

2009-2013

**Virginia Stormwater Management Program
General Permit Registration Statement for Storm Water
Discharges From Small Municipal Separate Storm Sewer System**

**MS4 Program
Implementation Plan**

Colonial Heights, Virginia

June 2008

Colonial Heights, Virginia

MS4 Program Implementation Plan, 2009-2013

MINIMUM CONTROL MEASURE	BEST MGMT PRACTIC CATEGORY	PROPOSED BEST MGMT PRACTICE	PROGRAM TASK	MEASURABLE GOAL/ ANTICIPATED ACHIEVEMENT	TASK SCHEDULE FISCAL YEARS ENDING JUNE 30					LEAD RESPONSIBILITY	SUPPORT RESPONSIBILITY	COMMENTS
					2009	2010	2011	2012	2013			
#1: Public Education and Outreach on Stormwater Impacts	1.1. Public Outreach/ Education for Homeowners	1.1.1. Lawn and Garden Activities	Information will be Included in <i>The City Focus</i> addressing appropriate landscape design, efficient irrigation, use of mulches, fertilizers, and pesticides. The City Focus is a City wide newsletter published in January, May, July and October.	Information on landscape design and fertilizer to be provided in May of each year. Information on mulch and efficient irrigation to be provided in May. Information on pesticides to be provided in July. <i>Use of harmful pesticides and fertilizers will be minimized by educating how water conservation techniques will be provided to homeowners.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Horticulturist Web Administrator Executive Assistant 	<i>Publish in Spring 2009 issue of the City's periodic newsletter and annually thereafter and city website.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.1. Public Outreach/ Education for Homeowners	1.1.2. Water Conservation Practices for Homeowners	Provide information on city website and in <i>The City Focus</i> to advise public about water conservation practices. Provide links on City website to organizations that promote conservation practices.	Information to be provided in the Spring of each year and as necessary in drought conditions. <i>Water conservation techniques will be identified to homeowners.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator Executive Assistant 	<i>Publish in Spring 2009 issue of the City's periodic newsletter and annually thereafter and city website.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.1. Public Outreach/ Education for Homeowners	1.1.3. Proper Disposal of Hazardous Wastes	Provide information on city website and in <i>The City Focus</i> about the household hazardous waste pick up points and reasons to dispose of hazardous waste properly.	Information to be provided in the Fall of each year. <i>Homeowners will be educated on how to dispose of hazardous wastes properly.</i>	Q2	Q2	Q2	Q2	Q2	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator Executive Assistant 	<i>Publish in Fall 2008 issue of the City's periodic newsletter and annually thereafter and city website.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.1. Public Outreach/ Education for Homeowners	1.1.4. Trash Management	Provide information on city website and in <i>The City Focus</i> to inform public about benefits of proper trash management and effects of littering.	Information to be provided in Fall of each year. <i>Homeowners will be aware of problems associated with improper trash disposal (flooding, health hazards, etc.)</i>	Q2	Q2	Q2	Q2	Q2	<ul style="list-style-type: none"> MS4 Coordinator Web Administrator Executive Assistant 	<ul style="list-style-type: none"> Public Works Superintendent CVWMA Operations Director 	<i>Publish in Fall 2008 issue of the City's periodic newsletter and annually thereafter and city website.</i>

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#1: Public Education and Outreach on Stormwater Impacts	1.1. Public Outreach/ Education for Homeowners	1.1.5. Pet Waste Management	Provide information on city website and in <i>The City Focus</i> to inform public about impacts of pet wastes to the environment. Post signs at City parks to address pet waste disposal. Provide waste disposal bags at city parks.	Information to be provided in the Spring of each year. Signs currently posted. Currently provided and will continue. <i>Owner will be aware of legal responsibility to remove pet wastes from City property and will use waste disposal bags to contain pet wastes.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> MS4 Coordinator Web Administrator Executive Assistant 	<ul style="list-style-type: none"> Parks Superintendent 	<i>Publish in Spring 2008 issue and annually thereafter and city website.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.2. Targeting Public Outreach/ Education	1.2.2. Develop a Relationship with Local Media	Identify local media staff and send them information generated.	Identify and review annually. <i>Get media involved.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> MS4 Coordinator 		<i>Provide in Spring 2008.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.2. Targeting Public Outreach/ Education	1.2.3. Classroom Education on Stormwater	Review curriculum for sixth grade students addressing natural resource management and its relation to public policy and cost/benefit tradeoffs as defined by SOL guidelines consistent with grade level. Target a select school in first year and evaluate for expansion.	Curriculum to be developed and used annually. <i>Children will learn about water conservation and environmental impacts caused by Improper waste disposal and misuse of household products.</i>	Q2	Q2	Q2	Q2	Q2	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> School Administration Youth Services 	<i>Coordinate campaign with Schools in Fall 2008 and annually thereafter.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.2. Targeting Public Outreach/ Education	1.2.4. Organized Education on Stormwater	Identify two (2) target audiences who would benefit from organized education programs. Potential groups include the Boy and Girl Scouts.	Make contact with two (2) youth group leaders and explore target education programs. <i>Children will learn about environmental impacts of improper waste disposal and will learn to take responsibility for their environment.</i>		Q1	Q1	Q1	Q1	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Youth Services 	<i>Record number of contacts and provide report on projects completed each year in Q1 of ensuing year.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.2. Targeting Public Outreach/ Education	1.2.5. Programmatic Education on Stormwater for Residents ±	Make Colonial Heights permit VA040009 and the City's MS4 Implementation Plan available on the stormwater website.	Residents & business owners will become more familiar with the permit requirements.	Q4					<ul style="list-style-type: none"> MS4 Coordinator 		<i>Post revisions as applicable.</i>

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#1: Public Education and Outreach on Stormwater Impacts	1.3. Public Outreach Programs for New Development	1.3.1. Low Impact Development	Encourage developers and planners to apply low impact development practices (LID) Establish guidelines in plan review process for voluntary consideration applicable BMP measures for new development	Establish guidelines, record contact with developer and estimate number of acres developed with LID annually. <i>Low-impact development practices will be considered and used by builder to minimize development impacts</i>	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Assistant Director of Public Works Senior Engineering Technician 	<i>Track development information on an ongoing basis. Complete annual report each year in Q1 of ensuing year.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.4. Pollution Prevention Program for Household and Existing Development	1.4.1. Pollution Prevention Program for Homeowners	Formalize pollution prevention hotline to report problems and/or illicit discharge and notify the public of the hotline number and conditions they should be aware of.	Develop hotline to appear permanently on and in <i>The City Focus</i> . <i>Citizens will be able to notify appropriate City personnel of violations and unfavorable conditions</i>	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator EMS Communications Supervisor 	<i>Track notifications on an ongoing basis. Complete annual report each year in Q1 of ensuing year.</i>
#1: Public Education and Outreach on Stormwater Impacts	1.4. Pollution Prevention Program for Household and Existing Development	1.4.2. Pollution Prevention for Businesses	Establish guidelines for a pollution prevention and recognition program tailored for the business community and annually provide information to business owners through a brochure or the City's newsletter.	Establish a formal pollution prevention program that provides guidelines for the business community to follow and obtain public recognition. <i>Recognition of pollution prevention efforts and environmental responsibility will provide an incentive for the business community to cooperate with proper storm water management.</i>		Q1	Q1	Q1	Q1	<ul style="list-style-type: none"> MS4 Coordinator 		<i>Distribute brochure and give recognition to one business each year in Q1 of ensuing year.</i>
#1: Public Education and Outreach on TMDLs	1.5 Education for Home-owners & Businesses	1.5.1 TMDL Awareness ⊕	Information will be Included in <i>The City Focus</i> and on the city's website addressing TMDL background, authority, development and implementation.	Residents and business owners will gain a general understanding of what TMDLs are and how they impact Colonial Heights.		Q2				<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator 	

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#1: Public Education and Outreach on TMDLs	1.5 Education for Home-owners & Businesses	1.5.2 TMDL Awareness for Appomattox River ⊕	As a component of the SMWWM Program's Adopt-A-Waterway Program, information on TMDL WLAs on the Appomattox will be circulated to participants on annual clean-up day.	Participants will be educated on particular toxins in the Appomattox and the danger they pose to its health.	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> ▪ MS4 Coordinator 	<ul style="list-style-type: none"> ▪ Streets Foreman 	<u>See 2.1.2 (page 4, above)</u>
#1: Public Education and Outreach on TMDLs	1.5 Education for Home-owners & Businesses	1.5.3 TMDL Awareness for Appomattox River ⊕	Display pamphlets and literature on TMDLs in the Appomattox River as a permanent part of the city's Appomattox River Trail project.	Trail visitors will learn about the harmful affects of stormwater on the Appomattox, and how they can help reduce harmful chemicals therein.		Q4	O N G O I N G	O N G O I N G	O N G O I N G	<ul style="list-style-type: none"> ▪ MS4 Coordinator 	<ul style="list-style-type: none"> ▪ Parks & Recreation 	<i>Phase I of ART is scheduled for completion by end of calendar year 2010.</i>
#2: Public Involvement/ Participation	2.1. Activities/ Public Participation	2.1.1. Stream Cleanup	Involve Boy and Girl Scout troops or other non-municipal organizations in cleanup efforts along streams and rivers. Encourage Scout masters to involve troop participation to meet goals consistent with the Boy Scout Forestry, and Soil and Water Conservation	Meet annually in Fall with Boy and Girl Scoutmasters / troop leaders or other non-municipal organizations to schedule annual clean up day along streams and rivers. <i>Children/Citizens will learn about environmental impacts of improper waste disposal.</i>	Q2	Q2	Q2	Q2	Q2	<ul style="list-style-type: none"> • MS4 Coordinator 	<ul style="list-style-type: none"> • PW Administrative Assistant • Schools 	<i>Schedule coordination meeting for Fall 2008 and annually thereafter.</i>
#2: Public Involvement/ Participation	2.1. Activities/ Public Participation	2.1.2. Adopt-A-Street/Adopt-A-Stream	Encourage residents and groups to adopt streets and areas along streams and rivers for clean up and volunteer monitoring and identify which stream is the recipient of runoff from the adopted street. Develop a program to distribute to interested groups.	Inform public biannually through website and <i>The City Focus</i> of streets available for adoption. <i>Public will help keep streets and streams free of debris and identify with the program.</i>	Q2 & Q4	Q2 & Q4	Q2 & Q4	Q2 & Q4	Q2 & Q4	<ul style="list-style-type: none"> • PW Administrative Assistant 	<ul style="list-style-type: none"> • MS4 Coordinator • Web Administrator • Executive Assistant 	<i>Schedule public service announcements for Fall and Spring of each year.</i>

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#2: Public Involvement/ Participation	2.1. Activities/ Public Participation	2.1.3. Public Programs in Schools	Encourage school children to create educational displays for public libraries and schools addressing stormwater pollution and control measures. Set up meetings and offer assistance to school science coordinator. Public Works to provide oversight and coordination.	Meet with Science coordinator annually. Consider creation of displays for August (National Water Quality Month). <i>Children will learn about stormwater impacts and ways that they can improve their environment.</i>	Q2	Q2	Q2	Q2	Q2	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Schools 	<i>Schedule meeting for Fall 2008 and annually thereafter.</i>
#2: Public Involvement/ Participation	2.2. Involvement/ Public Opinion	2.2.1. Stakeholder Meeting with City staff	Conduct City stakeholders meetings to include City personnel in monitoring effectiveness and in promoting involvement in stormwater program.	Conduct annual meeting prior to general stakeholders meeting. <i>City will assess stormwater management program and evaluate effectiveness in preparation for general stakeholders meeting.</i>	Q3	Q3	Q3	Q3	Q3	<ul style="list-style-type: none"> MS4 Coordinator 		<i>Schedule meeting for Winter of each year.</i>
#2: Public Involvement/ Participation	2.2. Involvement/ Public Opinion	2.2.2. Stakeholder Meetings with Public	Conduct general stakeholders meetings to include teachers, business owners, and homeowners. City officials and interested parties in monitoring effectiveness and in promoting involvement in stormwater program.	Conduct annual meeting. <i>Stakeholders will be able to participate in the City's stormwater program.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Assistant Director of Public Works 	<i>Schedule meeting for Spring 2009 and annually thereafter.</i>
#2: Public Involvement/ Participation	2.3. Speakers Bureau	2.3.1. Develop list of Speakers using City Staff and Stakeholders. Speaker would be available upon request by an interested entity to give an overview presentation on stormwater management as it relates to Colonial Heights	Coordinate interested Staff and Stakeholders and presentation material will be developed for use in such presentations. Place list on Web site and include in <i>The City Focus.</i>	Develop list and set goal for 2 presentations annually. Increase public awareness and attitudes.	Q2 & Q4	Q2 & Q4	Q2 & Q4	Q2 & Q4	Q2 & Q4	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator Executive Assistant 	<i>Schedule presentations for Fall and Spring of each year.</i>

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#3: Illicit Discharge Detection and Elimination	3.1. Illicit Discharge and Elimination	3.1.1. Review of Legal Authority	Assess City ordinance to ensure illicit discharges are adequately defined and prohibited. Ensure enforcement actions are implemented.	Revise ordinance as needed and review annually. (High Priority)	Q2	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> City Attorney Engineering Technician Assistant Director of Public Works 	<i>Codify and adopt illicit discharge ordinance in Q2 2009. Update and enforce on an ongoing basis.</i>
#3: Illicit Discharge Detection and Elimination	3.2. Illicit Discharge Detection	3.2.1. Inventory Regulated Stormwater Outfall Locations	Using existing map and fieldwork, establish program and schedule for inventory and data base development.	Existing regulated outfalls will be identified for annual inspection and illicit discharge tracking. <i>Creates map of regulated outfalls.</i> The City's 2003 inventory included approximately 40 outfalls to waterways and 600 inlets.	O N G O I N G	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Senior Engineering Technician Engineering Technician 	<i>Inspect regulated outfalls annually and update map of regulated outfalls as changes occur. Complete annual report in Q1 of ensuing year.</i>	
#3: Illicit Discharge Detection and Elimination	3.2. Illicit Discharge Detection	3.2.2. Map Regulated Outfalls and their Drainage Areas	Using existing mapping and continuing to do field work, refine and increase accuracy and detail of stormwater drainage system maps.	Create mapping delineating drainage areas associate with regulated outfalls. <i>Areas contributing to runoff will be identified.</i>	O N G O I N G	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1	<ul style="list-style-type: none"> Senior Engineering Technician 	<ul style="list-style-type: none"> MS4 Coordinator 	<i>Continue to update and refine map of drainage basins and regulated outfalls. Publish annual map update in Q1 of each year.</i>	
#3: Illicit Discharge Detection and Elimination	3.2. Illicit Discharge Detection	3.2.3. Locate Priority Area or Businesses Likely to have an Illicit Discharge	Using staff knowledge and available information develop a list of areas and businesses that would have a significant impact if a spill occurred or would have a high probability of having an accidental spill (ie auto repair shop restaurant and other industrial activities).	Create mapping of priority areas with unique pollution prevention schemes. <i>Areas that are possible sources of detrimental pollutants will be identified and monitored of possible problems</i>		Q1	Q1	Q1	Q1	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Senior Engineering Technician 	<i>Complete mapping of high risk spill areas in Q1 2010. Update as necessary each year in Q1 of each year.</i>	

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#3: Illicit Discharge Detection and Elimination	3.2. Illicit Discharge Detection	3.2.4. Inspect Regulated Outfalls for Dry Weather Discharge	Develop a program to use in the inspection to include visual observation, odors and conditions that would indicate illicit discharges. Schedule and forms to document the program will be included.	Inspect all regulated outfalls annually. <i>Dry weather discharges will be identified and appropriate action taken</i>		Q3	Q3	Q3	Q3	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Engineering Technician 	<i>Inspect regulated outfalls in Q3 of each year. Complete annual report in Q1 of ensuing year.</i>
#3: Illicit Discharge Detection and Elimination	3.3. Illicit Discharge Elimination	3.3.1. Trace and Remove Illicit Discharge	Establish method for tracing illicit discharges and procedures for enforcing ordinances. Techniques and safety need to be included.	Develop handbook on procedures. <i>Provides standards for Field Crews.</i>		Q4				<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> PW Administrative Assistant 	<i>Complete in Q4 of 2010.</i>
#3: Illicit Discharge Detection and Elimination	3.3. Illicit Discharge Elimination	3.3.2. Program Evaluation and Assessment	Develop a formal record-keeping procedure to document identification of illicit discharge and the steps taken to address the situation. Record keeping will be consistent with DCR reporting requirements in VA040009.	Annual review by City Staff. <i>Historic records addressing illicit discharge detection and elimination will be maintained and can be used for program evaluation.</i>	O N G O I N G ,	O N G O I N G ,	O N G O I N G ,	O N G O I N G ,	O N G O I N G ,	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> PW Administrative Assistant 	<i>Track illicit discharges as identified. Complete annual report in Q1 of ensuing year.</i>
#3: Illicit Discharge Detection and Elimination	3.3. Illicit Discharge Elimination	3.3.3. Stormwater Stenciling Program	Implement program with stakeholders to perform stenciling of catch basins and inlets.	Stakeholders will establish a program that involves stenciling of stormwater structures. <i>Educate citizens and visitors on drainage system and reduce potential illicit discharges.</i>	O N G O I N G ,	O N G O I N G ,	O N G O I N G ,	O N G O I N G ,	O N G O I N G ,	<ul style="list-style-type: none"> MS Coordinator 	<ul style="list-style-type: none"> Schools Youth office Chesterfield Youth Offender's Program 	<i>Stencil 20% of inlet structures each year. Complete annual report in Q1 of ensuing year.</i>

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#3: Illicit Discharge Detection and Elimination	3.4. Illicit Discharge Detection to be Distributed	3.4.1. Illicit Discharge Education for Residences	Develop public education pollution prevention handouts to address illicit discharges from residences. Suggested topics include Household Hazardous Waste, Grass Clippings and Pesticides. Prepare 1 per year or as need is shown. Coordinate with 1.1 and 1.4	Provide on city forms to residents addressing household hazardous waste and impact to stormwater. <i>Homeowners will dispose of household hazardous wastes properly.</i>	Q3	Q3	Q3	Q3	Q3	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator Executive Assistance 	<i>Include insert in Winter issue of the City's periodic newsletter and website.</i>
#3: Illicit Discharge Detection and Elimination	3.4. Illicit Discharge Detection to be Distributed	3.4.2. Illicit Discharge Education for Businesses	Develop public education pollution prevention handouts to address illicit discharges from specific businesses. Suggested businesses include Auto Repair, Dry Cleaners and Restaurants. Prepare 1 per year or as need is shown. Coordinate with 1.4.2	Provide handouts to businesses addressing illicit discharges from their specific business and impact to stormwater. <i>Business will dispose of hazardous wastes and minimize use of hazardous or toxic materials.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator Executive Assistance 	<i>Include insert in Spring issue of City Focus and website.</i>
#3: Illicit Discharge Detection and Elimination	3.4. Illicit Discharge Detection to be Distributed	3.4.3. Illicit Discharges Reporting by Citizens	Formalize and publicize pollution prevention hotline to report problems and/or illicit discharges and notify the public of the hotline number as well as conditions to be aware of.	Develop hotline to appear permanently on City website and in <i>The City Focus</i> . <i>Citizens will be able to notify appropriate City personnel of violations and unfavorable conditions.</i>	Q2					<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Web Administrator Executive Assistance 	<i>Open hotline by Q2 2009 and publicize on the City's Website and in the City's periodic newsletter.</i>
#3: Illicit Discharge Detection and Elimination	3.5 Illicit Discharge Detection	3.5.1 Outfall Reconnaissance for TMDL WLA waters ⊕	Perform reconnaissance on at least 25% of all outfalls to TMDL WLA waters.	Reconnaissance will identify and quantify levels of TMDL toxins emitted from outfalls. Levels for 100% of outfalls discharging to WLA waters will be identified by permit reissuance period.		Q1	Q1	Q1	Q1	<ul style="list-style-type: none"> MS4 Coordinator Assistant Director/DPW 	<ul style="list-style-type: none"> Stormwater Foreman Public Works Superintendent 	
#3: Illicit Discharge Detection and Elimination	3.5 Illicit Discharge Detection	3.5.2 Outfall/Facility Reconnaissance of City-owned stormwater facilities ⊕	Perform reconnaissance / field survey on city-owned facilities as directed in General Permit VAR04, Section I B, Part 6.	Survey/data collection will identify possible sources of pollutants contributing to TMDL pollutants.			Q2 & Q4	Q2 & Q4	Q2 & Q4	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Stormwater Foreman Public Works Superintendent 	<i>See General Permit VAR04, Section I B, Part 6 for schedule.</i>

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#3: Illicit Discharge Detection and Elimination	3.5 Wasteload Monitoring	3.5.3 Wasteload Analysis & Characterization for WLA waters ±	Conduct an annual characterization that estimates the volume of stormwater discharged, in cubic feet, & the quantity of pollutant identified in the WLA, in a unit consistent with the WLA, discharged by the system.	More complete understanding of amount of discharge & wasteload for Appomattox sections 2 & 3. Data will be utilized to monitor long-term changes in pollutant loads.		Q2	Q2	Q2	Q2	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Stormwater Foreman Senior Engineering Technician 	<i>Conduct first characterization in Fall/Winter 2009.</i>
#4: Construction Site Stormwater Runoff Control	4.1. Erosion and Sediment Control Plan Review in association with Site Plan Review	4.1.1. Evaluate Current Ordinance and Method of Site Plan Review Using DCR Guidelines	Review current City of Colonial Heights ordinances, policies and procedures for reviewing E&S Control plans submitted in conjunction with the Site Plan review. Compare the City practices with those of other Virginia municipalities and the industry standards. Attention will be given to Ordinance 92-6, requiring VSMPs and other applicable regulations. ¹	Compile, create, and publish a standard operating procedure for the review of E&S Control Plans. Refine E&S Control Plan review and publish definitive SOP	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator Senior Engineering Technician Administrative Assistant 	<i>Complete review in Q4 of each year.</i>
#4: Construction Site Stormwater Runoff Control	4.1. Erosion and Sediment Control Plan Review in association with Site Plan Review	4.1.2. Revise Ordinance Pertaining to Site Plan Review Including Construction Waste	Revise and introduce legislation to City Council as needed and identified in 4.1.1	Development and adaptation of ordinance. <i>Uniform application of regulation.</i>		Q1	Q1	Q1	Q1	<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator Administrative Assistant City Attorney 	<i>Develop and introduce in Q1 of each year.</i>

¹ Statement added per June 2009 revisions.

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MINIMUM CONTROL MEASURE	BEST MGMT PRACTIC CATEGORY	PROPOSED BEST MGMT PRACTICE	PROGRAM TASK	MEASURABLE GOAL/ ANTICIPATED ACHIEVEMENT	TASK SCHEDULE FISCAL YEARS ENDING JUNE 30					LEAD RESPONSIBILITY	SUPPORT RESPONSIBILITY	COMMENTS
					2009	2010	2011	2012	2013			
#4: Construction Site Stormwater Runoff Control	4.1. Erosion and Sediment Control Plan Review in association with Site Plan Review	4.1.3. Develop Standards and Design Procedures for Site Plan Design	Review current City of Colonial Heights approved E&S Control methods guidance. Develop guidance specific to City topography and development practices, as to how and when each E&S Control method should be used. Include minimized Clearing, Stabilized Drainage Ways, Stabilized Exposed Soils, Protected Steep Slopes, Protected Waterways, Phased Construction, temporary diversion dikes, wind fences, brush barriers, silt fences, sediment basins and rock dams, sediment filters and sediment chambers, sediment traps and storm drain inlet protection. Coordinate with Virginia DCR, E&S Manual.	Create regulations that provide City Staff with clear guidance. <i>Simplify site plan design as it relates to erosion control.</i>	Q3					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator 	<i>Complete review in Q3 2009.</i>
#4: Construction Site Stormwater Runoff Control	4.2. Construction Site Inspections for E&S Control Compliance	4.2.1. Develop Internal Checklist for Reviewers for Consistency	Collect and review other jurisdictions compared to Colonial Heights and develop internal checklist for reviewers. Consider adopting DCR checklist.	Development of internal checklist for reviewers. Internal checklist for reviewers creates consistency in the review process.	Q2					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator Senior Engineering Technician 	<i>Complete data collection, review and deploy checklist in Q2 2009.</i>
#4: Construction Site Stormwater Runoff Control	4.2. Construction Site Inspections for E&S Control Compliance	4.2.2. Publish guidance documents on E&S Control Plan Inspections	Review, revise and publish current inspection procedures for E&S Control Plans.	Create and publish standard E&S Control Inspection Checklists. Provide best practices guidance to City staff performing E&S site inspections	Q2					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator Engineering Technician 	<i>Complete review, revisions and publication in Q2 2009.</i>

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					2009	2010	2011	2012	2013			
#4: Construction Site Stormwater Runoff Control	4.3. Internal Management	4.3.1. Training of City Staff for E&S Management and Site Plan Review	Select city site review staff members for training and certification in Virginia Department of Conservation (DCR) and Recreation E&S Control in Virginia for Plan Reviewers.	Provide opportunity for training and certification to new employees within 1 year of employment. Improves understanding of inspections on BMPs and E&S Procedure.	O N G O I N G, Q1	O N G O I N G Q1	O N G O I N G Q1	O N G O I N G Q1	O N G O I N G Q1	• Assistant Director of Public Works	• MS4 Coordinator	Provide training for employees as needed. Complete annual report of certifications in Q1 of ensuing year.
#4: Construction Site Stormwater Runoff Control	4.3. Internal Management	4.3.2. Training and Certification of E&S Construction Site Inspectors	Select city site review staff members of training and certification in (DCR) E&S Control in Virginia for Plan Inspectors.	Provide opportunity for training and certification to new employees within 1 year of employment. Improves understanding of inspections on BMPs and E&S procedure.	O N G O I N G, Q1	O N G O I N G Q1	O N G O I N G Q1	O N G O I N G Q1	O N G O I N G Q1	• Assistant Director of Public Works		Provide training for employees. Complete annual report of certifications in Q1 of ensuing year.
#4: Construction Site Stormwater Runoff Control	4.3. Internal Management	4.3.3. Coordination with Other Staff	Develop scheduled periodic meetings with Site Reviewers, Inspectors, GIS staff, and Public Works staff to discuss modifications to benefit programs.	Schedule meeting annually. <i>Continuously improve program for effectiveness.</i>	Q3	Q3	Q3	Q3	Q3	• Assistant Director of Public Works	• Senior Engineering Technician • Engineering Technician • Construction Inspector	Conduct staff meeting in Q3 of each year.
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.1. Watershed Planning	5.1.1. Develop Strategies for Watershed	Subdivide City into approximately 6 sub-watersheds for long term planning. Develop City wide strategy for watershed planning which will be used in all sub-watersheds. This includes looking at long term needs for preventing or reducing flood damage and developing strategies to maximize water quality improvements.	Prepare a strategy for development of a Stormwater Master Plan for future preparation either in-house or through a consultant. <i>Establish City wide strategies to provide consistent planning for stormwater facilities, long term capital improvement planning and O&M cost development.</i>		Q4				• Assistant Director of Public Works	• Consultant • Senior Engineering Technician • Public Works Superintendent	Complete in Q4 2010 to coordinate with City's Planned Stormwater Utility Study.

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#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.1. Watershed Planning	5.1.2. Develop Ordinances to Address Post-Construction Runoff from New Development and Redevelopment	Review other localities ordinances for applicability to Colonial Heights. Continue requiring operations and maintenance bond, O&M Plan and recordation as an enforcement mechanism for a structural BMP.	Adopt an ordinance addressing post construction runoff to place responsibility on property owners to the maximum extent permitted by law. <i>Establish a program to improve water quality through good O&M practices.</i>	Q3						<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator City Attorney 	<i>Complete in Q3 2009.</i>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.1. Watershed Planning	5.1.3. Develop Review and Approval Process for Site Plans	Evaluate existing procedures and compare to other localities. Develop submittal procedures with checklist for design and O&M	Put in place review and approval procedures. <i>Simplify the process to reduce time of city staff and provide consistent review</i>	Q2						<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator 	<i>Complete evaluation in Q2 2009.</i> <i>Complete process review and adopt revised procedures in Q2 of first year.</i>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.1. Watershed Planning	5.1.4. Enforcement of Structural BMP maintenance ±	Pursuant to 5.1.2. above, enforce maintenance agreements as required through various zoning ordinances, including the Chesapeake Bay ordinance.	All BMPs under maintenance agreement will be inspected and verified by a professional engineer on a continuing schedule. Necessary improvements will be required within 45 days of inspection.	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G	O N G O I N G		<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Assistant Director of Public Works City Attorney Zoning Administrator 	<i>Inspections to be required per terms of maintenance agreement, starting at the end of BMP 1-year maintenance period.</i>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.2. Non-structural BMP's	5.2.1. Review and Evaluate Current Technology	Evaluate current methods being used and select those applicable for Colonial Heights	Develop list of methods. <i>Allow developers to consider alternatives</i>	Q2						<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator 	<i>Complete evaluation in Q2 2009.</i>

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#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.2. Non-structural BMP's	5.2.2. Adopt Guidance for use by Developer	Develop criteria and examples of method to minimize land disturbances and impervious areas. Consider low impact-site design (LID). Select landscaping which will contribute to water quality improvement. Develop a booklet and education program. Coordinate with 1.3.1	Provide technical source for guidance to allow developers to prepare a consistent design. <i>Will encourage developer to consider LID</i>	Q3	Q2				<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator Horticulturist City Attorney 	<p><i>Complete criteria development in Q3 2009.</i></p> <p><i>Complete booklet in Q2 2010.</i></p>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.2. Non-structural BMP's	5.2.3. Evaluate and Update by Inspection of Construction Sites and Literature Review	Review literature for new techniques. Inspect sites with non-structural controls and evaluate effectiveness. Update guidelines as required	Inspect site and revise guidelines every 3 years. <i>Annual reporting of results allows successes and failures to be identified to improve cost effectiveness.</i>	Q4			Q4		<ul style="list-style-type: none"> Engineering Technician 	<ul style="list-style-type: none"> Assistant Director of Public Works City Attorney 	<p><i>Complete review and evaluation and update guidelines in Q4 2009 and Q4 2012.</i></p>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.2. Non-structural BMP's	5.2.4. Develop and Maintain an inventory of Non-structural BMPs	Establish an inventory of non-structural BMPs to include type, order required O&M, inspection frequency, and locations of facilities constructed after 2003. Identify previously constructed non-structural BMPs as data becomes available	Develop and maintain data base. <i>Ensure tracking of BMPs and their effectiveness.</i>	Q3					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Senior Engineering Technician MS4 Coordinator 	<p><i>Complete update of inventory in Q3 2009.</i></p>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3. Structural BMP's	5.3.1. Review & Evaluate Current Technology	Review and evaluate current technologies for structural BMP's for new and redeveloped situations being used in other localities and select those applicable to Colonial Heights.	Evaluate current methods being used and select those applicable for Colonial Heights. <i>Improve rate of success.</i>	Q4					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Senior Engineering Technician 	<p><i>Complete in Q4 2009.</i></p>

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#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3. Structural BMP's	5.3.2. Adopt Standards and Design Criteria	Adopt design criteria and examples of structures such as retention basins, filters or other structures and landscaping features such as grassed swales or filter strips. The difference between structured and non-structured landscape features is the need to incorporate physical maintenance. Adopt a manual for distribution to design firms and developers.	Provide guidance document. <i>Allows developer to prepare consistent design.</i>		Q1				<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Senior Engineering Technician MS4 Coordinator 	<i>Adopt design guidance in Q1 2010.</i>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3. Structural BMP's	5.3.3. Develop Inspection Procedures for Structural BMP's	Evaluate procedures used by others and prepare checklist, logs and methodology to inspect the selected types of BMP's. Develop inspection schedule for determining frequency. Include method for putting data into a data base. Include a measurement for determining effectiveness.	Conduct inspections as per schedule and maintain inspection on file. <i>Determine structural conditions and effectiveness.</i>		Q1				<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Senior Engineering Technician MS4 Coordinator 	<i>Complete evaluation and information system implementation in Q1 2010.</i>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.3. Structural BMP's	5.3.4. Develop and Maintain Inventory of Structural BMP's	Coordinate with mapping to establish an inventory of structural BMP's to include type, owner required O & M, inspection frequency, and location.	Develop and maintain data base. <i>BMPs and map updates annual after initial completion.</i>		Q1				<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Senior Engineering Technician MS4 Coordinator 	<i>Complete in Q1 2010.</i>

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					2009	2010	2011	2012	2013			
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.4. Internal Management	5.4.1. Training of City Staff for Site Plan Review and Field Inspections	Select staff members for training and certification of city staff using DCR course "Basic E & S Control in Virginia"	Provide opportunity for certification for new employees within 1 year of employment. <i>Improves understanding of inspections on BMPs and E&S procedure.</i>	O N G O I N G · Q1	O N G O I N G · Q1	O N G O I N G · Q1	O N G O I N G · Q1	O N G O I N G · Q1	<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator 	<i>Continue certification on an ongoing basis and complete annual report in Q1 of ensuing year.</i>
#5: Post-Construction Stormwater Management in New Development and Redevelopment	5.4. Internal Management	5.4.2. Coordination with Other Staff	Develop scheduled periodic meetings with Site Reviewer, Inspectors, and Public Works to discuss modification to benefit programs.	Schedule meeting annually. <i>Continuously improve program for effectiveness.</i>	Q3					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> MS4 Coordinator 	<i>Conduct annual staff meeting in Q3 2009.</i>
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.1. Source Controls at Municipal Facilities.	6.1.1. Maintenance Facilities	Inventory municipal facilities involved with possible stormwater pollution impact.	Develop mapping showing municipal facilities. <i>City will be able to identify possible source of contaminants to stormwater runoff.</i>		Q2				<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Facilities Maintenance Superintendent Parks Superintendent MS4 Coordinator 	<i>Complete mapping in Q2 2010.</i>
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.1. Source Controls at Municipal Facilities.	6.1.2. Review and Prepare Pollution Prevention Plans for a Maintenance Garage	Evaluate current pollution prevention plans for applicable City facilities: DPW, school bus facilities and transit facilities and update as required.	Update plans and meet with appropriate City personnel. <i>City personnel will evaluate current pollution prevention plans and prepare for possible emergency procedures.</i>		Q1				<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Automotive Maintenance Superintendent or Designee Facilities Maintenance Superintendent MS4 Coordinator 	<i>Complete in Q1 2010.</i>
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.1. Source Controls at Municipal Facilities.	6.1.3. Prepare Pollution Prevention Plan for Recreational Facilities	Prepare pollution prevention plans for applicable City recreational facilities.	Prepare plan and meet with appropriate City personnel. <i>City personnel will evaluate current pollution prevention plans and prepare for possible emergency procedures.</i>		Q1				<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Facilities Maintenance Superintendent MS4 Coordinator 	<i>Complete in Q1 2010.</i>

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#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.1. Source Controls at Municipal Facilities.	6.1.4. Personnel Training	Train operations personnel in pollution prevention measures.	Record annual training schedules and number and department of personnel. <i>City will ensure that all personnel are adequately informed of pollution prevention measures.</i>	Q3	Q3	Q3	Q3	Q3	<ul style="list-style-type: none"> MS4 Coordinator 	<ul style="list-style-type: none"> Public Works Superintendent Assistant Director of Public Works Automotive Maintenance Superintendent Facilities Maintenance Superintendent 	Complete annual training in Q3 of each year.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.2. Source Control – Streets and Parking Lots	6.2.1. Parking Lot and Street Cleaning	One full time sweeper to clean all curb and gutter streets once a year.	Develop mapping to indicate streets cleaned and tonnage picked up. <i>City will track and evaluate current street cleaning routine and identify problem areas.</i>	O N G O I N G,	O N G O I N G, , Q1	O N G O I N G, , Q1	O N G O I N G, , Q1	O N G O I N G, , Q1	<ul style="list-style-type: none"> Public Works Superintendent 	<ul style="list-style-type: none"> MS4 Coordinator Senior Engineering Technician 	Sweep streets throughout year. Complete annual performance report in Q1 of ensuing year.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.2. Source Control – Streets and Parking Lots	6.2.2. Personnel Training	Evaluate inlet protection, erosion, and sediment control measures in road, utility, and bridge maintenance and train staff on methods.	Meet with 25% of required personnel on annual basis for training on current erosion and sediment control measures. <i>City personnel will employ current water quality measures for road, utility, and bridge maintenance.</i>	Q4	Q4	Q4	Q4	Q4	<ul style="list-style-type: none"> Public Works Superintendent 	<ul style="list-style-type: none"> Stormwater Foreman MS4 Coordinator 	Conduct training in Q4 of each year.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.3. Source Control – Storm Drainage System	6.3.1. Storm Drain Intake System Cleaning	Using City field crews and equipment, clean curb inlets, catch basins and manholes in the stormwater drainage system.	Clean 25% of storm structures per year. Record for historic data on database. <i>Reduces volume of solids in stormwater.</i>	O N G O I N G,	O N G O I N G, , Q1	O N G O I N G, , Q1	O N G O I N G, , Q1	O N G O I N G, , Q1	<ul style="list-style-type: none"> Public Works Superintendent 	<ul style="list-style-type: none"> Stormwater Foreman MS4 Coordinator 	Clean structures throughout year. Complete annual report in Q1 of ensuing year.

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					2009	2010	2011	2012	2013				
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.3. Source Control – Storm Drainage System	6.3.2. Storm Drain System Inventory	Delineate sub basins of non-regulated outfall during Master Plan preparation. Inventory and evaluate all structures within one drainage basin per year. Coordinate with 5.1	Develop mapping and data base for non-regulated outfall basins. <i>Identify outfall areas to account for sources of possible contaminants.</i>		Q2					<ul style="list-style-type: none"> Assistant Director of Public Works 	<ul style="list-style-type: none"> Senior Engineering Technician 	Complete by Q2 of 2010.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.3. Source Control – Storm Drainage System	6.3.3. Stormwater Complaint File and History	Develop system to track and maintain historical data.	Review data annually. <i>Detection of failing or undersized systems</i>	O N G O I N G	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1		<ul style="list-style-type: none"> Public Works Superintendent 	<ul style="list-style-type: none"> Public Work Superintendent MS4 Coordinator Stormwater Foreman 	Review citizen's request/work order history throughout year. Complete annual report by Q1 of ensuing year.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.4. Materials Management	6.4.1. Hazardous Materials Storage and Management	Evaluate storage locations and method of storing hazardous materials by EPA guidelines.	Record locations and methods of hazardous materials storage on map layer and database and inspect storage facilities annually. <i>Ensure hazardous materials storage containment is adequate.</i>	Q4	Q4	Q4	Q4	Q4		<ul style="list-style-type: none"> Senior Engineering Technician 	<ul style="list-style-type: none"> MS4 Coordinator Automotive Maintenance Superintendent Facilities Superintendent Director 	Complete inventory in Q4 of first year and inspect annually in Q4 of each year.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.4. Materials Management	6.4.2. Salt Storage	Evaluate application and method of storing road salt.	Record application locations and methods of storage in layer and database. Inspect storage facilities annually. <i>Ensure salt storage is adequate.</i>	Q3	Q3	Q3	Q3	Q3		<ul style="list-style-type: none"> Public Works Superintendent 	<ul style="list-style-type: none"> Streets Foreman MS4 Coordinator 	Complete inventory in Q3 2009 and inspect in Q3 of each ensuing year.
#6: Pollution Prevention/ Good House-keeping for Municipal Operations	6.4. Materials Management	6.4.3. Oil and Antifreeze Recycling	Evaluate used oil and antifreeze recycling methods.	Record used oil and used antifreeze recycling programs and amount collected to assess efficiency of current programs annually. <i>Ensure current programs are adequate</i>	O N G O I N G	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1	O N G O I N G , Q1		<ul style="list-style-type: none"> Public Works Superintendent 	<ul style="list-style-type: none"> MS4 Coordinator 	Record quantities of collected materials continuously. Complete annual report in Q1 of ensuing year.

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#6: Pollution Prevention/ Good House-keeping	6.5 Internal Management	6.5.1 MS4 Program Evaluation ⊕	Evaluate the city's MS4 Program in accordance with EPA's <i>Municipal Stormwater Program Evaluation Guidance</i> (EPA-833-R-07-003).	Identify program weaknesses, update and clarify milestones and BMPs, provide recommendations and record results for subsequent adoption and implementation.					Q3	<ul style="list-style-type: none"> ▪ MS4 Coordinator ▪ Assistant Director PW 	<ul style="list-style-type: none"> ▪ Public Works Superintendent ▪ Stormwater Foreman ▪ Streets Foreman ▪ Facilities Superintendent 	
#6: Pollution Prevention/ Good House-keeping	6.5 Internal Management	6.5.2 Policy & Procedural Review ⊕	Develop a list of current capabilities, legal authority and BMPs and evaluate these to determine their ability to address TMDL WLAs on the Appomattox and to evaluate the applicability of new methods to address WLAs.	Evaluation of ordinances and BMPs to maintain effectiveness and keep them updated to address expanding WLA requirements. Produce an internal TMDL WLA report that features strengthening recommendations and distribute to relevant staff. Reports shall also be included as a part of the city's annual report to DCR.		Q4		Q4		<ul style="list-style-type: none"> ▪ MS4 Coordinator 	<ul style="list-style-type: none"> ▪ City Attorney 	<i>Recommendations shall have timetables attached thereto that, where possible, must be satisfied before the release of the following report.</i>

⊕ indicates revision per January 2009 requirements

± indicates revision per July 2009 requirements