

# CITY OF FREDERICKSBURG

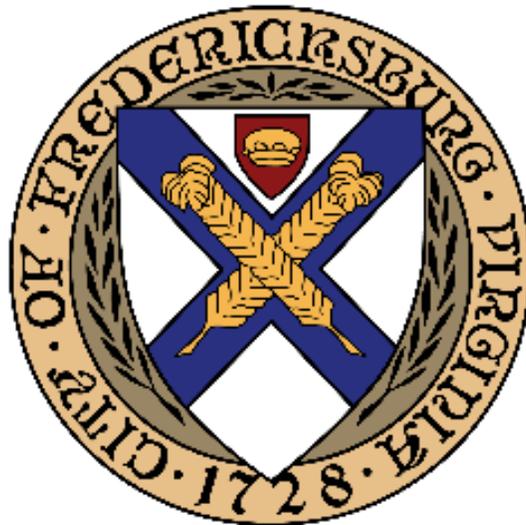
## MS4 Program Plan

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VSMP Phase II (MS4) Program

**Permit No. VAR040058**

**November 2018 – October 2023**



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*\*Revisions to the MS4 Program Plan are expected through the lift of the MS4 General Permit, as part of the iterative process to reduce pollutant loading and protect water quality to the maximum extent practicable. The MS4 Program Plan is a planning document developed by the City of Fredericksburg’s Environmental Section of the Planning Services Division, and the only enforceable requirements are those explicitly stated in the MS4 General Permit. Any operating procedures included as part of this document were developed as guidance for City Staff, and the City reserves the right to modify these documents at any time and in any manner.*

## Appendices

**APPENDIX A – SOPs - Dry Weather Screening & Illicit Discharge Tracking and Response**

**APPENDIX B – MS4 Interconnection Notification Letters**

**APPENDIX C – City of Fredericksburg Unified Development Ordinance Procedures Manual**

**APPENDIX D – Land Disturbance Permit Applications**

**APPENDIX E – Maintenance Agreement for Drainage and Stormwater Management Facilities**

## **COMPLIANCE WITH TMDL REQUIREMENTS**

### **Special conditions for approved total maximum daily loads (TMDL) other than the Chesapeake Bay TMDL:**

#### Scheduled Submissions:

- 18 months after the permit effective date, update previously approved local TDML action plans for TMDLs approved by EPA prior to July 2013: Tidal Freshwater Rappahannock River Watershed TMDL was approved by EPA on 5/5/2008
- 30 months after the permit effective date, TMDLs approved between July 2013 and June 2018
- 36 months after the permit effective date, submit anticipated end dates to meet Waste Load Allocations (WLA) for Total Suspended Solids/Sediment (TSS), Total Phosphorus (TP), or Total Nitrogen (TN): *Not applicable to City of Fredericksburg, no WLA for TSS, TP, or TN assigned.*

*The City's Tidal Freshwater Rappahannock River Watershed TMDL Action Plan was approved January 11, 2017. A copy of the approval letter can be found in Appendix F and a copy of the approved plan can be found by contacting the City of Fredericksburg Environmental Section. Local TMDL Action Plans will be updated in accordance with the above schedule.*

### **Special conditions for the Chesapeake Bay TMDL:**

#### Scheduled Submissions:

- 12 months after the permit effective date, submit updated Chesapeake Bay TMDL Action Plan: *Chesapeake Bay TMDL Action Plan to be updated within 12 months of the permit effective date or by November 1, 2019*

*The City's Chesapeake Bay TMDL Action Plan was approved January 7, 2016. A copy of the approval letter can be found in Appendix F and a copy of the approved plan can be found by contacting the City of Fredericksburg's Environmental Section. A draft second phase Chesapeake Bay TMDL Action Plan was prepared in conjunction with the most recent MS4 Registration Statement and a copy can be found by contacting the City of Fredericksburg's Environmental Section.*

Completed projects for meeting nutrient reductions under the Chesapeake Bay TMDL which are implemented during the reporting year are included as part of the facility tracking and reporting requirements in the Annual Report. The City of Fredericksburg is fully compliant in achieving the TP, TN, and TSS target reductions for the previous permit cycle (5.0%) and is progressing towards achieving the target reductions for the current permit cycle (40%). Any additional reductions beyond the 40% will be credited toward future permit cycle reductions. For more information, refer to the City of Fredericksburg TDML Action Plan.

**MINIMUM CONTROL MEASURE 1 – Public Education and Outreach**

The City of Fredericksburg implements a public education and outreach plan to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

The City of Fredericksburg shall identify, schedule, implement, evaluate and modify, as necessary, BMPs to meet the following public education and outreach measurable goals:

**Measurable Goal 1(A) – High Priority Stormwater Issues**

Three high priority stormwater issues that the City intends to focus on to comply with the requirements of the MS4 VPDES General Permit and have a positive impact on stormwater discharges.

**BMP 1(A) – Chesapeake Bay TMDL**

The City will inform residents of the requirements of the Chesapeake Bay TMDL and the obligation to reduce stormwater pollution under the provisions of the MS4 permit.

Policies, Ordinances, and Written Procedures

Public Education and Outreach Plan to be developed and incorporated into Program Plan.

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Increased citizen knowledge of stormwater pollution prevention. Information is communicated through the City of Fredericksburg website.

Method/Measurable Goal to Determine BMP Effectiveness

Number of website counts for the City's stormwater and environmental webpages.

Items Needed for Annual Report

A list of the strategies used to communicate the high priority stormwater issue.

BMP 1(B) – Pet Waste Management Program

The pet waste management program places post-mounted distribution boxes for bags to be used for the collection of pet wastes in public parks, recreational areas, and neighborhoods. This will help to educate dog owners on local water pollution impacts and the importance of the collection of these wastes.

Policies, Ordinances, and Written Procedures

Public Education and Outreach Plan to be developed and incorporated into Program Plan.

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section  
Clean and Green Commission

Objective and Expected Results

Awareness that pet waste contributes to pollution, collection of pet waste.

Method/Measurable Goal to Determine BMP Effectiveness

Track number of pet waste boxes throughout the City and number of bags used.

Items Needed for Annual Report

A list of the strategies used to communicate the high priority stormwater issue.

BMP 1(C) – Cigarette Butts Are Litter Too Campaign

The cigarette “Butts Are Litter Too” campaign places signs, banners, radio ads, stickers, and physical collection buckets. The main area of attention is the downtown area where heavy pedestrian traffic and a concentration of restaurants, bars, and retail play a large factor in this high priority issue.

Policies, Ordinances, and Written Procedures

Public Education and Outreach Plan to be developed and incorporated into Program Plan.

City Code Chapter 38, Article III Litter Control <https://www.ecode360.com/28967512>

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section  
Clean and Green Commission

Objective and Expected Results

Awareness that cigarette butts contributes to pollution.  
Collection and proper disposal of cigarette butts.

Method/Measurable Goal to Determine BMP Effectiveness

Track number of cigarette butt containers throughout the City and number of times serviced.

Items Needed for Annual Report

A list of the strategies used to communicate the high priority stormwater issue.

**MINIMUM CONTROL MEASURE 2 – Public Involvement and Participation**

The City will comply with applicable state and local public notice requirements when implementing the MS4 Program.

The City shall identify, schedule, implement, evaluate, and modify, as necessary, BMPs to meet the following public involvement and participation measurable goals.

**Measurable Goal 2(A) – Promote Availability of MS4 Program Plan**

Promote the availability of the operator’s MS4 Program Plan and any modifications for public review and comment. Public notice shall be given by any method reasonably calculated to give actual notice of the action in question to the persons potentially affected by it, including press releases or any other forum or medium to elicit public participation. Provide access to or copies of the MS4 Program Plan or any modifications upon request of interested parties in compliance with all applicable freedom of information regulations.

**BMP 2(A) – Place MS4 Program Plan on City of Fredericksburg Website**

The environmental section of the City of Fredericksburg’s website will be updated to specifically promote the MS4 Program Plan and provide a contact for obtaining the plan and information on the MS4 program. The MS4 Program Plan will be updated as necessary and placed on the website within 30 days: <https://www.fredericksburgva.gov/476/Stormwater-Management>

Policies, Ordinances, and Written Procedures

Website information developed to promote MS4 Program Plan

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Visitors to the City’s website will be made aware of the MS4 Program Plan and have the ability to report stormwater pollution concerns or provide input on the MS4 Program Plan.

Method/Measurable Goal to Determine BMP Effectiveness

Ensure MS4 Program Plan and contact information is available on the City’s website

Items Needed for Annual Report

A summary of any public input on the MS4 program received and how the City responded

A link to the MS4 Program Plan webpage

**Measurable Goal 2(B) – Provide Annual Report upon Request**

Provide access to or copies of the annual report upon request of interested parties in compliance with all applicable freedom of information regulations.

**BMP 2(B) – Place MS4 Annual Report on City of Fredericksburg Website**

Copies of the MS4 Annual Report will be available on the website within 30 days of submittal:

<https://www.fredericksburgva.gov/476/Stormwater-Management>

**Policies, Ordinances, and Written Procedures**

Website information developed to promote MS4 Annual Report

**Responsible Individual, Department, Division, or Unit**

Community Planning & Building Department, Environmental Section

**Objective and Expected Results**

Increase public awareness of availability of the MS4 Annual Report

**Method/Measurable Goal to Determine**

Ensure MS4 Annual Report is available on the City's website

**Items Needed for Annual Report**

A link to the MS4 Annual Report webpage

**Measurable Goal 2(C) – Participate in Activities Aimed at Reducing Pollutant Loads**

Participate, through promotion, sponsorship, or other involvement, in a minimum of four local activities aimed at increasing public participation to reduce stormwater pollutant loads, improve water quality, and support local restoration and cleanup projects, programs, groups, meetings, or other opportunities for public involvement.

**BMP 2(C) – Household Hazardous Waste Collection**

Used motor oil, used residential oil filters, used anti-freeze and automobile batteries are accepted at the R-BOARD’s solid waste convenience center located in the City of Fredericksburg’s industrial park and the Eskimo Hill landfill located in Stafford County and available to City residents. Special household hazardous waste is collected at dedicated events twice a year; once in the City of Fredericksburg and once in Stafford County (also open to City residents).

Policies, Ordinances, and Written Procedures

Availability of these programs for household hazardous waste disposal will be advertised by the City of Fredericksburg

Responsible Individual, Department, Division, or Unit

R-BOARD  
City of Fredericksburg Department of Public Works

Objective and Expected Results

Encourage the proper disposal of household hazardous wastes.

Method/Measurable Goal to Determine BMP Effectiveness

Amount collected

Items Needed for Annual Report

Fliers for waste collection events and amount collected

**BMP 2(B) – Street Sweeping Program**

Sweep roads within the MS4 area in accordance with established street sweeping routes and frequency. Street sweeping will reduce pollutants discharged to the MS4.

Policies, Ordinances, and Written Procedures

Map of street sweeping routes  
Phase 1 TMDL Action Plan

Responsible Individual, Department, Division, or Unit

Department of Public Works – City Shop

Objective and Expected Results

Remove dirt/debris and trash from City roads

Items Needed for Annual Report

Tonnage collected

**MINIMUM CONTROL MEASURE 3 – Illicit Discharge Detection and Elimination**

The City of Fredericksburg shall identify, schedule, implement, evaluate and modify, as necessary, BMPs to meet the following illicit discharge detection and elimination measurable goals.

**Measurable Goal 3(A) – Illicit Discharge Procedures**

The City has developed and implemented written procedures to detect, identify, and address unauthorized non-stormwater discharges to the MS4.

**BMP 3(A) – Outfall Screening**

The City of Fredericksburg will screen all regulated outfalls during the term of the MS4 permit.

Policies, Ordinances, and Written Procedures

SOPs – Dry Weather Screening 2019-03-13, *Appendix A*

City Code Chapter 59, Article IV Illicit Discharges <https://www.ecode360.com/29889366>

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Identify outfalls that may be regularly contributing to stormwater pollution or may contain illicit discharges

Method/Measurable Goal to Determine BMP Effectiveness

Outfalls screened (typically at least 50 per year) and results of screening

Items Needed for Annual Report

The total number of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results

**BMP 3(B) – Tracking and Reporting**

The City of Fredericksburg will annually track the number of illicit discharges identified and provide narrative on how they were eliminated.

Policies, Ordinances, and Written Procedures

SOPs – Illicit Discharge Tracking and Response 2019-03-13, *Appendix A*

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section  
Fire and EMS

Objective and Expected Results

Maintain procedures for illicit discharge tracking and response

Method/Measurable Goal to Determine BMP Effectiveness

Proper documentation and follow-up of illicit discharges

Items Needed for Annual Report

A summary of each investigation conducted by the operator of any suspected illicit discharge

**Measurable Goal 3(A) – Storm Sewer System Mapping**

Develop and maintain a storm sewer system map and information table with the location of all known outfalls of the regulated small MS4, including those physically interconnected to a regulated MS4, the associated surface waters that receive discharges from those outfalls, MS4 regulated service area, and owner-operated SWM facilities. The operator shall also estimate the acreage within the regulated small MS4 discharging to each HUC and impaired water.

**BMP 3(C) – Map Outfalls**

Storm sewer system map and information table will be annually maintained of all known regulated outfalls, the associated HUCs, and the names and locations of surface waters receiving discharges for the outfalls. The acreage/land use discharging to each HUC and impaired water [2016 305(b)/303(d) *Water Quality Assessment Integrated Report*] will be noted.

Policies, Ordinances, and Written Procedures

None

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Prepare required map and information table, *Available upon request*

Method/Measurable Goal to Determine BMP Effectiveness

Map and table to be updated by October 1<sup>st</sup> each year during the term of the permit

Items Needed for Annual Report

A confirmation statement that the MS4 map and information table have been updated to reflect any changes to the MS4 occurring on or before June 30 of the reporting year

**Measurable Goal 3(A) – Downstream MS4 Notification**

Notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system.

**BMP 3(D) – List of Written Notifications**

A list of any written notifications of physical interconnection given by the operator to other MS4s.

Policies, Ordinances, and Written Procedures

University of Mary Washington Notice of Interconnection (ver. 2017), *Appendix B*

VDOT Notice of Interconnection (ver. 2017), *Appendix B*

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Make adjacent MS4 operators aware of physical interconnection

Method/Measurable Goal to Determine BMP Effectiveness

Copies of Notice of Interconnection to the adjacent MS4 operators

Items Needed for Annual Report

None

**MINIMUM CONTROL MEASURE 4 – Construction Site Stormwater Runoff Control**

The City of Fredericksburg shall identify, schedule, implement, evaluate and modify, as necessary, BMPs to meet the following construction site stormwater runoff control measurable goals.

**Measurable Goal 4(A) – Implement Program to Address Construction Site Runoff**

- a. The City of Fredericksburg shall utilize its legal authority to address discharges entering the MS4 from construction activities that result in a land disturbance of greater than or equal to 10,000 square feet or greater than or equal to 2,500 square feet in all areas of the jurisdiction designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act. Additionally, reduction of stormwater discharges from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

The program procedures, detailed in City of Fredericksburg Code Chapter 78 Article V Erosion and Sediment Control <https://www.ecode360.com/28970802>, must include the development and implementation of, at a minimum:

1. An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance with the Erosion and Sediment Control Law and attendant regulations, to the extent allowable under state, tribal, or local law. Such ordinances and other mechanisms shall be updated as necessary;
  2. Requirements for construction site owners and operators to implement appropriate erosion and sediment control best management practices as part of an erosion and sediment control plan that is consistent with the Erosion and Sediment Control Law and attendant regulations and other applicable requirements of state, tribal, or local law. Where determined appropriate by the operator, the operator shall encourage the use of structural and non-structural design techniques to create a design that has the goal of maintaining or replicating predevelopment runoff characteristics and site hydrology;
  3. Requirements for construction site owners and operators to secure authorization to discharge stormwater from construction activities under a VSMP construction permit for construction activities that result in a land disturbance of greater than or equal to one acre. Additionally, stormwater discharges from construction activity disturbing less than one acre must secure authorization to discharge under a VSMP permit if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;
  4. Procedures for receipt and consideration of information submitted by the public;
  5. Procedures for site inspection and compliance and enforcement of control measures;
  6. Procedures for plan review.
- b. The operator shall ensure that plan reviewers, inspectors, program administrators and construction site owners and operators obtain the appropriate certifications as required under the Erosion and Sediment Control Law;
  - c. The operator shall track regulated land disturbing activities and submit the following information:
    1. Total number of inspections conducted; and
    2. Summary of enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.

BMP 4(A) – Implement Erosion and Sediment Control Program Consistent with State Regulations

The City of Fredericksburg will develop, implement, and enforce a program of plan review, site inspection and enforcement consistent with Erosion and Sediment Control regulations (9VAC 25-840) and City of Fredericksburg Erosion and Sediment Control Ordinance. Update as needed for consistency with state regulations.

Policies, Ordinances, and Written Procedures

Requirements for erosion and sediment control plans, permits, and bonds – City of Fredericksburg Code Chapter 78, Article V Erosion and Sediment Control

<https://www.ecode360.com/28970802>

Requirement for VSMP permit – City of Fredericksburg Code Chapter 38, Article IV Virginia Stormwater Management Program <https://www.ecode360.com/28842257>

Application and Procedures for Site Plan Procedures – Unified Development Ordinance Procedures Manual (ver. 2018) *Appendix C*

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Ordinances requiring erosion and sediment controls. Requirements for construction site operators to implement erosion and sediment control requirements. Requirements for construction site operators to obtain a VSMP permit. Reduction in sediment leaving construction site to MS4 facilities.

Method/Measurable Goal to Determine BMP Effectiveness

Implement code requirements cited above

Items Needed for Annual Report

None

**Measurable Goal 4(B) – Personnel Certification for Erosion and Sediment Control**

The City of Fredericksburg shall have policies in place requiring that plan reviewers, inspectors, program administrators and construction site operators obtain the appropriate certifications as required under the Erosion and Sediment Control Law.

BMP 4(B) – Personnel Training and Certification for Plan Reviewer, Inspector, Program Administrator

Plan reviewers, inspectors and program administrators will maintain certification in Erosion and Sediment Control.

Policies, Ordinances, and Written Procedures

Requirements for Responsible Land Disturber – City of Fredericksburg Code Chapter 78, Article V  
Erosion and Sediment Control

Land Disturbance Permit Application (ver. 2016) (Requires RLD signature) *Appendix D*

Residential Land Disturbance Permit Application (ver. 2018) (Requires RLD signature) *Appendix D*

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department

Objective and Expected Results

Appropriate certification within 12 months of employment

Method/Measurable Goal to Determine BMP Effectiveness

Maintain tracking list of employees, position and certification

Items Needed for Annual Report

List of certified employees

**Measurable Goal 4(C) – Land Disturbing Activity Tracking**

The operator shall track regulated land disturbing activities and submit the following information:

1. Total number of inspection conducted; and
2. Summary of enforcement actions taken during the reporting period.

BMP 4(C) – Land Disturbance Tracked in Annual Report

Regulated land disturbing activities will be tracked and reported in the annual report.

Policies, Ordinances, and Written Procedures

Hanover County database is used to track approved land disturbing activities

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department

Objective and Expected Results

Track number of inspection conducted and number of enforcement actions and type in the City of Fredericksburg

Method/Measurable Goal to Determine BMP Effectiveness

City of Fredericksburg Land Disturbance Tracker database

Items Needed for Annual Report

Number of inspections conducted

Number of enforcement actions and type

**MINIMUM CONTROL MEASURE 5 – Post-construction Stormwater Management for New Development and Development on Prior-Developed Lands**

The City of Fredericksburg shall develop, implement, and enforce procedures to address stormwater runoff to the regulated small MS4 from new development and redevelopment projects that disturb greater than or equal to one acre or equal to or greater than 2,500 square feet in all area of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the regulated small MS4. The procedures must ensure that controls are in place that would prevent or minimize water quality and quantity impacts in accordance with this section.

The City of Fredericksburg shall:

1. Require construction site owners and operators to secure authorization to discharge stormwater from construction activities under a VSMP permit for new development and redevelopment projects that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act. Additionally, reduction of stormwater discharges from construction activity disturbing less than one acre secure authorization to discharge under a VSMP permit if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;
2. Utilize its legal authority, such as ordinances, permits, orders, specific contract language, and interjurisdictional agreements, to require that activities identified above address stormwater runoff in such a manner that stormwater runoff controls are designed and installed in accordance with 9VAC25-870;
3. Required adequate long-term operation and maintenance of non-operator owned stormwater management facilities by requiring the owner to develop a recorded inspection schedule and maintenance agreement to the extent allowable under state, tribal or local law or other legal mechanism. The operator shall additionally develop, through the maintenance agreement or other method, a mechanism for enforcement of maintenance responsibilities by the operator if they are neglected by the owner;
4. Provide adequate long-term operation and maintenance of operator owned stormwater management facilities;
5. Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the following information:
  - a. Facility Type;
  - b. Facility's Location;
  - c. Number of acres treated with pervious/impervious breakdown;
  - d. Date facility was brought online;
  - e. 6<sup>th</sup> order HUC;
  - f. Whether the stormwater management facility is operator-owned or privately-owned;
  - g. Whether or not the stormwater management facility or BMP is part of the permittee's Chesapeake Bay TMDL action plan required in Part II B, or both;
  - h. Whether a maintenance agreement exists if the stormwater management facility is privately owned; and
  - i. The date of the most recent inspection.

**Measurable Goal 5(A) – Stormwater Management Consistent with Regulations**

Provide stormwater management program consistent with all applicable regulations.

BMP 5(A) – Implement Stormwater Management Program Consistent with State Regulations

The City of Fredericksburg will develop, implement, and enforce a program consistent with State regulations.

Policies, Ordinances, and Written Procedures

City Code Chapter 38 Article IV Virginia Stormwater Management Program

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

A stormwater management program consistent with applicable regulations and ordinances

Method/Measurable Goal to Determine BMP Effectiveness

Plan review, site inspection, and public and private facility maintenance

Items Needed for Annual Report

None

BMP 5(B) – Address Post-construction Stormwater Runoff

The City of Fredericksburg requires construction site owners and operators in the urbanized area to apply for authorization to discharge stormwater from construction activities under a VSMP permit for new development and redevelopment projects that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulation.

Policies, Ordinances, and Written Procedures

City Code Chapter 38 Article IV Virginia Stormwater Management Program

Responsible Individual, Department, Division, or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Regulated construction activities in the MS4 area apply for a VSMP construction permit prior to land disturbing activities

Method/Measurable Goal to Determine BMP Effectiveness

Regulated land disturbing activities in the MS4 area apply for VSMP construction permit prior to approval of land disturbance permits.

Items Needed for Annual Report

A confirmation statement that the permittee submitted stormwater management facility information through the Virginia Construction Stormwater General Permit database for those land disturbing activities for which the permittee was required to obtain coverage under the “General VPDES Permit for Discharges of Stormwater from Construction Activities” in accordance with Part I E 5 or a statement that the permittee did not complete any projects requiring coverage under the “General VPDES Permit for Discharges of Stormwater from Construction Activities”.

**Measurable Goal 5(B) – Long Term Operation & Maintenance of Stormwater Management Facilities**

The City of Fredericksburg uses maintenance agreements to ensure privately-owned (including individual residential lot) stormwater management facilities are in compliance with the MS4 Program. In concurrence with the maintenance agreement is an inspection schedule (at least once every 5 years) and enforcement strategy.

**BMP 5(C) – Privately-Owned Stormwater Management Facilities**

For privately-owned (including individual residential lot) stormwater management facilities, the City of Fredericksburg ensures long term care and maintenance through the application of a maintenance agreement, or with the combination of a drainage easement and maintenance agreement.

Policies, Ordinances, and Written Procedures

City of Fredericksburg Maintenance Agreement for Drainage and Stormwater Management Facilities, *Appendix E*

Responsible Individual, Department, Division or Unit

Community Planning & Building Department, Environmental Section

Responsible Party for the Stormwater Facility

Objective and Expected Results

Maintain stormwater facilities in proper working order consistent with applicable maintenance agreements.

Method/Measurable Goal to Determine BMP Effectiveness

Inspection by qualified professional to ensure facilities are maintained in proper working order.

Items Needed for Annual Report

Stormwater Management Facility Database to track and report the number of inspections completed and the number of enforcement actions taken (if applicable) including type.

BMP 5(D) – Operator-Owned Stormwater Management Facilities

Publicly owned and operated stormwater facilities are inspected by the City of Fredericksburg Department of Public Works (DPW). Inspections for publicly owned stormwater facilities that serve a specific City owned property will be performed annually.

Policies, Ordinances, and Written Procedures

City of Fredericksburg Stormwater Basin Inspection and Maintenance Requirements

Responsible Individual, Department, Division or Unit

City of Fredericksburg Department of Public Works

Objective and Expected Results

To maintain stormwater facilities in proper working order.

Method/Measurable Goal to Determine BMP Effectiveness

Inspection by City staff to ensure facilities are maintained in proper working order.

Items Needed for Annual Report

Stormwater Management Facility Database to track and report the number of inspections completed. A description of any significant maintenance, repair, or retrofit activities performed.

BMP 5(E) – Stormwater Management Facility Tracking

The City of Fredericksburg will track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the required information. The facility tracking database will updated no later than 30 days after a new facility is brought online and is available for review upon request.

Policies, Ordinances, and Written Procedures

None

Responsible Individual, Department, Division or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Track all stormwater facilities, *Database available upon request*

Method/Measurable Goal to Determine BMP Effectiveness

List of all known stormwater facilities in the City of Fredericksburg is maintained.

Items Needed for Annual Report

A confirmation statement that the permittee electronically reported BMPs using the DEQ BMP Warehouse in accordance with Part I E 5 g and the date on which the information was submitted.

**MINIMUM CONTROL MEASURE 6 – Pollution Prevention/Good Housekeeping for Municipal Operations**

Develop and implement an operation and maintenance program consistent with the MS4 permit that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials including those available from EPA, state, tribe, or other organizations, the program shall include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and MS4 maintenance. The operator shall identify, implement, evaluate, and modify, as necessary, BMPs to meet the following pollution prevention/good housekeeping for municipal operations measurable goals:

**Measurable Goal 6(A) – Pollution Prevention Strategies**

The City of Fredericksburg will implement daily procedures, identify all municipal high-priority facilities, identify all applicable lands where nutrients are applied to a contiguous area of more than one acre, and conduct biennial training for employees. Contractors working on behalf of the City of Fredericksburg are under the supervision of the City to ensure implementation of food housekeeping and pollution prevention procedures to meet MS4 permit requirements. When applicable, projects may also necessitate the provisions of the City’s project manual and individual SWPPP.

**BMP 6(A) – Daily Good Housekeeping Procedures**

The City has developed written procedures for pollution prevention and good housekeeping of municipal facilities. Guidance is designed to minimize or prevent pollutant discharges to the storm sewer system from activities such as parking lot maintenance, equipment maintenance, pesticide, herbicide, and fertilizers application.

Policies, Ordinances, and Written Procedures  
Facility Standard Operating Procedures

Responsible Individual, Department, Division or Unit  
Community Planning & Building Department, Environmental Section

Objective and Expected Results  
Employees have access to and are aware of stormwater pollution prevention documents. Pollution prevention documents discuss the proper disposal and storage of waste materials, spill clean-up, vehicle washing, and pesticide, herbicide, and fertilizers application.

Method/Measurable Goal to Determine BMP Effectiveness  
Maintain Daily Good Housekeeping Procedures

Items Needed for Annual Report  
A summary of any operational procedures developed or modified.

BMP 6(B) – Identification of Locations Requiring SWPPPs

The City has identified two high-priority facilities that have a high potential to discharge within the MS4 permit area, which are the City Shop and the Parks & Recreation Maintenance Facility. The City has developed and implements a stormwater pollution prevention plan (SWPPP) specific to each site.

Policies, Ordinances, and Written Procedures

City Shop SWPPP (ver. 2019)

Parks and Recreation Shop Facility SWPPP (ver. 2019)

Responsible Individual, Department, Division or Unit

Community Planning & Building Department, Environmental Section

Department of Public Works

Parks and Recreation Department

Objective and Expected Results

Prevent pollutant discharges from high-priority sites.

Method/Measurable Goal to Determine BMP Effectiveness

Maintain an up-to-date SWPPP at each location.

Items Needed for Annual Report

A summary of any new SWPPPs developed or modified.

BMP 6(C) – Nutrient Management Plan Locations

The City has identified all applicable lands where nutrients are applied to a contiguous area of more than one acre. Nutrient management plans (NMPs) were developed by a Certified Turf and Landscape Nutrient Management Planner.

Policies, Ordinances, and Written Procedures

Dixon Park NMP (Plan End Date: 7/1/2018) – To be updated during Permit cycle

James Monroe High School Interior Track and Field Hockey Field NMP (Plan End Date: 8/1/2021)

Maury Stadium NMP (Plan End Date: 8/1/2021)

Walker-Grant Middle School Baseball Field NMP (Plan End Date: 8/1/2021)

Responsible Individual, Department, Division or Unit

Community Planning & Building Department, Environmental Section

City of Fredericksburg Public Schools

Parks and Recreation Department

Objective and Expected Results

Ensure fertilizer application to areas in excess of 1 acre are conducted under the provision of a nutrient management plan prepared by a certified nutrient planner.

Method/Measurable Goal to Determine BMP Effectiveness

Maintain active Nutrient Management Plans.

Items Needed for Annual Report

A summary report on the development of any new turf and landscape nutrient management plans that includes the total acreage and location of lands where NMPs are required and date of the approved NMP.

BMP 6(D) – Training Schedule and Program

The City will perform a biennial educational program for employees, including employees of maintenance shops and parks and recreation grounds maintenance with the goal of preventing or reducing pollutant runoff from municipal operations.

Policies, Ordinances, and Written Procedures

Employee Training Plan

Responsible Individual, Department, Division or Unit

Community Planning & Building Department, Environmental Section

Objective and Expected Results

Increase employee knowledge with respect to stormwater pollution prevention. Hazards associated with poor housekeeping, improper material storage, spills, vehicle maintenance, outdoor activities, and waste management.

Method/Measurable Goal to Determine BMP Effectiveness

Maintain training records.

Items Needed for Annual Report

A summary report on the required training, including, a list of training events, the training date, the number of employees attending training, and the objective of the training.