTION

Discharges from municipal separate storm sewer systems are regulated under the Virginia Stormwater Management Act, the Virginia Stormwater Management Program (VSMP) Permit regulations and the Clean Water Act as point source discharges. MS4 regulations were developed and implemented in two phases. Implementation of the first phase began in the early 1990s and required that operators of MS4s serving populations of greater than 100,000 people (per the 1990 decennial census) apply for and obtain a permit to discharge stormwater from their outfalls. The second phase of MS4 regulations became effective March 23, 2003, and required that operators of small MS4s in "urbanized areas" (as defined by the latest decennial census) obtain a permit to discharge stormwater from their outfalls.

In August 2013, the City of Staunton received a Notice of Designation as a regulated small MS4. Part of the City's jurisdiction had been identified as being located within an urbanized area according to the 2010 Decennial Census. As a result, the City must apply for coverage under the General Permit for the Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems. Similar to the Phase I programs, small MS4 programs must be designed and implemented to control the discharge of pollutants from their storm sewer system to the maximum extent practicable in a manner that protects the water quality in nearby streams, rivers, wetlands and bays.

On February 18, 2014, the City of Staunton submitted a Registration Statement outlining the City's MS4 Program to the Department of Environmental Quality (DEQ). On May 12, 2014, the City received notification from DEQ that the City had obtained coverage under the General VPDES Permit for Small MS4s. Coverage under the Virginia General Permit for Discharges from Small Municipal Storm Sewer Systems requires each MS4 locality to submit an annual report by October 1 of each year describing the status of the Program's implementation for the previous permit year, July 1 through June 30.

Stormwater discharges from Phase II (small) MS4s are regulated under the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems. Small MS4s include storm sewer systems operated by cities, counties, towns, federal facilities such as military bases, Veteran's Affairs hospitals and research facilities, Department of Defense facilities and parkways, and state facilities such as VDOT, community colleges and public universities. Under the General Permit, small MS4s must develop, implement and enforce a program that includes the following "six minimum control measures":

- Public education and outreach on stormwater impacts
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site stormwater runoff control
- Post-construction stormwater management in new development and redevelopment
- Pollution prevention/good housekeeping for municipal operations

Activities within each of the control measures are called Best Management Practices or BMPs.

This document is the City of Staunton's required Annual Report for Permit Year 1. Permit Year 1 is the period starting on July 1, 2013 and ending on June 30, 2014. The annual report includes the statues of the BMPs implemented as part of the City's MS4 Program Plan. The annual report lists the measurable goals and the accomplishments achieved for each BMP. The annual report also includes any changes to the City's MS4 Program Plan.

ABOUT STAUNTON

Located in the historic Shenandoah Valley, Staunton was first settled in 1732. The hamlet was named in honor of Lady Staunton, wife of Sir William Gooch who served as lieutenant-governor of Virginia from 1727 to 1749. The Virginia General Assembly established Staunton as a town in 1761.

Staunton, unique among cities for its natural beauty and architectural heritage, provides an excellent quality of life for its unified community by continuing the tradition of citizen leadership, innovation, and perseverance. The best of its history combined with the best new ideas and technology make Staunton an exceptional small city with charm, energy, ambiance, and creativity that others seek to emulate.

Today, Staunton is an independent city with a population of 24,512 as of 2010 census, located within Augusta County. Staunton is approximately 19.7 square miles in size. The urbanized area within the City of Staunton is 13.2 square miles as identified in Figure 1. This urbanized area represents a portion of the Staunton-Waynesboro Metropolitan Statistical Area, as defined by the Office of Management and Budget, which had a population of 118,502 as of the 2010 census.

The City of Staunton lies within four (4) major watersheds. The hydrologic unit codes (HUC) are the following:

<u>Name</u>	<u>HUC 12</u>	<u>VAHU6</u>
➤ Lewis Creek	020700050301	PS06
➤ Christians Creek/Barterbrook Branch	020700050202	PS09
➤ Middle River/Falling Spring Run	020700050302	PS07
➤ Middle River/Bell Creek	020700050104	PS04

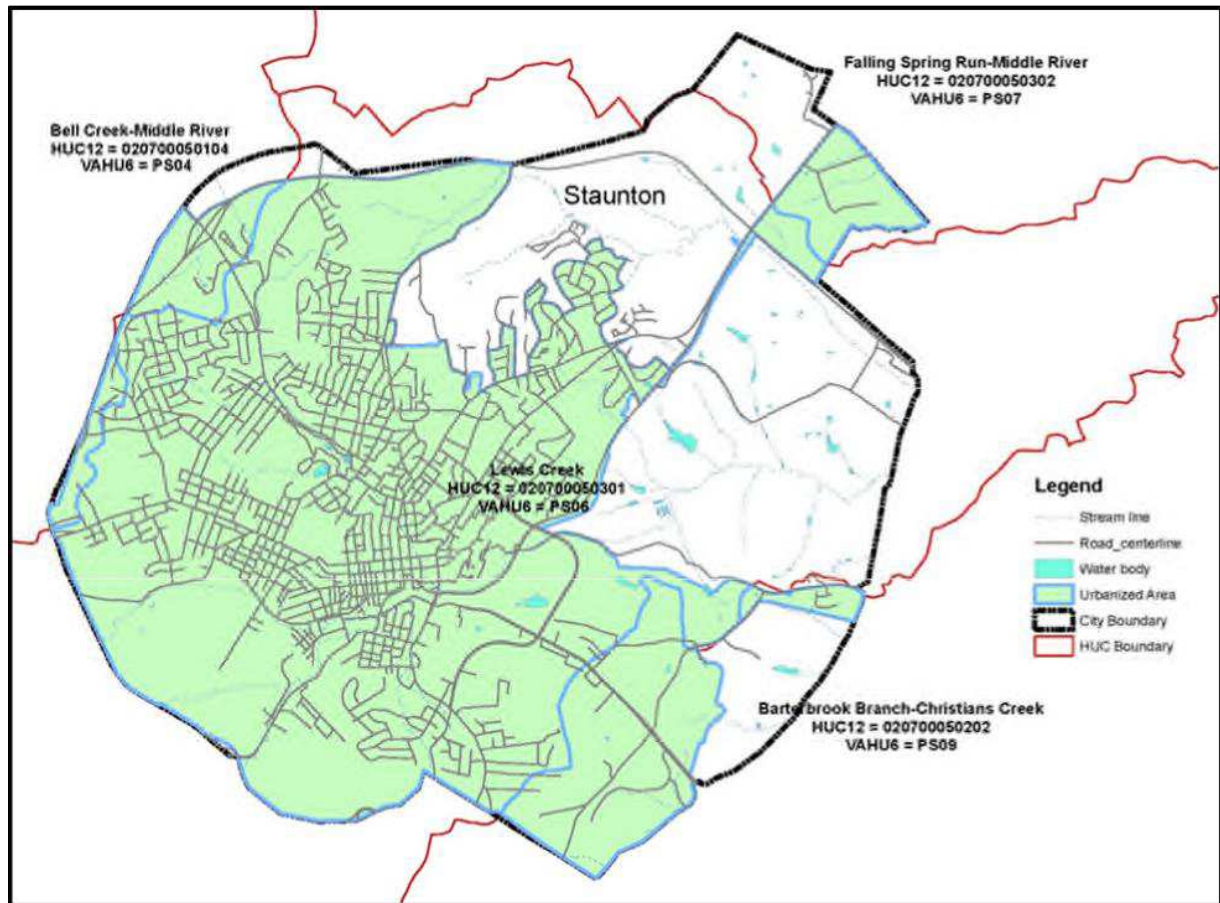


Figure 1

MS4 PROGRAM

Minimum Control Measure 1 – Public Education and Outreach

The public education and outreach (PE&O) BMPs will be a critical component of City's MS4 program. The PE&O program will help the citizens of the community better understand the environmental challenges that they are facing as a community. This new knowledge will encourage the community as a whole to implement changes in their lifestyles that will reduce the negative impacts their daily choices have on the environment. Additionally, this program empowers the citizens to become part of the stormwater solution by developing an understanding of program goals and a providing variety of ways to communicate observed issues to the program administer.

Modifications to MCM1:

Date: September 30, 2014

In response to comments received from DEQ on April 24, 2014 regarding the City's registration statement submittal of February 18, 2014, the City has identified two additional high-priority water quality issues. Accordingly, BMP 1.3 – Educational Brochures as detailed in the City's registration statement has been modified into two BMPs, BMP 1.3 – Waste and BMP 1.4 – Watershed Awareness.

BMP – 1.1 School Presentations

The City will develop a targeted presentation to school age children in grades 4 through 9. The presentations will be age appropriate with the goal to build on past presentations in future years. An EnviroScope model, or similar, will be purchased and used as an interactive tool to help better understand the effects of water pollution and strategies for prevention.

Objective and Expected Results: By targeting grades 4 through 9, the City will be providing these children with the required information to foster stormwater awareness that will translate into long lasting positive changes toward stormwater issues.

Implementation Schedule: The City plans to have the presentation developed and all needed material purchased by the end of the 2nd year of the permit (June 30, 2015). Once developed, the city will target 4 to 6 presentations per year. The Engineering Department will be responsible for developing and giving the presentations.

Method to Determine Effectiveness: The measure for this BMP will be based on the total number of presentations per year and the total number of students. The annual report will include these numbers.

Achievements for Permit Year 1: School Presentations are scheduled to be developed by the end of the 2nd year of the permit (June 30, 2015) and begin during the 3rd year of the permit (July 1, 2015 through June 30, 2016).

Annual Reporting: The estimated target audience and the estimated percentage of the target audience that will be reached during Year 3 of the permit (July 1, 2015 through June 30, 2016) will be included in the annual report for Permit Year 2. The actual number of presentations, the target audience and percentage of the target audience reached will be reported starting with the annual report for Permit Year 3.

BMP – 1.2 Stormwater Webpage

The City will develop a dedicated stormwater webpage which will allow detailed information to be available to the public. The new stormwater webpage will be added to the existing City website. Information that will be available on the webpage includes: definitions of common stormwater elements (i.e. stormwater, watershed, Chesapeake Bay, pollution prevention, etc.), details about why stormwater is important, identification of how citizens can help, links to the City's stormwater program elements (Ordinances, erosion & sediment control, policies, design standards, general permit, annual reports, etc.), links to Federal and State stormwater program information and contact information for reporting and questions.

Objective and Expected Results: The objective of the dedicated website is to provide large amounts of detailed federal, state and local program information, accessibility to a large number of citizens. The expected result is to easily be able to search for and find detailed information on stormwater in general as well as detailed information pertaining to the City of Staunton's MS4 Program.

Implementation Schedule: The City plans to complete the website by the end of the 2nd year of the permit (June 30, 2015). Once developed, the City will maintain the website by adding the annual reports and updating the site's content and links. The Engineering Department will be responsible for the page's content and will direct the webmaster of all required changes.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of website hits that occur each year. The annual report will include this number.

Achievements for Permit Year 1: The Stormwater Webpage is scheduled to be developed by the end of the 2nd year of the permit (June 30, 2015) and go on-line at the beginning of the 3rd year of the permit (July 1, 2015).

Annual Reporting: The total number of website hits that occur will be reported starting with the annual report for Permit Year 3.

BMP – 1.3 Waste

The City will develop educational brochures to provide information in an easy to read format. The brochures will concentrate on the topic of “Waste”. In keeping the topic more general as “waste”, it will allow the City to have the flexibility to modify the Program from one type of waste as “common litter” to “pet waste” as priorities change from one year to the next. Each brochure will include information about the topic, identify desirable changes in behavior and provide contact information for questions and reporting. The educational brochures will be made available through mass mailings and at various City offices and community events.

Objective and Expected Results: By distributing educational brochures to the citizens, the City will be raising the general awareness of stormwater issues as well as providing actions the public can take to help protect water quality and minimize impacts to stormwater runoff.

Implementation Schedule: Waste brochures will be developed by the end of the 2nd year of the permit (June 30, 2015). Distribution of the brochures will begin during the 3rd year of the permit (July 1, 2015 through June 30, 2016). The Engineering Department will be responsible for the brochure’s content and distribution.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of brochures distributed. The annual report will include this number.

Achievements for Permit Year 1: Waste brochures are scheduled to be developed by the end of the 2nd year of the permit (June 30, 2015). Distribution of the brochures will begin during the 3rd year of the permit (July 1, 2015 through June 30, 2016).

Annual Reporting: The estimated target audience and the estimated percentage of the target audience that will be reached during Year 3 of the permit (July 1, 2015 through June 30, 2016) will be included in the annual report for Permit Year 2. The total number of brochures, the actual target audience and the actual percentage of the target audience reached will be reported starting with the annual report for Permit Year 3.

BMP – 1.4 Watershed Awareness

The City will develop internet social media material to provide information in an easy to share format. The material will concentrate on the topic of “Watershed Awareness”. This topic was chosen in order to bring awareness to the importance of caring for and maintaining the quality of the City’s watersheds and how the City’s watersheds being located at the headwaters affect downstream watersheds and ultimately the Chesapeake Bay. In keeping the social media format general, it will allow the City to have the flexibility to incorporate multiple types of social media outlets, i.e., Facebook, YouTube, etc. as priorities change and opportunities arise from one year to the next. Each post will include resources and information in regards to Staunton’s watersheds and its effect on a local and state environmental well-being, identify desirable

changes in behavior and provide contact information for questions and reporting. The material will be made available through social media posts through a public, City-run social media format.

Objective and Expected Results: By using social media to reach citizens, the City will be raising the general awareness of the stormwater issues concerning watersheds, both locally and at the state level. The material will also provide actions the public can take to help protect water quality and minimize impacts to stormwater runoff.

Implementation Schedule: The Watershed Awareness social media material will be developed by the end of the 2nd year of the permit (June 30, 2015). Postings of the material will begin during the 3rd year of the permit (July 1, 2015 through June 30, 2016). The Engineering Department will be responsible for the social media material and its distribution.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of website hits. The annual report will include this number.

Achievements for Permit Year 1: Watershed Awareness social media material is scheduled to be developed by the end of the 2nd year of the permit (June 30, 2015). Postings of the material will begin during the 3rd year of the permit (July 1, 2015 through June 30, 2016).

Annual Reporting: The estimated target audience and the estimated percentage of the target audience that will be reached during Year 3 of the permit (July 1, 2015 through June 30, 2016) will be included in the annual report for Permit Year 2. The total number of web hits, the actual target audience and actual percentage of the target audience reached will be reported starting with the annual report for Permit Year 3.

Minimum Control Measure 2 – Public Involvement / Participation

The public involvement/participation (POP) BMP will promote valuable input and assistance from the community. Providing the public opportunities to play an active role in the program is instrumental in a successful program. By promoting the availability of the program to the community, public participation will increase leading to a reduction in stormwater pollutants and improved water quality.

Modifications to MCM2:

Date: September 30, 2014

Web link added to City's website for City's MS4 Program Plan and annual reports.

Web link to the MS4 Program and annual reports:

<http://www.staunton.va.us/directory/departments-a-g/city-engineer>

BMP – 2.1 Tree Planting Program

The City currently has a Tree Planting Program where new trees are planted, dead or diseased trees are replaced with new plantings and structural pruning is performed on young existing trees. The City also organizes and participates in an Arbor Day event where seedlings are handed out to participants. The City will continue its tree planting program and its participation in the Arbor Day event. The City will hand out seedlings and educational brochures and discuss the benefits of tree planting on water quality.

Objective and Expected Results: Encourage the community to actively take part in stormwater enhancements. Raise the general awareness of stormwater issues as well as discussing actions, such as tree planting, the public can take to help protect water quality and minimize impacts to stormwater runoff.

Implementation Schedule: The City will continue its Tree Planting Program and participating in the Arbor Day event. Parks and Recreations will continue to be responsible for these programs.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of trees planted, the number of trees pruned, the number of participants and the number of seedlings handed out at the Arbor Day event. The annual report will include these numbers.

Achievements for Permit Year 1: The City continued our Tree Planting Program during Permit Year 1 (July 1, 2013 to June 30, 2014). The number of trees planted during Permit Year 1 was higher than normal due to donations by the Chesapeake Bay Program and the Augusta Garden Club.

Annual Reporting:

Tree Planting Program

Permit Year		Number of trees planted	Number of existing trees pruned	Number of Arbor Day Participants	Number of seedlings distributed
1	July 1, 2013 - June 30, 2014	91	118	150	160

BMP – 2.2 DEQ/DCR Adopt-A-Stream Program

The City will actively participate in the Virginia Adopt-A-Stream program. The Stormwater Webpage will include links to Virginia's program with directions on how to apply. The City will procure and house the needed material for volunteers to use during the clean-up event. Materials will include safety information, trash bags, safety vests and traffic control-warning signs. The City will also coordinate trash pick-up if needed.

Objective and Expected Results: Encourage the community to actively take part in stormwater enhancements while improving stream quality.

Implementation Schedule: The City will make the modifications to the Stormwater Webpage by the end of the 3rd year of the permit cycle (June 30, 2016). The Engineering Department will be responsible for the websites content and for supplying volunteers with the available materials.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total linear feet of stream adopted. The annual report will include this number.

Achievements for Permit Year 1: The Adopt-A-Stream Program is scheduled to be developed by the end of the 3rd year of the permit (June 30, 2016) and begin during the 4th year of the permit (July 1, 2016 through June 30, 2017).

Annual Reporting: Written procedures for the Adopt-A-Stream program will be included in the annual report for Permit Year 3. A list of adopted streams and the total linear feet of adopted streams will be reported starting with the annual report for Permit Year 4.

BMP – 2.3 Adopt-A-Street Program

The City currently has an Adopt-A-Street Program that is designed to provide an opportunity for citizens and civic groups to get involved in their community. Individuals, organizations or businesses may participate. These groups agree to adopt a street and to keep the designated area cleared of litter and other debris. In exchange, the program participants are given materials to help them with the cleanup. Signs bearing the name of their organization will be posted at the beginning of their designated cleanup areas. Areas may include City streets, vacant lots, walkways and public parking lot. The Stormwater Webpage will include links to the City's program.

Objective and Expected Results: Encourage the community to actively take part in stormwater enhancements by decreasing the trash and litter that could possibly reach a waterway.

Implementation Schedule: This program will be ongoing with Public Works continuing to be responsible for its implementation.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total miles of street adopted. The annual report will include this number.

Achievements for Permit Year 1: The City continued our Adopt-A-Street Program during Permit Year 1 (July 1, 2013 to June 30, 2014).

Annual Reporting:

Adopt-A-Street Program

Permit Year		Total miles of street adopted
1	July 1, 2013 - June 30, 2014	3.15

Written procedures for the Adopt-A-Street Program and a list of adopted streets have been included in Appendix A.

BMP – 2.4 Stormwater Hot-Line

The City will establish a dedicated stormwater hot-line. The hot-line will consist of a dedicated un-manned telephone line with all calls going to voicemail and a dedicated email address. Daily, the messages will be checked and any issues will be addressed in accordance with the written procedure.

Objective and Expected Results: The hot-line will give the community the opportunity to report any type of pollution or to ask questions related to stormwater and water quality. Also, the hot-line will allow for the reporting of suspected illicit discharges.

Implementation Schedule: The hot-line will be set up by the end of the 2nd year of the permit cycle (June 30, 2015). The Engineering Department will be responsible for housing the hot-line and initiating the response to any stormwater issues.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of calls/emails per year. The annual report will include this number.

Achievements for Permit Year 1: The Stormwater Hot-line is scheduled to be developed by the end of the 2nd year of the permit (June 30, 2015) and go on-line at the beginning of the 3rd year of the permit (July 1, 2015).

Annual Reporting: Written procedures for recordkeeping of calls and emails will be included in the annual report for Permit Year 2. The total number of phone calls and emails will be reported starting with the annual report for Permit Year 3.

BMP – 2.5 Stormwater Partnerships

The City will establish partnerships with local environmental advocacy groups, such as the Lewis Creek Watershed Advisory Committee. The partnership will ensure that local impaired waters and pollutants of concern are emphasized in education and outreach efforts.

Objective and Expected Results: To ensure the education, outreach efforts, and volunteer opportunities are enhanced to the maximum extent possible by a coordinated effort.

Implementation Schedule: The Engineering Department will begin sending a representative to committee meetings by the end of the 2nd year of the permit cycle (June 30, 2015).

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of meetings that were attended. The annual report will include this number.

Achievements for Permit Year 1: Stormwater Partnerships are scheduled to begin by the end of the 2nd year of the permit (June 30, 2015).

Annual Reporting: The total number of meetings attended will be reported starting with the annual report for Permit Year 3.

Minimum Control Measure 3 – Illicit Discharge Detection and Elimination

For the purposes of this permit, an illicit discharge is defined as any discharge to a municipal separate storm sewer that is not composed entirely of storm water, with the exceptions for those pursuant to any other VSMP permit. These discharges can have immediate and long lasting impacts to the ecosystem of your local water bodies.

Modifications to MCM3:

Date: September 30, 2014

In response to comments received from DEQ on April 24, 2014 regarding the City's registration statement submittal of February 18, 2014, the City has included a list of the required information to be included in the mapping and the information table to be developed with BMP 3.3 – Mapping of Stormwater Network.

Date: February 11, 2015

Revised per DEQ comments dated 01/30/2015.

BMP – 3.1 Hazardous Waste Collection Day

The City will continue to participate in the regional household hazardous waste collection day. The event is held once a year in the fall at the Augusta County Government Center. The following types of waste are accepted; solvents, oil based paints, fuels, used oil, computer equipment, lead-acid batteries, rechargeable batteries, herbicides/pesticides, small electronics, antifreeze, compact fluorescent bulbs, and fluorescent bulbs. Information about the event will be made available on the stormwater website. The city will also continue to send an informational flyer prior to the event.

Objective and Expected Results: By actively promoting the hazardous waste collection day, the City will reduce the risk of improper storage, disposal and discharges within the MS4.

Implementation Schedule: The program is ongoing. Public Works will continue to be responsible for coordinating the informational flyer.

Method to Determine Effectiveness: The City will track the total number of City vehicles dropping off hazardous waste. The annual report will include this number.

Achievements for Permit Year 1: The City continued our participation in the regional household hazardous waste collection day.

Annual Reporting:

Hazardous Waste Collection Day

Permit Year		Total number of City vehicles
1	July 1, 2013 - June 30, 2014	71

BMP – 3.2 IDDE Detection Program

The City will develop and implement an IDDE Detection Program to detect, identify and address unauthorized discharges. The program will require a storm sewer map to be developed and maintained with all outfalls identified. The mapping system will be used to screen for illicit discharges. The dry weather screening element of the program will include:

- Develop prioritized screening schedule
- Perform a minimum 50 field screenings per year, or screen all outfalls if less than 50 total in system
- Methodologies to collect general information such as last rain, quantity of rain, visual observations, etc.
- Define time frame to conduct investigations based on priorities
- Methodologies to determine the source of all illicit discharges
- Mechanisms to eliminate illicit discharges, including procedures for legal action
- Methods for follow up
- Mechanisms to track all investigations

The City will prohibit non-stormwater discharges into the storm sewer system through modifications to the ordinance. The stormwater webpage, BMP 1.2 and hot-line, BMP 2.4, will be used to promote and facilitate public reporting of illicit discharges.

Objective and Expected Results: The goal of this control measure is to develop, implement, and enforce a program to detect, identify and address illicit discharges into City's regulated MS4 system.

Implementation Schedule: The City will develop and implement the IDDE program by the end of the 3rd year of the permit cycle (June 30, 2016). Engineering will be responsible for implementing the program with support from Public Works for investigations. The Engineering Department will be responsible for development and maintenance of the storm sewer mapping.

Method to Determine Effectiveness: The City will track the number of illicit discharges detected and enforcement actions. The annual report will include these numbers.

Achievements for Permit Year 1: The IDDE Detection Program is scheduled to be developed by the end of the 3rd year of the permit (June 30, 2016) and to begin implementation during the 4th year of the permit (July 1, 2016 through June 30, 2017).

Annual Reporting: Written procedures of the IDDE Program will be included in the annual report for Permit Year 3. The number of outfalls screened, screening results and a detail of any follow-up actions will be reported starting with the annual report for Permit Year 4. A summary of all illicit discharge reports and investigations will also be reported starting with the annual report for Permit Year 4. There were no new MS4 outfalls added during Permit Year 1.

BMP – 3.3 Mapping of Stormwater Network

The City will produce and maintain an accurate storm sewer system mapping and information table for City owned stormwater facilities using GIS and GPS locating technologies. Information to be collected and maintained includes:

- Outfalls
- Natural Streams
- Structural stormwater BMPs type and location
- Storm sewer type and size

The storm sewer map will include at least the following:

- Location of all MS4 outfalls
- An unique identifier for each outfall
- The name of location of all waters receiving discharges from MS4 outfalls and the associated HUC (6th order)

The associated information table for each outfall will include at least the following:

- An unique identifier
- The estimated MS4 acreage served
- The name of the receiving water and indication if the receiving water is impaired
- The name of any applicable TMDL(s)

Objective and Expected Results: The storm sewer mapping will be a critical element of the IDDE (BMP 3.2) and structural BMP maintenance (BMP 5.2) programs. Accurate and up-to-date mapping will be necessary for these programs to succeed.

Implementation Schedule: The City will develop the storm sewer mapping by the end of the 4th year of the permit cycle (June 30, 2017). Maintenance of the mapping will be ongoing after this. Engineering will be responsible for developing and maintaining the sewer mapping using GIS.

Method to Determine Effectiveness: The City will track the number of storm structures mapped. The annual report will include these numbers.

Achievements for Permit Year 1: The Mapping of Stormwater Network is scheduled to be completed by the end of the 4th year of the permit (June 30, 2017).

Annual Reporting: The City anticipates beginning the mapping of the stormwater network during the 3rd year of the permit (July 1, 2015 to June 30, 2016). The total number of storm sewer structures and the total number of miles of storm sewer mapped will be reported starting with the annual report for Permit Year 3. The information table will also be reported starting with the annual report for Permit Year 3.

BMP – 3.4 SPCC Training

The City will continue to provide personal with spill prevention control and countermeasure training. The plan specifies material handling procedures and storage requirements and identifies spill cleanup procedures for areas and processes in which spills may potentially occur.

Objective and Expected Results: The SPCC training attempts to standardize process operating procedures and employee training toward the goal of minimizing accidental pollutant release that could contaminate storm water runoff.

Implementation Schedule: The SPCC training is a current policy that will continue to be implemented throughout the permit cycle. Each department, Engineering, Public Works, Parks & Recreation and Fire Department will continue to be responsible for their departmental SPCC training.

Method to Determine Effectiveness: The City will track the number of personal trained. The annual report will include this number.

Achievements for Permit Year 1: The City continued to provide personal with spill prevention control and countermeasure training.

Annual Reporting:

SPCC Training

Permit Year		Total number of City Personnel Trained	Training Dates
1	July 1, 2013 - June 30, 2014	37	Fire Department - 8/1/13 thru 8/6/13 & 4/19/14 Parks & Rec - August 2013

Minimum Control Measure 4 – Construction Site Runoff Control

Uncontrolled stormwater runoff from construction sites can significantly impact rivers, lakes and estuaries. Sediment is the main pollutant of concern leaving a construction site. However, there are also other pollutants that commonly discharge from construction sites, including fertilizer, pesticides, oil and grease, concrete truck washout and construction debris. The construction site stormwater runoff control (CSSRC) BMP will be developed to significantly reduce or eliminate construction site pollutants from entering the local water bodies.

Modifications to MCM4:

Date: September 30, 2014

The City's Stormwater Management Program (VSMP) received approval from the Department of Environmental Quality (DEQ) on May 28, 2014. Accordingly, the City became a VSMP Authority on July 1, 2014. The City is now responsible for administering the VSMP General Permit for DEQ. The City adopted a new stormwater ordinance on April 24, 2014. Legal authorities utilized by the City to ensure compliance with our Erosion and Sediment Control Program and VSMP Program have been added to BMP 4.1 and 4.2. Web links to associated plan review, inspection and enforcement documents have also been added.

BMP – 4.1 Erosion and Sediment Control Program

The City administers an existing program that applies to large sites as well as single family home construction. The Engineering Department reviews site plans and performs site inspections. Any commercial site and any disturbance over 10,000 square feet require an erosion and sediment control plan to be submitted and approved. The City issues a land-disturbance permit prior to any land-disturbance taking place. A pre-construction meeting is held to discuss E&S controls and to review the plan. A City E&S control inspector also makes site visits and approves the initial controls installed. The program is enforceable through the City Code (Chapter 13.14 Enforcement and Miscellaneous). The City has 1 certified ESC Program Manager, 2 certified ESC inspectors and 3 ESC certified plan reviewers.

The legal authorities utilized by the City to ensure compliance with our Erosion and Sediment Control Program and our VSMP Program include the following:

- ❖ Title 13 – Environment, Chapters 13.05, 13.10, 13.12, 13.14 of the Staunton City Code
- ❖ City's Subdivision and Zoning Ordinance
- ❖ Virginia Erosion and Sediment Control Law and Regulations
- ❖ Virginia Stormwater Management Act and Regulations

Additional information concerning the City's Erosion and Sediment Control Program can be found at: <http://www.staunton.va.us/directory/departments-a-g/city-engineer>

Written procedures and policies for plan review, inspection and enforcement can be found at: <http://www.codepublishing.com/VA/staunton.html> and <http://www.staunton.va.us/directory/departments-a-g/city-engineer/downloadable-forms>

See Appendices B and C for additional inspections forms for erosion and sediment control plans and for stormwater pollution prevention plans (SWPPP).

Objective and Expected Results: The City's erosion and sediment control program is in place to prevent adverse impacts from erosion and sedimentation from all construction sites.

Implementation Schedule: The ESC program is an existing program and will continue to be implemented throughout the permit cycle. Engineering will continue to be responsible for the ESC Program.

Method to Determine Effectiveness: A number of parameters will be tracked pertaining to the ESC program including; number of land disturbing activities, acres of land disturbed, number of inspections, and enforcement actions. The annual report will include these values.

Achievements for Permit Year 1: The City continued to administer our Erosion and Sediment Control Program and to issue land disturbing permits for any land disturbance activity over 10,000 square feet as well as single family home construction.

Annual Reporting:

Erosion and Sediment Control Program

Permits	Total	Commercial Sites	Single-family Sites
Total number of regulated land-disturbing activities	53	12	41
Total number of acres disturbed	61.37	45.63	15.74
Total number of inspections conducted	471	149	322

Enforcement	Total	Notices to Comply	Stop Work Orders
Total number of enforcement actions taken	63	32	31

BMP – 4.2 Require VSMP Permits

The City anticipates becoming a VSMP Authority, responsible for administration of our local VSMP Program in accordance with Commonwealth of Virginia regulations. Subsequent to that date, the City will require a VSMP permit for disturbances of 1 acre or greater and disturbances less than 1 acre and part of a common plan of development 1 acre or greater. Evidence of permit coverage from DEQ will be required prior to any land-disturbance taking place.

See BMP 4.1 for a description of the legal authorities and written procedures utilized by the City to ensure compliance with our Erosion and Sediment Control Program and VSMP Program.

Objective and Expected Results: The City will adhere to current Commonwealth of Virginia regulations with regard to the VSMP permitting to prevent adverse impacts of urban stormwater runoff.

Implementation Schedule: The City of Staunton will implement local VSMP Program administration in accordance with Commonwealth of Virginia Regulations and will continue to require applicable VSMP requirements be instituted throughout the permit cycle. The City will implement changes to their local ordinances to comply with modifications to the VSMP permitting regulations. Engineering will be responsible for verifying VSMP permit compliance.

Method to Determine Effectiveness: The total number of permits, inspections, enforcement actions, exemptions applied for and exemptions granted will be tracked. The annual report will include these values.

Achievements for Permit Year 1: The City became a VSMP Authority on July 1, 2014. The City began implementing our VSMP Program at the beginning of the 2nd year of the permit (July 1, 2014). City Engineering staff are in the process of taking DEQ training courses required in order to set for the certification examinations for VSMP administrator, inspector and plan reviewer.

Annual Reporting: The annual tracking parameters listed above will be reported starting with the annual report for Permit Year 2.

Minimum Control Measure 5 – Post Construction Runoff Control

Post-construction stormwater impacts are increases in the type and quantity of pollutants entering the receiving streams. An increase in the quantity of runoff can cause stream bank scouring and downstream flooding. Implementing a combination of structural and non-structural BMPs can reduce the water quality effects of increased impervious areas and are crucial elements of MS4 programs. Procedures need to be developed and implemented to inspect and maintain all permanent structural BMPs for both City and privately maintained facilities.

Modifications to MCM5:

Date: September 30, 2014

The City's Stormwater Management Program (VSMP) received approval from the Department of Environmental Quality (DEQ) on May 28, 2014. Accordingly, the City became VSMP Authority on July 1, 2014. The City is now responsible for administering the VSMP General Permit for DEQ. The City adopted a new stormwater ordinance on April 24, 2014. Legal authorities utilized by the City to ensure compliance with our Erosion and Sediment Control Program and VSMP Program have been added to BMP 4.1. Web links to associated plan review, inspection and enforcement documents have also been added to BMP 4.1.

BMP – 5.1 Structural BMP Maintenance

The City will develop a program to ensure proper maintenance of all City owned structural BMPs. The City will continue to require a maintenance agreement for any new privately owned structural BMP. The City will also encourage owners of private structural BMPs without agreements to acquire the maintenance agreement.

Objective and Expected Results: By developing the BMP maintenance program the City will ensure BMPs are performing optimally and are minimizing adverse impacts to state waters.

Implementation Schedule: The BMP maintenance program will be completed by the end of the 2nd year of the permit cycle (June 30, 2015). The development of the program will be a joint effort between Engineering and Public Works. Public Works will be responsible for the actual maintenance of all City owned structural BMPs. Engineering will be responsible for documenting new privately owned BMP agreements.

Method to Determine Effectiveness: The City will track to the total number of new BMP agreements. The annual report will include this number.

Achievements for Permit Year 1: The Structural BMP Maintenance Program is scheduled to be completed by the end of the 2nd year of the permit (June 30, 2015) and begin during the 3rd year of the permit (July 1, 2015 through June 30, 2016).

Annual Reporting:

Structural BMP Maintenance

Permit Year		Total number of BMP Maintenance Agreements
1	July 1, 2013 - June 30, 2014	3

Written procedures of the BMP Maintenance Program for operator-owned BMPs will be included in the annual report for Permit Year 2.

BMP – 5.2 Structural BMP Inspection

The City will develop a program to inspect structural BMPs within the City. The existing maintenance agreements require property owners of private BMPs to inspect maintain and submit a report to the City. This report will be standardized and available on the stormwater webpage. The City will also inspect private BMPs once every five years. City owned BMPs will be inspected annually per the program described in BMP 5.1.

Objective and Expected Results: By developing the BMP inspection program the City will ensure BMPs are performing optimally and achieving design pollutant reduction.

Implementation Schedule: The BMP inspection program will be developed and implemented by the end of the 3rd year of the permit cycle (June 30, 2016). Engineering will be responsible for implementing the programs and performing the inspections.

Method to Determine Effectiveness: The City will track the total number of BMP inspection reports submitted by private owners and completed by city personnel. The annual report will include these numbers.

Achievements for Permit Year 1: The Structural BMP Inspection Program is scheduled to be developed by the end of the 3rd year of the permit (June 30, 2016) and begin during the 4th year of the permit (July 1, 2016 through June 30, 2017).

Annual Reporting: The total number of BMP inspections conducted by property owners and the total number of BMP inspections conducted by the City and the number of enforcement actions taken will be reported starting with the annual report for Permit Year 4.

BMP – 5.3 Structural BMP Database

The development of a structural BMP database will be instrumental in implementing BMP 5.1 and BMP 5.2. The BMP database will include the type of BMP, ownership, location, date brought online, HUC code, receiving waters, if receiving waterway is impaired, if maintenance agreement exists, number of acres treated and most recent inspection.

Objective and Expected Results: Once complied, the data base will be used to track BMP inspection and maintenance to ensure proper operability of BMPs is achieved.

Implementation Schedule: The BMP database will be completed by the end of the 3rd year of the permit cycle (June 30, 2016). Engineering will be responsible for compiling and maintaining the database.

Method to Determine Effectiveness: The City will include the BMP database in the annual report.

Achievements for Permit Year 1: The Structural BMP Database is scheduled to be completed by the end of the 3rd year of the permit (June 30, 2016).

Annual Reporting: The BMP database will be included in the annual report for Permit Year 3.

Minimum Control Measure 6 – Pollution / Good Housekeeping

The Pollution Prevention/Good Housekeeping BMPs allow the City to examine and alter their own actions in an effort to reduce the amount of pollutant that collects on streets, parking lots, and open spaces as a result of runoff from vehicle maintenance areas and poor stormwater maintenance.

Modifications to MCM6:

Date: September 30, 2014
None

Date: February 11, 2015
Revised per DEQ comments dated 01/30/2015

BMP – 6.1 Street Sweeping

The City will continue its program of regular street sweeping.

Objective and Expected Results: The street sweeping program will reduce the adverse effects that pollutants found on public roads have on receiving waters.

Implementation Schedule: Public works will continue this ongoing program through the permit cycle.

Method to Determine Effectiveness: The City will track the number of road miles swept and tons of debris collected. The annual report will include these numbers.

Achievements for Permit Year 1: The City continued our Street Sweeping Program during Permit Year 1 (July 1, 2013 to June 30, 2014).

Annual Reporting:

Street Sweeping

Permit Year		Total number of road miles swept	Total number of tons collected
1	July 1, 2013 - June 30, 2014	5,410	530

BMP – 6.2 Pollution Prevention Training

City departments, Public Works, Parks & Recreation and Fire Department, will continue its pollution prevention training to its employees. Bi-monthly safety committee meetings will incorporate environmental protection into the agenda as part of Public Works' environmental management systems program.

Objective and Expected Results: The pollution prevention training empowers employees with the knowledge and operating procedures to minimize accidental pollutant release that could contaminate storm water runoff. Through this training, employees realize environmental stewardship has many far reaching benefits.

Implementation Schedule: The pollution prevention training is a current policy that will continue to be implemented throughout the permit cycle. Each department, Public Works, Parks & Recreation and Fire Department will continue to be responsible for their departmental pollution prevention training.

Method to Determine Effectiveness: The City will track the number of personal trained. The annual report will include this number.

Achievements for Permit Year 1: The City continued to provide personnel with pollution prevention training.

Annual Reporting:

Pollution Prevention Training

Permit Year		Total number of City Personnel Trained	Training Dates
1	July 1, 2013 - June 30, 2014	27	Fire Department - 8/1/13 thru 8/6/13 & 4/19/14

BMP – 6.3 Yard Debris Collection Program

The City will continue its yard debris collection program. Residents are asked to rake leaves to the curb each fall where Public Works crews vacuum them up for composting. Usually each area of the city will have two specific periods for leaf collection. Leaves may be bagged and, in limited numbers, put out with regular refuse.

Objective and Expected Results: By collecting and composting yard waste the City is reducing the amount of gross discards that would otherwise end up in streams.

Implementation Schedule: This is an ongoing program that Public Works will continue throughout the permit cycle.

Method to Determine Effectiveness: The City will track the total number of cubic yards and loads of debris collected. The annual report will include these numbers.

Achievements for Permit Year 1: The City continued our Yard Debris Collection Program during Permit Year 1 (July 1, 2013 to June 30, 2014).

Annual Reporting:

Yard Debris Collection Program

Permit Year		Total number of cubic yards collected	Total number of loads collected
1	July 1, 2013 - June 30, 2014	6,020	430

BMP – 6.4 Dedicated Vehicle Wash Facility

The City currently operates and maintains a dedicated vehicle wash facility at its equipment maintenance shop.

Objective and Expected Results: This program eliminates the many pollutants that would otherwise enter into the stormwater system in a dedicated vehicle wash facility did not exist.

Implementation Schedule: This is an ongoing program that Public Works will continue throughout the permit cycle.

Method to Determine Effectiveness: The City will track the total number of vehicles washed. The annual report will include this number.

Achievements for Permit Year 1: The City continued to operate and maintain a dedicated vehicle wash facility at our equipment maintenance shop.

Annual Reporting: The Dedicated Vehicle Wash Facility Program is an ongoing program; however the City does not currently have a mechanism in place to record the number of washes. The City will develop procedures to document the number of vehicle washes by the end of the 2nd year of the permit cycle (June, 30, 2015). The total number of vehicle washes will be reported starting with the annual report for Permit Year 2.

BMP – 6.5 Storm Sewer Inspection and Maintenance

The City will develop a programmatic storm sewer inspection and maintenance program. The program will include expected routine maintenance and non-routine (repair) maintenance.

Objective and Expected Results: The storm sewer inspection and maintenance program will ensure the storm sewer system is in good working order.

Implementation Schedule: The program will be developed by the end of the 4th year of the permit cycle (June 30, 2017). Engineering and Public works will be responsible for developing and implementing the program.

Method to Determine Effectiveness: The City will document the number of storm structures and linear feet of storm sewer inspected. The annual report will include these numbers.

Achievements for Permit Year 1: The Storm Sewer Inspection and Maintenance Program is scheduled to be developed by the end of the 4th year of the permit (June 30, 2017) and begin implementation during the 5th year of the permit (July 1, 2017 through June 30, 2018).

Annual Reporting: The total number of storm sewer structures inspected and the total number of linear feet inspected will be reported starting with the annual report for Permit Year 5.

BMP – 6.6 Develop SWPPP for Required City Facility

The City will identify high priority City facilities and develop and implement SWPPPs for each high priority facility.

Objective and Expected Results: These documents will provide guidance to prevent and reduce pollutant runoff from municipal operations.

Implementation Schedule: The city will identify the high priority facilities and will develop and implement the SWPPPs by the end 4th year of the permit cycle (June 30, 2017).

Method to Determine Effectiveness: Producing the required SWPPPs. The annual report will include the total number of completed SWPPPs.

Achievements for Permit Year 1: The development of SWPPPs for city facilities is scheduled to be completed by the end of the 4th year of the permit (June 30, 2017).

Annual Reporting: The total number of sites requiring SWPPPs and the total number of sites where SWPPPs have been developed will be reported starting with the annual report for Permit Year 4.

BMP – 6.7 Develop Nutrient Management Plan for Required City Sites

The City will identify sites over one acre that require an NMP. Once identified, an NMP will be developed and implemented for each site.

Objective and Expected Results: The developed NMP will define the amount, source, placement, form and timing of the application of nutrients and soil amendments to ensure optimal management.

Implementation Schedule: The city will identify the sites that require Nutrient Management Plans and will develop and implement the NMPs by the end of the 5th year of the permit cycle (June 30, 2018).

Method to Determine Effectiveness: Producing the required NMP. The annual report will include the total number of completed NMPs.

Achievements for Permit Year 1: The development of NMPs for city sites is scheduled to be completed by the end of the 5th year of the permit (June 30, 2018).

Annual Reporting: The total number of sites requiring NMPs, the total number of acres requiring NMPs, the total number of sites where NMPs have been developed and the total number of acres where NMPs have been developed will be reported starting with the annual report for Permit Year 5.

Chesapeake Bay TMDL

In December of 2010, the United States Environmental Protection Agency established a total maximum daily load (TMDL), or “Pollution Diet”, to limit the amount of phosphorus, nitrogen, and sediments that can be released into the streams, creeks, and rivers that feed the Chesapeake Bay. These measures were established as an effort to improve the water quality of the Bay and to return it to a swimmable and fishable state. The Bay TMDL limits were divided into smaller TMDLs that were assigned to drainage basins across six (6) states including Virginia. To respond to the TMDL the Commonwealth of Virginia committed to a phased approach to implementation for MS4 programs. The phased approach for existing MS4 communities (MS4 communities established prior to 2013) includes a requirement to meet a reduction goal of 5% during the current 5 year MS4 Permit Cycle. New MS4 programs, including the City of Staunton, are required to develop a Chesapeake Bay TMDL Action Plan during the first MS4 Permit Cycle and submit the Action Plan with the registration statement for the second permit cycle.

Modifications to Bay TMDL:

Date: September 30, 2014

None

Objective and Expected Results: The development of a Chesapeake Bay TMDL Action Plan that will provide implementation guidelines and a program of management practices that will facilitate compliance with the condition of future permits.

Implementation Schedule: The City will submit the TMDL Action Plan with the registration statement for the second permit (July 1, 2018- June 30, 2023) cycle by the end of the permit cycle (June 30, 2018).

Achievements for Permit Year 1: The development of a Chesapeake Bay TMDL Action Plan is scheduled to be completed by the end of the 5th year of the permit (June 30, 2018).

Annual Reporting: The completed Chesapeake Bay TMDL Action Plan will be submitted with the City’s registration statement for the next permit cycle (July 1, 2018 to June 30, 2023). The Action Plan will show how the City will meet the 40% pollutant reduction required by the end of the next permit cycle (June 30, 2023). If the City constructs any projects during this permit cycle (July 1, 2013 to June 30, 2018) where a pollutant reduction is achieved, the total amount of pollutant removal will be included in the corresponding annual report.

Responsible Parties

The departments of responsibility for implementation of MS4 program elements are included in BMP descriptions above. Contact information for each responsible party is located below:

Modifications to Responsible Parties:

Date: September 30, 2014

None

Executive Officer

Title: City Manager

Name: Stephen F. Owen

Address: P.O. Box 58

Staunton, VA 24402

Phone: 540-332-3812

Email: Owensf@ci.staunton.va.us

Program Management

Department of Engineering

Title: City Engineer

Name: James D. Davis

Address: P.O. Box 58

Staunton, VA 24402

Phone: 540-332-3858

Email: davisjd@ci.staunton.va.us

Department of Public Works

Title: Director

Name: Thomas C. Sliwoski

Address: P.O. Box 58

Staunton, VA 24402

Phone: 540-332-3892

Email: sliwoskitc@ci.staunton.va.us

Department of Parks and Recreation

Title: Director

Name: Christopher Tuttle

Address: P.O. Box 58

Staunton, VA 24402

Phone: 540-332-3945

Email: tuttlecj@ci.staunton.va.us

Staunton Fire Department

Title: Fire Chief

Name: R. Scott Garber

Address: 500 N. Augusta Street

Staunton, VA 24401

Phone: 540-332-3884

Email: garberr@ci.staunton.va.us

APPENDICES

APPENDIX A

ADOPT-A-STREET PROGRAM (MCM 2.3)

In order to enhance the environment and the appearance of our City, the undersigned applicant, requests permission to Adopt-A-Street at the following location:

In consideration of being allowed to be part of Adopt-A-Street and be present on or near any public rights of way, any accepted applicant will perform any related activity in accordance with the City of Staunton's terms attached hereto and incorporated herein by reference and any applicable law. The applicant also hereby agrees to indemnify and save harmless the City of Staunton, its officials, employees or agents, from responsibility, damage or liability or any claim arising from the applicant's exercise of the activities and privileges granted under this agreement.

This agreement may be terminated by the City of Staunton at any time the applicant does not comply with this agreement or at any time the applicant's work effort is discovered to be unsatisfactory. The City reserves the right to revise or discontinue this program at any time. The applicant likewise may terminate this agreement at any time.

The applicant hereby assumes all risk of damage or injury resulting from the activities performed hereunder, and acknowledges that certain risks are inherent in litter pick up, especially in areas open to the public or where vehicular traffic is present, such as on or near the public right of way.

It is agreed that the applicant is not an agent, employee or volunteer of the City while participating in this Adopt-a-Street program. As such, the City of Staunton will not provide any worker's compensation insurance, general liability or automobile insurance or uninsured/underinsured insurance motorist coverage, or any other insurance for the acts or omissions of the applicant while engaged in any activities arising out of or related to this Adopt-A-Street agreement or activity. It is further agreed that the City will not defend, hold harmless, or indemnify the applicant for any claims of loss, injury, death, or damage arising out of or related to this Adopt-A-Street agreement.

APPLICANT: _____

PRIMARY CONTACT NAME/TITLE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

The undersigned is the official City representative who has the legal authority to give permission for the property location named in the aforesaid agreement to be involved in and designated in the Adopt-A-Street program as administered by the City of Staunton.

DATE: _____

CITY OFFICIAL/TITLE: _____

Permission is hereby given to perform the work described, insofar as the City of Staunton has the right, power, and authority under the terms of this agreement.

ADOPT-A-STREET PROGRAM

The Adopt-A-Street program is designed to encourage citizen participation in beautification and litter cleanup of designated areas in their community at regular intervals. Individuals, organizations or businesses may agree to adopt-a-street and to keep the designated area cleared of litter and other debris.

In exchange, program participants are given materials to help them with the cleanup and signs bearing the name of their organization to be posted at the beginning of their designated clean-up area. Areas may include sections of City streets, parks, vacant lots, parking lots, walkways, streets, public grounds or other littered areas.

1. The Adopt-A-Street agreement must be approved by the City of Staunton.

The Department of Public Works will coordinate, review and approve the proposed areas of adoption. If there is any unresolved concern with regard to safety or question concerning safety, the proposed adoption will not be approved.

2. Any local community organization, business or individual (18 years or older) will be allowed to adopt a street. The City of Staunton reserves the right to deny adoption requests for any reason whatsoever.
3. All participants must sign an agreement with the City.

4. Participants will be required to adopt for a minimum of one year, with four cleanups per year.
5. Group members less than 15 years of age must be supervised by an adult at least 18 years of age. There should be one adult 18 years of age or older for every six group members less than 15 years of age. (NO BABIES, INFANTS or TODDLERS PLEASE!)
6. It is recommended that participants hold at least two meetings a year to review safety and other guidelines.
7. The City of Staunton will supply participants with trash bags, safety vests, and appropriate signs. The group's representative should contact the City before a planned cleanup to arrange for pickup of materials and to coordinate dates and times. The representative will ensure all items are returned to the City.
8. The Department of Public Works will assist in disposing all trash.
9. Participants are urged to separate and recycle appropriate materials.
10. Signs noting the Adopt-A-Street program and the participant's name will be provided for installation in the cleanup area.
11. Adopting groups are encouraged to schedule two of their four cleanups in April and October to coincide with the national and statewide litter control clean ups or with Earth Day (April) and America Recycles Day (November).
12. The City of Staunton reserves the right to revise these terms as needed.

The following equipment items have been loaned to _____

in support of cleaning up _____ on _____:

_____ Safety Vests

_____ Grab sticks

_____ Signs

Items will be returned to the Department of Public Works on _____.

Organizational Representative

Date

ADOPTED STREET NAMES

<u>Name of Street</u>	<u>Miles Adopted</u>	<u>Organization</u>
Bells Lane	1.80	Augusta Bird Club
Greenway Road	0.16	Bob & Sharon Driscoll
West Beverley Street (from Thornrose Avenue to Jefferson Street)	0.52	Newtown Neighborhood Association
Lewis Street	0.67	Petersons Enterprises

APPENDIX B

Project Name:

Inspection Date:

Time:

Inspected by:

- ☐ Pre-Construction
- ☐ Clearing and Grubbing
- ☐ Rough Grading

STAGE OF CONSTRUCTION

- ☐ Building Construction
- ☐ Finish Grading
- ☐ Final Stabilization
- ☐ Construction of SWM facilities
- ☐ Maintenance of SWM facilities
- ☐ Other

* State Regulation (section)	Check if repeat violation	Problem location & description Corrective action required (skip a line between items)

***Refers to applicable regulation found in the most recent publication of the Virginia Erosion and Sediment Control Regulations (9VAC25-840), the General Permit for Discharges of Stormwater from Construction Activities (9VAC25-880), or the Virginia Stormwater Management Program Regulations (9VAC25-870).**

Verbal/Written notification given to:

Completion deadlines:

Report Prepared by:

Date:

APPENDIX C



SWPPP INSPECTION CHECKLIST

PROJECT: _____

DATE OF INSPECTION: _____

ITEM	YES	NO	N/A
INITIAL INSPECTION - Section 9VAC25-880-70 Part II A			
Signed copy of registration statement			
Copy of permit coverage letter			
Copy of general permit			
Copy of SWPPP			
Copy of the approved SWM plan			
Copy of the approved E and S plan			
Copy of the approved PPP plan			
Contractor(s) to implement and maintain control measures identified			
Name			
Phone number			
Email address			
Public notification - Section 9VAC25-880-70 Part II C & D			
Copy of permit coverage letter shall be posted near entrance of site			
Location where SWPPP can be accessed for public review, either electronic or hard copy, shall be posted at site entrance			
REGULAR INSPECTIONS - Section 9VAC25-880-70 Part II B			
SWPPP onsite			
If changes to site have been made, has SWPPP been amended?			
Modifications or updates shall be noted and shall include the following:			
Record dates when:			
Major grading activities occur			
Construction activities temporarily or permanently cease on a portion of the site			
Stabilization measures are initiated			
Documentation on when and why controls were replaced or modified			
Corrective actions completed within 7 days			
Areas that have reached final stabilization and no further inspections required			
All properties no longer under legal control of operator with date			
Date of any prohibited discharge, discharge volume released and actions taken			

Actions taken to prevent reoccurrence of any prohibited discharge			
Measures taken to address any issues identified during inspections			
All amendments, modifications or updates shall be signed by operator			
Inspections by operator performed in accordance with General Permit			
Section 9VAC25-880-70 Part II F			
Chesapeake Bay TMDL - inspection schedule amended per Section			
9VAC25-880-70 Part I B4			
at least once every four business days, or			
at least once every five business days and no later than 48 hours			
following a storm event of 0.25 inches or greater			
Evidence of any nonstormwater discharges			
Evidence of any pollutant discharges			
OPERATOR INSPECTION REPORTS			
Date and time of inspection			
Date and rainfall amount of last measurable event			
Summary of findings			
Locations of prohibited discharges			
Locations of control measures requiring maintenance			
Locations of control measures that failed to operate			
Locations where the approved erosion control plan has not been properly			
implemented			
Locations where additional control measures are needed			
List of any corrective actions required			
Any corrective actions required by a previous report not implemented			
Date and signature of operator			

APPENDIX D

Assessment of the Appropriateness of Identified BMPs

The City of Staunton's assessment of the appropriateness of the best management practices that constitute the City's MS4 Program is limited because the City obtained permit coverage in May 2014 of Permit Year 1. However, the City has determined that the best management practices included in the MS4 Program Plan that the City already had in place during Permit Year 1 represent an appropriate selection and implementation of a stormwater management program as defined by the General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems. No deficiencies have been found within the existing bmps or within the new bmps currently being developed for the Program.