



September 30, 2017

Mr. Bruce H. Wolfe  
Executive Officer  
San Francisco Bay Regional Water Quality Control Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Subject: City of Belmont  
FY 2016/17 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the City of Belmont pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2016/17 and related accomplishments.

Please contact me at (650) 595-7469 regarding any questions or concerns.

Sincerely,

Leticia Alvarez, P.E.  
Assistant Public Works Director/City Engineer

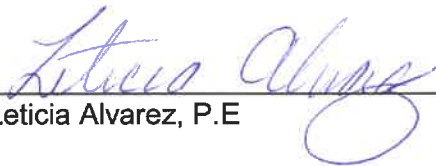



**City of Belmont  
FY 2016/17 ANNUAL REPORT**

**Certification Statement**

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

**Signature of Duly Authorized Representative:**

  
Leticia Alvarez, P.E

  
Date

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	City of Belmont		
<b>Population:</b>	Per US Census-population estimate, July 1, 2016: 27,081		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2015-0049		
<b>Reporting Time Period (month/year):</b>	July 2016 through June 2017		
<b>Name of the Responsible Authority:</b>	Afshin Oskoui	<b>Title:</b>	Public Works Director
<b>Mailing Address:</b>	One Twin Pines Lane, Suite 385		
<b>City:</b>	Belmont	<b>Zip Code:</b>	94002
		<b>County:</b>	San Mateo
<b>Telephone Number:</b>	650-595-7459	<b>Fax Number:</b>	650-593-8394
<b>E-mail Address:</b>	Aoskoui@belmont.gov		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	Leticia Alvarez	<b>Title:</b>	Assistant Public Works Director/City Engineer
<b>Department:</b>	Department of Public Works		
<b>Mailing Address:</b>	One Twin Pines Lane, Suite 385		
<b>City:</b>	Belmont	<b>Zip Code:</b>	94002
		<b>County:</b>	San Mateo
<b>Telephone Number:</b>	650-595-7469	<b>Fax Number:</b>	650-593-8394
<b>E-mail Address:</b>	Lalvarez@belmont.gov		

**Section 2 - Provision C.2 Reporting Municipal Operations**

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

The following is a summary of Belmont's activities for provision C.2

- 1) Attended all SMCWPPP Public Works Municipal Maintenance Subcommittee and Trash Committee meetings held during FY 2016-17.
- 2) Trained maintenance staff on the CASQA Road and Street BMPs, BASMAA BMPs to Prevent Stormwater Pollution from Construction Related Activities, BASMAA Pollution from Surface Cleaning BMPs and graffiti removal BMPs.
- 3) Adopted the SMCWPPP Excel trash full capture device O&M tracking template used to track maintenance and inspection data.
- 4) The City did not adopt a pesticide tracking Excel template. Based on the active ingredients listed in the SMCWPPP tracking table none of those products are applied by City staff.

**C.2.a. ► Street and Road Repair and Maintenance**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<b>Y</b>	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
<b>Y</b>	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

**C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
<b>Y</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments:

**C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
<b>Y</b>	Control of discharges from graffiti removal activities
<b>Y</b>	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
<b>Y</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
<b>Y</b>	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
<b>Y</b>	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments:

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>1</sup> roads:		<input type="checkbox"/>	Yes
		<input checked="" type="checkbox"/>	No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place a <b>Y</b> in the boxes next to activities where applicable BMPs were implemented. If not applicable, type <b>NA</b> in the box and provide an explanation in the comments section below. Place an <b>N</b> in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.			
<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas:			

<sup>1</sup>Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

**C.2.f. ► Corporation Yard BMP Implementation**

Place an **X** in the boxes below that apply to your corporations yard(s):

- We do not have a corporation yard
- Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
- We have a **Stormwater Pollution Prevention Plan (SWPPP)** for the Corporation Yard(s)

Place an **X** in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

- Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
- Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
- Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
- Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
- Cover and/or berm outdoor storage areas containing waste pollutants

If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	Corp Yard Activities w/ site-specific SWPPP BMPs	Inspection Date <sup>2</sup>	Inspection Findings/Results	Date and Description of Follow-up and/or Corrective Actions
Belmont Corporation Yard	<ul style="list-style-type: none"> <li>• General housekeeping</li> <li>• Vehicle/equipment washing</li> <li>• Vehicle/equipment maintenance &amp; repair</li> <li>• Fuel dispensing</li> <li>• Outdoor material storage</li> <li>• Outdoor waste/recycling storage</li> <li>• Municipal vehicle/heavy equipment and employee parking</li> </ul>	September 1, 2016	All corporation yard BMP's in place and no deficiencies noted	No follow-up or corrective actions needed

<sup>2</sup> Minimum inspection frequency is once a year during September.



**Section 3 - Provision C.3 Reporting New Development and Redevelopment**

**C.3.b.iv.(1) ► Regulated Projects Approved Prior to C.3 Requirements**

(For FY 2016-17 Annual Report only) Does your agency have any Regulated Projects that were approved with no Provision C.3 stormwater treatment requirements under a previous MS4 permit and that did not begin construction by January 1, 2016 (i.e., that are subject to Provision C.3.b.i.(2)?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
If yes, complete attached Table C.3.b.iv.(1).				

**C.3.b.iv.(2) ► Regulated Projects Reporting**

Fill in attached table **C.3.b.iv.(2)** or attach your own table including the same information.  
**See C.3.b.iv.(2) reporting table for regulated project approved in this reporting period.**

**C.3.e.iv. ► Alternative or In-Lieu Compliance with Provision C.3.c.**

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	<input checked="" type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Comments (optional): <b>The City does not allow alternative compliance.</b>				

**C.3.e.v ► Special Projects Reporting**

1. In FY 2016-17, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	X	No
2. In FY 2016-17, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the <b>C.3.b.iv.(2)</b> Table, and the <b>C.3.e.v.</b> Table.		Yes	X	No
<p>If you answered "Yes" to either question,</p> <ol style="list-style-type: none"> <li>1) Complete Table C.3.e.v.</li> <li>2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.</li> </ol> <p><b>The City has no special projects in this reporting period.</b></p>				

**C.3.h.v.(2) ► Reporting Newly Installed Stormwater Treatment Systems and HM Controls (Optional)**

<p>On an annual basis, before the wet season, provide a list of newly installed (installed within the reporting year) stormwater treatment systems and HM controls to the local mosquito and vector control agency and the Water Board. The list shall include the facility locations and a description of the stormwater treatment measures and HM controls installed.</p>
<p><b>There are several regulated projects under construction, but thus far, none of them have completed the installation of their stormwater treatment systems.</b></p>

**C.3.h.v.(3)(a) –(c) and (f) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

Site Inspections Data	Number/Percentage
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the previous fiscal year (FY15-16)	5
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the reporting period (FY 16-17)	5
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 16-17)	5
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 16-17)	100 % <sup>3</sup>

<sup>3</sup> Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 15-16), per MRP Provision C.3.h.ii.(6)(b).

**C.3.h.v.(3)(d)-(e) ► Installed Stormwater Treatment Systems  
Operation and Maintenance Verification Inspection Program  
Reporting**

Provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary:

**No new storm water treatment systems have been completed during this reporting period. City staff has reviewed the annual inspection report forms and inspected all development sites that have a storm water treatment system. City staff has reviewed the annual report from the developments that have signed O&M Agreements for their storm water treatment system, and also inspected the sites. During inspection, City staff did not find any problems with the storm water treatment systems.**

Provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary:

**The O&M program appears to be effective so far. The NPDES coordinator maintains a list of addresses that have installed O&M facilities. From the list, the coordinator assigns an inspector to inspect each site. The inspections have not found any problems with maintenance activities. The program has been effective and no changes are required at this time. In addition, the City has checked all required O&M annual reports from all subject sites.**

**C.3.h.v.(4) ► Enforcement Response Plan**

<p><i>(For FY 2016-17 Annual Report only)</i> Has your agency completed an Enforcement Response Plan for all O&amp;M inspections of stormwater treatment measures by July 1, 2017?</p>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<p>If No, provide schedule for completion  <b>Enforcement Response Plan completed 8/14/17. Belmont has a very small staff with only three engineers and two inspectors. The plan took longer to prepare due to the absence of two staff members that were involved in the MRP enforcement plan.</b>   <b>See attached City of Belmont ERP</b></p>				

**C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects**

<p>On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.</p>
<p>Summary:  <b>BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. We have modified local ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i.</b>   <b>The City revised the typical Conditions of Approval for all development review projects that include checklist for recommended treatment measures for regulated and non-regulated projects. The City encourages all applicants even for projects less than 2500SF to incorporate some of the recommended treatment measures. All applicant for any size of building permits are required to fill out the C3 (small project) checklist. All checklists are filed in the building or planning permit folders. Staff has attended workshops on C3 requirements including topics on single family home and small projects.</b></p>

C.3.j.i.(5)(a) ► Green Infrastructure Framework or Work Plan			
(For FY 2016-17 Annual Report only) Was your agency's Green Infrastructure Framework or Work Plan approved by the agency's governing body, mayor, city manager, or county manager by June 30, 2017?	X	Yes, approval documentation attached	No
<p>If Yes, describe approval process and documentation:</p> <p><b>Worked with CCAG to develop a workplan for county-wide cities and tailored the draft workplan for the City of Belmont, City Council adopted the workplan at the May 23 2017 City Council Meeting.</b></p> <p>If No, provide schedule for completion:</p>			

C.3.j.i.(5)(d) ► Green Infrastructure Outreach
<p>On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.</p> <p>Summary:</p> <p><b>Staff has participated in all Green Infrastructure Committee meetings and will continue to attend all meetings going forward, The requirements policy was discussed internally at staff meetings.</b></p> <p><i>On February 14<sup>th</sup>, the MRP 2.0 was presented to City Council and included the Green Infrastructure component of the permit.</i></p> <p><b>Additionally, A Green Infrastructure webpage was created on City of Belmont website: <a href="http://www.belmont.gov/city-hall/public-works/green-infrastructure">http://www.belmont.gov/city-hall/public-works/green-infrastructure</a></b></p> <p><b>Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of outreach efforts implemented.</b></p>

**C.3.j.ii.(2) ► Early Implementation of Green Infrastructure Projects**

Background Information:  
Describe how this provision is being implemented by your agency, including the process used by your agency to identify projects with potential for green infrastructure, if applicable.

**The City is referring to BASMAA “Guidance for Identifying Green Infrastructure Potential in Municipal Capital Improvement Program Projects” (May 6, 2016) for guidance on identifying and reviewing potential green infrastructure projects.**

Summary of Planning or Implementation Status of Identified Projects:

**The majority of the City projects in FY 16/17 were utility projects with no potential for green infrastructure.**

**See attached Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B**

**C.3.j.iii.(2) ► Participate in Processes to Promote Green Infrastructure**

On an annual basis, report on the goals and outcomes during the reporting year of work undertaken to participate in processes to promote green infrastructure.

**Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.**

**C.3.j.iv.(2) ► Tracking and Reporting Progress**

On an annual basis, report progress on development and implementation of methods to track and report implementation of green infrastructure measures and provide reasonable assurance that wasteload allocations for TMDLs are being met.

**Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.**

<b>C.3.b.iv.(1) ► List of Regulated Projects Approved Prior to C.3 Requirements</b>			
<b>Project Name Project No.</b>	<b>Project Location<sup>4</sup>, Street Address</b>	<b>Type of Stormwater Treatment Required<sup>5</sup></b>	<b>Type of Exemption Granted<sup>6</sup></b>
N/A	N/A	N/A	N/A

<sup>4</sup> Include cross streets

<sup>5</sup> Indicate the stormwater treatment system required, if applicable

<sup>6</sup> Indicate the type for exemption, if applicable. For example, the project was previously approved with a vesting tentative map, or the Permittee has no legal authority to require changes to previously granted approvals (such as previously granted building permits).



C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period											
Project Name Project No.	Project Location <sup>7</sup> , Street Address	Name of Developer	Project Phase No. <sup>8</sup>	Project Type & Description <sup>9</sup>	Project Watershed <sup>10</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>11</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>12</sup>	Total Pre- Project Impervious Surface Area <sup>13</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>14</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
Autobahn Motors	700 Island Parkway	SRE California	N/A	Car dealership building	Belmont Creek	3.64	3.32	19,315	93,571	118,929	112,886
Homewood Suites Hotel	1201 Shoreway Road	BPR Properties	N/A	Hotel	Belmont Creek	1	0.93	0	36,550	41,712	36,550
Merry Moppet School	2200 Carlmont Dr.	Merry Moppet School	N/A	Private school	Belmont Creek	1.51	0.51	1725	8246	48066	44258
<b>Public Projects</b>											
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Comments:											

<sup>7</sup>Include cross streets

<sup>8</sup>If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

<sup>9</sup>Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

<sup>10</sup>State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>11</sup>All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>12</sup>All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>13</sup>For redevelopment projects, state the pre-project impervious surface area.

<sup>14</sup>For redevelopment projects, state the post-project impervious surface area.

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –  
 Projects Approved During the Fiscal Year Reporting Period  
 (private projects)**

Project Name Project No.	Application Deemed Complete Date <sup>15</sup>	Application Final Approval Date <sup>16</sup>	Source Control Measures <sup>17</sup>	Site Design Measures <sup>18</sup>	Treatment Systems Approved <sup>19</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>20</sup>	Hydraulic Sizing Criteria <sup>21</sup>	Alternative Compliance Measures <sup>22/23</sup>	Alternative Certification <sup>24</sup>	HM Controls <sup>25/26</sup>
<b>Private Projects</b>										
Autobahn Motors	3/8/2016	12/14/2016	Mark “no Dumping” on inlet, plumb floor drain to sewer, landscaping, roofed vehicle equipment cleaning, canopy for fueling area, discharge fire test water to landscape etc.	Direct roof runoff & runoff from s/w, walkway & patio onto vegetated areas. construct s/w, d/w with permeable surfaces, minimize land disturbances, plant trees etc.	Bioretention, Flow through planter	O&M Agreement	1b.	No Alternate	N/A	N/A-not in HM control area
Homewood Suites Hotel	5/22/2016	5/11/2017	Mark “no Dumping” on	Direct roof runoff &	Bioretention, Flow	O&M Agreement	1b.	No Alternate	N/A	N/A-not in HM control area

<sup>15</sup>For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>16</sup>For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>17</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>18</sup>List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>19</sup>List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>20</sup>List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners’ association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>21</sup>See Provision C.3.d.i. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>22</sup>For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>23</sup>For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>24</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>25</sup>If HM control is not required, state why not.

<sup>26</sup>If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –  
 Projects Approved During the Fiscal Year Reporting Period  
 (private projects)**

Project Name Project No.	Application Deemed Complete Date <sup>15</sup>	Application Final Approval Date <sup>16</sup>	Source Control Measures <sup>17</sup>	Site Design Measures <sup>18</sup>	Treatment Systems Approved <sup>19</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>20</sup>	Hydraulic Sizing Criteria <sup>21</sup>	Alternative Compliance Measures <sup>22/23</sup>	Alternative Certification <sup>24</sup>	HM Controls <sup>25/26</sup>
			inlet, plumb floor drain to sewer, landscaping, roofed vehicle equipment cleaning, canopy for fueling area, discharge fire test water to landscape etc.	runoff from s/w, walkway & patio onto vegetated areas. minimize land disturbances, plant trees etc.	through planter					
Merry Moppet School	12/20/2016	3/28/2017	Mark “no Dumping” on inlet, plumb floor drain to sewer, landscaping, discharge fire test water to landscape etc.	Direct roof runoff & runoff from s/w, walkway & patio onto vegetated areas. minimize land disturbances, plant trees etc.	Bioretention, Flow through planter	O&M Agreement	1b.	No Alternate	N/A	N/A-not in HM control area

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period (public projects)**

Project Name Project No.	Approval Date <sup>27</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>28</sup>	Site Design Measures <sup>29</sup>	Treatment Systems Approved <sup>30</sup>	Operation & Maintenance Responsibility Mechanism <sup>31</sup>	Hydraulic Sizing Criteria <sup>32</sup>	Alternative Compliance Measures <sup>33/34</sup>	Alternative Certification <sup>35</sup>	HM Controls <sup>36/37</sup>
<b>Public Projects</b>										
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Comments:  
 There are no public regulated projects in this reporting period.

<sup>27</sup>For public projects, enter the plans and specifications approval date.  
<sup>28</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.  
<sup>29</sup>List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.  
<sup>30</sup>List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).  
<sup>31</sup>List the legal mechanism(s) (e.g., maintenance plan for O&M by public entity, etc..) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.  
<sup>32</sup>See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).  
<sup>33</sup>For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.  
<sup>34</sup>For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.  
<sup>35</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.  
<sup>36</sup>If HM control is not required, state why not.  
<sup>37</sup>If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.h.v.(2). ► Table of Newly Installed<sup>38</sup> Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)**

Fill in table below or attach your own table including the same information.

Name of Facility	Address of Facility	Party Responsible <sup>39</sup> For Maintenance	Type of Treatment/HM Control(s)
There are none completed in this reporting period	N/A	N/A	N/A

<sup>38</sup> "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

<sup>39</sup>State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v.Special Projects Reporting Table												
Reporting Period – July 1 2016 - June 30, 2017												
Project Name & No.	Permittee	Address	Application Submittal Date <sup>40</sup>	Status <sup>41</sup>	Description <sup>42</sup>	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category <sup>43</sup>	LID Treatment Reduction Credit Available <sup>44</sup>	List of LID Stormwater Treatment Systems <sup>45</sup>	List of Non-LID Stormwater Treatment Systems <sup>46</sup>
									Category A: Category B: Category C: Location: Density: Parking:	Category A: Category B: Category C: Location: Density: Parking:	Indicate each type of LID treatment system and % of total runoff treated.	Indicate each type of non-LID treatment system and % of total runoff treated. Indicate whether minimum design criteria met or certification received
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<sup>40</sup>Date that a planning application for the Special Project was submitted.

<sup>41</sup> Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

<sup>42</sup>Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>43</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>44</sup>For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

<sup>45</sup>: List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

<sup>46</sup>List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

**Special Projects Narrative**

**There were no special projects in the City during this reporting period.**

**C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure**

Project Name and Location <sup>47</sup>	Project Description	Status <sup>48</sup>	GI Included? <sup>49</sup>	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement <sup>50</sup>
Old County Road Ped Improvements	Sidewalk improvements along Old County Road	Completed	No	Federal Project too late to change
Ralston Pedestrian Improvement Project	Sidewalk improvements along Ralston Avenue	Completed	No	Federal Project too late to change
Street Light Pole Replacement Project	Replace street light poles	Completed	No	No Potential
2016 Sewer Rehab Project	Rehabilitate sewer lines through lining or bursting	Construction	No	No Potential (Utility Project)
Belmont Creek Sediment Removal Project	Creek Dredging to facilitate flow	Completed	No	Maintenance Project
Ralston Retaining Wall Repair Project	Repair Retaining Wall along Ralston Avenue	Design	No	Maintenance Project
Cathodic Protection Project	Provide Cathodic Protection to City Utilities	Planning	No	No Potential (utility Project)
Ralston Sewer Main Phase II Project	Reconstruct a major sewer main in Ralston Avenue	Under Design	No	No Potential (Utility Project)
Sewer and Water Project	Rehabilitating Sewer and Water lines	Under Design	No	No Potential (Utility Project)
Motel 6 Abandonment Project	Replace pump station and force main with gravity line	Under Design	No	No Potential (Utility Project)
Ralston Corridor Segment 1&2 Project	Add Bike and Ped improvements to Ralston	Preliminary Design	TBD	Yes – being considered during design

<sup>47</sup> List each public project that is going through your agency's process for identifying projects with green infrastructure potential.

<sup>48</sup> Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

<sup>49</sup> Enter "Yes" if project will include GI measures, "No" if GI measures are impracticable to implement, or "TBD" if this has not yet been determined.

<sup>50</sup> Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.



Old County Road Street Light Project	Undergrounding Utility Poles and adding street lights	95% Design	No	No Potential (Utility Project)
Alameda Corridor Improvements	Adding Ped Bike Facilities to Alameda de la Pulgas	Planning-Acquiring Funding	TBD	Potential – Too early to determine
Ralston Corridor Segment 3&4 Project	Add Bike and Ped improvements to Ralston	Planning Acquiring Funding	TBD	Will be considered during design
Water Dog Lake Debris Removal Project	Remove debris clogging outlets at the lake	Completed	No	No – Maintenance Project

**C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects**

<b>Project Name and Location<sup>51</sup></b>	<b>Project Description</b>	<b>Planning or Implementation Status</b>	<b>Green Infrastructure Measures Included</b>
<b>Ruth Ave Streetscape and Landscape Project</b>	<b>Rehabilitate Ruth Avenue while incorporating streetscape and landscaping to enhance functionally, aesthetics and treat stormwater</b>	<b>Planning Phase-Seeking funding</b>	<b>Potential for bio-retention, bioswale and vegetated landscaping</b>

<sup>51</sup> List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

**Section 4 – Provision C.4 Industrial and Commercial Site Controls**

**Program Highlights and Evaluation**

**Highlight/summarize activities for reporting year:**

Summary:

**Refer to the C.4 Industrial and Commercial Site Controls section of the SMCWPPP FY 16-17 Annual Report for a description of Program activities.**

The following activities were conducted for this reporting year by the City:

- Updated the existing Stormwater Industrial/Commercial Business Inspection Plan facilities list.
- Conducted inspections.
- Two staff members have participated in the Countywide Program's CII Subcommittee.

In response to the Regional Water Board's January 30, 2017 C.4 and C.5 Compliance Letter (if applicable), the following activities were conducted by the City of Belmont:

- Participation in February 15, 2017 meeting to discuss response,-
- Reviewed and approved April 28, 2017 response letter to RWB,
- Updated ERP,
- Updated BIP,
- Participated in the April 25, 2017 working meeting to update revised BIP/ERP SMCWPPP Templates,

The City has contracted with the County of San Mateo to perform certain commercial and industrial stormwater inspections through December 2017. After December 2017, all commercial and industrial inspections will be performed by the City of Belmont.

**C.4.b.iii ► Potential Facilities List**

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

The City has compiled a list of current City business licenses and will include them in the overall business inspection plan. Facilities that have the potential to contribute to pollution stormwater runoff (auto shops, machine shops, building materials, restaurants, etc.) will be placed on a 1-year to 5-year inspection based on facility type.  
 The City also conducts drive-by's and responds to reports from the public.

**Attached- City of Belmont BIP (Business Inspection Plan)**

**C.4.d.iii.(2)(a) & (c) ► Facility Inspections**

Fill out the following table or attach a summary of the following information. Indicate your reporting methodology below.

Y	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

<b>SAN MATEO COUNTY INSPECTION REPORTING</b>		<b>Number</b>	<b>Percent</b>
Total number of inspections conducted (C.4.d.iii.(2)(a))		128	
Number of enforcement actions or discrete number of potential and actual discharges		4	
Violations Enforcement actions or discrete number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))		4	100%
Comments			
<b>CITY OF BELMONT INSPECTION REPORTING</b>		<b>Number</b>	<b>Percent</b>
Total number of inspections conducted (C.4.d.iii.(2)(a))		4	
Number of enforcement actions or discrete number of potential and actual discharges		0	
Violations Enforcement actions or discrete number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))		0	0%
Comments: The City had no enforcement actions for this reporting period.			

**C.4.d.iii.(2)(b) ► Frequency and Type of Enforcement Conducted**

Fill out the following table or attach a summary of the following information.

	<b>Enforcement Action-SAN MATEO COUNTY</b> (as listed in ERP) <sup>52</sup>	<b>Number of Enforcement Actions Taken</b>
Level 1	<b>Verbal Warning/Warning Notice</b>	4
Level 2	<b>Notice of Violation</b>	0
Level 3	<b>Administrative Citation</b>	0
Level 4	<b>Legal Action</b>	0
<b>Total</b>		
	<b>Enforcement Action-CITY OF BELMONT</b> (as listed in ERP) <sup>53</sup>	<b>Number of Enforcement Actions Taken</b>
Level 1	<b>Verbal Warning/Warning Notice</b>	0
Level 2	<b>Notice of Violation</b>	0
Level 3	<b>Administrative Citation</b>	0
Level 4	<b>Legal Action</b>	0
<b>Total</b>		0

**C.4.d.iii.(2)(d) ► Frequency of Potential and Actual Non-stormwater Discharges by Business Category**

Fill out the following table or attach a summary of the following information.

<b>Business Category<sup>54</sup></b>	<b>Number of Actual Discharges</b>	<b>Number of Potential Discharges</b>
Food Facility	2	2
Other Categories	0	0

<sup>52</sup>Agencies to list specific enforcement actions as defined in their ERPs.

<sup>53</sup>Agencies to list specific enforcement actions as defined in their ERPs.

<sup>54</sup>List your Program's standard business categories.

**C.4.d.iii.(2)(e) ▶ Non-Filers**

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

There were no industries identified as non-filers during scheduled inspections during this fiscal year.

**C.4.e.iii ▶ Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Industrial/ Commercial Site Inspectors in Attendance	Percent of Industrial/ Commercial Site Inspectors in Attendance	No. of IDDE Inspectors in Attendance	Percent of IDDE Inspectors in Attendance
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Comments:  
 No specific training was done on Illicit Discharge Detection of Industrial Commercial site reporting this year.

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

**Program Highlights and Evaluation**  
**Highlight/summarize activities for reporting year:**

Provide background information, highlights, trends, etc.

Summary:

The City has performed the following activities:

- The City participated in the Countywide Program's Commercial and Industrial Illicit Discharge Committee including roundtable discussions on the stormwater regulatory review, tips for inspecting for trash, and mobile auto wash best management practices.
- The City's Department of Public Works responds to complaints regarding illicit discharges or threats of discharge to the storm sewer system. In order to make it easier to file a complaint, the City accepts illicit stormwater discharge complaints via the email [pworks@belmont.gov](mailto:pworks@belmont.gov), the 311 Public Stuff online reporting program, or by phone. Complaints received are entered into the Hansen database and responded to by inspectors and Public Works Operations staff to ensure that consequences of the illicit discharge are mitigated immediately.
- The City continues to analyze its ordinances to ensure efficient and effective language to achieve stormwater pollution control compliance and enforcement.

**C.5.c.iii ► Complaint and Spill Response Phone Number**

Summary of any changes made during FY 16-17:

**No Change**

**C.5.d.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking**

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.d.iii.(1))	15	
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	9	
Discharges resolved in a timely manner (C.5.d.iii.(3))	15	100%

Comments:

All illicit discharge complaints are logged into the City complaint system (Hansen Asset Management database) and are investigated. After logging in the complaint, a Service Request is issued and City's Illicit Discharge Inspector and Public Works Operations Crew are dispatched to the site of illicit discharge. If a spill/discharge is substantiated, the complaint and response actions are then recorded and the complaint is classified accordingly. If a report is not substantiated, it remains in the general complaint log with the note that an investigation took place and the spill/discharge was unsubstantiated. Unsubstantiated spill/discharge complaints are not included in the information above. Only verified discharges are reported.

**C.5.e.iii.(1) ► Control of Mobile Sources**

(a) Provide your agency's minimum standards and BMPs for various types of mobile businesses (C.5.e.iii.(1)(a))

**The City of Belmont follows the minimum standards and BMPs described in the "Mobile Businesses - Best Management Practices" brochure developed by the SMCWPPP CII Subcommittee in in March 2015 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The BMP brochure is included in the Program Annual Report.**

**Additionally, if the Inspector is called out for an illicit discharge and finds it is a mobile business, the Inspector will encourage the business to become BASMAA certified. Educational material is also handed out on site.**

(b) Provide your agency's enforcement strategy for mobile businesses (C.5.e.iii.(1)(b))

**Illicit discharge complaints are taken through phone calls or drive-by's from City personnel and are logged into the City complaint system (Hansen Asset Management database) and investigated. After logging in the complaint, a Service Request is issued and City's Illicit Discharge Inspector and Public Works Operations Crew are dispatched to the site of illicit discharge. If a spill/discharge is substantiated, the complaint and response actions are then recorded and the complaint is classified accordingly.**

Stormwater inspectors may take enforcement actions that are detailed in our Enforcement Response Plan (ERP). Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The current strategy is for agencies to share information on mobile business enforcement actions with the SMCWPPP CII Subcommittee facilitator. The Subcommittee facilitator periodically updates the Mobile Business Enforcement Information table that resides on the member's only section of the Program's website (flowstobay.org).

(c) Provide a list and summary of the specific outreach events and education conducted by your agency to the different types of mobile businesses operating within your jurisdiction (C.5.e.iii.(1)(c))

The Program developed a regional inventory of mobile businesses in the standard BMP categories listed in the "Mobile Businesses – Best Management Practices" brochure. The BMP brochure and a transmittal letter were mailed to the business. The Mobile Cleaner Businesses BMP brochure is posted on the SMCWPPP website. The CII Subcommittee also worked with the PIP Subcommittee to send outreach messages through social media. These activities are discussed in the SMCWPPP FY16-17 Annual Report.



<p>(d) Provide number of inspections conducted at mobile businesses and/or job sites in 2016-2017 (C.5.e.iii.(1)(d):</p>	<p><b>0</b></p>
<p>(e) Discuss enforcement actions taken against mobile businesses in 2016-2017 (C.5.e.iii.(1)(e)</p> <p><b>Enforcement actions are typically taken in response to a complaint or illicit discharge through our Illicit Discharge and Detection (IDDE) Program. Enforcement actions are tracked in the city’s spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were zero/0 enforcement actions taken for mobile businesses.</b></p>	
<p>(f) List below or attach the list of mobile businesses operating within your agency’s jurisdiction (C.5.e.iii.(1)(f))</p> <p><b>In FY16-17 the CII Subcommittee requested the Program compile a regional inventory of mobile businesses located in San Mateo County. The inventory was developed from individual city lists and internet searches of Google, Yelp and Yellow Pages. The inventory includes automotive washing, steam cleaning and carpet cleaning mobile businesses. The inventory will be periodically updated with mobile businesses stormwater inspectors observe during routine field activities. The inventory is available to all Co-permittees on the members only webpage of the SMCWPPP website. The inventory is included in the SMCWPPP FY16-17 Annual Report.</b></p>	
<p>(g) Provide a list and summary of the county-wide or regional activities conducted, including sharing of mobile business inventories, BMP requirements, enforcement action information, and education (C.5.e.iii.(1)(g))</p>	
<p><b>Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.</b></p>	

Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.3.a, b, c,d ▶ Site/Inspection Totals</b>			
<b>Number of active Hillside Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.3.a)</b>	<b>Number of High Priority Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii. 3.c)</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.3.b)</b>	<b>Total number of storm water runoff quality inspections conducted (include only Hillside Sites, High Priority Sites and sites disturbing 1 acre or more) (C.6.e.iii. 3.d)</b>
<b># 11</b>	<b># 0</b>	<b># 5</b>	<b># 153</b>
<p>Comments:</p> <p><b>In addition to the high priority, hillside and over 1 acre sites, staff conducts wet weather inspections for winter erosion control for construction sites less than 1 acre from October through April.</b></p>			

**C.6.e.iii.3.e ▶ Construction Related Storm Water Enforcement Actions**

	<b>Enforcement Action</b> (as listed in ERP) <sup>55</sup>	<b>Number Enforcement Actions Issued</b>
Level 1 <sup>56</sup>	Verbal Warning	14
Level 2	Notice of Violation	4
Level 3	Stop Work Order	1
Level 4	Administrative Citation	0
<b>Total</b>		<b>19</b>

**C.6.e.iii.3.f, ▶ Illicit Discharges**

	<b>Number</b>
Number of illicit discharges, actual and those inferred through evidence at hillside sites, high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii. 3.f)	5

**C.6.e.iii.3.g ▶ Corrective Actions**

Indicate your reporting methodology below.	
<input type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input checked="" type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.
	<b>Number</b>
<b>Enforcement actions or discrete potential and actual discharges fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii. .3.g)	17
<b>Total number of enforcement actions or discrete potential and actual discharges for the reporting year</b>	19
<b>Comments: There were two sites not resolved within 10 days- One site (600 El Camino Real) was issued a Stop Work Order and no work was allowed until corrections were made. The second site (1808 Miller) kept making progress but felt short at follow up inspections and it took longer to be in full compliance</b>	

<sup>55</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>56</sup>For example, Enforcement Level 1 may be Verbal Warning.

**C.6.e.iii.(4) ► Evaluation of Inspection Data**

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:  
 There were a greater amount of active construction sites than last year. The majority of the issues encountered were with house keeping BMP's that could be resolved in a short amount of time. We did encounter one problematic site that required a STOP Work order.

**C.6.e.iii.(4) ► Evaluation of Inspection Program Effectiveness**

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:  
**Strengths-** Our data tracking tool- CRW's (TRAKIT) is used to schedule, track and follow up on inspections. Issues that are reported to our office are logged into Hansen (the service request program) for tracking. Continued training related to construction site BMPs and staff participation in the Countywide Program New Development Subcommittee.  
**Need for improvement-** Documentation on follow-ups and issue resolution can be improved including increased use of photographs.

**C.6.f.iii ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
Construction Site Stormwater Inspection Workshop	February 01, 2017	C.6 Implementation, Inspecting, Construction sites. C.3 Implementation and O&M inspections.	2

**Section 7 – Provision C.7. Public Information and Outreach**

**C.7.b.i.1 ► Outreach Campaign**

Summarize outreach campaign. Include details such as messages, creative developed, and outreach media used. The detailed outreach campaign report may be included as an attachment. If outreach campaign is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:

**See Section 7 and Section 9 of the SMCWPPP FY 16-17 Annual Report for a description of activities conducted at Countywide level.**

**C.7.c. Stormwater Pollution Prevention Education**

**No Change**

**C.7.d ► Public Outreach and Citizen Involvement Events**

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.  
 Use the following table for reporting and evaluating public outreach events

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>Provide event name, date, and location. Indicate if event is local, countywide or regional. Indicate if event is public outreach or citizen involvement.</p> <p><b>See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities.</b></p>	<p>Identify type of event (e.g., school fair, creek clean-up, storm drain stenciling, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscape presentation, pesticides, stormwater awareness)</p>	<p>Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as:</p> <ul style="list-style-type: none"> <li>• Success at reaching a broad spectrum of the community</li> <li>• Number of participants compared to previous years.</li> <li>• Post-event effectiveness assessment/evaluation results</li> <li>• Quantity/volume of materials cleaned up, and comparisons to previous efforts</li> <li>•</li> </ul>
<p><b>National Night Out</b>            August 2, 2016            5:00pm-8:00pm            Various locations throughout the City  <b>(Local Event)</b>-Public Outreach</p>	<p><b>Event type:</b> Community Event  <b>Audience:</b> All ages  <b>Outreach Message:</b> Stormwater Pollution Prevention</p>	<p><b>Summary:</b> The Public Works Environmental Division had a booth at the Carlmont Shopping Center as part of the Departments overall outreach. There were approximately 250-300 attendees that came to the event. This number was more than last year's attendance, which was approximately 200-250.  <b>Environmental handouts included:</b> Children's activity guides, Our Water, Our World (OWOW) material on pesticides, Rainbarrel Rebate information, Car wash coupons, Too Toxic to Trash brochures, Less Toxic Cleaning Alternatives, and "You are the Solution to Water Pollution" brochures.  <b>Advertising:</b> Ralston Street Banner, Social Media.</p>

<p><b>California Coastal Cleanup Day</b>          September 17, 2016          9:00am-Noon          One Twin Pines Lane, Belmont (City Hall)          (County-wide)-Public Involvement</p> <p><b>See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities</b></p>	<p><b>Event Type:</b> Cleanup of waterways-Community Involvement Event  <b>Audience:</b> All ages  <b>Outreach Message:</b> Stormwater Pollution Prevention</p>	<p><b>Summary:</b> <u>Belmont participation:</u>          148 volunteers collected 760 lbs of trash and recyclables from Belmont waterways. The number of volunteers was down from last year, however, debris collected was more than last year. Water Pollution Prevention materials/handouts were also given out during the cleanup event (You are the Solution to Water Pollution).</p> <p><b>Advertising:</b> Posting for the event was placed on Facebook, Twitter, Nextdoor, the City website, inserted into the Belmont Parks and Recreation Activity Guide, local channel 27, the Ralston sign board, and electronic sign board, and banner over the roadway. Posters were placed at the Library, various city buildings, and local coffee shops. A press release was also sent out.</p>
<p><b>Save the Music Festival</b>          October 2, 2016          11am-5:30pm          Twin Pines Park @ One Twin Pines Lane, Belmont          (Local Event)-Public Outreach (booth at event)</p>	<p><b>Event type:</b> Community Event/Music Festival  <b>Audience:</b> All ages  <b>Outreach Message:</b> Stormwater Pollution Prevention</p>	<p><b>Summary:</b> This was the first year tabling at this festival. There were approximately 200 of the many attendees that stopped at the booth to learn about water pollution prevention. Just over 200 outreach materials and pet waste bags were given out to those who stopped by the water pollution prevention booth. Handouts included: You are the solution to water pollution, Responsible car washing, Pet waste brochure, childrens stormwater activity guides and coloring booklets, recycled denim pencils.</p> <p><b>Advertising:</b> We announced via Facebook, Twitter, Nextdoor and our website that the water pollution prevention team would be at this event.</p>
<p><b>Earth Day in the Park Celebration</b>          April 29, 2017          9:00am-Noon          One Twin Pines Lane, Belmont (City Hall)          (Local Event)-Public Outreach</p>	<p><b>Event type:</b> Community Outreach Fair  <b>Audience:</b> All ages  <b>Outreach Message:</b> Stormwater pollution prevention and other environmental messaging</p>	<p><b>Summary:</b> During the 3-hour event, over 200 residents dropped off their E-Waste, gently used books for recycling, brought in their confidential documents to shred, and shoveled free compost to use in their garden. The Twin Pines Park Meadow housed 24 booths for kids and</p>

		<p>adults to learn about sustainability and the importance of a healthy environment. Several hands-on children's activities were found at almost every booth. Additionally, a creek cleanup was held during the event. Some of the storm water pollution prevention material available were brochures on dog waste awareness, general water pollution prevention, composting, recycling, less toxic pest alternatives, watershed information and, healthy dozen fruits and veggies card, and more.</p> <p><b>Advertising:</b> Website(s), Channel 27, posters in City Buildings, Library and coffee shops, Ralston sign board, electronic roadway signage, facebook, twitter, nextdoor.com, the daily journal calendar of events, the Park and Recreation Guide, and the City Managers Weekly Update.</p>
<p><b>San Mateo County Fair</b>          June 10-18, 2017          San Mateo County Fair Grounds          Sustainable Living Section  <b>(County-Wide Event)</b>-Public Outreach</p>	<p><b>Event type:</b> Community Outreach-Fair  <b>Audience:</b> All ages  <b>Outreach Message:</b> Water pollution prevention</p>	<p>This event was conducted at a County-wide level. Please <b>See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities.</b></p> <p><u>Belmont's participation</u> included a Belmont Public Information and Participation representative for water pollution prevention staffed the fair booth from 1:00pm-6:00pm, postings on Facebook, twitter, the City Manager's Weekly Update and posters in local coffee houses.</p>



**C.7.e. ► Watershed Stewardship Collaborative Efforts**

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

**See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 16-17 Annual Report for a summary of activities.**

**C.7.f. ► School-Age Children Outreach**

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment.

Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
<b>See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities.</b>			
Public Works Open House May 22, 2017 in Twin Pines Park 1 <sup>st</sup> and 2 <sup>nd</sup> graders from Nesbit Elementary, and pre-K students from Gloria de Lutheran Elementary	Children's water pollution prevention, recycling, composting and water conservation	Over 250 children, parents and teachers combined	The Environmental section of Public Works participated in the Public Works Open House to educate elementary students on water pollution prevention. This was a public open house, and in addition to the school children

			<p>in attendance, there were adults, teenagers and other youngsters that dropped in during the open house. A large display of "How litter gets into our waterways" was onsite for children to hear a message and view the display, take the litter pledge and write their names on a large "pledge" sheet. Then kids were given litter bags, watershed activity booklets, seeded bookmarks, and recycled denim pencils. Recology and Mid-Peninsula Water District also participated with children's hands-on activities on how to recycle, compost, and water conservation.</p>
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Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.a. ► Implement IPM Policy or Ordinance</b>							
Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?						<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If no, explain:							
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation.							
<b>Trends in Quantities and Types of Pesticide Active Ingredients Used<sup>57</sup></b>							
Pesticide Category and Specific Pesticide Active Ingredient Used	Amount <sup>58</sup>						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>Organophosphates</b>	0	0					
<b>Active Ingredient Chlorpyrifos</b>	0	0					
<b>Active Ingredient Diazinon</b>	0	0					
<b>Active Ingredient Malathion</b>	0	0					
<b>Pyrethroids (see footnote #58 for list of active ingredients)</b>	0	0					
<b>Active Ingredient Type X</b>	0	0					
<b>Active Ingredient Type Y</b>	0	0					
<b>Carbamates</b>	0	0					
<b>Active Ingredient Carbaryl</b>	0	0					
<b>Active Ingredient Aldicarb</b>	0	0					
<b>Fipronil</b>	0	0					

<sup>57</sup>Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>58</sup>Weight or volume of the active ingredient, using same units for the product each year. Please specify units used. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambdacyhalothrin, and permethrin.

Indoxacarb	Reporting not required in FY 15-16	0				
Diuron	Reporting not required in FY 15-16	0				
Diamides	Reporting not required in FY 15-16	0				
Active Ingredient Chlorantraniliprole		0				
Active Ingredient Cyantraniliprole		0				
<p><b>IPM Tactics and Strategies used:</b></p> <p><b>In 2016, implemented mechanical and conventional trapping to eradicate gophers, mice and rats. No baits or pesticides were used to control these pest populations.</b></p>						

<b>C.9.b ▶ Train Municipal Employees</b>	
Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	5
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	5
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	5
<p>Type of Training:</p> <p><b>QAC required 20 hours of continued education from CAPCA and PAPA.</b></p>	

<b>C.9.c ▶ Require Contractors to Implement IPM</b>			
Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No,</b>
If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored			

<b>C.9.d ▶ Interface with County Agricultural Commissioners</b>			
Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides,	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> <b>No</b>
If yes, summarize the communication. If no, explain.			
<b>See Section 9 of the SMCWPPP FY 16-17 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner.</b>			
Did your municipality report any observed or citizen-reported violations of pesticide regulations (e.g., illegal handling and applications of pesticides) associated with stormwater management, particularly the California Department of Pesticide Regulation (DPR) surface water protection regulations for outdoor, nonagricultural use of pyrethroid pesticides by any person performing pest control for hire.	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.			

<b>C.9.e.ii (1) ▶ Public Outreach: Point of Purchase</b>
Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); <b>OR</b> reference a report of a regional effort for public outreach in which your agency participates.
Summary:
<b>See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for information on point of purchase public outreach conducted countywide and regionally.</b>

**C.9.e.ii (2) ► Public Outreach: Pest Control Contracting Outreach**

Provide a summary of outreach to residents who use or contract for structural pest control and landscape professionals); **AND/OR** reference a report of a regional effort for outreach to residents who hire pest control and landscape professionals in which your agency participates.

Summary:

**See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for a summary of public outreach to residents who hire pest control and landscape professionals.**

**C.9.e.ii.(3) ► Public Outreach: Pest Control Operators**

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **AND/OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

**See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 16-17 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.**

**C.9.f ► Track and Participate in Relevant Regulatory Processes**

Summarize participation efforts, information submitted, and how regulatory actions were affected; **AND/OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary:

**During FY 16-17, we participated in regulatory processes related to pesticides through contributions to the Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.**

**Section 10 - Provision C.10 Trash Load Reduction**

<b>C.10.a.i ► Trash Load Reduction Summary</b>	
For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 70% mandatory trash load reduction deadline was attained. If not attained, attach and include reference to a Plan to comply with the deadline in a timely manner, which should include the Permittee's plan and schedule to install full capture systems/devices.	
<b>Trash Load Reductions</b>	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to <b>Trash Full Capture Systems</b> (as reported C.10.b.i)	48.9%
Percent Trash Reduction in all TMAs due to <b>Control Measures Other than Trash Full Capture Systems</b> (as reported in C.10.b.ii) <sup>59</sup>	43.8%
Percent Trash Reduction due to <b>Jurisdictional-wide Source Control Actions</b> (as reported in C.10.b.iv) <sup>1</sup>	*
<b>SubTotal for Above Actions</b>	<b>92.7%</b>
<b>Trash Offsets (Optional)</b>	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	**
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	N/A
<b>Total (Jurisdictional-wide) % Trash Load Reduction in FY 16-17</b>	<b>92.7%</b>

<sup>59</sup> See Appendix 10-1 for changes between 2009 and FY 16-17.

**Discussion of Trash Load Reduction Calculation and Attainment of the 70% Mandatory Deadline:**

The City attained and reported an 88.9% trash load reduction in its FY 15-16 Annual Report, exceeding the non-mandatory performance guideline of 60% trash reduction by July 1, 2016.

The City has attained a 92.7% trash load reduction in FY 16-17, exceeding the mandatory trash load reduction requirement of 70% by July 1, 2017. Descriptions of the actions taken to reduce trash in the City are summarized in this section of the annual report. Methods used to calculate the reduction are consistent with the methods described in the MRP.

\*The City has adopted and continues to implement both single use plastic bag and expanded polystyrene food service ware ordinances. For the purposes of this year's reporting, however, the City has opted not to count the associated reductions toward its 70% mandatory trash load reduction requirement.

\*\* The City performed three addition Trash Hot Spot cleanups at both sites (BEL01 & BEL02) in FY 16-17. For the purposes of this year's reporting, however, the City has opted not to count the associated reductions toward its 70% mandatory trash load reduction requirement.

<sup>59</sup> See Appendix 10-1 for changes in trash levels by TMA between 2009 and FY 16-17.

**C.10.a.iii ► Mandatory Trash Full Capture Systems**

Provide the following:

- 1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 16-17, during FY 16-17, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.
- 2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.

Type of System	# of Systems	Areas Treated (Acres)
<b>Installed Prior to FY 16-17</b>		
Connector Pipe Screens (Public)	60	587.2
Basket (Public)	7	3.4
Low Impact Development (Private)	2	1.5



<b>Installed in FY 16-17</b>		
N/A	N/A	N/A
<b>Total for all Systems Installed To-date</b>	<b>69</b>	<b>592.1</b>
<b>Treatment Acreage Required by Permit (Population-based Permittees)</b>		<b>17</b>
<b>Total # of Systems Required by Permit (Non-population-based Permittees)</b>		<b>N/A</b>

**C.10.b.i ► Trash Reduction - Full Capture Systems**

Provide the following:

- 1) Jurisdiction-wide trash reduction in FY 16-17 attributable to trash full capture systems implemented in each TMA;
- 2) The total number of full capture systems installed to-date in your jurisdiction;
- 3) The percentage of systems in FY 16-17 that exhibited significant plugged/blinded screens or were >50% full when inspected or maintained;
- 4) A narrative summary of any maintenance issues and the corrective actions taken to avoid future full capture system performance issues; and
- 5) A certification that each full capture system is operated and maintained to meet the full capture system requirements in the permit.

TMA	Jurisdiction-wide Reduction (%)	Total # of Full Capture Systems	% of Systems Exhibiting Plugged/Blinded Screens or >50% full in FY 16-17	Summary of Maintenance Issues and Corrective Actions
1	25.5%	69	0%	Two West Coast Storm collector pipe screen devices that were found bent in FY 15-16, but still maintained full capture effectiveness were replaced with new United Storm Water collector pipe screens in November 2016.
2	19.1%			
3	3.0%			
4	1.3%			
5	0.0%			
<b>Total</b>	<b>48.9%</b>			

**Certification Statement:** The City of Belmont certifies that a full capture system maintenance and operation program is currently being implemented to maintain all applicable systems in a manner that meets the full capture system requirements included in the Permit.

**C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART A)**

Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.

TMA	Summary of Trash Control Actions Other than Full Capture Systems
<p style="text-align: center;"><b>1 (Retail/Commercial Areas)</b></p>	<p><b>A) Enhanced Street Sweeping-</b> Starting in 2012, the City increased its street sweeping efforts to include sweeping most retail areas three times per week. Rethink Waste also conducts sweeping along Shoreway Road;</p> <p><b>B) Uncovered Loads-</b> In FY12/13 the City conducted public outreach for covered loads. A sign advising motorists “Uncovered Loads Are Subject to Fines” was installed on Shoreway Road, which is heavily used by garbage trucks and other vehicles traveling to the Shoreway Environmental Center, Recycling Center and Transfer Station;</p> <p><b>C) Anti-Littering and Illegal Dumping Enforcement Activities-</b> In April, 2012, the City installed “<b>No Dumping</b>” signs on the newly installed fence along Belmont Creek behind Carlmont Shopping Center (Trash Hot Spot BEL01) as part of its Anti-Littering and illegal dumping enforcement activities;</p> <p><b>D) Improved Trash Bin/Container Management-</b> Improved trash bins/container management activities include the City entering into a new garbage service agreement in January 2011 that required covered bins for all residential and commercial users. Additionally, in 2010, the City replaced an open top trash receptacle with a covered trash receptacle on Shoreway Trail. This trail runs alongside commercial properties and the O’Neill Slough.</p> <p><b>E) On-Land Cleanups-</b> Starting in FY2011-2012, the City began performing on-land trash cleanups in this TMA. These Permittee led cleanups have continued each year since, and the number of these on-land cleanups have increased in this TMA.</p> <p><b>F) Public Education-</b> To bring awareness to cigarette butt litter a roadway banner for cigarette butt litter prevention was displayed multiple times over Ralston Avenue, and the banner and cigarette butt litter pilot program was featured on KRON 4’s People Behaving Badly.</p> <p><b>G) Other Types of Actions</b> In FY 2015/16, the City obtained a grant from Keep America Beautiful for the Cigarette Butt Litter Prevention Program and installed 2 cigarette butt receptacles (Carlmont Shopping Center, and 5<sup>th</sup> Avenue Public Parking Lot), and 2 outreach signs (Bus stop on Ralston in front of Walgreens, and Carlmont Shopping Center) in this TMA</p>

<p style="text-align: center;"><b>2</b> <b>(El Camino Real Corridor)</b></p>	<p><b>A) Enhanced Street Sweeping-</b> The City of Belmont swept the El Camino Real corridor twice a week pre 2013. Beginning in 2013, the City's enhanced street sweeping frequency increased to three times per week on this El Camino Real corridor.</p> <p><b>B) Improved Trash Bin/Container Management-</b> In April 2016, the City installed two new covered trash and recycling receptacles on Ralston Avenue between El Camino Real and Old County Road. Previously these pedestrian pathway areas had no public trash and recycling receptacles. These areas are adjacent to the Belmont Caltrain Station and are frequently traveled by pedestrians and Caltrain riders. These covered receptacles are serviced bi-weekly.</p> <p><b>C) Public Education-</b> In FY 2015/16, the city installed outreach signage in this TMA at the bus stop on El Camino by the Lariat Tavern, the bus stops on El Camino by Starbucks at Ralston, and by the stairs to the Caltrain station at El Camino and Ralston to bring awareness to cigarette butt litter.</p> <p><b>D) Other Types of Actions -</b> In FY 2015/16, the City obtained a grant from Keep America Beautiful for the Cigarette Butt Litter Prevention Program and installed 1 cigarette butt receptacle (at the bottom of the stairs leading up to the Caltrain Station at El Camino and Ralston), and 3 outreach signs (bus stop on El Camino by the Lariat Tavern, bus stop on El Camino by Starbucks, and by the stairs to the Caltrain station at El Camino and Ralston).</p>
<p style="text-align: center;"><b>3</b> <b>(Public Facilities/Parks)</b></p>	<p><b>A) Enhanced Street Sweeping-</b> Beginning in 2012, the City increased its sweeping frequency to three times per week for the City Hall parking lot, Twin Pines Park parking lot, Sports Complex parking lot, Barrett Community Center parking lot and Belmont Library parking lot.</p> <p><b>B) On-land Cleanup-</b> Since 2011, the City has conducted on-land trash cleanups in this TMA. These have been both Permittee and volunteer lead cleanups.</p> <p><b>C) Improved Trash Bin/Container Management-</b> In 2013, the City replaced uncovered trash and recycling receptacles with covered trash and recycling receptacles at two Twin Pines Park picnic areas; in 2014/15 uncovered trash and recycling receptacles were replaced with covered receptacles at the Barrett Community Center, Library, Belameda Park, O'Donnell Park and Alexander Park sites.</p> <p><b>D) Public Education-</b> In FY 2015/16, the city installed three outreach signs in this TMA. There are two locations along O'Neill Slough Trail, and a sign at Barrett Park.</p> <p><b>E) Other Types of Actions –</b> In FY 2015/16, the City obtained a grant from Keep America Beautiful for the Cigarette Butt Litter Prevention Program and installed 3 cigarette butt receptacles (Vista Point, Belmont Sports Complex, and O'Neill Slough trail)</p>

<p style="text-align: center;"><b>4</b> <b>(Schools)</b></p>	<p><b>A) Enhanced Street Sweeping-</b> The City's enhanced street sweeping efforts that began in 2012 have resulted in additional sweeping occurring around four school sites. The street in front of two schools are swept twice per week, and the street in front of two other schools are swept three times per week.</p> <p><b>B) On-land Cleanup-</b> Since 2011, the City has conducted on-land trash cleanups in this TMA. These have been both Permittee and volunteer lead cleanups.</p> <p><b>C) Storm Drain Inlet Cleaning-</b> Since FY 2013/2014, the City has conducted enhanced storm drain inlet maintenance around schools. These enhanced efforts include inspecting and cleaning 48 storm drain inlets an additional two times per year.</p> <p><b>D) Improved Trash Bin/Container Management-</b> Improved trash bins/container management activities include the City entering into a new garbage service agreement in January 2011 that required covered bins for all residential and commercial users.</p>
<p style="text-align: center;"><b>5</b> <b>(Other- Colleges/Universities, Open Space, Major Infrastructure, Forest Land, Rangeland)</b></p>	<p><b>A) Enhanced Street Sweeping-</b> Beginning in 2012, the City's enhanced street sweeping for leaf control includes sweeping two neighborhoods (Chula Vista and portions of Sterling Downs) two times per week from October through mid-December.</p> <p><b>B) On-land Cleanup-</b> Since 2013, The City has conducted on-land trash cleanups in this TMA. These have been Permittee lead.</p> <p><b>C) Improved Trash Bin/Container Management-</b> Improved trash bins/container management activities include the City entering into a new garbage service agreement in January 2011 that required covered bins for all residential and commercial users.</p> <p><b>D) Partial Capture Devices-</b> In February 2017, the City installed 27 United Storm Water Wing-Gate automatic retractable curb inlet screen covers on both Clipper Drive and Concourse Drive. These devices are inspected/cleaned to ensure proper operation.</p>

**C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART B)**

Provide the following:

- 1) A summary of the on-land visual assessments in each TMA (or control measure area), including the street miles or acres available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles or acres assessed, the % of available street miles or acres assessed, and the average number of assessments conducted per site within the TMA; and
- 2) Percent jurisdictional-wide trash reduction in FY 16-17 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID or (as applicable) Control Measure Area	Total Street Miles <sup>60</sup> Available for Assessment	Summary of On-land Visual Assessments <sup>61</sup>			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Applicable Street Miles Assessed	Ave. # of Assessments Conducted at Each Site <sup>62</sup>	
1	0.51	0.26	51.29%	4.0	16.41%
2	0.86	0.37	42.73%	6.5	15.0%
3	0.32	0.19	59.09%	5.0	5.6%
4	0.45	0.15	32.94%	6.0	6.7%
5	0.00	N/A	N/A	N/A	N/A
<b>Total</b>		<b>0.97</b>	<b>-</b>	<b>-</b>	<b>43.84%</b>

<sup>60</sup> Linear feet are defined as the street length and do not include street median curbs.

<sup>61</sup> Assessments conducted between July 2015 and July 2017 are assumed to be representative of trash levels in FY 16-17 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

<sup>62</sup> Each assessment site is roughly 1,000 feet in length

**C.10.b.iv ▶ Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction
<p><b>Single –Use Plastic Bag Ordinance</b></p>	<p>The City adopted the Countywide Single-Use Carryout Bag Policy which went into effect on April 22, 2013. The ordinance is located on the Environmental page of the City's website. <a href="#">Website Link</a></p> <p><b>Dominant sources:</b> Pedestrian litter and vehicles.</p> <p><b>Dominant type:</b> Single-use carryout plastic bag.</p>	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses &amp; surveys of customer bag usage at many businesses in the County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the implementation, scope, and enforcement of the ordinances among municipalities. The City of Belmont developed its % trash reduced estimate using the following assumptions: <b>1.)</b> Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; <b>2)</b> 95% of single use plastic bags distributed in the City of Belmont are affected by the ordinance implementation, based on the County of San Mateo's Environmental Impact Report; and <b>3)</b> Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County's Department of Environmental Health Services. This is conservative estimate given that in FY 13-14 Environmental Services only received complaints about 4, of the over 1900 businesses in the County that are affected by the single-use plastic bag ordinances.</p>	<p>Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that the City of Belmont's ordinance is effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the City of Belmont concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the City of Belmont's ordinance.</p>	<p>7%</p>

**C.10.b.iv ▶ Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

<p><b>Expanded Polystyrene Food Service Ware Ordinance</b></p>	<p>The City adopted the Countwide Prohibition on The Use of Polystyrene Based Disposable Food Service Ware by Food Vendors. This ordinance went into effect October 01, 2012. Link to ordinance below:  <a href="http://38.106.5.146/city-hall/publicworks/environmental/polystyrene">http://38.106.5.146/city-hall/publicworks/environmental/polystyrene</a>  <b>Dominant sources:</b>          Pedestrian litter  <b>Dominant type:</b>          Polystyrene</p>	<p>Although the City of Belmont has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the City of Belmont's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the City of Belmont's ordinance because the implementation (including enforcement) of the City of Belmont's ordinance is similar to the City of Los Altos' and Palo Alto's.  <i>The City of Belmont developed its % trash reduced estimate using the following assumptions: 1.) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the City of Belmont is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.</i></p>	<p>Results of assessments that are representative of the City of Belmont, but were conducted by the cities of Los Altos and Palo Alto, indicate that the City of Belmont's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result – an average of 95% of businesses affected by the ordinance are no longer distributing EPS food ware post ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the City of Belmont concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.</p>	<p><b>5%</b></p>
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**C.10.c ▶ Trash Hot Spot Cleanups**

Provide the FY 16-17 cleanup date and volume of trash removed during each MRP-required Trash Hot Spot cleanup during each fiscal year listed. Indicate whether the site was a new site in FY 16-17.

Trash Hot Spot	New Site in FY 16-17 (Y/N)	FY 16-17 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2012-13	FY 2013-14	FY 014-15	FY 2015-16	FY 2016-17
BEL01	N	9/17/2016	0.30	0.10	0.10	0.04	0.04
BEL02	N	9/17/2016	0.30	0.20	0.10	0.01	0.01

**C.10.d ▶ Long-Term Trash Load Reduction Plan**

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.

Description of Significant Revision	Associated TMA
In FY 15/16, consistent with all MRP Permittees, all public K-12 schools, college and university parcels were made non-jurisdictional on the City's baseline trash generation maps. Under California Government Code Sections 4450 through 4461, the construction, modification, or alteration of facilities and/or structures on these parcels are under the jurisdiction of the California Division of State Architect and not the City. The public right-of-way (e.g., streets and sidewalks) surrounding these parcels remain as a jurisdictional on the City's baseline trash generation maps. The City's revised baseline trash generation map was included as Appendix 10-2 in the FY 15/16 Annual Report.	<b>All applicable</b>

**C.10.e. ► Trash Reduction Offsets (Optional)**

Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 16-17. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations and cleanup dates. For direct discharge control programs approved by the Water Board Executive Officer, also describe the results of the assessments conducted in receiving waters to demonstrate the effectiveness of the control program. Include an Appendix that provides the calculations and data used to determine the trash reduction offset.

Offset Program	Summary Description of Actions and Assessment Results	Volume of Trash (CY) Removed/Controlled in FY 16-17	Offset (% Jurisdiction-wide Reduction)
<b>Additional Creek and Shoreline Cleanups (Max 10% Offset)</b>	<p>In addition to the annual MRP required Trash Hot Spot cleanup, the City of Belmont performed three additional Trash Hot Spot cleanups at both sites (BEL01 &amp; BEL02) in FY 16-17.</p> <p style="text-align: center;"><b><u>BEL01 – Belmont Creek – Behind Carlmont Shopping Center</u></b></p> <p style="text-align: center;">11/15/2016 03/08/2017 05/16/2017</p> <p style="text-align: center;"><b><u>BEL02 – O’Neill Slough</u></b></p> <p style="text-align: center;">11/15/2016 03/08/2017 05/16/2017</p>	0.5	1.1%
<b>Direct Trash Discharge Controls (Max 15% Offset)</b>	N/A	N/A	N/A

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 16-17.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems and Other Control Measures					Jurisdiction-wide Reduction via Other Control Measures (%)	Jurisdiction-wide Reduction via Full Capture AND Other Control Measures (%)
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total		
1	1	82	25	0	108	71	26	11	0	108	25.5%	106	1	0	0	107	16.4%	41.9%
2	8	10	38	0	56	32	5	18	0	55	19.1%	42	14	0	0	56	15.0%	34.1%
3	0	53	0	0	53	13	40	0	0	53	3.0%	37	16	0	0	53	5.6%	8.6%
4	0	34	0	0	34	6	29	0	0	35	1.3%	34	0	0	0	34	6.7%	8.0%
5	2,489	0	0	0	2,489	2,489	0	0	0	2,489	N/A	2,489	0	0	0	2,489	N/A	N/A
Totals	2,498	179	62	0	2,739	2,611	100	29	0	2,740	48.9%	2,708	31	0	0	2,739	43.8%	92.7%

**Section 11 - Provision C.11 Mercury Controls**

**C.11.a ► Implement Control Measures to Achieve Mercury Load Reductions**  
**C.11.b ► Assess Mercury Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of mercury control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>61</sup> was used to calculate the mercury load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated mercury load reduced by each control measure); and

Supporting data and information necessary to substantiate the load reduction estimates.

**C.11.c ► Plan and Implement Green Infrastructure to Reduce Mercury Loads**

If the regional or countywide mercury load reductions required by this sub-provision via Green Infrastructure by the end of the permit term are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

<b>X</b>	<b>Yes</b>		<b>No</b>
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**C.11.e ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the C.11 Mercury Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

<sup>61</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Section 12 - Provision C.12 PCBs Controls

**C.12.a ► Implement Control Measures to Achieve PCBs Load Reductions**  
**C.12.b ► Assess PCBs Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of PCBs control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>62</sup> was used to calculate the PCBs load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated PCBs load reduced by each control measure); and

Supporting data and information necessary to substantiate the load reduction estimates.

If the regional and countywide PCBs load reductions required by C.12.a are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

X

Yes

No

**C.12.f ► Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Does your agency plan to seek exemption from this requirement?

Yes

X

No

**Guidance:** If the above answer is **No** then further information need not be provided here.

<sup>62</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

**C.12.g. ► Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins**

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

**C.12.h ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Section 13 - Provision C.13 Copper Controls

**C.13.a.iii ► Manage Waste Generated from Cleaning and Treating of Copper Architectural Features**

Provide summaries of permitting and enforcement activities to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary:  
**The City has a standard condition that requires how the wastewater should be treated for any architectural copper features. During construction, municipal construction stormwater inspectors are responsible for identifying copper architectural features and if appropriate BMPs are implemented. Any issues noted are documented and enforcement actions recorded in the Provision C.6 inspection records. Post-construction municipal illicit discharge inspectors are responsible for responding to, investigating and identifying illegal discharge of wash water from washing copper architectural features. Any enforcement actions or reported discharges are recorded in the Provision C.5 inspection records. The SMCWPPP “Requirements for Architectural Copper” Fact Sheet is made available to the public, construction inspectors and illicit discharge inspectors on the SMCWPPP website [www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf](http://www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf). Inspectors are made aware of the concerns with copper architectural features at SMCWPPP Training Workshops and internal municipal trainings.**

**C.13.b.iii ► Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals**

Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary:  
**All pools, spas, and fountains are required to be discharged into the sewer system. Handouts are provided to permit applicants on for the “Maintenance Tips for Pools, Spas, and Fountains” Fact Sheet to educate the public.**  
**Additionally, Staff responds to discharges from pools through the illicit discharge detection and elimination program and also requires all regulated projects to discharge pools, spas, and fountain water to the sanitary sewer.**  
**The City responds to calls from residents and staff along with drive-by when pools and spas are being drained into the city storm system. Apart from stopping the flow, we educate the owner and fill out an illicit discharge form.**

**C.13.c.iii ► Industrial Sources Copper Reduction Results**

Based upon inspection activities conducted under Provision C.4, highlight copper reduction results achieved among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed.

Summary:

**Facilities are inspected that could be potential users or sources of copper including automotive and machine shop facilities in the City. No violations related to copper were noted at any of these facility inspections.**



Section 15 -Provision C.15 Exempted and Conditionally Exempted Discharges

**C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering**

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

**Conservation programs are not conducted through the City, however, Belmont’s water purveyor-Mid Peninsula Water District participates in the City’s Earth Day Event and promote water conservation programs.**

**The City provides informational material on Our Water, Our World (OWOW) less toxic pest control and landscape management at the City’s outreach booths during events. The rainwater harvesting and rain barrel rebate program is also promoted at the City’s events. Rain barrel rebate information was also posted to the City’s Facebook page, twitter, and informational posts in the City Managers Weekly Updates.**

# **ATTACHMENTS**

**Stormwater NPDES Enforcement Response Plan (ERP) with appendices**

**Green Infrastructure Resolution**

**Stormwater Industrial/Commercial Business Inspection Plan (BIP) with appendices**



# **STORMWATER NPDES ENFORCEMENT RESPONSE PLAN**

For:

**Stormwater Control Measure O&M Program (Provision C.3.h);**

**Industrial/Commercial Site Control Program (Provision C.4);**

**Illicit Discharge Detection and Elimination Program (Provision C.5); and**

**Construction Site Control Program (Provision C.6)**

Prepared by:

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**August 14, 2017**

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Chapter 22 Article I, Street and Sidewalk – Encroachment, of the City of Belmont Municipal Code  
Chapter 30, Administrative Enforcement, of the City of Belmont Municipal Code
- Appendix B Enforcement Response Guide

## 1.0 Introduction

This enforcement response plan (ERP) provides guidance to inspection staff to assist them to take consistent actions needed to achieve effective and timely compliance with the City of Belmont's stormwater ordinance and other enforcement authorities allowed by the local municipal code. The ERP was developed to comply with the following sections of the San Francisco Bay Municipal Regional Stormwater Permit (MRP) National Pollutant Discharge Elimination System (NPDES) Order No. R2-2015-0049 (Permit No. CAS612008):

- Stormwater Control Measure Operation and Maintenance (O&M) Verification Program (Provision C.3.h);
- Industrial and Commercial Site Controls (Provision C.4);
- Illicit Discharge Detection and Elimination (IDDE) (Provision C.5); and
- Construction Site Controls (Provision C.6)

The selection of an appropriate enforcement action and the escalation of enforcement are based on the seriousness of the violation and the responsible party's response to the agency's previous attempts to achieve compliance. The ERP includes suggested amounts of time to allow for the correction of violations based on the goals stated in the MRP. The nature of a specific violation may require tailoring of the timeframes for correction and/or the use of temporary measures to promptly address a violation before a permanent solution may be implemented. As required by the MRP, this ERP also describes when it may be appropriate to refer violations to another agency, such as the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) for additional enforcement.

## 1.1 Legal Authority

The City has legal authority to carry out the requirements of the NPDES permit. Specifically, the City has the authority to inspect, require effective stormwater pollutant control, and implement progressively stricter enforcement to achieve expedient compliance and pollutant abatement within its jurisdiction. Under the Belmont City Code (BCC). The City's legal authority to enforce these requirements falls under a number of code sections included in Appendix A and summarized below:

BCC Section 21-193-prohibits unlawful deposits into the city's storm drain system.

BCC Section 22-2- prohibits unlawful deposits upon a public right of way or public water course

BCC Section 7-401- Classification of Nuisances- includes erosion, and surface water drainage problems

BCC Chapter 9 –Grading-includes a number of regulation for construction sites

BCC Chapter 30-Administrative Enforcement- outlines the City's authority to enforce City Code.

## **1.2 Regulatory Requirements**

The MRP specifies that the City's ERP shall contain the following elements:

1. Enforcement procedures;
2. Enforcement tools and field scenarios;
3. Timely correction of potential and actual non-stormwater discharges; and
4. Referral and coordination with other agencies.

## **2.0 City Stormwater Inspection Programs**

This ERP is designed for violations identified by City inspection staff, or their contractor, during inspections of industrial and commercial facilities (C4), operation and maintenance of stormwater control measures (C3), temporarily installed BMPs during construction (C6) and IDDE investigations (c5). The City also participates in the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) – a partnership with the City/County Association of Governments (C/CAG), and each incorporated city and town in the county. Through SMCWPPP, the City receives MRP compliance support.

### **2.1 City Responsibility**

The City is responsible for conducting inspections and managing the inspection program for the following: selected commercial and industrial facilities; IDDE investigations received through the Spill, Dumping, and Complaint Response Program; certain construction sites during the wet season (October through April); O&M verification inspections of stormwater control measures at Regulated Project sites

The City may choose to utilize a contractor to conduct some or all of the inspections. A City hired contractor operates under the City's legal authority while conducting stormwater inspections on behalf of the City.

### **2.2 Contract Agreement with the County of San Mateo**

The City has contracted with the County to perform certain commercial and industrial stormwater inspections. The City maintains a Memorandum of Agreement with San Mateo County Environmental Health (CEH), which will expire on December 21, 2017. All commercial and industrial stormwater inspections will be performed by City resources after December 21, 2017. After the expiration of the agreement, City staff will perform all commercial and industrial stormwater inspections.

The City/County Agreement identifies what industrial and commercial stormwater inspections the County will perform as the contractor. Inspections are performed by CEH staff during routine inspections at facilities that are already being inspected by CEH under their Consumer Protection Division (CPD) or Hazardous Materials Division (CUPA).

The CPD inspects retail food facilities including, restaurants, bakeries, markets, mobile food trucks and carts, cottage food enterprises, temporary food facilities, and farmer’s markets. The CPD also inspects public swimming pools and spas.

CUPA inspections are performed for facilities that fall into any of the following activities:

1. Store hazardous materials at quantities that require a Hazardous Materials Business Plan (HMBP);
2. Generate and/or treat hazardous waste on-site;
3. Utilize an underground storage tank(s) for hazardous materials storage;
4. Store petroleum products in an aboveground storage tank(s) over 1,320 gallons; and/or
5. Store specific chemicals that trigger “high hazard” community planning (California Accidental Release program – Risk Management Plan).

### 3.0 Roles and Responsibilities

The City is the lead agency responsible for overall compliance with the MRP.

#### 3.1 City Enforcement Responsibilities

This section describes the duties of agency staff that are responsible for implementing enforcement actions described in this ERP. The Public Works Department is responsible for conducting or sourcing out stormwater inspection programs for the City

The City’s enforcement staffs’ primary role is to prohibit the discharge of non-stormwater into the storm drain systems and watercourses (with the exception of NPDES-permitted discharges), in compliance with NPDES Permit, and ensure that the City’s ERP is adhered to in a timely and consistent manner.

**Public Works Constuction Inspector (Inspector):** The Inspector conducts routine, follow-up, and complaint-driven inspections for commercial and industrial sites, construction sites and illicit discharge complaints.

The Inspector conducts the inspections and records finding in the appropriate inspection form .If necessary, the Inspector may distribute outreach materials or fact sheets to educate the responsible party and facilitate compliance with the MRP. .

The Inspector may issue one of the following Enforcement Actions to the responsible parties at the inspection, depending on the severity of the violation:

- Level 1 - Verbal Warning/ Warning Notice
- Level 2 - Notice of Violation
- Level 3- Stop Work Order (Only for Construction Site Inspections)



In the event that the Inspector encounters one of the following, he or she may refer the case to the City Code Enforcement Officer depending on the severity of the case, such as in the following instances:

- A serious violation that requires an immediate Level 2 or higher enforcement action;
- A pattern of non-compliance after issuance of a Level 1 or 2 enforcement action;

The Inspector provides inspection reports, pictures, correspondence, and enforcement actions taken to the Public Works Administrative Assistant who inputs the information into the City's electronic database

**Public Works Administrative Assistant** The Public Works Administrative Assistant facilitates compliance with the Enforcement Response Program through compiling annual inspection lists for all inspection programs.

In addition, the Public Works Administrative Assistant assists in entering inspection reports, pictures, correspondence, and enforcement actions taken into the electronic database, and gathers inspection data from the fiscal year to prepare the City's Annual Report to the Water Board.

**Public Works Maintenance Staff:** The Public Works Maintenance Staff are responsible for reporting illicit discharges during the course of normal operations.

Maintenance staff enter inspection reports, pictures, correspondence, and enforcement actions taken to the Public Works Administrative Assistant to input into the City's electronic database.

**Public Works Supervisor** is responsible for assigning staff to complaint-driven inspections and in

**Senior Civil Engineer** is responsible for performing the inspection on operation and maintenance of storm water control measures (C3). The Senior Civil Engineer provides inspection reports, pictures, correspondence, and enforcement actions taken to the Public Works Administrative Assistant who inputs the information into the City's electronic database.

The Senior Engineer is also responsible for ensuring that all requirements are met before the lifting of any Stop Work Orders. The Senior Engineer may also assist the City Engineer in coordinating with external agencies.

**Code Enforcement Officer** is responsible for performing inspections and issuing Administrative Citations, other than a Stop Work Order. Depending on the seriousness of the violation, he may work with the City Engineer to involve other levels of City Staff or to refer and or coordinate with external agencies such as the Water Board, District Attorney's Office or other Agency.

**Police Detectives** are responsible for the investigation of the most serious storm water violations that may be considered environmental crimes.

**City Engineer:** The City Engineer is responsible for overseeing the Enforcement Response Program and ensuring overall compliance with the MRP. The City Engineer is also responsible for managing contractor agreements to provide inspections. Depending on the seriousness of a violation at a particular site, he or she may get involved to bring facilities in compliance. If necessary, the City Engineer will involve

other levels of City staff, such as the Public Works Director, City Attorney, and City Manager, to escalate enforcement to a or Level 4 – Legal Action.

In cases where enforcement tools are inadequate, and it is necessary to refer the site to an external agency for additional enforcement, the City Engineer will take the lead in referring the site and coordinating with the external agency, such as the Water Board, District Attorney’s Office, or other agency.

**Public Works Director, City Manager, and/or City Attorney:** The Public Works Director, City Manager, and City Attorney will assist the City Engineer in the event it is necessary to escalate enforcement to a Level 3 – Administrative Order, or Level 4 – Administrative Penalty/Legal Action. In addition, the City Manager and City Attorney will assist the City Engineer in referring sites which require external agency enforcement.

### 3.2 Contractor Enforcement Responsibilities

A City Contract Inspector, currently a member of County of San Mateo staff, conducts one routine and one follow up inspection, as needed, at the identified facilities. If stormwater compliance issues cannot be resolved during the follow-up inspection, the issue is referred to the City for further enforcement actions.

If the Contract Inspector receives a complaint for a facility where they conduct stormwater inspections, they will investigate. If the Contractor Inspector cannot investigate the complaint within 24 hours they will refer the case to the City. The City will investigate according to their IDDE procedures .

If the Contract Inspector is unable to identify the source of an active discharge at a business, they will refer the case to the City immediately following the inspection. The City will investigate according to their IDDE procedures .

#### Contract Inspector Stormwater Program Lead Duties

The primary role of the Program Lead is to ensure that the City’s ERP is followed in a timely and consistent manner. To achieve compliance, the Program Lead generally performs the following duties:

- Communicate with the City to ensure that program goals are being met;
- Guide Inspection Staff on appropriate enforcement actions;
- Compile compliance data for the annual report;
- Coordinate referrals to contract cities and towns; and
- Assign appropriate inspector for complaint driven inspections.

#### Contract Inspector Duties

The Inspector generally conducts the following duties:

- Conduct routine, initial follow-up and complaint driven facility inspections and reviews documentation to identify potential or actual non-stormwater discharge violations;

- Issue Enforcement Actions (verbal warnings, warnings notices, notices of violation) to responsible parties at initial and single follow-up inspections;
- Enter inspection reports and enforcement actions into the electronic database;
- Close outstanding violations in the electronic database when compliance has been confirmed; and
- After the initial follow up inspection, refer re-inspection and enforcement to the City.

## 4.0 Enforcement Procedures

At industrial/commercial sites and at construction sites problems are identified as potential and actual non-stormwater discharges. Potential non-stormwater discharges are where observations identify inadequate best management practices (BMPs) to prevent non-stormwater discharges (e.g. liquid drum left open would result in a non-stormwater discharge if accidentally tipped or liquid drum not in secondary containment would result in a non-stormwater discharge if the drum develops a leak in the future) or potential for pollutant exposure (e.g. if it were raining at the time of the observation rainfall and/or runoff would pick up pollutants). An actual non-stormwater discharge is an illicit discharge or anything other than rain being discharged to the MS4 or water body.

A range of enforcement mechanisms are available and include informal responses, such as in-person , email, or over the telephone contacts, distribution of educational materials, or written warnings and/or formal responses, such as notices of violation, administrative orders (with or without penalties) that may include mitigation and judicial actions. The appropriate enforcement action can be determined by using the Enforcement Response Guide (ERG) in Appendix B. The ERG reflects the following concepts:

- The facility or responsible party is notified when a violation is found at the preliminary business inspection or illicit discharge investigation.
- If the facility or site is re-inspected, or if adequate documentation is provided to demonstrate that the violation has been corrected, no further response may be necessary.
- For most violations, a follow up inspection will be conducted to ensure that the violation has been corrected.
- If the violation remains unresolved, noncompliance persists, or the explanation and the mitigation plan are not adequate, the City response will become more formal and commitments (or schedules, as appropriate) for compliance will be established in a documented enforcement action.
- The enforcement response selected should reflect the seriousness of the violation and the enforcement response will be escalated if compliance is not achieved in a timely manner that maximizes protection of the storm drain system and stormwater quality. A serious violation may require immediate formal enforcement action.
- For violations discovered at facilities inspected by a Contract Inspector, the enforcement will be referred to the City for continued enforcement action resolution. Generally, the Contractor will provide a single follow up inspection to confirm the violation was corrected before referring to the City.

By incorporating criteria for evaluating noncompliance and determining the appropriate enforcement action, the ERG provides a level of response appropriate to the violation. Additional criteria, which are not “built-in” to the ERG can be used to establish an appropriate enforcement action, which may be more or less stringent. Noncompliance may range from relatively minor violations, such as inconsistent use of appropriate BMPs, to major violations, such as an unauthorized discharge to a storm drain inlet or waterway. The enforcement response to each violation event is based on the severity and duration of the violation, the enforcement history of the facility, the good-faith or culpability of the facility, and the potential or actual harm caused by the violation. The enforcement procedures are designed to ensure that the proper enforcement response will be selected after considering these factors.

#### **4.1 Mobile Businesses**

Enforcement actions taken against mobile businesses for illicit discharges should also be referred to the SMCWPPP Commercial/Industrial/Illicit Discharge (CII) Subcommittee. Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The CII Subcommittee developed a table to share information regionally regarding enforcement actions taken on mobile businesses. Subcommittee members send enforcement information to the Subcommittee facilitator who periodically updates the table. This Mobile Business Enforcement Information table resides on the members-only section of the Flows to Bay website.

Inspectors can send contact information on any mobile cleaning businesses they come across during their routine activities to the CII Subcommittee to add to the regional mobile cleaner businesses inventory.

### **5.0 Enforcement Tools and Scenarios (Enforcement Actions)**

The City has purposefully ensured the first level enforcement tools used by the City are comparable to the first level enforcement tools used by other Cities in San Mateo County for industrial/commercial business inspections. This allows early enforcement activities by the City’s contractor to be commensurate with the City’s ERP while simplifying ERP training for contract inspectors that cross many jurisdictional boundaries.

#### **5.1 Distribution of Education and Outreach Material**

The City considers that education and outreach is the best mechanism to ensure nothing besides clean water flows through the City’s storm drain system. To accomplish this, the City provides education and outreach materials for BMPs and verbal instructions to new businesses and existing facilities that need to improve their BMPs or to residents responsible for illicit discharges. Generally, education and outreach materials are not a strict enforcement tool, but rather are used to help businesses and residents learn what BMPs may be needed and to supplement the City’s enforcement tools.

#### **5.2 Enforcement Tools**

There are a variety of enforcement tools available to address potential and actual non-stormwater discharges observed during inspections and surveillance of illicit discharges within the jurisdiction of the City. The enforcement options listed in this ERP include Verbal Warnings, a written Warning Notice

(WN), Notice of Violation (NOV), Administrative Citations and referrals to other agencies. This ERP provides guidance for the procedures of compliance and enforcement.

Three different flowcharts that depict the progression of enforcement action are provided in Figure 1 (for Provision C.3.h – Permanent BMPs); Figure 2 (for Provisions C.4 and C.5 – Industrial & commercial sites and IDDE); and Figure 3 (for Provision C.6 - temporarily installed during Construction) and an overview of these tools is provided in the Enforcement Response Guide in **Appendix B**.

The following Enforcement Tools, or Enforcement Actions, are utilized to respond to stormwater noncompliance:

### **Level 1 - Verbal Warning**

Verbal Warnings are issued if the facility or responsible party has a relatively minor potential discharge (e.g., an open dumpster lid, trash on the ground) or potentially more significant discharge scenarios that are marginal, based on the site-specific conditions (e.g., indoor wash activities that are not getting outside, but could conceivably get outside if operational conditions increased or changed slightly) and non-maintained C.3 facilities (BMPs). Verbal Warnings may also be used to address BMP issues that are observed in the dry season and do not indicate that an actual discharge would occur (e.g., knocking over an open container or the addition of rainwater is not considered to reasonably cause the material to enter the storm drain system). The inspector and the facility/site representative will discuss the verbal warning, appropriate BMPs, and establish a schedule to eliminate the potential problem. A Verbal Warning is documented on the inspection form. Proof of compliance may be accomplished through re-inspection or by documentation (e.g., submittal of invoices, photographs, or other proof of remedy resources).

### **Level 1 - Warning Notice (WN)**

A Warning Notice is an official notice of noncompliance that is documented. Warning Notices are typically given in instances of minor violations and/or if the corrective actions taken are immediate. It is also used when the owner or contractor is not at the site during the inspection and a Verbal Warning cannot be issued. A Warning Notice is documented on the inspection form or may be a separate written document sent to the facility. Proof of compliance may be accomplished through re-inspection or by documentation (e.g., submittal of invoices, photographs, or other proof of remedy resources).

### **Level 2 - Notice of Violation (NOV)**

A Notice of Violation (NOV) is an official notice issued when a significant violation of stormwater regulations has occurred or businesses/sites that has failed to comply with Level 1 enforcement procedures. A written response to the NOV identifying causes of the violation and corrective actions taken to prevent recurring violations is required. An NOV is documented on the inspection form and a separate written document is sent to the facility owner.

### **Level 3 - Administrative Order**

A gross violation of the local stormwater ordinance that cannot be resolved through the WN or NOV enforcement actions is considered a major violation and will trigger further enforcement action. Gross violations are considered by one or more of the following:

- A pattern of non-compliance after issuance of a NOV;
- Failure to adequately address previous violations or notices; and/or
- Directly discharging hazardous materials into the storm drain system.

The City has the discretion to determine whether a violation warrants this level of enforcement, and will retain documentation and/or evidence available to support this action

Administrative Orders are enforcement documents that direct responsible parties to undertake or to cease specified activities by specified deadlines. The terms of an Administrative Order may or may not be negotiated with the responsible parties. Administrative Orders may incorporate compliance schedules, administrative penalties, reimbursement for corrective actions taken by the City, and termination of service orders.

Administrative Orders may include:

- Cease and Desist Order – Directs the responsible party to cease illegal or unauthorized discharges immediately or to terminate its discharge altogether.
- Stop Work Order – Directs the responsible party to stop all other operations until the illegal or unauthorized discharge is ceased and corrective actions taken.

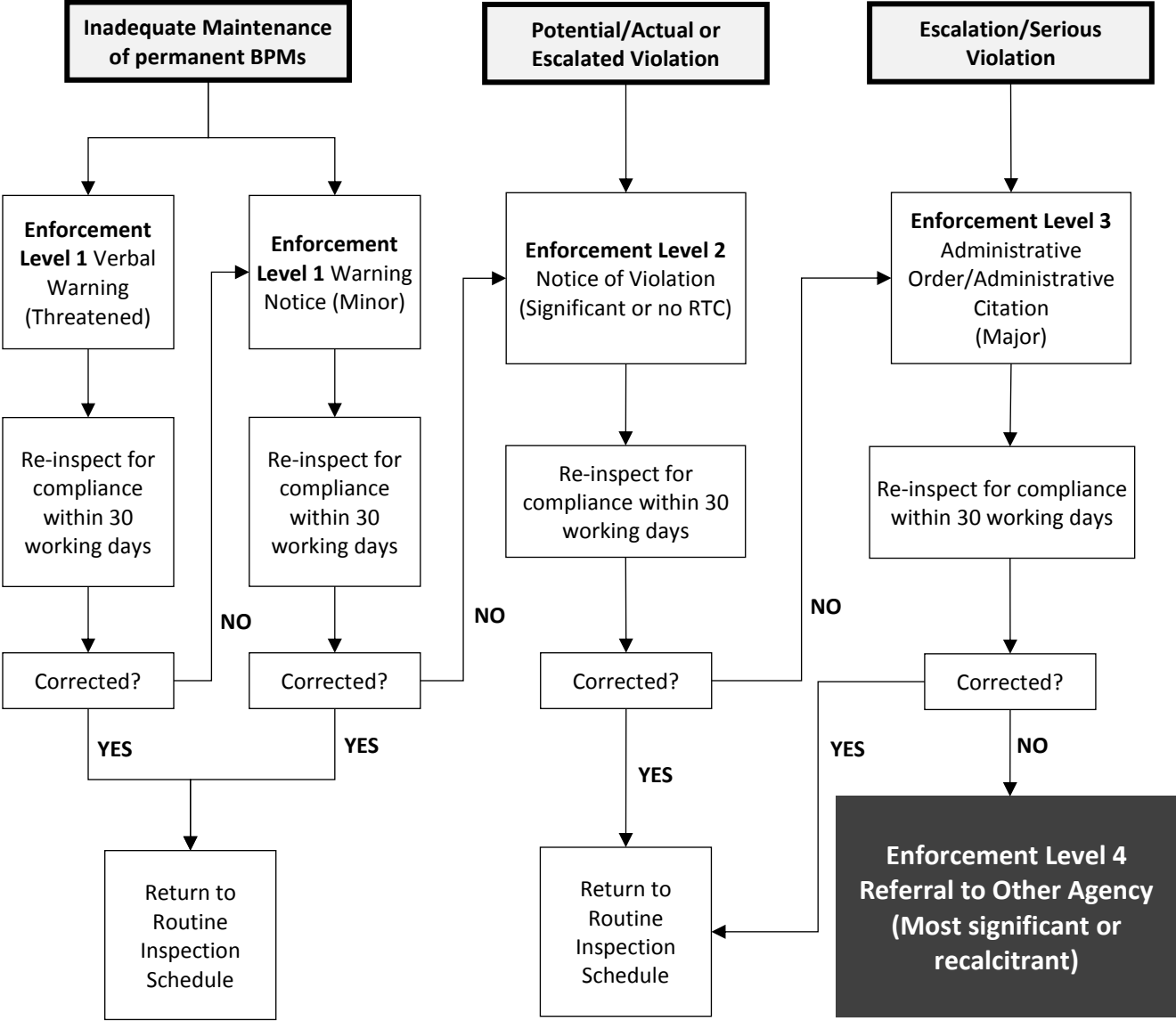
### **Level 3– Administrative Citation**

The City may deem it necessary, after repeated noncompliance by the site representative to correct identified issues, to issue a monetary penalty for noncompliance.

### **Level 4 - Legal Action /Referral to other Agency**

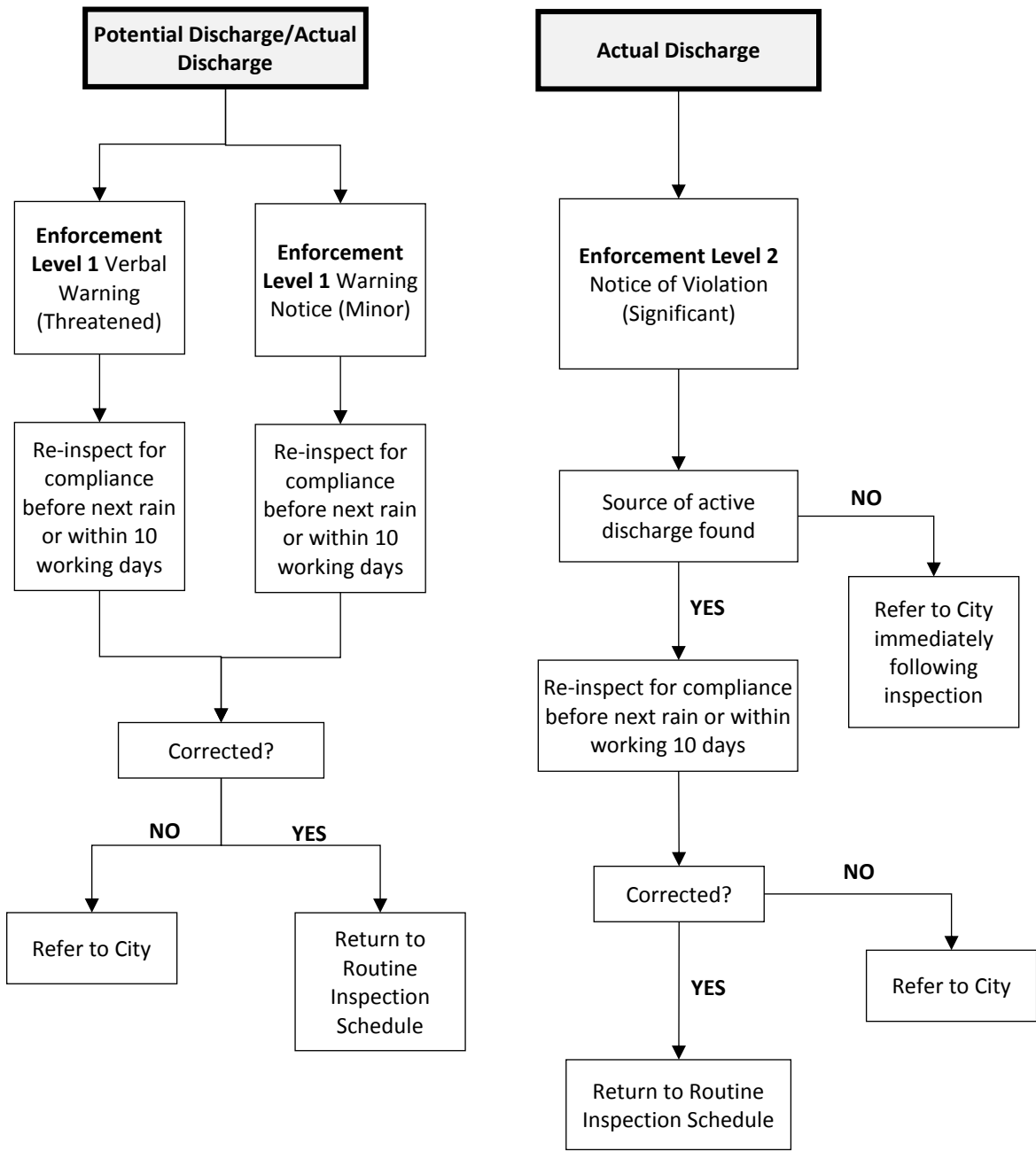
In cases where the violations are sever and deemed a potential environmental crime, the City may refer the case to the District Attorney or another Agency as appropriate.

## Routine Stormwater Control Measure O&M (C.3.h) Inspection



**Figure 1 - Enforcement Level Progression Flow Chart: Routine Stormwater Control Measure O&M Verification Inspection**

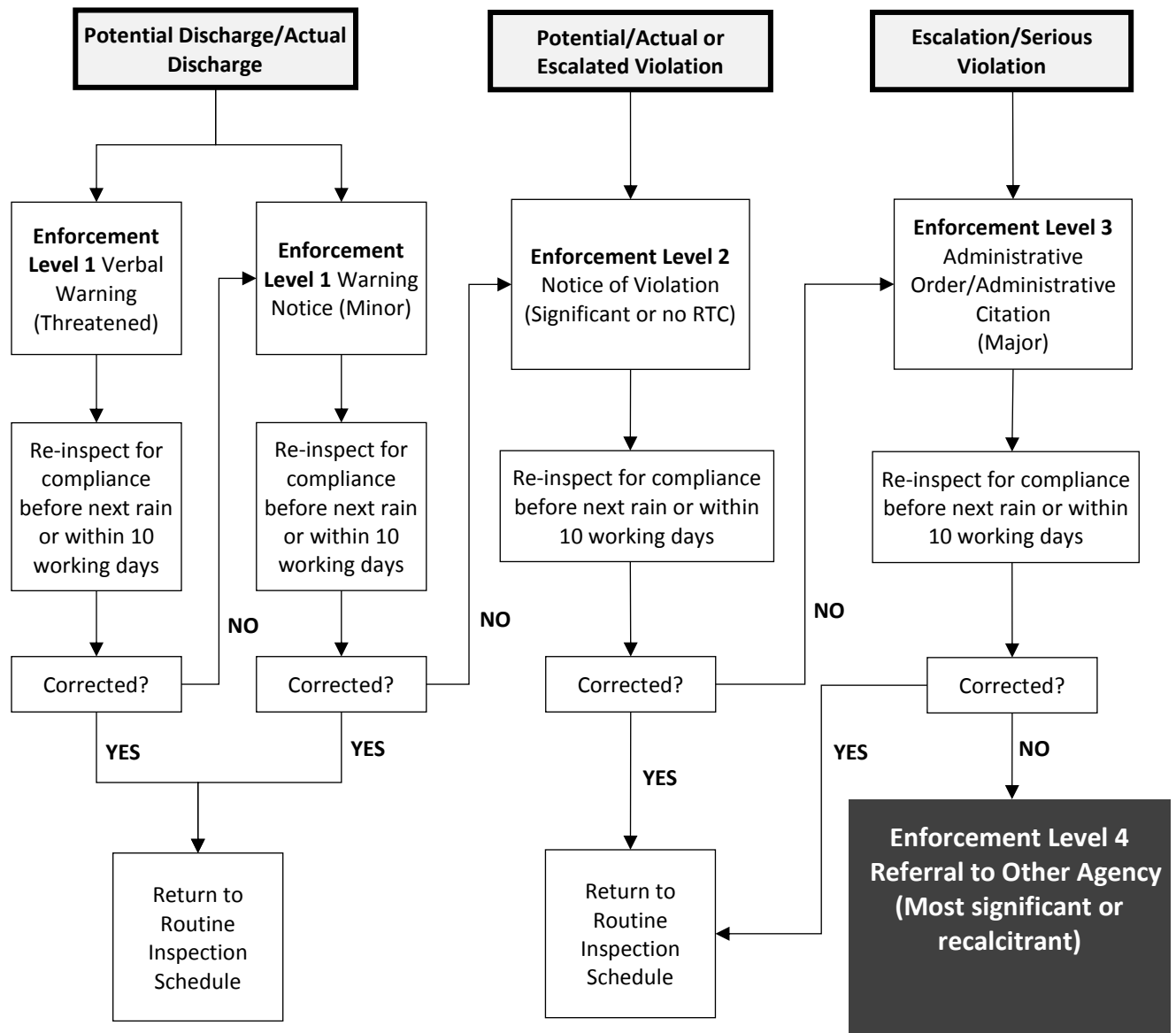
## Routine Inspection by Contractor (C.4,)



**Figure 2 - Enforcement Level Progression Flow Chart: Routine Inspection by Contractor (Provisions C.4)**



## Routine Inspection (C.4, C.5, and C.6) - by City Staff



**Figure 3 - Enforcement Level Progression Flow Chart: Routine Inspection by Contractor (Provisions C.4, C.5, and C.6)**

### 5.2.1 Enforcement Action Escalation

The Enforcement Actions incorporate a progressive enforcement response policy that is designed to maintain a fair and equitable system for enforcement to ensure that Enforcement Actions are proportionate to the violations, to provide maximum flexibility and effectiveness of Enforcement Actions, and to provide a system of escalating Enforcement Actions to encourage prompt compliance and deter repeat violations.

An Enforcement Action may be escalated depending on the circumstance of the case. However, at a minimum, escalation of Enforcement Actions occurs under the following conditions:

1. The initial Enforcement Action begins at an escalated level that is commensurate to the circumstances of the violation;
2. Failed to implement corrective action in the time frame specified; or
3. The facility has a history of actual and/or potential discharges (e.g., has not demonstrated an effort to prevent non-stormwater discharges).

The inspection frequency established in the BIP for the subject facility will also be escalated one level (e.g., from low to medium or from medium to high) until a full cycle of compliance is achieved.

### 5.3 Field Scenarios

Example field scenarios including, but not limited to, potential discharges (e.g., housekeeping issues, evidence of actual non-stormwater discharges, lack of BMPs, inadequate BMPs, and inappropriate BMPs), actual non-stormwater discharges, non-compliance with previous enforcement actions, and sites with a history of potential and/or actual non-stormwater discharges, are provided in **Appendix B** with the appropriate Enforcement Action and/or escalation indicated.

## 6.0 Timely Correction of Potential and Actual Non-Stormwater Discharges

The City's goal is to have active non-stormwater discharges found during O&M, construction, business inspections or IDDE investigations cease immediately. If the source of the non-stormwater discharge cannot be readily identified, the facility or responsible party is directed to take the following actions immediately:

1. Terminate the discharge with appropriate temporary measures;
2. Identify a plan for source identification; and
3. Provide a reasonable timeline to permanently mitigate the discharge.

If needed, the facility or responsible party will be directed to clean up the non-stormwater discharge in the storm drain system and/or surrounding area. The City may choose to clean up the non-stormwater discharge and charge the responsible party.

For active discharges at an industrial/commercial business, where the Contract Inspector is unable to locate the source, the Contract Inspector or Program Lead will refer the issue at the conclusion of the

inspection to the City's designated Illicit Discharge Program Manager (Public Works Department). The City will investigate the referral according to their IDDE program procedures (**Section 4.0**).

The City's goal is to have corrective actions for potential discharges implemented before the next rain event, but no longer than 10 business days after violation discovery. Corrective actions can be temporary and the MRP allows for longer timeframes for permanent corrective action. If a longer time frame is deemed as "reasonable" by the City to achieve permanent compliance (e.g., a permit is required and/or the responsible party needs to hire a contractor), a rationale shall be recorded on the inspection report and in the City's electronic database.

The City's goal is to conduct a follow-up inspection within 10 business days to determine if corrective actions have been implemented. If the corrective actions have not been implemented the City will escalate enforcement action. If corrective actions have not been implemented at a business inspected by a Contract Inspector at the follow-up inspection, the Contract Inspector will refer the business within one business days to the City's designated Illicit Discharge Program Manager (Public Works Department) and provide a weekly report of stormwater violations by email. The City's goal will be to conduct the second follow-up inspection within ten (10) business days, or before the next rain event, of the Contract Inspector's follow-up inspection.

Complaints or referrals from the public the Contract Inspector receives will be investigated by the Contractor within 24 hours. If the Contract Inspector is unable to investigate within 24 hours the case will be referred to the City's designated Illicit Discharge Program Manager (Public Works Department). The City will investigate according to their IDDE program procedures (**Section 4.0**).

The City's IDDE program goal is to investigate complaints or referrals received by the City within 24 hours. If complaints or referrals are received on a weekend, the City's goal is to investigate them by the following Monday.

## **7.0 Referral and Coordination with Other Agencies**

The MRP states that where enforcement tools are inadequate, the violations should be referred to the Regional Water Board, District Attorney's Office, or other relevant agencies for additional enforcement. Referrals may also be made to the California Department of Fish and Wildlife (DFW), California Department of Toxic Substances Control (DTSC), and possibly to the U.S. Environmental Protection Agency (USEPA). The City will follow up with the referral to resolve the case to the extent practicable when working with the State and Federal agencies with the ability to enforce the appropriate fines and penalties to achieve compliance with stormwater regulation.

The following is a list of qualified referral agencies:

- San Mateo County District Attorney
- San Francisco Regional Water Quality Control Board

- California Office of Emergency Services at (916) 845-8510
- California Department of Fish and Wildlife Department at (707) 944-5500 or (209) 234-3420
- U.S. Environmental Protection Agency Region 9 (for environmental emergencies) at (800) 300-2193

## 7.1 Joint Compliance Inspections

In some situations it is appropriate to conduct joint compliance inspections with other agencies, based on the nature of the violation or because the violation(s) are ongoing or repeated and stormwater pollution prevention may benefit from the enforcement options provided by other environmental statutes. Using the resources of a joint compliance inspection, the regulatory agencies will be able to decide how to most efficiently achieve compliance.

## 8.0 Recordkeeping

There are electronic data tracking requirements identified in Provision C.3.h, C.4.b.ii.(3), C.4.d.ii.(2), C.5.d.ii and C.6.e of the MRP. The City tracks and maintains a record/database of all enforcement actions, follow-up actions, and facilities/sites inspected; permanent BMPs inspected, illicit discharges related to commercial and industrial business inspection, construction inspection reports, and illicit discharge records which are complaint-driven.

The City will retain the following on the City's database, or server:

- Photos
- Correspondence
- Inspection Reports
- Enforcement Actions

The inspection reports will include the following information, at a minimum:

- Name and address of site
- Inspection date
- Type of inspection (Installation, Routine, Follow-Up, or Complaint-Driven)
- Type of stormwater control measures inspected (*C.3.h. inspections only*)
- Inspection findings or results
- Type of enforcement actions taken, if any

The County provides inspection records of stormwater inspections conducted by CEH to the City quarterly in the form of Excel tables. The City keeps all records including Contractor-inspected sites for a minimum of five years or the permit term.

# **APPENDIX A**

**City of Belmont's Municipal Code**

**Section 21-193- Unlawful Deposits**

**Section 22-2- Encroachments-Prohibited**

**Chapter 9, Grading**

**Section 7-401- Classification of Nuisances**

**Chapter 30, Administrative Enforcement**

**APPENDIX A**

**City of Belmont Municipal Code**

**Section 21-193**

**Unlawful Deposits**

Sec. 21-192. - Defined.

For the purposes of this article, the city's "storm sewer system" shall be deemed to include all catch basins, street gutters, valley drains, underground storm drains and all other types of storm drainage channels or facilities of any kind located within the City of Belmont.

(Ord. No. 883, § 1(22-A-2), 6-14-94; Ord. No. 952, § 1(Exh. A), 7-25-00)

Sec. 21-193. - Unlawful deposits.

It shall be unlawful for any person, partnership, corporation or any other entity to allow any waste matter, garbage, sewerage, grass clippings, paper, metal, wood or plastic objects, oil or gasoline, flammable materials or substances prohibited by the municipal regional stormwater NPDES permit with the California Regional Water Quality Control Board or any other substance deemed hazardous by federal or state law to be placed or deposited into the city's storm sewer system, or to allow any such substances to enter the city's storm sewer system from their property. All discharges to the storm sewer system and construction activities must comply with guidelines dictated in the municipal regional stormwater NPDES permit.

(Ord. No. 883, § 1(22-A-3), 6-14-94; Ord. No. 952, § 1(Exh. A), 7-25-00; Ord. No. 1059, § 1, 6-28-2011)

**APPENDIX A**

**City of Belmont Municipal Code**

**Section 22-2**

**Encroachments-Prohibited**



Sec. 22-2. - Encroachments—Prohibited.

(a)

It shall be unlawful and no permits shall be issued for any person or entity to:

(1)

Deposit or leave any rubbish, brush, earth, building material or other material of any nature whatsoever upon a public right-of-way or public watercourse so as to cause such public right-of-way or public watercourse to become littered, unsightly or obstructed. See section 22-4(a)(8) for temporary storage of construction material in a public right-of-way.

(2)

Display or store any merchandise or other property on a public right-of-way or public watercourse at any time. This section does not apply to items noted in section 22-3 as exempt from a permit or in section 22-5 for which a permit has been issued.

(3)

Construct, place or maintain posts, poles, columns or structures for the support of advertising signs or for the support of lights intended primarily for lighting abutting property, excepting political signs installed in accordance with applicable provisions of the Municipal Code.

(4)

Block the traveled way or impede traffic.

(5)

Block or cover traffic-control devices duly installed by the city and/or other public utility devices.

(Ord. No. 994, § 1, 12-9-03)

**APPENDIX A**

**City of Belmont Municipal Code**

**Chapter 9**

**Grading**

ARTICLE II. - GENERAL

Sec. 9-16. - Applicability.

All grading (cutting, filling, excavating, and other moving of earth) within the City of Belmont is subject to the standards set forth in this chapter. This chapter establishes requirements for grading permits, procedures for issuing grading permits, specifies minimum standards for grading and removal of vegetation, including protected trees, and provides for the enforcement of grading requirements.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-17. - Purpose.

The purposes of this chapter are to promote public health, safety and general welfare; protect property from erosion, ground movement, and flooding; limit the disturbance of natural terrain and vegetation to the minimum necessary to accommodate reasonable use of property; and encourage site preparation which is visually harmonious with surrounding land.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-18. - Interpretation of grading ordinance.

(a)

All standards set forth in this chapter shall be construed as minimums.

(b)

In conflict between provisions, the more restrictive provision shall govern.

(c)

Nothing in this chapter shall be construed as dispensing with any permit which might be required under any other ordinance of the city or to permit the doing or omission of any act contrary to the terms of any other ordinance of the city.

(d)

Any permit issued contrary to the terms of this chapter shall be void and of no effect.

(e)

Any grading contrary to the terms of this chapter, or contrary to any permit issued under this chapter, is unlawful and a public nuisance.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-19. - Definitions.

For purposes of this chapter, the following definitions pertain:

(a)

Arborist is a person registered with the International Society of arboriculture certified to apply the principles and practices of tree care and maintenance.

(b)

As graded is the extent of surface conditions on completion of grading.

(c)

Bedrock is in-place solid rock.

(d)

Bench is relatively level step excavated into earth material on which fill is to be placed.

(e)

Civil engineer is a professional engineer registered in the State of California to practice in the field of civil works.

(f)

Compaction is the densification of a fill by mechanical means.

(g)

Cubic yard is the amount of material excavated, filled or both. One (1) cubic yard is twenty-seven (27) cubic feet or an amount measuring three (3) feet by three (3) feet by three (3) feet.

(h)

Cut is the mechanical removal of earth material from a slope.

(i)

Earth material is any rock, natural soil or fill and/or any combination thereof.

(j)

Engineering geologist is a geologist registered by the State of California who is certified to apply geologic information and principles to the design of civil works.

(k)

Engineering geology investigation is a study of the geology of the site and the effects of geologic conditions on proposed development or adequacy of the site to be developed by the proposed grading.

(l)

Erosion is the wearing away of the ground surface as a result of the movement of wind, water and/or ice.

(m)

Excavation is the digging and removal of earth material.

(n)

Fill is a deposit of earth material placed by artificial means.

(o)

Geotechnical engineer (soil engineer or soils engineer) is a civil engineer licensed by the State of California as a geotechnical engineer with competence in soil mechanics, foundation engineering, and the engineering properties of earth materials.

(p)

Geotechnical investigation is an investigation and engineering evaluation of earth materials including soil, rock, groundwater and manmade materials and their interaction with earth retention systems, structural foundations and other civil engineering works.

(q)

Grade is the vertical location of the ground surface.

(r)

Grade, existing is the grade prior to grading.

(s)

Grade, finished is the final grade of the site which conforms to the approved plan.

(t)

Grading is any excavating or filling or combination thereof. The volume of grading is the combined volume of material excavated and filled.

(u)

Grading plan is a plot plan and supporting information as specified in [section 9-25\(d\)](#).

(v)

Protected tree is defined in [section 25-2](#).

(w)

Natural ground is the surface of the ground prior to grading.

(x)

Pregrading is the removal of vegetation and scarring of the ground surface, sometimes called clearing and grubbing, preliminary to grading.

(y)

Site is any lot or parcel or contiguous combination thereof, under the same ownership, where grading is performed or permitted.

(z)

Slope is an inclined ground surface the inclination of which can be expressed as a ratio of horizontal distance to vertical distance. Vertical distance divided by horizontal distance gives percent slope. Slope can also be expressed as the number of degrees in the angle formed by the intersection of the ground surface and the inclined surface.

(aa)

Soil is naturally occurring superficial deposits overlying bedrock.

(bb)

Terrace is a relatively level step constructed in the face of a graded slope surface for drainage and maintenance purposes.

(cc)

Tree is any tree with a trunk or multiple trunks with a circumference of nineteen (19) inches, or more, measured at twenty-four (24) inches above existing grade.

(dd)

UBC is the Uniform Building Code as adopted by the City of Belmont.

(ee)

Vegetation removal is removing plant materials from a site by cutting to the ground or stumps, extracting or spraying with herbicides.

(Ord. No. 854, § 1, 11-26-91; Ord. No. 920, 11-12-97)

ARTICLE III. - PROCEDURES

Sec. 9-20. - General.

(a)

All applications for grading permits shall be filed with the director of public services. Except where review by the planning commission is specifically required, the director of public services shall review all grading permit applications, make the required findings, and approve, approve with conditions, or disapprove the application.

(b)

A single grading permit application may be filed for grading on contiguous sites if approved by the director of public services. In such cases, the volume of material and area disturbed will be determined on a lot-by-lot basis.

(c)

Pregrading is prohibited unless a valid grading permit has been issued and the pregrading conforms to the approved grading plan.

(d)

The city shall retain all approved grading plans and specifications.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-21. - Grading permit not required.

Regardless of the limits established in section 9-22, a grading permit shall not be required for the following:

(a)

Grading to avert risk to life or property when the director of public services has found an emergency to exist.

(b)

Trenching undertaken by the city, county or other government agency or public utility for installation, maintenance or repair of utility lines.

(c)

Grading pursuant to a road improvement plan adopted by the city council pursuant to section 7-13(e)(11).

(d)

Grading undertaken by the city or its authorized representative in the right-of-way.

(e)

Removal and backfill of in-ground fuel storage tanks when done in accord with fire code requirements with the condition that backfill is done according to standards established by the department of public services (see section article IV).

(f)

Tilling of soil for fire protection as authorized by the fire chief.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-22. - Grading permit required.

A grading permit shall be required in the following cases:

(a)

The combined volume of material excavated and filled will exceed fifty (50) cubic yards.

(b)

The depth of any cut or fill will exceed two (2) feet at its deepest point measured from the natural ground.

(c)

Grading and/or vegetation removal will disturb an area of more than two thousand (2,000) square feet.

(d)

Trenching, boring or other excavation as part of a geologic or geotechnical investigation required by the city.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-23. - Planning commission review required.

Planning commission review of the grading plan and permit shall be required in all cases where the proposed grading involves significant engineering or environmental issues as determined by the director of public services or where the proposed grading meets one (1) or more of the following criteria:

(a)

The combined volume of material excavated and filled will exceed five hundred (500) cubic yards.

(b)

Grading and/or vegetation removal will disturb an area greater than six thousand (6,000) square feet.

(c)

Grading will endanger an existing protected tree, as defined herein, which could otherwise be saved by redesigning the project.

(Ord. No. 854, § 1, 11-26-91; Ord. No. 920,, 11-12-97)

Sec. 9-24. - Application for grading permit.

Three (3) copies of an application for a grading permit and required fees shall be submitted by the property owner or authorized agent of the property owner to the department of public services. If the director of public services determines that a planning commission review will be required, the application will be transmitted to the director of planning and community development, who will coordinate review of the application.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-25. - Information required with application for grading permit.

The application for a grading permit must include all the following information unless the director of public services finds any item or items unnecessary to comply with the purposes of this chapter:

(a)

Full identification of property owner and, if applicable, authorized agent, including residence and business addresses, and phone numbers.

(b)

Address and complete description of the property to be graded, including any easements.

(c)

A statement of proposed use of the site to be graded.

(d)

A grading plan, prepared and signed by a California registered civil engineer, showing:

(1)

North arrow, equivalent horizontal and vertical scales (no smaller than one (1) inch equals twenty (20) feet), elevations referenced to an established point, date and name of preparer.

(2)

Location of existing and proposed buildings on site and within one hundred (100) feet of site boundaries and location of existing and proposed streets, driveways and easements on site.

(3)

Boundaries of the site to be graded.

(4)

Limits of the area(s) to be graded and the locations, dimensions, and slopes of cuts and fills.

(5)

Present (existing grade) and proposed (finished grade) contours at one-foot intervals where slopes under five (5) percent, two-foot intervals where slopes are over five (5) percent but under twenty-five (25) percent, and five-foot intervals where slopes are twenty-five (25) percent or more with an accuracy of at least ninety (90) percent within two (2) feet.

(6)

Calculations of cubic yards of excavations and fills.

(7)

Profiles and cross-sections sufficient to show the relationship of existing and proposed structures to existing and proposed contours.

(8)

Location, size and varieties of all trees onsite indicating those to be removed and any tree on adjacent property within twenty-five (25) feet of any grading operations.

(9)

Existing and proposed drainage and detailed plans for any proposed drainage structures.

(10)

Plans for erosion control during and after grading including planting, cribbing, terraces, sediment retention structures, and other such means of control.

(e)

Specifications for revegetation of the graded area to control erosion and restore the appearance of the site, including:

(1)

Location, size and variety of plants.

(2)

Proposed methods of planting and maintenance.

(3)

Schedule for installation.

(f)

The date the proposed grading is expected to start and to be completed; and the schedule for constructing sediment and erosion control structures.

(g)

The number, types and sizes of trucks and other equipment to be used for work on the site and for hauling excavated material.

(h)

Information necessary to process hauling permits per chapter 14, article III, if required.

(i)

The location of any temporary storage areas for fill material.

(j)

Detailed engineering specifications and drawings of retaining walls, drainage structures or other site improvements as required by the director of public services based on recommendations of the department staff and/or the city geologist.

(k)

Protection plans for all trees to be retained.

(l)

Topsoil stockpile areas.

(m)

Dust control plan.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-26. - Information which may be required.

The director of public services or the director of planning and community development may require additional information as part of an application for a grading permit when either finds that additional information is necessary to evaluate the proposed grading for conformity with the purposes of this chapter. Such additional information may include, but is not limited to:

(a)

Geotechnical report by a California licensed geotechnical engineer.

(b)

Engineering geology report by a California certified engineering geologist. An engineering geology report shall be required for certain grading in the San Juan Canyon Area as per section 7-12.

(c)

Landscape plans and specifications. All landscape plans shall be prepared by a licensed landscape architect except for projects involving one (1) single-family residence or when waived by the director of public services or the director of planning and community development. Landscape plans shall include:

(1)

List of plants giving standard botanical names; location, quantity and size of plants; outline of lawn areas; and identification of existing trees to be preserved, transplanted and removed.

(2)

Details of plantings to control erosion and restore appearance of graded surfaces or to screen graded slopes or retaining structures.



(3)

Methods of planting, including a description of soil preparation, fertilization and maintenance of both plantings and slopes until uniform coverage is achieved.

(4)

Evaluation of effect of plants at mature height on views and solar access to and from the site and adjacent properties.

(5)

Statement regarding the time to produce uniform coverage of slopes.

(6)

Details not shown on other plans of any site improvements such as retaining walls, irrigation systems, and drainage structures.

(d)

A report by a certified arborist that describes the location, size, species and condition of all trees on the project site and trees within twenty-five (25) feet of grading operation, and to what degree construction and grading activity might impact the trees. The report shall also include preventative and remedial recommendations to limit the impacts of construction and grading.

(e)

A list of all property owners owning land within three hundred (300) feet of the subject property together with a map showing these properties and stamped envelopes addressed to each property owner on the list.

(f)

An excavation or filing plan detailing on a topographic site plan how access will be provided to the site for grading vehicles, delimiting the maximum extent of ground disturbance and excavation necessary during the grading operation, and showing any temporary shoring or other ground stabilization measures proposed during grading.

(g)

Evidence of certified mailing of arborist report to adjacent owners of affected trees at least fifteen (15) days prior to public hearing.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-27. - Grading permit review by director of public services.

The director of public services shall review the application, refer it to other staff members and consultants for comment, as deemed necessary. The director shall approve the grading plans and permit application, with any conditions needed to accomplish the purposes of this chapter, upon making the following findings:

(a)

The proposed grading will not endanger the stability of the site or any adjacent properties or pose a significant ground movement hazard to adjacent properties.

(b)

The proposed grading will not significantly increase erosion or flooding affecting the site or other properties and will not degrade riparian habitats, stream channel capacity or water quality.

(c)

The proposed grading is necessary to allow reasonable use of the site.

(d)

The proposed grading, when completed, will result in a building site that is visually compatible with the surrounding land and accommodates any required off-street parking and retaining wall landscaping.

(e)

The proposed grading will meet the standards and specifications of article IV of this chapter.

(f)

For applications for geologic or geotechnical investigations, the director of public services and the applicant's geotechnical engineer or engineering geologist shall find that the form of vehicular access and methods of excavation are the simplest and least intrusive possible to obtain the geologic information required by the city.

(g)

The grading permit is conditioned on issuance of a hauling permit, if required.

(h)

The design of the project preserves existing protected trees on the site and trees on adjoining property to the extent possible.

(i)

Arborist recommendations for retained trees are incorporated into the grading plans.

If the director of public services cannot make all of the findings, the permit shall be denied.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-28. - Grading permit review by planning commission.

The following procedures shall govern planning commission review of a grading plan and permit application:

(a)

The director of the planning and community development department shall review the application, request additional information if needed, refer the application to other staff members and consultants for comment as deemed necessary, and prepare a staff report to the planning commission.

(b)

The planning commission shall hold a public hearing noticed as provided in section 11.4.1 of ordinance 360.

(c)

The planning commission shall approve, approve with conditions, or deny the application for a grading permit after making the appropriate findings as specified in section 9-27(a)–(h).

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-29. - Issuance of a grading permit.

Following approval of a grading plan and permit application under either section 9-27 or section 9-28, a grading permit shall be issued by the director of public services subject to the following conditions:

(a)

For a project requiring both a grading permit and a building permit, the two (2) permits shall be issued simultaneously. Exceptions to this general provision may be granted by the director of public services upon making one (1) of the following findings:

(1)

The applicant will suffer undue hardship consisting of loss of use of his or her property.

(2)

The impacts of grading such as erosion, vegetation disturbance, and visual scarring will be reduced by permitting grading before a building permit is approved.

(3)

All planning entitlements pertaining to the use and construction of the entire site, including the grading plan, have been approved by the city, and the applicant has satisfied all the application requirements for a grading permit, paid the required fees and posted the required bonds.

(b)

A grading permit to prepare a site for development of a new subdivision shall be issued only after the final subdivision map has been approved and recorded and the improvement plans have been approved by the city council, and a bond for the improvements has been posted with the city.

(c)

A permit for grading for other projects, including geologic or geotechnical investigations and landslide repairs, may be issued at any time after the application has been approved.

(d)

The proposed schedule allows sufficient time to complete the grading before the onset of wet weather (see [section 9-31](#)).

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-30. - Grading inspections.

All grading inspections shall be made pursuant to requirements of chapter 70 of the Uniform Building Code as adopted by the city. The director of public services will inspect work in progress and stop work that is not as approved. The city geologist will inspect as requested by the director of public services. Approved grading plans and the grading permit will be kept at the site. The permittee will notify the department of public services forty-eight (48) hours in advance of a required inspection. Grading inspections by the department of public services shall include at least the following:

(a)

Initial. Before grading commences and after construction stakes have been set.

(b)

Rough grading: When all rough grading has been completed.

(c)

Final: When all work has been completed and final report has been submitted, including:

(1)

As-graded plan prepared by a registered civil engineer.

(2)

Any required soil grading report prepared by licensed geotechnical engineer.

(3)

Any required geologic grading report prepared by a certified engineering geologist.

(4)

Any required report prepared by a certified arborist.

(Ord. No. 854, § 1, 11-26-91)

#### ARTICLE IV. - STANDARDS AND SPECIFICATIONS

It is the intent of the city that all grading, whether requiring permit or not, shall be backfilled, recompacted, planted for erosion control, and generally carried out according to standards and time limits contained herein.

Sec. 9-31. - Weather limitations.

All required erosion control structures shall be in place by November 15. Grading shall neither be initiated nor continued during the winter rain period between November 15 and April 15 except under the following conditions:

(a)

Grading is for emergency purposes, utility service, or by the city as specified in [section 9-21\(a\)](#), (b) and (c); or

(b)

Grading is for a geologic or geotechnical investigation required by the city; or

(c)

The director of public services determines, based on information submitted by the applicant, that very unusual circumstances pertain that warrant an exception and all of the following findings can be made:

(1)

All necessary erosion and sediment control structures are in place; and

(2)

The risk to the community of permitting the grading is less than in prohibiting it; and

(3)

A cash deposit of twenty-five hundred dollars (\$2,500.00) or such greater amount as deemed appropriate by the director of public services, has been deposited with the city to cover any potential cleanup, erosion control or restoration costs; and

(4)

A fee, in an amount to be determined by the city council, to cover staff time for application processing and field inspections has been paid.

(Ord. No. 854, § 1, 11-26-91)

**Cross reference**— Wet weather limitations, § 7-207.

Sec. 9-32. - Hours and days of operation.

All grading shall be done between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, unless otherwise specifically authorized by the director of public services.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-33. - Dust and dirt control.

All graded surfaces shall be wetted to prevent nuisance from blowing dust on city streets or adjacent properties. When required by the director of public services, water sprinkling equipment shall be maintained on the site during grading. All on-site haul routes must be oiled or treated frequently enough to contain earth materials and dust to prevent spillage on city streets or adjacent properties.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-34. - Cut and fill slopes.

The slope of cut and fill surfaces shall be no steeper than safe for the intended use and shall be no steeper than 2 horizontal to 1 vertical, unless a geotechnical engineering or an engineering geology report approved by the city states that a cut or fill at a steeper slope will be stable, will not increase erosion, will not cause drainage problems, and will not otherwise create a hazard to public or private property. A flatter slope may be required if a geotechnical engineering or engineering geology report approved by the director of public services states that a 2 horizontal to 1 vertical slope may be unstable, increase erosion, cause drainage problems, or otherwise create a hazard to public or private property.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-35. - Fills.

(a)

Fill Location. No fills shall be construed on natural slopes steeper than 2 horizontal to 1 vertical.

(b)

Fill Materials. All fill shall be earth, rock or other inert, nonorganic, metal-free materials, except that topsoil spread on graded surfaces may incorporate humus for moisture retention. No rocks or similar irreducible material with a maximum dimension greater than six (6) inches shall be buried or placed in fills; except, the director of public services may permit the placement of larger rock when a geotechnical engineer properly devises a method of placement, continuously inspects the placement, and approves the fill stability. The following conditions also apply:

(1)

Prior to issuance of the grading permit, potential rock disposal areas shall be delineated on the grading plan.

(2)

Rock sizes greater than six (6) inches in maximum dimension shall be ten (10) feet or more below grade, measured vertically.

(3)

All voids around rocks are to be filled with properly compacted, approved fill material.

(c)

Ground Preparation. The ground surface shall be prepared to receive fill by removing vegetation, noncomplying fill, topsoil and other unsuitable materials, and by scarifying to provide a bond with new fill.

(d)

Benches. Where slopes are steeper than 5 horizontal to 1 vertical and height is greater than five (5) feet, the ground shall be prepared for fill by benching into sound bedrock or other competent material as determined by a geotechnical engineer or engineering geologist to the satisfaction of the director of public services and the city geologist. The bench under the toe of a fill shall be at least ten (10) feet wide. The area beyond the toe of fill shall be sloped for sheet overflow or a paved drain shall be provided. Where fill is to be placed over a cut, the cut must be made before placing fill and approved by the permittee's geotechnical engineer and engineering geologist as a competent and suitable foundation for the intended fill.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-36. - Compaction of fills.

Fill intended to support structures or otherwise required to be stable shall be compacted, inspected and tested in accordance with the following provisions:

(a)

Unless otherwise directed by the director of public services, the fill shall be spread in a series of layers, each not exceeding six (6) inches in thickness and compacted by sheepsfoot roller or other approved method after each layer is spread.

(b)

All portions of fills required to be compacted shall be compacted to a minimum of ninety (90) percent of maximum density as determined by UBC Standard No. 70-1. In-place density shall be determined in accordance with UBC Standard No. 70-2, 70-3, 70-4 or 70-5.

(c)

The moisture content of the fill material shall be controlled at the time of spreading and compaction to obtain the required density.

(d)

A written report of the compaction showing location and depth of test holes, materials used, moisture conditions, recommended soil bearing pressures, and relative density obtained from all tests, prepared by a geotechnical engineer, shall be submitted by the permittee and approved by the director of public services.

(e)

When, in his or her opinion, site conditions or materials warrant, the director of public services may require additional tests and information, or delete any requirement contained in this section.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-37. - Backfilling.

All trenches or excavations made in any slope of an excavated or filled site shall be backfilled to the level of the surrounding grade. Such backfill shall be compacted to the original density of the excavated materials, but in no case less than ninety (90) percent of the maximum density as determined by UBC Standard No. 70-1 or as specified by the director of public services.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-38. - Stability of cut slopes.

No cut exceeding five (5) feet in depth shall be permitted unless a geotechnical or engineering geology report, signed by a California licensed geotechnical engineer or registered engineering geologist, concludes that the cut will not imperil the stability of the site or adjacent sites.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-39. - Finished cuts and slopes.

The exposed or finished cuts or slopes of any fill or excavation shall be smoothly graded. No such fill, slope or cut shall exceed a vertical height of fifteen (15) feet unless specifically approved by the director of public services. If finished cuts or slopes in excess of fifteen (15) feet are permitted, intercepting drains or terraces are required as provided in [section 9-41](#). All surface waters accumulated by such drains and terraces shall be conducted to an approved point of discharge. Any such terrace or intercepting drain shall be designed to prevent overflow which may cause erosion. All exposed slopes of any cut or fill subject to erosion shall be protected by approved planting, crib walls, terracing or a combination thereof. Graded surfaces exceeding six thousand (6,000) square feet shall be treated as provided in [sections 9-41, 9-42 and 9-43](#).

(Ord. No. 854, § 1, 11-26-91)

**Sec. 9-40. - Setbacks.**

The setbacks specified in this section are minimums and may be increased by the director of public services or the planning commission when larger setbacks are found necessary for safety or stability or to prevent damage to adjoining properties from deposition or erosion or to provide access for maintenance of the slope and slope drainage. Retaining walls may be used to reduce the required setbacks when permitted by the director of public services or the planning commission. Required setbacks are:

(a)

Setbacks from property lines. The tops of cuts and toes of fills shall be set back from the outer boundaries of the site as shown in figure 1a.

(b)

Setbacks from structures. The tops of cuts and toes of fills shall be set back from structures as shown in figure 1.

(c)

Setbacks from stream channels. No grading which would require a permit under this chapter shall be permitted within fifty (50) feet of a bank of Belmont or East Laurel creeks except grading necessary to assure adequate stream flow and channel maintenance.

(Ord. No. 854, § 1, 11-26-91)

**Editor's note**— Figures 1 and 1a, referred to in subsections (a) and (b), are not included herein.

**Sec. 9-41. - Drainage and terracing.**

Adequate provision shall be made to prevent any surface waters from damaging the cut face of an excavation, or any portion of a fill. All drainage ways and structures shall carry surface waters, without producing erosion, to the nearest practical street storm drain or natural water course approved by the director of public services as a safe place to deposit and receive such waters. The director of public services may require such drainage structures to be constructed or installed as necessary to prevent erosion, or to prevent saturation of the fill or material behind cut slopes. Drainage structures shall be provided which are adequate to dispose of surface waste or debris during grading. Benched building lots shall be prohibited in cases where reasonable, alternative foundation designs are available which would reduce overall grading. For minimum standards of drainage and terracing, see chapter 70 of the UBC.

(Ord. No. 854, § 1, 11-26-91)

**Sec. 9-42. - Erosion control.**

The faces of cut and fill slopes shall be prepared and maintained to control against erosion during and after grading. Erosion control may consist of effective planting, berms, silt basins, check dams, terraces, crib walls, and other such measures which have been approved by the director of public services. Erosion control shall be completed within thirty (30) days of cessation of grading work, or as otherwise specified by the director of public services.

(Ord. No. 854, § 1, 11-26-91)

**Sec. 9-43. - Planting for erosion control.**

Whenever ground cover, shrubs, trees or other vegetation have been removed pursuant to lawful grading, the grader shall restore and maintain approved drought-tolerant ground cover or other erosion control as required by permit. The director of public services may require the planting of interim ground cover if necessary to prevent erosion during the period from initial grading to the construction of any buildings and reestablishment of permanent vegetation cover. When slopes too steep to support continuous ground cover are permitted, screening shall be accomplished by placing vines and plantings in niches and ledges set in the slopes. Cuts and fills along public roads, roadside trails or paths may be required to be landscaped to blend into the natural surroundings. All plant materials to be used shall be specified by the permittee and approved by the director of public services. Topsoil shall be stockpiled during rough grading and returned to graded surfaces. Additional topsoil shall be procured, if needed, so that all graded areas, including cut slopes, will be covered with at least eight (8) inches of topsoil after grading has been completed.

(Ord. No. 854, § 1, 11-26-91)

**Sec. 9-44. - Protected trees.**

Protected trees shall be preserved whenever possible. Protected trees shall be protected from damage during grading per the city's standard details and any required arborist recommendations. The requirements of chapter 25 regarding permits for tree removal shall also be met.

(Ord. No. 854, § 1, 11-26-91)

**Sec. 9-45. - Dumping.**

All dumping of excavated materials shall be in accord with provisions of article VI "Filling and Dumping," City Code.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-46. - Blasting.

No blasting shall be permitted on the site without a special permit from the planning commission.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-47. - Retaining wall design.

All retaining walls visible from the public right-of-way which are greater than three (3) feet in height shall be of such a design as to conform with the natural setting and surroundings by meeting the following standards:

(a)

Retaining walls shall be of a medium to dark earthtone color.

(b)

Retaining walls shall be articulated in either a vertical or horizontal plane, e.g. advancing and receding vertical faces of walls or articulated top of wall.

(c)

The materials of the walls shall not be wire cut concrete block or similar materials.

(d)

Materials to be used shall provide a rough texture such as natural stone, brick veneer, fluted or split face stone, crib block, wood, or similar materials.

(Ord. No. 854, § 1, 11-26-91)

ARTICLE V. - EXCEPTIONS, REVOCATIONS, SUSPENSIONS, EXPIRATION, APPEALS, FEES, BONDS AND PENALTIES

Sec. 9-48. - Exceptions.

Exceptions to the provisions of this chapter may be authorized by the planning commission upon making all of the following findings:

(a)

Site conditions are such that it is impractical or impossible to comply with all provisions of this chapter.

(b)

The exception is necessary for the owner to accommodate reasonable use of the site.

(c)

The exception will not impair public safety.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-49. - Suspension, restoration and revocation of permit.

(a)

Any permit issued under the provisions of this chapter shall be suspended by the director of public services upon finding that the terms of the permit are being violated. The suspension shall be in writing and the permittee shall stop all work immediately upon receiving such notification.

(b)

The director of public services may determine that the violations of the terms of the permit have been remedied and restore a suspended permit, requiring as a condition of such restoration any measure found necessary to compensate for or repair any damage resulting from the violation of the terms of the permit.

(c)

A suspended permit may be permanently revoked only by the planning commission following written notice to the permittee and a public hearing. To do additional grading, the holder of a revoked permit must file a new application for a grading permit.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-50. - Expiration of permit.

A grading permit will expire if grading has not begun within one (1) year of issuance or is not completed within one and one-half (1½) years of starting work or is not completed according to a schedule approved as a part of the permit.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-51. - Transfer of permit.

A grading permit may be transferred to another person upon notification and certification to the satisfaction of the director of public services that the new permittee is willing and able to accept responsibility for any grading already undertaken and to meet all of the permit conditions.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-52. - Appeals.

(a)

All administrative decisions made in accord with provisions of this chapter may be appealed to the planning commission.

(b)

The owner of the property where grading is proposed, the applicant, or interested persons, defined as those owning property within three hundred (300) feet of the proposed grading, may appeal planning commission decisions to the city council. Planning commissioners and staff who participated in the decision may not appeal to the city council.

(c)

Appeals to the city council must be made within ten (10) days of the decision of the planning commission. Appeals shall be made on a form provided by the planning department. In addition to any other information deemed necessary by the planning director, the form shall request the reasons for appeal and why the applicant is eligible to appeal under this section.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-53. - Fees and deposits.

Filing fees and deposits shall be as established by resolution of the city council as amended from time to time. The filing fee shall be set to cover the cost of the city to review and investigate the application and inspect the work in process. A cash deposit shall be required to cover the services of consultants to the city staff to review and investigate the application and inspect the work in process.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-54. - Cash deposit and surety bond.

Prior to receiving a permit for grading, the applicant shall deposit with the director of public services five hundred dollars (\$500.00) in cash and a surety bond in an amount deemed sufficient by the director of public services to guarantee that all conditions and requirements of the grading permit will be faithfully upheld; that all improvements, including landscaping and landscaping maintenance, will be carried out as, and in the time periods, specified in the permit. The cash deposit and surety bond also will be used by the city, if necessary, to repair, to the satisfaction of the director of public services, any damage caused to the city streets or property by the permittee in the course of grading. The bond shall be executed by sureties approved by the director of public services and shall be in such form as approved by the city attorney. The cash deposit and bond held as security shall be released to the permittee following final inspection of the grading.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-55. - Insurance.

Prior to receiving a permit for grading, the applicant shall deposit with the director of public services a certificate of a responsible insurance company showing that the applicant is insured in an amount deemed sufficient by the director of public services against any loss or damage to persons or property arising directly or indirectly from the operations of the applicant, or any person acting in or on behalf of the applicant, in carrying on the operations connected directly or indirectly with the grading for which a permit is issued. The applicant shall also deposit with the director of public services an executed release in which the applicant acknowledges all conditions of approval and that the applicant indemnifies and holds the city harmless from any and all claims or causes of action arising either directly or indirectly from the operations of the applicant or any person acting in or on behalf of the applicant in carrying out the operations connected directly or indirectly with the grading for which a permit is issued.

(Ord. No. 854, § 1, 11-26-91)

Sec. 9-56. - Violations and penalties.



Any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and each day of violation shall be considered a separate offense. Conviction of any such violation is punishable by a fine of not more than one thousand dollars (\$1,000.00) or imprisonment for not more than one hundred eighty (180) days or both.

(Ord. No. 854, § 1, 11-26-91)

Secs. 9-57—9-66. - Reserved.

#### ARTICLE VI. - FILLING AND DUMPING<sup>[2]</sup>

Footnotes:

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**Editor's note**— For the renumbering of this article, see the editor's note at the beginning of this chapter.

Sec. 9-67. - Permit required.

No person shall place or deposit or dump on any private property in the city any earthen or other material unless the building official shall have granted a permit to do so.

(Code 1961, § 10.26)

Sec. 9-68. - Application for permit.

No permit to place or deposit or dump earthen or other material on any private property in the city shall be granted except upon the written application of the owner of such property filed with the building official who shall require any such material to be so placed on any private property that the natural drainage of such property and all property adjacent thereto within the same block shall be unaffected by such placing of material thereon.

(Code 1961, § 10.26)

Sec. 9-69. - Deposit required.

Any dumping permit as required by this article may require the applicant to deposit with the building official a sum sufficient in the opinion of the city engineer to assure compliance with the terms of this article including compaction of such material on such property and the construction of any pipe, conduit, retaining wall or other structure reasonably necessary to avoid impeding natural drainage in, over or across such property and any other adjacent property.

(Code 1961, § 10.27)

Sec. 9-70. - When application referable to council.

Any application to dump over fifty (50) yards of material shall be referred to the city council for its approval and for its report to the building official.

(Code 1961, § 10.26)

Sec. 9-71. - Report on drainage required.

The building official shall require, at the expense of the applicant, a report from the city engineer of this city of any works or structure appropriate to preserve the natural drainage of surface waters over such property and adjacent property.

(Code 1961, § 10.28)

Sec. 9-72. - Supervision of operations.

The building official shall supervise the operation of the dumping of such material to see that it is done in conformity with this article and upon the completion thereof he shall file such application and a copy of such permit, together with a report thereon with the city clerk.

(Code 1961, § 10.28)

Sec. 9-73. - Conformance with provisions relating to grading and excavating.

Every applicant for a permit to place or deposit or dump material on private property within the city which has not at the time of such application been subdivided into building lots shall first conform to the provisions of the ordinances of this city which relate to the grading of any area, and shall also conform to the provisions of the ordinances of this city regulating excavation of material.

(Code 1961, § 10.29)

**APPENDIX A**

**City of Belmont Municipal Code**

**Section 7-401**

**Classification of Nuisances**

## Sec. 7-401. - Classification of nuisances.

The following acts and conditions, when performed or existing upon any lot, piece or parcel of land within the City of Belmont, are hereby defined as and declared to be public nuisances because they are deemed to be injurious or potentially injurious to the public health, safety and welfare and they have a tendency to degrade the appearance and property values of surrounding property or cause damage to public rights-of-way:

1.

Property where:

a.

Erosion, subsidence, or surface water drainage problems exist.

b.

Overgrown vegetation; dead, decayed, diseased, or hazardous trees, firewood; weeds and other vegetation is likely to harbor rats, vermin or nuisances or may be a fire hazard.

c.

Garbage or trash cans or containers and recycle containers remain in front or side yards in areas visible from the public right-of-way at any time other than 12:00 p.m. (noon) on the day before scheduled trash pickup to 12:00 p.m. (noon) the day after trash pickup (i.e., forty-eight (48) hours total).

d.

An individual or entity is conducting a business and the business is not entirely conducted within the structure in violation of the Zoning Ordinance and is not a legal non-conforming use pursuant to other provisions of this Code or the Zoning Code.

e.

For a period longer than seven (7) days any of the following is maintained:

(1)

Abandoned, wrecked, dismantled aircraft, boats, boat trailers, inoperative or unregistered for operation motor vehicles, recreational vehicles, recreational vehicle equipment, trailers, campers, camper shells, vans, minivans, pickup trucks or similar vehicles.

(2)

Debris, rubbish, and trash visible from public rights-of-way.

(3)

Broken, inoperative or discarded household furnishings, appliances, boxes and cartons, lawn maintenance equipment, play equipment, toys and similar materials.

(4)

Discarded building materials.

(5)

Discarded, broken or inoperative machines and tools.

(6)

Materials or items of any nature on roof tops.

(7)

Garbage or trash cans or containers which cause offensive odors to neighbors.

f.

Attractive nuisances exist (those objects which, by their nature, may attract children or other curious individuals) including, but not limited to unprotected and/or hazardous pools, ponds, ice boxes, refrigerators, excavations, or personal property not expressly incorporated into the landscaping or which is likely to cause injury to children or other curious individuals.

g.

Clothes lines are located in front yard areas.

h.

Any vehicles including recreational vehicles, aircraft, recreational vehicle equipment, boats, boat trailers, campers, camper shells, vans, minivans, pickup trucks or similar vehicles are parked on areas which are not, by permit, expressly paved and/or otherwise surfaced to allow parking.

i.

Aircraft, recreational vehicles, recreational vehicle equipment, boats, boat trailers, campers or camper shells are parked:

(1)

Within the front yard setback extending onto or over any public sidewalk, curb or edge of pavement or so as to create a site distance problem.

(2)

Exceptions: Vans, minivans, three-quarter, half ton, small pickup truck/camper combinations or other similarly sized vehicles may be parked in the driveway provided:

(a)

The vehicle is currently registered.

(b)

The vehicle is kept in good repair and operating order.

(c)

No portion of the vehicle or trailer extends onto or over any public sidewalk, curb or edge of pavement or so as to create a site distance problem.

j.

Building materials are stored for a period of longer than sixty (60) days.

2.

Structures or buildings, both permanent and temporary, or other lot improvements, which have any one of the following characteristics:

a.

Are structurally unsafe, either entirely or in part.

b.

Are a fire hazard.

c.

Have faulty weather protection, including but not limited to crumbling, cracked, missing, broken or loose exterior plaster or other siding, roofs, foundations or floors (including lack of paint or other protective finish), broken or missing windows or doors.

d.

Are unfinished and for which the permit for construction has expired.

e.

Are unoccupied and have been left unlocked or otherwise open or unsecured from intrusion by persons, animals or the elements.

f.

Are temporary storage containers, cargo containers, shipping containers maintained on property in excess of fourteen (14) days.

g.

Are fences or walls which violate zoning regulations regarding height, or which are in a hazardous condition, or which are in disrepair, or which hinder free access to public right-of-way.

h.

Are signs which advertise uses no longer conducted or products or services no longer sold on the premises, except where such signs are legally permitted.

(Ord. No. 760, § 5, 2-10-87; Ord. No. 936, § 1, 10-13-98; Ord. No. 1002, § 1, 11-9-04)

**APPENDIX A**

**City of Belmont Municipal Code**

**Chapter 30**

**Administrative Enforcement**

Chapter 30 - ADMINISTRATIVE ENFORCEMENT<sup>(1)</sup>

Footnotes:

--- (1) ---

**Cross reference**— Administration, ch. 2.

Sec. 30-1. - Purpose and intent.

The city council has determined that the enforcement of this Code, any code it adopts by reference, and applicable state codes is an important public service and is vital to the protection of the public's health, safety, and quality of life. The city council has determined that there is a need for alternative methods of code enforcement and that a comprehensive code enforcement system uses a combination of criminal, civil, and administrative remedies to gain compliance with Code regulations.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-2. - Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

a.

"Administrative citation" is a notice issued by an enforcement officer pursuant to this chapter that there has been a violation of the Code and that an administrative fine is imposed.

b.

"Code Violation" is any violation of this Code, any code it adopts by reference, any other ordinance of the city, or applicable law or legally enforceable standard.

c.

"City manager" is the city manager or his or her designee.

d.

"Enforcement officer" is an individual designated by the city manager to enforce the provisions of the Code or other applicable law.

e.

"Hearing authority" shall consist of any member of the senior management team of the city, or any appointed non-employee hearing officer.

f.

"Issuance date" is the day an administrative citation is personally served on a responsible person, is mailed to a responsible person, or is posted on real property where a property-related violation occurred.

g.

"Issue" means to give, mail, or post an administrative citation.

h.

"Notice of decision" is a notice that informs a responsible person of a decision made by a hearing authority pursuant to the provisions of this chapter.

i.

"Notice of violation" is any notice that informs a person that a violation of the Code, any code it adopts by referenced, or other applicable law, occurred.

j.

"Preliminary reviewing authority" is the department head of the issuing enforcement officer.

k.

"Responsible person" is any of the following:

l.

An individual or legal entity that, by action or inaction, causes or maintains a Code violation or permits or allows a Code violation.

2.

An individual or legal entity whose agent, employee, or independent contractor, by action or inaction, causes or maintains a Code violation or permits or allows a Code violation.

3.

An owner of, or a lessee or sub-lessee, with current right of possession of real property on which a Code violation occurs.

4.

An individual or legal entity that uses the property where the violation occurs.

5.

An on-site manager of a business normally working at the site when the business is open and responsible for the activities at such business.

6.

The owners, majority stockholders, controlling owners, corporate officers, trustees, and/or general partners of a legal entity that is a responsible person under subsections 1. through 5. above.

7.

If any of the above persons are minors, the parents or guardians of such minors shall be deemed the responsible person.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-3. - General enforcement authority.

For purposes of this chapter, the city manager and his or her designated enforcement officers shall have the power to issue notices of violation and field citations, inspect public and private property, and use whatever judicial and administrative remedies are available under this Code or other law. More specific provisions regarding administrative or other enforcement authority and procedures for particular violations may exist in this Code.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-4. - Authority to inspect.

Enforcement officers are authorized to enter upon any property or premises within the City to ascertain whether the provisions of the Municipal Code are being obeyed, and to make any examination and surveys as may be necessary in the performance of their enforcement duties. These inspections may include the taking of photographs, samples, or other physical evidence. All inspection, entries, examinations and surveys shall be done in a reasonable manner and in accordance with law. If an owner, occupant, or agent refuses permission to enter or inspect, the enforcement officer may seek an administrative inspection warrant pursuant to law.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-5. - Notice of pending administrative enforcement.

For the purpose of this chapter, the enforcement officer may record with the registrar-recorder/county clerk/county recorded a notice against a property which is the subject of an administrative enforcement action pending with the city. A notice of pending administration action shall be on a form approved by the city manager and shall describe the nature of the administrative action and refer to the Code provision governing the pending administrative action.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-6. - Notice of violation.

Whenever an enforcement officer determines that a violation exists, the enforcement officer may issue a notice of violation to any responsible persons. The notice of violation must include the following information:

a.

The Code section(s) violated.

b.

A description of the condition creating the violation(s).

c.



The address where the violation(s) occurs.

d.

The name of the responsible person and any other involved persons.

e.

The date and, if relevant, time at which the violation was observed.

f.

If applicable, a list of any corrections to bring the property into compliance.

g.

A deadline or specific date to correct the violations.

h.

The signature of the enforcement officer issuing the notice of violation.

i.

The date of issuance of the notice of violation.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-7. - Issuance of notice of violation.

A notice of violation may be issued as follows:

a.

An enforcement officer may personally serve the notice of violation on the responsible person, or

b.

An enforcement officer may mail the notice of violation to the responsible person by first class mail, or

c.

An enforcement officer may post a copy of the notice of violation on the subject property in a conspicuous place for a property-related Code violation and, in which case, the enforcement officer shall also mail a copy of the notice of violation to the responsible person at the address where the violation occurred.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-8. - Administrative citations.

Regardless of whether a responsible person(s) has already received a notice of violation or some comparable notice, and failed to correct the violation within the time prescribed in the notice, an enforcement officer may issue an administrative citation to each and every responsible party previously notified. The administrative citation gives notice of the administrative fines or penalties imposed pursuant to this chapter.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-9. - Contents of administrative citation.

An administrative citation shall include the following:

a.

A description of the condition creating the violations(s).

b.

The address where the violation(s) exists.

c.

The name of the responsible person(s) and any other involved persons.

d.

The date and, if relevant, time at which the violation was observed.

e.

The amount and due date of the fine or penalty.

f.

A description of the procedure to pay the fine.

g.

A description of the procedure for requesting the preliminary review, waiver of fine deposit, and hearing to contest the administrative citation.

h.

If applicable, a list of any corrections to bring the property into compliance.

i.

A statement that any unpaid fines or penalties may be placed as a special assessment or lien against the property where a violation occurs.

j.

Signature of the enforcement officer issuing the administrative citation.

k.

The date of issuance.

l.

Any other information deemed necessary for enforcement or collection of the administrative fines.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-10. - Administrative fines and penalties.

(a)

Any violation of a provision of this Code, any code it adopts by reference, or other applicable law, may be subject to an administrative fine or penalty pursuant to this chapter. (This also includes any violation of any condition imposed upon the issuance of any permit, license, conditional use permit, or other approval (e.g. subdivision map, special use permit, variance, zoning clearance) pursuant to this Code.

(b)

Each and every responsible person regarding a Code violation(s) is joint and severally liable, in accordance with notice and procedures of this chapter, for all fines or penalties imposed for the violation(s).

(c)

A violation that exists for more than one (1) day shall be considered a separate and distinct violation for each day that it exists. Each daily violation may be subject to the maximum fine or penalty permitted under this chapter.

(d)

An administrative citation may charge a Code violation for one (1) or more days on which a violation exists and for violation of one (1) or more Code sections.

(e)

The administrative fines and penalties delineated in this chapter are in addition to, and do not preclude imposition of, any other remedies, criminal, civil, or administrative, available to the city. Imposition of administrative fines or penalties shall be at the sole discretion of the city.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-11. - Issuance of administrative citations.

An administrative citation may be issued in one (1) or more of the following ways:

a.

An enforcement officer may personally serve the citation on the responsible person. The responsible person is required to sign a copy of the administrative citation showing his or her receipt, but his or her failure to do so shall have no effect on the enforcement of the citation, or

b.

An enforcement officer may mail the administrative citation to the responsible person by first class mail, or

c.

An enforcement officer may post a copy of the administrative citation on the subject property in a conspicuous place for a property-related Code violation and, in which case, the enforcement officer shall also mail a copy of the administrative violation to the responsible person at the address where the violation occurred.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-12. - Amount of administrative fines and penalties.

(a)

The administrative fines for violations of this Code, as specified in this chapter shall be established by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated Code violations within specific periods of time.

(b)

Administrative fines not paid prior to their due date shall result in the imposition of a penalty and interest for every day of delinquency, as set forth by resolution.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-13. - Payment of fines.

(a)

All fines are due on the day specified in the administrative citation.

(b)

Fines shall be paid to the city. Payments shall be made in accordance with procedures established by the finance director.

(c)

Payment of a fine or penalty pursuant to this chapter shall not excuse or discharge any continued or repeated violation of this Code.

(d)

Pending a hearing by the hearing authority, payment of a fine may be stayed if the preliminary reviewing authority determines, pursuant to subsection 30-15(h), that a responsible person is unable to pay the fine.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-14. - Collection of delinquent fines and penalties and other remedies.

(a)

Failure to pay a fine or penalty before the time set forth in the administrative citation shall result in the imposition of interest and penalties, as established by resolution.

(b)

The city may pursue any and all legal and equitable remedies for the collection of fines, including interest and penalties.

(c)

Delinquent fines, interest, and penalties may be recorded as a lien or special assessment against the property on which the Code violation occurred. Prior to recording a lien or special assessment, the city shall prepare a cost report itemizing the amount owed by the responsible person. The city shall comply with the State Franchise Tax Board or any other state or county law pertaining to the recording of any delinquent fines, interest, and penalties as a lien on the property, or as a special assessment.

(d)

The administrative citation process described in this chapter does not preclude the city from recovering any Code violation abatement cost incurred by the city in performing its code enforcement efforts.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-15. - Preliminary review.

(a)

A person that received an administrative citation may request a preliminary review. Such request must be made within seven (7) calendar days of the date that the administrative citation is issued, or prior to the due date specified on the administrative citation, whichever is earlier. Failure to request a preliminary review before the deadline constitutes a waiver of any preliminary review.

(b)

A request for a preliminary review shall be made in writing and filed with the city clerk and shall include all information that the responsible person desires the preliminary reviewing authority to consider in his or her preliminary review of the citation. A request for preliminary review may include a request for waiver of the fine deposit. A responsible person requesting a waiver of fine deposit bears the burden to establish by substantial evidence, including sworn affidavit, that he or she is unable to deposit the fine imposed by the administrative citation.

(c)

The preliminary review shall be conducted by the preliminary reviewing authority.

(d)

The preliminary review shall include a review of the notice of violation, the administrative citation, the written request for a preliminary review, and any evidence the responsible person may submit with the written request.

(e)

The cited person shall be notified of the results of the preliminary review within fourteen (14) calendar days of filing a written request for preliminary review. The decision on a preliminary review is not a final disposition and therefore is not subject to judicial review.

(f)

A request for preliminary review shall not extend any time period for compliance, the due date of any fine imposed, or the time to request an administrative hearing.

(g)

If the preliminary reviewing authority concludes that no Code violation occurred or that the responsible person was not responsible for the Code violation, then he or she shall dismiss the notice of violation and/or administrative citation, without prejudice to the issuance of a further notice of violation and/or administrative citation should additional evidence be developed.

(h)

The preliminary reviewing authority shall also rule whether the responsible person qualifies for waiver of the fine deposit, if such a request has been made.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-16. - Administrative hearing.

(a)

A cited person may request an administrative hearing. Such request must be filed within twenty (20) calendar days of the issuance of the first administrative citation, or denial of request for dismissal pursuant to the preliminary review, whichever is later. Failure to request a hearing before the deadline, or failure to comply with all the terms for requesting a hearing, constitutes an abandonment of such request and a failure to exhaust administrative remedies.

(b)

A request for an administrative hearing shall be made in writing and filed with the city clerk, and shall include any grounds which the responsible person wishes the city to consider. Unless waived upon preliminary review, the request shall be accompanied by a deposit of the full amount of the fine, plus any penalties imposed by the administrative citation in the event the fine has not yet been paid.

(c)

A cited person may request one (1) continuance of a hearing provided he or she does so in writing before the date of the hearing and states a reasonable basis for the request. Unless the city issues a written notice of continuance, the hearing shall take place on the date, time and location specified in the notice of hearing transmitted to the cited person. A cited person's failure to attend a hearing shall constitute an abandonment of the request for the hearing and a failure to exhaust administrative remedies.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-17. - Hearing process.

(a)

The hearing shall be conducted by the hearing authority on the date, time, and location specified in the notice of hearing transmitted to the cited person.

(b)

The notice of violation, the administrative citation, and other reports and other reports prepared by an enforcement officer concerning a Code violation shall be accepted by the hearing authority as prima facie evidence of the facts stated in such documents.

(c)

The hearing authority shall allow the cited person an opportunity to testify at the hearing and to present evidence about any code violation specified in the notice of violation or administrative citation.

(d)

The enforcement officer or other representatives of the city may, but are not required, to attend the hearing.

(e)

The hearing authority may continue a hearing from time to time and may allow a responsible person additional time to remedy a violation. In addition, the hearing authority may request additional information or evidence from the cited person.

(f)

All hearings shall be recorded on a video or audio device, unless the city elects to use a court reporter. If a court reporter is not used, the city need not provide transcripts of any hearings, but, within fifteen (15) calendar days after payment of reasonable duplication fee, shall make the video and/or audio recordings available to the responsible person. If a court reporter is used, a recipient of the administrative citation may obtain a copy of the transcript upon payment of any applicable fees or costs.

(g)

A hearing need not be conducted in accordance with the technical rules of evidence. Any relevant evidence may be admitted if it is evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might consider such admission improper in a civil action. Irrelevant or unduly repetitious evidence shall be excluded.

(h)

After considering all testimony and evidence submitted at the hearing, the hearing authority shall issue a written decision to affirm, modify or dismiss the administrative citation. The decision shall include the hearing authority's findings, as well as information regarding the cited person's right to seek judicial review of the decision and the time in which to do so. The city shall issue the cited person a copy of the hearing authority's written decision (the "notice of decision"). The decision of the hearing authority shall be final.

(i)

If the hearing authority determines that the administrative citation should be affirmed, the fine and/or penalty amount of deposit with the city shall be retained by the city.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-18. - Consideration in other proceedings.

The city council, planning commission, or other similar body, or city staff may consider the fact that a person has been issued an administrative citation when determining whether to grant, suspend, revoke, or deny any permit, license, or other approval, regarding a matter related to the condition causing the Code violation, to that person, and may consider such administrative citation to be evidence that the person has committed acts that threaten the health, safety, and welfare of the general public.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-19. - Judicial review.

A cited person may seek judicial review of the hearing authority's decision by filing a petition for review with the Superior Court, pursuant to Government Code Section 53069.4 within twenty (20) calendar days after service of a copy of the notice of decision. In any such action, the prevailing party shall have the right to recover reasonable attorney fees and cost.

(Ord. No. 1016, § 1, 6-13-06)

# **APPENDIX B**

## **Enforcement Response Guide**

### Enforcement Response Guide (For C.3.h)

Enforcement		Use	Examples	Suggested Time to:	
Level	Action		Operation and Maintenance (C.3.h)	Achieve Compliance	Perform Follow-up Inspection
<b>1</b>	<b>Verbal Warning</b>	For <u>threatened violations</u> due to inadequate maintenance to prevent pollution, or threatened non-stormwater discharges disallowed by MRP.	Poor maintenance of the stormwater treatment or control measure (which may include bioretention areas, pervious pavement, or underground detention), leading to poor effectiveness of the measure, such that they are almost effective, but do not achieve the maximum extent practicable standard, mitigation of the pollutant generating activity they are intended to control.	Within 30 business days, unless more time for compliance is needed or other exceptions apply. Property owner must furnish a letter describing need for additional time for compliance.	Within 30 business days.
<b>1</b>	<b>Warning Notice</b>	Issue for <u>minor violations</u> or inadequate response to a verbal warning. A Warning Notice may be in the form of a written inspection report, (e.g., a completed Standard Storm water Facility Inspection Report Form); letter; or checklist that describes violations,	Failure to maintain the stormwater treatment or control measure (which may include bioretention areas, pervious pavement, or underground detention), leading to poor effectiveness of the measure, such that they are almost effective, but do not achieve the maximum extent practicable standard, mitigation of	Within 30 business days, unless more time for compliance is needed or other exceptions apply. Property owner must furnish a letter describing need for additional time for compliance.	Within 30 business days.

Enforcement		Use	Examples	Suggested Time to:	
Level	Action		Operation and Maintenance (C.3.h)	Achieve Compliance	Perform Follow-up Inspection
		expected corrections, and schedule for correction.	the pollutant generating activity they are intended to control. Failure to retain adequate records of maintenance activities.	Any actual discharges shall be ceased immediately.	
<b>2</b>	<b>Notice of Violation</b>	Issue for inadequate response to a Verbal Warning or Warning Notice or for <u>significant violations</u> . An NOV is a written (official) notice that requires a written response with corrective actions to be taken.	The stormwater treatment or control measure is ineffective for the pollutant generating activity it is intended to control.  Failure to cease an actual discharge immediately; failure to implement permanent corrective actions to mitigate potential discharges; or repeated history of noncompliance.	Within 30 business days, unless more time for compliance is needed or other exceptions apply. Property owner must furnish a letter describing need for additional time for compliance.  Any actual discharges shall be ceased immediately.	Within 30 business days.
<b>3</b>	<b>Administrative Order/Citation</b>	Issue for <u>major violations</u> or if the response to written warning is inadequate. A notice to comply may be in the form of a cease and desist order, notice to comply, notice to abate, or a letter that describes violations, expected	Deliberate or negligent dumping or unmitigated non-stormwater discharge that is not specifically allowed by the MRP or has a significant impact on stormwater quality.  Continued failure to cease an actual discharge; continued failure to implement permanent	30 business days, unless more timely compliance is feasible or other exceptions apply.  A longer compliance schedule may be approved if more time is needed than provided above or requiring the immediate	Within 30 business days.  Long-term compliance schedules may require progress



Enforcement		Use	Examples	Suggested Time to:	
Level	Action		Operation and Maintenance (C.3.h)	Achieve Compliance	Perform Follow-up Inspection
		corrections, and schedule for correction. Cost recovery may be required for administrative penalties, additional inspection time, and emergency corrective actions.	corrective actions to mitigate discharges; or repeated recalcitrance.	cessation of pollutant or illicit discharge generating activities until long-term remedies may be implemented.  Any actual discharges shall be ceased immediately.	confirmation inspections.
<b>4</b>	<b>Legal Action</b>	Pursue for the most serious violations including where recalcitrance or where the response to the Administrative Order is inadequate. These types of violations are referred to the County District Attorney's Office or County Counsel's Office for civil prosecution.	Significant actual discharges and lack of maintenance of BMPs for pollutant generating activity that allows pollutants to be mobilized by rainfall and stormwater runoff.	The compliance schedule will need to be determined based on case-specific information. This information will be documented as required by the MRP.	Long-term compliance schedules may require progress confirmation inspections.

## Enforcement Response Guide (For C.4, C.5 & C.6)

Enforcement Level	Enforcement Action	Use	Examples			Suggested Time to:	
			C4 Industrial/Commercial Business	C5 Illicit Discharge	C6 Construction Sites	Achieve Compliance	Follow-up Inspection
1	<b>Verbal Warning/ Warning Notice</b>	A Verbal Warning is generally issued for slight violations. In this case the inspector notifies the responsible party (in person or by phone, email or mail) that a violation occurred and directs the responsible party to take corrective actions. This notification serves as the enforcement action. Written documentation of a Verbal Warning will be noted on the Stormwater Pollution Prevention Inspection Form. The Inspector may schedule additional inspections and/or sampling, or may elect to implement more stringent enforcement action. A more stringent enforcement action may be the issuance of an Administrative Warning (Notice of Violation letter) in place of a Verbal Warning in cases where there have been previous recent violations for the same violation.	Best management practices (BMPs) that are almost effective, but do not achieve the maximum extent practicable standard, for the pollutant activity they are intended to control, such as minor spillage around a grease drum or lids on dumpster being left open. Minor housekeeping issues.	A wash area is present where washwaters may flow to Municipal Storm Sewer System (MS4) during a significant rainfall, based on the configuration , operational procedures, or evidence of a possible discharge.  Residential car washing and driveway/sidewalk washing.	Best management practices (BMPs) that are almost effective, but do not achieve the maximum extent practicable standard, for the pollutant generating activity they are intended to control, such as minor street sweeping or housekeeping issues.	<b>Potential:</b> 10 business days or prior to the next rain event, whichever is first, unless more timely compliance is feasible or other exceptions apply.	10 business days or prior to the next rain event, whichever is first.

Enforcement Level	Enforcement Action	Use	Examples			Suggested Time to:	
			C4 Industrial/Commercial Business	C5 Illicit Discharge	C6 Construction Sites	Achieve Compliance	Follow-up Inspection
2	Notice of Violation	A Notice of Violation letter is a written notice and is generally issued for a slight or moderate violation depending on the circumstances involved. A notice documents the type of violation that occurred and directs the responsible party to identify and correct the cause of the violation within a certain period of time. The inspector may schedule additional inspections and/or sampling, or may elect to implement more stringent enforcement action. A more stringent enforcement action may be the issuance of a Stop Work Order in place of a Notice of Violation in cases where there have been previous recent violations for the same violation	Inappropriate storage of material outdoors with the potential to contribute to stormwater pollution during a significant rainfall, or inadequate or lacking BMPs.	A non-stormwater discharge that is not specifically allowed by the MRP, but might be if adequate documentation and procedures had been followed to verify the adequate control of pollutants and obtain necessary approvals.	Excess amount of tracking of dirt onto public roads. Failure to make corrections or modifications to BMP's that previously failed.	<p><b>Actual:</b> Cease actions immediately (for minor actual discharges)</p> <p><b>Potential:</b> 10 business days or prior to the next rain event, whichever is first, unless more timely compliance is feasible or other exceptions apply.</p>	10 business days or prior to the next rain event, whichever is first and business inspection frequency escalates one level.

Enforcement Level	Enforcement Action	Use	Examples			Suggested Time to:	
			C4 Industrial/Commercial Business	C5 Illicit Discharge	C6 Construction Sites	Achieve Compliance	Follow-up Inspection
3	<p><b>Stop Work Order</b></p> <p><b>Including Administrative Citation</b></p>	<p>Stop Work Orders (SWO) are limited to construction sites and are generally considered the most extreme enforcement remedy available because it requires cessation of all site work, except what is necessary for public safety or to correct the violation(s), and therefore can impose significant inconvenience and/or cost. For this reason, a Stop Work Order should be used only in cases when there is an immediate environmental or health and safety threat, work is being conducted without an approved plan, or other remedies have failed to correct the violation(s). The inspector completes the SWO, delivers it to the site owner/contractor, and posts a copy at the site. The SWO is to contain the following information:</p> <ul style="list-style-type: none"> <li>• The name and address of the owner/contractor</li> <li>• The permit number for the site</li> <li>• The nature, time, and place of the violation(s)</li> <li>• Citation of the law or rule that the owner/contractor allegedly violated</li> <li>• Corrective action required to return to compliance</li> <li>• Clear notification that work at the site is to cease until compliance is achieved</li> <li>• The inspector shall post one copy of the SWO in the most conspicuous location on the site, notifying all concerned (including the public and the police department) that the site has been closed.</li> </ul> <p>The SWO should be presented to the site owner/contractor, in person if present, along with a verbal description of the violation(s), the fact that the operation is closed, the steps necessary to correct</p>	<p>No BMPs or BMPs that are ineffective for the pollutant generating activity they are intended to control.</p> <p>Failure to cease an actual discharge immediately; failure to implement permanent corrective actions to mitigate potential discharges; or repeated history of noncompliance.</p> <p>Deliberate or negligent dumping or unmitigated non-stormwater discharge that is not specifically allowed by the MRP or has a significant</p>	<p>Negligent dumping or unmitigated non-stormwater discharge that is not specifically allowed by the MRP or has a significant impact on stormwater quality.</p> <p>Discharge of non-stormwater discharges to MS4 that contain soap or other pollutants.</p> <p>Deliberate or negligent dumping or unmitigated non-stormwater discharge that is not specifically allowed by</p>	<p>Blatant disregard in preventing mud, concrete wash waters from entering street. Continued failure to make changes to BMP's.</p> <p>Continued failure to cease an actual discharge; continued failure to implement permanent corrective actions to mitigate discharges; or repeated recalcitrance.</p>	<p><b>Actual:</b> Cease actions immediately</p> <p><b>Potential:</b> 10 business days or prior to the next rain event, whichever is first, unless more timely compliance is feasible or other exceptions apply.</p> <p>A longer compliance schedule may be approved if more time is needed than provided above or requiring the immediate cessation of pollutant or illicit discharge generating activities until long-term remedies may be implemented.</p>	<p>10 business days or prior to the next rain event, whichever is first and business inspection frequency escalates one level if haven't already.</p> <p>Long-term compliance schedules may require progress confirmation inspections.</p>

Enforcement Level	Enforcement Action	Use	Examples			Suggested Time to:	
			C4 Industrial/Commercial Business	C5 Illicit Discharge	C6 Construction Sites	Achieve Compliance	Follow-up Inspection
		<p>the violation(s), and the owner/contractor's right to appeal. The site operator is required to confirm receipt of the SWO. The inspector will document the details of the event including, when possible, the names and addresses of the persons present.</p> <p>After the posting of the site and delivery of the SWO, the inspector shall report the circumstances to the Building Department and provide appropriate documentation to the file. The SWO is lifted when the inspector or other designated official determines that the documented violations have been corrected.</p> <p>The administrative citation process imposes an immediate financial penalty if violations are not corrected. When issuing a citation, the inspector includes the following based on the inspection and the infraction(s) observed:</p> <ul style="list-style-type: none"> <li>• A description of the condition creating the violations(s).</li> <li>• The address where the violation(s) exists.</li> <li>• The name of the responsible person(s) and any other involved persons.</li> <li>• The date and, if relevant, time at which the violation was observed.</li> <li>• The amount and due date of the fine or penalty.</li> <li>• A description of the procedure to pay the fine.</li> <li>• A description of the procedure for requesting the preliminary review, waiver of fine deposit, and hearing to contest the administrative citation.</li> <li>• If applicable, a list of any corrections to bring the property into compliance.</li> <li>• A statement that any unpaid fines or penalties may be placed as a special assessment or lien against the property where a violation occurs.</li> </ul>	<p>impact on stormwater quality.</p> <p>Continued failure to cease an actual discharge; continued failure to implement permanent corrective actions to mitigate discharges; or repeated recalcitrance.</p>	<p>the MRP or has a significant impact on stormwater quality.</p>			

Enforcement Level	Enforcement Action	Use	Examples			Suggested Time to:	
			C4 Industrial/Commercial Business	C5 Illicit Discharge	C6 Construction Sites	Achieve Compliance	Follow-up Inspection
		<ul style="list-style-type: none"> <li>• Signature of the enforcement officer issuing the administrative citation.</li> <li>• The date of issuance.</li> <li>• Any other information deemed necessary for enforcement or collection of the administrative fines.</li> </ul>					
4	Legal Action	Criminal enforcement of environmental regulations is currently used in only the most egregious of cases, where the actual or potential damages are excessive or where the violator is a repeat offender. Typically involve the unauthorized disposal of hazardous material or discharge of pollutants into the air, water, or ground.	Illegally dumping waste at unauthorized locations.	Knowing and negligent violations of the Clean Water Act crimes for discharging polluted wastewater into waters of the state.	Negligently discharging pollutants into a water of the state without having a NPDES permit.		

# **Green Infrastructure Resolution**

RESOLUTION NO. 2017-042

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
APPROVING GREEN INFRASTRUCTURE WORKPLAN**

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WHEREAS, the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo, Santa Clara, Alameda, and Contra Costa Counties; and,

WHEREAS, Provision C.3.j of the MRP requires each jurisdiction subject to the MRP, including City of Belmont, to develop a Green Infrastructure Plan; and,

WHEREAS, The City's Green Infrastructure Plan must be developed and submitted to the Water Board in September of 2019; and,

WHEREAS, each permittee's governing body or City Manager must approve a workplan for developing the plan by June 30, 2017.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Approves the adoption of the Green Infrastructure Workplan (Exhibit A) to outline the steps needed to create a Green Infrastructure Plan.

\* \* \*

ADOPTED May 23, 2017, by the City of Belmont City Council by the following vote:

Ayes: Hurt, Kim, Stone

Absent: Reed, Lieberman

ATTEST:

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney





## Green Infrastructure Workplan

In coordination with C/CAG, CDA Architects and Member Agencies

## Green Infrastructure Plan Workplan

The following provides an annotated outline for the development of each City of Belmont's (Herein referred to as the "City") Green Infrastructure Plan (GIP) Workplan (Workplan). This Workplan will layout the specific tasks that need to be completed in order for the City to complete the preparation of the various components of the Green Infrastructure Plan, and the timeline for their completion by the deadlines defined within the Municipal Regional Stormwater NPDES Permit (MRP).

### Statement of Purpose

*The Green Infrastructure Plan is intended to describe how the City of Belmont will shift their impervious surfaces and storm drain infrastructure from gray (traditional) to green. That is, the Plan should describe how the City will change over time infrastructure that directs runoff directly into storm drains and receiving waters to green infrastructure that slows runoff by dispersing it to vegetated areas, harvests and uses runoff, promotes infiltration and evapotranspiration, and uses bioretention and other green infrastructure practices to treat stormwater runoff.*

*Therefore, one of the required elements for the Plan is for City to self determine and establish "targets" for the amount of impervious surface to be retrofitted with green infrastructure.*

In addition, the introduction to Provision C.3.j states what the Board intends the Green Infrastructure Plans to achieve:

*"The Plan is intended to serve as an implementation guide and reporting tool during this and subsequent Permit terms to provide reasonable assurance that urban runoff TMDL wasteload allocations (e.g., for the San Francisco Bay mercury and PCBs TMDLs) will be met, and to set goals for reducing, over the long term, the adverse water quality impacts of urbanization and urban runoff on receiving waters. For this Permit term, the Plan is being required, in part, as an alternative to expanding the definition of Regulated Projects prescribed in Provision C.3.b to include all new and redevelopment projects that create or replace 5,000 square feet or more of impervious surface areas and road projects that just replace existing impervious surface area. It also provides a mechanism to establish and implement alternative or in-lieu compliance options for Regulated Projects and to account for and justify Special Projects in accordance with Provision C.3.e.*

*The Plan shall also identify means and methods to prioritize particular areas and projects within the City's jurisdiction, at appropriate geographic and time scales, for implementation of green infrastructure projects. Further, it shall include means and methods to track the area within each Permittee's jurisdiction that is treated by green infrastructure controls and the amount of directly connected impervious area. As appropriate, it shall incorporate plans required elsewhere within this Permit, and specifically plans required for the monitoring of and to ensure appropriate reductions in trash, PCBs, mercury, and other pollutants."*

## Green Infrastructure Plan Elements

### A. Prioritization and Mapping of Green Infrastructure Potential and Planned Projects

This work covers three provisions for the Green Infrastructure Plan as defined in the MRP:

- Provision C.3.j.i.(2)(a): *A mechanism (e.g., SFEI’s GreenPlanIT tool or another tool) to prioritize and map areas for potential and planned projects, both public and private, on a drainage-area-specific basis, for implementation over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.*
  - (i) By 2020;
  - (ii) By 2030; and
  - (iii) By 2040.

*The mechanism shall include criteria for prioritization (e.g. specific logistical constraints, water quality drivers (e.g. TMDLs), opportunities to treat runoff from private parcels in retrofitted street right-of-way) and outputs (e.g. maps, project lists) that can be incorporated into the Permittee’s long-term planning and capital improvement processes.*

- Provision C.3.j.i. (2)(b): *Outputs from the mechanism described above, including, but not limited to, the prioritization criteria, maps, lists, and all other information, as appropriate. Individual project-specific reviews completed using these mechanisms are not required to be submitted with the Plan, but shall be made available upon request.*
- Provision C.3.j.i. (2)(c): *Targets for the amount of impervious surface, from public and private projects, within the Permittee’s jurisdiction to be retrofitted over the following time schedules, which are consistent with the timeframes for assessing load reductions specified in Provisions C.11. and C.12.*

City of Belmont Task	SMCWPPP Support	Timeframe
<b>A.1 Work with SMCWPPP to develop GIS-based modeling tool</b> for use in mapping, prioritizing, and phasing of potential and planned projects.		
A.1.1 Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	Completed
A.1.2 Support SMCWPPP development of tool during preparation of the Reasonable Assurance Analysis (RAA) to address mercury and PCBs TMDL implementation.	Further develop tool through the RAA process.	Completed
A.1.3 Begin using web-based GIS tool <sup>1</sup> for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in second half of FY 16-17 for on-going use.
<b>A.2 Develop prioritization criteria for GI project opportunities.</b>		
A.2.1 Review preliminary criteria established as part of the SRP.	Prepare draft preliminary criteria.	Completed

<sup>1</sup> As currently planned, this tool would allow for viewing of mapping and data. This tool will be accessible via the internet, and will not require a local GIS platform for a Member Agency to view GIS layers.

City of Belmont Task	SMCWPPP Support	Timeframe
<b>A.3 Develop mapping and associated database</b> of GI project opportunities with information needed to perform a prioritization assessment of the opportunities.		
A.3.1 Review methodology for new and redevelopment land area, and possible refinements to public property and public streets potential for GI	Develop methodology and initial land area estimate	Completed
A.3.2 Review revised estimate of new and redevelopment area, and draft any refinements to property and public streets potential	Revise land use estimate	Completed
A.3.1 Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Completed
<b>A.4 Develop phasing plan for GI project opportunities</b> consistent with timeframes of required Mercury and PCB load reductions, by 2020, by 2030, and by 2040; building from the work in identifying potential projects <b>to achieve target load reductions and target amounts of impervious surface, from public and private projects, to be retrofitted</b> over the same time schedule.		
A.4.1 Review volume/sediment capture goals to meet TMDL implementation milestones established through RAA.	Draft capture goals.	RAA finalized by end of June 2017.
<b>A.5 Define the methodology for integration of the GI project opportunities phasing plan into Permittee's long-term planning and capital improvement plans and processes.</b> This should include projects that are intended to be implemented following the current permit term; those that are intended to be implemented to achieve the 2030 and 2040 load reduction targets. <sup>1</sup>		
A.5.1 Review draft model methodology.	Prepare draft methodology.	Review 1 <sup>st</sup> quarter FY 17-18.
A.5.2 Review and finalize model methodology.	Refine methodology.	Review and comment on final draft, early November 2017. Accept final model methodology, December 2017.
<b>A.6 Develop and integrate into GI Plan for adoption.</b>	Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019	

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<sup>1</sup> The workplan for completion of prioritized projects, those to be completed by 2020, is included in section F below, related to Provision C.3.j.i.(2)(j) of the MRP.

## B. Develop process for tracking and mapping completed projects

This work covers needs of Provision C.3.j.i.(2)(d) of the MRP:

*A process for tracking and mapping completed projects, public and private, and making the information publically available.*

City of Belmont Task	SMCWPPP Support	Timeframe
B.1 Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
B.2 Identify Permittee-specific department/division responsibilities for mapping and finalizing database information as projects are completed.	Support per member agency request.	December 2017 and February 2018.
B.3 Permittees implement pilot period of mapping and database management. During this period the public “portal” of the web-based mapping and data tool will also be piloted.	Support per member agency request.	Mid-February thru mid-May 2018.
B.4	Peer and SMCWPPP review of pilot period mapping and database revisions.	Late May 2018.
B.5	Refine web-based tool for use by member agencies.	June 2018.
B.6 Permittees’ refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public “portal”.	Support per member agency request.	Start FY 18-19 and continue through permit term (December 31, 2020).

## C. Develop overall Green Infrastructure guidelines, standard specifications, and design details

This work covers two provisions for the Green Infrastructure Plan as defined in the MRP:

- Provision C.3.j.i.(2)(e): *General guidelines for overall streetscape, and project design and construction so that projects have a unified, complete design that implements the range of functions associated with the projects. ...The guidelines should call for the Permittee to coordinate, for example, street improvement projects so that related improvements are constructed simultaneously to minimize conflicts that may impact green infrastructure.*
- Provision C.3.j.i.(2)(f): *Standard specifications and, as appropriate, typical design details and related information necessary for the Permittee to incorporate green infrastructure into projects in its jurisdiction.*

City of Belmont Task	SMCWPPP Support	Timeframe
<p><b>C.1 Work with SMCWPPP through GI TAC to develop model San Mateo countywide guidelines, standard specifications, and design details, the <i>San Mateo County Model Green Infrastructure Guidelines and Standards</i>, to implement the range of functions associated with projects, such as: street use for stormwater management and treatment; safe pedestrian travel; use as public space; for bicycle, transit, and vehicle movement; and as locations for urban forestry. These will also include identification of needs and model procedures for coordinated and consistent plan review of private projects, scoping and design for public projects, provisions for public/private implementation and maintenance agreements, and operations and maintenance.</b></p>		
C.1.1 Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	August and September 2016 Review of memorandum complete.
<b>C.1.2 Review proposed reorganization of model guidelines and standards approach.</b>	<b>Prepare proposed approach.</b>	<b>Feedback at December 2016 TAC Meeting.</b>
C1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	Completed
C.1.4 Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	Completed
C.1.5 Participate in GI TAC workshop to give direction on approach for full model guidelines and standards, refinements to approach, level of detail, etc. based on review sample guidelines and standards	Facilitate GI TAC Workshop	Completed
C.1.6 Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	June 2017.
C.1.7 Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.
<p><b>C.2 Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for specific Permittees.</b></p>		
C.2.1 Use web-based platform, provided by SMCWPPP as jurisdiction resource for revising various guidelines and standards documents. <sup>1</sup>	Support per member agency request.	Nov. 2017 thru Feb. 2018.
C.2.2 Provide feedback to SMCWPPP regarding utility of web-based resource platform.	Revise model documents, as needed.	By end of February 2018.

<sup>1</sup> The concept is to make it a resource that would provide access to the model language documents and to also serve as a clearing house for documents that are prepared by Member Agencies. This would be similar to the “21 Elements: Housing Element Update Kit” website (21elements.com)

City of Belmont Task	SMCWPPP Support	Timeframe
C.2.3 Finalize Permittee specific development of guidelines and standards; Permittees may choose to adopt the model guidelines and standards.	Support per member agency request.	Start mid-May 2018 and finish approval/adoption by September 30, 2019.

## D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements

This work covers needs of Provision C.3.j.i.(2)(g) of the MRP:

*...projects be designed to meet the treatment and hydromodification sizing requirements in Provisions C.3.c. and C.3.d. For street projects not subject to Provision C.3.b.ii. (i.e., non-Regulated Projects), Permittees may collectively propose a single approach with their Green Infrastructure Plans for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.*

City of Belmont Task	SMCWPPP Support	Timeframe
D.1 Work through SMCWPPP and its GI TAC to coordinate with the <b>BASMAA Development Committee's work on a single approach</b> for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.		
D.1.1 Review BASMAA draft recommendations on single approach, <u>not related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, Completed. TAC review, est. May 2017.
D.1.2 Review BASMAA draft recommendations on single approach, <u>related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. mid-March thru April 2018. TAC review, est. May 2018.
D.1.3 Integrate final single approach from BASMAA into GI Plan.	Support per member agency request.	Begin in est. August 2018.

## E. Planning document update, summary of updates, and workplan for future plans

This work covers the needs of two provisions of the MRP:

- Provision C.3.j.i.(2)(h): *A summary of the planning documents the Permittee has updated or otherwise modified to appropriately incorporate green infrastructure requirements... Permittees are expected to complete these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term.*
- Provision C.3.j.i.(2)(i): *To the extent not addressed above [in (h)], a workplan identifying how the Permittee will ensure that green infrastructure and low impact development measures are appropriately included in future plans (e.g., new or amended versions of the kinds of plans listed above).*

City of Belmont Task	SMCWPPP Support	Timeframe
<b>E.1 Work through SMCWPPP through the GI TAC to develop model planning document update language.</b>		
E.1.1 Permittees provide existing planning documents to SMCWPPP for review.	Document and review planning documents.	Completed
E.1.2 Review draft model plan update materials from SMCWPPP.	Prepare model plan update report.	Completed
E.1.3 Begin utilizing final model planning update materials to revise Permittee-specific documents; see below for further details.	Finalize model plan update report. Support per member agency request.	June 2017.
<b>E.2 Make modifications to Permittee-specific planning documents.</b>		
E.2.1 Make needed modifications to planning documents that are currently being updated or created, <u>for other purposes</u> , during the preparation of development of model language, to the extent feasible.	Support per member agency request.	Completed
E.2.2 Draft modifications or updates to each existing planning document, needing this effort, to appropriately incorporate green infrastructure requirements.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.2.3 Take modified or updated planning documents through necessary public review and approval/adoption processes; see below related to future planning documents.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete prior to end of the permit term (December 31, 2020).



City of Belmont Task	SMCWPPP Support	Timeframe
<b>E.3 Develop a summary of planning documents that have been updated or modified to incorporate green infrastructure requirements and improvements.</b>		
E.3.1 Draft summary of modifications made to planning documents as they move through the approval/adoption process, and integrate into Green Infrastructure Plan.	Support per member agency request.	Begin during or before FY 17-18 and complete “these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term”. <sup>12</sup>
<b>E.4 Develop a workplan for on-going integration of language to incorporate green infrastructure requirements in future planning documents.</b>		
E.4.1 Work with SMCWPPP through the GI TAC to develop model language for appropriate policies and/or procedures to ensure language is integrated into future documents.	Develop Model Language.	Completed
E.4.2 Draft Permittee-specific policies and/or procedures.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.4.3 Take Permittee-specific policies and/or procedures through necessary public review and approval/adoption processes.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. <sup>2</sup>
E.4.4 Summarize Permittee-specific policies and/or procedures and their approval/adoption in Permittee’s GI Plan.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. <sup>2</sup>

## F. Workplan for completion of prioritized projects

This work covers needs of Provision C.3.j.i.(2)(j) of the MRP:

*A workplan to complete prioritized projects identified as part of a Provision C.3.e Alternative Compliance program or part of Provision C.3.j Early Implementation.*

This work is likely primarily an individual member agency effort. But potential for SMCWPPP technical support will be determined through further discussions with the Green Infrastructure TAC and as other GI Plan and MRP tasks are developed in greater detail; this might include development of a model workplan for implementation of prioritized projects. Specific to the Alternative Compliance provision, it is not clear

<sup>1</sup> Provision C.3.j.i.(2)(h) of the MRP, page 46.

<sup>2</sup> GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

at this point which, if any, member agencies will be utilizing an alternative compliance program. This will be determined as work continues on other tasks.

City of Belmont Task	SMCWPPP Support	Timeframe
<b>F.1 Determine need for SMCWPPP support to member agencies for this task.</b>		
F.1.1 Discussions at GI TAC regarding potential for support and definition of scope, if needed.	Prepare for and facilitate GI TAC discussions.	Completed
<b>F.2 Preparation of Permittee-specific workplan to complete prioritized projects.</b>		
F.2.1 Develop and integrate into GI Plan for adoption.	To be determined.	Begin during FY 17-18 and complete for inclusion in the GI Plan. <sup>1</sup>

## G. Evaluation of Funding Options

This work covers needs of Provision C.3.j.i.(2)(k) of the MRP:

*An evaluation of prioritized project funding options, including, but not limited to: Alternative Compliance funds; grant monies, including transportation project grants from federal, State, and local agencies; existing Permittee resources; new tax or other levies; and other sources of funds.*

SMCWPPP has a draft “Potential Funding Source Analysis and Recommendations” study that can serve as a starting point for this work area. The scope of this effort will be developed through discussions with the GI TAC. This might include consideration of establishing a nexus to support implementation of a stormwater infrastructure impact fee.

City of Belmont Task	SMCWPPP Support	Timeframe
<b>G.1 Determine need for SMCWPPP support to member agencies for this task.</b>		
G.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Completed
G.1.2 Begin efforts on this work item.	To be determined.	Begin during FY 17-18.
<b>G.2 Preparation of Permittee-specific evaluation of funding options for inclusion in each Permittee’s Green Infrastructure Plan.</b>		
G.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. <sup>2</sup>

<sup>1</sup> GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

<sup>2</sup> GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

## H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation

This work covers the needs of Provision C.3.j.i.(3) of the MRP:

*(3) Adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan in accordance with the requirements of this provision.*

The extent of this work is undetermined at this point, as is the potential need for SMCWPPP support to member agencies. The scope of this effort will be developed through discussions with the GI TAC.

City of Belmont Task	SMCWPPP Support	Timeframe
<b>H.1 Determine need for SMCWPPP support to member agencies for this task.</b>		
H.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Completed
H.1.2 Begin implementing SMCWPPP support on this work item.	To be determined.	During FY 17-18 in coordination with development of draft model planning update materials.
<b>H.2 Preparation and adoption of Permittee-specific policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation.</b>		
H.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. <sup>1</sup>

## I. Conduct outreach and education with public, staff, and elected officials

This work covers the needs of Provision C.3.j.i.(4) of the MRP:

*(4) Conduct outreach and education in accordance with the following:*

- (a) Conduct public outreach on the requirements of this provision, including outreach coordinated with adoption or revision of standard specifications and planning documents, and with the initiation and planning of infrastructure projects. Such outreach shall include general outreach and targeted outreach to and training for professionals involved in infrastructure planning and design.*
- (b) Train appropriate staff, including planning, engineering, public works maintenance, finance, fire/life safety, and management staff on the requirements of this provision and methods of implementation.*
- (c) Educate appropriate Permittee elected officials (e.g., mayors, city council members, county supervisors, district board members) on the requirements of this provision and methods of implementation.*

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<sup>1</sup> GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

SMCWPPP is working with their outreach consultant to develop a Five-Year Public Education and Outreach Strategic Plan that is currently in draft form. Elements of the draft public outreach plan are currently being implemented such as distribution of public information through social media, newsletters, and related public events and other efforts throughout the county, such as sea level rise planning. Training of member agency staff will occur through GI TAC meetings and working sessions, and likely additional workshops such as the June 13<sup>th</sup> C.3 workshop. The scope of this training effort and education of elected officials will be further developed through discussions with the GI TAC.

City of Belmont Task	SMCWPPP Support	Timeframe
<b>I.1 Conduct public outreach through the efforts being defined in the Five-Year Public Education and Outreach Strategic Plan.</b>		
I.1.1 Review and finalize the Five-Year Public Education and Outreach Strategic Plan.	Prepare draft and final strategic plan.	Begin in 3 <sup>rd</sup> quarter of FY 16/17.
I.1.2 Implement the Five-Year Public Education and Outreach Strategic Plan as a coordinated SMCWPPP and member agency effort.	On-going support of member agency efforts. Implementation of countywide efforts.	Currently and throughout the permit period.
<b>I.2 Determine scope of SMCWPPP efforts in supporting training of member agency staff, and implement support.</b>		
I.2.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Completed
I.2.2 Implement support of training of member agency staff.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 <sup>th</sup> quarter of FY 16-17.
<b>I.3 Determine scope of SMCWPPP efforts in supporting educating member agency elected officials, and implement support.</b>		
I.3.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Completed
I.3.2 Implement support of education of member agency elected officials.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 <sup>th</sup> quarter of FY 16-17.

## J. Report on Green Infrastructure Planning Efforts

This work covers the needs of Provision C.3.j.i.(5) of the MRP: (5) *Report on Green Infrastructure Planning*; and several other provisions and related GIP Workplan elements discussed earlier in this outline.

City of Belmont Task	SMCWPPP Support	Timeframe
<p>J.1 Each Permittee shall submit documentation in the 2017 Annual Report that its framework or workplan for development of its Green Infrastructure Plan was approved by its governing body, mayor, city manager, or county manager.</p>	<p>Support per member agency request.</p>	<p>Complete GIP Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.</p>
<p>J.2 Each Permittee shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.</p>	<p>Support per member agency request.</p>	<p>Complete by June 30, 2019, and submit by September 30, 2019 as part of 2019 Annual Report.</p>
<p>J.3 Each Permittee shall submit documentation of its legal mechanisms to ensure implementation of its Green Infrastructure Plan with the 2019 Annual Report. [related to Provision C.3.j.i.(3), see section H above.]</p>	<p>Support per member agency request.</p>	<p>Complete by June 30, 2019, and submit as part of 2019 Annual Report by September 30, 2019.</p>
<p>J.4 Each Permittee shall submit a summary of its outreach and education efforts in each Annual Report.</p>	<p>Support per member agency request.</p>	<p>Complete and submit by September 30<sup>th</sup> of each permit term year: 2016 through 2020.</p>

# **Stormwater Industrial/Commercial Business Inspection Plan City of Belmont**

**April 24, 2017**



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## Appendices

Appendix A	City of Belmont Municipal Code Section 21-193 Unlawful Deposits City of Belmont Municipal Code Chapter 30 Administrative Enforcement
Appendix B	Industrial and Commercial Facility Inventory

## **1.0 Introduction**

This industrial and commercial business inspection plan (BIP) serves as the city's prioritized inspection work plan that the City will implement to comply with San Francisco Bay Municipal Regional Stormwater Permit (MRP) NPDES Order No. R2-2015-0049 (Permit No. CAS612008).

In addition to the MRP BIP requirements, this document describes how the City meets other requirements in Provision C.4 including legal authority, identifying facilities that may need coverage under the Statewide Industrial Permit, inspections, record keeping and reporting.

Under a Memorandum of Agreement with the County of San Mateo (herein referred to as County) the County may perform stormwater inspections at facilities located within the City's jurisdiction. This agreement is expiring on December 31, 2017. From that point on City of Belmont will conduct the inspections in-house.

### **1.1 Legal Authority**

The City has legal authority to carry out the requirements of the MRP. Specifically, the City has the authority to inspect, require effective stormwater pollutant control, and implement progressively stricter enforcement to achieve expedient compliance and pollutant abatement for industrial and commercial sites within its jurisdiction. This authority is under the City of Belmont Municipal Code Storm Sewer System Section 21-193-Unlawful deposits and Chapter 30 Administrative Enforcement.

A City contractor operates under the City's legal authority while conducting commercial and industrial stormwater inspections.

### **1.2 Regulatory Requirements**

The MRP includes specific requirements for Permittee's implementation of a stormwater pollution prevention inspection program for industrial and commercial facilities. The MRP includes specific requirements for identifying applicable businesses by their Standard Industrial Classification (SIC) Code and/or functional aspects of the business and requires facility inspection prioritization, based on the potential for stormwater discharge pollution.

Provision C.4.b.ii.(2) specifies that the BIP shall contain the following information:

1. A description of the process for prioritizing inspections and inspection frequency;
2. Geographical areas to be targeted for inspections due to high potential for stormwater pollution;
3. A more frequent inspection schedule assigned to the highest priority facilities per Provision C.4.b.ii(1);
4. An appropriate inspection frequency assigned for each industrial and commercial facility, based on the priority established in C.4.b.ii(2)(a) ;
5. A mechanism to include new businesses that warrant inspections;
6. A total number and list of all industrial and commercial facilities (updated annually) requiring inspections, based on prioritization criteria established in Provision C.4.b.ii.(2)(a); and



7. A list of facilities scheduled for inspection each fiscal year of the MRP permit term. This list will be updated at the beginning of the fiscal year and will supplement previous years' inspection lists.

## **2.0 City Stormwater Inspection Program**

In the City of Belmont Public Works Department is responsible for ensuring that the City meets the requirements of the MRP Provision C.4 Industrial/Commercial Site Control Program. The City also participates in the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) – a partnership with the City/County Association of Governments (C/CAG), and each incorporated city and town in the county. Through SMCWPPP, the City receives additional MRP compliance support.

### **2.1 City Responsibility**

The City is responsible for conducting the commercial and industrial facility stormwater inspections for all facilities that require stormwater inspections. The City may choose to utilize a contractor to conduct some or all of the inspections.

### **2.2 Contract Agreement with the County of San Mateo**

The City maintains a Memorandum of Agreement with the County. The City/County Agreement identifies what stormwater inspections the County will perform as the contractor. Inspections are performed by County Environmental Health (CEH) staff during routine inspections at facilities that are already being inspected by CEH under their Consumer Protection Division (CPD) or Hazardous Materials Division (CUPA). Upon expiration of the MOA, the City will conduct these inspections in-house.

The CPD inspects retail food facilities including, restaurants, bakeries, markets, mobile food trucks and carts, cottage food enterprises, temporary food facilities, and farmer's markets. The CPD also inspects public swimming pools and spas.

CUPA inspections are performed for facilities that fall into any of the following activities:

1. Store hazardous materials at quantities that require a Hazardous Materials Business Plan (HMBP);
2. Generate and/or treat hazardous waste on-site;
3. Utilize an underground storage tank(s) for hazardous materials storage;
4. Store petroleum products in an aboveground storage tank(s) over 1,320 gallons; and/or
5. Store specific chemicals that trigger "high hazard" community planning (California Accidental Release program – Risk Management Plan).

The CUPA inspects many commercial businesses, research and development facilities, high technology and biological manufacturing campuses, farm and agriculture operations, and industrial facilities. Examples of regulated businesses include automotive repair shops, dry cleaners, carpet cleaning companies, plating shops, metal recycling yards, airline maintenance and manufacturing, corporation yards, and quarries. The CUPA also regulates waste tire storage facilities.

The County contracts with a number of cities in San Mateo County to perform stormwater inspections. The purpose of contracting with cities is threefold: 1) CEH staff already visits a vast majority of facilities

within the cities and towns for other mandated program inspections; 2) most cities do not have the resources to implement the industrial and commercial stormwater inspection program without committing significant resources; and 3) by conducting the stormwater inspection on behalf of the cities during other routine inspections it minimizes the impact on the facility.

CEH staff conduct one routine and one follow up inspection, as needed, at the identified facilities. If stormwater compliance issues cannot be resolved during the follow-up inspection, the issue is referred to the City for further enforcement action. The timelines for referrals and follow-up inspections are detailed in the City's Enforcement Response Plan (ERP).

### **3.0 Facility Inventory**

The industrial and commercial facility inventory is based on several resources to identify businesses that could reasonably be considered to cause or contribute to stormwater runoff pollution. The MRP lists specific types of businesses that need to be inspected and specific business activities that should be considered when developing an inventory.

#### **3.1 Facility Categorization**

The MRP has identified that the following categories of industrial and commercial facilities have a reasonable likelihood to be sources of pollutants to stormwater and non-stormwater discharges:

1. Industrial facilities, as defined in 40 CFR 122.26(b)(14), including those subject to the Statewide NPDES General Permit, for Stormwater Discharges Associated with Industrial Activity (the Industrial General Permit, or IGP<sup>1</sup>);
2. Vehicle salvage yards;
3. Metal and other recycled materials collection facilities, and waste transfer facilities;
4. Vehicle mechanical repair, maintenance, fueling, or cleaning facilities;
5. Building trades central facilities or yards (corporation yards);
6. Nurseries and greenhouses;
7. Building material retailers and storage;
8. Plastic manufacturers; and
9. Other facilities designated by the Permittee or Water Board to be reasonably likely to contribute to stormwater runoff pollution.

Businesses that do not fall into one of the categories above may be identified as reasonably likely to contribute to stormwater runoff pollution due to having one of the following functional aspects:

1. Outdoor process and manufacturing areas;
2. Outdoor material storage areas;
3. Outdoor waste storage and disposal areas;
4. Outdoor vehicle and equipment storage and maintenance areas;

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[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/industrial/2014indgenpermit/atta.pdf](http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/2014indgenpermit/atta.pdf)

5. Outdoor wash areas;
6. Outdoor parking areas and access roads;
7. Outdoor drainage from indoor areas;
8. Rooftop equipment;
9. Contaminated and erodible surface areas; and
10. Other sources determined by the Permittee or the Water Board to have a reasonable potential to contribute to pollution of stormwater runoff.

For example, Food Service Establishments have outdoor waste storage and disposal areas (e.g., tallow bins).

### **3.2 Facility Inventory Methods**

The County provides a list of all facilities within the City's jurisdiction that require inspections through other regulatory programs (CDP or CUPA). The County compiles this list from Food Service Establishments that apply for a permit from CPD or facilities that submit a CUPA application.

The Food Service Establishments and CUPA facilities that CEH inspects do not include all of the types of facilities or businesses that could reasonably be considered to contribute pollutants to stormwater. To identify those businesses NOT inspected by CEH the City uses the following methods:

- The City will annually review the Water Board's Storm Water Multiple Application and Report Tracking System (SMARTS2) website to identify facilities with an active Notice of Intent (NOI) for coverage under the State's Industrial Stormwater General Permit (IGP).
- City staff obtain a copy of the city's business license list annually, review the list and compare to the list provided by the County, identifying types of businesses that may need stormwater inspections; the City may need to inspect a facility to determine if it does or does not require stormwater inspections.

Appendix B includes the list of active inspection sites and the list of facilities scheduled for inspection each fiscal year.

### **3.3 Inspection Prioritization and Frequency**

The MRP requires that each business in the inventory be assigned an inspection priority based on "the potential for water quality impact, using criteria such as pollutant sources on site, pollutants of concern, proximity to a water body, violation history of the facility, and other relevant factors" (C.4.b.ii.(1)). The MRP also requires establishing an appropriate inspection frequency based on inspection priority and relevant geographical areas.

#### **3.3.1 Inspection Prioritization**

The City prioritizes inspections based on the MRP criterion addressing the facility's potential for contributing to stormwater runoff pollution. Industrial and commercial facilities with the functional

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<sup>2</sup> <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.xhtml?jsessionid=zfNs-U8CqNCaKoPsgZt4BMmi.smarts4>

aspects and types described above, and other facilities identified by the Permittees as reasonably likely to contribute to pollution of stormwater for water quality impact, are prioritized using criteria such as:

- pollutant sources on site
- pollutants of concern
- proximity to a water body
- potential and actual discharge history of the facility
- other relevant factors

The City uses three priorities for inspection: high; medium; and low.

#### **High Priority Inspections (once every year)**

1. Businesses that are subject to the IGP. Facilities that file a No Exposure Certification (NEC) may be moved to the Low Priority category. *[May be inspected by County or City]*
2. Medium priority facilities that have been issued an enforcement action and corrective actions were not implemented in a timely manner (within 10 business days, or a reasonable time frame, but prior to the next rain event). Once the facility has been in compliance for a year it will be moved back to a medium priority.

#### **Medium Priority Inspections (every 2 years)**

1. Retail food facilities and hazardous materials storage and hazardous waste generation facilities that do not meet the high priority criteria identified above or the low priority criteria below. *[Inspected by County]*
2. Low priority facilities that have been issued an enforcement action and corrective actions were not implemented in a timely manner (within 10 business days, or a reasonable time frame, but prior to the next rain event). Once the facility has been in compliance for a year it will be moved back to a low priority.
3. Industrial and commercial facilities identified by the City based on the potential for a non-stormwater discharge. Typically these are facilities that are not inspected by the County.

#### **Low Priority Inspections (every 5 years)**

1. Retail food facilities and hazardous materials storage and hazardous waste generation facilities that have effective BMPs and have a shared waste area with neighboring businesses and are deemed to have a low potential for non-stormwater discharges. These facilities typically are in a strip mall or light industrial park where inspection of one facility allows observation of many facilities. The primary functional aspects for potential discharge are outside parking areas and outdoor trash storage. While the individual facilities are inspected at the lowest frequency, the shared area is inspected on a higher frequency, based on the number of facilities sharing a common area that are scheduled for inspection during different fiscal years. This approach does not preclude the inspection staff from citing any facility within the shared area during the stormwater inspection of another facility. *[Inspected by County]*

### 3.3.2 Inspection Frequency

Inspection frequencies are generally assigned to facilities by the inspection priority. High priority sites are inspected annually, medium priority sites are inspected once every two years and low priority sites are inspected once every five years.

The inspection frequencies for each facility category are identified in Table 1. The list of inspections planned for the current fiscal year is included in Appendix B. This list will be updated annually.

### 3.4 Statewide Industrial General Permit Facilities

Facilities that are under the IGP program are regulated directly by the Water Board. Regulated facilities must obtain permit coverage by filing a Notice of Intent (NOI) and submitting a Storm Water Pollution Prevention Plan (SWPPP) or No Exposure Certification (NEC) to the Water Board. The City is required to identify any facilities that require coverage under the IGP, but have not filed an NOI with the State and refer those facilities to the Water Board. During inspections the City requests to see the SWPPP for facilities that appear to meet the definition of an industrial facility, as described in Appendix A of the IGP<sup>3</sup>. Facilities that appear to require coverage under the IGP and are not listed in the SMARTS<sup>4</sup> database are referred to the Regional Water Board annually.

**Table 1 Inspection Frequency by Facility Category**

Category	Examples	Description	Inspection Priority	Inspection Frequency	Inspection Agency
Notice of Intent (NOI) Facilities	Quarries, transportation facilities, wineries	Facilities defined in 40 CRF 122.26(b)(14)	High	Annually	County CUPA or City
Vehicle salvage Yards	Auto dismantlers, junk yards, used car part “pick & pull” facilities	Motor vehicle disassembly for collection, redistribution, or parts scrapping	Medium	Every 2 years	County CUPA
Metal / recycling Yards	Scrap metal recycling and recovery specialists	Dismantling, sorting, distribution or assembling of scrap and waste materials	Medium	Every 2 years	County CUPA
Vehicle mechanical repair / refueling	Gas stations, auto repair, auto body, car lots	Cleaning, fueling, repairing, or selling automobiles	Medium	Every 2 years	County CUPA
Construction yards and corporate yards	Trade yards, construction and municipal yards (including parks), equipment rental	Construction, municipal, or recreational equipment and material storage yards, including equipment rental yards	Medium	Every 2 years	County CUPA
Nurseries & greenhouses	Agricultural facilities, commercial greenhouses	Crop production, farm operations, horticultural and floricultural activities	Medium	Every 2 years	County CUPA
Building material retailers / storage	Lumber and building supply retailers, hardware distribution	Storage and retail sales of construction equipment materials for building supplies	Medium	Every 2 years	County CUPA
Plastic manufacturing	Manufacturing plants	Production of synthetic fibers, chemical products, and related components	Medium	Every 2 years	County CUPA

3

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/industrial/2014indgenpermit/atta.pdf](http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/2014indgenpermit/atta.pdf)

<sup>4</sup> <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.xhtml;jsessionid=zfnS-U8CqNCaKoPsgZt4BMmi.smarts4>

Category	Examples	Description	Inspection Priority	Inspection Frequency	Inspection Agency
Food facilities	Restaurants, food service facilities, mobile food trucks	Restaurants, food preparation, and serving	Medium	Every 2 years	County CDP
Dry cleaners	plant-on-premises	Dry cleaners and laundry services, commercial and industrial	Medium	Every 2 years	County CUPA
Other facilities	Veterinary hospitals, electronics manufacture, biotech, research and development, kennels, stables, wholesale greenhouses, wholesale nurseries, small nursery retailers, small fleet services, small stone/tile/marble/granite fabricators/cutters	Any facility or business with activities that may pose a threat to stormwater quality	Low	Every 5 years	City
Notice of Intent (NOI) Facilities that have filed a No Exposure Certification (NEC)	Manufacturing	Facilities defined in 40 CRF 122.26(b)(14)	Low	Every 5 years	City
Facilities in a common area (strip malls / light industrial)	Varies	Any combination of retail establishments- restaurants, dry cleaners, etc.	Low	Every 5 years	County CDP/CUPA

### 3.5 Periodic Inventory Review (New Businesses)

The City will update the inventory annually as required by Provision C.4. b.ii.(2). These updates will be based on review of the SMARTS database, businesses found by inspectors during routine field activities, and City’s Business License database.

The updated list is included in Appendix B.

### 3.6 Record Keeping

Electronic data tracking requirements identified in Provision C.4.b.ii.(2)(d) of the MRP will be kept in tabular format available for Water Board review. This data will be kept for each facility and will include the following minimum information:

1. Business name;
2. Business address;
3. Local business operator name;
4. Business activity or pollutant source identified in Provision C.4.b.ii.(1)(a) – See Section 3.0 above;
5. SIC Code;
6. Inspection Priority and inspection frequency; and
7. Coverage under the State’s Industrial General Permit is required for the facility.

There are additional data tracking requirements for inspection information identified in Provision C.4.d.ii(2) of the MRP. This data will also be kept in tabular format available for Water Board review. At a minimum it will include the following information:

1. Site inspected;

2. Inspection date;
3. Industrial General Permit coverage required;
4. Compliance status;
5. Specific problems;
6. Type of enforcement if applicable;
7. Problem resolution date; and
8. Additional comments.

There is also inspection information that must be collected in order to meet the Annual Reporting requirements in MRP Provision C.4.d.iii including if there was an actual or potential non-stormwater discharge.

### ***3.6.1 City Record Keeping***

The City keeps the business and inspection information collected for the facilities inspected by City staff in an Excel table. Records are kept for a minimum of five years or the permit term.

The City will retain the following on the City's database, or server:

- Photos
- Correspondence
- Inspection Reports
- Enforcement Actions

The inspection reports will include the following information, at a minimum:

- Name and address of site
- Inspection date
- Type of inspection (Installation, Routine, Follow-Up, or Complaint-Driven)
- Type of stormwater control measures inspected (*C.3.h. inspections only*)
- Inspection findings or results
- Type of enforcement actions taken, if any

### ***3.6.2 Records Received from County Inspections***

The County provides inspection records of stormwater inspections conducted by CEH to the City annually. The inspection records are provided in an Excel Workbook.

# APPENDICES



# **APPENDIX A**

## **City of Belmont Municipal Code**

### **Section 21-193-Unlawful Deposits**

#### **Chapter 30 -Administrative Enforcement**

**APPENDIX A**

**City of Belmont Municipal Code**

**Section 21-193**

**Unlawful Deposits**

Sec. 21-192. - Defined.

For the purposes of this article, the city's "storm sewer system" shall be deemed to include all catch basins, street gutters, valley drains, underground storm drains and all other types of storm drainage channels or facilities of any kind located within the City of Belmont.

(Ord. No. 883, § 1(22-A-2), 6-14-94; Ord. No. 952, § 1(Exh. A), 7-25-00)

Sec. 21-193. - Unlawful deposits.

It shall be unlawful for any person, partnership, corporation or any other entity to allow any waste matter, garbage, sewerage, grass clippings, paper, metal, wood or plastic objects, oil or gasoline, flammable materials or substances prohibited by the municipal regional stormwater NPDES permit with the California Regional Water Quality Control Board or any other substance deemed hazardous by federal or state law to be placed or deposited into the city's storm sewer system, or to allow any such substances to enter the city's storm sewer system from their property. All discharges to the storm sewer system and construction activities must comply with guidelines dictated in the municipal regional stormwater NPDES permit.

(Ord. No. 883, § 1(22-A-3), 6-14-94; Ord. No. 952, § 1(Exh. A), 7-25-00; Ord. No. 1059, § 1, 6-28-2011)

**City of Belmont Municipal Code**

**Chapter 30**

**Administrative Enforcement**

Chapter 30 - ADMINISTRATIVE ENFORCEMENT<sup>11</sup>

Footnotes:

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**Cross reference**— Administration, ch. 2.

Sec. 30-1. - Purpose and intent.

The city council has determined that the enforcement of this Code, any code it adopts by reference, and applicable state codes is an important public service and is vital to the protection of the public's health, safety, and quality of life. The city council has determined that there is a need for alternative methods of code enforcement and that a comprehensive code enforcement system uses a combination of criminal, civil, and administrative remedies to gain compliance with Code regulations.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-2. - Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

a.

"Administrative citation" is a notice issued by an enforcement officer pursuant to this chapter that there has been a violation of the Code and that an administrative fine is imposed.

b.

"Code Violation" is any violation of this Code, any code it adopts by reference, any other ordinance of the city, or applicable law or legally enforceable standard.

c.

"City manager" is the city manager or his or her designee.

d.

"Enforcement officer" is an individual designated by the city manager to enforce the provisions of the Code or other applicable law.

e.

"Hearing authority" shall consist of any member of the senior management team of the city, or any appointed non-employee hearing officer.

f.

"Issuance date" is the day an administrative citation is personally served on a responsible person, is mailed to a responsible person, or is posted on real property where a property-related violation occurred.

g.

"Issue" means to give, mail, or post an administrative citation.

h.

"Notice of decision" is a notice that informs a responsible person of a decision made by a hearing authority pursuant to the provisions of this chapter.

i.

"Notice of violation" is any notice that informs a person that a violation of the Code, any code it adopts by referenced, or other applicable law, occurred.

j.

"Preliminary reviewing authority" is the department head of the issuing enforcement officer.

k.

"Responsible person" is any of the following:

l.

An individual or legal entity that, by action or inaction, causes or maintains a Code violation or permits or allows a Code violation.

2.

An individual or legal entity whose agent, employee, or independent contractor, by action or inaction, causes or maintains a Code violation or permits or allows a Code violation.

3.

An owner of, or a lessee or sub-lessee, with current right of possession of real property on which a Code violation occurs.

4.

An individual or legal entity that uses the property where the violation occurs.

5.

An on-site manager of a business normally working at the site when the business is open and responsible for the activities at such business.

6.

The owners, majority stockholders, controlling owners, corporate officers, trustees, and/or general partners of a legal entity that is a responsible person under subsections 1. through 5. above.

7.

If any of the above persons are minors, the parents or guardians of such minors shall be deemed the responsible person.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-3. - General enforcement authority.

For purposes of this chapter, the city manager and his or her designated enforcement officers shall have the power to issue notices of violation and field citations, inspect public and private property, and use whatever judicial and administrative remedies are available under this Code or other law. More specific provisions regarding administrative or other enforcement authority and procedures for particular violations may exist in this Code.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-4. - Authority to inspect.

Enforcement officers are authorized to enter upon any property or premises within the City to ascertain whether the provisions of the Municipal Code are being obeyed, and to make any examination and surveys as may be necessary in the performance of their enforcement duties. These inspections may include the taking of photographs, samples, or other physical evidence. All inspection, entries, examinations and surveys shall be done in a reasonable manner and in accordance with law. If an owner, occupant, or agent refuses permission to enter or inspect, the enforcement officer may seek an administrative inspection warrant pursuant to law.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-5. - Notice of pending administrative enforcement.

For the purpose of this chapter, the enforcement officer may record with the registrar-recorder/county clerk/county recorded a notice against a property which is the subject of an administrative enforcement action pending with the city. A notice of pending administration action shall be on a form approved by the city manager and shall describe the nature of the administrative action and refer to the Code provision governing the pending administrative action.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-6. - Notice of violation.

Whenever an enforcement officer determines that a violation exists, the enforcement officer may issue a notice of violation to any responsible persons. The notice of violation must include the following information:

a.

The Code section(s) violated.

b.

A description of the condition creating the violation(s).

c.

The address where the violation(s) occurs.

d.

The name of the responsible person and any other involved persons.

e.

The date and, if relevant, time at which the violation was observed.

f.

If applicable, a list of any corrections to bring the property into compliance.

g.

A deadline or specific date to correct the violations.

h.

The signature of the enforcement officer issuing the notice of violation.

i.

The date of issuance of the notice of violation.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-7. - Issuance of notice of violation.

A notice of violation may be issued as follows:

a.

An enforcement officer may personally serve the notice of violation on the responsible person, or

b.

An enforcement officer may mail the notice of violation to the responsible person by first class mail, or

c.

An enforcement officer may post a copy of the notice of violation on the subject property in a conspicuous place for a property-related Code violation and, in which case, the enforcement officer shall also mail a copy of the notice of violation to the responsible person at the address where the violation occurred.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-8. - Administrative citations.

Regardless of whether a responsible person(s) has already received a notice of violation or some comparable notice, and failed to correct the violation within the time prescribed in the notice, an enforcement officer may issue an administrative citation to each and every responsible party previously notified. The administrative citation gives notice of the administrative fines or penalties imposed pursuant to this chapter.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-9. - Contents of administrative citation.

An administrative citation shall include the following:

a.

A description of the condition creating the violations(s).

b.

The address where the violation(s) exists.

c.

The name of the responsible person(s) and any other involved persons.

d.

The date and, if relevant, time at which the violation was observed.

e.

The amount and due date of the fine or penalty.

f.

A description of the procedure to pay the fine.

g.

A description of the procedure for requesting the preliminary review, waiver of fine deposit, and hearing to contest the administrative citation.

h.

If applicable, a list of any corrections to bring the property into compliance.

i.

A statement that any unpaid fines or penalties may be placed as a special assessment or lien against the property where a violation occurs.

j.

Signature of the enforcement officer issuing the administrative citation.

k.

The date of issuance.

l.

Any other information deemed necessary for enforcement or collection of the administrative fines.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-10. - Administrative fines and penalties.

(a)

Any violation of a provision of this Code, any code it adopts by reference, or other applicable law, may be subject to an administrative fine or penalty pursuant to this chapter. (This also includes any violation of any condition imposed upon the issuance of any permit, license, conditional use permit, or other approval (e.g. subdivision map, special use permit, variance, zoning clearance) pursuant to this Code.

(b)

Each and every responsible person regarding a Code violation(s) is joint and severally liable, in accordance with notice and procedures of this chapter, for all fines or penalties imposed for the violation(s).

(c)

A violation that exists for more than one (1) day shall be considered a separate and distinct violation for each day that it exists. Each daily violation may be subject to the maximum fine or penalty permitted under this chapter.

(d)

An administrative citation may charge a Code violation for one (1) or more days on which a violation exists and for violation of one (1) or more Code sections.

(e)

The administrative fines and penalties delineated in this chapter are in addition to, and do not preclude imposition of, any other remedies, criminal, civil, or administrative, available to the city. Imposition of administrative fines or penalties shall be at the sole discretion of the city.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-11. - Issuance of administrative citations.

An administrative citation may be issued in one (1) or more of the following ways:

a.



An enforcement officer may personally serve the citation on the responsible person. The responsible person is required to sign a copy of the administrative citation showing his or her receipt, but his or her failure to do so shall have no effect on the enforcement of the citation, or

b.

An enforcement officer may mail the administrative citation to the responsible person by first class mail, or

c.

An enforcement officer may post a copy of the administrative citation on the subject property in a conspicuous place for a property-related Code violation and, in which case, the enforcement officer shall also mail a copy of the administrative violation to the responsible person at the address where the violation occurred.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-12. - Amount of administrative fines and penalties.

(a)

The administrative fines for violations of this Code, as specified in this chapter shall be established by resolution of the city council. The schedule of fines may include escalating fine amounts for repeated Code violations within specific periods of time.

(b)

Administrative fines not paid prior to their due date shall result in the imposition of a penalty and interest for every day of delinquency, as set forth by resolution.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-13. - Payment of fines.

(a)

All fines are due on the day specified in the administrative citation.

(b)

Fines shall be paid to the city. Payments shall be made in accordance with procedures established by the finance director.

(c)

Payment of a fine or penalty pursuant to this chapter shall not excuse or discharge any continued or repeated violation of this Code.

(d)

Pending a hearing by the hearing authority, payment of a fine may be stayed if the preliminary reviewing authority determines, pursuant to subsection 30-15(h), that a responsible person is unable to pay the fine.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-14. - Collection of delinquent fines and penalties and other remedies.

(a)

Failure to pay a fine or penalty before the time set forth in the administrative citation shall result in the imposition of interest and penalties, as established by resolution.

(b)

The city may pursue any and all legal and equitable remedies for the collection of fines, including interest and penalties.

(c)

Delinquent fines, interest, and penalties may be recorded as a lien or special assessment against the property on which the Code violation occurred. Prior to recording a lien or special assessment, the city shall prepare a cost report itemizing the amount owed by the responsible person. The city shall comply with the State Franchise Tax Board or any other state or county law pertaining to the recording of any delinquent fines, interest, and penalties as a lien on the property, or as a special assessment.

(d)

The administrative citation process described in this chapter does not preclude the city from recovering any Code violation abatement cost incurred by the city in performing its code enforcement efforts.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-15. - Preliminary review.

(a)

A person that received an administrative citation may request a preliminary review. Such request must be made within seven (7) calendar days of the date that the administrative citation is issued, or prior to the due date specified on the administrative citation, whichever is earlier. Failure to request a preliminary review before the deadline constitutes a waiver of any preliminary review.

(b)

A request for a preliminary review shall be made in writing and filed with the city clerk and shall include all information that the responsible person desires the preliminary reviewing authority to consider in his or her preliminary review of the citation. A request for preliminary review may include a request for waiver of the fine deposit. A responsible person requesting a waiver of fine deposit bears the burden to establish by substantial evidence, including sworn affidavit, that he or she is unable to deposit the fine imposed by the administrative citation.

(c)

The preliminary review shall be conducted by the preliminary reviewing authority.

(d)

The preliminary review shall include a review of the notice of violation, the administrative citation, the written request for a preliminary review, and any evidence the responsible person may submit with the written request.

(e)

The cited person shall be notified of the results of the preliminary review within fourteen (14) calendar days of filing a written request for preliminary review. The decision on a preliminary review is not a final disposition and therefore is not subject to judicial review.

(f)

A request for preliminary review shall not extend any time period for compliance, the due date of any fine imposed, or the time to request an administrative hearing.

(g)

If the preliminary reviewing authority concludes that no Code violation occurred or that the responsible person was not responsible for the Code violation, then he or she shall dismiss the notice of violation and/or administrative citation, without prejudice to the issuance of a further notice of violation and/or administrative citation should additional evidence be developed.

(h)

The preliminary reviewing authority shall also rule whether the responsible person qualifies for waiver of the fine deposit, if such a request has been made.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-16. - Administrative hearing.

(a)

A cited person may request an administrative hearing. Such request must be filed within twenty (20) calendar days of the issuance of the first administrative citation, or denial of request for dismissal pursuant to the preliminary review, whichever is later. Failure to request a hearing before the deadline, or failure to comply with all the terms for requesting a hearing, constitutes an abandonment of such request and a failure to exhaust administrative remedies.

(b)

A request for an administrative hearing shall be made in writing and filed with the city clerk, and shall include any grounds which the responsible person wishes the city to consider. Unless waived upon preliminary review, the request shall be accompanied by a deposit of the full amount of the fine, plus any penalties imposed by the administrative citation in the event the fine has not yet been paid.

(c)

A cited person may request one (1) continuance of a hearing provided he or she does so in writing before the date of the hearing and states a reasonable basis for the request. Unless the city issues a written notice of continuance, the hearing shall take place on the date, time and location specified in the notice of hearing transmitted to the cited person. A cited person's failure to attend a hearing shall constitute an abandonment of the request for the hearing and a failure to exhaust administrative remedies.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-17. - Hearing process.

(a)

The hearing shall be conducted by the hearing authority on the date, time, and location specified in the notice of hearing transmitted to the cited person.

(b)

The notice of violation, the administrative citation, and other reports and other reports prepared by an enforcement officer concerning a Code violation shall be accepted by the hearing authority as prima facie evidence of the facts stated in such documents.

(c)

The hearing authority shall allow the cited person an opportunity to testify at the hearing and to present evidence about any code violation specified in the notice of violation or administrative citation.

(d)

The enforcement officer or other representatives of the city may, but are not required, to attend the hearing.

(e)

The hearing authority may continue a hearing from time to time and may allow a responsible person additional time to remedy a violation. In addition, the hearing authority may request additional information or evidence from the cited person.

(f)

All hearings shall be recorded on a video or audio device, unless the city elects to use a court reporter. If a court reporter is not used, the city need not provide transcripts of any hearings, but, within fifteen (15) calendar days after payment of reasonable duplication fee, shall make the video and/or audio recordings available to the responsible person. If a court reporter is used, a recipient of the administrative citation may obtain a copy of the transcript upon payment of any applicable fees or costs.

(g)

A hearing need not be conducted in accordance with the technical rules of evidence. Any relevant evidence may be admitted if it is evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might consider such admission improper in a civil action. Irrelevant or unduly repetitious evidence shall be excluded.

(h)

After considering all testimony and evidence submitted at the hearing, the hearing authority shall issue a written decision to affirm, modify or dismiss the administrative citation. The decision shall include the hearing authority's findings, as well as information regarding the cited person's right to seek judicial review of the decision and the time in which to do so. The city shall issue the cited person a copy of the hearing authority's written decision (the "notice of decision"). The decision of the hearing authority shall be final.

(i)

If the hearing authority determines that the administrative citation should be affirmed, the fine and/or penalty amount of deposit with the city shall be retained by the city.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-18. - Consideration in other proceedings.

The city council, planning commission, or other similar body, or city staff may consider the fact that a person has been issued an administrative citation when determining whether to grant, suspend, revoke, or deny any permit, license, or other approval, regarding a matter related to the condition causing the Code violation, to that person, and may consider such administrative citation to be evidence that the person has committed acts that threaten the health, safety, and welfare of the general public.

(Ord. No. 1016, § 1, 6-13-06)

Sec. 30-19. - Judicial review.

A cited person may seek judicial review of the hearing authority's decision by filing a petition for review with the Superior Court, pursuant to Government Code Section 53069.4 within twenty (20) calendar days after service of a copy of the notice of decision. In any such action, the prevailing party shall have the right to recover reasonable attorney fees and cost.

(Ord. No. 1016, § 1, 6-13-06)

# **APPENDIX B**

## **Industrial and Commercial Facility Inventory**

Potential Facilities List Currently Inspected by County

Current Inspection Date	rior Inspection Da	Last Activity Date	Name
	5/25/2017		KITCHEN 519 LLC
6/6/2019		6/6/2017	RYOSHIN SUSHI
6/16/2019		6/16/2017	PILGRIM KITCHEN BAKERY
6/20/2019		6/20/2017	YA UA YOGURT AND BOBA TEA
			LORENZOS SANDWICH SHOP
7/31/2017	7/25/2015	7/28/2015	52 ENTERPRISES, INC.
8/4/2017		8/4/2015	KIRBERG MOTORS INC
8/5/2017	8/5/2017	8/5/2015	AUTO CARE OF REDWOOD SHORES
8/14/2017		8/14/2015	EXTREME AUTO BODY & PAINT
8/25/2017		8/25/2015	SUMMIT AUTO BODY & PAINTING
8/27/2017		8/27/2015	SPITERIS AUTO SERVICE
8/31/2017	9/20/2016		HYATT HOUSE
9/4/2017		9/4/2015	CALIFORNIA SHINGLE & SHAKE COM
9/25/2017		9/25/2015	POWERVISION
10/7/2017		10/7/2015	M & G AUTOMOTIVE REPAIR
10/8/2017		10/8/2015	FINELINE CARPENTRY INC
10/13/2017		10/13/2015	CARLMONT VILLAGE CLEANERS
10/20/2017		10/20/2015	ADVANCED EDM CONCEPTS
10/20/2017		10/20/2015	BELMONT MOTOR WORKS
10/21/2017		10/21/2015	GREEN CLEANERS INC
10/27/2017		10/27/2015	NIKON PRECISION INC
10/27/2017		10/27/2015	COLOGNE AUTO BODY
11/4/2017	12/18/2015	11/4/2015	GUNTERS AUTO & TRUCK REPAIR
11/6/2017		11/6/2015	MARSILI'S BODY SHOP
11/10/2017		11/10/2015	RICHARDS DRY CLEANERS
11/17/2017		11/17/2015	CLARK PEST CONTROL
11/19/2017		11/19/2015	ROBIN THOMAS CORPORATION
12/10/2017		12/10/2015	SAFETY EQUIPMENT CORP
12/10/2017		12/10/2015	SANDERS AUTOMOTIVE SVC CTR
12/18/2017	1/10/2014	12/18/2015	AUTO MASTER BODY SHOP
1/26/2018	12/1/2013	1/26/2016	AUTO WAY REPAIR CENTER
2/1/2018		2/1/2016	ENTERPRISE RENT-A-CAR
2/8/2018		2/8/2016	AUTOBAHN MOTORS
2/10/2018		2/10/2016	Flyers #489
2/12/2018		2/12/2016	MPWD WEST BELMONT PUMP STATION
2/12/2018		2/12/2016	HANIBAL PUMP STATION

2/12/2018	2/14/2016	2/12/2016	HALLMARK PUMP STATION
2/12/2018		2/12/2016	DEKOVEN PUMP STATION
2/12/2018		2/12/2016	HERSOM PUMP STATION
3/14/2018	3/5/2016	3/14/2016	FIVE STAR AUTO SERVICE CENTER
4/7/2018	4/25/2014	4/7/2016	Wheel Works #122157
4/7/2018	4/16/2016	4/7/2016	NOTRE DAME HIGH SCHOOL
4/27/2018		4/27/2016	COUNTY AUTO MUFFLER & BRAKES
5/3/2018		5/3/2016	TECHNIC AUTO CENTER
5/16/2018	5/29/2016	5/16/2016	LUNARDIS MARKET
5/18/2018		5/18/2016	FALAFELLE
5/18/2018		5/18/2016	RANGOON RUBY BURMESE CUISINE
5/18/2018	5/18/2016	6/6/2017	PEETS COFFEE & TEA
5/20/2018	12/13/2015	5/20/2016	AMERICAN DEBRIS BOX SERVICE INC
5/27/2018		5/27/2016	Volkswagen Group of America
5/27/2018	6/3/2016	6/13/2016	McDonalds
5/31/2018	9/10/2014	6/14/2016	CHINA VILLAGE RESTAURANT
5/31/2018	3/21/2015	5/31/2016	WENDYS RESTAURANT #2104
6/6/2018	12/1/2013	6/6/2016	BAY PACIFIC AUTO BODY
6/7/2018	5/9/2016	6/7/2016	GREENSTREETS CLEANERS
6/14/2018	5/9/2016	6/14/2016	GERMAN AUTO KRAFT INC
6/20/2018	4/28/2016	6/20/2016	DOCS BAGELS
7/12/2018	5/28/2016	7/12/2016	JAMECO ELECTRONICS
7/13/2018	5/9/2016	7/13/2016	ADMINISTRATION & MAINT YARD
7/15/2018	10/2/2015	7/15/2016	BARTLETTS AUTO BODY
7/20/2018	5/14/2016	7/20/2016	BLUE SKY CAFE
7/25/2018	2/11/2015	7/25/2016	FIVE GUYS
7/26/2018	7/15/2016	7/26/2016	SUSHI KUU
7/27/2018	7/18/2016	7/27/2016	WOOD SERVICENTER
7/27/2018	7/17/2016	7/27/2016	BAR-ONE MANUFACTURING
7/27/2018	5/1/2017	7/27/2016	CUSTOM METAL MFG CO
8/1/2018	1/7/2016	2/27/2017	CLASSIC 101 BURGERS A SHAKE
8/2/2018	12/5/2014	8/2/2016	WHISPERS CAFE & CREPERIE
8/4/2018		8/4/2016	CLEAN MACHINE CAR WASH
8/5/2018	7/23/2016	8/5/2016	BELMONT TIRES, WHEELS & SERVICE
8/10/2018	8/11/2017	8/10/2016	BELMONT SHELL
8/15/2018	4/30/2016	8/15/2016	Safeway 0668
8/23/2018	8/29/2016	8/23/2016	K & K AUTO SERVICE
8/30/2018	7/15/2016	8/30/2016	CAFE BLISS

8/30/2018	9/3/2016	8/30/2016	U-Haul Moving & Storage of Belmont
8/31/2018	7/17/2016	8/31/2016	DAVIS ASSOCIATES
8/31/2018	8/31/2016	2/27/2017	MAJESTIC PRODUCTION OF PENINSULA LLC
8/31/2018	9/17/2017	8/31/2016	HARBOR BELMONT ASSOCIATES
8/31/2018	7/17/2016	8/31/2016	RAISER ORGANIZATION
9/6/2018	6/25/2012	9/6/2016	NOTRE DAME DE NAMUR UNIVERSITY
9/7/2018	7/15/2016	9/7/2016	VILLAGE HOST PIZZA
9/7/2018	6/3/2016	9/7/2016	MCGRAWS BAR AND GRILL
9/9/2018	8/27/2016	9/9/2016	CARLMONT HIGH SCHOOL
9/14/2018	1/29/2015	9/14/2016	GOOD BITES CAFE
9/15/2018		9/15/2016	EPICUREAN AT NOTRE DAME HIGH SCHOOL
9/20/2018	6/3/2016	9/20/2016	SUBWAY 4776
9/21/2018		9/21/2016	SHORE WAY CAFE
9/26/2018	8/7/2014	9/26/2016	HOBEES
10/4/2018	1/7/2016	10/4/2016	CAFE MOSSANT
10/13/2018	9/29/2016	10/13/2016	BELMONT 76 SVC CTR
10/21/2018	10/16/2016	10/21/2016	BUS & EQUIPMENT REPAIR OF CALI
10/24/2018	7/30/2016	10/24/2016	DOLLAR TREE STORE #2782
11/7/2018	8/12/2016	11/7/2016	PANDA EXPRESS #2049
11/7/2018	10/27/2016	11/7/2016	BAY CAL CLEANERS
11/8/2018	10/27/2016	11/8/2016	SUNRISE SENIOR LIVING
11/9/2018	7/15/2018	11/9/2016	ACCESSORIES PLUS
11/17/2018	11/26/2016	12/6/2016	U S AUTO REPAIR CENTER
11/17/2018	11/12/2016	11/17/2016	WALGREENS #0063
11/21/2018	12/8/2016	11/21/2016	MEGASOLUTIONS
11/22/2018	8/15/2015	11/22/2016	FARE PDQ
11/22/2018	1/28/2015	11/22/2016	IHOP RESTAURANT
11/29/2018	7/29/2018	11/29/2016	LITTLE BELMONT COFFEE SHOP
11/30/2018		11/30/2016	FAMILY AUTO CLINIC
12/6/2018	12/23/2016	12/6/2016	HELD PAINTING
12/8/2018	12/10/2016	12/8/2016	PRECISION POWDER COATING
12/14/2018		12/14/2016	BELMONT PEACOCK CORAINDER INC
12/14/2018	10/30/2016	12/14/2016	FERNANDO THE NEAT
12/14/2018	11/13/2016	12/14/2016	TRAVIS 76 #254519
12/19/2018	12/18/2016	12/19/2016	JK AUTOMOTIVE LLC
12/20/2018		12/20/2016	SUMAC
12/22/2018	12/23/2016	12/22/2016	BELMONT PUMP STATION
12/28/2018	11/6/2014	12/28/2016	SUSHI MONSTER

1/6/2019	12/11/2016	1/6/2017	LASKY TRADE PRINTING
1/10/2019	1/11/2018	1/10/2017	CITY OF BELMONT, CORPORATION YARD
1/11/2019	1/24/2017	1/11/2017	AT&T Mobility - HARBOR BLVD AND O'NEILL AVE. (U
1/11/2019	12/12/2016	1/11/2017	EUROPEAN & ASIAN AUTO SERVICE
1/12/2019	3/17/2018	1/12/2017	BELMONT KWIK SERV
1/12/2019	2/5/2018	1/12/2017	CHEVRON STATION# 92712/1557
1/19/2019		1/19/2017	DOMINOS 7928
1/19/2019	5/14/2016	1/19/2017	DIVINO
1/25/2019	10/17/2014	1/25/2017	CHEZ SAIGON
1/26/2019		1/26/2017	DETOX KITCHEN AND JUICE BAR
1/26/2019	12/16/2015	1/26/2017	TOTOS PIZZERIA AND RESTAURANT
1/31/2019		1/31/2017	IBERIA RESTAURANT
1/31/2019	7/15/2017	1/31/2017	AVANTI PIZZA FRESH PASTA
2/6/2019	8/4/2016	2/6/2017	Safeway 1138
2/8/2019	7/14/2017	2/8/2017	THE GREEDY ANT
2/8/2019	10/29/2014	2/22/2017	VIVACE RISTORANTE
2/14/2019		2/14/2017	OLD COUNTY DELI
2/16/2019	7/15/2016	2/16/2017	YAMA SUSHI
2/21/2019		2/21/2017	CURTIS AUTO REPAIR
2/22/2019	10/29/2014	2/22/2017	BON APPETIT @ NDN
3/13/2019	11/13/2016	3/13/2017	BELMONT REDWOOD SHORES SCHL DIST
3/14/2019		3/14/2017	JENNY CRAIG #3003
3/16/2019	10/17/2014	3/16/2017	TAQUERIA EL METATE
3/20/2019	5/27/2017	3/20/2017	NAZARETH VISTA
3/20/2019	1/10/2015	3/20/2017	LESLEY TERRACE
3/21/2019	7/15/2016	3/21/2017	BASKIN ROBBINS ICE CREAM
3/28/2019	6/29/2017	3/28/2017	MARVIN GARDENS
3/30/2019		3/30/2017	RING CENTRAL CAFE
3/30/2019	7/15/2017	3/30/2017	STARBUCKS #538
4/6/2019	10/30/2014	4/6/2017	SHALIZAAR
4/12/2019		4/12/2017	RALSTON VILLAGE CLEANERS
4/24/2019	5/7/2017	4/24/2017	AUTOBAHN MOTORS - SERVICE ANNEX
5/8/2019	4/28/2017	5/8/2017	PETES AUTO BODY SHOP INC
5/9/2019	5/7/2017	5/19/2017	AUTOBAHN COLLISION CENTER
5/9/2019	4/28/2017	5/9/2017	SILVER STAR AUTO BODY
5/10/2019	6/3/2016	5/10/2017	BELMONT KWIK SERV
5/22/2019	6/9/2017	5/22/2017	PG&E: BELMONT SUBSTATION
5/31/2019	2/24/2017	5/31/2017	MENCHIES BELMONT VILLAGE



6/2/2019	5/29/2016	6/2/2017	STARBUCKS COFFEE
6/13/2019	11/17/2018	6/13/2017	LAKEPHARMA INC
6/14/2019	5/27/2017	6/14/2017	CARLMONT GARDENS NURSING CENTER
6/14/2019	2/24/2017	6/14/2017	SUSHI LOVER
6/16/2019	6/9/2016	6/16/2017	PASTRY CHIK
6/19/2019		6/19/2017	EDIBLE ARRANGEMENTS
6/19/2019		6/19/2017	WATERDOG TAVERN
6/19/2019	12/5/2015	6/19/2017	MOUNTAIN MIKES PIZZA
6/20/2019		6/20/2017	CHUCKS DONUTS
6/21/2019	7/23/2016	6/21/2017	DREAM DINNERS
6/21/2019	7/15/2016	6/21/2017	COYOTE MEXICAN CAFE
6/26/2019	1/22/2015	6/26/2017	ST JAMES GATE
6/26/2019	7/23/2016	6/26/2017	GODFATHER BURGER LOUNGE
6/27/2019	10/17/2014	6/27/2017	IRON GATE
6/29/2019	3/23/2017	6/29/2017	ORACLE ISLAND PARK CAFE
6/29/2019	5/1/2016	6/29/2017	THE VANS RESTAURANT
6/29/2019	1/8/2016	6/29/2017	THE LARIAT
6/29/2019	5/28/2016	6/29/2017	THE NEW HARBOR
7/10/2019	8/1/2016	7/10/2017	BELMONT CERTIFIED FARMERS MARKET
7/11/2019	7/3/2017	7/11/2017	SHERWIN-WILLIAMS #8692
7/13/2019	7/15/2017	7/13/2017	MOQUIN PRESS
10/17/2019	12/4/2014	10/17/2014	CITY OF BELMONT HASKINS PUMP STA
10/17/2019	12/4/2014	10/17/2014	CITY OF BELMONT, ISLAND PARK PUMP STATION
10/17/2019	12/4/2014	10/17/2014	CITY OF BELMONT SAN JUAN PUMP STATION
8/21/2020		8/21/2015	HOLIDAY CLEANERS OF AMERICA
8/2/2021		8/2/2016	BELMONT SMOKE SHOP AND NOVELTIES
11/16/2021	10/17/2019	11/16/2016	CITY OF BELMONT
11/16/2021	10/17/2019	11/16/2016	CITY OF BELMONT HASTINGS PUMP STATION
11/16/2021	10/17/2019	11/16/2016	CITY OF BELMONT
4/26/2019	10/16/2016	4/26/2017	LAKEPHARMA, INC

City Code	Site Address
BELMONT	519 MARINE VIEW AVE UNIT F
BELMONT	1602 EL CAMINO REAL # C
BELMONT	311 EL CAMINO REAL
BELMONT	1090 ALAMEDA DE LAS PULGAS
BELMONT	911 VILLA AVE
BELMONT	470 RALSTON AVE
BELMONT	1020 OLD COUNTY RD
BELMONT	230 OLD COUNTY RD UNIT B
BELMONT	1300 OLD COUNTY RD B
BELMONT	317 OLD COUNTY RD
BELMONT	292 OLD COUNTY RD
BELMONT	400 CONCOURSE DR
BELMONT	1350 OLD COUNTY RD
BELMONT	298 HARBOR BLVD
BELMONT	794 OLD COUNTY RD
BELMONT	1297 OLD COUNTY RD
BELMONT	1011 ALAMEDA DE LAS PULGAS
BELMONT	425 HARBOR BLVD # 4
BELMONT	645 HARBOR BLVD
BELMONT	678 RALSTON AVE
BELMONT	1399 SHOREWAY RD
BELMONT	1250 OLD COUNTY RD
BELMONT	800 OLD COUNTY RD
BELMONT	1150 OLD COUNTY RD
BELMONT	940 OLD COUNTY RD
BELMONT	485 ONEILL AVE
BELMONT	1421 OLD COUNTY RD
BELMONT	1141 OLD COUNTY RD
BELMONT	256 HARBOR BLVD
BELMONT	505 ONEILL AVE
BELMONT	701 HARBOR BLVD
BELMONT	605 HARBOR BLVD
BELMONT	700 ISLAND PKWY
BELMONT	610 Harbor Blvd
BELMONT	RALSTON AVE X: DAVIS
BELMONT	1500 RALSTON AVE

BELMONT	2843 HALLMARK DR
BELMONT	2522 DEKOVEN AVE
BELMONT	1906 LYON AVE
BELMONT	1444 EL CAMINO REAL
BELMONT	120 EL CAMINO REAL
BELMONT	1540 RALSTON AVE
BELMONT	748 OLD COUNTY RD
BELMONT	1302 OLD COUNTY RD
BELMONT	1085 ALAMEDA DE LAS PULGAS
BELMONT	1035 RALSTON AVE
BELMONT	1000 SIXTH AVE
BELMONT	1200 EL CAMINO REAL #A-1
BELMONT	1420 OLD COUNTY RD (REAR)
BELMONT	500 Clipper Dr
BELMONT	522 EL CAMINO REAL
BELMONT	600 RALSTON AVE
BELMONT	698 RALSTON AVE
BELMONT	1305 ELMER ST
BELMONT	1050 ELMER UNIT C
BELMONT	700 HARBOR BLVD
BELMONT	1027 ALAMEDA DE LAS PULGAS
BELMONT	1355 SHOREWAY RD
BELMONT	3 DAIRY LN
BELMONT	1438 OLD COUNTY RD
BELMONT	1625 EL CAMINO REAL #9
BELMONT	1000 EL CAMINO REAL
BELMONT	1001 ALAMEDA DE LAS PULGAS
BELMONT	844 OLD COUNTY RD
BELMONT	1201 OLD COUNTY RD 6
BELMONT	616 WALTERMIRE ST
BELMONT	575 RALSTON AVE
BELMONT	390 EL CAMINO REAL #V
BELMONT	604 HARBOR BLVD
BELMONT	564 EL CAMINO REAL
BELMONT	2000 RALSTON AVE
BELMONT	2100 Ralston Ave
BELMONT	1296 OLD COUNTY RD
BELMONT	2039 RALSTON AVE

BELMONT	554 EL CAMINO REAL
BELMONT	1 DAVIS
BELMONT	407 OLD COUNTY RD
BELMONT	450 HARBOR BLVD BLDG C
BELMONT	20 DAVIS ST
BELMONT	1500 RALSTON AVE
BELMONT	1017 ALAMEDA DE LAS PULGAS
BELMONT	864 EL CAMINO REAL
BELMONT	1400 ALAMEDA DE LAS PULGAS
BELMONT	1504 EL CAMINO REAL
BELMONT	1540 RALSTON AVE
BELMONT	1602 EL CAMINO REAL
BELMONT	1301 SHOREWAY RD
BELMONT	1101 SHOREWAY RD
BELMONT	1400 EL CAMINO REAL
BELMONT	995 RALSTON
BELMONT	31 KAREN RD
BELMONT	516 EL CAMINO REAL
BELMONT	1050 EL CAMINO REAL D
BELMONT	540 MASONIC
BELMONT	1010 ALAMEDA DE LAS PULGAS
BELMONT	1421 OLD COUNTY RD STE D
BELMONT	461 HARBOR BLVD
BELMONT	900 RALSTON AVE
BELMONT	1404 OLD COUNTY RD
BELMONT	1480 EL CAMINO REAL
BELMONT	510 EL CAMINO REAL
BELMONT	232 HARBOR BLVD
BELMONT	1421 OLD COUNTY RD STE C
BELMONT	517 MARINE VIEW AVE H
BELMONT	248 HARBOR BLVD
BELMONT	520 MASONIC WY
BELMONT	1301 OLD COUNTY RD 6
BELMONT	699 RALSTON AVE
BELMONT	319 OLD COUNTY RD
BELMONT	1397 EL CAMINO REAL
BELMONT	1385 SHOREWAY RD
BELMONT	955 RALSTON AVE

BELMONT	240 HARBOR BLVD A
BELMONT	110 SEM LN
BELMONT	333 Oneill Ave
BELMONT	150 OLD COUNTY RD
BELMONT	701 HARBOR BLVD
BELMONT	2045 RALSTON AVE
BELMONT	1501 EL CAMINO REAL
BELMONT	968 RALSTON AVE
BELMONT	1316 EL CAMINO REAL
BELMONT	1200 EL CAMINO REAL
BELMONT	1200 EL CAMINO REAL
BELMONT	740 EL CAMINO REAL
BELMONT	2040 RALSTON AVE #C
BELMONT	1100 EL CAMINO REAL
BELMONT	932 RALSTON AVE
BELMONT	1920 RALSTON AVE
BELMONT	1331 A OLD COUNTY RD
BELMONT	889 RALSTON AVE
BELMONT	1421 OLD COUNTY RD
BELMONT	1500 RALSTON AVE
BELMONT	801 GRANADA ST
BELMONT	1538 EL CAMINO REAL C
BELMONT	120 HARBOR BLVD
BELMONT	1041 HILL ST
BELMONT	2400 CARLMONT DR
BELMONT	1023 ALAMEDA DE LAS PULGAS
BELMONT	1160 OLD COUNTY RD
BELMONT	20 DAVIS DR
BELMONT	1071 ALAMEDA DE LAS PULGAS
BELMONT	300 EL CAMINO REAL
BELMONT	980 RALSTON AVE
BELMONT	510 HARBOR BLVD
BELMONT	302 OLD COUNTY RD
BELMONT	1309 ELMER ST
BELMONT	252 OLD COUNTY RD
BELMONT	701 HARBOR BLVD
BELMONT	1335 Shoreway Rd
BELMONT	1200 EL CAMINO REAL A3

BELMONT	1050 EL CAMINO REAL #A
BELMONT	530 HARBOR BLVD
BELMONT	2140 CARLMONT DR
BELMONT	550 MASONIC WY
BELMONT	1301 OLD COUNTY RD UNIT 1 & 2
BELMONT	390 EL CAMINO REAL STE E
BELMONT	1015 ALAMEDA DE LAS PULGAS
BELMONT	390 EL CAMINO REAL
BELMONT	641 RALSTON AVE
BELMONT	390 EL CAMINO REAL # R
BELMONT	1003 ALAMEDA DE LAS PULGAS
BELMONT	1410 OLD COUNTY RD
BELMONT	1500 EL CAMINO REAL
BELMONT	1360 EL CAMINO REAL
BELMONT	401 ISLAND PKWY
BELMONT	815 BELMONT AVE
BELMONT	1428 EL CAMINO REAL
BELMONT	150 HARBOR BLVD
BELMONT	EL CAMINO REAL
BELMONT	1900 Ralston Ave
BELMONT	555 HARBOR BLVD
BELMONT	E LAUREL CREEK RD/HASKINS D
BELMONT	ISLAND PARK
BELMONT	3118 E LAUREL CREEK RD
BELMONT	880 RALSTON AVE
BELMONT	390 EL CAMINO REAL UNIT Q
BELMONT	NORTH RD
BELMONT	HASTINGS DR
BELMONT	1 TWIN PINES LN
SAN CARLOS	201 INDUSTRIAL RD 380

Active Facilities Scheduled for Inspection-City				Inspection date(s)		Comments
				FY 17/18	FY 18/19	
ASTRO GLASS, TINTING & GRAPHICS	1565	MOLITOR	AUTO GLASS SHOP			Home-based business. No work onsite.
EXPERT AUTO ENGINEERS	3130	E LAUREL CREEK	AUTO PARTS - WHSE			Home-based business. No work onsite.
MORGAN TIRE&AUTO DBA WHEEL WORKS	120	EL CAMINO REAL	AUTO REPAIR SHOP	5-YR RECHECK		
BERTOLINI VALVES	1408	OLD COUNTY RD	MANUFACTURER		5-YR RECHECK	
MUSTANG CITY OF BELMONT	776	OLD COUNTY RD	AUTO REPAIR/BODY SHP			
DOUG'S MOBILE MECHANIC	2187	CARLMONT DR 16	AUTO REPAIR-GENERAL			Home-based business. No work onsite.
JAPAN DIAGNOSTICS	1080	OLD COUNTY RD	AUTO REPAIR-GENERAL			
AUTO IMAGE	188	OLD COUNTY RD	AUTOMOTIVE SERVICES		5-YR RECHECK	
Premium Auto Services	230	OLD COUNTY RD A	AUTO REPAIR-GENERAL			
NATURAL SLATE ROOFING	550	MARINE VIEW AVE D	ROOFING		5-YR RECHECK	
SMOG EXPRESS	1300	OLD COUNTY RD A	AUTO REPAIR-GENERAL		5-YR RECHECK	
BLU CHILD BAKERY	501-J	OLD COUNTY RD	BAKERY PRODUCTS			
NATASHA'S SWEET TEMPTATIONS	570	MARINE VIEW AVE E	BAKERY PRODUCTS		5-YR RECHECK	

OASIS BAKLAVA	1308	OLD COUNTY RD	BAKERY PRODUCTS		5-YR RECHECK	
ANNIE'S ENTERPRISES	501-G	OLD COUNTY RD G	KITCHEN/DESSERT PRODUCTS		5-YR RECHECK	
CALIFORNIA SHINGLE & SHAKE CO.	1350	OLD COUNTY RD	BUILDING MATERIALS	2-YR RECHECK		
ECONO-DOORMASTERS	1457	EL CAMINO REAL	BUILDING MATERIALS		5-YR RECHECK	
AVIS RENT A CAR SYSTEM, LLC	1501	EL CAMINO REAL 201	CAR RENTAL/LEASING	1-YR RECHECK	1-YR RECHECK	
PAMELA KEITH CULINARY COMPANY	200	OLD COUNTY RD	CATERING		5-YR RECHECK	
ASAHI SUSHI	1100	EL CAMINO REAL	EATING PLACE			
CANDIS CATERING	570	MARINE VIEW AVE D	EATING PLACE		5-YR RECHECK	
ME.N.U.	889	RALSTON AVE	EATING PLACE			
MR PICKLES SANDWICH SHOP	891	RALSTON AVE	EATING PLACE		5-YR RECHECK	
QUIZNOS SUB	1480	EL CAMINO REAL	EATING PLACE			
FARE PDO	1480	EL CAMINO REAL	EATING PLACE		5-YR RECHECK	
RESTAURANT ON THE HILL, INC (VANS)	815	BELMONT AVE	EATING PLACE			
SUBWAY # 44784	1073	ALAMEDA DE LAS PULGAS	EATING PLACE		5-YR RECHECK	
SUBWAY 4776	1602	EL CAMINO REAL	EATING PLACE		5-YR RECHECK	



THE KITCHEN CO. DBA: LMAGAC	519	MARINE VIEW AVE F	EATING PLACE			
YA-UA YOGURT & PASTRIES	1090	ALAMEDA DE LAS PULGAS	EATING PLACE			
BAY POINTE LANDSCAPE	530	OLD COUNTY RD	LANDSCAPING			
MILLEFIORI LANDSCAPE DESIGN	824	ALAMEDA DE LAS PULGAS	LANDSCAPING			Home-based business. No work onsite.
NICOLE FOX, LANDSCAPE ARCHITECT	1441	SIXTH AVE	LANDSCAPING			Home-based business. No work onsite.
BRETT MACK	812	COVINGTON RD	LAWN & GARDEN SERV			Home-based business. No work onsite.
BURNETT LANDSCAPE DEVELOPMENT INC	1500	INDUSTRIAL WAY 3	LAWN & GARDEN SERV			Not in Belmont
CALIFORNIA LANDSCAPING MAINT.	1915	OAK KNOLL DR	LAWN & GARDEN SERV			Home-based business. No work onsite.
HALLMARK FINE GARDENS	2719	HALLMARK DR	LAWN & GARDEN SERV			Home-based business. No work onsite.
JOHN TROMBULAK LANDSCAPING	1531	ESCONDIDO WAY	LAWN & GARDEN SERV			Home-based business. No work onsite.
OZAKI GARDEN SERVICE	2162	CARLMONT DR 2	LAWN & GARDEN SERV			Home-based business. No work onsite.
PENINSULA GREEN GARDENER	1241	ALDEN CT	LAWN & GARDEN SERV			Home-based business. No work onsite.
PROVEN TOLERANCE SPECIALIST	570	MARINE VIEW AVE C	MACHINE/METAL SHOPS			
CAPRINO'S RESTAURANT	1000	SIXTH AVE	MISC. FOOD STORE			
JAMBA JUICE CO # 390	1005	ALAMEDA DE LAS PULGAS	MISC. FOOD STORE			
Yoppi Yogurt	1005	ALAMEDA DE LAS PULGAS				

WEST AUTO SALE	830	EL CAMINO REAL	MV DEALERS- NEW/USED		5-YR RECHECK	
TYLER'S CARLMONT NURSERY	2029	RALSTON AVE	NURSERIES & GARDEN- RTL			
CHRIS'S PAINTING CO	1221	GRANADA ST	PAINTING			Home-based business. No work onsite.
KAZAKOFF'S INC	6	PARKRIDGE CT	PAINTING			Home-based business. No work onsite.
ROBERTS APPLIANCE SERVICE	570-F	MARINE VIEW AVE	RESTAURANT EQUIPMENT REPAIR		5-YR RECHECK	
MARIO'S PAINTING	814	RUTH AVE	PAINTING			Home-based business. No work onsite.