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**Water Pollution Prevention Program**  
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**New Development Subcommittee**  
**Proposed Agenda**  
**April 7, 2009, 1:30 to 3:30 pm**  
***South San Francisco's Water Quality Control Plant – Administration Building***  
***195 Belle Air Road – South San Francisco***

- I. Introductions, Announcements, Minutes & Agree on Agenda, Matt Fabry, All (5 min.)**  
*Objective: Meet attendees, review and approve previous meeting summary, make announcements, and agree on agenda.*
  
- II. Update on March Technical Advisory Committee Meeting and Any Other Issues that Are Not Covered Elsewhere on the Agenda, Matt (5 min.)**  
*Objective: Obtain information from the TAC meeting.*
  
- III. Municipal Regional Stormwater Permit, Matt, Everyone (45 min.)**  
*Objective: Receive update on status of the MRP for issues affecting new development.*
  
- IV. Draft New Development Work Plan for 2009/10, Laura Prickett, Everyone (25 min.)**  
*Objective: Review, comment and recommend that the TAC approve the draft New Development component of SMCWPPP's Work Plan for the upcoming fiscal year.*
  
- V. Training on the Sustainable Green Streets and Parking Lots Design Guidebook, Laura, Everyone (10 min.)**  
*Objective: Obtain information and offer suggestions for the training workshop, which is scheduled for May 28.*
  
- VI. Update from the Proposition 84 Stormwater Funds Grant Application Work Group – Work Group members, Everyone (10 min.)**  
*Objective: Obtain information on the work group's progress developing a project for possible stormwater grant funding of low impact development street and/or parking lot improvements in the San Francisquito Creek Watershed*

**VII. Online Survey of C.3 Stormwater Guidance Users - Laura (5 min.)**

*Objective: Receive update on the survey that is now on SMCWPPP's website. Results of the survey will inform future revision of the C.3 Technical Guidance.*

**VIII. Roundtable Discussion - All (10 min.)**

*Objective: Obtain information about how municipalities are proceeding with erosion controls and implementation of Provision C.3. Attendees of the California Water Environment Association's P3S conference (March 2-4) may share information from the conference.*

**IX. Next Meeting - Matt, All (5 min.)**

*Schedule next meeting for June 2.*

## **DRAFT New Development Subcommittee Report**

**Meeting Date:** February 3, 2009

### **Subcommittee Actions:**

1. Recommended that the City/County Association of Governments (C/CAG) apply for a Proposition 84 Stormwater Funds Grant to construct low impact development (LID) street designs in the San Francisquito Creek watershed.
2. Approved revisions to the Table of New Development Projects.

**Requested Technical Advisory Committee Action or Feedback/Guidance (if any):** Recommend that C/CAG apply for a Proposition 84 Stormwater Funds Grant per Subcommittee Action #1.

### **Other Information/Announcements:**

1. **Municipal Regional Stormwater Permit (MRP).** The draft permit is scheduled to be released for public comment in February. Matt Fabry emailed the Water Board staff's summary of major changes to the Subcommittee in December.
2. **December Field Visit to Brisbane City Hall Parking Lot.** Matt explained that the parking lot swale had to be reconstructed to achieve 3:1 side slopes, per project plans, to provide adequate ponding area at the swale bottom. This points to a need for training of inspectors and contractors.
3. **Sustainable Green Streets and Parking Lots Design Guidebook.** The completed guidebook was posted on [www.flowstobay.org](http://www.flowstobay.org). A training workshop on the guidebook will be offered in the next few months. Training ideas include: Brisbane's and San Bruno's demonstration projects, site selection, selecting low impact development (LID) strategies, determining when a specialist is needed, steps to design and implement projects, encouraging LID in private projects, maintenance.
4. **Proposition 84 Work Group.** Matt distributed a handout of the Work Group's recommendation to construct LID street designs in the San Francisquito Creek watershed. Partners may include the San Francisquito Watershed Council and the Santa Clara Valley Urban Runoff Pollution Prevention Program. A \$3 million grant will be sought. Vehicle license fees could be used for matching funds.
5. **Table of New Development Projects.** Laura Prickett explained that this table in the Annual Report Deliverable forms was revised, as requested at the December meeting, so that options can be selected for source controls, site designs, and treatment measures. This will help prevent people from filling in the wrong information or having to keep writing in the same information.
6. **Survey of C.3 Stormwater Guidance Users.** Laura explained that the target audience is municipal staff, developers or consultants who use the C.3 Guidance. Survey results will help SMCWPPP update the C.3 Guidance, after the MRP is adopted.
7. **Update on San Francisco's LID Workshop.** Laura summarized information provided at the January 22-23 workshop, which focused on bioretention and permeable paving and featured speakers from the Seattle area, some of whom are preparing LID Guidance for San Francisco.
8. **LID in Spain.** Laura showed slides of development projects in Spain that include permeable pavement and infiltration trenches. LID is not typically required in Spain, but is being introduced due to concerns regarding water quality, water scarcity, and combined sewer overflows.

**Subcommittee Work That Affects Other Subcommittees:** Training workshop on the Guidebook.

### **Next Steps:**

- Set a date for the workshop and survey municipalities on the number of staff attending.
- Subcommittee members will email comments on the C.3 Guidance survey to Laura by February 17. The finalized survey will be posted on the C.3 Guidance page of SMCWPPP's website.

**Date of Next Meeting:** Next regular meeting on April 7.



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| Task No. and Description <sup>1</sup>   | Rationale/Background  | Budget   | Schedule/Due Date <sup>1</sup> |
|---|---|----------|--------------------------------|
| <ul style="list-style-type: none"> <li>▪ Prepare flyer on Provision C.3 requirements specific to roadway projects.</li> <li>▪ Alternative Certification checklist to help municipalities implement the optional alternative certification provision (C.3.f).</li> <li>▪ Prepare flyer on optional Alternative Compliance provision (C.3.e).</li> <li>▪ Train municipal staff on inspecting stormwater treatment measure construction.</li> <li>▪ Update the Guidebook of Site Design Examples.</li> </ul> |   |          |                                |
| <p><b>5.2 Assist with Implementation of the Hydromodification Management Requirements.</b></p>  |   | \$20,000 |                                |
| <ul style="list-style-type: none"> <li>▪ Update the HM Applicability Worksheet for consistency with the MRP</li> </ul>  | Provision C.3.g eliminates existing exemptions from HM requirements.  |          | July 2009                      |
| <ul style="list-style-type: none"> <li>▪ Continue to participate in the regional support, updating and maintenance of the Bay Area Hydrology Model (BAHM) as possible with the available budget.</li> </ul>   | The BAHM needs to be maintained and updated.  |          | Ongoing                        |
| <ul style="list-style-type: none"> <li>▪ Prepare maps that show the HM control area boundary in relation to assessors parcel maps, for areas in which the control area boundary does not follow a major arterial roadway</li> </ul>   | The revised HM control area boundary in the MRP follows assessors parcel boundaries. The Subcommittee has requested maps that show the boundary in relation to Assessors parcels.     |          | December 2009                  |
| <p><b>5.3 Prepare and Update O&amp;M Tools:</b></p>   |   | \$20,000 |                                |
| <ul style="list-style-type: none"> <li>▪ Revise Operation and Maintenance Information form (coordinated with O&amp;M database or equivalent, see below)</li> </ul>  | Update form to collect data required in database or equivalent, Provision C.3.h.ii(5). Full implementation anticipated by 7/1/10.   |          | June 2010                      |
| <ul style="list-style-type: none"> <li>▪ Work with other stakeholders to identify how to comply with the requirement for a database or equivalent tabular format for municipalities to enter O&amp;M information on projects with stormwater treatment systems and HM controls.</li> </ul>  | Provision C.3.h.ii(5) requires this database or equivalent - full implementation anticipated by 7/1/10.   |          | June 2010                      |
| <ul style="list-style-type: none"> <li>▪ Prepare a model prioritized plan for inspecting installed stormwater treatment systems and HM controls, and a model plan for O&amp;M of municipality-operated stormwater treatment systems and HM controls. As needed, address maintenance of Regional Projects.</li> </ul>  | Provision C.3.h.ii(6) requires a plan for inspecting treatment and HM measures; C.3.h.ii(4) requires a plan for maintaining Regional Projects (implementation anticipated by 7/1/10). |          | June 2010                      |
| <p><b>5.4 Update/Prepare Tools to Assist with Implementation of Construction Site Controls:</b></p>   |   | \$30,000 |                                |
| <ul style="list-style-type: none"> <li>▪ Update the construction site inspection form for consistency with the MRP.</li> </ul>  | Reflect C.6.ii requirements for frequency, content, tracking and reporting of inspections.  |          | September 2009                 |

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|--|---|----------|--------------------------------|
| <ul style="list-style-type: none"> <li>Participate in any process set up by the Water Board or BASMAA to include new construction BMP reporting requirements in Annual Report deliverables (this may be covered in the C.3 task, above).</li> </ul>      | This will help meet reporting requirements in C.6.a.iii and C.6.e.iii.  |          | October 2009                   |
| <ul style="list-style-type: none"> <li>Summarize issues related to the draft permit and help SMCWPPP prepare comments, if a draft statewide construction NPDES general permit is circulated for public comment.</li> </ul>                               | Not required by the MRP, but will be important to compliance with the pending reissuance of the statewide construction NPDES general permit.  |          | TBD                            |
| <ul style="list-style-type: none"> <li>Adapt/identify a model letter for municipalities to send, by September 1 of each year, to active construction sites disturbing one acre or more of land, to remind them to prepare for the wet season.</li> </ul> | No start date is indicated in Provision C.6.e, which requires the September 1 notification letter and requires inspection tracking.   |          | August 2009                    |
| <ul style="list-style-type: none"> <li>Work with other stakeholders to identify how to comply with the requirement for a database or equivalent tabular format to track the results of the municipalities' construction site inspections.</li> </ul>     | Provision C.6.e.ii(4) lists information to track in database or equivalent tabular format. No start date is given.  |          | January 2010                   |
| <ul style="list-style-type: none"> <li>Coordinate with the CII Subcommittee's preparation of a model Enforcement Response Plan (ERP) to help municipalities meet ERP requirements in the MRP.</li> </ul>   | Development and implementation of the ERP (Provision C.6.b) anticipated by 4/1/10.  |          | March 2010                     |
| <ul style="list-style-type: none"> <li>Prepare form to help municipalities review projects' erosion control/pollution prevention plans or stormwater pollution prevention plans (SWPPPs) for adequacy prior to issuing grading permits.</li> </ul>       | Provision C.6.d requires municipalities to review projects' erosion control/pollution prevention plans or SWPPPs for adequacy prior to issuing grading permits. (No start date is indicated.) |          | October 2009                   |
| <p><b>5.5 Training and Outreach:</b></p>   |   | \$25,000 | Fall 2009                      |
| <ul style="list-style-type: none"> <li>One training workshop for municipal staff, developers, and project applicants focusing on new MRP requirements.</li> </ul>  | Provision C.3.a.i(4) of the MRP Tentative Order requires training adequate to implement C.3 requirements.   |          | TBD                            |
| <ul style="list-style-type: none"> <li>Revise the Stormwater Quality and Stormwater Detention brochures.</li> </ul>  | Provision C.3.a.i(5) of the MRP Tentative Order requires outreach adequate to implement C.3 requirements.   |          | Summer 2009                    |
| <ul style="list-style-type: none"> <li>Coordinate with the San Francisco Estuary Project regarding training workshops on construction site compliance; SMCWPPP involvement in the SFEP workshops will depend on the available budget.</li> </ul>         | Training is needed to implement permit requirements.  |          | Fall 2009                      |

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| <p><b>5.6 Assist with Regulatory Compliance:</b> Continue to support the meetings of the New Development Subcommittee by working with the Subcommittee Chair to develop meeting agendas and other materials for the meetings, participating in meetings, and preparing meeting summaries. Coordinate with the San Mateo County Environmental Health staff to update New Development Subcommittee information on the Program's website, and coordinate with SMCWPPP municipalities and other countywide stormwater programs that are implementing green streets, to report on status of MRP-required pilot green streets projects. Prepare New Development section of 2008/09 Annual Report, develop New Development work plan for 2010/11. Provide on-call assistance, responding to questions from municipalities as possible within the available budget. Where appropriate, information provided for individual municipalities may be offered as case studies or other agenda items for the New Development Subcommittee.</p> | <p>Subcommittee meetings and the New Development webpage support municipal compliance with the NPDES permit. The Annual Report is required by the current NPDES permit. The work plan helps SMCWPPP budget for upcoming year. Municipalities rely on on-call assistance to problem-solve regulatory issues.</p> | <p>\$30,000</p>         | <p>Ongoing</p>                 |
| Total Budget:  |   | <p><b>\$177,000</b></p> |                                |