

BMP 4: Construction Site Storm Water Runoff Control

Appendix

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY4): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2017

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson, VA VAR 040024

4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.1	Legal Authorities					
4.1.a	LD Activities > 10,000 SF	Continue to implement the Stormwater Management Ordinance & the Erosion and Sedimentation Control Ordinance	Stormwater Management Ordinance & Erosion and Sedimentation Control Ordinance	SW Program Administrator	Continuously	SWM & E&SC Ordinances online and letters from state. See Appendix p. 155 - 156
4.1.b	CBPA LD Activities > 2,500 SF	Continue to implement the Chesapeake Bay Preservation Ordinance	Chesapeake Bay Preservation Ordinance	CBPA Program Administrator	Continuously	CBPA Ordinance on line and email from state on appendix p. 157-159
4.1.c	E&SC LD Activities	Continue to implement the Erosion and Sedimentation Control Ordinance	Erosion and Sedimentation Control Ordinance	E&SC Program Administrator	Continuously	E&SC Ordinance
4.1.d	Individual Lot or CPOD LD Activities > 10,000 SF	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinances	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances
4.2	Local Programs					
4.2.a	E&SC Plan Reviews	Continue to implement the site plan review, LID implementation where deemed appropriate, provisions of the local Erosion and Sediment Control Ordinance.	# plan reviews	Planning Department/ Engineering Division	Annually	Summary from Locality tracking system. See Appendix p. 160 - 161 for list of projects.
						Compliant. Both SWM & E&SC ordinances are available at https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIIICOR_CH34EN
						Compliant. CBPA ordinance available online at https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIIICOR_APXAZO_ARTXI.IVENMAAREMOVDI
						See 4.1.a (above) for weblink to ordinance
						See 4.1.a and 4.1.b (above) for weblinks to ordinances
						Compliant. 49 plan reviews.

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BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.2.b	E&SC Program Consistency	At a minimum be consistent with the VA E&SC Law and regulation	State Board finding of consistency	E&SC Program Administrator	Continuously	Letter from DEQ (or DCR in prior cycles). See Appendix p. 156
4.2.c	CBPA Program Compliance	Maintain the City's Chesapeake Bay Preservation Act Program in Compliance with DEQ regulations	DEQ Compliance	CBPA Program Administrator (Environmental Compliance Officer in Poquoson)	Annually	Letter from DEQ (or DCR in prior cycles). See Appendix page 157
4.2.d	Public Inquiry	Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City web page.	# of calls/recuents, #site visits	E&SC Program Administrator (Environmental Compliance Officer in Poquoson)	Annually	Summary from Locality tracking system. See appendix p. 162 for summary; p. 163 - 186 for back up emails and info.
4.3	Compliance and Enforcement					Compliant. City received approximately 15 calls/complaints on 10 projects. This included 9 projects that were under construction and one that was being reviewed by staff. City staff investigated and ensured sites were stabilized and permits obtained if necessary. See Appendix.

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.3.a	E&SC Inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections	E&SC Program Administrator	Annually	Summary from Locality tracking system and inspection procedures are in appendix p. 187 - 189. Inspection forms, pictures and developer communications typical of City's inspection are found in enforcement section of appendix p. 213 - 214. Other examples found in enforcement section. Inspection tracking on p. 190 & 191
						PY 4 Status: Appendix p. 49-223 Compliant. 851 inspections were conducted. 735 inspections were single family home projects; 116 were residential subdivision or commercial development inspections. Developments in PY 4 included two residential subdivisions (approx. 20-25 lots each); three commercial developments, both (two individual storefront buildings, both redevelopment; single occupancy lot; one small office building); and two townhouse communities.
4.3.b	E&SC Inspection Schedule and Enforcement	Continue to implement inspection schedule and enforcement provisions per local Erosion and Sediment Control Ordinance	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system. See information on NOV's & backup info in appendix p. 193 - 208. Number of inspections found above in 4.3a.
						Compliant. Two Notices to Comply were issued for ongoing violations (attached), one for a single-family property and the other for multi-family. Compliance was achieved by the given date and therefore, neither property received a Stop Work notice. One property owner began to disturb land prior to obtaining a permit. Disturbance was observed by a staff member before the 2500 s.f. minimum threshold was met. The owner was contacted by the Poquoson Environmental Compliance Officer and a permit was obtained before any more land disturbance occurred.

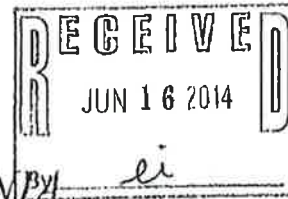
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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.3.c	E&SC Modifications due to inadequacy	Continue to implement provisions of the local Erosion and Sediment Control Ordinance requiring changes to the plan due to inadequacy.	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system. See information on Stop Work order and NOV in appendix p. 193 - 214 Compliant. See summary information and typical inspection forms/photos/communications. Inadequate silt fencing and drain inlet protection was pointed out to contractors and corrected prior to next City inspection. This is standard practice.
4.3.d	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&SC Program Administrator	Annually	Annual Report appendix page 160 - 161 41 permits and in lieu of agreements issued. See appendix for active permits.
4.4	Certifications					
4.4.a	E&SC Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Ongoing	Certifications. Appendix p. 215 - 222 The Environmental Compliance Officer holds the dual combined Administrator certification for stormwater and erosion and sediment control programs. The engineer received erosion and sediment control and stormwater inspector certifications. The City Inspector is also certified to conduct erosion and sediment control inspections. A temporary employee hired for the summer also held certifications in E&SC and stormwater inspections. See appendix.

4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.4.b	SWM Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Stormwater Management Act	Certifications obtained	VSMP Authority Administrator	Beginning in PY2	Certifications. Appendix p. 215 - 222
4.5	VSMP Authority Permits					
4.5.a	State VSMP program (prior to July 1, 2014)	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or >= 2,500 sq. ft. in CBPA areas to DEQ to secure a VSMP Permit for Discharges of Stormwater from Construction Activities. Ensure permit has been obtained.	#of permit applications and permits issued.	E&SC Program Administrator	PY1 only	VSMP permit numbers. See appendix.
4.5.b	Local VSMP program (after July 1, 2014)	Implement the site plan review, construction site BMP, and inspection provisions of the local Stormwater Management Ordinance.	#of permit applications and permits issued.	VSMP Authority Administrator	Beginning in PY2	VSMP permit numbers

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.5.c	VSMP Inspections	Implement inspection provisions of the local Stormwater Management Ordinance for VSMP authority permits including Pollution Prevention Plans contained within the SWPPP	# of inspections; # enforcement actions	VSMP Authority Administrator	Beginning in PY2	Summary from Locality tracking system. See information on notices of violations in appendix p. 193 - 208
						Compliant. Two notices of violation were issued following joint E&SC and Stormwater inspections. Issues were remedied before further enforcement action had to be taken. See Enforcement Summary Spreadsheet and notices of violation in Appendix.
4.6	Update Program Plan	Update Construction Site Storm Water Runoff Control plan as necessary to maintain compliance with the permit		SW Program/E&SC Program Administrators & HRPDC	As scheduled in permit	Program Plan
						Compliant. No changes to program plan this year. However, City added a new staff member who performs inspections.
4.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program/E&SC Program Administrators	Annually	Annual Report
						Compliant. One of the biggest challenges for staff is that the same data is being tracked for VSMP, E&SC, Ches Bay and MS4 programs. We appreciate DEQ's efforts to streamline data calls and look forward to this effort continuing.



COMMONWEALTH of VIRGINIA

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Molly Joseph Ward
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4020
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June 13, 2014

J. Randall Wheeler, City Manager
City of Poquoson
500 City Hall Avenue
Poquoson, VA 23662

Dear Mr. Wheeler:

In accordance with §62.1-44.15:27 G of the Virginia Stormwater Management Act (Act), Department of Environmental Quality (DEQ) has completed the review of the City of Poquoson's final Virginia Stormwater Management Program (VSMP) application package submitted on June 02, 2014. Based on this review, DEQ has determined that the City of Poquoson VSMP is consistent with the Act, the VSMP regulation and the General VPDES Permit for Discharges of Stormwater from Construction Activities.

In light of this determination, DEQ approves the City of Poquoson's VSMP; and the City is authorized to operate a VSMP beginning on July 1, 2014. Please note that this approval is based on the content of the application package. Any changes made to the documents in the package after the approval date, including changes to the adopted ordinance, may necessitate DEQ evaluation as part of its compliance review of your approved VSMP.

Thank you for your cooperation in developing a VSMP. We look forward to continuing to assist the City with the implementation of its VSMP.

Sincerely,

David K. Paylor

cc: Melanie Davenport, Director, DEQ Water Division
Frederick Cunningham, Director, DEQ Office of Water Permits
Joan Salvati, Manager, DEQ Local Government Stormwater Programs

151-12
L. Preston Bryant, Jr.
Secretary of Natural
Resources



Joseph H. Maroon
Director

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

203 Governor Street, Suite 206
Richmond, Virginia 23219
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July 24, 2008

Mr. Charles W. Burgess, Jr.
City Manager
City of Poquoson
500 City Hall Ave.
Poquoson, Virginia 23662

Re: City of Poquoson's Erosion and Sediment Control Program

Dear Mr. Burgess:

In response to information presented to the Virginia Soil and Water Conservation Board by the Department of Conservation and Recreation Staff, the Board approved the following motion:

"The Virginia Soil and Water Conservation Board commends the City of Poquoson County for successfully improving the City's Erosion and Sediment Control Program to become fully consistent with the requirements of the Virginia Erosion and Sediment Control Law and Regulations, thereby providing better protection for Virginia's soil and water resources."

We congratulate the City of Poquoson on this substantial accomplishment and recognize the City's efforts to proactively protect Virginia's soil and water resources through implementation of effective erosion and sediment control.

Sincerely,

Joseph H. Maroon
Director

cc: ✓ Karen Holloway, City of Poquoson ESC Program Administrator
Robert Bennett, DCR Tappahannock Regional Manager
Eric R. Capps, DCR Erosion and Sediment Control Program Manager

State Parks • Soil and Water Conservation • Natural Heritage • Outdoor Recreation Planning
Chesapeake Bay Local Assistance • Dam Safety and Floodplain Management • Land Conservation

BMP 4.2

BMP 4.2c: CBPA Program finding of Fully Compliant:**VIA E-MAIL**

From: Nancy L. Miller, Principal Environmental Planner, DEQ

To: Keren Holloway, Environmental Compliance Officer, City of Poquoson

Date: January 14, 2014

Subject: City of Poquoson, May 9, 2013 Compliance Evaluation Condition Review

On May 9, 2013 the Virginia Department of Conservation and Recreation Virginia Soil and Water Conservation Board conducted a compliance evaluation condition review of the City of Poquoson's Chesapeake Bay Preservation Act program for consistency with the Chesapeake Bay Preservation Act and Regulations, and the Board found the City's Chesapeake Bay Preservation Act program to be fully compliant.

Attached to this e-mail is an excerpt from the Board minutes, as posted at the Virginia Town Hall website. A full copy of the minutes can be accessed via the link below. As always, if you have any questions or need further assistance, please contact me at 804-445-4435 (cell) or via return e-mail at Nancy.Miller@deq.virginia.gov.

http://townhall.virginia.gov/L/GetFile.cfm?File=C:\TownHall\docroot\Meeting\116\19506\Minutes_DCR_19506_v3.pdf

4.2



Chesapeake Bay Preservation Act

2016 Local Program Annual Implementation Report

Report for the period between July 1, 2015 and June 30, 2016

Name of Locality: City of Poquoson

Bay Act Coordinator: Deborah L. Vest

Person Completing Survey: Karen W. Holloway

Phone: (757) 868-3040

Email: karen.holloway@poquoson-va.gov

Date: October 5, 2016

PART I - RESOURCE PROTECTION AREA IMPLEMENTATION ACTIVITIES

- 1. Permitted RPA Development Activities** (water dependent facilities, redevelopment, roads/driveways, and flood control facilities and/or stormwater BMPs) *Do not include administrative waiver or exception approvals in this section.*

	#Applied for	#Approved
Water dependent facilities	2	2
Redevelopment projects	1	1
Roads and Driveways	1	1

**

- 2. Administrative Waivers and Encroachments**

For the following administrative waivers that can be granted by a locality for RPA encroachments for new principal structures in the RPA, indicate the number of requests and approvals for each:

	#Applied for	#Approved
"Pre-Bay Act" lots platted before 10/1/89	1	1
Lots platted between 10/1/89 and 3/2/02	0	0
Expansions of existing principal nonconforming structures	8	8

- 3. Exceptions in Resource Protection Areas**

For the following formal exceptions that can be granted by a locality for activity within the RPA, indicate the number of requests and approvals for each:

	#Applied for	#Approved
Principal Structures	1	1
Accessory Structures	0	0
Other (Driveways, etc.)	0	0
Encroachments into the seaward 50 feet on "Pre-Bay Act" lots	1	1

How many of the administrative waivers and/or exception request applications required a building permit (or other permits)? 12

- 4. Water Quality Impact Assessments (WQIA) Submitted**

Total WQIAs: 13

Minor* WQIAs: 12

Major* WQIAs: 1

** Leave blank if no distinction is made between major and minor WQIAs*

PART II –IMPLEMENTATION OF PERFORMANCE CRITERIA

This section seeks information about implementation of the performance criteria contained in 9VAC25-830-130 of the Chesapeake Bay Preservation Act Designation and Management Regulations (Regulations).

5. In the past year, how many notices have been sent to on-site septic system owners regarding the pump-out and inspection requirement? 7
6. In the past year, how many on-site septic tanks have been determined to meet Bay Act regulations by being pumped, inspected or fitted with plastic effluent filters?
Pumped: 4 Inspected: 0 Plastic Effluent Filters: 0
7. Total number of septic systems that have been pumped out, inspected or fitted with plastic effluent filters within the past five years. 32
8. Total number of septic systems located in local Chesapeake Bay Preservation Areas. 33
9. Total number of Soil and Water Conservation Assessments (SWCA) completed in the past fiscal year. 0
10. Number of acres covered by SWCAs? N/A
11. How many conservation plans were completed as a result of SWCAs? 0 How many acres were covered by such conservation plans? N/A
12. Total number of erosion and sediment control projects that were over 2,500 square feet of land disturbance but less than 10,000 square feet of land disturbance. 13

PART III - CBPA DELINEATIONS AND MAPPING

13. Total land area in CBPA: 15.5
Total land area included in the RPA: Unknown
How were these figures determined? N/A

PART IV - VIOLATIONS IN RESOURCE PROTECTION AREAS

14. Total number of RPA violations identified: 1
Vegetation removal only: 1 All other RPA violations: 0
15. How many of the above violations resulted in RPA buffer vegetation mitigation? 1

If there are additional aspects of the Bay Act program (education and outreach programs, innovative enhancements, etc.) that should be reported, please list those items on a separate page. See attached.

PART IV – COMPREHENSIVE PLAN UPDATES

16. Have there been any updates to the Bay Act elements of the comprehensive plan? No
17. What is the status of any implementation measures in the Bay Act elements of the comprehensive plan? No

Active E&SC permits in PY 4

Permit #	Facility Type	Date	Owner Name	Project Address	Lat/Long Decimal Degrees	BMP Type	Tax Map #	RP or RMA	HUC	Disturbed Area
17-0009	Single Family	1/11/2017	Brent Morgan	12 Brickhouse Road	Lon (X): -76.38773 Lat (Y): 37.11603	Swale, landscape berms	28(1)43B	RMA	CB22	0.69
17-0040	Single Family	1/27/2017	Ryan Homes	5 Pickins Drive	Lon (X): -76.40682 Lat (Y): 37.14072	N/A	10(12)3	RMA	CB21	0.16
17-0047	Single Family	1/27/2017	Wayne Harbin Bldr	10, 12, 14, 16 Village Park	Lon (X): -76.39353 Lat (Y): 37.13142	N/A	18(1)107	RMA	CB21	0.33
17-0068	Single Family	2/7/2017	Ryan Homes	18 Pickins Drive	Lon (X): -76.40808 Lat (Y): 37.14042	N/A	10(12)18	RMA	CB21	0.2
17-0091	Single Family	2/15/2017	Christopher Guthrie	18 Langley Street	Lon (X): -76.35399 Lat (Y): 37.12018	N/A	30(1)59	RMA	CB22	0.46
17-0096	Single Family	2/15/2017	Ryan Homes	10 Pickins Drive	Lon (X): -76.40707 Lat (Y): 37.14068	N/A	10(12)22	RMA	CB21	0.22
17-0119	Single Family	2/23/2017	Gene Bloxom	0 Pasture Road	Lon (X): -76.39026 Lat (Y): 37.14781	N/A	11(1)96A	RMA	CB21	0.5
17-0124	Single Family	2/24/2017	Ryan Homes	26 Pickins Drive	Lon (X): -76.40823 Lat (Y): 37.14000	N/A	10(12)14	RMA	CB21	0.22
17-0127	Single Family	2/24/2017	Ryan Homes	16 Pickins Drive	Lon (X): -76.40736 Lat (Y): 37.14036	N/A	10(12)19	RMA	CB21	0.2
17-0135	Single Family	3/1/2017	Thomas Bayne	224/226 Browns Neck Rd.	Lon (X): -76.37529 Lat (Y): 37.14844	N/A	12(1)41/42	RMA/RPA	CB21	0.37
17-0166	Single Family	2/27/2017	Ryan Homes	9 Pickins Drive	Lon (X): -76.40733 Lat (Y): 37.14049	N/A	10(12)5	RMA	CB21	0.21
17-0169	Filling low spots	3/10/2017	Fountains of Poquoson	27(1)97 Alphus Street	Lon (X): -76.29458 Lat (Y): 37.12251	N/A	27(1)87	RMA	CB22	0.6
17-0178	Single Family	3/17/2017	Beamon Forrest	1342 Poquoson Avenue	Lon (X): -76.34955 Lat (Y): 37.11944	N/A	31(1)270B	RMA	CB22	0.03
17-0191	Single Family	3/21/2017	Ryan Homes	21 Pickins Drive	Lon (X): -76.40822 Lat (Y): 37.13998	N/A	10(12)11	RMA	CB21	0.2
17-0221	Single Family	3/28/2017	Ryan Homes	2 Pickins Drive	Lon (X): -76.40548 Lat (Y): 37.14093	N/A	10(12)26	RMA	CB21	0.2
17-0224	Single Family	3/28/2017	Barkley Shepard	168 Beach Road	Lon (X): -76.38460 Lat (Y): 37.15398	N/A	6(5)2	RMA	CB21	0.41
17-0269	Townhomes	4/14/2017	217 Associates	1.3.5.7.9.11 Franklin Ln	Lon (X): -76.39077 Lat (Y): 37.12855	Pond	18(1)75	RMA	CB22	0.85
17-0284	Single Family	4/18/2017	Ryan Homes	25 Pickins Drive	Lon (X): -76.40854 Lat (Y): 37.13985	N/A	10(12)13	RMA	CB21	0.19
17-0345	Single Family	5/10/2017	Ryan Homes	12 Pickins Drive	Lon (X): -76.40698 Lat (Y): 37.14054	N/A	10(12)21	RMA	CB21	0.17
17-0361	Single Family	5/15/2017	Ryan Homes	23 Pickins Drive	Lon (X): -76.40942 Lat (Y): 37.13996	N/A	10(12)12	RMA	CB21	0.17
17-0364	Single Family	5/15/2017	Ryan Homes	24 Pickins Drive	Lon (X): -76.40966 Lat (Y): 37.14003	N/A	10(12)15	RMA	CB21	0.19
17-0393	Single Family	6/2/2017	Brandon Simpson	8 Hollingsworth Road	Lon (X): -76.38623 Lat (Y): 37.15378	N/A	12(3)4	RMA	CB21	0.32
17-0411	Single Family	6/12/2017	Randy Stanaway	898 Yorktown Road	Lon (X): -76.39361 Lat (Y): 37.13879	N/A	18(9)5	RMA	CB21	0.13
17-0383	Townhomes	6/13/2017	Wayne Harbin Bldr	9, 11, 13 Village Park Ln	Lon (X): -76.39289 Lat (Y): 37.13124	N/A	18(3)11-4.5	RMA	CB21	0.33
17-0436	Single Family	6/21/2017	John R. Forrest	29A Woodland Road	Lon (X): -76.38491 Lat (Y): 37.13715	TBD	19(7)A-15	RMA/RPA	CB21	0.32
17-0456	Single Family	6/27/2017	Dennis & Lynn Dalheim	23 Alphus Street	Lon (X): -76.38719 Lat (Y): 37.12180	N/A	28(1)3	RMA	CB22	0.61

BMP 4.2a

ACTIVE EASC PERMITS IN PY4

Permit #	Facility Type	Date	Owner Name	Project Address	Lat/Long Decimal Degrees	BMP Type	Tax Map #	RPA or RMA	HUC	Disturbed Area	Permit Fee ESC
16-0423	Single Family	7/12/2016	Patnot Real Estate	Ente 89 Poplar Road	Lon (X): -76.36754 Lat (Y): 37.13298	N/A	20(1)123	RMA	CB21	0.10	\$165.00
16-0396	Single Family	8/8/2016	James Thompson	168 Cedar Road	Lon (X): -76.37438 Lat (Y): 37.12007	N/A	28(1)23	RMA	CB22	0.46	\$165.00
16-0476	Commercial	8/8/2016	SDP Enterprises	834 Poquoson Avenue	Lon (X): -76.37500 Lat (Y): 37.13286	Undetermined	19(1)213	RMA	CB21	0.46	\$165.00
16-0492	Single Family	8/18/2016	Ryan Homes	7 Pickins Drive	Lon (X): -76.40654 Lat (Y): 37.14059	N/A	10(1)24	RMA	CB21	0.05	\$165.00
16-0495	Single Family	8/30/2016	Ryan Homes	8 Pickins Drive	Lon (X): -76.40645 Lat (Y): 37.14075	N/A	10(1)23	RMA	CB21	0.05	\$165.00
16-0512	Single Family	8/30/2016	Ryan Homes	15 Pickins Drive	Lon (X): -76.40726 Lat (Y): 37.14019	N/A	10(1)28	RMA	CB21	0.19	\$165.00
16-0515	Single Family	8/30/2016	Ryan Homes	17 Pickins Drive	Lon (X): -76.40738 Lat (Y): 37.13998	N/A	10(1)29	RMA	CB21	0.17	\$165.00
16-0518	Single Family	8/30/2016	Ryan Homes	19 Pickins Drive	Lon (X): -76.40850 Lat (Y): 37.13997	N/A	10(1)210	RMA	CB21	0.19	\$165.00
16-0534	Single Family	9/9/2016	Justin Smith	111 Pasture Road	Lon (X): -76.38641 Lat (Y): 37.15151	N/A	12(1)18-A	RMA	CB21	0.69	\$330.00
16-0548	Single Family	9/13/2016	Ryan Homes	6 Pickins Drive	Lon (X): -76.40625 Lat (Y): 37.14081	N/A	10(1)24	RMA	CB21	0.21	\$165.00
16-0612	Single Family	10/11/2016	Mike Shafer	10 Brickhouse Road	Lon (X): -76.38870 Lat (Y): 37.11634	Swale	28(1)43	RMA	CB22	0.7	\$700.00
16-0615	Single Family	10/12/2016	Suburban Bldrs of TW	3 Rhodella Lane	Lon (X): -76.37115 Lat (Y): 37.12584	Swale	20(1)43	RMA	CB22	0.3	\$7,823.50
16-0619	Multi Family (Reissue)	10/14/2016	Wayne Harbin Bldr	543 Wythe Creek Road	Lon (X): -76.37115 Lat (Y): 37.12584	Swale	20(1)43	RMA	CB21	3.59	\$176.00
16-0620	Single Family	10/17/2016	Brian & Angela Butler	17A Wainwright Drive	Lon (X): -76.38872 Lat (Y): 37.13086	Wet Pond	18(3)11-2	RMA	CB21	0.46	\$176.00
16-0626	Single Family	10/20/2016	Wayne K. Haugen	284 Hunts Neck Road	Lon (X): -76.40235 Lat (Y): 37.13287	N/A	19(1)7C1	RMA	CB21	0.42	\$176.00
16-0632	Single Family	10/24/2016	Ryan Homes	14 Pickins Drive	Lon (X): -76.40730 Lat (Y): 37.14043	N/A	5(1)4	RMA	CB21	0.2	\$176.00
16-0648	Laydown Area	10/28/2016	Betty & Wendell Womoi	196 Little Florida Road	Lon (X): -76.37842 Lat (Y): 37.12477	N/A	10(1)20	RMA	CB22	0.5	\$0.00
16-0649	Utility	10/28/2016	City of Poquoson	Little Florida Road	Lon (X): -76.37595 Lat (Y): 37.12555	N/A	28(1)88	RMA	CB22	0.21	\$0.00
16-0652	Multi Family	11/3/2016	Wayne Harbin Bldr	3 5&7 Village Park Lane	Lon (X): -76.39470 Lat (Y): 37.13119	N/A	N/A	RMA	CB21	0.33	\$165.00
16-0655	Single Family	11/7/2016	MCR Properties, LLC	127D Cedar Road	Lon (X): -76.36848 Lat (Y): 37.12383	Swale	18(3)11-1.1	RMA	CB22	0.23	\$165.00
16-0658	Single Family	11/8/2016	Ryan Homes	11 Pickins Drive	Lon (X): -76.40700 Lat (Y): 37.14040	N/A	29(1)B-3D	RMA	CB21	0.19	\$165.00
16-0668	Single Family	11/8/2016	Ryan Homes	13 Pickins Drive	Lon (X): -76.40711 Lat (Y): 37.14029	N/A	10(1)28	RMA	CB21	0.19	\$165.00
16-0723	Single Family	12/2/2016	Betty & Wendell Womoi	196 Little Florida Road	Lon (X): -76.37826 Lat (Y): 37.12471	N/A	28(1)88	RMA	CB22	0.5	\$258.65
16-0762	Single Family	12/29/2016	Ryan Homes	4 Pickins Drive	Lon (X): -76.40558 Lat (Y): 37.14094	N/A	10(1)25	RMA	CB21	0.19	\$165.00

BMP 4.2

Citizen Inquiries on land disturbance projects
Permit Year 4 July 1, 2016-June 30, 2017

Date	Project or Location	Complaint	Type of development/inquiry	Resolution
August-September 2016	Wythe Creek Estates	This is a new development, with the first preliminary plan submitted in late June 2016. Neighbors who heard about the development raised concerns about drainage and traffic, and asked for information on the proposed development. Available information was provided and concerns were noted in the development file.	Project plan stage; concerns	(At this point Poquoson has not received a revised preliminary plan nor has it approved any plan or configuration. Concerns have been noted and will be considered as the design review continues.
7/1/2016	7 Breezy Point	Concerns about flooding from an adjacent property owner. The next door neighbor was filling his lot.	Construction complaint.	Site was inspected; no signs that any flooding had occurred. APO was expressing concern before hand. No further concerns/no flooding observed.
10/7/2016	111 Pasture Road	Concerns about flooding from an adjacent property owner. The next door neighbor was filling his lot and building a house. The first complaint occurred as a result of Hurricane Matthew. Plan called for diversion measures to direct runoff to public street drainage system. Staff worked with property owner to provide the diversion measures as so that APO was not negatively impacted.	Construction complaint.	No recent concerns or observed issues with APO.
10/15/2016	Beach Road.	Concerned citizen emailed regarding filling of a lot. Staff provided information to citizen to provide a better understanding of process and conducted extra inspections. Site was found to be operating per permit requirements.	Construction complaint.	No recent concerns or observed issues. Work is complete.
10/17/2016	Wainwright Drive	Neighbor called regarding a single family home construction project (no filing). No issues or permit violations found. Engineer provided some information/items to look out for to environmental compliance officer to ensure drainage was not negatively impacted.	Construction complaint.	Construction complete; no issues.
11/7/2016	Firth Lane Townhome development	Neighbors complained about drainage issues during Hurricane Matthew. No flooding during other rain events has been observed. City Engineer met with adjacent property owners to hear their concerns; observed that yard drain inlets that had been installed were smaller than those called for in design plans. City Inspector worked with developer and yard drain inlets were replaced with appropriate size.	Construction complaint.	Issue appears resolved; no more complaints or calls.
12/13/2017	672 Poquoson Avenue	An adjacent property owner called about a neighbor piping in a ditch. No land disturbance permit was needed because the disturbed area was less than 2500 s.f. The pipe was more than adequate size and therefore was acceptable. No City action required.	Construction complaint.	Drainage conveyance improvement.
1/31/2017	Pasture Road	A neighbor inquired about tidal flooding and how a nearby single family home development might impact flooding. Information provided by City Engineer on tidal flooding vs. rain flooding; flood zones; and the development's drainage system.	Construction complaint.	No issues reported or observed; citizen received information.
4/14/2017	Lawson Farms ditch	HOA president asked about permitting needed to upgrade ditch. Environmental Compliance Officer worked with him to determine need for permit (not required) and provided ideas on erosion protection.	Permitting inquiry.	Site was inspected; no signs that any flooding had occurred. APO was expressing concern before hand. No further concerns/no flooding observed.
May and June 2016 (PY4 item)	Hansom Drive Single Family Home project	City received numerous complaints regarding single family home project adjacent to the backyards of homes on Hansom Drive (project was located on a private drive). Complaints involved contractor expanding project area beyond scope of in lieu of agreement (too much disturbed area) and concerns regarding drainage impacts on the backyards of existing homes.	Land disturbance concern.	City staff investigated project; found encroachment issue was valid and issued a stop work order until new plan had been submitted and approved and until in lieu of agreement had been modified. City Engineer met with adjacent property owner on several occasions to explain stormwater requirements and project plans. New plan and agreement modification were approved; site was graded and stabilized. PY 4 UPDATE: Developer stabilized site in PY3; no further land disturbance activities have been observed. Staff met with neighbor once in July 2016 regarding a recent plan submittal. No further development work has occurred and no complaints/comments from adjacent property owners have been received.

BMP 4.2

Ellen Roberts

From: Karen Holloway
Sent: Wednesday, July 13, 2016 4:18 PM
To: Sherry Coffey
Cc: Ellen Roberts
Subject: FW: comments

Sherry,

Would you please set up a meeting with Mr. Jackson at a time that is convenient for Ellen? He has requested the meeting for Friday afternoon if possible. Thanks!

From: Mark Jackson [<mailto:rmj@spc-eng.com>]
Sent: Wednesday, July 13, 2016 2:21 PM
To: Karen Holloway
Subject: RE: comments

Thanks for the comments. Is there any way we can meet Friday afternoon to go over my thoughts?

Thanks

From: Karen Holloway [<mailto:Karen.Holloway@poquoson-va.gov>]
Sent: Monday, July 11, 2016 3:58 PM
To: Mark Jackson <rmj@spc-eng.com>
Subject: comments

Mr. Jackson,

The review for 30 Hansom Drive has been completed and comments are listed below:

Section A-A: Need a standard detail for how the ditch and side slope will be constructed instead of a section taken at one point along the ditch length. The standard detail should show:

- The top of bank located between the two ditches or swales (shown 2' off the property line on Section a-a) must be at least 1' wide to maintain the stability at the top of bank. Suggest 2' to 3' wide to allow for a lawn mower along this proposed "dam"
- The top of slope for the existing ditch is not located consistently 2' off the property line. Add a note to the new detail stating all work will occur on the West property.
- A 9" depth appears shallow. Suggest you deepen the proposed swale.

The grading of the fill slope and swale on the northerly side of the site appears to be very close to the property line. Maintain a 1' separation from property lines to limits of disturbance.

Please let us know if you have any questions.

Thanks!

Karen Holloway
Environmental Compliance Officer
City of Poquoson
(757) 868-3040

BMP 4.2

Ellen Roberts

From: Sherry Coffey
Sent: Friday, September 23, 2016 12:52 PM
To: Ellen Roberts
Subject: FW: Wythe Creek Estates

Debbie wants confirmation that you saw this email and incorporated any comments to address these

From: William Kluge [<mailto:wkluge@verizon.net>]
Sent: Tuesday, September 06, 2016 12:22 PM
To: Sherry Coffey
Cc: Bill Kluge
Subject: Wythe Creek Estates

After reviewing the plans for the proposed Wythe Creek Estates development, as a property owner in the adjacent Forrest Park neighborhood, several concerns come immediately to mind.

During Hurricane Isabel, Forest Park, along with much of the rest of Poquoson, experienced tidal flooding. We were fortunate that by the time Isabel approached Poquoson, its wind and rain had diminished to tropical storm strength, and the tide was not high. Nevertheless, our neighborhood still experienced flooding. We had the benefit of acres of undeveloped woodland to absorb much of the incoming flow of water. Once that buffer between us and the river is developed, water like that will have no other place to go than be channeled at an even faster pace into Forrest Park. No drain pool will prevent it. Granted, with the onset of a major Hurricane, we are all still susceptible to its devastation, but the ill effects of lesser tidal flooding from tropical storms or severe nor'easters will only be intensified here.

The other most obvious concern is that of the increased traffic through the neighborhood. It appears that no outlet other than the existing one via Lauren Drive will be offered for traffic to and from Wythe Creek Estates. As it is, over 40 homes now use Lauren Drive as their only entry from and exit into Poquoson. This already presents delays for drivers exiting Forrest Park during rush hour on their way to Hampton. The additional cars and trucks from 19 more homes will place an excessive burden on this single route, and from the plans it appears that access to even more development off Manfred Court is anticipated. Once VDOT widens Wythe Creek Road to four lanes (with a median, at this point), the difficulty of entry and exit from Lauren Drive will be compounded. Recently, developers wishing to add nearly a dozen apartment style units at the entrance to Forrest Park saw fit to alter those plans to a more reasonable two houses due to the extra traffic problems they would have created.

As it stands, the potential increase in traffic affects me most directly. My house at 114 Rowe sits at the corner of Rowe and Ashland Lane. Ashland "Lane" is something of a misnomer, having always been a private drive. The side of my house sits little more than 20 feet from the proposed curb of the "new" Ashland Lane. When Forrest Park was developed, and the house was placed on this lot, it was never anticipated that Ashland would be anything more than a private driveway. Having a steady flow of cars from nearly two dozen (or more) houses rather than the current four, little more than 25 feet from my bedroom window, is unlikely to enhance the value of my property. At the very least, it seems appropriate that the Wythe Creek Estates developer, and the city, should seek an alternate point of entry for this new development.

Respectfully,
William Kluge
114 Rowe Dr.
Poquoson

BMP 4.2

From: Sherry Coffey [<mailto:Sherry.Coffey@poquoson-va.gov>]
Sent: Friday, August 26, 2016 9:12 AM
To: Tom Thorpe <tthorpe2979@comcast.net>
Subject: RE: Development plan for Wythe Creek Estates

Mr. Thorpe,

I just returned from vacation and was checking emails. Did you get a response about the below email?

Sherry

From: Tom Thorpe [<mailto:tthorpe2979@comcast.net>]
Sent: Friday, August 19, 2016 4:05 PM
To: Sherry Coffey
Subject: Development plan for Wythe Creek Estates

Do you have any files that you can send me that show the proposed road access into the neighborhood? Will any of the proposal include putting drain pipe in the existing ditch that runs between Forest park and the new development? Thanks

Tom

Tom Thorpe

94 Rowe Dr.
Poquoson VA

BMP 4.2

Ellen Roberts

From: Sherry Coffey
Sent: Monday, August 29, 2016 9:37 AM
To: Ellen Roberts
Subject: RE: Development plan for Wythe Creek Estates

Thanks so much!

From: Ellen Roberts
Sent: Monday, August 29, 2016 9:29 AM
To: Sherry Coffey
Subject: RE: Development plan for Wythe Creek Estates

I'm sorry. I started to reply but was pulled away before I finished the email. Here are the answers:

- Road drawings: the only thing we have are the plans, unless Debbie or Karen have a more preliminary drawing.
- Drainage: The ditch in question is located on the Rowe Drive homeowners' properties. The preliminary drawings do not show any piping in the ditch. The developer would have to obtain permission from the property owners to modify the ditch.

Ellen W. Roberts, P.E.
City Engineer
500 City Hall Avenue
Poquoson, VA 23662
(757)868-3025
(757)868-3105 fax

From: Sherry Coffey
Sent: Monday, August 29, 2016 8:56 AM
To: Ellen Roberts
Subject: FW: Development plan for Wythe Creek Estates

Can you help Mr. Thorpe?

Thanks
Sherry

From: Tom Thorpe [<mailto:tthorpe2979@comcast.net>]
Sent: Saturday, August 27, 2016 3:07 PM
To: Sherry Coffey
Subject: RE: Development plan for Wythe Creek Estates

Sherry,
I looked but didn't see anything.
Tom

BMP 4.2

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Thanks
Tom

Tom Thorpe
94 Rowe Dr.
Poquoson VA

BMP 4.2

Ellen Roberts

From: Sherry Coffey
Sent: Tuesday, September 06, 2016 12:27 PM
To: Deborah Vest; Ellen Roberts; Karen Holloway; Kevin Wyne; Kenneth Somerset
Subject: FW: Wythe Creek Estates

From: William Kluge [<mailto:wkluge@verizon.net>]
Sent: Tuesday, September 06, 2016 12:22 PM
To: Sherry Coffey
Cc: Bill Kluge
Subject: Wythe Creek Estates

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Respectfully,
William Kluge
114 Rowe Dr.
Poquoson

BMP 4. 2

Ellen Roberts

From: Karen Holloway
Sent: Monday, July 18, 2016 3:28 PM
To: Ellen Roberts
Cc: Deborah Vest
Subject: 7 Breezy Point Drive

Ellen,

Buddy Green received a complaint from the property owner adjacent to 7 Breezy Point Drive, which he conveyed to Randy, who passed it on to me through Debbie. You follow?

Anyway, the neighbor is complaining that the filling that has occurred on the project site is negatively impacting his property. As you may remember, this is a demolition and rebuild and fairly steep slopes were proposed. Could you get with me tomorrow to go over the development plan once more and if need be we can ride out to the site. During my inspections I've noted the expected difference in elevation between the two properties but have seen no evidence of flooding. Randy already explained to Buddy that sheet flowing onto an adjacent parcel is not prohibited by state code but wants us to check it anyway.

I'm getting ready to leave for the day but I'll see you tomorrow.
Thanks!

Karen

BMP 4.2

Ellen Roberts

From: Randie Trestrail <randiesue@gmail.com>
Sent: Tuesday, October 11, 2016 8:25 AM
To: Karen Holloway
Cc: Ellen Roberts
Subject: Flooding of Yards on Moore Road

Hi Karen,

I just took walk around the block and the women that lives in the first house on Moore road around the corner from Pasture road said that her yard, things in her yard and dirt is spilling off from the development on Pasture road.

Is this acceptable? How do does this square with developers having to keep water on their site and keep dirt and silt out of streams. Their silt fence is obviously not working.

Can you kindly share with me the developers plan to keep the water and dirt on his site and any BMPs that are required? The women living on Moore said the developer is being fined.

Thank you,
Randie Trestrail

--
Randie Trestrail
212 Beach Road
Poquoson, VA 23662
757.525.0777

BMP 4.2

Ellen Roberts

From: Randie Trestrail <randiesue@gmail.com>
Sent: Wednesday, October 19, 2016 10:09 AM
To: Karen Holloway
Cc: Ellen Roberts; Deborah Vest
Subject: Re: Request an inspection today on Beach Road

Thank you Karen.
Randie

On Wed, Oct 19, 2016 at 10:02 AM, Karen Holloway <Karen.Holloway@poquoson-va.gov> wrote:

Randie,

I agree with you that the dirt is currently in excess of the 2.2 foot elevation that will ultimately be achieved. This is because it is currently being stockpiled and has not yet been graded. As you will recall, we agreed that the fill would not be deposited all the way to the silt fence until it is graded so that a temporary buffer is maintained all around. Once the grading begins you will notice a difference in the height of the fill as the contractor spreads, grades and creates the side swales. During this process the contractor will shoot grades to make sure the approved elevation is achieved. This is a process and there is no permit violation occurring at this time.

Unfortunately I have a full schedule today and am unable to visit the site; however, I will do so by the end of the week; as I previously stated, inspections of all development sites are performed on a regular basis throughout the course of the project. If at any point you find that your property is experiencing damage as a result of this project (i.e. siltation on your property) please give me a call.

Thanks,

Karen

BMP 4.2

From: Randie Trestrail [mailto:randiesue@gmail.com]
Sent: Wednesday, October 19, 2016 7:39 AM

To: Karen Holloway; Ellen Roberts

Subject: Request an inspection today on Beach Road

Hi Karen and Ellen,

I am requesting that you all inspect Karen Hasting's property again today. There are truck loads of dirt being brought in today - again. I am sure she is in excess of the 2.2 feet that Karen Holloway told me she could place on the property. And thus, she is violating her permit agreement.

Can you all please inspect this before it is after the fact and she has already dumped in excess of the allow? Flooding here in a mind nor'ester is already bad enough. This will be awful.

Thank you.

Randie Trestrail

--

Randie Trestrail

212 Beach Road

Poquoson, VA 23662

[757.525.0777](tel:757.525.0777)

--

Randie Trestrail

212 Beach Road

Poquoson, VA 23662

757.525.0777

BKIP 4.2

Ellen Roberts

From: Karen Holloway
Sent: Wednesday, October 19, 2016 3:27 PM
To: Ellen Roberts
Subject: RE: diggs property single family home

Thanks Ellen,

I will convey this information to the contractor. As you can see, the area of disturbance is located outside of these areas and he will be required to adhere to the plan. I'll get with Ken on the grading question. Thanks for the comments!

Karen

From: Ellen Roberts
Sent: Wednesday, October 19, 2016 2:02 PM
To: Karen Holloway
Subject: diggs property single family home

Karen,

Anne says that you've already issued the land disturbance permit for this lot (?). Hope the following thoughts help you:

- It is extremely important that they install and maintain the side swales (near the Wainwright Drive r/w and near the southerly property) so that they don't cause a drainage issue on their property or on Wainwright Drive.
- The owners need to understand that they cannot remove or modify the BMP without a plan submittal and new permit. They won't be able to access their backyard from the driveway side of the house because of the BMP (self-imposed hardship).
- Will the BMP be checked as part of this work, and do we know if it has been maintained?
- The garage is VERY close to the BMP. Does the contractor have sufficient room to grade away from the house in accordance with the building code?

I think that's all. The proximity of the house to the BMP is far from ideal.

Ellen W. Roberts, P.E.
City Engineer
500 City Hall Avenue
Poquoson, VA 23662
(757)868-3025
(757)868-3105 fax

BMP 4.2

Ellen Roberts

From: Cheryl Miller
Sent: Tuesday, December 13, 2016 9:42 AM
To: Ellen Roberts; Anne Payne
Subject: 672 Poquoson Avenue

Received a second call on the issue below from Regina Blankenship at 13 Wainwright (backs up to 672 Poquoson Avenue). Please call her at 880-5667. Backhoe, dump truck and workers are out there now.

From: Cheryl Miller
Sent: Monday, December 12, 2016 12:24 PM
To: Ellen Roberts (Ellen.Roberts@poquoson-va.gov)
Subject: 676 Poquoson Avenue

Please call Mr. George Nellos at 868-7278. Wayne Topping at 672 is currently running a pipe from his yard to the City ditch. Contractors were out there this morning and the backhoe is still there.

Cheryl Miller
Community Development Department
City of Poquoson
500 City Hall Avenue
Poquoson, VA 23662
757-868-3035
757-868-3105 fax

BMP 4.2

Ellen Roberts

From: Anne Payne
Sent: Wednesday, December 14, 2016 7:58 AM
To: Ellen Roberts; Cheryl Miller
Cc: Karen Holloway
Subject: RE: 672 Poquoson Avenue

Ok the concern was about the pipe not the land disturbance they are well under the 2500 sf so no permit is required. I did check and take pictures from the Wainwright property since they invited me onto the property to look when they called in the complaint. So do you want me to call them back and say there is no issue? They both requested to speak with the city engineer.

From: Ellen Roberts
Sent: Tuesday, December 13, 2016 8:45 PM
To: Cheryl Miller
Cc: Anne Payne; karen.holloway@poquoson-va.gov
Subject: Re: 672 Poquoson Avenue

Also, I had Mark go out and check but he couldn't see any disturbance from Poquoson Ave.....might be worth checking from Wainwright. Regardless, the first primary issue is the lack of a permit

Sent from my iPhone

On Dec 13, 2016, at 9:41 AM, Cheryl Miller <Cheryl.Miller@poquoson-va.gov> wrote:

Received a second call on the issue below from Regina Blankenship at 13 Wainwright (backs up to 672 Poquoson Avenue). Please call her at 880-5667. Backhoe, dump truck and workers are out there now.

From: Cheryl Miller
Sent: Monday, December 12, 2016 12:24 PM
To: Ellen Roberts (Ellen.Roberts@poquoson-va.gov)
Subject: 676 Poquoson Avenue

Please call Mr. George Nellos at 868-7278. Wayne Topping at 672 is currently running a pipe from his yard to the City ditch. Contractors were out there this morning and the backhoe is still there.

Cheryl Miller
Community Development Department
City of Poquoson
500 City Hall Avenue
Poquoson, VA 23662
757-868-3035
757-868-3105 fax

BMP 4.2



BMP 4.2

Ellen Roberts

From: Karen Holloway
Sent: Monday, January 30, 2017 12:00 PM
To: Randy Wheeler
Cc: Deborah Vest; Ellen Roberts
Subject: FW: Trees

Good morning Randy,

I just wanted to let you know that I sent the below email to Stu Rose this morning in response to his inquiry regarding the Legacy project, before I realized that he had reached out to you. As I was out of the office most of last week, this is the first chance I've had to respond to his email. I did have the "out of town" message on my email, so he would have known why I hadn't responded earlier. He did indeed confuse me with Ellen, as I am the one who had previously had an email conversation with him regarding the Village Park project.

Please let me know if you have any questions.

Thanks!

Karen

From: Karen Holloway
Sent: Monday, January 30, 2017 10:56 AM
To: 'Stu Rose'
Subject: RE: Trees

Good morning Stu,

It's still too early to tell what landscaping regulations will be required with the Legacy project since we have not yet received a development plan. We will get a much better picture once we are able to begin a review. As far as the wetlands go, the Army Corps of Engineers will take the lead in mitigation requirements either on or off site. The commercial portion of the site will need to comply with the requirements of the site plan portion of the City Code. Other than that, much will depend on the layout of the single family homes; whether they will be clustered in an open space development or laid out in a traditional subdivision fashion. I wish I could tell you more, but at this point we just don't have enough information.

Please feel free to keep in touch however, and I will be happy to update you on where we are with the Legacy.

Thanks, Stu!

Karen

From: Stu Rose [<mailto:stu@gardenatriums.com>]
Sent: Wednesday, January 18, 2017 8:23 AM
To: Karen Holloway
Subject: RE: Trees

Thanks for your explanation, Karen.

I gather that while the Wythe Creek project is excluded from the regulations, the Legacy project is not, as it both includes commercial spaces and has a lot of wetlands. How will vegetation replacement happen there?

BMAP 4.2

Karen, I have a bit of a personal conflict with regard to that development. Buddy is a friend, and our development coach; he's really a good guy. But he and I do look at environmental considerations quite differently ... as you know. His Villa project was completed about the same time as our initial Garden Atrium. Our site has over 200 full grown trees and major shrubs, while Villa just has a few "buggy whips." I'd hate to see the Big Woods wiped out in the same way.

If Buddy is required to plant trees as a mitigation requirement, perhaps he could line both sides of Wythe Creek Road with Crepe Myrtles. They're inexpensive, low maintenance, well below the power lines, would provide pedestrians with "visual shelter" that's in scale with walkers, and would make Wythe Creek Road a much more pleasant walk. He and I once talked about doing that voluntarily, out of pocket, so he may not be averse to the idea ... if some form of mitigation is required. (We just added 41 new crepe myrtles to complete the drive along the north edge of our site; \$25 each was very reasonable.) Gene and others running for office kept talking about building that "warm small-town feeling"; the pedestrian-scale trees would help, unless theirs was just politicians' pre-election rhetoric.

To eliminate so many trees in the Legacy development, and replace them with more blacktop paving and cars is to reduce the oxygen generation and CO2 absorption of the trees and add carbon monoxide and carbon dioxide ... a double whammy for air quality.

Please let me know what's planned in the way of tree replacement for Legacy.

Thanks again for your email and explanation, Karen.

Stu

From: Karen Holloway [<mailto:Karen.Holloway@poquoson-va.gov>]

Sent: Tuesday, January 17, 2017 4:35 PM

To: Ellen Roberts; Stu Rose; Deborah Vest

Subject: RE: Trees

Good morning Stu,

The regulations you are referring to apply to commercial development only. The site on Wythe Creek Road will be a residential townhome development.

In addition, vegetation replacement is required to mitigate for any development or vegetation removal permitted within the 100-foot RPA buffer (within 100' of a tidal wetland).

I hope this helps. Please don't hesitate to let us know if you have any other questions.

Karen

From: Ellen Roberts

Sent: Tuesday, January 17, 2017 10:22 AM

To: Stu Rose; Deborah Vest; Karen Holloway

Subject: Re: Trees

Thanks for your email. I am forwarding your question to Debbie Vest. Her department oversees the development rules and code sections dealing with trees. Kudos to you on your work...I'm glad to see the tree planting!

Sent from my iPhone

On Jan 16, 2017, at 10:46 AM, Stu Rose <stu@gardenatriums.com> wrote:

BMP 4.2

Hi Ellen,

I have a question about regulatory requirements for trees – either for new developments on open land or new developments on land covered with trees.

I Googled the environmental section of the city's regulations and saw something that seemed to require a tree of 2" diameter for every 400 square feet. I also recall a meeting in which we needed some kind of permit from an environmental board in which they asked Trina how many trees we removed and how many we added. So I assume there are some regulations about all this.

Forgetting about Garden Atriums' interests – which just added 41 more crepe myrtles along its northern boundary, as a boulevard for the access road to homes #5, #6, and #7 – trees do soak up CO2 and emit O2. The development adjoining the west side of Wythe Creek Road totally cleared the site of a dense horde of trees and has installed impervious black-top paving – which is toxic for aquatic life (until it's finished leaching.) The air quality around that site is likely not as good as it was before, given increase in cars and elimination of trees. And I know that Buddy's new Legacy project will essentially wipe out even more trees and replace them with even more black-top and CO2-emitting cars.

I guess we never had to deal with the issue, as we only removed one 8' high scrub pine and have added about 250 trees and major plantings (e.g. red tips.) When we first got here, Jodie made some disparaging comments about how some developers, who were required to plant 2 trees per house, cut off some tree branches, stuck them in the ground, and said they had complied. That made me think that Poquoson does have some requirements for tree planting.

We're not directly adjacent to either of the projects I mentioned, but air quality is air quality. I've had tests run here; our outdoor air is excellent, and our indoor air is actually better than outdoors – due to the broad leafed plants that oxygenate the home and the Boston Ferns that pull toxins out of the air. Residents have lost allergies. Air quality is the concern I have when it comes to removing hordes of trees and not replacing them on site (or elsewhere, as an off-set.)

Ellen, I'm not gifted in understanding what regulations apply to what, or how to interpret them. I'm hoping that you are. So ... does Poquoson actually have requirements for developers to plant trees – either to replace those that have been removed or that have to be added, anyway?

Thanks for your help, and I'll look forward to some (non-time-consuming) clarifying response.

Stu Rose

Stuart W. Rose, Ph.D.
stu@gardenatriums.com
(757) 868-5950

P.S. If you haven't been here and seen the last Garden Atrium, just drive down the new access road until it ends, at #7 Garden Atrium Way. We moved our office to that home and Trina now has a proper pottery studio there, with wheels, kiln, etc.

BMAP 4.2

Ellen Roberts

From: Karen Holloway
Sent: Tuesday, January 31, 2017 2:25 PM
To: Ellen Roberts
Subject: heads up

Hey Ellen,

Chris Williams, property owner at 42 Pasture Road, has questions about how his properties may be affected by Jamie Price's subdivision. Jamie is still filling a small area of his property per the approved plan; however, the bulk of it was filled a couple of years ago. He has also installed the perimeter ditch as required by the approved plan. I explained to Chris that the stormwater was addressed in the plan, but he is most concerned about tidal flooding. I don't think there is anything more I can say to reassure him and at this point I think he needs to talk to you. This is just a heads up that you may be hearing from him. If I recall correctly, it seems that at the beginning of the project you had several neighbor concerns regarding tidal flooding that they thought could occur as a result of the project and you were able to put their minds at ease😊

Karen

BNAP 4.2

Ellen Roberts

From: Karen Holloway
Sent: Friday, April 14, 2017 12:10 PM
To: John Foden
Cc: Ellen Roberts
Subject: Lawson Farms Ditch

Hi Mr. Foden,

I'm sorry I missed you when I called however, I believe I can answer your questions through this email. Since the ditch behind 5 High Cedar Way is not a wetland there would be no wetlands permit required. Any land disturbance in excess of 2,500 square feet requires an erosion and sediment control permit but given the proposed activity I would not expect the disturbance to reach that amount. If you find that you do need an erosion and sediment control permit please contact me and I will send you an application. I hope I have adequately addressed your questions. Please let me know if you need any other environmental information.

Thanks,

Karen Holloway
Environmental Compliance Officer
City of Poquoson
(757) 868-3040

BMP 4. 2

Ellen Roberts

From: Mark Boesen
Sent: Monday, December 19, 2016 9:51 AM
To: Ellen Roberts
Cc: Deborah Vest
Subject: RE: Regarding Drainage Concerns at Firth Lane Townhomes

Ellen,

I have notified the contractor to switch out the 12" inlets for 18" inlets...Thanks!

Mark G. Boesen, CCI, CSI, CEI, CTC
Construction Inspector
City of Poquoson
500 City Hall Avenue
Poquoson, Virginia 23662
OFFICE (757) 868-5312
FAX (757) 868-3515

From: Ellen Roberts
Sent: Monday, December 19, 2016 9:40 AM
To: Mark Boesen
Cc: Deborah Vest
Subject: RE: Regarding Drainage Concerns at Firth Lane Townhomes

Mark, thanks for looking into this. I've checked with people in house and in my email records, and we have not received any request for a revision to the drain inlet. The smaller inlets are not acceptable. Agreed that the #24 can be a yard drain rather than a VDOT DI. I don't think they have the depth to install a VDOT DI there.

Councilman Green is anxious to see the larger grates in this project after receiving complaints of flooding on Hudgins Road properties during Matthew.

Ellen W. Roberts, P.E.
City Engineer
500 City Hall Avenue
Poquoson, Virginia 23662-1996
Ellen.roberts@poquoson-va.gov
(757)868-3025
(757)868-3105 fax

From: Mark Boesen
Sent: Tuesday, December 13, 2016 10:40 AM

BMP 4.2

To: Ellen Roberts

Subject: Regarding Drainage Concerns at Firth Lane Townhomes

Ellen,

As requested I spoke with the contractor (American-Eastern Inc.) on-site at the Firth lane Townhomes Project that is located off of Wythe Creek Road. This is in regard to the drainage that was installed along the southern end of the project site and in reference to the proposed 18" yard drains and the proposed VDOT DI-2C #24, as shown on the approved site plan. During our conversation I explained to the above contractor that the site plan showed 18" yard drains...However in the field the yard drains are 12" not 18"...The contractor informed me that the change from the 18" to the 12" was reviewed by their site designer and he had supposedly sent you the revision for this...I advised the above that they need to contact their site designer and have them submit the information to the City Engineer for your review to insure that the change will work as good as what was approved. As for the proposed VDOT DI-2C #24, this was a typo on the site plan and it was supposed to be shown as a yard drain, as well...Again the site designer was supposed to have sent you the correction for this item...Anyway...The contractor said they would make sure that their site designer submitted you the information for your review...If you don't receive it or there is any problems, just let me know and I'll get back with the contractor. Thanks!

Mark G. Boesen, CCI, CSI, CEI, CTC
Construction Inspector
City of Poquoson
500 City Hall Avenue
Poquoson, Virginia 23662
OFFICE (757) 868-5312
FAX (757) 868-3515

BMP 4.2

Ellen Roberts

From: Mark Boesen
Sent: Thursday, August 18, 2016 9:54 AM
To: Karen Holloway
Cc: Anne Payne; Sherry Coffey; Ellen Roberts
Subject: Unpermitted Land Disturbance at 284 Hunts Neck Road (Bayview Drive)

Karen,

Attached is the aerial map showing where the unpermitted land-disturbance is being completed off of Bayview Drive...The address for the location is 284 Hunts Neck Road...Thanks!

BMP 4.2



Mark G. Boesen, CCI, CSI, CEI, CTC
Construction Inspector
City of Poquoson
500 City Hall Avenue
Poquoson, Virginia 23662
OFFICE (757) 868-5312
FAX (757) 868-3515

BMP 4-2

Ellen Roberts

From: Mark Boesen
Sent: Thursday, August 18, 2016 10:58 AM
To: Karen Holloway
Cc: Anne Payne; Sherry Coffey; Ellen Roberts
Subject: RE: Unpermitted Land Disturbance at 284 Hunts Neck Road (Bayview Drive)

Roger that...I'll keep an eye on the property and let you know, as needed...Thanks!

Mark G. Boesen, CCI, CSI, CEI, CTC
Construction Inspector
City of Poquoson
500 City Hall Avenue
Poquoson, Virginia 23662
OFFICE (757) 868-5312
FAX (757) 868-3515

From: Karen Holloway
Sent: Thursday, August 18, 2016 10:56 AM
To: Mark Boesen
Cc: Anne Payne; Sherry Coffey; Ellen Roberts
Subject: RE: Unpermitted Land Disturbance at 284 Hunts Neck Road (Bayview Drive)

Thanks, Mark. Mr. Haugen came by and picked up the paperwork for the permit and said that he will be disturbing about 27,000 square feet. I told him to get Donald Davis to prepare a plan and in the meantime his crew can clean up and remove underbrush or anything above ground but he can't disturb the soil until he gets the permit in place.

From: Mark Boesen
Sent: Thursday, August 18, 2016 9:54 AM
To: Karen Holloway
Cc: Anne Payne; Sherry Coffey; Ellen Roberts
Subject: Unpermitted Land Disturbance at 284 Hunts Neck Road (Bayview Drive)

Karen,

Attached is the aerial map showing where the unpermitted land-disturbance is being completed off of Bayview Drive...The address for the location is 284 Hunts Neck Road...Thanks!

BMP 4.2

STANDARD INSPECTION AND ENFORCEMENT PROCEDURES

CITY OF POQUOSON

PURPOSE: Projects within the City of Poquoson that disturb 2500 square feet or more are required to have an approved E&SC plan and regular inspections to ensure compliance with the Virginia Erosion and Sediment Control, Chesapeake Bay Preservation, and Stormwater Laws.

City Code Sections and Policies: Inspections will be conducted to ensure compliance with the project SWPPP, the approved E&SC plan, the approved stormwater management plan, and City Code Chapter 34 and Appendix A, Article XI.IV.

Inspection Procedures:

A pre-construction meeting will be held for all commercial and subdivision projects. Single family home projects are not required to have a pre-construction meeting. However, the Environmental Compliance Officer may request a meeting with contractors prior to commencing land disturbance to review site requirements in cases where special instructions are necessary.

All projects, including single family home construction projects, are required to maintain a Stormwater Pollution Prevention Plan (SWPPP) at all times on site. The SWPPP must be available for public viewing, and must be kept up-to-date.

A project folder should be created upon initiation of construction. Construction and development review information may be stored in the same folder.

Land disturbance sites exceeding 2500 square feet must have an approved E&SC plan or an agreement in lieu of plan, as required by state law. Inspections will be conducted to ensure:

- Compliance with approved plans;
- Efficacy of approved E&SC measures. In the event the measures are not performing adequately, the inspector will require their replacement and/or additional or alternate measures.
- Inspections will be conducted in accordance with and on a schedule set forth in the Virginia Erosion and Sediment Control Handbook.
- Inspections will continue until stabilization has been achieved and erosion and sediment control features have been removed.

Projects obtaining a General Construction Permit will be required to be inspected at a frequency determined by the site inspector, but not less than once every 8 weeks during active construction activities. SWPPP inspections will take place during the site inspections and will continue until a termination letter has been received by the City and the inspector has deemed the project complete.

The site inspector is encouraged but not required to perform windshield inspections of the site every two weeks to supplement actual site inspections.

BNP 4-3

All site visits will be documented by inspection forms and or entries in the inspector's daily log book. The inspector will retain all inspection records. Photographs of site conditions are encouraged.

Enforcement:

If a land disturbance project is found to be in good order and is acceptable: Document inspection. No further action.

If a project has installed and is maintaining all of its E&SC controls but they do not appear adequate, inspector shall require additional measures.

It is the intent of the City of Poquoson to assist site contractors and their personnel by providing information that will help them better understand the nature of the noncompliance or that will help them expedite the correction of any issue. However, it is ultimately the responsibility of the Responsible Land Disturber and the site owner to ensure that all applicable requirements are met.

If a project is in noncompliance, the issue will be documented using inspection forms. A copy will be sent to the Responsible Land Disturber via fax, email, USPS or hand delivery. The inspection form will identify items that must be addressed. It will give a specific date as to when the site will be re-inspected. The maximum amount of time given on the form should be seven days. Questions on the severability of the deficiencies should be discussed with the City Engineer or the Environmental Compliance Officer.

If deficiencies require immediate attention or the Responsible Land Disturber has failed to comply with a site inspection form, the City inspector may or may not issue a warning. This "second notice" will be provided to the RLD with an updated inspection form. The warning may be omitted and the City may proceed to more aggressive enforcement for multiple deficiencies or if the deficiencies are severe. Severe deficiencies may include but are not limited to significant quantities of sediment leaving the site or sediment running off into nearby receiving water.

If the warning does not correct the situation or the deficiency is severe enough to warrant more aggressive enforcement, the City will issue a Notice to Comply/Notice of Violation form. The NTC/NOV form should be faxed or emailed to the RLD, with a signed copy of the original form sent via USPS registered mail or hand delivered. Consultation with the City Attorney, the City Engineer and/or the Environmental Compliance Officer on an appropriate time frame for correction may be warranted.

If the deficiencies in the NTC/NOV form have not been corrected within the specified time frame, a STOP WORK order will be issued for all land disturbing activities on the site. If the deficiencies are judged to be severe enough, the inspector may, in consultation with the City Engineer or the Environmental Compliance Officer, issue a STOP WORK order immediately.

If a land disturbance has commenced without the owner obtaining necessary permits, a STOP WORK order will be issued. The STOP WORK order shall remain in effect until all permits have been obtained and any deficient site conditions have been corrected.

The STOP WORK order shall be placed at the entrance to the site and notice sent via registered USPS mail to the RLD or owner of the property. The order shall remain in effect until the site deficiencies have been corrected. No other land disturbance activities may be conducted while the deficiencies are being corrected.

BMP 4.3

If the noncompliance issue(s) indicated on the STOP WORK order are not remedied, or if the RLD or property owner fails to contact the City, the project inspector should contact the Environmental Compliance Officer, who will in turn contact the City Attorney. The City will begin the process of revoking the site permit, calling the bond, and/or initiating the civil penalty process.

The City may hire a third party contractor or take whatever actions are necessary to control site runoff and erosion from impacting downstream properties, ditches, wetland areas, or receiving waters.

BMP 4.3

B4P 4.3

Project Address	Inspection Dates By Calendar Year
127C Cedar Road	2016 - 6/20, 7/8, 7/22, 8/4, 8/19, 9/16, 10/3
1 Pickins Drive	2016 - 1/11, 1/21, 2/24, 3/29, 3/20, 4/7, 4/14, 4/27, 5/10, 5/19, 5/24, 6/1, 6/21, 7/7, 7/12, 8/22
10 S Lawson Road	2016 - 2/24, 5/27, 6/24, 7/8
1225 Poquoson Avenue	2016 - 2/19, 5/27, 6/10, 6/27, 7/8
200 Fountains Lane	2016 - 12/15/15, 1/21, 3/24, 3/29, 4/3, 4/12, 4/14, 4/20, 4/24, 4/26, 5/10, 5/24, 6/1, 6/25, 7/12, 7/21, 7/31, 9/23
4 Walters Lane	2016 - 6/27, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/28, 11/18, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9
234 Hunts Neck Road	2015 - 4/2, 6/1, 6/25, 7/31, 9/24, 12/7, 12/15, 2016 - 1/21, 4/14, 5/24, 8/5, 10/14, 10/28, 11/17, 2017 - 2/17
5 Moore Road	2016 - 3/25, 4/29, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/17, 3/3, 3/17
500 City Hall Avenue	2016 - 3/21, 3/28, 4/6, 4/13, 4/26, 5/19, 5/25, 6/1, 6/22, 7/7, 7/12
500 City Hall Avenue	2016 - 3/21, 3/28, 4/6, 4/13, 4/26, 5/19, 5/25, 6/1, 6/22, 7/7, 7/12
105 Pasture Road	2016 - 5/2, 5/9, 5/20, 6/3, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 2/17
14 Carroll Drive	2016 - 5/20, 6/3, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4
7 Breezy Point Road	2016 - 5/20, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17, 4/14, 5/12
0 Carriage Hill Drive	2016 - 5/20, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17, 4/14, 5/12
33 Pickins Drive	2016 - 4/6, 4/13, 4/26, 5/3, 5/10, 5/16, 5/19, 5/24, 6/1, 6/7, 6/21, 7/7, 7/12, 7/21, 7/25, 8/22, 2017 - 2/17, 4/14
288 Forrest Road	2016 - 11/18, 11/28, 12/9, 12/1, 2017 - 1/6, 1/30, 2/9, 2/27, 3/10, 3/24, 4/7, 4/21, 5/5
Firth Lane	2016 - 5/10, 5/12, 5/13, 5/19, 5/24, 6/1, 6/7, 6/21, 7/7, 7/12, 8/5, 8/15, 8/22, 9/13, 9/23, 10/28, 2017 - 2/28, 3/10, 3/24
173 Beach Road	2016 - 5/20, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4
428 Pasture Road	2016 - 1/12, 5/2, 5/20, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17, 4/14, 5/12
9 Hollingsworth Way	2016 - 5/20, 6/20, 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17, 4/14, 5/12
1 Bobby's Way Lane	2016 - 6/24, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6
21 Smith Street	2016 - 6/24, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28
1347 Poquoson Avenue	2016 - 6/27, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3
24,688 Village Park Lane	2016 - 6/12, 6/21, 7/7, 8/5, 8/22, 9/1, 10/7, 11/9, 12/8
6 Walters Lane	2016 - 6/27, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 5/5
257 Wythe Creek Rd	2016 - 2/24, 5/20, 6/27, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
413 Messick Road	2016 - 6/27, 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 12/9
733 Yorktown Road	2016 - 7/1, 7/15, 8/2, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17, 4/14, 5/12
8 Brickhouse Road	2016 - 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
108 Poquoson Avenue	2016 - 7/8, 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6
69 Poplar Road	2016 - 7/22, 8/4, 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
168 Cedar Road	2016 - 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
834 Poquoson Avenue	2016 - 8/19, 9/1, 9/16, 10/3, 10/13, 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
7 Pickins Drive	2016 - 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2
8 Pickins Drive	2016 - 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12
15 Pickins Drive	2016 - 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 2017 - 1/12
17 Pickins Drive	2016 - 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 2017 - 1/12
19 Pickins Drive	2016 - 9/9, 9/23, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 2017 - 1/12
111 Pasture Road	2016 - 9/23/2016, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12
6 Pickins Drive	2016 - 9/23/2016, 10/7, 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12
10 Brickhouse Road	2016 - 10/28, 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
3 Rhodella Lane	2016 - 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
543 Wythe Creek Road	2016 - 1/12, 1/21, 3/24, 3/28, 4/6, 4/13, 4/26, 5/3, 5/10, 5/16, 5/19, 5/24, 6/1, 6/7, 6/12, 6/21, 7/7, 7/12, 8/5, 8/22, 9/1, 9/13, 9/23, 10/4, 10/7, 11/9, 12/8, 2017 - 2/24, 3/10, 3/24, 4/7, 4/21, 5/3
17A Wainwright Drive	2016 - 10/28, 11/18, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
9 Bayview Drive	2016 - 10/21, 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17, 4/14, 5/12
14 Pickins Drive	2016 - 11/4, 11/21, 12/2, 12/16, 12/30, 2017 - 1/12
196 Little Florida Road	2016 - 11/15, 12/9, 12/19, 2017 - 1/30, 2/9, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
Little Florida Road	2016 - 11/15, 12/8
3,587 Village Park Lane	2016 - 11/9, 12/8, 2017 - 2/24, 3/10, 3/24, 4/7
127D Cedar Road	2016 - 11/18, 11/28, 12/9, 12/19, 2017 - 1/6, 1/30, 2/9, 2/24, 3/10, 3/24, 4/10, 4/21, 5/5
11 Pickins Drive	2016 - 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3
13 Pickins Drive	2016 - 11/21, 12/2, 12/16, 12/30, 2017 - 1/12, 2/3
4 Pickins Drive	2016 - 12/30, 2017 - 1/12, 2/3, 2/17, 3/3, 3/17



CITY OF POQUOSON

CONSTRUCTION INSPECTIONS 12 MUNICIPAL DRIVE, POQUOSON, VIRGINIA 23662
(757) 868-5312 TELEPHONE (757) 868-3515 FAX

MEMORANDUM

December 1, 2016

To: Tom Jones
Director of Public Works
City of Poquoson

From: Mark Boesen
Construction Inspections
City of Poquoson

RE: Totals for Inspections Completed from Nov. 2015 to Nov. 2016

Below is the total for inspections that were completed by Construction Inspections beginning November 2015 and ending November 2016.

Total No. # of B.M.P. Inspections	0
Total No. # of Landscaping Inspections	0
Total No. # of Driveway Inspections (Including both driveway culvert pipes & aprons)	64
Total No. # of Erosion & Sediment Control Inspections	59
Total No. # of Illicit Discharge Inspections	0
Total No. # of Work Zone Safety Inspections	0
Total No. # of Residential Sewer Service Inspections	8
Total No. # of Residential Water Service Inspections	0

← THESE INSPECTIONS
ARE IN ADDITION TO
NUMBER PROVIDED
ON SPREADSHEET.
CITY INSPECTOR
PROVIDES BACKUP TO
E&SC INSPECTORS

Below is the total footage of inspections that were completed by Construction Inspections beginning November 2011 and ending November 2012. This includes all concrete items, sanitary sewer, storm drainage and streets.

Total footage of concrete items inspected (Includes all curb & gutter, concrete/paved swales & sidewalks)	14543 ft.
Total footage of sanitary sewer pipeline inspected (Includes both mainline & service laterals)	4360 ft.
Total footage of storm drain pipeline & drainage ditches inspected	7566 ft.

ENR 4-3

Enforcement Actions on land disturbance projects
Permit Year 4 July 1, 2016-June 30, 2017

Date	Project or Location	Issue	Type of development/inquiry	Resolution
8/2/2016	105 Pasture Road	Contractor was issued a Notice To Comply after an E&SC inspection. He corrected issues within the 10-day time period so no enforcement action was pursued.	Single family home construction	Inspections ongoing through home completion; issues resolved.
8/18/2016	284 Hunts Neck Road	Staff members observed unpermitted land disturbance on the property. At the time activity was spotted the area of disturbance was less than what was needed for a permit. However, when asked, the owner said that he planned to disturb 27,000 square feet, triggering the permit requirement. The owner was told to stop all earthwork and was provided the permit application. He was allowed to clear brush but not disturb the soil until a plan was provided, reviewed and approved and until he had a permit.	Single family home construction	Permit obtained. Earthwork began after permit was obtained.
10/14/2017	Village Park	Developer was issued a Notice To Comply after an E&SC inspection. Developer corrected issues within the 10-day time period so no enforcement action was pursued.	Townhouse community	Inspections ongoing; issues resolved.
Throughout PY 4	Various projects	Inspections were conducted per state requirements throughout the year. Less serious issues, including silt fence repair, drain inlet protection repair and the need for vegetative stabilization were noted. City inspectors provided reports with pictures to developers and re-inspected the sites to ensure issues were repaired promptly. Examples of Drakes' Landing, the Fountains, and Victory Cove inspections are found in Appendix.	Townhouse and residential subdivision developments.	Inspections provided in accordance with regulatory requirements; photos and email communications have proven an effective means of quickly correcting issues.

BMP 4.3



CITY OF POQUOSON
Department of Community Development

April 3, 2017

217 Associates
632 Hampton Highway
Yorktown, VA 23693
Attn: Phil Doggett

Re: Erosion & Sediment Control Permit #16-0257

Dear Mr. Doggett:

This is to advise you that the permit referenced above for land disturbance at the site of the future Firth Lane Townhomes, Poquoson Tax Map Parcel No. 18-(1)-75, Firth Lane, will expire on May 2, 2017. At that time grading should be completed and permanent vegetation established in preparation for a final site inspection. You will be advised after the inspection whether the site is sufficiently stabilized for the removal of the silt fence. Please note that a new permit must be obtained prior to the commencement of any further land disturbance on the site.

We appreciate the opportunity to work with you to achieve your development goals and invite you to contact us at (757) 868-3040 if you have any questions.

Sincerely,

Karen W. Holloway
Environmental Compliance Officer

cc: Community Development Director
City Engineer
file



CITY OF POQUOSON
Department of Community Development

NOTICE TO COMPLY

Date: October 17, 2016

To: Mr. Wayne Harbin, Wayne Harbin Builder, Inc.

Re: Village Park townhome development, Village Park Lane, Poquoson, Virginia 23662

During an inspection of the development site referenced above on Friday, October 14, 2016, the following violations were noted:

1. Site Stabilization – Noncompliance with Minimum Standards 1 & 3 (contractor was first advised on August 22, 2016).
2. Silt Fence – Down and/or improperly installed in several locations around the building site as well as the perimeter of the development, resulting in siltation of the concrete swale. Maintenance of the silt fence has been an issue for months.
3. Filtrexx – Improperly installed (contractor was first advised on September 1, 2016).
4. Concrete washout – Improperly installed (contractor first advised on August 5, 2016).
5. Inspections – Not being kept up to date as agreed to upon approval of the permit (contractor was first advised on June 23, 2016).

Pictures depicting these violations are attached. As evidenced in the list above, these are not new comments. Your contractor was again advised of the issues after our October 4, 2016 inspection at which time he was notified that the items must be corrected within ten (10) days to avoid further action. Therefore, be advised that the items listed above must be satisfactorily corrected within ten (10) days of the date of this notice (no later than October 27, 2016) at which time a re-inspection will be performed to verify compliance:

1. Stabilize all areas exclusive of the building site, with temporary or permanent seed as required by Minimum Standards 1 & 3 (copy attached).
2. Trench silt fence as shown in the attached silt fence detail and ensure that it is securely attached to the stakes.
3. Install Filtrexx properly, per the attached specifications, and clean out portions on which silt has reached halfway to the top (also as noted in specifications).
4. Remove silt from concrete swale.
5. Install concrete washout per the Construction General Permit, which prohibits the discharge of wastewater from washout of concrete. The liner must be impermeable to prevent the escape of wastewater.
6. Inspections by the construction activity operator must be conducted and documented in an inspection report every four (4) business days as agreed to in the Stormwater Pollution Prevention Plan (SWPPP). Up to date reports must be in the document box and available to City staff at all times.

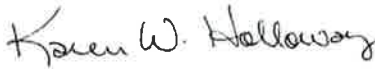
BMP 4.3



CITY OF POQUOSON
Department of Community Development

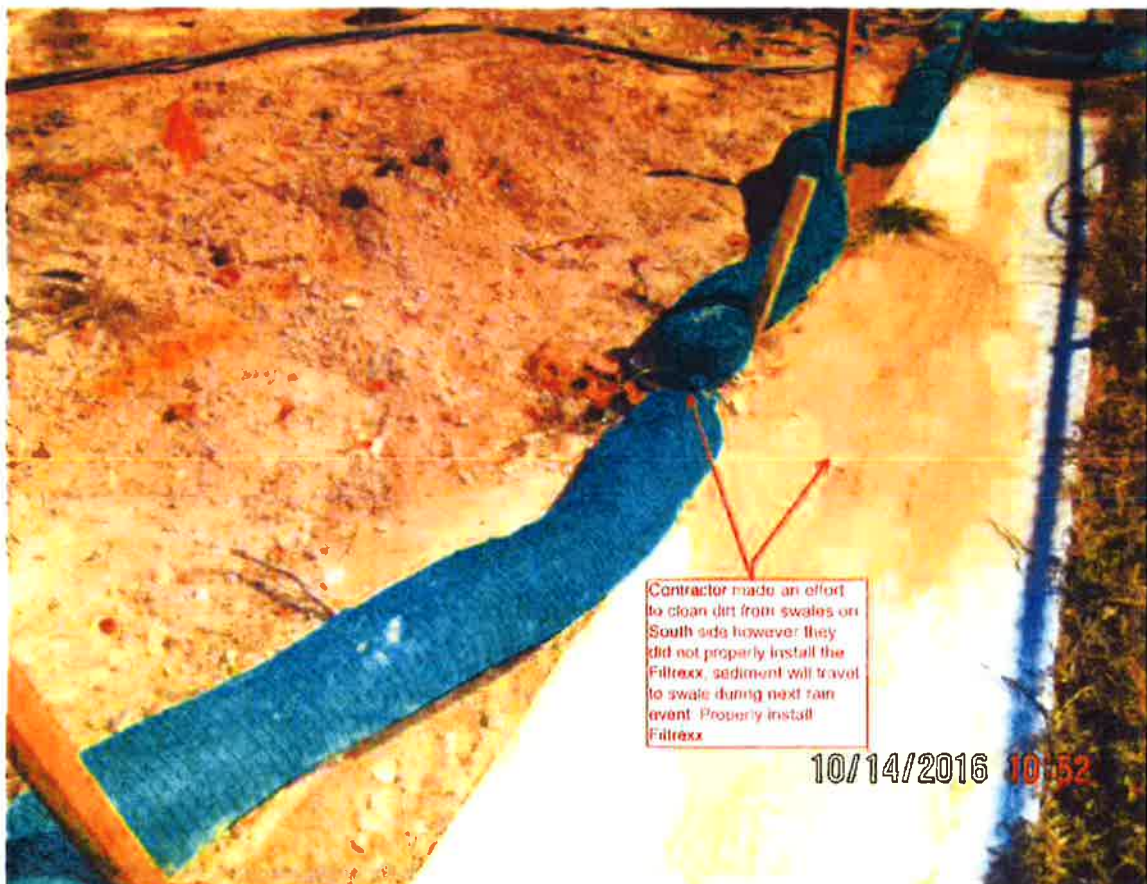
Failure to comply with this notice will result in necessary legal enforcement action by the locality. Additionally, please note that further permits will not be issued while the property is noncompliant. If you wish to participate in the re-inspection please contact this department to schedule a time and as always, do not hesitate to contact us if there are any questions.

Program Administrator:

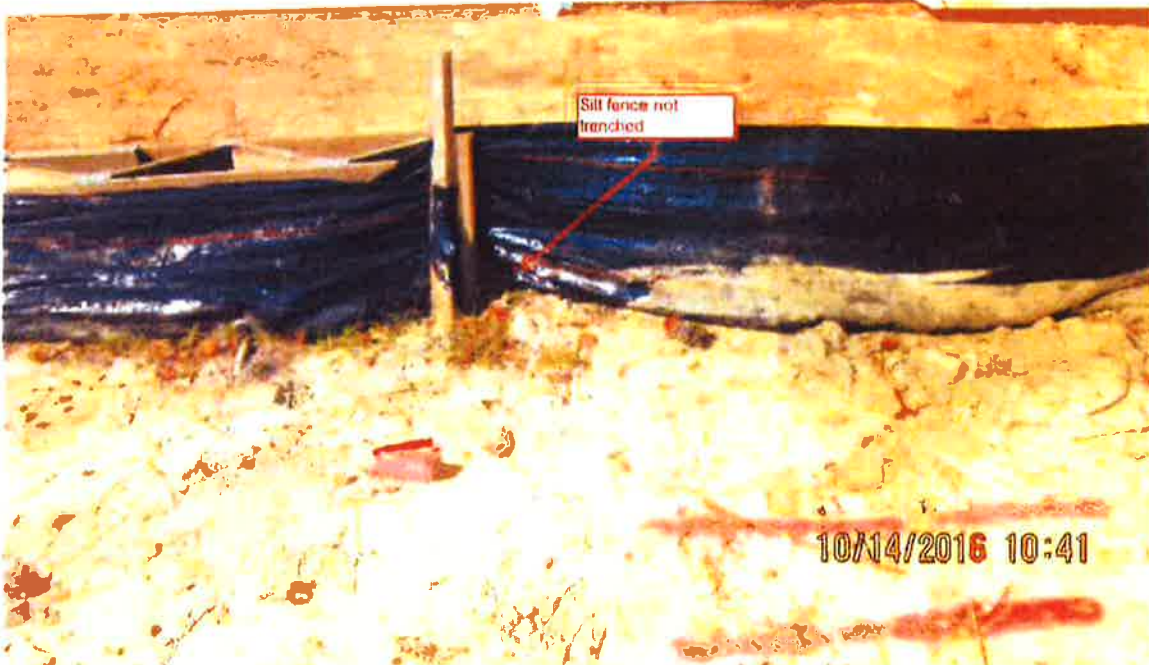
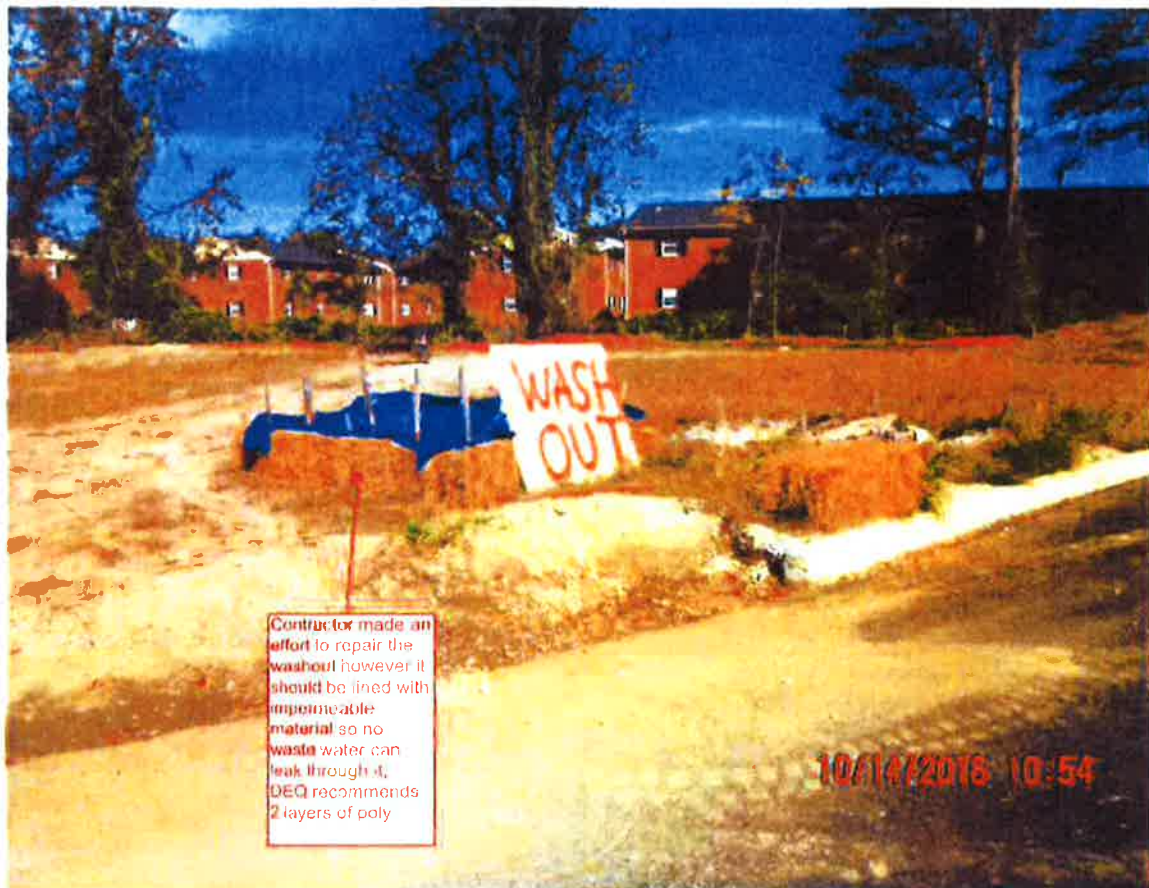

(Signature)

Attachments

Copies to: Amy Cohen, Harbin Builders, Inc.
City Manager
City Attorney
Community Development Director
City Engineer
Engineer
Building Department
File



BMP 4.3





BMP 4.3



BMP 4.3



CITY OF POQUOSON

ENGINEERING DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

Environmental Compliance Inspection Checklist

Project Name: Village Park
Project Address: Wynne Creek Rd / Village Park Dr
Inspection Date: 12/8/16 Inspection Time: 9:40 am Permit #: _____
Weather: Rainy/Cloudy Stage of Construction: Blg #2 underway, landscaping
Reason for Inspection: ☒ Regular Inspection ☐ Re-Inspection ☐ Complaint
Is the SWPPP on site and posted near the construction entrance? ☐ Yes ☐ No
Are the self-inspections up to date in the SWPPP? ☒ Yes ☐ No Date of Last Inspection: 12/5/16

Item Description	In Compliance at Time of Inspection		
	☐ Yes	☐ No	☒ N/A
Construction Entrance(s)	☐ Yes	☒ No	☐ N/A
Silt Fence	☐ Yes	☒ No	☐ N/A
Inlet Protection	☐ Yes	☐ No	☒ N/A
Tree Protection	☐ Yes	☐ No	☒ N/A
Stockpile/Borrow Areas:	☒ Yes	☐ No	☐ N/A
Stabilized	☒ Yes	☐ No	☐ N/A
Protected with Sediment Trapping Measures	☐ Yes	☒ No	☐ N/A around BMP's
Soil Stabilization	☐ Yes	☒ No	☐ N/A
Site Free of Trash/Litter	☒ Yes	☐ No	☐ N/A
Concrete Washout	☒ Yes	☐ No	☐ N/A
Tracking Off-Site	☐ Yes	☐ No	☒ N/A
Dewatering Devices	☐ Yes	☐ No	☒ N/A
Sediment Traps/Basins	☐ Yes	☐ No	☐ N/A
Other: _____	☐ Yes	☐ No	☐ N/A

The inspection reveals that deficiencies are present in the above categories. The following actions are required to correct the deficiencies: Check silt fence around perimeter, make corrections. Inlet

protection not in place at 1 location on south side of village park dr.
Porta potty right next to inlet, relocate away from inlet, stabilize soil
around BMP's forebay, clean up discarded silt fence along south
side of the site

& new landscaping looks great

Action Performed By: _____

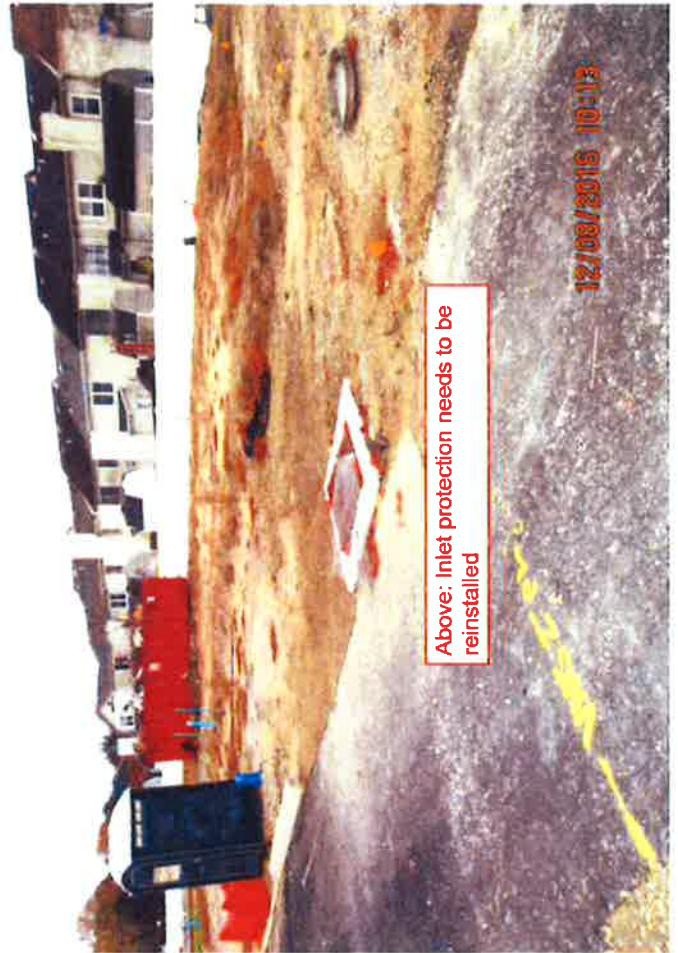
Anne Payne
Printed Name

Anne Payne
Signature

BMP 4.3

Rev 3/16

BMP 4.3



BMP 4.3





CITY OF POQUOSON

ENGINEERING DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3040 TELEPHONE (757) 868-3106 FAX

Environmental Compliance Inspection Checklist

Project Name: Village Park

Project Address: Wythe Creek Rd

Inspection Date: 7/7/16 Inspection Time: 9:50 am Permit #: _____

Weather: Sunny Hot Bb Stage of Construction: Construction

Reason for Inspection: ☒ Regular Inspection ☐ Re-Inspection ☐ Complaint

Is the SWPPP on site and posted near the construction entrance? ☒ Yes ☐ No

Are the self-inspections up to date in the SWPPP? ☐ Yes ☒ No Date of Last Inspection: 6/17/16 (Barra)

Item Description

In Compliance at Time of Inspection

Construction Entrance(s)

☒ Yes ☐ No ☐ N/A

Silt Fence

☐ Yes ☒ No ☐ N/A

Inlet Protection

☐ Yes ☒ No ☐ N/A

Tree Protection

☒ Yes ☐ No ☐ N/A

Stockpile/Borrow Areas:

Stabilized

☒ Yes ☐ No ☐ N/A

Protected with Sediment Trapping Measures

☐ Yes ☐ No ☒ N/A

Soil Stabilization

☒ Yes ☐ No ☐ N/A

Site Free of Trash/Litter

☐ Yes ☒ No ☐ N/A

Concrete Washout

☒ Yes ☐ No ☐ N/A

Tracking Off-Site

☐ Yes ☒ No ☐ N/A

Dewatering Devices

☐ Yes ☐ No ☒ N/A

Sediment Traps/Basins

☐ Yes ☐ No ☐ N/A

Other: _____

☐ Yes ☐ No ☐ N/A

Keep an eye on this, starting to go offsite

The inspection reveals that deficiencies are present in the above categories. The following actions are required to correct the deficiencies: Silt fence around borrow pits in the area with no silt fence. Silt fence around borrow pits in the area with no silt fence. Silt fence around borrow pits in the area with no silt fence.

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Keep an eye on this, starting to go offsite

Inspection Performed By: _____

Printed Name

Signature

BMP 4.3

Rev 3/16



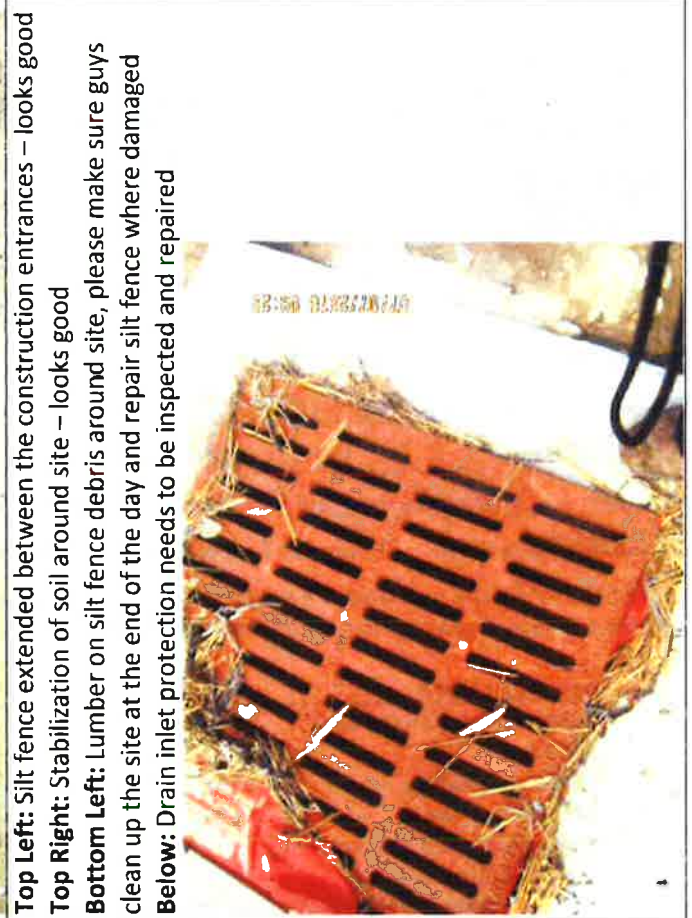
07/07/2016 09:23



07/07/2016 09:24



07/07/2016 09:23



07/07/2016 09:24

Top Left: Silt fence extended between the construction entrances – looks good

Top Right: Stabilization of soil around site – looks good

Bottom Left: Lumber on silt fence debris around site, please make sure guys clean up the site at the end of the day and repair silt fence where damaged

Below: Drain inlet protection needs to be inspected and repaired



CITY OF POQUOSON
Department of Community Development

NOTICE TO COMPLY

Date: August 2, 2016

To: Mr. Timothy Riley, Project Manager
Wirth Development
5000 Portsmouth Blvd.
Chesapeake, VA 23321

Re: 105 Pasture Road, Poquoson, Virginia 23662

The following violations are present at the above-referenced property on which you hold an active permit:

- No construction entrance.
- Sediment tracking of the public road from the construction site.

Please note that this is a violation of State Minimum Standard 17, which prohibits transport of sediment by vehicular tracking onto a paved or public road surface. The necessary corrections are listed below:

- Install a construction entrance.
- Clean all sediment from the road surface by shoveling or sweeping to a sediment control disposal area (not roadside ditches). Street washing is only allowed after sediment is removed.

Be advised that the road must be cleaned per instructions listed above by the end of the day. A follow-up inspection will be performed this afternoon to ensure compliance. In addition, a temporary construction entrance must be installed before any further vehicular traffic enters the site. If you prefer not to install a construction entrance since final grading is underway you may prohibit vehicular access by placing a barrier between the road and the front of the property.

Failure to comply with this notice will result in necessary legal enforcement action by the locality. Please contact this department if there are any questions.

Program Administrator:

(Signature)

Copies to: City Manager
City Attorney
Community Development Director
Building Department
File

BMP 4.3

500 City Hall Avenue, Poquoson, Virginia 23662
Phone (757) 868-3040 Fax (757) 868-3105

Ellen Roberts

From: Karen Holloway
Sent: Monday, October 31, 2016 11:05 AM
To: hank@hbhankins.com; sadams4003@aol.com
Cc: Anne Payne; Deborah Vest; Ellen Roberts; Sherry Coffey
Subject: Drake's Landing
Attachments: MINIMUM STANDARDS 1 and 3.docx; Drakes Landing Before and After.pdf; Inspection Report.pdf

Good morning Mr. Mullins,

Anne Payne and I went by the Drake's Landing property on Hunts Neck Road on Friday, October 28th, to check the progress of the stabilization and found no improvement; therefore, the site is still not stabilized as described in State Minimum Standards 1 and 3 (attached). That said, we understand that you are interested in turning the site back over to the property owners and we do not wish to interfere with the transition, as we have no reason to object if the property owners are willing to accept the responsibility for stabilizing the site and ensuring that the BMP is constructed as per the approved development plan through an as-built survey. As you know, stabilization is essential prior to a final as-built survey, since destabilization of the site can impact the functionality of the BMP. We recommend meeting with you and Mr. Adams on site to discuss the current phase of the project and future planning for development. If you are interested in meeting please contact Sherry Coffey, Administrative Assistant, at (757) 868-3040. Ms. Coffey maintains our schedules and will be pleased to arrange the meeting.

An inspection report from our Friday site visit is attached. We look forward to hearing from you.

Karen Holloway
Environmental Compliance Officer
City of Poquoson
(757) 868-3040

BUMP 4.3



CITY OF POQUOSON

ENGINEERING DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

Environmental Compliance Inspection Checklist

Project Name: Drakes Landing
Project Address: Goodson Way
Inspection Date: 10/26/16 Inspection Time: 3:30 am/pm pm Permit #:
Weather: Sunny Stage of Construction: Site Stabilization
Reason for Inspection: ☒ Regular Inspection ☐ Re-Inspection ☐ Complaint
Is the SWPPP on site and posted near the construction entrance? ☐ Yes ☒ No
Are the self-inspections up to date in the SWPPP? ☐ Yes ☒ No Date of Last Inspection: 1/1

Item Description	In Compliance at Time of Inspection		
Construction Entrance(s)	☐ Yes	☐ No	☒ N/A
Silt Fence	☒ Yes	☐ No	☐ N/A
Inlet Protection	☐ Yes	☒ No	☐ N/A
Tree Protection	☐ Yes	☐ No	☒ N/A
Stockpile/Borrow Areas:			
Stabilized	☐ Yes	☐ No	☒ N/A
Protected with Sediment Trapping Measures	☐ Yes	☐ No	☒ N/A
Soil Stabilization	☐ Yes	☒ No	☐ N/A
Site Free of Trash/Litter	☒ Yes	☐ No	☐ N/A
Concrete Washout	☐ Yes	☐ No	☒ N/A
Tracking Off-Site	☐ Yes	☐ No	☒ N/A
Dewatering Devices	☐ Yes	☐ No	☒ N/A
Sediment Traps/Basins	☐ Yes	☐ No	☐ N/A
Other: <u> </u>	☐ Yes	☐ No	☐ N/A

The inspection reveals that deficiencies are present in the above categories. The following actions are required to correct the deficiencies:

The site is not stabilized per MS 1.1 MS 2 of the Virginia Erosion & Sediment Control Handbook. There are still large areas where grass is not growing as shown in the attached pictures.

Inspection Performed By: Anne Pappas Anne Pappas
Printed Name Signature

BMP 4.3



Drakes Landing - Before and After Photos - Below picture 10/14/16 - Above picture 10/28/16 - Site does not meet stabilization requirements in minimum standard 1 and minimum standard 3 of the Virginia Erosion and Sediment Control Handbook



Ellen Roberts

From: Anne Payne
Sent: Friday, July 08, 2016 12:39 PM
To: Ellen Roberts
Cc: Karen Holloway
Subject: 7-7-16 Fountains Inspection Report
Attachments: 7-7-16 Fountains Pictures w-notes.docx; 7-7-16 Fountains Pictures w-notes.pdf

Ellen – please forward to Bob and forward me a copy for the file

Good Afternoon Bob,

Attached is the inspection report for the Fountains of Poquoson. The three main concerns are the:

- Concrete washout needs to be cleaned out prior to placing the remaining sidewalk
- Denuded areas need to be stabilized
- Inlet protection needs to be in place at all inlet locations

I checked the site again this morning the areas where the straw was placed seems to be holding up well and you have stabilized the area by the Fountains sign which looks great. Please clean up the dirt that washed into the street by the entrance and stabilize or put up silt fence to prevent more from leaving the site. Also per our conversation Nick will be bringing out 4 new gutter buddies to replace the ones that are missing or have fallen down. If you have any questions please let me know.

Thank you,

Anne Payne
Engineer
City of Poquoson
500 City Hall Avenue
Poquoson, VA 23662
(757)868-3040
(757)810-6287
(757)868-3105 fax

BNP 4.3



CITY OF POQUOSON

ENGINEERING DEPARTMENT 500 CITY HALL AVENUE POQUOSON, VIRGINIA 23662-1996
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

Environmental Compliance Inspection Checklist

Project Name: Fountains of Progress
Project Address: Alphus St
Inspection Date: 1/10 Inspection Time: 1:30 am / pm Permit #: 1000000000
Weather: Partly Cloudy Stage of Construction: Final
Reason for Inspection: ☐ Regular Inspection ☐ Re-Inspection ☐ Complaint
Is the SWPPP on site and posted near the construction entrance? ☒ Yes ☐ No
Are the self-inspections up to date in the SWPPP? ☒ Yes ☐ No Date of Last Inspection: 7/2/10

Item Description	In Compliance at Time of Inspection		
Construction Entrance(s)	☒ Yes	☐ No	☐ N/A
Silt Fence	☐ Yes	☒ No	☐ N/A
Inlet Protection	☐ Yes	☒ No	☐ N/A
Tree Protection	☒ Yes	☐ No	☐ N/A
Stockpile/Borrow Areas:			
Stabilized	☒ Yes	☐ No	☐ N/A
Protected with Sediment Trapping Measures	☒ Yes	☐ No	☐ N/A
Soil Stabilization	☒ Yes	☐ No	☐ N/A
Site Free of Trash/Litter	☒ Yes	☐ No	☐ N/A
Concrete Washout	☒ Yes	☐ No	☐ N/A
Tracking Off-Site	☒ Yes	☐ No	☐ N/A
Dewatering Devices	☐ Yes	☒ No	☐ N/A
Sediment Traps/Basins	☐ Yes	☐ No	☒ N/A
Other:	☐ Yes	☐ No	☐ N/A

The inspection reveals that deficiencies are present in the above categories. The following actions are required to correct the deficiencies:

1. Sediment traps/basins are not installed.
2. Dewatering devices are not installed.
3. Concrete washout is not installed.
4. Tracking off-site is not controlled.
5. Soil stabilization is not installed.
6. Site free of trash/litter is not maintained.
7. Inlet protection is not installed.
8. Tree protection is not installed.
9. Silt fence is not installed.
10. Construction entrance is not controlled.

Inspection Performed By: John J. Smith Printed Name: John J. Smith Signature: John J. Smith



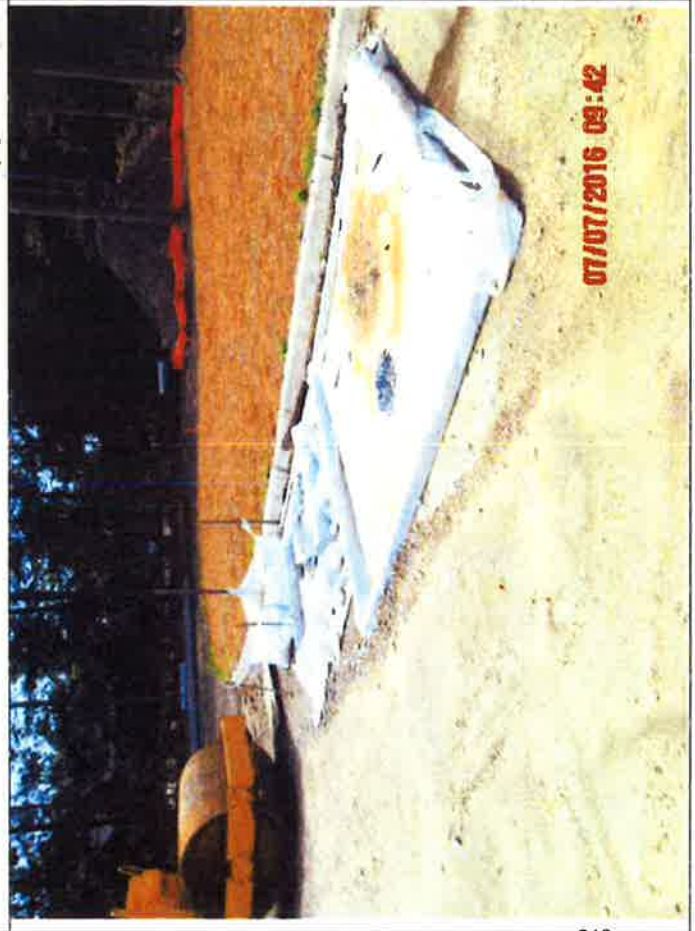
Above: No gutter buddy present, sediment will run directly into the DI, install sediment trapping measures immediately.



Above: Area needs to be stabilized also silt fence needs to be repaired along Alphus St

BMP 4.3

BNP 4.3



Top Left: No stabilization or silt fence to stop sediment from running off site, stabilize or entrap immediately
Top Right: See note above, also sediment has already left the site at this location, clean up sediment as well as install silt fence or stabilize area
Bottom Left: Concrete washouts need to be cleaned prior to pouring sidewalks on site – great job having three of them



CITY OF POQUOSON

ENGINEERING DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

Environmental Compliance Inspection Checklist

Project Name: Victory Cove
Project Address: Pickens Lane
Inspection Date: 7/7/17 Inspection Time: 9:30 am Permit #: _____
Weather: Sunny Hot 86 Stage of Construction: _____
Reason for Inspection: ☒ Regular Inspection ☐ Re-Inspection ☐ Complaint
Is the SWPPP on site and posted near the construction entrance? ☒ Yes ☐ No
Are the self-inspections up to date in the SWPPP? ☒ Yes ☐ No Date of Last Inspection: 6/30/16

Item Description	In Compliance at Time of Inspection		
Construction Entrance(s)	☒ Yes	☐ No	☐ N/A
Silt Fence	☐ Yes	☒ No	☐ N/A
Inlet Protection	☒ Yes	☐ No	☐ N/A
Tree Protection	☐ Yes	☐ No	☒ N/A
Stockpile/Borrow Areas:			
Stabilized	☒ Yes	☐ No	☐ N/A
Protected with Sediment Trapping Measures	☐ Yes	☐ No	☒ N/A
Soil Stabilization	☒ Yes	☐ No	☐ N/A
Site Free of Trash/Litter	☒ Yes	☐ No	☐ N/A
Concrete Washout	☒ Yes	☐ No	☐ N/A
Tracking Off-Site	☒ Yes	☐ No	☐ N/A
Dewatering Devices	☒ Yes	☐ No	☐ N/A
Sediment Traps/Basins	☒ Yes	☐ No	☐ N/A
Other: _____	☐ Yes	☐ No	☐ N/A

The inspection reveals that deficiencies are present in the above categories. The following actions are required to correct the deficiencies:

Action Performed By: Anna Lee Printed Name
Signature



Top Left: Disturbed area needs to be stabilized

Top Right: Dirt bag for dewatering during pipe installation – Looks Great

Bottom: Slope too steep to be stabilized with just seed and straw, matting needs to be used per spec 3.36 in the 1992 VESCH



COMMONWEALTH OF VIRGINIA

State Water Control Board

629 East Main Street, Richmond, Virginia 23219

DUAL

Combined Administrator

Karen White Holloway

CERTIFICATE NUMBER

DCA0198

EXPIRATION DATE

11/23/2018



This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA
State Water Control Board
629 East Main Street, Richmond, Virginia 23219

DUAL
Combined Administrator
Karen White Holloway

Certificate Number
DCA0198



Expiration Date
11/23/2018

COMMONWEALTH OF VIRGINIA
State Water Control Board
629 East Main Street, Richmond, Virginia 23219

DUAL
Combined Administrator
Karen White Holloway

Certificate Number
DCA0198



Expiration Date
11/23/2018

BIAP 4.4

Environmental Compliance Officer's Training in PY 4

DEQ Environmental Training FY2017

- 7/11/2016 Hydrologic Soil Groups and Land Cover Types
- 7/12/2016 Determining Hydrologic Soil Groups for Water Quality Compliance
- 7/18/2016 Reviewing for Water Quality Compliance Part 1 of 4
- 7/19/2016 Reviewing for Water Quality Compliance Part 2 of 4
- 8/1/2016 Plants in Stormwater Management and Erosion and Sediment Control
- 8/30/2016 Reviewing for Water Quality Compliance Part 3 of 4
- 9/19/2016 Reviewing for Water Quality Compliance Part 4 of 4
- 9/22/2016 Photography for Inspectors

Chesapeake Stormwater Network Training FY2017

- 3/15/2017 BMP User's Guide

BMP 4.4

COMMONWEALTH OF VIRGINIA

State Water Control Board

629 East Main Street, Richmond, Virginia 23219

STORMWATER MANAGEMENT

Inspector

Anne Marie Payne

CERTIFICATE NUMBER

SWIN0741

EXPIRATION DATE

5/27/2019



This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA
State Water Control Board
629 East Main Street, Richmond, Virginia 23219

STORMWATER MANAGEMENT

Inspector

Anne Marie Payne

Certificate Number
SWIN0741



Expiration Date
5/27/2019

COMMONWEALTH OF VIRGINIA
State Water Control Board
629 East Main Street, Richmond, Virginia 23219

STORMWATER MANAGEMENT

Inspector

Anne Marie Payne

Certificate Number
SWIN0741



Expiration Date
5/27/2019

BMP 4.4

COMMONWEALTH OF VIRGINIA

State Water Control Board

629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL

Plan Reviewer

Anne Marie Payne

CERTIFICATE NUMBER

ESPR0131

EXPIRATION DATE

12/19/2019



This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA
State Water Control Board
629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL

Plan Reviewer

Anne Marie Payne

Certificate Number

ESPR0131



Expiration Date

12/19/2019

COMMONWEALTH OF VIRGINIA
State Water Control Board
629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL

Plan Reviewer

Anne Marie Payne

Certificate Number

ESPR0131



Expiration Date

12/19/2019

BWP 4.4

Certificate of Training



This document certifies

Anne Payne

has completed the following:

Inspector for Erosion and Sediment Control

on 3/9/2016

and is awarded 12 Contact Hours by

THE DEPARTMENT OF ENVIRONMENTAL QUALITY



BMP 4.4

COMMONWEALTH OF VIRGINIA

State Water Control Board

629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL

Inspector

Gregg Neal Nance

CERTIFICATE NUMBER

ESIN0446

EXPIRATION DATE

8/11/2019



COMMONWEALTH OF VIRGINIA

State Water Control Board

629 East Main Street, Richmond, Virginia 23219

STORMWATER MANAGEMENT

Inspector

Gregg Neal Nance

CERTIFICATE NUMBER

SWIN0846

EXPIRATION DATE

9/23/2019



BYUP 4.4

This certificate is for your records and should be kept in a safe location. Please detach the above certificate and the two wallet size cards below. It is your responsibility to ensure that your certification is kept current and that you meet the requirements for re-certification before the expiration date.

COMMONWEALTH OF VIRGINIA

State Water Control Board

629 East Main Street, Richmond, Virginia 23219

EROSION AND SEDIMENT CONTROL

Inspector

Anne Marie Payne

CERTIFICATE NUMBER

ESIN0392

EXPIRATION DATE

4/18/2019



BMP 4.4

Ellen Roberts

From: Mark Boesen
Sent: Monday, September 25, 2017 7:34 AM
To: Ellen Roberts
Subject: RE: Annual Report
Attachments: Annual Report 2016.pdf

From: Ellen Roberts
Sent: Friday, September 22, 2017 3:56 PM
To: Mark Boesen
Subject: Annual Report

Sorry to bother you, but need to get some info from you:

- Have any of your inspections certifications expired/been renewed, etc. during the last fiscal year? – **Yes...My DEQ E&SC Inspector Certification was renewed last year...**
- You gave me a report on inspections that you had given Tom in December 2015. Do you have a similar one for 2016? – **See attached...**
- Any stormwater or e&sc training this year? – **Not this year...But I did attend DEQ three (3) training classes last year...On 8/1/16, 8/24/16 and 10/25/16 for recertification.**

Thanks,

Ellen W. Roberts, P.E.
City Engineer
500 City Hall Avenue
Poquoson, Virginia 23662-1996
Ellen.roberts@poquoson-va.gov
(757)868-3025
(757)868-3105 fax

BMP 4.4

Permit Number	Site Name	Site Location	Site Latitude	Site Longitude	Development Area (acres)	Disturbed Area (acres)	App. Approved Date
VAR109324	Be Home LLC - Single Family Residential Construction	306 Hunts Neck Rd	37 09 15 N	75 24 12 W	0.06	0.01	9/4/2009
VAR109325	Property Split of Four Parcels of Land Containing 8.0905 Acres	45 Dryden Drive	37 00 45	76 23 00	8.10	0.50	12/3/2010
VAR109326	Lakes of Poquoson - Residential	Lots 13, 21, 24, 47A, 47B	37 08 38	76 23 48	2.30	2.30	9/19/2011
VAR109327	Wendy's Restaurant - Poquoson Shopping Center - Commercial	454 Wythe Creek Rd	37 07 27 N	76 23 29 W	0.80	0.80	5/31/2011
VAR109328	Cool Wave Car Wash	500 Wythe Creek Rd	37 07 42 N	76 23 27 W	1.00	0.85	6/14/2013
VAR109329	Patrick Henry Topping's Estate - Lot 4, Division of Lots 2 & 3	8 Maplewood Ln	37 07 07	76 22 16	3.16	0.80	9/7/2010
VAR109330	NF470B-Poquoson	O South Lawson Rd	37 7 30 37 N	76 21 15 40 W	1.00	1.00	7/10/2009
VAR109331	S. Lawson Park	1238 Poquoson Ave	37 07 30 N	76 21 00 W	6.49	6.49	7/10/2009
VAR109332	Parcel A (30-15-00-000A) Parcel B (30-15-00-000B) & Parcel C (30-15-00-000C) - Residential	Off Church Street	37 07 24	76 20 58	3.20	2.60	2/18/2011
VAR109333	Residential - 6 Hunts Neck Rd	6 Hunts Neck Rd	37 13 57 45	-76 35 22 30	1.44	1.44	7/12/2010
VAR109334	Robert & Tara Engle - Residential - 101 Messick Rd	101 Messick Rd	-	-	0.41	0.23	9/10/2009
VAR109335	Robert & Tara Engle - Residential - 99 Messick Rd	99 Messick Rd	-	-	0.48	0.23	9/10/2009
VAR109336	Thomas J. Thibodeau	Lot A2-86 Forrest Rd	-	-	0.75	0.20	7/5/2011
VAR109337	Cedar Landing Estates - Lot 35 - Residential	25 Riverview Dr	-	-	0.46	0.10	7/10/2009
VAR109338	Harold Hood	625 E Yorklawn Rd	-	-	0.60	0.40	10/20/2010
VAR109341	Hunts Neck Estates Subdivision - Lot 6 - Residential	1 Edward Rd	-	-	8.70	6.70	8/28/2010
VAR109342	Poquoson Industrial Development Authority Property - Commercial	Victory Blvd Tax Map Parcel #5	-	-	12.80	3.60	7/10/2009
VAR109344	Maguire Residence - 1	147 N. Lawson Rd	-	-	19.00	5.30	7/10/2009
VAR109345	Maguire Residence - 2	147 N. Lawson Rd	-	-	1.00	1.00	1/18/2012
VAR109346	Lakes at Poquoson Lot 13, Lot 21, Lot 24, Lot 47B - Residential	11 Wornom Farm Rd 27 Wond	-	-	0.25	0.10	10/27/2009
VAR109347	Lakes at Poquoson - Residential	21 Wornom Farm Rd - Lot 18	-	-	1.50	0.50	7/10/2009
VAR109349	James and Jennifer Parrish	198 Odd Rd	-	-	2.39	0.35	7/10/2009
VAR109350	Island Cove	-	-	-	0.90	0.20	7/10/2009
VAR109351	Donald Marsh	1 Topping Canal Dr	-	-	0.00	0.00	7/10/2009
VAR109352	Jamie McDevitt	137 W Laydon Way	-	-	1.60	0.35	8/27/2009
VAR109353	Ridge Rd - Residential	Tax Map #22-01-00-0053	-	-	2.70	2.40	12/3/2013
VAR10C493	Forrest Edge	Forrest Rd	-	-	9.20	6.50	11/25/2013
VAR10C494	Drakes Landing	234 Hunts Neck Rd	-	-	3.78	3.64	11/8/2013
VAR10C516	Poquoson Town House	500 Wythe Creek Rd	-	-	0.70	0.50	12/9/2013
VAR10C563	Island Cove Lot 1 and Lot 5	-	-	-	0.30	0.26	2/7/2014
VAR10C598	Island Cove Lot 7	11 Elm St	-	-	1.70	1.70	5/30/2014
VAR10D229	Poquoson Commons Outparcels 1 and 2	425A Wythe Creek Road	-	-	3.15	3.15	6/6/2014
VAR10E065	The Fountains of Poquoson	Alphus St	-	-	3.50	3.50	6/6/2014
VAR10E188	Village Park	537 Wythe Creek Rd	-	-	17.80	14.00	8/13/2014
VAR10E576	Pickens Lane Subdivision	33 Pickens Lane	-	-	6.05	0.75	5/20/2014
VAR10E641	Pasture Commons	-	-	-	3.22	3.22	6/20/2014
VAR10E961	Printers Alley	-	-	-	2.15	0.65	8/27/2014
VAR10F016	Twin Creek Estates	-	-	-	1.11	0.80	8/27/2014
VAR10F093	Rhodella Lane	-	-	-	4.00	2.30	5/27/2014
VAR10F100	Hunts Neck Rd Family Subdivision of Lot 2	-	-	-	2.90	1.30	6/30/2014
VAR10F166	Martins Seafood Wholesale	10 Wythe Creek Rd	-	-	12.45	4.50	6/30/2014
VAR10F550	Jessicas Place	-	-	-	2.70	2.61	6/30/2014
VAR10G404	Whitehouse Cove Marina	105 Rens Rd	-	-	-	-	-

BMP 4.5

BMP 5: Post Construction Storm Water Management in Development and Redevelopment

Appendix

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY4): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2017

5. Post Construction Storm Water Management in New Development and Redevelopment							PY 4 STATUS Append. P. 224 - 257
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
5.1	Address post-construction stormwater runoff from development that enters the MS4						
5.1.a	Applicable oversight requirements	CBPA LD activities < 1 Ac but > 2,500 SF; and new development or redevelopment where a more stringent regulatory size threshold than previously indicated.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance	Compliant. Ches Bay Preservation Act requirements found in environmental overlay district ordinance, on City website: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeid=PTIICOOR_APXAZO_ARTXI.IVENMAAREMOVDI
5.1.b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with Section II.B.5 of the General Permit.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance	Compliant. UPDATED ORDINANCE ON LINE AT https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeid=PTIICOOR_CH34EN_ARTVS_TMA
5.2	Inspection and O&M Verification for Privately-owned BMPs						
5.2.a	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of Agreements & Inspection Schedules	SW Program Administrator	Ongoing	List of Maintenance Agreements in appendix p. 229 - 231	Compliant. No new private BMP's came online this year (no new maintenance agreements). Existing BMP's provided to DEQ as part of historic data call are found in the appendix. The City completed construction of two BMPs to meet Chesapeake Bay TMDL Action Plan requirements. Information on these two BMPs is provided in appendix.

5.2.b	Inspection activities	Conduct BMP site inspections in accordance with written policies and procedures	# of Inspections	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary; Inspection Procedures	Compliant. No private BMP inspections were due this year. Staff members worked with one community regarding a barnacle problem; one with a muskrat issue; and one community that performing a major retrofit to one of its ponds in PY 5 and inquired about algae issues in PY4. Poquoson completed construction of its two new Bay TMLD BMPs. City staff monitored these facilities; added new plantings to the pond and installed aeration in the constructed wetland to combat algae growth.
5.2.c	Enforcement activities	Enforce BMP maintenance responsibilities in accordance with written policies and procedures	# of Reinspections & NOV's	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary. See appendix p. 232-235 for email exchanges assisting HOAs with pond maintenance.	Compliant. No inspections were due this year. City staff did go out and inspect one privately owned pond at the request of citizens and provided information on muskrats and the bank damage that they can do to ponds.
5.2.d	Alternative to Maintenance Agreements	Develop and implement alternative strategies for promoting long-term maintenance of stormwater controls to treat runoff solely from individual residential lots.	Alternative Strategies Protocol	SW Program Administrator & HRPDC	End of PY1	Alternative Strategies	Compliant. City has a highly successful public outreach program to remind the 145 single family BMP owners to inspect and maintain their facilities. See appendix p. 236 for sample postcard.
5.3	Inspection & Maintenance Schedules for City-Owned BMPs						

5.3.a	Inspection and maintenance	Develop schedules and procedures for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	# of Inspections	SW Program Administrator	Annually	Inspection Report Summary; Inspection Procedures. See Appendix p. 237 - 257	Compliant. None due or performed this year. Inspection/maintenance procedures provided in appendix. Emphasis in PY 4 was completing two new Bay TMDL ponds and ensuring they functioned properly. Work included frequent visual checks; upgrading slope vegetation on wet pond; adding aeration to created wetland because of algae concerns. Both BMPs are functioning well.
5.4	Program Plan Requirements						
5.4.a	Roles and responsibilities	Identify the roles and responsibilities for each department, division, and subdivision in implementing Section II of General Permit, also include the written agreement for any other entities implementing parts of the Program Plan	List of roles and responsibilities, written agreement	SW Program Administrator	As needed	List of roles and responsibilities ; Written agreement(s)	Compliant. Roles and responsibilities are listed on Compliance status and program plan spreadsheets. Poquoson lost its new engineer last year. This position assisted with e&sc and stormwater inspections. A temporary employee (Gregg Nance) was hired to help other certified City inspectors during the permit year. Hiring of an additional engineer is occurring in PY 5. Regional MOA found in appendix.
5.5	Tracking and Reporting						
5.5.a	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information per General Permit No. VAR040027.	Data as required by Permit (print & spreadsheet/data base)	SW Program Administrator	Annually	BMP Report	Compliant. Data submitted to DEQ last permit year as part of Historic Data Call effort. Two new Poquoson-owned BMPs were implemented this year. Information is provided in appendix. Historic data BMP Table found in appendix.
5.5.b	New BMP tracking	BMPs brought online within the past year	Database or spreadsheet with new BMP information	SW Program Administrator	Annually	BMP Report	Spreadsheet provided in appendix for two new City BMPs.

5.6	Program Plan Updates	Update program plan to meet new general permit requirements.	SW Program Administrator	PY1	compliant. Program plan updated in PY1. No new updates this year.
5.7	Evaluation and Assessment	Evaluate and assess progress toward goals	SW Program Administrator	Annually	Compliant. The PY5 retrofit on a HOA pond is the first one in the City and has so far been a smoothly run joint effort between HOA and community. More information will be provided in PY5 as work progresses and is hopefully completed. The new Chesapeake Bay TMDL BMPs owned and installed by the City are functioning well and have already been upgraded with enhanced landscaping (public participation volunteer event) and aeration. More public participation is planned and City has applied for a grant for a volunteer event.

PRIVATE & HISTORIC BMP Inventory (BMP Submittal)

Practice		Practice	Area				Practice Location			Practice Inspection				
*Location	*Name	Date Installed	BMP Name	Total Acres Treated	Impervious Acres Treated	HUC12	Latitude	Longitude	Inspect Date 1	Inspect Date 2	Inspect Date 3	Inspect Date 4	Inspect Date 5	
Vantage Drive	Bayside	7/1/1998	Wet Pond	13.415	1.790	020801080101	37.1303	-76.4032	2/21/1990	12/20/1988				
Wythe Creek Road	Express Lube/Advance Auto	11/5/1999	Wet Pond	1.570	0.834	020801080102	37.1204	-76.3914	12/7/2012	5/5/2010	3/22/2010	9/30/2002		
Victory Blvd	KFC/Taco Bell/Pizza Hut	7/1/2003	Wet Pond	1.295	0.620	020801080102	37.1252	-76.3943	4/22/2013	4/2/2002	9/28/2001			
416 Wythe Creek Rd.	Langley FCU	7/1/1998	Wet Pond	1.620	0.940	020801080102	37.1221	-76.3924	7/16/2015	5/15/1998				
S. Lawson Rd	Lawson Park	7/1/2009	Wet Pond	16.379	2.297	020801080101	37.1249	-76.3532	6/1/2015	7/1/2013				
Wythe Creek Road	McDonalds	7/1/1995	Wet Pond	1.032	0.690	020801080102	37.1236	-76.393	7/16/2015	7/15/2004	9/25/1995			
Wythe Creek Road	Poquoson Commons #1	7/1/2000	Wet Pond	6.030	2.270	020801080102	37.1227	-76.3947	7/16/2015					
Wythe Creek Road	Poquoson Commons #2	7/1/2000	Dry Detention Ponds	4.000	2.910	020801080102	37.1225	-76.3936	7/16/2015					
Wythe Creek Road	Rite Aid	7/1/2000	Extended Detention Ponds	1.400	0.670	020801080102	37.1225	-76.3923	7/16/2015					
563 Wythe Creek Rd	Poquoson Fire Station 2	7/1/2001	Dry Detention Ponds	0.750	0.446	020801080101	37.1321	-76.3908	7/9/2015	7/1/2008	7/1/2004			
563 Wythe Creek Rd	Poquoson Fire Station 2 (2)	7/1/2001	Dry Detention Ponds	0.390	0.226	020801080101	37.1328	-76.3913	7/9/2015	7/1/2008	7/1/2004			
Wythe Creek Road	Poquoson Place Apts	7/1/1986	Wet Pond	18.076	7.467	020801080101	37.1314	-76.3948						

Harris BNP Inventory

Black Oak Ct.	Hollys	5/16/2000	Wet Pond	7.540	2.280	020801080102	37.1258	-76.3697	6/1/2006				
Pheasant Dr.	Hunts Cove	8/13/2002	Wet Pond	9.388	2.999	020801080101	37.1345	-76.3713	12/1/2012	8/12/2009	2/13/2006	7/26/2004	
Hunts Neck Rd	Hunts Neck Estates	2/2/2006	Wet Pond	16.460	6.130	020801080101	37.1502	-76.402	10/31/2012	6/10/2010	5/1/2006		
Elm St.	Island Cove	6/21/2007	Wet Pond	5.695	1.283	020801080101	37.1345	-76.3648	4/30/2012	6/10/2010	7/1/2007		
Wormom Farm Dr.	Lakes at Poquoson	9/7/2005	Wet Pond	27.244	5.720	020801080101	37.1439	-76.3963	3/4/2014	1/7/2014	6/20/2011	7/1/2005	
W. Laydon Way	Lawson Farms	3/20/2001	Wet Pond	21.500	6.200	020801080102	37.1226	-76.3697	7/1/2013	7/1/2010	7/1/2006	7/1/2004	
Henley Way	Lyons Landing	9/23/2005	Wet Pond	5.964	1.566	020801080101	37.1503	-76.3844	9/13/2013	3/29/2011	10/1/2008	4/1/2006	6/1/2005
Crescent Pt.	Phillips Point Cove	12/19/2001	Wet Pond	14.200	2.581	020801080101	37.1365	-76.3791	7/16/2015	9/1/2006	7/1/2001		
Hollingsworth	River's Edge	12/3/2007	Wet Pond	11.701	1.171	020801080101	37.1531	-76.386	7/14/2014	3/1/2014	8/1/2013	10/28/2013	10/25/2012
Villa Dr.	Villas Phase 1	11/8/2005	Wet Pond	6.147	3.622	020801080102	37.1155	-76.3943	2017: Barnacle Issue	9/11/2012	6/24/2009	10/3/2006	7/22/2005
Villa Dr.	Villas Phase 1 (2)	11/8/2005	Wet Pond	7.618	3.840	020801080102	37.1177	-76.3938		9/11/2012	6/24/2009		
Huntlandia Way	Villas Phase 2	7/1/2008	Urban Infiltration Practices	4.130	2.200	020801080102	37.1188	-76.3936	7/16/2015	9/11/2012			
Wythe Creek Road	Poquoson Baptist Church	9/8/2005	Wet Pond	2.485	1.013	020801080102	37.1133	-76.3946	9/8/2005				
Hunts Neck Rd	Masonic Lodge	7/1/2009	Dry Extended Detention Ponds	0.848	0.498	020801080101	37.1394	-76.3917	7/13/2015	4/10/2009			

Ellen Roberts

From: Charles Dean <charlesndean@cox.net>
Sent: Wednesday, July 06, 2016 9:42 PM
To: Ellen Roberts
Subject: RE: BMP on Callis in Heritage Cove

Thank you for the information.
Betty Dean

From: Ellen Roberts [<mailto:Ellen.Roberts@poquoson-va.gov>]
Sent: Wednesday, July 06, 2016 2:33 PM
To: Charles Dean; Karen Holloway
Cc: vince pascual; Doug Furst; Joe Legans
Subject: RE: BMP on Callis in Heritage Cove

I am aware of two approaches to keeping algae down in a pond. One is to aerate the pond. There are some reasonably-priced solar operated aerators, but I don't have a lot of information on their reliability or service lives. The second would be to use an environmentally-friendly algaecide that is intended for use on ponds.

That being said, your best source of information is a lawn and garden center that provides pond services, as well, or a pond maintenance group. I'm sure there are many maintenance companies out there. I know that Lakes of Poquoson uses a company called Solitude Lake Management, but have no information about their track record. The former HOA president seemed to like them, and the HOA does have a long term relationship with Solitude.

Hope this helps. Karen is out of town this week but may have more suggestions. I am copying her on this email.

From: Charles Dean [<mailto:charlesndean@cox.net>]
Sent: Wednesday, July 06, 2016 1:23 PM
To: Ellen Roberts
Cc: vince pascual; Doug Furst; Joe Legans
Subject: BMP on Callis in Heritage Cove

Dear Ellen,

Two homeowners on Callis sent an e mail expressing their concern about the green scum on the pond next to their property. They don't want to harm the environment and the animals that live there but they do want to have the pond cleaned.

The other members of the Board of Directors and I will appreciate your help on this matter.

Betty Dean
Secretary

HERITAGE COVE INQUIRY

BMP 5.2



CITY OF POQUOSON

ENGINEERING

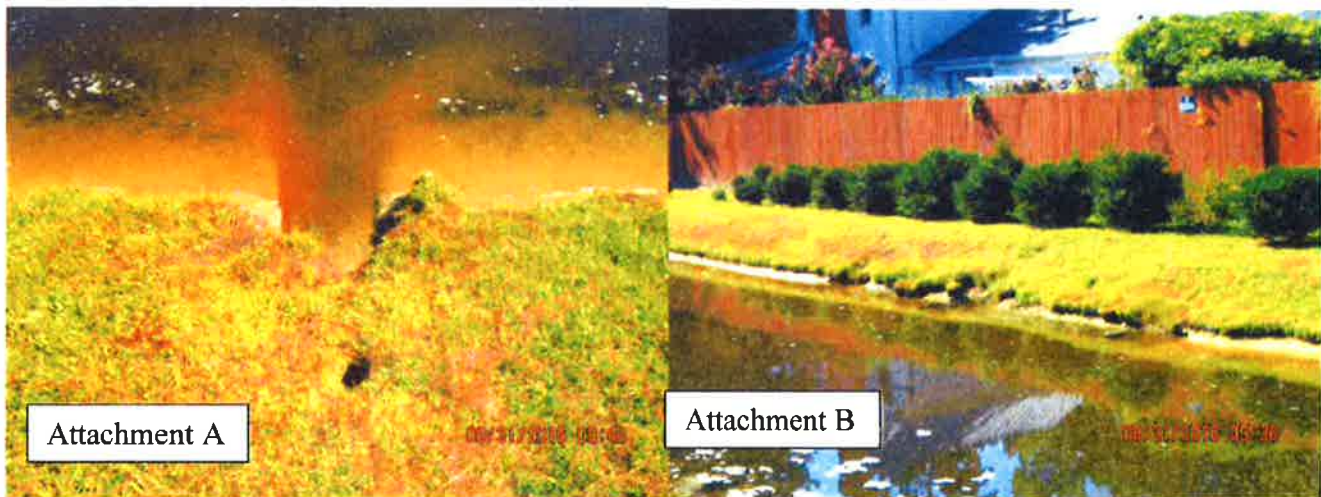
500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3025 TELEPHONE (757) 868-3105 FAX

To: Ellen Roberts, PE
From: Anne Payne
Subject: Rivers Edge BMP
Date: August 31, 2016

On August 31, 2016 Ellen Roberts and Anne Payne inspected the Best Management Practice at Rivers Edge off of Pasture Rd. Overall the BMP was in good shape however there are a few items that need attention and the recommendations are as follows:

- Remove vermin from pond and relocate out of the City of Poquoson (Attachment A & B)
- Repair the animal burrows from the vermin (Attachment A & B)
- Plant vegetation in the emergent zone of the BMP to reduce erosion on the banks due to the wave action from the fountain; recommend plants such as Pickerelweed, Arrowheads, or Arrow Arum (Attachment C)
- Remove sediment from inlet into the pond (Attachment D)
- Stabilize denuded areas around the perimeter of the pond (Attachment E)
- Recommend homeowner education regarding care of the BMP, in particular not placing their grass clippings in the BMP and basic maintenance items

These recommendations are in accordance to the recommendations from the March 1, 2011 Virginia DEQ Stormwater Design Specification No. 14.



RIVERS EDGE INSPECTION (FOR REQUEST)
BY CITY STAFF FOR MAINTENANCE CONCERNS

BMP 5.2

Ellen Roberts

From: Deborah Vest
Sent: Friday, September 02, 2016 10:07 AM
To: Ellen Roberts
Cc: Anne Payne; Deborah Vest
Subject: RE: Rivers Edge BMP Memo

Ellen,

I really appreciate Anne's help on this. I may send a letter to homeowners advising them of their responsibility to maintain the pond and possibly sharing Anne's findings. If I do, I may need additional engineering assistance. It may be helpful for us to talk about this process and expectations for office staff involvement. Again, thanks!

Debbie

From: Ellen Roberts
Sent: Wednesday, August 31, 2016 4:01 PM
To: Anne Payne; Deborah Vest
Subject: RE: Rivers Edge BMP Memo

I'd add that Anne has listed the items in priority....the muskrats appear to be the biggest cause of erosion and seem to be thriving in the pond. Also, I'm not sure if the fountain is adjustable, but cutting the flow rate (and height) of the fountain would go a long way. It might also help to throw a little rip rap on the southwesterly corner of the pond near the fountain...we're seeing a little bit of cutting there.

All in all, as Anne said on site, it's in pretty good shape. The muskrats seem to like it.

From: Anne Payne
Sent: Wednesday, August 31, 2016 3:42 PM
To: Deborah Vest
Cc: Ellen Roberts
Subject: Rivers Edge BMP Memo

Debbie – attached is a memo with the findings from the BMP inspection for Rivers Edge. Hope this helps if you have any questions please let me know.

Thanks,

Anne Payne
Engineer
City of Poquoson
500 City Hall Avenue
Poquoson, VA 23662
(757)868-3037
(757)810-6287
(757)868-3105 fax

BMP 5.2

Ellen Roberts

From: Karen Holloway
Sent: Thursday, July 21, 2016 11:20 AM
To: Deborah Vest; Ellen Roberts
Subject: RE: VILLAS POND ISSUE

I haven't heard of this problem before but I would expect their maintenance company would need to address the issue.

From: Deborah Vest
Sent: Thursday, July 21, 2016 10:30 AM
To: Ellen Roberts; Karen Holloway
Cc: Deborah Vest
Subject: RE: VILLAS POND ISSUE

It sounds like they already have a Pond maintenance company. It seems like there would be other ponds experiencing the same issue throughout the City. I'm not sure that this has been a problem reported by other HOAs to date.

From: Ellen Roberts
Sent: Wednesday, July 20, 2016 3:52 PM
To: Deborah Vest; Karen Holloway
Subject: VILLAS POND ISSUE

I had a phone message today from Beth Prior, the property manager for the Villas. Apparently one of their fountains has stopped working. According to their pond maintenance company, this is due to barnacles that encrusted the submerged part of the fountain.

I don't recall if the fountain was a requirement or just something the HOA wanted. The pond would be about 10 years old, if not older.

Anyway, Beth wanted to know how they could have gotten barnacles since this was supposed to be a fresh water system. I left a message telling her that the system was supposed to be freshwater, but that it would not be unreasonable to have some salt water intrusion through groundwater if the pond was not lined, or to on occasion have salt water enter the pond during an extreme tidal storm (of which we've had at least 5 since the pond was built). I also gave her Karen's contact info in case she wanted info on pond maintenance companies, etc., and told her that Karen dealt with the inspections.

ONGOING WORK WITH THE VILLAS RE: POND
INSPECTION & MAINTENANCE

BMP 5.2

City of Poquoson

Reminder

As a property owner who has received permission to develop within the 100-foot Resource Protection Area (RPA) buffer you are reminded of the water quality features you installed to offset impacts to the buffer. Now that spring has arrived please take this time to inspect your water quality features and repair or replace items as needed to ensure that they continue to provide the water quality intended. It is our goal to protect our waterways for future generations and your cooperation will help us to achieve that goal.

Please contact us at the Community Development Department if you have any questions.



500 City Hall Avenue
Poquoson, VA 23662
Phone: 757-868-3040

Data Reporting Entity: (Grantee)		City of Poquoson, Virginia	Locality Contact: (Name, Phone #, E-mail)		(757) 885-3040	E-mail: ecob@poquosonva.gov	
Local(ies) Represented		City of Poquoson, Virginia	Locality Contact: (Name, Phone #, E-mail)		(000)-000-0000	(E-mail Address)	
			Locality Contact: (Name, Phone #, E-mail)		(000)-000-0000	(E-mail Address)	
			Locality Contact: (Name, Phone #, E-mail)		(000)-000-0000	(E-mail Address)	
			Locality Contact: (Name, Phone #, E-mail)		(000)-000-0000	(E-mail Address)	
			Locality Contact: (Name, Phone #, E-mail)		(000)-000-0000	(E-mail Address)	

*Name	Practice Description		Practice Treatment Areas (Practices Applied)		Practice Location			Practice Inspection Maintenance			
	Date Installed	BMP Name	Total Acres Treated	Impervious Acres Treated	County Name	State FIPS	HUC12	Latitude	Longitude	Inspect Date 1	Maint Date 1
City Hall Wet Pond (Library Pond)	10/1/2016	Wet Pond	7.11	3.41	Poquoson	51735	20801080102	37 121700	76 014800	10/1/2017	
City Hall Constructed Wetland	10/1/2016	Constructed Wetland	20.44	8.88	Poquoson	51735	20801080102	37 124500	76 397300	10/1/2017	

BMP 5.3 & 5.5

New BMPs: Statistics and Pollution Reduction

Table 4. Computation of Proposed Credits for First Permit Cycle (5% of the Level 2 Scoping Run)

SUMMARY — Reductions Required for First Permit Cycle, 5% of the Level 2 Scoping Run			
	TN	TP	TSS
5% Required Annual Reductions - (1st Permit Cycle)	58.36	10.70	3,425.11
Total Annual Reductions (lbs/yr) from BMPs	162.76	18.57	5,597.70
Pounds in Excess of Requirements (carried forward to 2nd permit cycle)	✓ 104.40	✓ 7.87	✓ 2,172.59

1-1. Proposed Created Wetland (In Progress)

Land Use	Acres	Loading Rates (lbs/ac/yr)			Pollutant Loads (lbs/yr)		
		TN	TP	TSS	TN	TP	TSS
Forest	7.42	2.13	0.07	27.61	15.80	0.52	204.87
Reg. Pervious	4.14	7.65	0.51	72.78	31.67	2.11	301.31
Reg. Impervious	8.88	7.31	1.51	456.68	64.91	13.41	4,055.32
Total (lbs/yr)		112.39	16.04	4,561.49			
Removal Efficiency*		15%	24%	30%			
Annual Reduction (lbs/yr)		16.86	3.85	1,368.45			

*Efficiencies taken from the Bay Program Retrofit Curves for a treatment depth of 0.23 inches.

1-2. Proposed Wet Pond (In Progress)

Land Use	Acres	Loading Rates (lbs/ac/yr)			Pollutant Loads (lbs/yr)		
		TN	TP	TSS	TN	TP	TSS
Forest	1.86	2.13	0.07	27.61	3.96	0.13	51.35
Reg. Pervious	1.84	7.65	0.51	72.78	14.08	0.94	133.92
Reg. Impervious	3.41	7.31	1.51	456.68	24.93	5.15	1,557.28
Total (lbs/yr)		42.96	6.22	1,742.55			
Removal Efficiency*		20%	45%	60%			
Annual Reduction (lbs/yr)		8.59	2.80	1,045.53			

*Chesapeake Bay Program established efficiencies for wet ponds.

BMP 5.3 & 5.5

BMP 5.3a: Inspections and Maintenance Procedures for City-owned Stormwater Facilities: SOP's for the Fire Station Dry Ponds and the Wythe Creek Road [VDOT] pond were added this year. These facilities were added to the City's list of BMPs during the DEQ Historic Data Call.

South Lawson Park Retention Pond Operations and Maintenance Plan

The South Lawson Park stormwater pond was designed and constructed for existing and future development at South Lawson Park, providing both flood control in a low-lying, flood-prone part of the City, and water quality treatment.

Daily Operations

City staff working near the pond should routinely watch for

- unusually high water levels that might indicate outlet clogging;
- vandalism or damage to the structure;
- erosion;
- debris;
- muskrat, groundhog or other animal-caused damage; or
- other conditions that might impact the pond's flood control and water quality treatment performance.

Any observed deficiencies should be reported to Public Works.

Swimming, boating and other access to the pond is strictly prohibited. Any Poquoson staff member observing unauthorized people trespassing into the pond should promptly call the Poquoson Police Department.

Mosquito breeding and resultant mosquito-borne illnesses are a major concern within the City of Poquoson. Any complaints should be forwarded to the Mosquito Control and Drainage Supervisor as soon as possible.

Inlet and Outfall Channels

Public Works drainage staff members routinely maintain channels and pipes within the City. Any observed erosion, blockages, or other issues should be reported to the Mosquito Control and Drainage Supervisor as soon as possible.

Maintenance

Routine maintenance schedule for South Lawson Park Pond (Source: EPA website, which referenced WMI, 1997, augmented by City staff to add specific facility, City requirements)

Activity	Schedule
Inspect for invasive vegetation. This would likely include fragmites and/or woody growth "volunteers" along the side slopes. Remove woody growth promptly; cut fragmites once per year at minimum.	Semi-annual inspection by Parks & Rec Maintenance Staff during routine park maintenance
Inspect for damage. Report vandalism to the	Annual inspection by Parks &

police and to the Parks and Recreation Department. As needed, make suggestions to Parks and Rec about public information/monitoring of site during park events to minimize vandalism. Note signs of hydrocarbon build-up, and deal with appropriately. Monitor for sediment accumulation in the facility and forebay. Examine to ensure that inlet and outlet devices are free of debris and operational.	Rec Maintenance Staff during routine park maintenance. Inspection by VA-certified stormwater Inspector once every 5 years.
Repair undercut or eroded areas.	As needed maintenance
Clean and remove debris from inlet and outlet structures. Mow side slopes.	Monthly maintenance
Check pipe assembly installed for Fire Department use. (this task is the responsibility of the Fire Department; all other tasks are the responsibility of Public Works)	Annually
Remove sediment from the forebay.	5- to 7-year maintenance
Monitor sediment accumulations, and remove sediment when the pool volume has become reduced significantly or the pond becomes eutrophic.	20-to 50-year maintenance

BMP 5.3

Fire Station Dry Ponds Operations and Maintenance Plan

The fire station dry ponds, located on the north and south side of the parking lot and building, were designed to receive runoff from the fire station site.

Daily Operations

City staff working near the pond should routinely watch for

- unusually high water levels that might indicate outlet clogging,
- vandalism or damage to the structure;
- erosion;
- debris;
- muskrat, groundhog or other animal-caused damage; or
- other conditions that might impact the pond's flood control and water quality treatment performance.

Any observed deficiencies should be reported to Public Works,

Mosquito breeding and resultant mosquito-borne illnesses are a major concern within the City of Poquoson. Any complaints should be forwarded to the Mosquito Control and Drainage Supervisor as soon as possible.

Inlet and Outfall Channels

Public Works drainage staff members routinely maintain channels and pipes within the City. Any observed erosion, blockages, or other issues should be reported to the Mosquito Control and Drainage Supervisor as soon as possible.

Routine Maintenance

<u>ACTIVITY</u>	<u>SCHEDULE</u>
Note erosion of pond banks or bottom	Semiannual inspection
Inspect for damage to the embankment	Annual inspection
Monitor for sediment accumulation in the facility	Annual inspection
Examine to ensure that inlet and outlet devices are free of debris and operational	Annual inspection
Repair undercut or eroded areas	Standard maintenance
Mow side slopes	Standard maintenance
Manage pesticide and nutrients	Standard maintenance
Remove litter and debris	Standard maintenance
Seed or sod to restore dead or damaged ground cover	Annual maintenance (as needed)
Monitor sediment accumulations, and remove sediment when the pond volume has been reduced by 25 percent	25- to 50-year maintenance

BMP 5.3

Poquoson Rain Garden Operations and Maintenance Plan

The Poquoson Rain Garden is located directly in front of the Poquoson Public Works office building, and receives runoff from the building and adjacent sidewalk and street. City staff members are encouraged to visually inspect the area as they enter the building, and to report any trash, distressed vegetation or water standing more than 72 hours to the Public Works Office Manager or Parks Maintenance Supervisor.

Maintain grassed buffer between Public Works building downspouts and rain garden. Buffers filter runoff and help remove soil lines that can "clog" rain garden mulch and reduce the facility's ability to absorb water.

Festivals and Special Events

Temporary fencing should be installed around the rain garden prior to the Annual Poquoson Seafood Festival and other special events so that pedestrians are prevented from entering the facility.

Future Plantings

Choose future plantings to reduce maintenance and enhance rain garden function. Whenever possible, plant the area with native vegetation, or plants that provide habitat value. Select species that can withstand the hydrologic regime they will experience. At the bottom of the bioretention facility, plants that tolerate both wet and dry conditions are preferable. At the edges, which will remain primarily dry, choose more resilient upland species.

Routine Maintenance

Bioretention requires landscaping maintenance including measures to ensure that the area is functioning properly as well as maintenance of the landscaping on the practice. In many cases, bioretention areas initially require intense maintenance, but less maintenance is needed over time. In many cases, maintenance tasks can be completed by a landscaping contractor, who may already be hired at the site. Landscaping maintenance requirements can be less resource intensive than with traditional landscaping practices such as elevated landscaped islands in parking areas.

Typical maintenance activities for the Poquoson rain garden are found below. (Source: From EPA website, which references ETA and Biohabitats, 1993. The table was adapted by Poquoson staff to apply to conditions in the Poquoson rain garden.)

Activity	Schedule
Remulch void areas Treat diseased trees and shrubs Mow turf areas	As needed
Water plants daily for 2 weeks	At project completion & after new planting
Inspect soil and repair eroded areas	Monthly

Remove litter and debris	
Remove and replace dead and diseased vegetation	Twice per year
Add mulch	Once per year
Replace tree stakes and wires	

BMP 5.3

WYTHE CREEK ROAD WET POND (A.K.A. THE "VDOT POND") OPERATIONS AND MAINTENANCE PLAN

The VDOT pond was designed to receive runoff from Wythe Creek Road.

Daily Operations

City staff working near the pond should routinely watch for

- unusually high water levels that might indicate outlet clogging;
- vandalism or damage to the structure,
- erosion;
- debris;
- muskrat, groundhog or other animal-caused damage; or
- other conditions that might impact the pond's flood control and water quality treatment performance.

Any observed deficiencies should be reported to Public Works.

Swimming, boating and other access to the pond is strictly prohibited. Any Poquoson staff member observing unauthorized people trespassing into the pond should promptly call the Poquoson Police Department.

Mosquito breeding and resultant mosquito-borne illnesses are a major concern within the City of Poquoson. Any complaints should be forwarded to the Mosquito Control and Drainage Supervisor as soon as possible.

Inlet and Outfall Channels

Public Works drainage staff members routinely maintain channels and pipes within the City. Any observed erosion, blockages, or other issues should be reported to the Mosquito Control and Drainage Supervisor as soon as possible.

BMP 5.3

**Routine Maintenance Schedule for VDOT pond (Source: EPA website, which referenced WMI, 1997).
Information has been amended to reflect City- and facility-specific conditions):**

Activity	Schedule
Inspect for invasive vegetation. This would likely include fragmites and/or woody growth in "volunteers" along the side slopes. Remove woody growth promptly, cut fragmites once per year at minimum.	Semi-annual inspection by Parks & Rec Maintenance Staff during routine park maintenance
Inspect for damage. Report vandalism to the	Annual inspection by Parks &
police and to the Parks and Recreation Department. As needed, make suggestions to Parks and Rec about public information/monitoring of site during park events to minimize vandalism. Note signs of hydrocarbon build-up, and deal with appropriately. Monitor for sediment accumulation in the facility and forebay. Examine to ensure that inlet and outlet devices are free of debris and operational.	Rec Maintenance Staff during routine park maintenance. Inspection by VA-certified stormwater Inspector once every 5 years
Repair undercut or eroded areas.	As needed maintenance
Clean and remove debris from inlet and outlet structures. Mow side slopes.	Monthly maintenance
Check pipe assembly installed for Fire Department use (this task is the responsibility of the Fire Department; all other tasks are the responsibility of Public Works)	Annually
Remove sediment from the forebay.	5- to 7-year maintenance
Monitor sediment accumulations, and remove sediment when the pool volume has become reduced significantly or the pond becomes eutrophic.	20-to 50-year maintenance

Note: Pond location makes it vulnerable to littering. Maintenance crews should be vigilant as they pass pond between inspections to ensure debris is not accumulating at facility.

BMP 5.3

Wet Pond Operations and Maintenance Plan

Vegetation Establishment Period: August 24, 2016 to August 23, 2017

During this establishment period, wetlands bench plantings are under warranty and will be monitored and replaced as needed by the Contractor. City staff duties:

Monitor the Contractor's activities to ensure that the warranty is being honored.

- **Time period:** 12 months after substantial completion
- **Frequency:** Monthly visual inspection during growing season; bimonthly during winter
- **Staff members:** Engineering
- **Follow up:** provide information to contractor on distressed/dead vegetation and/or deficiencies in bird netting (if required).

Evaluate the effectiveness of the types of wetlands plants used.

- **Time Period:** In spring, after the start of growing season (end of March/April)
- **Frequency:** Annually
- **Staff members:** Public Works, Engineering
- **Follow up:** Create projects for fall planting of new varieties of plants
- **Evaluation topics:**
 - Do plants in general appear healthy?
 - During the growing season, do they appear to be growing and spreading?
 - Are they blooming at the appropriate time?
 - If not, are there better plant choices? Refer to Virginia BMP Clearinghouse Specification for Constructed Wetlands, Table 13.4.
- City personnel (Public Works) shall reseed grass/maintain good ground cover during establishment period.

Surrounding Site Activities:

Other site features will be maintained per the permanent O&M plan (attached).

BMP 5.3

Inspections and Ongoing Maintenance

Routine Visual Inspections: City Public Work and Engineering staff members will visually inspect the facility during routine (monthly or more frequent) maintenance of the adjacent park area; as they drive by the site to go to work, and every time they enter the site:

- Visually monitor sediment accumulation levels in sediment forebay. Sediment levels to be measured during 5-year inspection.
- Following recent rain events, visually inspect turbidity levels in forebay and downstream pool to ascertain if sediment forebay is functional (no seeps; sufficiently low sediment accumulation level to allow for continued settlement in the forebay).
- Monitor plant growth on the BMP aquatic bench. Note the presence of any invasive species/woody growth on steep side slopes.
- Inspect inflow and outfall pipes to ensure adequate flow of water and to ensure there is no erosion around or under the piping.
- Inspect side slopes for erosion, animal burrows, and woody growth or other conditions that would impact slope stability or cause erosion.

Ongoing Maintenance: Public Works staff tasks:

- Perform work annually to trim grass/weeds.
- While performing this work, remove woody growth on side slopes/bottom of facility.
- Prior to removing any potential weed or planting in the aquatic bench, meet with Engineering staff to determine if planting is invasive or provided for water quality. Only remove invasive species.
- Remove trash, debris, and floatables.

Volunteer Projects: The following tasks may be accomplished during volunteer events. City staff must be present for work. Safety measures shall be implemented as applicable to work location and tasks.

- Plant flowers or other foliage about the perimeter of the site. Volunteer coordinator to work with Public Works and Engineering to ensure plantings do not interfere with site maintenance or function.
- Remove debris, trash and floatables from the site. Provide information to volunteers on proper disposal of items and appropriate facilities/equipment.
- Rake leaves and other yard waste from site.
- As needed, with appropriate supervision, plant new wetlands plantings; thin or transplant wetlands plantings located in thickets. Ensure all safety measures are in place and volunteers clearly understand where they may and may not enter; ensure that volunteers do not venture near the permanent wet pool.

BMP 5.3

Non-Routine Maintenance

Sediment Removal from the Sediment Forebay shall be provided once every 5 years or more frequently as needed.

- Timing: Work shall occur during periods of low groundwater.
- Dewatering shall be in accordance with Public Works SOPs.
- Adequate dewatering and disposal sites for excavated spoils shall be determined and be available prior to sediment removal.

Invasive Species Control: Invasive species such as phragmites shall not be allowed to cover more than 15% of the wetland cell area. The site is highly visible from the City Hall complex. Any observation of an invasive species will be reported to Public Works immediately so that its removal can be added to an ongoing maintenance duty list. Extended periods of dewatering shall only be used as a last resort to remove invasive species.

The pond shall be inspected by a certified stormwater inspector/appropriately licensed engineer, surveyor or landscaper once every 5 years.

Constructed Wetlands Operations and Maintenance Plan

Vegetation Establishment Period: August 24, 2016 to August 23, 2017

During this establishment period, wetlands plantings are under warranty and will be monitored and replaced as needed by the Contractor. City staff duties:

Monitor the Contractor's activities to ensure that the warranty is being honored.

- **Time period:** 12 months after substantial completion
- **Frequency:** Monthly visual inspection during growing season; bimonthly during winter
- **Staff members:** Engineering
- **Follow up:** provide information to contractor on distressed/dead vegetation and/or deficiencies in bird netting (if required).

Evaluate the effectiveness of the types of wetlands plants used.

- **Time Period:** In spring, after the start of growing season (end of March/April)
- **Frequency:** Annually
- **Staff members:** Public Works, Engineering
- **Follow up:** Create projects for fall planting of new varieties of plants
- **Evaluation topics:**
 - Do plants in general appear healthy?
 - During the growing season, do they appear to be growing and spreading?
 - Are they blooming at the appropriate time?
 - If not, are there better plant choices? Refer to Virginia BMP Clearinghouse Specification for Constructed Wetlands, Table 13.4.

Monitor the perimeter landscaping: Contractor is also responsible for maintaining the bushes located about the perimeter. Staff's role is to monitor these perimeter plantings to ensure the warranty is being honored.

- **Time period:** 12 months after construction completion.
- **Frequency:** Bimonthly
- **Staff members:** Public works or Engineering staff
- **Follow up:** Notify contractor regarding distressed/dead vegetation.

City personnel (Public Works) shall reseed grass/maintain good ground cover during establishment period.

Other site features will be maintained per the permanent O&M plan (attached).

BMP 5.3

Inspections and Ongoing Maintenance

Annual Inspections: City Inspection or Engineering Staff member will inspect the facility at least once a year. Inspection items include:

- Monitor sediment accumulation levels in sediment forebay and in the two micropools located in the main body of the wetland. Visually monitor every year; take measurement every 5 years.
- Monitor plant growth within the BMP. Note the presence of any invasive species/woody growth on steep side slopes. Annually.
- Inspect low flow pipe/trash racks to ensure adequate flow of water. Annually.
- Inspect articulated concrete block overflow to ensure that voids in concrete block are filled with soil and plants are establishing. Annually.
- Inspect side slopes for erosion, animal burrows, and woody growth or other conditions that would impact slope stability or cause erosion. Annually.

Ongoing Maintenance: Public Works staff tasks:

- Perform work annually to trim grass/weeds so that flow in channel is not inhibited.
- While performing this work, remove woody growth on side slopes/bottom of facility.
- Prior to removing any potential weed or planting in created wetland area, meet with Engineering staff to determine if planting is invasive or provided for water quality. Only remove invasive species.
- Remove trash, debris, and floatables.

Volunteer Projects: The following tasks may be accomplished during volunteer events. City staff must be present for work. Safety measures shall be implemented as applicable to work location and tasks.

- Plant flowers or other foliage about the perimeter of the site. Volunteer coordinator to work with Public Works and Engineering to ensure plantings do not interfere with site maintenance or function.
- Remove debris, trash and floatables from the site. Provide information to volunteers on proper disposal of items and appropriate facilities/equipment.
- Rake leaves and other yard waste from site.
- As needed, with appropriate supervision, plant new wetlands plantings; thin or transplant wetlands plantings located in thickets. Ensure all safety measures are in place and volunteers clearly understand where they may and may not enter; ensure the locations of micropools and other safety hazards are clearly delineated.

BMP 5.3

Non-Routine Maintenance

Sediment Removal from the Sediment Forebay shall be provided once every 5 years or more frequently as needed.

- Timing: Work shall occur during periods of low groundwater.
- Dewatering shall be in accordance with Public Works SOPs.
- Adequate dewatering and disposal sites for excavated spoils shall be determined and be available prior to sediment removal.

Invasive Species Control: Invasive species such as phragmites shall not be allowed to cover more than 15% of the wetland cell area. The site is highly visible from Victory Boulevard. Any observation of an invasive species will be reported to Public Works immediately so that its removal can be added to an ongoing maintenance duty list. Extended periods of dewatering shall only be used as a last resort to remove invasive species.

BMP 5.3

Wet Pond Operations and Maintenance Plan

Vegetation Establishment Period: August 24, 2016 to August 23, 2017

During this establishment period, wetlands bench plantings are under warranty and will be monitored and replaced as needed by the Contractor. City staff duties:

Monitor the Contractor's activities to ensure that the warranty is being honored.

- **Time period:** 12 months after substantial completion
- **Frequency:** Monthly visual inspection during growing season; bimonthly during winter
- **Staff members:** Engineering
- **Follow up:** provide information to contractor on distressed/dead vegetation and/or deficiencies in bird netting (if required).

Evaluate the effectiveness of the types of wetlands plants used.

- **Time Period:** In spring, after the start of growing season (end of March/April)
- **Frequency:** Annually
- **Staff members:** Public Works, Engineering
- **Follow up:** Create projects for fall planting of new varieties of plants
- **Evaluation topics:**
 - Do plants in general appear healthy?
 - During the growing season, do they appear to be growing and spreading?
 - Are they blooming at the appropriate time?
 - If not, are there better plant choices? Refer to Virginia BMP Clearinghouse Specification for Constructed Wetlands, Table 13.4.
- City personnel (Public Works) shall reseed grass/maintain good ground cover during establishment period.

Surrounding Site Activities:

Other site features will be maintained per the permanent O&M plan (attached).

Inspections and Ongoing Maintenance

Routine Visual Inspections: City Public Work and Engineering staff members will visually inspect the facility during routine (monthly or more frequent) maintenance of the adjacent park area; as they drive by the site to go to work, and every time they enter the site:

- Visually monitor sediment accumulation levels in sediment forebay. Sediment levels to be measured during 5-year inspection.
- Following recent rain events, visually inspect turbidity levels in forebay and downstream pool to ascertain if sediment forebay is functional (no seeps; sufficiently low sediment accumulation level to allow for continued settlement in the forebay).
- Monitor plant growth on the BMP aquatic bench. Note the presence of any invasive species/woody growth on steep side slopes.
- Inspect inflow and outfall pipes to ensure adequate flow of water and to ensure there is no erosion around or under the piping.
- Inspect side slopes for erosion, animal burrows, and woody growth or other conditions that would impact slope stability or cause erosion.

Ongoing Maintenance: Public Works staff tasks:

- Perform work annually to trim grass/weeds.
- While performing this work, remove woody growth on side slopes/bottom of facility.
- Prior to removing any potential weed or planting in the aquatic bench, meet with Engineering staff to determine if planting is invasive or provided for water quality. Only remove invasive species.
- Remove trash, debris, and floatables.

Volunteer Projects: The following tasks may be accomplished during volunteer events. City staff must be present for work. Safety measures shall be implemented as applicable to work location and tasks.

- Plant flowers or other foliage about the perimeter of the site. Volunteer coordinator to work with Public Works and Engineering to ensure plantings do not interfere with site maintenance or function.
- Remove debris, trash and floatables from the site. Provide information to volunteers on proper disposal of items and appropriate facilities/equipment.
- Rake leaves and other yard waste from site.
- As needed, with appropriate supervision, plant new wetlands plantings; thin or transplant wetlands plantings located in thickets. Ensure all safety measures are in place and volunteers clearly understand where they may and may not enter; ensure that volunteers do not venture near the permanent wet pool.

BMP 5.3

Non-Routine Maintenance

Sediment Removal from the Sediment Forebay shall be provided once every 5 years or more frequently as needed.

- Timing: Work shall occur during periods of low groundwater.
- Dewatering shall be in accordance with Public Works SOPs.
- Adequate dewatering and disposal sites for excavated spoils shall be determined and be available prior to sediment removal.

Invasive Species Control: Invasive species such as phragmites shall not be allowed to cover more than 15% of the wetland cell area. The site is highly visible from the City Hall complex. Any observation of an invasive species will be reported to Public Works immediately so that its removal can be added to an ongoing maintenance duty list. Extended periods of dewatering shall only be used as a last resort to remove invasive species.

The pond shall be inspected by a certified stormwater inspector/appropriately licensed engineer, surveyor or landscaper once every 5 years.

BMP 5.3

Constructed Wetlands Operations and Maintenance Plan

Vegetation Establishment Period: August 24, 2016 to August 23, 2017

During this establishment period, wetlands plantings are under warranty and will be monitored and replaced as needed by the Contractor. City staff duties:

Monitor the Contractor's activities to ensure that the warranty is being honored.

- **Time period:** 12 months after substantial completion
- **Frequency:** Monthly visual inspection during growing season; bimonthly during winter
- **Staff members:** Engineering
- **Follow up:** provide information to contractor on distressed/dead vegetation and/or deficiencies in bird netting (if required).

Evaluate the effectiveness of the types of wetlands plants used.

- **Time Period:** In spring, after the start of growing season (end of March/April)
- **Frequency:** Annually
- **Staff members:** Public Works, Engineering
- **Follow up:** Create projects for fall planting of new varieties of plants
- **Evaluation topics:**
 - Do plants in general appear healthy?
 - During the growing season, do they appear to be growing and spreading?
 - Are they blooming at the appropriate time?
 - If not, are there better plant choices? Refer to Virginia BMP Clearinghouse Specification for Constructed Wetlands, Table 13.4.

Monitor the perimeter landscaping: Contractor is also responsible for maintaining the bushes located about the perimeter. Staff's role is to monitor these perimeter plantings to ensure the warranty is being honored.

- **Time period:** 12 months after construction completion.
- **Frequency:** Bimonthly
- **Staff members:** Public works or Engineering staff
- **Follow up:** Notify contractor regarding distressed/dead vegetation.

City personnel (Public Works) shall reseed grass/maintain good ground cover during establishment period.

Other site features will be maintained per the permanent O&M plan (attached).

BMP 5.3

Inspections and Ongoing Maintenance

Annual Inspections: City Inspection or Engineering Staff member will inspect the facility at least once a year. Inspection items include:

- Monitor sediment accumulation levels in sediment forebay and in the two micropools located in the main body of the wetland. Visually monitor every year; take measurement every 5 years.
- Monitor plant growth within the BMP. Note the presence of any invasive species/woody growth on steep side slopes. Annually.
- Inspect low flow pipe/trash racks to ensure adequate flow of water. Annually.
- Inspect articulated concrete block overflow to ensure that voids in concrete block are filled with soil and plants are establishing. Annually.
- Inspect side slopes for erosion, animal burrows, and woody growth or other conditions that would impact slope stability or cause erosion. Annually.

Ongoing Maintenance: Public Works staff tasks:

- Perform work annually to trim grass/weeds so that flow in channel is not inhibited.
- While performing this work, remove woody growth on side slopes/bottom of facility.
- Prior to removing any potential weed or planting in created wetland area, meet with Engineering staff to determine if planting is invasive or provided for water quality. Only remove invasive species.
- Remove trash, debris, and floatables.

Volunteer Projects: The following tasks may be accomplished during volunteer events. City staff must be present for work. Safety measures shall be implemented as applicable to work location and tasks.

- Plant flowers or other foliage about the perimeter of the site. Volunteer coordinator to work with Public Works and Engineering to ensure plantings do not interfere with site maintenance or function.
- Remove debris, trash and floatables from the site. Provide information to volunteers on proper disposal of items and appropriate facilities/equipment.
- Rake leaves and other yard waste from site.
- As needed, with appropriate supervision, plant new wetlands plantings; thin or transplant wetlands plantings located in thickets. Ensure all safety measures are in place and volunteers clearly understand where they may and may not enter; ensure the locations of micropools and other safety hazards are clearly delineated.

BMP 5.3

Non-Routine Maintenance

Sediment Removal from the Sediment Forebay shall be provided once every 5 years or more frequently as needed.

- Timing: Work shall occur during periods of low groundwater.
- Dewatering shall be in accordance with Public Works SOPs.
- Adequate dewatering and disposal sites for excavated spoils shall be determined and be available prior to sediment removal.

Invasive Species Control: Invasive species such as phragmites shall not be allowed to cover more than 15% of the wetland cell area. The site is highly visible from Victory Boulevard. Any observation of an invasive species will be reported to Public Works immediately so that its removal can be added to an ongoing maintenance duty list. Extended periods of dewatering shall only be used as a last resort to remove invasive species.

BMP 5.3

BMP 6: Good Housekeeping

Appendix

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY4): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2017

Updated MS4 Program Plan July 1, 2013-June 30, 2018
City of Poquoson, VA VAR 040024

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PV 3 Status: Appendix p. 258 - 334
6.1	Operations and Maintenance Activities						
6.1.a	Plans and Procedures	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illicit discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information
6.1.b	Waste Disposal	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information
6.1.c	Manage Municipal Vehicle Wash Water	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information

Updated MS4 Program Plan July 1, 2013-June 30, 2018
City of Poquoson, VA VAR 040024

6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1.d	Manage Wastewater	Prevent the discharge of wastewater to MS4 without a separate VPDES permit	# overflows	Department of Utilities	Continuously	SOPs/ O&M Plan. See SOP's and SWPPP in Appendix. Information on SSO's and the City's maintenance program for sewers is found in Appendix under BMP 3: Illicit Discharge Detection and Elimination
6.1.e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277
6.1.f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277
6.1.g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277
						PY 3 Status: Appendix p. 258 - 334 Compliant. The City had 6 Sanitary Sewer Overflows in PY4. Four occurred during Hurricane Matthew when tidal water flooded streets and overwhelmed the sewer system (note: Wet weather plans only consider rain events, not tidal events). Two occurred as a result of equipment failure. Equipment has been replaced and is now in good working order. Poquoson continues an extensive maintenance program. Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information Compliant. City upgraded bulk storage area in PY3 after attending EPA seminar that included tour of VDOT salt & sand storage facility. See PY3 annual report Compliant. See SOP's on line or in Appendix. Additional information and inspection forms are found in Public Works Yard SWPPP in Appendix.

Updated MS4 Program Plan July 1, 2013-June 30, 2018
City of Poquoson, VA VAR 040024

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.1.h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277 Certifications are on appendix p. 328	Compliant. See SOP's and applicator certifications in appendix.
6.2	Storm Water Pollution Prevention Plans (SWPPP)						
6.2.1	High-priority facilities	Identify municipal high-priority facilities that have the potential to discharge stormwater pollutants	# & type of high-priority facility	SW Program Administrator	End of PY1	List of high-priority facilities found in PY1 report on City website: http://www.ci.poquoson.va.us/278/Environmental-Information and in appendix p. 278.	Compliant. City has one consolidated facility.
6.2.2	SWPPP development & Implementation	Develop and Implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	PY4	SWPPP in appendix p. 301; implementation sample inspection on p. 302-318.	Compliant. The SWPPP has been developed and implemented. Public Works, utilities, parks and rec maintenance and garage staff members were involved in the writing and implementing of the SWPPP to ensure the document would be implemented successfully.
6.3	Nutrient Management Plans						

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City of Poquoson, VA VAR 040024

6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.3.a	NMP Locations	Identify locations of municipally owned properties where nutrient management plans can be performed	Number of sites & area	SW Program Administrator & Landscape Division	End of PY1	PY 3 Status: Appendix p. 258 - 334 Compliant. Two sites were identified. See appendix.
6.3.b	NMP development & implementation	Develop and implement NMPs for identified turf and landscape (15% by PY2, 40% by PY3; 75% by PY4; & 100% by PY5)	% of identified area under NMP	SW Program Administrator & Landscape Division	PY2 - PY5	Compliant. 100% of identified sites are either managed according to the NMP or are not fertilized at all. Plan is in appendix
6.3.c	NMP Tracking	Track the total acreage of lands where turf and landscape NMPs are required and implemented	Acreage required & Acreage implemented	SW Program Administrator & Landscape Division	Annually	Compliant. Identified sites are either managed according to the NMP or are not fertilized at all. Plan is in appendix
6.3.d	Deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	SW Program Administrator	Annually	Compliant: Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces
6.4	Employee Education & Training					

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City of Poquoson, VA VAR 040024

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.4.a	IDDE Training for field personnel	Provide training to field personnel in the recognition of illicit discharges	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities and engineering staff. All full time employees were required to attend unless they were sick that day. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan. Note: City staff is small. Consolidated training provided to all personnel at one time.
6.4.b	Streets & parking lot maintenance training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities and engineering staff. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan.
6.4.c	Public Works Facilities training	Provide training to PW personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities and engineering staff. 23 employees received training. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan. Public works employees also attend OSHA hazardous waste training on a rotating basis. 5 public works and utilities employees attended this year.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.4.d	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act	Certifications obtained	SW Program Administrator	Continuously	Certifications in appendix p. 217 - 222
6.4.e	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Continuously	See certifications under BMP 4; Construction in appendix.
6.4.f	Parks and Recreation employee training	Provide training to P&R personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training, Training information in appendix p. 321 - 327.
6.4.g	Emergency Response employee training	Provide training and certification in spill response to emergency response employees	Certifications obtained	Haz-Mat officer	PY1	See appendix p. 329 - 330 for Fire Dept.; see appendix p. 332-333 for ongoing hazardous waste training for other staff members that was conducted this year.
6.5	Tracking					

PY 3 Status: Appendix p. 258 - 334

Compliant. See appendix for certifications.

Compliant. The Environmental Compliance Officer holds the dual combined Administrator certification for stormwater and erosion and sediment control programs. The engineer received erosion and sediment control and stormwater inspector certifications. The City Inspector is also certified to conduct erosion and sediment control inspections. A temporary employee hired for the summer also held certifications in E&SC and stormwater inspections. See appendix.

Compliant. Training held this year for all public works, utilities, parks and rec maintenance and engineering staff. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan.

Compliant. All fire dept. personnel must have HazMat handling/spill response certification when hired. See appendix. Each member completed 6 hours of training for a total of 150 hours. Fire Department personnel also participated in DEQ-sponsored regional training for hazardous waste spills in marine environments. See appendix.

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City of Poquoson, VA VAR 040024

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.5.a	Training Needs Assessment	Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	HRPDC & Phase II Stormwater Committee	1X per permit cycle	Training Plan in appendix p.334.	Compliant. Plan developed in PY1. See Appendix.
6.5.b	Training Schedule	Identify and prioritize pollution prevention education and training needs for municipal employees based on relative risk for stormwater pollution from municipal operations through the HRPDC Stormwater Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	Annually	See training plan in appendix and summary of regional cooperation (BMP 2) in appendix.	Compliant. Work this year the coastal community-specific illicit discharge training program video and field manual were finalized. The regional training plan is found in the appendix.
6.5.c	Training Materials	Distribute pollution prevention educational materials developed through the HRPDC/ askHRGreen.org to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials	Compliant. This year's information focused on upgraded operations at Public Works yard (discussed with all employees in yard). Brochures and canvas tote bags are always available in Public Works building. Information was distributed to 23 employees at training; SWPPP s also made available at the main office to employees.
6.5.d	Contractor Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Training session	HRPDC & Phase II Stormwater Committee	Once per permit cycle	Training sessions and evaluation forms. See Py3 annual report.	Compliant. Training session held in PY3.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.6	Update Program Plan	Update Pollution Prevention/Good Housekeeping for Municipal Operations plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator, EMS Team & HRPDC	As scheduled in permit	Compliant. PY1 activity.
6.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/EMS Team	Annually	Annual report Compliant. City's Public Works yard and operations continue to improve annually because of staff's engagement in the good housekeeping Stormwater Pollution Prevention Plan development.

Standard Operating Procedures
for
Good housekeeping &
Storm Water Pollution
Prevention
City of Poquoson Public
Works, Utilities, Landscaping,
and Parks and Rec Maintenance

Established June -13-2011
Revised September 22, 2016

BMP 6.1

ADVISORY:

City Personnel should refer to and use the practices described in the Public Works Yard Stormwater Pollution Prevention Plan, June 2017 (SWPPP), for practices in the Public Works Yard. The information contained herein is intended to supplement that document and provide standard operating procedures for staff members when they are out in the field. In the event of a conflict or disagreement between the two documents, the SWPPP controls. Questions and/or conflicts between this document and the SWPPP should be brought to your supervisor's attention and to the attention of the Public Works Director.

BMP 6.1

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Spill Prevention and Landscaping and Lawn Care

Pest Control and Pet Waste Collection

Vehicle and Equipment Maintenance and Vehicle and
Equipment Washing

Roadway Maintenance and Road Salt Storage and Application

Hazardous and Waste Materials Management

Operational By Products/Wastes

Satellite Operations/Drop Off sites

Trench/Utility Work

BMP 6.1

Spill Prevention:

Purpose: to prevent contamination of stormwater by using proper washing techniques, proper washing locations, and proper disposal of wash water.

1. Monitor equipment storage areas, materials storage areas, and waste storage areas, checking for: fluid leaks, uncovered containers, and deteriorating labels and/or containers, and correct any problems that are noted. Frequency- daily
2. Inspect secondary containment systems (i.e. oil, fuel storage tanks) as necessary, and empty them as necessary. Frequency- monthly
3. Monitor oil/water separators and their downstream discharges. An oily discharge indicates that the unit is either not functioning properly or needs to be "pumped out". Frequency- monthly
4. Install oil absorbent materials in floor drains and/or catch basins, and inspect, remove/replace as appropriate. Frequency- monthly
5. Monitor floor drains and storm receiver inlets and outlets for excessive amounts of contaminants, and clean out as necessary. Frequency- monthly
6. Document any/all inspection activities on the proper forms. Frequency- monthly Ex: Storm water Pollution Prevention Plan, Dry Weather Screening/Illicit Discharge Detection Forms.

Landscaping and Lawn Care:

Purpose: to prevent contamination of stormwater by minimizing contact with fertilizer and by using innovative landscaping techniques

1. Plant vegetation that needs minimal amounts of care (i.e. water, fertilizer). Consult resources like Virginia Tech Extension literature, NC State literature, or information from DEQ & DCR Frequency – at time of initial landscaping
2. Implement landscaping techniques that minimize water usage. Frequency – at time of initial landscaping
3. Water according to nursery/extension recommendations, as needed to supplement rainfall – use drip irrigation techniques and/or moisture sensors. Frequency - always
4. Minimize fertilizer application, use slow release fertilizers. Consult certified profession to develop nutrient management plan. Frequency - always
5. Mow with blades set high, leave grass clippings on turf areas. Frequency - always
6. Use compost or natural (organic) fertilizers. When Available, in accordance with Nutrient Management Plan.

BNAP 6.1

Pest Control:

Purpose: to prevent contamination of stormwater by pesticides while protecting citizens from mosquitoes, mosquito-borne illness, and from other pests. Be mindful that pesticides can be toxic to aquatic life and may contaminate receiving waters.

1. Purchase pesticides for immediate use when possible and storing per manufacture label. Materials must be stored in the designated chemical storage room located inside the Public Works equipment building. Frequency - always
2. Adopt Integrated Pesticide Management techniques. Frequency - always
3. Adopt alternatives to pesticides options. Consult with Mosquito Control teams in other localities to compare experiences with pesticide alternatives. Frequency - always
4. Eliminate food, water, harborage for pests by implementing routine inspections. frequency – once/week
5. Inspect pest traps regularly, remove and properly dispose of dead pests. frequency – once/week
6. Minimize pesticide application; use non toxic/lowest toxicity pesticides such as glue boards. frequency – as warranted
7. Do not apply pesticides immediately before/during rain events. frequency - always

Pet Waste Collection:

Purpose: to prevent contamination of stormwater via contact with pet related wastes. Poquoson does not have a dog park.

1. Check for pet waste (i.e. feces, food wastes) per inspection of parks, playgrounds etc. frequency: As needed, minimum of once a week during fair weather
2. Remove all pet waste, and dispose of properly. Preferred method of disposal is bagged and placed in a trash receptacle. 3x per week during fair weather
3. Wash the affected areas with a disinfectant soap and hot water, and rinse to a vegetated area. Suggested frequency – bi-monthly or as needed

BMP 6.1

Vehicle and Equipment Maintenance:

Purpose: to prevent contamination of stormwater by using proper maintenance techniques, proper maintenance locations, and retrofitting infrastructure.

1. Check vehicles and equipment for leaks prior to use, cleaning spills immediately, turning in to garage for repairs. frequency – continuous
2. Conduct maintenance work indoors – dedicate specific vehicle bays, seal floor drain systems in buildings other than the equipment storage building. Equipment storage building drains discharge to sewer system. Minimize oil and fluid discharges into system by monitoring equipment; using dry absorbents; and sealing floor drains during substantial leaks. Check oil/water separators/filters in building drain system to ensure proper function. Use equipment storage building when possible. frequency – always at time of work; check drain filter every 6 months minimum.
3. If work is performed outside, protect stormwater drainage conveyances from spills using filter bags and drain seals. Work away from drain inlet located near the Public Works office building and away from perimeter ditches. Work inside rock check berm used to filter runoff from site. frequency – continuous
4. Clean up spilled materials immediately, using dry methods (absorbents) contaminated materials to be placed in labeled containers located in Vehicle Maintenance Garage and serviced by reputable contractor for disposal as needed. frequency– continuous
5. Inspect monthly and maintain oil/water separators located in equipment building and wash rack where necessary. Frequency ongoing.
6. Rinse grass from lawn care equipment over permeable, vegetated areas, away from storm drains and ditches. frequency– continuous
7. Never leave vehicles/equipment unattended while refueling. frequency - continuous
8. Document any/all inspection activities on the proper forms. frequency – continuous
9. Call emergency responders immediately if a spill exceeds volume of one 5-gallon bucket, or if there is any concern regarding type of spill hazard.

Vehicle and Equipment Washing:

Purpose: to prevent contamination of stormwater by using proper washing techniques, proper washing locations, and proper disposal of wash water

BMP 6.1

1. Inspect oil/water separators and floor drain systems periodically to determine maintenance needs.
Suggested frequency– before and after use
2. City vehicles and equipment **MUST** be washed in a facility that does not drain into a stormwater drainage facility. Staff must use either the Public Works wash rack, with the valve open, or at Cool Wave Car Wash. Equipment must be washed at the Wash Rack. Consult supervisor regarding the use of Cool Wave; otherwise, use the Wash Rack. frequency – continuous
3. When using the Wash Rack, always:
 - a. Rinse leaves and soil off of wash rack before opening valve.
 - b. Open valve to ensure wash water drains to sewer, not overflow sediment trap and storm drainage system. Close unneeded floor drains.
 - c. Wash vehicle or equipment, using detergent and water sparingly.
 - d. Rinse rack to ensure all washwater enters sewer system.
 - e. CLOSE valve immediately after rack has been rinsed.
4. Wash vehicles in a designated wash area only, frequency – continuous
5. Follow posted directions if using Cool Wave Car Wash facility.
6. Document any/all inspection activities on the proper forms. frequency-monthly on SWPPP report
7. Monthly inspector to inspect the sediment/grease trap level at minimum every 6 months. A contractor should be called to empty and properly dispose of contents if solids level is 75% full. Inspector to monitor levels bimonthly when solids level is 50% full.

Roadway Maintenance:

Purpose: to prevent contamination of stormwater as it flows over debris that is deposited on road infrastructure and bridges

1. Pave only in dry weather. frequency – always
2. Cover manholes and catch basins prior to milling pavement, paving, patching, etc. Using filtering logs to prevent millings, sediment, and other waste from entering curb inlets. frequency – always.
3. Clean all fluid leaks immediately. frequency – always
4. Maintain roadside vegetation – restrict pesticide and herbicide use. Follow manufacturer's directions when chemicals must be used. frequency – whenever possible.
5. Road sweepings must be disposed of in approved facility

BMP 6.1

Road Salt Storage and Application:

Purpose: to prevent contamination of storm water by using proper storage techniques, and improving application techniques of deicing materials. In accordance with state law, Do not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, sidewalks, and other paved surfaces.

1. Store road salt, road salt/sand mixtures in properly sized, covered structure frequency – as needed

2. Order/request salt delivery prior to the onset of winter weather to enable immediate storage (i.e. in salt barn, under tarp) to prevent runoff.

frequency – at time of purchase

3. Unload salt deliveries directly into barn, or move inside immediately. frequency -each delivery

5. Cover salt loading area or “build into” storage shed. frequency – continuous

6. Control spreading speeds; use a wetting agent to minimize “bounce”. frequency- as needed

7. Control spread patterns to concentrate material where it is most effective. frequency – continuous

8. Inspect salt storage area, salt loading area to ensure that salt is not exposed to weather. frequency– weekly

9. Minimize salt usage by calibrating salt application equipment periodically. frequency – weekly during winter months

10. Minimize salt spillage by not exceeding capacities of equipment (i.e. front-end loader, truck bed) during loading operations. frequency – always

11. Always plow when de-icing roads. frequency – weekly during winter months

13. Document any/all inspection activities on the proper forms. frequency – continuous

BNIP 6.1

Hazardous and Waste Materials Management:

Purpose: to prevent contamination of stormwater by properly storing, handling, and disposing of hazardous and waste materials.

1. Store all materials/wastes in closed, labeled containers – Chemicals shall be stored in the chemical storage room located inside the equipment building. If materials must be temporarily stored outside, the storage area must be sheltered from the weather. frequency – continuous
2. Always store away from floor drains (if inside); away from drain inlets near Public Works office building, and away from perimeter ditches. Loading, unloading, and outside storage must occur within the Public Works yard and inside the perimeter gravel berm. frequency – continuous
3. Block floor drains to prevent petroleum products from entering system. Check floor drain oil/water separator/filter if a large spill occurs. frequency – continuous
4. Reduce stocks of materials where viable - use “first in/first out” management techniques. frequency – continuous
5. Use least toxic materials frequency – continuous
6. Verify secondary containment devices are in place prior to commencing work. frequency – continuous
7. Recycle/dispose of materials properly. Use designated petroleum product containers frequency – continuous
8. Do not mix dissimilar wastes in the same containers. frequency – continuous
9. Document any/all inspection activities on the proper forms. frequency – monthly
10. Disposal of “road kill” -place in double plastic bag, and place in dumpster frequency – as needed
11. Call emergency responders immediately if a spill exceeds volume of one 5-gallon bucket, or if there is any concern regarding type of spill hazard.

BMP 6.1

Operational By Products/Wastes

Purpose: to prevent contamination of stormwater by preventing “illegal” disposal, and by properly storing, handling, and disposing of facility generated and wastes.

FACILITY GENERATED WASTES:

1. Develop a list of wastes, with associated procedures for handling/storage/recycling/disposal, and provide to staff during monthly safety training. Instruct all staff to adhere to this information, and to inform the facility manager if new wastes are generated. frequency – as needed, at least annually
2. Secure the facility to prevent access (fence/lock gates). frequency – at close of business

MUNICIPAL AREAS THAT ARE SUSCEPTIBLE TO ILLEGAL DUMPING (tire disposal site; outside Public Works Yard fencing):

1. Maintain “NO DUMPING” signs, verify locks on used oil facility are in place after hours, maintain barriers used to prevent access. frequency – continuous
2. Patrol areas. frequency – as needed
3. Maintain areas/remove illegally dumped trash/debris. frequency – as needed, as soon as possible
4. Document any/all inspection activities on the proper forms frequency - continuous

BMP 6.1

DROP OFF SERVICE: SATELLITE LOCATION FOR CONTROLLED DEBRIS REMOVAL:

- 1. Post/maintain barriers to provide proper location of site. frequency - during hours of operation**
- 2. Maintain and clean area used pre & post use. frequency - during hours of operation**
- 3. Remove debris and take to controlled off-site. frequency - during hours of operation**
- 4. Spill kits on site with vehicles in case of spill. frequency - during hours of operation**
- 5. Call emergency responders immediately if a spill exceeds volume of one 5-gallon bucket, or if there is any concern regarding type of spill hazard.**

UTILITY WORK

Any project that requires trenching, land disturbance, or that will create sediment-laden runoff shall follow the following requirements:

- Block drain inlets or place “logs” or other filtering devices at curb inlet openings and drain inlets whenever possible, prior to beginning work. Frequency: continuous.
- If trench dewatering is necessary, provide a filtration area to allow for sediment settlement before water reaches drain system. Frequency: continuous.
- Perform work in dry weather except in the event of emergency sewer breaks, overflows, or service outages. In the event of wet weather, ensure sediment-laden runoff through grass or other vegetated areas.
- Follow all applicable Erosion and Sediment Control standards for linear projects. Frequency: continuous.
- In the event of a sewage spill or other non-stormwater discharge, immediately place barriers to block spill from storm drainage system. Vacuum up spill immediately. Vacuum up rinse water used to clean the site, ensuring that it does not enter drainage system.
- Follow Hampton Roads Regional standards and regional consent order standards, and industry standard practices while performing work.

BMD G.1

City of Poquoson Private Events: Standard Operating Procedures Necessary to
Meet State and Federal Storm Drainage Mandates

Cooking Oil and Gray Water Disposal Standard Operating Procedures

1. Gray (wash water), cooking oil and food waste must be properly disposed of and removed from the site. Cooking oil, food waste and gray water may not be dumped on the ground or in the drainage system. Cooking oil may not be disposed of in the City's used oil disposal facility.
2. Prior to set up, provide disposal containers barrels for cooking oil, tubs for gray water, and waste disposal bins as necessary. All containers should be clearly marked and accessible. Containers must be located away from drainage ditches and drain inlets to prevent contact with stormwater.
3. During the event, no waste is to be disposed or dumped. It must be placed in designated containers.
4. Areas inside and around portable restrooms must be monitored routinely to ensure cleanliness. Portable restrooms must be maintained.
5. No city staff will be on site, so there will be no additional assistance in maintaining a clean area.
6. Following the event, waste must promptly be removed from the site. In the event barrels/waste bins and grey water containers are filled early, containers must be emptied promptly into appropriate vessels.

In the event that a spill does occur, the following Standard Operating Procedures will be followed:

1. Clean up will begin immediately.
2. On the site no use of detergents or degreasers will be allowed.
3. At the site of the spill, nearby storm drains must be blocked or sealed off promptly.
4. A clean-up contractor and the appropriate agency must be contacted if the spill is unmanageable.
5. Never wash leaks, spills, or used clean-up materials onto nearby streets or into drains.
6. Dispose of all used clean-up materials in a garbage can.

BMP 6.1 : Poquoson Seafood Festival
SOP

Minimum Control Measure #6:

municipal high-priority facilities that have the potential to discharge stormwater pollutants; Develop and Implement SWPPP

The City of Poquoson has a centralized facility that maintains all City vehicles and consolidates Public Works/Department of Utilities/Parks Maintenance offices and facilities. This is the only location in the City that stores construction materials, dispenses fuel, and heavy equipment, and therefore is the only city property with high priority for preventing the discharge of pollutants. The City does not operate its own solid waste disposal, water treatment, or wastewater treatment facilities.

Tax Map # 19-01-00-0210

Lat: 37° 07' 42.03"N Lon: 76° 22' 12.54"W

HUC CB-21

The General Permit requires the City of Poquoson to develop and implement a SWPPP for high-priority facilities. The plan was completed and implemented by June 30, 2017. It is based on the City's existing SOP's. City staff members took an active role in developing the document, working with the consultant to provide information on the facility and their practices. They provided input on changes to SOP's and reviewed the draft document and provided comments. Staff members even provided new photographs when they thought the consultant's photos did not adequately show a particular facility.

Staff began implementing the document before it was finalized. This was a smooth transition from their SOP's because of their involvement in the process and because it was based on their SOPs.

BMP 6.2

BNIP 6.2



Stormwater Pollution Prevention Plan



Public Works/Utilities/ Fleet Maintenance Facility

12 Municipal Drive
Poquoson, VA 23662

June 2017

Submitted By

AECOM

11832 Rock Landing Drive
Newport News, VA 23606
(757) 873-0559

Stormwater Pollution Prevention Plan

for:

City of Poquoson, Public Works/Utilities/Fleet Maintenance Facility

12 Municipal Drive
Poquoson, VA 23662
(757) 868-3590

SWPPP Contact(s):

Facility Supervisor:

Jerry Cagle
12 Municipal Drive
Poquoson, VA 23662
(757) 868-3590
jerry.cagle@poquoson-va.gov

SWPPP Preparation Date:

06/30/2017

MS4 Permit Number: VAR040024



AECOM

BMP 6.2

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INTRODUCTION

I. Purpose

The City of Poquoson's current Municipal Separate Storm Sewer System (MS4) permit was issued by the Virginia Department of Environmental Quality (DEQ) under the purview of the United States Environmental Protection Agency (EPA), and became effective on July 1, 2013. Under the terms and conditions of the permit, the City was required to identify all municipal "high-priority facilities" that have a high potential for discharging pollutants, and are not covered under a separate Virginia Pollutant Discharge Elimination System (VPDES) permit. For those facilities identified as high-priority facilities, the permit requires the development and implementation of facility specific stormwater pollution prevention plans (SWPPP). These facility SWPPPs identify potential sources of pollutants that can affect stormwater discharges, describe the practices that will be implemented to prevent or control the release of pollutants in stormwater discharges, and are designed to help minimize or prevent pollutant discharge from daily operations such as equipment and fleet maintenance, storage, transport, application and disposal of fuels, chemicals, waste fluids, construction material and roadway maintenance materials. The City of Poquoson identified its Public Works/Utilities/Fleet Maintenance Facility as its only high-priority facility.

A link to the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems is available on DEQ's website at:

<http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/SMPPermits/MS4Permits.aspx>

II. SWPPP Content

This SWPPP includes the following:

- Activities at the Facility and a site description that includes a site map identifying all outfalls, direction of flows, existing source controls, and receiving water bodies;
- Stormwater pollution prevention team;
- Summary of potential pollutant sources;
- Description of erosion control measures;
- A description of the applicable training as required;
- Schedules and procedures; and
- Signature requirements

The contents of this SWPPP will be evaluated and modified as necessary to accurately reflect any discharge, release, or spill from the facility.

A copy of this SWPPP will be kept at each facility and will be updated as needed, and will be used as part of facility staff training.



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SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

1.1 Facility Information.

Facility Information

Name of Facility: City of Poquoson Public Works/Utilities/Fleet Maintenance Facility
Street: 12 Municipal Drive, Poquoson, VA 23662
City: Poquoson State: VA ZIP Code: 23662

Latitude/Longitude

Latitude: 37 1306° N (decimal degrees) Longitude: 76 3764° W (decimal degrees)

Method for determining latitude/longitude (check one):

☐ USGS topographic map (specify scale: _____) ☒ GPS
☐ Other (please specify): _____

Horizontal Reference Datum (check one):

☐ NAD 27 ☒ NAD 83 ☒ WGS 84

Is the facility located in Indian country? ☐ Yes ☒ No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable." _____

Are you considered a "federal operator" of the facility?

Federal Operator - an entity that meets the definition of "operator" in this permit and is either any department, agency or instrumentality of the executive, legislative and judicial branches of the Federal government of the United States, or another entity, such as a private contractor, operating for any such department, agency, or instrumentality

☐ Yes ☒ No

Estimated area of industrial activity at site exposed to stormwater: 3.09 (acres)

Discharge Information

Does this facility discharge stormwater into a municipal separate storm sewer system (MS4)?

☒ Yes ☐ No

If yes, name of MSA operator: The City of Poquoson Public Works

Name(s) of surface water(s) that receive stormwater from your facility: Cedar Creek, Floyds Bay

Does this facility discharge industrial stormwater directly into any segment of "impaired water" (see definition in 2015 MSQP, Appendix A)? ☐ Yes ☒ No



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There are no direct discharges of stormwater from the facility to impaired waters. Stormwater from the facility drains to non-tidal perimeter ditches leading to Cedar Creek, and to non-tidal roadside ditches that ultimately drain to Floyds Bay. Both Cedar Creek and Floyds Bay are tidal waters and are considered impaired waters due to fecal coliform. Cedar Creek (VAT-C07E, CCR01A06)(C07E-17-SFI), Floyds Bay (VAT-C07E, CCR01A06)(C07E-17-SFI)

If Yes, identify name of the impaired water(s) (and segment(s), if applicable): NA

Which of the identified pollutants may be present in industrial stormwater discharges from this facility?

NONE

Has a Total Maximum Daily Load (TMDL) been completed for any of the identified pollutants? If yes, please list the TMDL pollutants: NA

Does this facility discharge industrial stormwater into a receiving water designated as a Tier 2, Tier 2.5 or Tier 3 water (see definitions in 2015 MSQP, Appendix A)? ☐ Yes ☒ No

Are any of your stormwater discharges subject to effluent limitation guidelines (ELGs) (2015 MSQP Table 1-1)? ☐ Yes ☒ No

If Yes, which guidelines apply?

1.2 Contact Information/Responsible Parties.

Facility Operator(s):

Name: H. Thomas Jones
Address: 12 Municipal Drive
City, State, Zip Code: Poquoson, VA 23662
Telephone Number: (757) 868-3590
Email address: thomas.jones@poquoson-va.gov
Fax number: (757) 868-3515

Facility Owner(s):

Name: City of Poquoson
Address: 500 City Hall Avenue
City, State, Zip Code: Poquoson, VA 23662
Telephone Number: (757) 868-3000
Email address: randy.wheeler@poquoson-va.gov
Fax number: (757) 868-3101

SWPPP Contact(s):

SWPPP Contact Name (Primary): Jerry Cagle
Telephone number: (757) 868-3590
Email address: jerry.cagle@poquoson-va.gov
Fax number: (757) 868-3515



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1.3 Stormwater Pollution Prevention Team.

Table 1.1: Stormwater Pollution Prevention Team

Staff Names	Individual Responsibilities
H. Thomas Jones	Director of Public Works
Bob Speechley	Utilities Superintendent
Jon Ellis	Fleet Maintenance Supervisor
Jerry Cagle	Facility Supervisor

1.4 Site Description.

The Public Works/Utilities/Fleet Maintenance Facility is a centralized facility that maintains city vehicles and consolidates operations for Public Works, Public Utilities, and Fleet Maintenance. The facility contains administrative buildings, a public works storage building, fleet maintenance garages, a vehicle wash bay, a salt/sand shed, fuel/oil storage tanks, a fueling area, and indoor and outdoor storage for construction and maintenance related tools and materials. Activities at the site are generally related to fleet maintenance, equipment repair, and fuel and chemical storage and disbursement.

Activities at the Facility include:

- Street Sweeper Storage and Maintenance
- Landscaping Equipment Storage and Maintenance
- Fleet Vehicle Maintenance and Washing
- Heavy Equipment Maintenance and Washing
- Public Works Infrastructure Maintenance
- Outdoor Material Loading and Unloading
- Fuel/Heating Oil Disbursement
- Sanding and Painting*
- Welding and Metal Fabrication*

*As part of routine maintenance, fleet maintenance activity can include incidental equipment and/or vehicle sanding, painting, welding and metal fabrication. Larger or more complex maintenance activities of this nature are performed by off-site contractors. Minimal quantities of materials and chemicals for these activities are stored on-site.

The facility site is relatively flat. Stormwater from approximately 1.48 acres, or 48 percent of the facility area, runs off as sheet flow to one of three perimeter ditches located to the north, west, and south of the facility. The perimeter ditches are part of a larger ditch system that drains south to Cedar Creek. Overland flow to the perimeter ditches occurs primarily from the areas bordering the facility fence on northern, western and southern edges of the facility property.

A small pipe system drains the majority of the remaining site area. Approximately 1.34 acres, or 43 percent of the site, drains to a pipe system that discharges into a grassed roadside ditch just east of the facility which eventually drains to Floyds Bay. Overland flow from approximately .11 acres in the northeast corner



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drains to a shallow paved swale on Municipal Drive and flows north to a road culvert and a ditch leading to Floyds Bay. The remaining .16 acres of the facility located in the southeast corner drains to a small system of roadside ditches and pipes before discharging into the southern perimeter ditch through an 18" pipe. The facility drainage map can be found in Attachment C.

1.5 General Location Map.

The general location map for this facility is included as Attachment A (provided at the end of this document).

1.6 Site Maps.

The facility site map is included as Attachment B. A separate drainage map for the facility is included as Attachment C.

SECTION 2: POTENTIAL POLLUTANT SOURCES.

2.1 Potential Pollutants Associated with Industrial Activity.

Table 2.1: Potential Pollutant Sources

Industrial Activity	Associated Pollutants
Fueling/Refueling	Fuel
Vehicle/Equipment Maintenance	Oil, Grease, Battery Acid, Vehicle Fluids, Cleaners, Cleaning Solvents, Hand Sanitizers, Paint Hardener, Rust Proofers
Baseball Field Maintenance	Detergents, Air Fresheners, Bleach, Odor Neutralizers
Building Maintenance	Paint, Detergents, Air Fresheners, Bleach, Odor Neutralizers
General Maintenance	Insect Repellent, Insect Killer, Hydraulic Cement Compound, Propane
General and Roadway Maintenance	Adhesives, Sealants, De-Icers and Ice Melt Additives, Sand/Salt Mixture, Cold Patch Asphalt Mix, Sand
Good Housekeeping	Sweeping Compound, Crumb Rubber
Landscaping	Fertilizers, Soil Amendments, Adulticides, Larvicide, Herbicides, Insecticides



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2.2 Spills and Leaks.

Table 2.2: Areas of Site Where Potential Spills/Leaks Could Occur

Location	Discharge Points
Fueling Station	Outfall B
Fleet Maintenance Garage	Outfall B
Public Works Storage	Outfall B
Chemical Storage	Outfall B
Vehicle Washing Area	Outfall B
Vehicle Storage Area	South Perimeter Ditch
Waste Oil Tank Storage Shed	Outfall C
Above Ground Diesel/Gasoline Storage Tank	Outfall B
Above Ground Heating Oil Storage Tank	Outfall B
Sand/Salt Storage Shed	West Perimeter Ditch
Used Battery Storage Area	South Perimeter Ditch
Used Tire Storage Area	South Perimeter Ditch

2.3 Unauthorized Non-stormwater Discharges Documentation.

No unauthorized non-stormwater discharges have been observed at the facility at this time

2.4 Salt Storage.

A salt/sand mixture is stored under cover inside a divided wood and vinyl structure. The structure is approximately fifty feet in length, thirty feet in width and fifteen feet in height

2.5 Sampling Data Summary.

No stormwater sampling was conducted for this site

SECTION 3: STORMWATER CONTROL MEASURES AND PROCEDURES.

3.1 Non-numeric Technology-based Effluent Limits (BPT/BAT/BCr)

3.1.1 Minimize Exposure.

The salt/sand mixture pile is kept in a divided wood and vinyl covered structure. The front and back of the salt/sand structure is open. To avoid exposure of the mixture pile to precipitation, the edge of the pile is kept approximately three feet behind the drip line of the eave. A check dam (berm) consisting of #10 fines gravel is maintained across the bottom front of the pile in order to mitigate material migration into the general yard



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Figure 1. Salt/Sand Mixture Storage



Figure 2. Sand and Cold Patch Mix Storage

A small cold patch mix asphalt stockpile and sand stockpile are also kept under cover in the same wooden structure as the sand/salt mixture to minimize exposure to precipitation

Used batteries and tires are temporarily stored outside prior to disposal in separate covered containers to limit exposure to the elements.

The used motor oil storage tank is located inside a separate metal shed to prevent exposure to precipitation. The used motor oil storage tank is a double lined tank that sits inside a container, and the shed utilizes a secondary containment pallet system



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All onsite dumpsters are fitted with closable lids and sliding doors. The lids and doors are kept closed at all times to prevent moisture from entering the dumpster.

Cleaning, landscaping and maintenance chemicals are stored inside various sheds and buildings within the facility to prevent exposure to precipitation. The yard is inspected every 7-10 days by city staff. Spills or vehicle leaks are cleaned up immediately and vehicle leaks are corrected promptly or scheduled for repair with Fleet Maintenance.

There is a clearly-marked dedicated chemical storage room inside the Public Works Storage Building Safety Data Sheet (SDS) binders are maintained in the Public Works Storage Building, the Fleet Maintenance Garage, the Public Utilities Building as well as the Public Works Administration Building for safety and compliance.



Figure 3. Chemical Storage Room

3.1.2 Good Housekeeping.

Public Works staff developed standard operating procedures (SOPs) for the Public Works/Utilities/Fleet Maintenance Facility. Facility staff maintains the SOPs document which contains instructions on various municipal facility activity protocols for good housekeeping, maintenance, and storm water pollution prevention. The SOPs document is included as Attachment F of this SWPPP.

Fleet vehicles and equipment are routinely spray washed upon returning to the yard. Cleaning is conducted at the Public Works wash rack and personnel are trained to perform the washing activities so that wash water does not drain into the stormwater drainage system. A control valve directs wash rack waste water into an oil/water separator before discharging to the sanitary sewer system. The wash rack area is placarded with instruction to open the valve for wash rack use and close the valve after use.



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Prior to disposal, scrap metal and miscellaneous unusable materials are temporarily stored off the ground on pallets or racks and kept covered.

The waste oil storage tank is typically pumped out 1 to 2 times a month by Heritage-Crystal Clean LLC, depending on the levels of oil in the tank. When necessary, additional pump outs are performed. The inside of the shed housing the tank is cleaned twice a week.

The yard area is swept as needed and any debris or sediment is properly disposed.

3.1.3 Maintenance.

City vehicles and equipment are maintained at this site. The majority of vehicles at the facility are stored outside due to limited covered space. Vehicles are visually monitored daily and weekly for leaks/spills and cleaned and repaired as needed. As part of the facility's SOPs, vehicles are to be inspected by city staff each day for leaks/spills before use, and any leaks found are contained and cleaned immediately. Vehicles with leaks that cannot be rectified at the time of discovery are sent for repair work by Fleet Maintenance.

Repair and maintenance work on vehicles and equipment is done primarily inside the Fleet Maintenance Garage or the Public Works Storage Building to prevent exposure to precipitation; however, there are occasions where maintenance and repair work must be done outside. Maintenance activities that must be performed outside and that involve potentially hazardous substances are confined to fair-weather days to prevent exposure to precipitation, and/or stormwater.

In addition, if work is performed outside, stormwater drainage conveyances are protected from spills using filter socks, filter bags and/or drain seals. Work is done away from the drain inlet located near the Public Works Administration Building and away from perimeter ditches as well.

The rock check dam along the perimeter fence used to filter runoff from the site is maintained by removing excessive plant growth, routinely inspected, and additional rock is added on an as-needed basis. The oil/water separators and floor drain systems associated with the wash rack are inspected routinely, and the oil/water separator is pumped out as part of its yearly maintenance by Clean Harbors Tank Cleaning.



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Figure 4 Fleet Maintenance Garage (right), and Public Works Storage Building

3.1.4 Spill Prevention and Response.

All vehicles with a potential for hydraulic fluid leaks are equipped with spill kits. Additional spill kits are also posted inside the Public Works Storage Building, the Public Utilities Building and the Fleet Maintenance Garage. Operators are trained on the proper response to small spills.

Vehicles and equipment, equipment storage areas, material storage areas, and waste storage areas are checked and inspected daily for fluid leaks, uncovered containers and deteriorating labels and/or containers as part of preventative facility maintenance.

Containers that could be susceptible to spillage or leakage are clearly labeled to encourage proper handling and facilitate rapid response if spills or leaks occur.

Gasoline and diesel fuel tanks are double walled and the leak detection devices and exterior seams are inspected monthly.

The oil/water separators and their downstream discharges are monitored and inspected on a monthly basis and pumped out on a regular schedule or as needed.

The vehicle fueling pump area is uncovered and exposed. There is an emergency stop button which immediately cuts the flow of gas to the pumps. There is a fuel spill kit located directly adjacent to the pumps. All spills/leaks must be properly contained using the spill containment protocol, cleaned up and reported to the Facility Supervisor. Virginia Department of Emergency Management's 24-hour Emergency Operations Center (VAEOC) must be notified of any reportable spills as stated in the DEQ Petroleum Spill Notification Policy.



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Figure 5 Fueling Station Spill Kit



Figure 6 Drop Inlet Spill Covers



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Figure 7 Drop Inlet Spill Covers

Heating oil and waste oil tanks are monitored and inspected routinely and emptied as necessary. The waste oil tank has a secondary containment perimeter since it is housed within a wood shed. Chemicals used in landscaping, or for facility, vehicle, sports complex or roadway maintenance are stored inside various sheds and rooms throughout the maintenance facility. The chemical storage room inside the Public Works Storage Building utilizes a secondary containment rack sized to contain one hundred ten percent (110%) of the contents of the storage room.

The Poquoson Fire Department responds to and handles any spills at the facility over five (5) gallons. Public works employees handle smaller spills, and all Facility employees have participated in routine Hazmat training.

3.1.5 Erosion and Sediment Controls.

The facility's drop inlet structures use inter-drain filters and/or sock filters.

The Public Works staff installed premanufactured blocks to create a wall for push/containment of sand, crushed rock and aggregates stored at the facility. This has reduced the tracking and soil migration across the yard.



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Figure 8 Premanufactured Block Containment

A rock check dam lines the facility's fence around the western half of the site. The check dam helps prevent sediment and floatables from leaving the yard and reaching the perimeter ditches, and limits concentrated flow from leaving the site thereby reducing erosion. The majority of the facility drains towards the middle of the yard and into the stormwater inlet located adjacent to the Public Works Administration Building, which drains to Outfall B as shown on the drainage map. The check dam is located along the fence to intercept stormwater runoff from the perimeter of the facility that does not drain into the stormwater inlet.

Exposed areas are stabilized by encouraging vegetative growth, and stormwater passing through the rock check dam flows through grassed areas before reaching the perimeter ditch.

The yard is swept regularly to help prevent sediment from being carried offsite by stormwater runoff.

3.1.6 Management of Runoff.

Approximately 1.34 acres, or approximately forty three percent of the facility, drains to a pipe system that begins just northwest of the Public Works Administration Building, and flows south to a yard drain at the southwest corner of the Administration Building. The pipe system then drains east before discharging to a roadside ditch adjacent to Municipal Drive. This outfall is labeled "Outfall B" on the drainage map in Attachment C. The ditch from outfall B eventually drains to Floyds Bay, which is a tributary to the Poquoson River. A small part of the facility in the northeast corner also drains to Floyds Bay. Approximately 0.11 acre in this area drains towards Municipal drive as sheet flow, where a shallow paved swale drains north to a culvert under Municipal Drive. Where the paved swale leaves the facility is shown as Outfall "A" on the drainage area map.



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Stormwater drains off from 1.48 acres of the facility as overland sheet flow to 3 perimeter ditches located to the north, west, and south of the facility. Stormwater flow to the perimeter ditches is fairly evenly divided between the three, with 0.55, 0.42, and 0.51 acre of the facility draining to the north, west, and south perimeter ditches respectively. These perimeter ditches eventually drain to Cedar Creek located approximately 2,000 feet downstream to the south. Cedar Creek is a tributary to the Northwest Branch of Back River. Approximately .16 acres in the southeast corner of the site drains to a small ditch and pipe system that discharges to the south perimeter ditch at Outfall "C" on the drainage map.

Overland flow leaving the site is controlled with a rock check dam against the fence on the west side of the facility. After passing through the check dam, stormwater is also filtered by grass and vegetation between the outside of the fence and the perimeter ditches.



Figure 9 Rock Check Dam Against Perimeter Fence

3.1.7 Salt Storage Piles or Piles Containing Salt.

A salt and sand mixture pile is stored under a large divided wood and vinyl storage structure approximately fifty feet in length, thirty feet in width and fifteen feet in height. Approximately seventy percent (70%) of the structure's storage capacity is dedicated to the salt and sand mixture.

The pile is contained by a check dam (berm) made of #10 fines gravel placed along the front opening of the storage structure. A four-foot high concrete blockade is used to help contain the sand and salt mixture and keep it separated from piles of sand and cold patch asphalt mix which are also stored in the structure. The sand and salt mixture pile is kept at least three feet behind the drip line of the structure eaves to minimize exposure to precipitation.



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3.1.8 Non-Stormwater Discharges.

The facility does not generate non-stormwater discharges. Wash water from vehicle cleaning at the facility wash rack drains through an oil/water separator before discharging to the sanitary sewer system. Vehicle wash water is not allowed to drain to the storm sewer system. A control valve is used to direct wash water into the sanitary sewer system when the wash rack is in use, and facility staff are trained in the proper use of the wash rack.



Figure 10 Wash Rack and Oil/Water Separator Area

3.1.9 Dust Generation and Vehicle Tracking of Industrial Materials.

Sediment mobilization is minimized by keeping the pavement in areas which receive vehicular traffic in good condition. The paved surfaces are regularly swept to contain sediment, and minimize dust generation. Vehicles that deliver stockpile materials such as crushed rock, sand or waste materials are washed in the wash rack area if needed.

3.1.10 Waste, Garbage and Floatable Debris

The discharge of waste and garbage is controlled by the facility's good housekeeping practices. Waste is disposed in roll off dumpsters within the facility. Waste and garbage collection is handled by a third party contractor, Republic Services, and is collected every Friday.

The discharge of floatable debris offsite through the storm sewer system is minimized through the use of filter socks or bags in stormwater inlets. The rock check dam along the facility fence helps minimize trash and debris from reaching the perimeter ditches by overland flow.



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SECTION 4: SCHEDULES.

4.1 Schedules for Good Housekeeping/Stormwater Pollution Prevention Activities.

Daily

The following activities related to good housekeeping and stormwater pollution prevention are performed on a daily basis by staff at the Public Works/Utilities/Fleet Maintenance Facility:

- Equipment storage areas, materials storage areas, and waste storage areas are monitored and inspected for:
 - fluid leaks,
 - uncovered containers, and
 - deteriorating labels and/or containers

Any problems that are noted are corrected immediately.

- Vehicles and equipment are inspected for leaks prior to use. Any leaks are cleaned up immediately and rectified. If the leak cannot be fixed immediately, the vehicle is sent to the garage for repairs.

Monthly

The following activities related to good housekeeping and stormwater pollution prevention are performed on a monthly basis:

- Secondary containment systems (i.e. oil, fuel storage tanks) are inspected and emptied as necessary
- Oil/water separators located by equipment building and at the wash rack are inspected and maintained. This includes monitoring downstream discharges from the oil/water separators for any oily discharges.
- Oil absorbent materials in floor drains and/or catch basins is inspected, and removed or replaced as appropriate
- Floor drains and storm receiver inlets and outlets are inspected for excessive amounts of sediment, and cleaned out as necessary.
- A formal inspection is performed monthly at the facility, and an inspection report is produced. The monthly inspection report includes any incidents reported or actions taken as part of the daily/weekly visual inspections by facility staff.
- The sand/salt mixture storage and loading areas are inspected to ensure that the sand/salt mixture pile is not exposed to the weather.
- To minimize pesticide use, the facility is inspected for food, water, and harborage for pests. Pest traps are inspected and dead pests are removed and disposed of.



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4.2 Employee Training.

Training for Public Works, Public Utilities, and Fleet Maintenance employees is required once every two years at a minimum under the City's MSA general permit. The City is required to document training activities and submit training documentation to DEQ annually with its MS4 Annual Report by October 1st of each year. The training classes are reviewed routinely to determine effectiveness, appropriate additional topics and to ensure adequate training for all departments within the facility.

All Public Works employees are trained to identify, investigate and report illicit discharges. The drainage supervisor receives additional training on the importance of screening for, and identifying illicit discharges, and ensures his crews are properly trained.

Public Works, Public Utilities and Fleet Maintenance employees are also trained on topics which include, but are not limited to, the following:

1. Spill reporting procedures
2. Spill prevention procedures
3. Proper cleaning materials and techniques
4. Chemical and hazardous materials
5. Identifying the pathways a spill could take to enter the storm drain system
6. Best practices to prevent storm water contamination
7. Proper spill response and clean up procedures
8. Proper disposal of hazardous material and hazardous material containers
9. Identifying materials that can cause a harmful spill
10. Identifying petroleum and gasoline storage locations
11. Dry Weather Screening
12. Illicit Discharge

4.3 Routine Facility Inspections.

1. Person(s) or position(s) responsible for inspection.

Jerry Cagle, Facility Supervisor;

Mark Boessen, Construction Inspector

2. Schedules for conducting inspections.

The Poquoson Public Works/Utilities/Fleet Maintenance Facility Supervisor routinely conducts ongoing site inspections to ensure proper housekeeping, vehicle and equipment, materials, and waste petroleum maintenance. Visual inspections are conducted daily, with written reports filed on a monthly basis with the monthly facility inspection report. Any deficiencies identified during weekly visual inspections are corrected immediately.



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The Facility Supervisor also conducts a formal monthly facility inspection. The monthly inspection includes an evaluation of all areas of the facility where pollutant sources are exposed to stormwater, and evaluates the vehicle storage areas, material storage areas, wash rack area, fueling area and areas where stormwater leaves the site. Facility personnel are notified of any findings or deficiencies identified during inspections. The Stormwater Pollution Prevention Plan Monthly Inspection Report can be found in Attachment C. The report and the associated checklists include various site specific concerns.

3. Areas where industrial materials or activities are exposed to stormwater.

Fueling area, gasoline and diesel fuel tank

4. Areas identified in the SWPPP and any others that are potential pollutant sources

Fueling area, fleet maintenance area, wash rack area, salt/sand storage, chemical storage room

5. Areas where spills and leaks have occurred in the past 3 years.

No spills or leaks have occurred in the past 3 years

6. Inspection information for discharge points.

There are three outfall locations where stormwater leaves the facility and enters the City's MS4 as a point discharge. A 12-inch pipe carries stormwater east from the site where it outfalls into a v-shaped, grass lined ditch adjacent to Municipal Drive. This outfall is labelled "Outfall B" on the drainage map included as Attachment C. Approximately 1.34 acres, or forty three percent of the facility drains to Outfall B.

The second location is just north of the fueling station, where a small concrete swale along Municipal Drive carries stormwater north away from the facility. This concrete swale collects overland flow from approximately 0.11 acres of facility property in the northeast corner. This outfall is shown as "Outfall A" on the drainage map.

The third location is an 18" pipe that drains approximately 0.16 acres of the southeast corner of the facility, near the used battery drop off shed. The pipe discharges into the south perimeter ditch, and is shown as "Outfall C" on the drainage map.

The remaining 1.48 acres of the site drain offsite as sheet flow to the perimeter ditches located on the north, west, and south sides of the facility. There are no outfall locations receiving point discharges from the site. The perimeter ditches are shown on the drainage map.

7. List the control measures used to comply with the effluent limits contained in this permit.
No effluent limits for this facility

8. Other site-specific inspection objectives.

- Posting and maintaining barriers to provide proper location of household waste drop off service for controlled debris removal.
- Maintaining "NO DUMPING" signs.
- Used oil facility outside Public Works Facility open to public 365 days a year; closed during yearly five (5) day event in October, overwhelming storm events and when tank is full.
- Maintaining barriers used to prevent access to facility.



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4.4 Monitoring.

There are no monitoring efforts required for this facility.

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.

5.1 Documentation Regarding Endangered Species.

There are no endangered or threatened species or critical habitat in the facility area.

5.2 Documentation Regarding Historic Properties.

There are no historic properties in the facility area.

SECTION 6: CORRECTIVE ACTIONS.

To date, no corrective actions were required for this facility

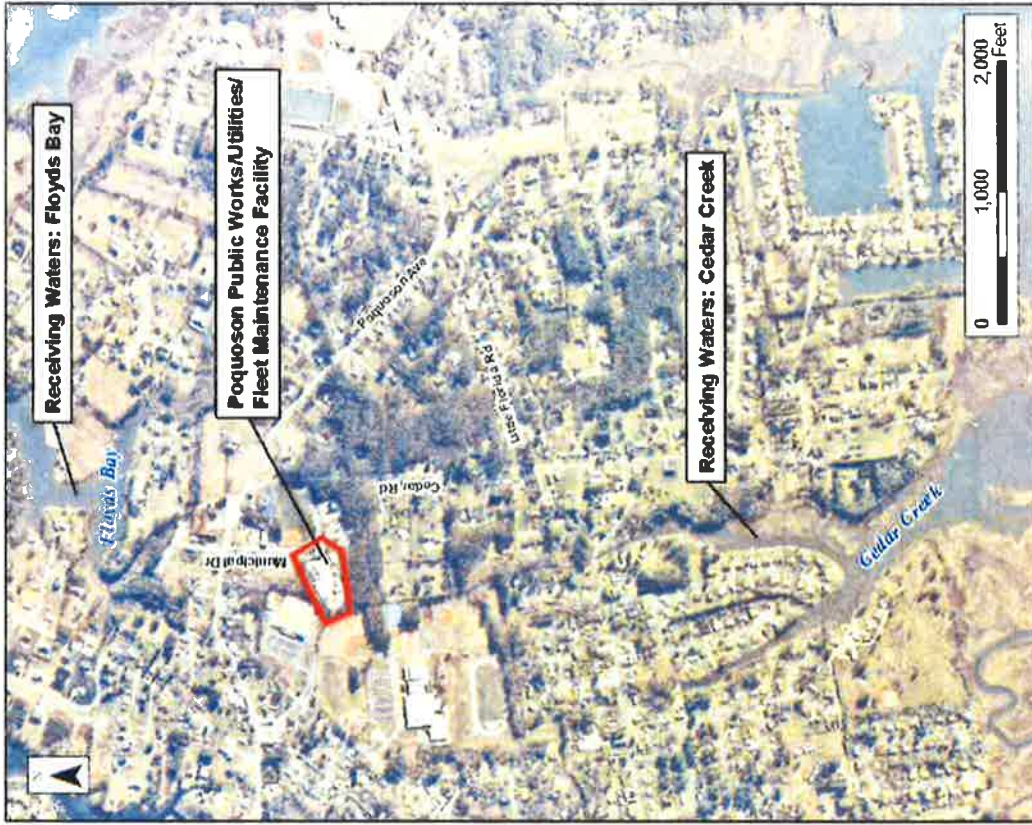


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Attachment A – General Location Map



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Attachment A. Public Works/Utilities/Fleet Maintenance
Facility General Location Map

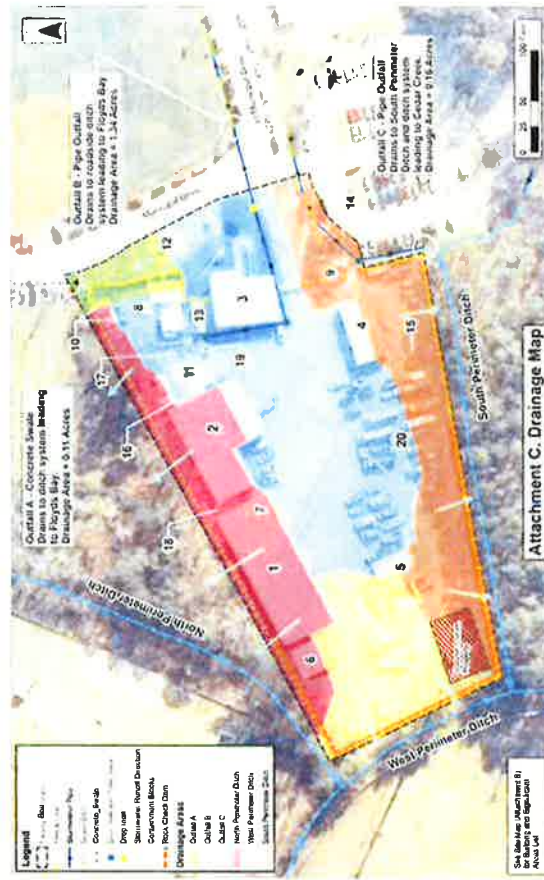
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Attachment B – Site Map



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Attachment C – Drainage Map



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**CITY OF POQUOSON - Department of Public Works
STORMWATER POLLUTION PREVENTION PLAN
MONTHLY INSPECTION REPORT**

FACILITY NAME: City of Poquoson, Public Works/Utilities/Fleet Maintenance Facility
FACILITY ADDRESS: 12 Municipal Drive, Poquoson, VA 23662

NOTE: The facility is located on approx. 4.52 acre portion of a 15.25 acre parcel. The facility contains an equipment storage building, utilities building, fleet maintenance garages, wash bay, salt/sand storage shed, fuel/oil storage tanks and storage for construction related materials. (*SEE ATTACHED MAP*)

CONTACTS:

NAME:	TITLE:	TELEPHONE:
Tom Jones	Director of Public Works	(757) 868-3592
Bob Speechley	Utilities Superintendent	(757) 868-3594
Jon Ellis	Fleet Maintenance Supervisor	(757) 868-3595
Jerry Casle	Facility Supervisor	(757) 868-3590

Training:

MATERIAL	DESCRIPTION	LOCATION	QUANTITY	EXPOSED YES NO	SPILLS / LEAKS YES NO
Gasoline	Dual Wallied Storage Tank (Outside)	Above Ground	4000 gals		
Diesel Fuel	Dual Wallied Storage Tank (Outside)	Above Ground	6000 gals		
Heating Oil	Storage Tanks (Outside)	Above Ground	275 gals ea.		
Other Waste Fluids	Used Motor Oil Storage Tank (Inside)	Above Ground	385 gals		
Used Batteries	Various Types	Covered Outside Container	Approx. 12		
Used Tires	Various Types	Covered Outside Container	Approx. 120		

Were Leak Detection Device(s) on Storage Tank(s) Visually Inspected?	Yes	No
Were Exterior Seam(s) on Storage Tank(s) Visually Inspected?	Yes	No

NOTE: If any of the above was exposed to storm water please describe below:



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MATERIAL EXPOSED TO STORMWATER, LEAKS/SPILLS? _ _ Yes _ No _ Please describe below:

MATERIAL	DESCRIPTION	LOCATION	QUANTITY	EXPOSED	SPILLS / LEAKS
Asphalt	Cold Patch Mix	Covered / Under Shelter	Approx. 3 tons	YES NO	YES NO
Salt / Sand Material Storage	Salt / Sand Mix For Use on Roadway	Covered / Under Shelter	Approx. 150 tons		
Stone Material Storage	Processed Stone	Outside Stockpiles	Approx. 525 tons		

NOTE: If any of the above was exposed to storm water please describe below:

MATERIAL EXPOSED TO STORMWATER, LEAKS/SPILLS? _ Yes _ No _ Please describe below:

Description of Equipment & Vehicle with problems "Found"

EQUIPMENT STORAGE AREA	DESCRIPTION & NUMBER OF EQUIPMENT	Description of spill/leak	EXPOSED	SPILLS / LEAKS
PUBLIC WORKS YARD			YES NO	YES NO
PARKS MAINTENANCE YARD				

NOTE: If any of the above was exposed to storm water please describe below

EQUIPMENT EXPOSED TO STORMWATER, LEAKS/SPILLS? _ _ Yes _ No _ Please describe below:

VEHICLE STORAGE AREA	DESCRIPTION & NUMBER OF VEHICLE	Description of spill/leak	EXPOSED	SPILLS / LEAKS
PUBLIC WORKS YARD			YES NO	YES NO
PARKS MAINTENANCE YARD				

NOTE: If any of the above was exposed to storm water please describe below:

VEHICLE EXPOSED TO STORMWATER, LEAKS/SPILLS? _ X _ Yes _ No _ Please describe below:

WASH RACK AREA: Yes No CLEAN: Yes No GRATE / WASH RACK: Yes No SPILLS / STAINS: Yes No

CHECK VALVE: Yes No OIL / WATER SEDIMENT SEPARATOR 1: _ _ Yes _ No (Inspect on a monthly basis)

OIL / WATER SEDIMENT SEPARATOR 2: Yes No (Inspect on a monthly basis)

COMMENTS: (If spills or stains are present, please describe & attach Spill / Leak Clean-up Report)

NOTE: Wash Rack Area is uncovered. When in operation, staff monitors open a valve which allows the rack to drain through an oil/sediment separator and enter the municipal sewer system. Following wash operations, the wash rack pad is rinsed off and the valve is closed. When the wash rack is not in operation, storm water runoff from the concrete pad drains through grass in to a sediment trap. The sediment trap and oil/sediment separator is inspected monthly for accumulated sediment, trash and debris and cleaned when needed. *updated 9-22-2015

DUMPSTERS: Yes No CLOSED: Yes No DRAIN PLUGS: Yes No

COMMENTS: (If spills or leaks are present, please describe)

NOTE: Dumpsters are stored on hard surface, are contained and dumped by provider on a weekly basis

FUELING AREA: Yes No CLEAN: Yes No SPILLS / STAINS: Yes No

BMAP 6.2

COMMENTS: (If spills or stains are present, please describe & attach Spill / Leak / Clean-up Report)

NOTE: Fueling Area is uncovered and exposed. All spills/leaks must be properly cleaned up and reported
GENERAL FACILITY SITE AREA

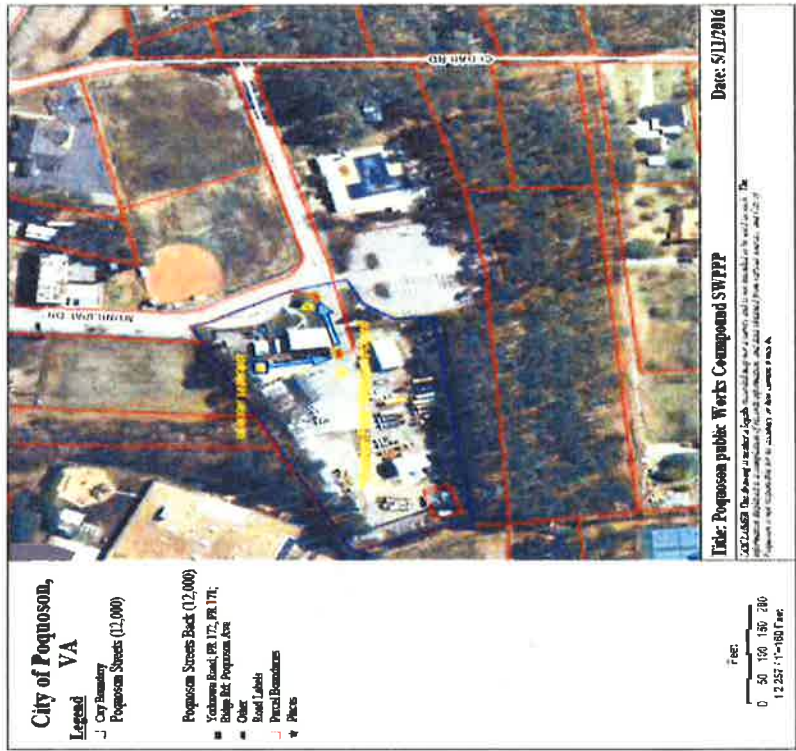
Description of Equipment & Vehicle with problems				
EQUIPMENT STORAGE AREA	DESCRIPTION & NUMBER OF EQUIPMENT	METHOD OF REPAIR	Work order # for repair	Repaired Yes No
PUBLIC WORKS YARD				
PARKS MAINTENANCE YARD				

VEHICLE STORAGE AREA	DESCRIPTION & NUMBER OF VEHICLE	METHOD OF REPAIR	Work order # for repair	Repaired Yes No
PUBLIC WORKS YARD				
PARKS MAINTENANCE YARD				

Completed By: NAME: _____ SIGNED: _____ DATE: _____

(Print Name)

(Signature)



BMP 6.2

Standard Operating Procedures for Good housekeeping & Storm Water Pollution Prevention City of Poquoson Public Works

Established June -13-2011
Revised May -27-2015

*Attachment E – Standard Operating Procedures for Good
Housekeeping and Stormwater Pollution Prevention*



AECOM

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Spill Prevention:

Purpose: to prevent contamination of stormwater by using proper washing techniques, proper washing locations, and proper disposal of wash water.

1. Monitor equipment storage areas, materials storage areas, and waste storage areas, checking for: fluid leaks, uncovered containers, and deteriorating labels and/or containers, and correct any problems that are noted. **Suggested frequency- bi-monthly**
2. Inspect secondary containment systems (i.e. oil, fuel storage tanks) as necessary, and empty them as necessary. **Suggested frequency- monthly**
3. Monitor oil/water separators and their downstream discharges. An oily discharge indicates that the unit is either not functioning properly or needs to be "pumped out". **Suggested frequency- monthly**
4. Install oil absorbent materials in floor drains and/or catch basins, and inspect, remove/replace as appropriate. **Suggested frequency- monthly**
5. Monitor floor drains and storm receiver inlets and outlets for excessive amounts of contaminants, and clean out as necessary. **Suggested frequency - monthly**
6. Document any/all inspection activities on the proper forms. **Suggested frequency - monthly**
Ex: Storm water Pollution Prevention Plan, Dry Weather Screening/Illicit Discharge Detection Forms.

Landscaping and Lawn Care:

Purpose: to prevent contamination of stormwater by minimizing contact with fertilizer and by using innovative landscaping techniques

1. Plant vegetation that needs minimal amounts of care (i.e. water, fertilizer). **Suggested frequency - at time of initial landscaping**
 2. Implement landscaping techniques that minimize water usage. **Suggested frequency - at time of initial landscaping**
 3. Water just enough to supplement rainfall - use drip irrigation techniques and/or moisture sensors. **Suggested frequency - always**
 4. Minimize fertilizer application, use slow release fertilizers. **Suggested frequency - always**
 5. Mow with blades set high, leave grass clippings on turf areas. **Suggested frequency - always**
 6. Use compost or natural (organic) fertilizers. **Suggested frequency -when available**
- 1.

BMP 6.2

Pest Control:

Purpose: to prevent contamination of stormwater by pesticides which can be toxic to aquatic life and may contaminate receiving waters

1. Purchase pesticides for immediate use when possible and storing per manufacture label, Suggested frequency – always
2. Adopt Integrated Pesticide Management techniques. Suggested frequency – always
3. Adopt alternatives to pesticides options Suggested frequency - always
4. Eliminate food, water, harborage for pests by implementing routine inspections Suggested frequency – once/week
5. Inspect pest traps regularly, remove and properly dispose of dead pests Suggested frequency – once/week
6. Minimize pesticide application; use non toxic/lowest toxicity pesticides - (blue boards). Suggested frequency – as warranted
7. Do not apply pesticides immediately before/during rain events Suggested frequency - always

Pet Waste Collection:

Purpose: to prevent contamination of stormwater via contact with pet related wastes

1. Check for pet waste (i.e. feces, food wastes) per inspection of parks, playgrounds etc Suggested frequency – 2-3x per week
2. Remove all pet waste, and dispose of properly. Preferred method of disposal is bagged and placed in a trash receptacle Suggested frequency – 3x per week
3. Wash the affected areas with a disinfectant soap and hot water, and rinse to a vegetated area Suggested frequency – bi-monthly or as needed

2.

Vehicle and Equipment Maintenance:

Purpose: to prevent contamination of stormwater by using proper maintenance techniques, proper maintenance locations, and retrofitting infrastructure.

1. Check vehicles and equipment for leaks prior to use, cleaning spills immediately, turning in to garage for repairs Suggested frequency – continuous
2. Conduct maintenance work indoors – dedicate specific vehicle bays, seal floor drain systems. Suggested frequency – at time of construction/replacement
3. If work is performed outside, protect stormwater drainage conveyances from spills Suggested frequency – continuous
4. Clean up spilled materials immediately, using dry methods (absorbents) contaminated materials to be placed in labeled containers located in Vehicle Maintenance Garage and serviced by reputable contractor for disposal as needed. Suggested frequency– continuous
5. Install oil/water separators where necessary Suggested frequency – continuous
6. Rinse grass from lawn care equipment over permeable, vegetated areas Suggested frequency– continuous
7. Never leave vehicles/equipment unattended while refueling Suggested frequency - continuous
8. Document any/all inspection activities on the proper forms Suggested frequency - continuous

Vehicle and Equipment Washing:

Purpose: to prevent contamination of stormwater by using proper washing techniques, proper washing locations, and proper disposal of wash water

1. Inspect oil/water separators and floor drain systems periodically to determine maintenance needs Suggested frequency– before and after use
2. Designate a specific vehicle washing bay/facility – the wastewater from the floor drain should flow into an oil/water separator – the treated wastewater should flow to a municipal sanitary sewer line, if possible. If a sanitary sewer is not available, a wastewater permit must be obtained for the floor drain discharges Suggested frequency – continuous
3. Close unneeded floor drains Suggested frequency – continuous
4. Wash vehicles in a designated wash area only, which collects wash water and directs it either to the sanitary sewer or a vegetated area Suggested frequency – continuous
5. Document any/all inspection activities on the proper forms Suggested frequency-monthly per SWPPP report

3.

BMP 6.2

Roadway Maintenance:

Purpose: to prevent contamination of stormwater as it flows over debris that is deposited on road infrastructure and bridges

1. Pavement in dry weather Suggested frequency – always
2. Cover manholes and catch basins prior to paving, patching, etc Suggested frequency – always.
3. Clean all fluid leaks immediately. Suggested frequency – always
4. Maintain roadside vegetation – restrict pesticide use Suggested frequency – whenever possible.
5. Sweep/vacuum roadways and shoulders to remove debris, particulate matter Suggested frequency – bi-monthly, increase when needed

Road Salt Storage and Application:

Purpose: to prevent contamination of storm water by using proper storage techniques, and improving application techniques of deicing materials

1. Store road salt, road salt/sand mixtures in properly sized, covered structure Suggested frequency – as needed
2. Order/request salt delivery prior to the onset of winter weather to enable immediate storage (i.e. in salt barn, under tarp) to prevent runoff. Suggested frequency – at time of purchase
3. Unload salt deliveries directly into barn, or move inside immediately Suggested frequency -each delivery
4. Store salt on highest ground possible Suggested frequency – continuous
5. Cover salt loading area or "build into" storage shed. Suggested frequency – continuous
6. Control spreading speeds; use a wetting agent to minimize "bounce" Suggested frequency- as needed
7. Control spread patterns to concentrate material where it is most effective Suggested frequency – continuous
8. Inspect salt storage area, salt loading area to ensure that salt is not exposed to weather Suggested frequency- weekly/monthly
9. Minimize salt usage by calibrating salt application equipment periodically Suggested frequency – weekly during winter months
10. Minimize salt spillage by not exceeding capacities of equipment (i.e. front-end loader, truck bed) during loading operations Suggested frequency – always
11. Always plow when de-icing roads Suggested frequency – weekly during winter months
12. Reference/use Chemical Application Rate Charts Suggested frequency- as needed
13. Document any/all inspection activities on the proper forms. Suggested frequency – continuous

4.

Hazardous and Waste Materials Management:

Purpose: to prevent contamination of stormwater by properly storing, handling, and disposing of hazardous and waste materials

1. Store all materials/wastes in closed, labeled containers – if outside storage is necessary, the storage area should be sheltered from the weather. Suggested frequency – continuous
2. Designate storage areas away from floor drains (if inside) and storm receivers (if outside), Suggested frequency – continuous
3. Install a pretreatment system (oil/water separator) where a potential exists for petroleum products to enter floor drains Eliminate floor drains if possible Suggested frequency –at time of construction
4. Reduce stocks of materials where viable - use "first in/first out" management techniques Suggested frequency – as needed
5. Use least toxic materials Suggested frequency- continuous
6. Install secondary containment devices where appropriate Suggested frequency – at time of construction
7. Recycle/dispose of materials properly. Suggested frequency – continuous
8. Do not mix dissimilar wastes in the same containers. Suggested frequency - continuous
9. Document any/all inspection activities on the proper forms Suggested frequency – monthly
10. Disposal of "road kill" - place in double plastic bag, and place in dumpster, via contractor to landfill and/or incinerator Suggested frequency – as needed

5.

BMP 6.2

Operational By Products/Wastes

Purpose: to prevent contamination of stormwater by preventing "illegal" disposal, and by properly storing, handling, and disposing of facility generated and wastes.

FACILITY GENERATED WASTES:

1. Develop a list of wastes, with associated procedures for handling/storage/recycling/disposal, and provide to staff. Instruct all staff to adhere to this information, and to inform the facility manager if new wastes are generated. Suggested frequency – as needed
2. Secure the facility to prevent access (fence/lock gates). Suggested frequency – at close of business

MUNICIPAL AREAS THAT ARE SUSCEPTIBLE TO ILLEGAL DUMPING:

1. Post/maintain "NO DUMPING" signs, erect barriers to prevent access, illuminate area
Suggested frequency – as needed
2. Patrol areas. Suggested frequency – as needed
3. Maintain areas/remove illegally dumped trash/debris. Suggested frequency – as needed
4. Document any/all inspection activities on the proper forms. Suggested frequency - continuous

DROP OFF SERVICE: SATELLITE LOCATION FOR CONTROLLED DEBRIS REMOVAL:

1. Post/maintain "signs", erect barriers to provide proper location of site. Suggested frequency - during hours of operation
2. Maintain and clean area used pre & post use. Suggested frequency - during hours of operation
3. Remove debris and take to controlled off-site. Suggested frequency - during hours of operation
4. Spill kits on site with vehicles in case of spill. Suggested frequency – as needed

**CITY OF POQUOSON - Department of Public Works
STORMWATER POLLUTION PREVENTION PLAN
MONTHLY INSPECTION REPORT**

June - 2017

FACILITY NAME: City of Poquoson, Public Works/Utilities/Fleet Maintenance Facility
FACILITY ADDRESS: 12 Municipal Drive, Poquoson, VA 23662

NOTE: The facility is located on approx. 4.52 acre portion of a 15.25 acre parcel. The facility contains an equipment storage building, utilities building, fleet maintenance garages, wash bay, salt/sand storage shed, fuel/oil storage tanks and storage for construction related materials. (SEE ATTACHED MAP)

CONTACTS:

NAME:	TITLE:	TELEPHONE:
Tom Jones	Director of Public Works	(757) 868-3592
Bob Speechley	Utilities Superintendent	(757) 868-3594
Jon Ellis	Fleet Maintenance Supervisor	(757) 868-3595
Jerry Cagle	Facility Supervisor	(757) 868-3590

Training: Thursday-June, 22, 2017 Class on Illicit Discharge, taught by City Engineer to all Public Works Employees.

MATERIAL	DESCRIPTION	LOCATION	QUANTITY	EXPOSED		SPILLS / LEAKS	
				YES	NO	YES	NO
Gasoline	Dual Walled Storage Tank (Outside)	Above Ground	4000 gals	X			X
Diesel Fuel	Dual Walled Storage Tank (Outside)	Above Ground	6000 gals	X			X
Heating Oil	Storage Tanks (Outside)	Above Ground	275 gals ea.	X			X
Other Waste Fluids	Used Motor Oil Storage Tank (Inside)	Above Ground	385 gals		X		X
Used Batteries	Various Types	Covered Outside Container	Approx. 12		X		X
Used Tires	Various Types	Covered Outside Container	Approx. 120		X		X

BMP 6.2 SWPPP IMPLEMENTATION

Were Leak Detection Device(s) on Storage Tank(s) Visually Inspected?	☒ Yes	☐ No
Were Exterior Seam(s) on Storage Tank(s) Visually Inspected?	☒ Yes	☐ No

NOTE: If any of the above was exposed to storm water please describe below:

MATERIAL EXPOSED TO STORMWATER, LEAKS/SPILLS? ☒ Yes ☐ No Please describe below:

- Used motor oil storage tank (inside) is pumped 1-2 times a month with additional service when needed by Heritage-Crystal Clean, LLC. Clean weekly & checked daily or as needed. **January 20th, 2017 remove all containers, oil tank etc. from building and clean ALL. This is done yearly with regular maintenance & cleaning performed twice a week.**
- All tanks with exception of used motor oil are located outside. Used batteries and tires are stored in separate containers and covered to limit exposure to elements.
- Concrete blocks are needed to continue replacement of existing walls for storage of sand, cold patch however current holding system is adequate at this time.

MATERIAL	DESCRIPTION	LOCATION	QUANTITY	EXPOSED		SPILLS / LEAKS	
				YES	NO	YES	NO
Asphalt	Cold Patch Mix	Covered / Under Shelter	Approx. 3 tons		X		X
Salt / Sand Material Storage	Salt / Sand Mix For Use on Roadway	Covered / Under Shelter	Approx. 150 tons		X		X
Stone Material Storage	Processed Stone	Outside Stockpiles	Approx. 525 tons	X			X
Used Batteries & Tires	Used Batteries & Tires	Covered Under Shelter	Approx. 5-13		X		X

NOTE: If any of the above was exposed to storm water please describe below:

MATERIAL EXPOSED TO STORMWATER, LEAKS/SPILLS? ☒ Yes ☐ No Please describe below:

- Processed stone – outside stockpiles
- 6-13-17-Clean rock check dam at (south) Public Works Compound
- 6-23-17-Clean small oil leak at Used Oil Site/Building

Description of **Equipment** & **Vehicle** with problems **"Found"**

EQUIPMENT STORAGE AREA	DESCRIPTION & NUMBER OF EQUIPMENT	Description of spill/leak	EXPOSED		SPILLS / LEAKS	
			YES	NO	YES	NO
PUBLIC WORKS YARD						
	PW 15 John Deere Mowing Tractor 1990	Fuel, oil		X	X	
PARKS MAINTENANCE YARD						

NOTE: If any of the above was exposed to storm water please describe below

EQUIPMENT EXPOSED TO STORMWATER, LEAKS/SPILLS? X Yes No Please describe below:

- 80% of equipment is stored outside due to limited amount of covered space, monitored for leaks/spills daily and cleaned and repaired as needed.

VEHICLE STORAGE AREA	DESCRIPTION & NUMBER OF VEHICLE	Description of spill/leak	EXPOSED		SPILLS / LEAKS	
			YES	NO	YES	NO
PUBLIC WORKS YARD	Utility 61 2014 Ford F250	oil	X		X	
PARKS MAINTENANCE YARD						

NOTE: If any of the above was exposed to storm water please describe below:

VEHICLE EXPOSED TO STORMWATER, LEAKS/SPILLS? ☒ Yes ☐ No Please describe below:

- 90% of vehicles are stored outside due to limited amount of covered space, monitored for leaks/spills daily and cleaned and repaired as needed.
- Vehicles are visually checked daily & weekly as part of preventative maintenance training check list by Public Work employees and prior to use, any leaks are contained, or repaired on site by operator if possible, if not they are turned in to City Garage for repairs.
- Scheduled 4000 - 5000 mile inspections along with Bi-Monthly and Yearly for vehicles. With repairs completed on and off site.

WASH RACK AREA: ☒ Yes ☐ No	CLEAN: ☒ Yes ☐ No	SPILLS / STAINS: ☒ Yes ☐ No
CHECK VALVE: ☒ Yes ☐ No	GRATE / WASH RACK: ☒ Yes ☐ No	
OIL /WATER SEDIMENT SEPERATOR 1: ☒ Yes ☐ No <i>(Inspect on a monthly basis)</i> (located east p.w.yard at wash rack.) (installed July 2014) (information updated 2-11-16) Pumped 3-15-2017		
OIL /WATER SEDIMENT SEPERATOR 2: ☒ Yes ☐ No <i>(Inspect on a monthly basis)</i> (located between city garage & new storage building installed (installed November 2013) (information updated 2-11-16) grates in building not in service as no washing, water is released.		
COMMENTS: <i>(If spills or strains are present, please describe & attach Spill / Leak Clean-up Report)</i> *clean up dirt, grass & litter. * stains are old and pose no threat. *maintain cleaning after each use. *6-13-17 drain stopped on oil/water sediment separator, remove screen/basket, flush drain pipe. Pumped 3-15-2017 by Clean Harbors as part of ongoing inspection.		

NOTE: Wash Rack Area is uncovered. When in operation, staff members open a valve which allows the rack to drain through an oil/sediment separator and enter the municipal sewer system. Following wash operations, the wash rack pad is rinsed off and the valve is closed. When the wash rack is not in operation, storm water runoff from the concrete pad drains through grass in to a sediment trap. The sediment trap and oil/sediment separator is inspected monthly for accumulated sediment, trash and debris and cleaned when needed. *updated 9-23-2015

DUMPSTERS: ☒ Yes ☐ No	CLOSED: ☒ Yes ☐ No	DRAIN PLUGS: ☒ Yes ☐ No
---	--	---

BMAP 6.2

COMMENTS: *(If spills or leaks are present, please describe)*

Dumpster top cover/door found open on 6-1,13,-2017 Closed to prevent rain entering, and notified all employees to close doors after use. (ongoing)

NOTE: Dumpsters are stored on hard surface, are contained and dumped by provider on a weekly basis.

FUELING AREA: ☒ Yes ☐ No	CLEAN: ☒ Yes ☐ No	SPILLS / STAINS: ☒ Yes ☐ No
COMMENTS: <i>(If spills or strains are present, please describe & attach Spill / Leak Clean-up Report)</i>		
stains are old and pose no threat.		

NOTE: Fueling Area is uncovered and exposed. All spills/leaks must be properly cleaned up and reported.

GENERAL FACILITY SITE AREA:

- Pick up litter around wash-oil/water separator area and Parks Maintenance Compound. (ongoing)
- All non-hazardous absorbents and used oil filters are placed in separate containers, stored inside city garage and serviced when needed by Heritage-Crystal Clean, LLC.
- Metal storage SE side of Garage -12 Municipal Drive. (6-2-2017) Maintain pile, remove to off-site location. Currently stored on asphalt covered with tarp .Looking into other methods of covered storage. (#3 per visit with AECOM reps.6-1-17)
- Remove trash from roll off containers. (#7 per visit with AECOM reps.6-1-17)
- Fill in low areas with ponding water. (#6 per visit with AECOM reps.6-1-17)
- Add two (2) 24"x24" covers (sealed) for Drop Inlets in case of spills. North of existing fuel tank & South of 12 Municipal Dr. (Public Works office)

Description of Equipment & Vehicle with problems "Repaired"

EQUIPMENT STORAGE AREA	DESCRIPTION & NUMBER OF EQUIPMENT	* METHOD OF REPAIR	Work order # for repair	Repaired	
				Yes	No
PUBLIC WORKS YARD					
	PW 15 John Deere Mowing Tractor 1990	Replace fuel filter, oil filter tighten all plugs etc.	0000057025	X	

BMAP 6.2

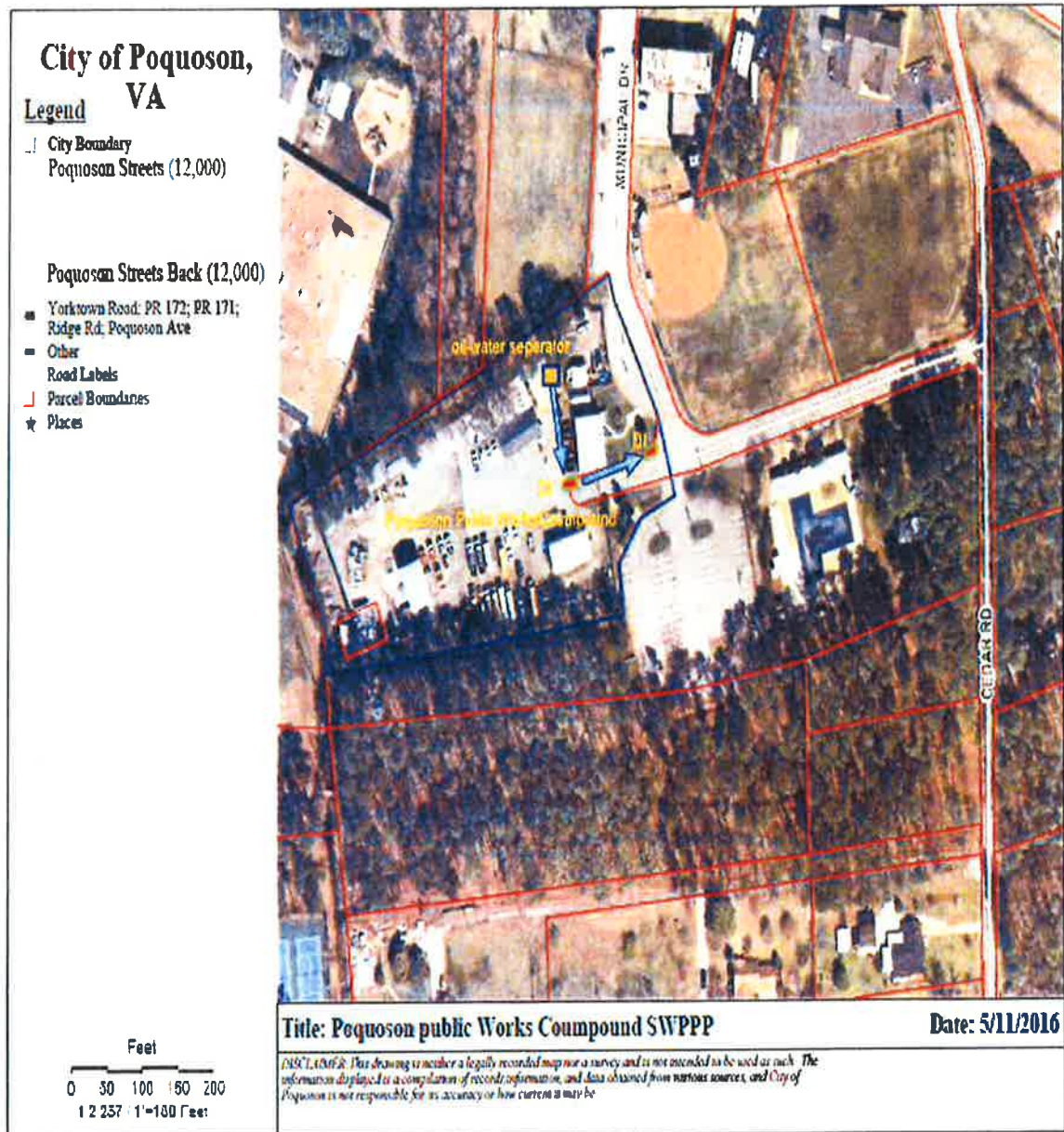
PARKS MAINTENANCE YARD						

VEHICLE STORAGE AREA	DESCRIPTION & NUMBER OF VEHICLE	* METHOD OF REPAIR	Work order # for repair	Repaired Yes No	
PUBLIC WORKS YARD	Utility 61 2014 Ford F250	Replace oil filter (damaged)	0000057049	X	
PARKS MAINTENANCE YARD					

Completed By: NAME: Jerry Cagle SIGNED: Jerry Cagle DATE: June-28-2017

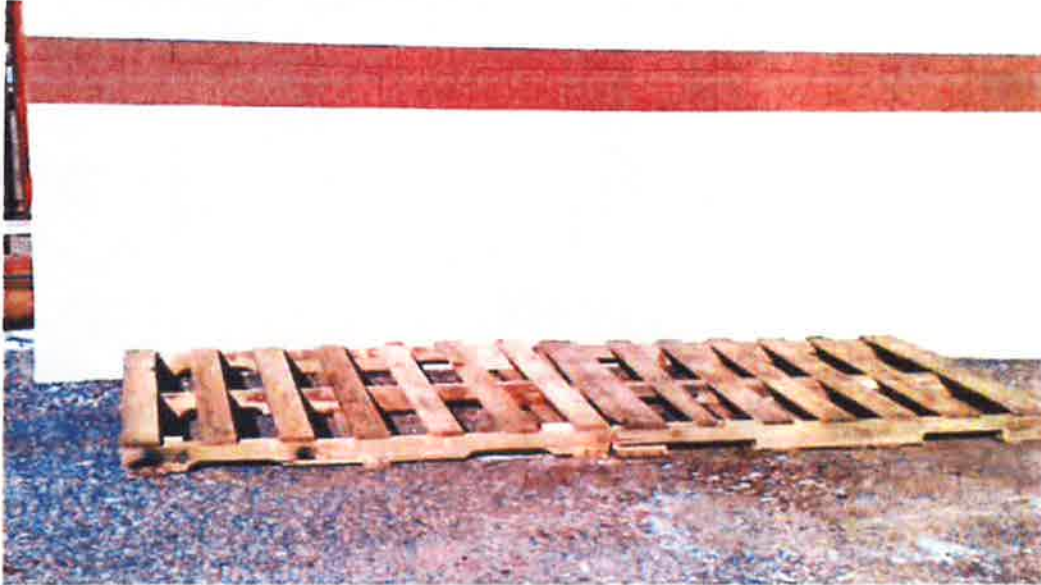
(Print Name) (Signature)

BMD 6.2



BMP 4.2

Remove metal pile 6-2-17 add pallet with tarp. (#3 per visit with AECOM reps.6-1-17)
Looking into other covered storage options.



BMP 6.2

June-2-2017 - Remove trash from roll off containers.(#7 per visit with AECOM reps.6-1-17)



June-2-2017 - Fill in low areas with ponding water. (#6 per visit with AECOM reps.6-1-17)



BMP 6.2

June-2-2017 Add #10 Fine Check Dam W side of Select Fill (uncovered)



BMP 6.2

June-9-2017- Remove three (3) metal 55 gallon barrels to offsite recycling location.



June-9-2017 Monitor– two (2) temporary stored plastic 55 gallon barrels. Vendors will remove for recycling when new product is replaced in garage. (ongoing)



BMP 6.2

June-14-2017- Repair hole (outside) N corner of sand pile (covered).



BMP 6.2

Install two (2) 24"x24" "Ultra-Drain-Seals" in adjacent locations for
NE of 12 Municipal Dr. 6-20-17



BMP 6.2

Install two (2) 24"x24" "Ultra-Drain-Seals" in adjacent locations for SW of 12
Municipal Dr. 6-20-17



BMP 6 .2



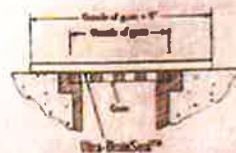
How To Use The Ultra-Drain Seal

Protective cover for drains, grates and manholes against accidental spills.

Follow these easy steps to assure maximum effectiveness:

1. Make sure the Ultra-Drain Seal™ is the correct size.

For best results, use a Ultra-Drain Seal™ which is 6" larger than the outside of the grate.



2. Apply the Ultra-Drain Seal™.

- Remove all stones, branches, or other debris off the object you desire to cover.
- Remove the plastic film from the Ultra-Drain Seal™ and remember to keep it to re-apply before storage.
- Place the Ultra-Drain Seal™ over the drain, grate, or manhole you desire to seal.
- To gain a faster seal you may step on the DrainSeal™. Never attempt this after spill has reached the drain.

3. Always decontaminate the Ultra-Drain Seal™ before reuse or storage.

- Wash the Ultra-Drain Seal™ and its plastic film in warm water with a non-abrasive detergent or petroleum solvent cleaner.*
- Dry both the Drain Seal™ and plastic film with a cloth and re-apply the plastic film to the Drain Seal™.
- Using the tube provided, roll up the Drain Seal™ and place it back into the container for storage.
- Store the Ultra-Drain Seal™ out of direct sunlight, and at room temperature.

These chemicals are compatible for use with Ultra-Drain Seal™.

Acetone*	Hydrogen Peroxide
Aluminum Salts	Kerosene
Ammonia	Methyl Alcohol
Barium Salts	Methyl Ethyl Ketone*
Benzyl Alcohol	(MEK)
Boric Acid Sol.	Methylene Chloride*
Butane	Naptha
Butanol	Nitrogen Oxides
Calcium Salts	Oil, Mineral
Carbon Dioxide	Phenol
Chloroform*	Sodium
Chlorothane VG	Sulfuric Acid
Copper Salts	(Med. Conc.)
Cyclohexanone	Tetrahydrofuran
Formaldehyde	(THF)
Freon	Toluene
Gasoline	Trichloroethylene*
Glycol Ether	Triethylamine
Hydrochloric Acid	Triphenylene Glycol
(Med. Conc.)	Turpentine
Hydrofluoric Acid	Water
(Med. Conc.)	

* Will cause the Ultra-Drain Seal™ to swell temporarily but not degrade.

IMPORTANT NOTES:

- Never allow the Ultra-Drain Seal™ to touch itself for long periods of time.
- The Ultra-Drain Seal™ will become less flexible if stored in cold temperatures.
- Due to the nature of softer urethane, the physical properties of these products may change with exposure to certain environmental conditions like temperature, humidity and UV radiation. Please inspect the stored product regularly to ensure it is in a usable state.
- Not intended for long-term outdoor use (more than two (2) hours) as UV exposure and/or heat for extended periods can degrade the product. For applications where extended use may be required, the Ultra-Drain Seal Plus should be considered.



Other UltraTech products for you



Want to know more about these products?

Great! Just call our toll-free number and we'll send you more information on all UltraTech products and the name of your nearest distributor.



UltraTech International, Inc.
11542 Davis Creek Court
Jacksonville, FL 32256
(800) 353-1611 • (904) 292-1325 Fax
www.SpillContainment.com

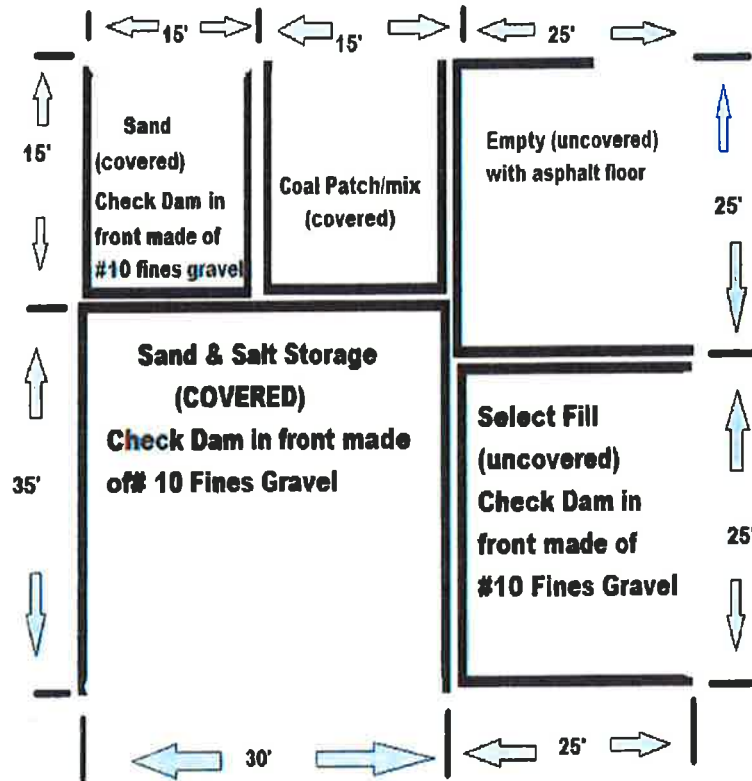
BMP 6.2

Clean up small oil leak at used oil tank/shed 6-23-2017



BMP 6.2

Sand Salt Mix –Coal Patch/Mix – Sand Storage Building 6-6-17



Check Dam with
#10 Fines Gravel

Tuesday, June, 6, 2017

BMP 6.2

BMP 6.3a: City Properties Required to Use Nutrient Management Plans by PY5:

The City of Poquoson does not fertilize its school sites. The City Hall site, listed in the PY1 annual report, has been removed from this list because it only has 0.56 acres of turf. Only two other City properties have contiguous managed turf areas of one acre or more:

South Lawson Park (*note: no fertilizer was used on this site during PY4*):

- Tax Map # 27-10-00-0006; 21-01-00-0141; 21-01-00-0136
- Lat: 37° 07' 23.79"N; Long: 76° 20' 44.60"W
- HUC CB21
- 1.42 contiguous acres turf
- 16.21 acres total acreage

Baseball complex at 17 Park Street (*covered by NMP*):

- Tax Map # 210-01-00-0025
- Lat: 37° 07' 48.08" N; Long: 76° 21' 35.95"W
- HUC CB22
- 5.05 acres turf
- 9.60 acres total site acreage

BMP 6.3

TruGreen Newport News

Nutrient Application Worksheet Warm Season Grass

Please **Submit Electronically** by February 15, 2013 to:

J. Derik Cataldi

Urban Nutrient Management Specialist

Phone: 804-786-1798

Email: Derik.Cataldi@dcr.virginia.gov

WQA ID Number: 147

Program Type: Warm Season Turf

Month	Analysis	Rate per 1,000 sq. ft.	Percent Slow Release N	lbs Slow Release N per 1,000 sq. ft.	lbs Fast Release N per 1,000 sq. ft.	Total N
2/1-3/17	0-0-7	.3	0	0	0	0
3/18-5/7	17-0-5	.7	0	0	.7	.7
5/8-9/24	19-0-5	4	50	1.5	1.5	3
9/25-11/12	0-0-7	.3	0	0	0	0
11/13- 12/31	0-0-62	.3	0	0	0	0
			Total	1.5	2.2	3.7

Notes: The 17-0-5 is a liquid fertilizer.

BMP 6.3

Summary of Employee Training

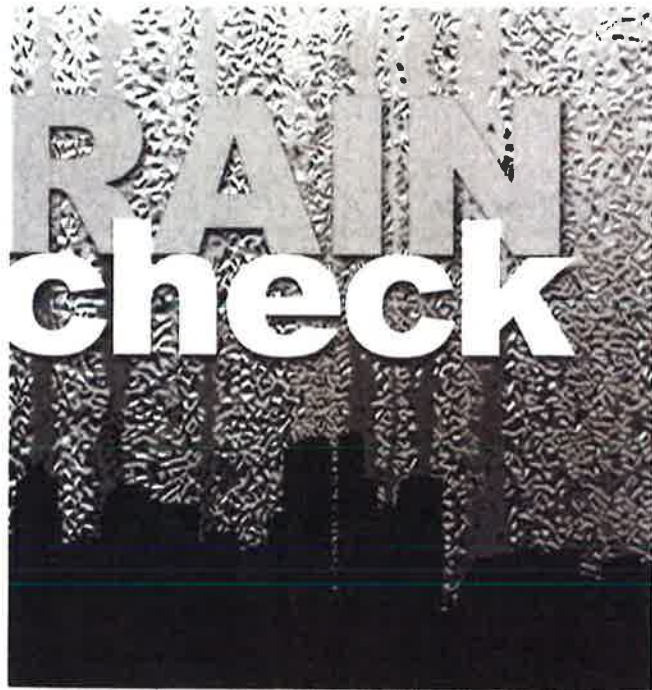
Public Works, Utilities, Landscaping, Roads, and Garage employees were shown the Rain Check Video. Following the video, they completed a quiz and had a group discussion on the answers to the quiz. They shared examples encountered during their work days.

In addition, staff members were closely involved in the development of the SWPPP for the Public Works yard. This provided good information on acceptable practices and led to some useful suggestions and information added to the SWPPP. Implementation was facilitated by this involvement.

BMAP 6.4

Poquoson Public Works - Safety Training Program		
Safety Topic	Instructor	Date
Good Housekeeping Training/Illicit Discharge & (new D.I.spill cover training P.W. compound) for VPDES PERMIT	Ellen Roberts-City Engineer	June-22-2017
Employees Attending		
1	Jeff Gault	
2	Smell P. Baker	
3	Mark Lacks	
4	Robert Williams	
5	Thomas Edna	
6	John	
7	Robert Williams	
8	Milton Wiggins	
9	Sam	
10	Tim Kite	
11	John	
12	Chris	
13	Sam Spradley	
14	John	
15	Scott Holt	
16	Matthew	
17	James	
18	Ed	
19	Chad	
20	Jeff B. Bean	
21	Mark D. Boon	
22	Ellen Roberts	
23	Brendley Waldman	
24		
25		
26		
27		

BMP 6.4



BNIP 6.4

RAINcheck

Employee Quiz

STORMWATER POLLUTION PREVENTION FOR MS4s

Name _____

Dept. _____ Date _____

The following questions all have multiple choice answers and are related to Basic BMPs Training (questions 1-26) and Specialty BMPs Training (questions 27-40). Circle the best answer for each question. Your trainer will direct you as to which questions you should complete. Trainees that have been trained on all BMPs may be asked to complete the entire quiz.

BASIC BMPs

1. If weatherproof containers of liquids are stored outdoors, they should always be stored...
 - a. under a tarp or cover.
 - b. inside of secondary containment.
 - c. near a storm drain inlet.
 - d. as far as possible from any buildings or structures.
2. When transferring or pouring any liquid outdoors, you should...
 - a. wear a respirator.
 - b. use the largest sized container available.
 - c. use a drip pan or bucket to catch drips.
 - d. remove the labels from any containers before starting the transfer.
3. Which of the following statements is **not** true about outdoor use of containers?
 - a. Keep lids and tops closed unless using the container.
 - b. Make sure all containers are clearly labeled.
 - c. Put portable containers away (preferably indoors) after use.
 - d. Empty residues from containers into the nearest storm drain.
4. When you finish working in a specific location outdoors for the day, you should always...
 - a. sweep or clean up any wastes or scraps.
 - b. put on the proper personal protective equipment for that work.
 - c. dispose of any wastes or scrap in the nearest open space.
 - d. hose down any wastes or excess materials.
5. If you find rainwater accumulated inside of secondary containment for bulk storage tanks, it may only be drained if...
 - a. there is less than 50 gallons of rainwater.
 - b. it is not raining.
 - c. the drain valve discharges into a stream or river.
 - d. the rainwater is clean and uncontaminated.
6. If you discover an uncontrolled spill of hazardous materials, who should be notified immediately?
 - a. Dept. of Public Works
 - b. Dept. of Health
 - c. Hazardous Materials Response Team (Fire Dept.)
 - d. EPA
7. If you plan to clean up a controlled spill of non-hazardous material, which of the following procedures would **not** be correct?
 - a. Locate the nearest spill response locker or kit.
 - b. Put on the proper personal protective equipment.
 - c. Place a barrier or cover to protect any nearby storm drain inlets.
 - d. Hose the spill down to dilute it.
8. Hosing down a spill or release outdoors, is OK under what circumstances?
 - a. never
 - b. when it is already raining
 - c. when the spilled material is water soluble
 - d. when the spilled material is not water soluble
9. Why is it important to clean up a leak, spill or release quickly?
 - a. It is easier than waiting for several spills to occur in the same area.
 - b. The spill response supplies may not be available later.
 - c. It prevents the spread of the spill by wind, rain and traffic.

10. If you drip or leak a small amount of diesel fuel during vehicle fueling, you should...
 - a. 'spot clean' it immediately.
 - b. dispose of any clean-up wastes in the appropriate waste receptacle.
 - c. spread absorbent or treatment chemicals over and around the spill.
 - d. all of the above.
11. When positioning your vehicle for fueling, you should...
 - a. get as far away from the fuel pump as the hose will reach.
 - b. activate the emergency shut-off switch before starting to pump.
 - c. get as close to the pump as you can.
 - d. leave the engine running while fueling.
12. While fueling a vehicle, which of the following are correct procedures?
 - a. Stay with the equipment during the entire fueling process.
 - b. Handle the fuel nozzle in a vertical position.
 - c. Do not 'top off' the tank after the pump stops.
 - d. All of the above.
13. Which is the best place for vehicle and equipment maintenance?
 - a. indoors or under a roof
 - b. outdoors
 - c. under a tarp
 - d. near a water hose
14. If a vehicle must be worked on outdoors, what is the first thing to do?
 - a. Drain all fluids onto the pavement.
 - b. Bring all available tools and supplies out to the vehicle.
 - c. Park the vehicle near a storm drain inlet.
 - d. Place drip pans or buckets under any connections that are leaking.
15. If a drip pan or bucket is placed under a leaking vehicle, what must be done regularly?
 - a. Check it periodically and empty it into the proper waste or recycling container.
 - b. Empty it onto the ground when it is close to overflowing.
 - c. Move it away from the leak if it is close to overflowing.
 - d. Remove it if it starts to rain.
16. If a small drip or spill occurs while working on a piece of equipment outdoors, you should...
 - a. spread some absorbent on it and leave it alone.
 - b. ignore it.
 - c. 'spot clean' it immediately.
 - d. hose it down.
17. Vehicles should only be washed with detergents...
 - a. in the designated wash rack or wash bay.
 - b. in the wash rack/bay or in the maintenance area.
 - c. outdoors.
 - d. over a storm drain or near a drainage ditch.
18. If you have a cleaner or detergent that works better than the one supplied in the designated wash rack, it is OK to bring it in under what conditions?
 - a. if your cleaner is compatible with the cleaner supplied at the rack
 - b. if your vehicle has tar or grease on its exterior
 - c. if the vehicle operator OK's it
 - d. never
19. It is OK to top up engine fluids in the designated wash area if...
 - a. you only top up coolant.
 - b. you add less than 1 quart of fluid.
 - c. the vehicle is being taken out of service after the wash.
 - d. never
20. Where is the best location to store materials?
 - a. outdoors
 - b. indoors or under a roof
 - c. a refrigerated room
 - d. close to delivery door

BMP 6.4

21. If materials must be stored outdoors, the containers should be...
 - a. made of plastic.
 - b. at least 1/8" thick.
 - c. not stacked on top of one another.
 - d. closed, leak-tight and weatherproof.
22. How should materials in non-weatherproof containers be stored outdoors?
 - a. as far as possible from heavy traffic
 - b. with enough room between containers to allow inspection and easy movement
 - c. fitted with weatherproof coverings
 - d. all of the above
23. If a tarp or waterproof cover is used to protect materials stored outdoors, which of the following procedures are **incorrect**?
 - a. Secure the tarp to avoid loosening by the wind.
 - b. Check it regularly for loosening or tearing.
 - c. If you find problems on 2 inspections, find another storage method.
 - d. Remove the tarp or cover if rain is not expected in the next few days.
24. Lids or covers on waste receptacles outdoors should always be...
 - a. made of steel.
 - b. on the side of the container rather than on top.
 - c. kept closed unless adding or removing material.
 - d. left open.
25. It is OK to dispose of waste in a storm drainage system if...
 - a. it is never OK.
 - b. the waste is a floatable.
 - c. less than 1 pound is disposed.
 - d. it is not raining.
26. Which of the following wastes are OK to dispose along with standard facility trash like waste paper, plastic and food scraps?
 - a. hazardous wastes
 - b. liquids
 - c. used oil
 - d. scrap aluminum
 - e. none of the above

SPECIALTY BMPs

MUNICIPAL FACILITY MAINTENANCE

27. When painting outdoors, which of the following steps should be taken?
 - a. Spread a drop cloth or tarp under the work.
 - b. Mix and thin paints on a paved surface like a parking lot.
 - c. Clean tools and equipment over a grassy area.
 - d. Dispose of scraps and empty containers down the nearest storm drain.
28. What should be done with a drop cloth or tarp after the work is finished?
 - a. Nothing
 - b. Shake it off over a grassy area.
 - c. Shake it off over a storm drain.
 - d. Shake it off inside of a waste receptacle.

PARKING LOTS & STREETS

29. Where is the proper place to dispose of street sweeping debris?
 - a. in a secure landfill or disposal site
 - b. in a drainage ditch
 - c. near a stream or river
 - d. in a lake or other surface water body
30. When performing wet concrete sawing, which of the following measures are useful in protecting stormwater?
 - a. Add disinfectant to the saw cooling water.
 - b. Use a wet vac to collect the excess cooling water.
 - c. Hose down the area when work is completed.
 - d. All of the above.

BMP 6.4

31. If an oil stained area of a parking lot must be wet swept/scrubbed and there are storm drain inlets in or around the lot, you should first...
- remove all waste receptacles.
 - place secondary containment around the wet sweeper.
 - use as much soap or detergent in the wash waste as possible.
 - place a barrier or absorbent around the drain inlets.

STORM DRAIN SYSTEM CLEANING

32. At what percentage of a catch basin's capacity does accumulated debris begin to interfere with basin's effectiveness?
- 10%
 - 40%
 - 50%
 - 80%
33. How should excess water from collected storm drainage debris be handled?
- Discharge it back into the storm drainage system.
 - Discharge it into a drainage ditch.
 - Pump it into a lake or stream.
 - Discharge it into a sanitary sewer or holding pond.

LANDSCAPING & GROUNDS MAINTENANCE

34. What is the best way to handle grass clippings?
- compost them
 - dump in a drainage ditch
 - dump into a stream
 - spread them back on the areas from where they were cut
35. What can be said about the application of fertilizers?
- The more fertilizer used, the better.
 - Read and follow the manufacturer's application instructions exactly.
 - If, while spreading, some fertilizer winds up on a paved area, hose it down.
 - All of the above.
36. At a minimum, how often should applicator equipment be calibrated?
- weekly
 - monthly
 - annually
 - no regular calibration is needed
37. Where can you usually obtain information about the correct use of landscaping chemicals?
- the EPA
 - Dept. of Public Works
 - product advertisements
 - container label
38. Landscape chemicals can be applied in which of the following conditions?
- during a rain storm
 - during high winds
 - on or near surface waters
 - none of the above

WORKING OVER OR NEAR SURFACE WATERS

39. If a life preserver ring that normally hangs on a dock, needs to be stenciled, you should...
- use water-based paint.
 - put a tarp down on the dock and then stencil the ring.
 - hold the paint sprayer as close as possible to the life ring while spraying.
 - take the life ring onshore and stencil it there.
40. When doing painting on a bridge over water, what precautions should be taken?
- Use secondary containment for the paint containers.
 - Sling a tarp or canvas under the bridge.
 - Use the most environmentally friendly paints and thinners available.
 - All of the above.

BMP 6.4

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
P O BOX 1163, RICHMOND VA 23218-1163

PESTICIDE APPLICATOR CERTIFICATE

Issued 05/09/2017
Expires 06/30/2019
REGISTERED TECH FOR BL# 12950
Fee Paid EXEMPT
Certificate 134744-T



Based in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

DANIEL J REEDER
CITY OF POQUOSON
500 CITY HALL AVENUE
POQUOSON, VA 23662-1596



Sandra J. Adams
Commissioner

Lisa J. Fleschon
Authorized Representative

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
P O BOX 1163, RICHMOND VA 23218-1163

PESTICIDE APPLICATOR CERTIFICATE

Issued 05/09/2017
Expires 06/30/2019
REGISTERED TECH FOR BL# 6745
Fee Paid EXEMPT
Certificate 93001-T



Based in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

AARON M MC DANIEL
CITY OF POQUOSON PUBLIC WORKS
500 CITY HALL AVE
POQUOSON, VA 23662



Sandra J. Adams
Commissioner

Lisa J. Fleschon
Authorized Representative

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
P O BOX 1163, RICHMOND VA 23218-1163

PESTICIDE APPLICATOR CERTIFICATE

Issued 05/09/2017
Expires 06/30/2019
REGISTERED TECH FOR BL# 6745
Fee Paid EXEMPT
Certificate 91937-T



Based in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

NOELI ABRANDER
CITY OF POQUOSON PUBLIC WORKS
500 CITY HALL AVE
POQUOSON, VA 23662



Sandra J. Adams
Commissioner

Lisa J. Fleschon
Authorized Representative

BMP C.4

Michael Bryant

From: Joseph Breeden
Sent: Monday, September 18, 2017 10:23 PM
To: Michael Bryant
Cc: John Young
Subject: Haz-mat refresher hours
Attachments: hazmat training report.pdf

Follow Up Flag: Flag for follow up
Flag Status: Completed

Attached is the report for haz-mat refresher hours. We will be conducting ALL haz-mat training in January from now on as part of our OSHA compliance package. As a Fire Department we are required to have annual training to refresh and ensure competency. Each Member conducted at least 6 hours for a total of 150 employee hours. Some newer employees will receive their first refresher with us in January. Please let me know if you need anything further

V/R

Lt. Joseph Breeden

Training Officer

Poquoson Fire/Rescue

(757)846-4684 Cell

(757)868-1300 Office

NEW E-Mail: joseph.breeden@poquoson-va.gov<mailto:joseph.breeden@poquoson-va.gov>

BRAP C.4


 Training Report
09/18/2017


Category	Type	Template Name	Name	Certification ID	Payroll ID	Status	Certification Date	Renewal Date	Hours Req/Att	Trainer
Haz-Mat Refresher	Training									
		Annual Haz-Mat Refresher	Allen, Nicholas	B042208701		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Allen, Nicholas	B042208701		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Archer, Corey	E050585004		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Breedan, Joseph	I082973501		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Breedan, Joseph	I082973501		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Bryan, Vernon	I121773501		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Cannella, Thomas	B111773501		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Deel, Jonathon	E101985006		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Olson, David	B201501308	999	Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Downey, Charles	I010970002		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Dryden, Charles	B020673501		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Ferrara, John	I201202954		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Firth, Jessica	I060285004		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Forrest, Kipton	B201305140		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Forrest, Kipton	B201305140		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Griffiths, Darryll	E122870005		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Harris, Darlene	E062119901		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Harris, Darlene	E062119901		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Harris, Darlene	E062119901		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Hurst, Justin	B201500867		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Hurst, Justin	B201500867		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Insley, Joseph	B040773501		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Katona, Steven	I052119903		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Katona, Steven	I052119903		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Katona, Steven	I052119903		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Linton, John Paul	I110170005		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Linton, John Paul	I110170005		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	McFarland, Duane	E120211501		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	McFarland, Duane	E120211501		Approved	01/19/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	O'Connor, Tavish	B091409504		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Peterson, Eric	I041585004		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Smith, Owen	E070173501		Approved	07/28/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Tanillo, Chris	I060919901		Approved	07/22/16		6.0 / 6.00	Staff
		Annual Haz-Mat Refresher	Young, John	E081373502		Approved	01/17/17		6.0 / 3.00	
		Annual Haz-Mat Refresher	Young, John	E081373502		Approved	01/19/17		6.0 / 3.00	

BMP 6.4



SIGMA CONSULTING
AND TRAINING, INC.



Certificate of Training

is provided to

Chad Krejcarek

for the successful completion of

Hazardous Materials Operations/OSHA Level II

*In accordance with training standards established by the
U.S. Occupational Safety and Health Administration
(OSHA) 29 CFR 1910.120(g)*

August 11, 2016

Chris Pappas, Instructor



SIGMA CONSULTING
AND TRAINING, INC.



Certificate of Training

is provided to

Chris Jensen

for the successful completion of

Hazardous Materials Operations/OSHA Level II

*In accordance with training standards established by the
U.S. Occupational Safety and Health Administration
(OSHA) 29 CFR 1910.120(g)*

August 13, 2015

Chris Pappas, Instructor

BMP 6.4



SIGMA CONSULTING
AND TRAINING, INC.



Certificate of Training

is provided to

Herman Winder

for the successful completion of

Hazardous Materials Operations/OSHA Level II

*In accordance with training standards established by the
U.S. Occupational Safety and Health Administration
(OSHA) 29 CFR 1910.120(g)*

August 11, 2016


Chris Pappas, Instructor



SIGMA CONSULTING
AND TRAINING, INC.



Certificate of Training

is provided to

Daniel Reeder

for the successful completion of

Hazardous Materials Operations/OSHA Level II

*In accordance with training standards established by the
U.S. Occupational Safety and Health Administration
(OSHA) 29 CFR 1910.120(g)*

August 11, 2016


Chris Pappas, Instructor

BAP 6.4



SIGMA CONSULTING
AND TRAINING, INC.



Certificate of Training

is provided to

Thomas Edman

for the successful completion of

Hazardous Materials Operations/OSHA Level II

*In accordance with training standards established by the
U.S. Occupational Safety and Health Administration
(OSHA) 29 CFR 1910.120(g)*

August 11, 2016

Chris Pappas, Instructor

BMP 6.4

Regional Stormwater Training Plan

Training Priorities:

- 1) IDDE – Public Works, fire department, parks and rec PY 2 & PY 4
- 2) Street and Parking Lot maintenance PY 2 & PY 4
- 3) Pollution Prevention Maintenance and Public Works Yards PY 2 & PY 4

Training Strategy/Schedule

HRPDC will create and maintain a Regional Training Library of physical and online videos and other training materials by December 31, 2014.

Localities will create monthly opportunities for necessary staff to attend 30 min-1 hr education sessions on priority topics.

A Regional Training on Pollution Prevention will be held once per permit cycle.

A Regional Training on Construction/E and S will be held once per permit cycle.

BMP 6.4

BMP SC: TMDL Special Conditions

Appendix

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY4): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2017

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

TMDL Special Conditions						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
SC-1	TMDL					
SC-1a	Develop Chesapeake Bay TMDL Action Plan	Develop a TMDL Action Plan consistent with the Virginia Ph I and II WIPs to meet the Level 2 (L2) reductions of pollutants of concern (POC)	TMDL Action Plan	SW Program Administrator	End of PY2	TMDL Action Plan and DEQ approval letter available on City website environmental info page: http://www.ci.poquoson.va.us/278/Environmental-Information
SC-1b	Implement Chesapeake Bay TMDL Action Plan	Implement the TMDL Action Plan to meet 5% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle.	Per TMDL Action Plan	SW Program Administrator	End of PY5	TMDL Action Plan and DEQ approval letter available on City website environmental info page: http://www.ci.poquoson.va.us/278/Environmental-Information See appendix p. 338 - 340 for information on the two BMPs and the septic tank disconnection and connection to sewer.
SC-2	Local TMDL	Develop and Implement a TMDL Action Plan for the POC(s)	TMDL Action Plan	SW Program Administrator	End of PY3	TMDL Action Plan See Appendix p. 343 - 351 for letters from DEQ on future wasteload allocations
						Compliant. Action plan submitted in accordance with permit requirements; revised per DEQ comments and approved by DEQ on February 8, 2016. A copy of the approval letter was provided with the PY3 annual report. Compliant. City completed construction or two BMPs in PY4 in accordance with and completing actions listed in Bay TMDL Action Plan. City exceeds 5% goal. One septic tank at 205 Hunts Neck Road was taken off line, emptied, filled with sand. Home was connected to sanitary sewer. This further reduced nitrogen. Pollution removal rates are provided for these two ponds and the septic tank disconnection/connection to sewer in the appendix. Appendix p. 342 contain information on meetings attended and other Bay TMDL related activities. n/a; No non-Bay TMDL wasteloads were allocated to the Poquoson MS4 prior to the issuance of the permit. See appendix for information on ongoing development process for bacterial TMDLs which will eventually allocated a wasteload to the City's MS4. City continues to provide educational materials, offer free boat privy pump outs and perform sewer maintenance work to reduce bacterial loads.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

SC-3	Update Program Plan	Update TMDL Special Conditions plan as necessary to maintain compliance with the permit effective on July 1, 2013	Per Table I of Permit.	SW Program Administrator	As scheduled in permit	Information provided in the cover letter of this annual report; in spreadsheets; and in appendix.	Compliant. No TMDL Action Plan update required. City has completed action plan stated actions and exceeds permit requirements for Bay TMDL. Information on septic tank disconnect and on completed BMPs provided in appendix.
SC-4	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	Compliant. City expects at least one additional septic tank will be taken off line/residence connected to sewer in PY5. City has met and exceeded current permit requirements for Bay TMDL at that time. City staff will continue to monitor and if applicable participate in development of bacterial TMDLs for Poquoson and Back Rivers. We are currently waiting for EPA and SWCB approval of these TMDLs.

New BMPs: Statistics and Pollution Reduction

Table 4. Computation of Proposed Credits for First Permit Cycle (5% of the Level 2 Scoping Run)

SUMMARY — Reductions Required for First Permit Cycle, 5% of the Level 2 Scoping Run			
	TN	TP	TSS
5% Required Annual Reductions - (1st Permit Cycle)	58.36	10.70	3,425.11
Total Annual Reductions (lbs/yr) from BMPs	162.76	18.57	5,597.70
Pounds in Excess of Requirements (carried forward to 2nd permit cycle)	✓ 104.40	✓ 7.87	✓ 2,172.59

1-1. Proposed Created Wetland (In Progress)

Land Use	Acres	Loading Rates (lbs/ac/yr)			Pollutant Loads (lbs/yr)		
		TN	TP	TSS	TN	TP	TSS
Forest	7.42	2.13	0.07	27.61	15.80	0.52	204.87
Reg. Pervious	4.14	7.65	0.51	72.78	31.67	2.11	301.81
Reg. Impervious	8.88	7.31	1.51	456.68	64.91	13.41	4,055.32
Total (lbs/yr)					112.39	16.04	4,561.49
Removal Efficiency*		15%	24%	30%			
Annual Reduction (lbs/yr)		16.86	3.85	1,368.45			

*Efficiencies taken from the Bay Program Retrofit Curves for a treatment depth of 0.23 inches.

1-2. Proposed Wet Pond (In Progress)

Land Use	Acres	Loading Rates (lbs/ac/yr)			Pollutant Loads (lbs/yr)		
		TN	TP	TSS	TN	TP	TSS
Forest	1.86	2.13	0.07	27.61	3.96	0.13	51.95
Reg. Pervious	1.84	7.65	0.51	72.78	14.08	0.94	139.92
Reg. Impervious	3.41	7.31	1.51	456.68	24.93	5.15	1,557.28
Total (lbs/yr)					42.96	6.22	1,742.55
Removal Efficiency*		20%	45%	60%			
Annual Reduction (lbs/yr)		8.59	2.80	1,045.53			

*Chesapeake Bay Program established efficiencies for wet ponds.

One septic tank disconnection occurred in PY 4:

1-8. Septic Tank Disconnects/Connections to Sanitary Sewer

Conversion	Number of Households Connected to Sewer	Load Reductions (lbs/Household/yr)*			Total Reductions (lbs/yr)		
		TN	TP	TSS	TN	TP	TSS
Septic to Sanitary Sewer	7.0	9.432	-	-	66.02	-	-
Total Reduction for Land Conversion (lbs/yr)		66.02	-	-			

*Per email from DEQ to City on June 29, 2015 based on a stream loading value of 3.6 lb TN/year/person and an average number of people per household of 2.62 based on Poquoson's 2009-2013 Census data.

PRE-
2016
SEPTIC
TANK
DISCONNECTS

THIS YEAR ONE MORE SEPTIC TANK WAS DISCONNECTED
LOAD REDUCTION PY 4, N = 9.432 lb/yr TN

SC-1

Ellen Roberts

From: Cheryl Miller
Sent: Friday, June 16, 2017 9:36 AM
To: Ellen Roberts
Subject: 205 Hunts Neck

205 Hunts Neck Road has crushed and filled their septic tank. They are now connected to City sewer.

Cheryl Miller
Community Development Department
City of Poquoson
500 City Hall Avenue
Poquoson, VA 23662
757-868-3035
757-868-3105 fax

SC-1

Ellen Roberts

From: Salvati, Joan (DEQ) <Joan.Salvati@deq.virginia.gov>
Sent: Thursday, May 18, 2017 2:47 PM
To: cguvernator@co.accomack.va.us; dave.fauber@capecharles.org; dombroski@cityofchesapeake.net; mlbooker@hampton.gov; dkuzma@isleofwightus.net; scott.thomas@jamescitycountyva.gov; mlinkenhoker@nngov.com; seamus.mccarthy@norfolk.gov; smcghee@co.northampton.va.us; Karen Holloway; Khalily@portsmouthva.gov; nmcintyr@vbgov.com; broganj@yorkcounty.gov; asmall@williamsburgva.gov; jtate@cityofchesapeake.net; sharon.surita@hampton.gov; mlindgren@isleofwightus.net; jgrist@nngov.com; June.Whitehurst@norfolk.gov; Khalily@portsmouthva.gov; blewis@franklinva.com; anrivas@hampton.gov; lbott@nnva.gov; malhotrav@portsmouthva.gov; mcoffey@vbgov.com; Ellen Roberts; searley@suffolkva.us; tarawilliams@peanutswcd.net; ksullivan@vbgov.com; jim.wallace@colonialswcd.net; Gordon, Blair (DCR); Walker, Amy (DCR); Kirkby, Arthur (DCR)
Cc: Schneider, Jutta (DEQ); Nicol, Craig (DEQ); Kennedy, John (DEQ); Weyland, Janet (DEQ); Katherine Filippino; Whitney Katchmark
Subject: June 1st Chesapeake Bay TMDL Phase III Watershed Implementation Plan Outreach Meeting

As you may be aware, the next phase of Virginia's efforts toward the goal of cleaning up the Chesapeake Bay is now being initiated. Virginia is expected to submit a Phase III Watershed Implementation Plan (WIP) to EPA in the summer of 2018, and the plan must include strategies and practices that will result in meeting this goal.

Although the Phase III WIP development process is in its early stages, the Commonwealth wants to engage our local partners, including local governments, Soil & Water Conservation Districts and other stakeholders, in the process as early as possible in order to provide you with the opportunity to learn about the process and give us your input. With this in mind, we invite you to a Phase III WIP Outreach meeting on **June 1st, 2017 at the Hampton Road Planning District Commission Board Room, 723 Woodlake Drive, Chesapeake, Virginia 23320 at 10:00 a.m.** This meeting is being held in collaboration with the Hampton Roads Planning District Commission and will be held in conjunction with the regularly scheduled Regional Environmental Committee meeting. PDC staff will be contacting you soon with more details about the meeting.

At this meeting, you will receive a presentation on the status of on-going efforts to clean up the Bay, improvements in Bay water quality, expectations and roles for the Phase III WIP and timelines. There will be time allotted for questions, feedback and discussion, and we will have staff from DEQ and other state agencies in attendance.

Please note that this meeting is the beginning of a long-term local engagement program throughout the Phase III WIP development process and that there will be many opportunities for local feedback.

If you plan on attending, please RSVP to Joan Salvati at Joan.Salvati@deq.virginia.gov. We look forward to seeing you on the 1st.

Craig Nicol, Regional Director
DEQ Tidewater Regional Office
Programs

Joan Salvati, Manager
DEQ Local Government Assistance

Sc-1

Ellen Roberts

From: Bauer, Jaime (DEQ) <Jaime.Bauer@deq.virginia.gov>
Sent: Thursday, March 09, 2017 1:39 PM
To: Ellen Roberts
Subject: RE: Poquoson Coastal Basin Moved to the James????

Hi, Ellen,

Thanks for bringing this to my attention. Inclusion of Poquoson in the James River Basin was a mistake on my part. Do you know of all the folks that have looked at this, you are the first one to notice this error!? When I was verifying loading and reduction rate numbers from an existing internal document, I updated the title of the tables in the permit to match the spreadsheet titles – forgetting that we had made the change with how we handle Poquoson. Historically, in the tributary strategies I believe Poquoson was lumped with the James but this was recently changed.

Anyhow, there is no intention of changing how we have handled Bay TMDL reductions in the Poquoson watershed. You should still use the York River Basin for your load and reduction calculations. I apologize for the confusion and will update the draft general permit document.

If you have any questions, please let me know.

Jaime

Jaime L. Bauer | Environmental Specialist II | DEQ | 804-698-4416 | jaime.bauer@deq.virginia.gov

From: Ellen Roberts [<mailto:Ellen.Roberts@poquoson-va.gov>]
Sent: Thursday, March 09, 2017 10:29 AM
To: Bauer, Jaime (DEQ)
Cc: Randy Wheeler
Subject: Poquoson Coastal Basin Moved to the James????
Importance: High

Jaime, I just saw a new draft of the small MS4 permit you are working on and was very surprised to see the Poquoson Coastal Basin listed in the James River table. The Poquoson coastal basin has been part of the York River watershed (you'll probably recall having discussions about this) since the onset of the Bay program. Unlike the Lynnhaven and Little Creek Basins, the Poquoson basin was not removed from a watershed by legislative action.

This creates several concerns:

- We have met the current permit's 5% requirement for the York River. The James River watershed has different loadings and we may find ourselves falling behind on July 1, 2018 even though we were compliant the day before.
- Developers in the City and other Poquoson Coastal Basin localities have already purchased York River Basin nutrient credits for the York River watershed.
- We have not participated in James River watershed PCB, Chlorophyll and other work because we weren't considered to be part of that watershed. We may have missed some opportunities for input.

We are requesting that DEQ change the draft permit so that the Poquoson Coastal Basin is placed with the York River. If not, can you tell me why and provide guidance on the concerns listed above?

SC-1

Ellen Roberts

From: Hamm, Rachel (DEQ) <Rachel.Hamm@deq.virginia.gov>
Sent: Wednesday, February 08, 2017 7:44 AM
To: broganj@yorkcounty.gov; Ellen Roberts; jsunderland@hrpdcva.gov; jgrist@nnva.gov; awatts@nnva.gov; liz.scheessele@hampton.gov; aparks@eee-consulting.com; bennettc@yorkcounty.gov; cburbage@hrsd.com; priscop@verizon.net; ppetre@aol.com; FSJames@nngov.com; jtribo@hrpdcva.gov; wyoung@hampton.gov; peter.vandyke@nasa.gov; kimberlypowell@cox.net; blewis@nngov.com; reharris@nngov.com; dkuzma@nngov.com; bill@capehenry.net; randiesue@gmail.com; jreitz@hrsd.com; brandon.t.herbert@nasa.gov; jfcoxjr@verizon.net; jmitchell@hrsd.com; woodwarb@yorkcounty.gov; kcannady@hampton.gov; dimburgia@hampton.gov; dstromberg@hampton.gov; lallsbrook@hampton.gov; ghicks@hampton.gov; rfowler@nngov.com; jprivette@nngov.com; drakea@yorkcounty.gov; dunlapm@yorkcounty.gov; fsjames@nngov.com; broganj@yorkcounty.gov; hudgeins@yorkcounty.gov; Karen Holloway; Deborah Vest; Robert Speechley; kparker@hrsd.com; whunley@hrsd.com; Kimberly.A.Baggett@usace.army.mil; michael.mallozzi@langley.af.mil; bennettc@yorkcounty.gov; cburbage@hrsd.com; FSJames@nngov.com; wyoung@hampton.gov; blewis@nngov.com; reharris@nngov.com; dkuzma@nngov.com; liz.scheessele@timmons.com; ragourley@hampton.gov; anrivas@hampton.gov; ashley.hall@eee-consulting.com; jkaoudis@nngov.com; bass@pbworld.com; jpaine@gky.com; Bunting, Mary; ronald.l.holcomb16.civ@mail.mil; city@nngov.com; Randy Wheeler; hudgeinsj@yorkcounty.gov; Karen Holloway; mlbooker@hampton.gov; Harmon, Tracey E. (VDOT); masonj@tncc.edu; phunt@jlab.org; econley@jlab.org; Mallette@jlab.org; lbott@nnva.gov
Subject: Public Meeting Notice: Back River & Poquoson River TMDL 2017 modifications

Good morning,

The Department of Environmental Quality (DEQ) will host a public meeting to provide information and obtain public comment on modifications to the Total Maximum Daily Loads (TMDLs) developed for Poquoson River and Back River, along with several tributaries; located in the Cities of Hampton, Newport News, Poquoson, and York County. The 2017 modifications calculate the TMDL endpoints based on the mTEC 90th percentile criterion of 31 cfu/100 ml and will supersede the 2014 TMDLs. The 2017 modifications also include updated information on the listing status of assessment units according to the 2014 305(b)/303(d) Water Quality Assessment Integrated Report. Additionally, the 2017 TMDL modifications use regulated service area to determine Municipal Separate Storm Sewer System (MS4) loading. This regulated service area is different from the regulated urban area used for the 2014 TMDLs, which requires an update of the load allocations.

The purpose of the meeting is to provide information and discuss the draft modifications of the Total Maximum Daily Loads with community members and local government. **The public meeting is scheduled for March 16, 2017 at 6:00 pm in the conference room of the Sandy Bottom Nature Park located at 1255 Big Bethel Rd, Hampton.** In case of inclement weather, the meeting will be held at the same location on March 27, 2017 at 6:00pm

The public comment period on materials presented at this meeting will extend from March 17, 2017 to April 17, 2017. Beginning March 16, the draft reports of the modified TMDLs can be found here:
<http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLDevelopment/DraftTMDLReports.aspx>

SC-2

8C-2

Ellen Roberts

From: Hamm, Rachel (DEQ) <Rachel.Hamm@deq.virginia.gov>
Sent: Friday, March 17, 2017 9:28 AM
To: Watts, Allison V; insturre@wrallp.com; kbernatus@nva.gov; curbage@hrsd.com;
Brogan, Joe; Ellen Roberts; dawn.christian@us.af.mil; ande.rennington@nasa.gov;
cgraghty@pro-enviro.com; masorj@ncc.edu; sharon.surita@hampton.edu;
ashley.hall@eee-consulting.com; Jill Sunderland; nvonohlen@gmail.com
Subject: Back/Poq TMDL Public Meeting Follow up
Attachments: Poquoson_Back_River_16mar2017_FINAL Public Meeting.pdf

Good morning,

Thank you for attending the Back River and Poquoson River TMDL modification public meeting. The PowerPoint presented at the meeting will be available for download via our website soon; but for now, it is attached in this email. The file is quite large, so please contact me if you are unable to download.

Today marks the start of the 30 day public comment period. Please send your comments to me by April 17th, 2017 and include your name, address, and telephone number.

The draft TMDL reports are available for review at the following link:

www.deq.virginia.gov/Programs/Water/WaterQualityInformation/TMDLs/TMDLDevelopment/DraftTMDLReports.aspx

Thanks again, for participating in the meeting. Please feel free to contact me with any questions.

Best,

Rachel Hamm
TMDL Coordinator
Virginia Dept. of Environmental Quality
Tidewater Regional Office
757-518-2024

Ellen Roberts

From: Hamm, Rachel (DEQ) <Rachel.Hamm@deq.virginia.gov>
Sent: Friday, July 08, 2016 7:06 AM
To: Ellen Roberts
Cc: Britt, Kristie (DEQ)
Subject: RE: Poquoson MS4 shapefile

Hello Ellen,

Thank you for your quick response! We will review your provided descriptions and get back to you if we have further questions.

Many thanks,

Rachel Hamm
TMDL Coordinator
Virginia Dept. of Environmental Quality
Tidewater Regional Office
757-518-2024

From: Ellen Roberts [<mailto:Ellen.Roberts@poquoson-va.gov>]
Sent: Thursday, July 07, 2016 3:03 PM
To: Hamm, Rachel (DEQ)
Cc: Britt, Kristie (DEQ); Jill Sunderland (jsunderland@hrpdcva.gov); Grist, Joe (jgrist@nnva.gov); Brogan, Joseph (brogan@yorkcounty.gov); Hicks, Gayle (ghicks@hampton.gov)
Subject: RE: Poquoson MS4 shapefile

Rachel:

I'm not surprised you have questions. Maps don't do our large amount of tidal wetlands justice!

The service area was determined in accordance with DEQ guidance for Chesapeake Bay TMDL Action Plans. Per DEQ requirements, we included a shapefile and a description of how the service area was determined in our Bay Action Plan. The Action Plan and its contents (including the service area) were approved by DEQ in February 2016. I've attached the approval letter. By the way, James City County's service area (used in its bacterial TMDL) was developed using the same guidance/methodology.

Per a recent data call, DEQ will be providing this shapefile (or data derived from it....not 100% sure how they will process the various shapefiles from all the localities) to the Bay program for input into the next Bay model run.

In Poquoson's case, our MS4 service area is primarily made up of the areas draining to our roadside drainage system, which is the MS4 that we own and/or maintain. I think you'll find that Poquoson's drainage system and service area are much more extensive per capita than what you'll see in most localities.

Approximately half of the City's land mass is comprised of tidal wetlands located downstream of our drainage system, and a third of the land mass is comprised of a federally-owned national wildlife refuge. That means the eastern third of the City and the majority of the area fringing the developed portion of the City are outside the service area. In other words, a lot of the "land" you see on a map of the City is either jurisdictional wetlands or federally-owned.

SC-2

Ellen Roberts

From: McDowell, Angela (DEQ) <Angela.McDowell@deq.virginia.gov>
Sent: Tuesday, December 01, 2015 1:50 PM
To: Ellen Roberts
Cc: Durant, Joe (jdurant@nnva.gov); Brogan, Joseph (broganj@yorkcounty.gov); Whitney Katchmark; Jill Sunderland (jsunderland@hrpdcva.gov); Hicks, Gayle (ghicks@hampton.gov); Howell, Jennifer (DEQ)
Subject: RE: Phase II MS4 - Local TMDL Reminder and List

Hi Ellen-

My apologies for the language in the body of the email indicating the spreadsheet contained only TMDLs due within this permit cycle, as it does contain TMDLs approved after the issuance of the current MS4 General Permit. If the TMDL report was approved after issuance of the MS4 permit, the submittal of the local Action Plan will be addressed in a future reissuance of the permit.

Regarding your second point, the Water Quality Planning Section will need to answer those questions, so I am forwarding a copy of your message to Jen Howell, TMDL Project Coordinator.

Thank you,

Angela

From: Ellen Roberts [<mailto:Ellen.Roberts@poquoson-va.gov>]
Sent: Monday, November 30, 2015 12:58 PM
To: McDowell, Angela (DEQ)
Cc: Durant, Joe (jdurant@nnva.gov); Brogan, Joseph (broganj@yorkcounty.gov); Whitney Katchmark; Jill Sunderland (jsunderland@hrpdcva.gov); Hicks, Gayle (ghicks@hampton.gov)
Subject: RE: Phase II MS4 - Local TMDL Reminder and List

Angela: I'd just like to confirm that the Poquoson and Back River TMDLs are not required to have an action plan incorporated into our permit plan for two reasons:

- Both were approved after June of 2013. Table 1 uses a June 2013 approval date as the cutoff for actions plans due 36 months after permit issuance.
- We have been told by Jennifer Howell of DEQ that the TMDLs were being revised because of a mathematical error that occurred during their development. As far as I know, the state's implementation plan is on hold.

With regard to the 2nd point, I'm wondering if there is any sort of an update on the TMDLs' status. I spoke to Jennifer in August or September, and she mentioned that we would soon be seeing a letter from DEQ. It doesn't seem like any of the affected localities have received that letter yet. I'm sending her an email now, inquiring about the status.

Wouldn't a revision to the TMDL require a public hearing process, and a reset of the clock?

Any guidance or info would be appreciated.

From: McDowell, Angela (DEQ) [<mailto:Angela.McDowell@deq.virginia.gov>]
Sent: Monday, November 30, 2015 12:05 PM
To: David A. Kuzma; Ellen Roberts; Aaron Small; Brogan, Joe; Erin M. Rountree; Holcomb, Ronald L (Ron) CIV USAF (US); Suzanne Dyba; fran.geissler@jamescitycountyva.gov; Glenn Telfer; Bowman, Chris (DBHDS); Patricia Hunt; Scott

SC-2

Conley; John Mason; Van Dyke, Peter R. (LARC-D406); 'Perkins, Patricia A.'; Scott Chewning; Gent, Angela B CIV NAVFAC MIDLANT, EV
Cc: Woodruff, Melinda (DEQ); Sauer, Mark (DEQ)
Subject: Phase II MS4 - Local TMDL Reminder and List

Hello Everyone-

This email serves as a reminder that the MS4 General Permit requires the operator to update the MS4 Program Plan to incorporate approvable TMDL Action Plans that identify the best management practices and other interim milestone activities that will be implemented during the remaining term of the permit for pollutants identified in TMDL wasteload allocations approved either on or after July 9, 2008, and prior to issuance of the MS4 permit.

Attached you will find a spreadsheet with pertinent information regarding the local TMDLs that require Action Plans within this permit cycle. Please refer to Section II.B of the MS4 General Permit, Special Conditions for approved TMDLs other than the Chesapeake Bay TMDL, for local TMDL Action Plan requirements.

As a reminder, local TMDL Action Plans are to be completed according to the schedule in Table 1, and submitted to the Department with the appropriate annual report. On an annual basis, the operator should report on the implementation of the TMDL Action Plans and associated evaluation including the results of any monitoring conducted as part of the evaluation.

Please don't hesitate to contact to contact me with any questions.

Thank you,

Angela McDowell
MS4 Permits and Compliance Coordinator-Tidewater Regional Office
Department of Environmental Quality
5636 Southern Blvd, Virginia Beach, VA 23462
(O) 757-518-2136
angela.mcdowell@deq.virginia.gov

SC-2

8C-2

Ellen Roberts

From: Howell, Jennifer (DEQ) <jennifer.howell@deq.virginia.gov>
Sent: Monday, December 07, 2015 10:55 AM
To: 'areyes@hampton.gov'; 'jmitcheh@hampton.gov'; 'woodward@yorkcounty.gov'; 'kannady@hampton.gov'; 'Young, Weston S'; 'Imburgia, David'; 'Jordan, Thomas'; 'Stromberg, David'; 'Allisbrook, Lynn'; 'Hicks, Gayle'; 'Durant, Joe'; 'Lewis, Brian'; 'Fowler, H. Reed'; 'Privette, Jennifer'; 'Lacy, Jacob'; 'Drake, Anna'; 'Dunlap, Melinda'; 'Bennett, Connie'; 'Brogan, Joseph'; 'Hudgins, John'; 'Karen Holloway'; 'Deborah Vest'; 'Ellen Roberts'; 'Robert Speechley'; 'Mitchell, Jamie'; 'Parker, Kevin'; 'Hunley, Will'; 'Raltz, Jennifer'; 'Jennifer Tribo'; 'aparks@eee-consulting.com'; 'peter.vandyke@nasa.gov'; 'brandon.l.herb@nasa.gov'; 'Jill Sunderland'

Cc: Jill Sunderland
Subject: TMDL Modification for Potomac River, Back Creek, and Back River

Jennifer S. Howell
TMDL Project Coordinator
Virginia Department of Environmental Quality
Tidewater Regional Office
5636 Southern Blvd
Virginia Beach, VA 23462
(757) 316-2111
(757) 316-2009 fax
jennifer.howell@deq.virginia.gov

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

1000 W. 41st St., Richmond, Virginia 23261-1501

10000 Southside Boulevard, Virginia Beach, Virginia 23462

(757) 316-2000 Fax: (757) 316-2009

www.deq.virginia.gov

David E. Howell

Director

William S. Allen

Regional Director

Unread e-mail

In 2006, TMDLs were developed for both Back and Popponous Rivers using a volumetric approach. Since then, additional measurements had been taken to DEQ's Water Quality Assessment Report. The TMDLs were re-developed in 2014 using the watershed approach and now included separate waste load allocations for MS4s. During the TMDL process, HAPPA expressed interest in wanting to develop IPs for these watersheds since they had a consistent record years ago they wanted to fulfill.

At the start of the IP process, it was noted the new TMDLs were developed based on the 90th percentile standard of 49 MPN. However, VHA has been using a new analytical method (mTEC) since 2010 and this would increase the use of the 90th percentile standard of 31 cfu. The model was calibrated for a period from 2006-2012. This means the bacteria concentration outputs from the model (based on uncalibrated parameters) during that time period were compared to the numbers reported by VDH on the same time period (2006-2012) in order to calibrate the model. To determine the current condition, recalibrated parameters between 2003 and 2007 were used to model the bacteria loads for this time line. This was then compared to the allowable load, which was based on the water quality standard. The difference between the current condition and the allowable load was used to calculate the required reductions. Therefore, the existing condition calculated using the model would remain the same. The only change would be to the allocated load, which would be calculated based on the 31 cfu standard, rather than the 49 MPN standard. The change to the allocated load would, in turn, affect the required reductions in the TMDLs.

Ellen Roberts

From: Hamm, Rachel (DEQ) <Rachel.Hamm@deq.virginia.gov>
Sent: Friday, July 08, 2016 7:06 AM
To: Ellen Roberts
Cc: Britt, Kristie (DEQ)
Subject: RE: Poquoson MS4 shapefile

Hello Ellen,

Thank you for your quick response! We will review your provided descriptions and get back to you if we have further questions

Many thanks,

Rachel Hamm
TMDL Coordinator
Virginia Dept. of Environmental Quality
Tidewater Regional Office
757-518-2024

From: Ellen Roberts [<mailto:Ellen.Roberts@poquoson-va.gov>]
Sent: Thursday, July 07, 2016 3:03 PM
To: Hamm, Rachel (DEQ)
Cc: Britt, Kristie (DEQ); Jill Sunderland (jillsunderland@prdcva.gov); Grist, Joe (jgrist@nva.gov); Brogan, Joseph (jbrogan@forcounty.gov); Hicks, Gayle (ghicks@hampton.gov)
Subject: RE: Poquoson MS4 shapefile

Rachel:

I'm not surprised you have questions. Maps don't do our large amount of tidal wetlands justice!

The service area was determined in accordance with DEQ guidance for Chesapeake Bay TMDL Action Plans. Per DEQ requirements, we included a shapefile and a description of how the service area was determined in our Bay Action Plan. The Action Plan and its contents (including the service area) were approved by DEQ in February 2016. I've attached the approval letter. By the way, James City County's service area (used in its bacterial TMDL) was developed using the same guidance/methodology.

Per a recent data call, DEQ will be providing this shapefile (or data derived from it....not 100% sure how they will process the various shapefiles from all the localities) to the Bay program for input into the next Bay model run.

In Poquoson's case, our MS4 service area is primarily made up of the areas draining to our roadside drainage system, which is the MS4 that we own and/or maintain. I think you'll find that Poquoson's drainage system and service area are much more extensive per capita than what you'll see in most localities.

Approximately half of the City's land mass is comprised of tidal wetlands located downstream of our drainage system, and a third of the land mass is comprised of a federally-owned national wildlife refuge. That means the eastern third of the City and the majority of the area fringing the developed portion of the City are outside the service area. In other words, a lot of the "land" you see on a map of the City is either jurisdictional wetlands or federally-owned.

I hope this helps. Please let me know if you need any additional information

Ellen W. Roberts, P.E.
City Engineer
500 City Hall Avenue
Poquoson, VA 23662
(757)868-3025

From: Hamm, Rachel (DEQ) [<mailto:Rachel.Hamm@deq.virginia.gov>]
Sent: Thursday, July 07, 2016 2:32 PM
To: Ellen Roberts
Cc: Britt, Kristie (DEQ)
Subject: Poquoson MS4 shapefile

Good Afternoon,

Thank you for submitting the Poquoson MS4 service area shapefile for the Poquoson River and Back River watersheds. We have reviewed your data and would like clarification of how the service area was defined. For the purposes of these bacterial TMDL Modifications, please provide an explanation as to how Poquoson delineated its service area including a description of any exclusions

I will be out of town next week, so please copy Kristie Britt, kristie.britt@deq.virginia.gov in your response.

Many thanks,

Rachel Hamm
TMDL Coordinator
Virginia Dept. of Environmental Quality
Tidewater Regional Office
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Trading with HRSD to meet Stormwater TMDL Goals

The Chesapeake Bay TMDL requires local governments to develop action plans to reduce nutrient and sediment discharges from stormwater sources to the Chesapeake Bay. In accordance with the Virginia Watershed Improvement Plan (WIP), permitted stormwater systems are required to reduce discharged loads by 5% during the current permit cycle (2016-2021 for Phase I MSA systems), 35% in the second cycle (2021-2026) and the remaining 65% in the third cycle ending 2031. The cost to meet this requirement in Hampton Roads has been estimated to be as much as \$1.8 billion.

HRSD has been subject to nutrient load limits since 2006. The original waste load allocations were revised with the Chesapeake Bay TMDL with the WIP requiring a reduction to meet interim loads in 2017 and final loads by 2025. HRSD's waste load allocations were established based upon the design flows of HRSD's treatment plants. Currently HRSD treatment plants operate well below design flows, as those were established to ensure capacity to support regional population projections in 2040 and beyond. Annual average flows in 2015 were approximately 60% of design flows.

HRSD has been working to install nutrient removal technologies at HRSD treatment facilities since 2007. Using a phased approach, HRSD has consistently been able to discharge below permitted WLAs using basin aggregate loads (bubble permit) for the James and York Rivers. HRSD's one Rappahannock discharge currently meets load requirements through nutrient credit purchase, the most cost effective approach for that small facility.

As a result of plant flows well below design flows in combination with significant investment in nutrient removal technologies, HRSD currently discharges nutrients and sediment (TSS) significantly below permitted limits and is projected to do so for the foreseeable future. The difference between permitted mass load limits and current performance provides ample capacity to absorb load reductions required from stormwater dischargers in Hampton Roads as an interim solution through at least 2036.

HRSD is pursuing a sustainable water initiative (SWIFT) that when fully implemented will reduce HRSD loads to a small fraction of HRSD's current WLA. SWIFT will treat wastewater to drinking water standards and pump that clean water into the ground, eliminating more than 90% of HRSD's surface water discharges. SWIFT will reduce HRSD loads well beyond what is required to permanently offset Hampton Roads' stormwater nutrient and sediment load reductions.

With Virginia stormwater regulations requiring load reductions from all redeveloped properties, stormwater load reductions will occur throughout Hampton Roads over time as previously developed properties are redeveloped to meet these new stormwater standards. Given enough time, this redevelopment approach will result in reduced loads from stormwater sources required to meet Chesapeake Bay TMDL goals. HRSD's current performance can provide some of that required time through nutrient and sediment credits until SWIFT is complete and the loads can be permanently offset.

The benefits of this approach are significant. Stormwater programs can be refocused away from expensive and challenging retrofit programs to addressing recurrent flooding and climate change adaptation, issues critically important to the region's economy and quality of life. Additionally, the relief

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provided from the nutrient and sediment issues can free up resources to focus on bacteria impairments in local waterways, a significant impact on quality of life issues for the residents of Hampton Roads. An advantage for regulators and environmental groups is the certainty that this concept provides. The nutrient and sediment reductions will be gained from technologies implemented in advanced treatment plants and measured at the "end of pipe" providing accurate and verifiable reductions in nutrient and sediment loading.

It is envisioned that this concept can be accomplished with an MOU between HRSD and localities with the stated purpose of supporting a "Sustainable Redevelopment-based TMDL Action Plan for Stormwater in Hampton Roads." The MOU would establish a time line and provide certainty for localities and regulators that TMDL commitments will be met. The concept would then be incorporated into future MSA and General Permits as the TMDL Action Plan.

With many issues still unresolved related to the Bay TMDL and ultimate WLAs, the initial concept would be to use term credits generated by HRSD while HRSD flows are well below design flows. The availability of these credits will diminish over time as regional flows increase to HRSD treatment plants, consuming the currently available excess capacity. HRSD projects adequate capacity to provide nitrogen and phosphorus (in both the James and York River Basins) and sediment (James only) MSA credits through 2036 while still meeting HRSD's WLAs.

- Upon approval and completion of the Sustainable Water Initiative for Tomorrow (SWIFT) HRSD would provide permanent offset of all Bay TMDL required MSA load reductions as identified in 2016.
- If SWIFT is not implemented, MSAs would have until 2036 to meet their load reduction targets.
- The MOU would need to recognize the potential impact of changes to established WLA as a result of the James River Study and any revised modeling of the Bay watershed. If HRSD loses WLA as a result of factors beyond HRSD's control, the MOU would be revised to reflect the new WLA potentially requiring the region to accelerate other nutrient and sediment reduction strategies.
- MOU would include a commitment from HRSD to assist with targeted local water quality issues with technical support and sampling and analysis services (source tracking program).

The proposed path forward would be to obtain concurrence from the Stormwater Committee today. A draft MOU (modeled after the SSO Regionalization MOU) would be developed worked through DEQ and local environmental organizations. Upon their concurrence a draft would be circulated to localities with a briefing scheduled for the CAO's in the early fall 2016 followed by a presentation to the HRPDC. Approval of the local governing bodies would be scheduled for late fall through the winter of 2017 with a required adoption/approval no later than March 2017 to allow the concept to be incorporated into the Regional Integrated Plan for Hampton Roads' Sustainable Water Future.

§ 62.1-44.19.21. Nutrient credit use by regulated entities.

A. An MS4 permittee may acquire, use, and transfer nutrient credits for purposes of compliance with any waste load allocations established as effluent limitations in an MS4 permit issued pursuant to § 62.1-44.15.25. Such method of compliance may be approved by the Department following review of a compliance plan submitted by the permittee that includes the use of nutrient credits. The permittee may use such credits for compliance purposes only if (i) the credits, whether annual, term, or perpetual, are generated and applied for purposes of compliance for the same calendar year; (ii) the credits are acquired no later than a date following the calendar year in which the credits are applied as specified by the Department consistent with the permittee's Virginia Stormwater Management Program (VSMPP) permit annual report deadline under such permit; (iii) the credits are generated in the same locality or tributary, except that permittees in the Eastern Coastal Basin may also acquire credits from the Potomac and Rappahannock tributaries; and (iv) the credits either are point source nitrogen or point source phosphorus credits generated by point sources covered by the general permit issued pursuant to § 62.1-44.19.14, or are certified pursuant to § 62.1-44.19.20.

§ 62.1-44.19.21.1. Sediment credit use by regulated MS4s.

A. Subject to the conditions and limitations of subsections B, C, and D, an MS4 permittee may acquire and use sediment credits for purposes of compliance with any waste load allocations established by total maximum daily loads for the Chesapeake Bay or its tidal tributaries applied in an MS4 permit issued pursuant to § 62.1-44.15.25, where such credit use is part of an integrated compliance plan for the MS4 permittee to address such nutrient and sediment total maximum daily loads.

B. Such method of compliance may be approved by the Department following review of an integrated compliance plan submitted by the permittee that includes the use of sediment credits. The permittee may use such credits for compliance purposes only if (i) the credits are generated and applied for purposes of compliance for the same calendar year; (ii) the credits are acquired no later than June 1 immediately following the calendar year to which the credits are applied; (iii) no later than June 1 immediately following the calendar year to which credits are applied, the permittee certifies on a form supplied by the Department that he has acquired sufficient credits to satisfy his compliance obligations; (iv) the credits are generated in the same tributary; (v) the sediment credits are not associated with phosphorus credits used for compliance with stormwater nonpoint nutrient runoff water quality criteria established pursuant to § 62.1-44.15.28; and (vi) the credits are derived from (a) implementation of best management practices in a defined area outside of an MS4 service area, in which case the necessary baseline sediment reduction for such defined area shall be achieved prior to the permittee's use of additional reductions as credit; or (b) a point source waste load allocation established by the Chesapeake Bay total maximum daily load, in which case the credit is the difference between the waste load allocation specified as an annual mass load and any lower monitored annual mass load that is discharged as certified on a form supplied by the Department.

Consistent with existing MS4 permits:

in TMDL Action Plan in each individual permit and in the General Permit:

"As part of development of the Chesapeake Bay TMDL Action Plan, the permittee shall consider use of the following: Utilization of any pollutant trading or offset program in accordance with § 62.1-44.19.20 through § 62.1-44.19.23 et seq of the Code of Virginia governing trading and offsetting."

FINAL PAGE of Appendix & Report

VAR# 040024

