



The Town of  
Woodside

September 30, 2019

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

Subject: **Town of Woodside Municipal Regional Stormwater Permit**  
FY 2018/19 Annual Report

Dear Mr. Montgomery:

This letter and Annual Report with attachments is submitted by Town of Woodside 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 2018/19 and related accomplishments.

Please contact at (650) 851-6790 regarding any questions or concerns.

P.O. Box 620005

2955 Woodside Road

Woodside CA 94062

A handwritten signature in black ink, appearing to read 'S. Rose', written in a cursive style.

Sean R. Rose  
Town Engineer

650-851-6790

Fax: 650-851-2195

townhall@woodsidetown.org

**TOWN OF WOODSIDE  
FY 2018/19 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:**



Sean R. Rose, Town Engineer

9/30/19

Date

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Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	Town of Woodside		
<b>Population:</b>	5,564 (July 1, 2017 via <a href="http://www.census.org">www.census.org</a> )		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2015-0049		
<b>Reporting Time Period (month/year):</b>	July 2018 through June 2019		
<b>Name of the Responsible Authority:</b>	Sean R. Rose	<b>Title:</b>	Town Engineer
<b>Mailing Address:</b>	2955 Woodside Road		
<b>City:</b>	Woodside	<b>Zip Code:</b>	94062
		<b>County:</b>	San Mateo
<b>Telephone Number:</b>	(650) 851-6790	<b>Fax Number:</b>	(650) 851-2195
<b>E-mail Address:</b>	<a href="mailto:srose@woodsidetown.org">srose@woodsidetown.org</a>		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>			
<b>Department:</b>			
<b>Mailing Address:</b>			
<b>City:</b>	Woodside	<b>Zip Code:</b>	San Mateo
<b>Telephone Number:</b>	(650) 851-6790		(650) 851-2195
<b>E-mail Address:</b>			



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

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:  
 The Town of Woodside is a rural town consisting of wooded hillsides and narrow county roads. The Town of Woodside does not have the traditional storm drain system, as many other jurisdictions do, and relies on natural creeks and earthen channels to facilitate drainage to the San Francisco Bay. Because of its unique rural landscape, the Town utilizes different methods to maintain public facilities than the methods utilized by urban municipalities. The Town uses a combination of in-house maintenance staff as well as outside contractors to conduct street and road repairs and maintenance. Inspections are conducted by Town staff to ensure that the Town remains in compliance during work activities.

Refer to the C.2 Municipal Operations section of the SMCWPPP FY 18-19 Annual Report for a description of activities implemented at the countywide and/or regional level.

**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:  
 The Town uses in-house maintenance staff as well as outside contractors to conduct street and road repairs and maintenance. Town staff conduct inspections to ensure that appropriate BMPs are implemented during these activities. The San Mateo Countywide Water Pollution Prevention Program's Stormwater Best Management Handbook is used by Town staff and contractors for street and road repair and maintenance projects that fall under the jurisdiction of this permit.

**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.

Y	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
NA	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments:  
 The Town currently owns a small parking lot of approximately 12,000 SF, located near the Town Hall facility, which is monitored on an ongoing basis and cleaned and maintained as needed. This parking lot was not constructed with standard curb and gutter. On certain occasions that cleaning, and maintenance is necessary, the Town ensures that proper BMP's are in place to capture and collect wash water.

**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.

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

Comments:  
 The Town did not perform bridge and structural maintenance and graffiti removal during this reporting period. Graffiti occurs rarely on the Town's bridges and structures and is painted over instead of manually removed by washing or mechanical methods. In the event washing is necessary,

C.2.e. ► Rural Public Works Construction and Maintenance	
Does your municipality own/maintain rural <sup>1</sup> roads:	
<input checked="" type="checkbox"/> Y	Yes
<input 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 checked="" type="checkbox"/> Y	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input checked="" type="checkbox"/> Y	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input checked="" type="checkbox"/> Y	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input checked="" type="checkbox"/> Y	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input checked="" type="checkbox"/> Y	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input checked="" type="checkbox"/> Y	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input checked="" type="checkbox"/> Y	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: The Town has continued implementation of the required BMPs on rural roads to minimize road-related erosion that could impact water quality and riparian habitat. Regular inspections are conducted to ensure that potential erosion areas are adequately stabilized, and appropriate erosion control measures are implemented.	

<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 <b>X</b> in the boxes below that apply to your corporations yard(s):				
<input checked="" type="checkbox"/>	We do not have a corporation yard			
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit			
<input type="checkbox"/>	We have a <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)			
Place an <b>X</b> in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type <b>NA</b> 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:				
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment			
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system			
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method			
<input checked="" type="checkbox"/>	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			
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants			
Comments:				
The Town has a small parking lot to store minimal Town equipment and does not perform equipment maintenance. The Town does not have a material storage area or a fueling station and vehicle service. The Town is contracted with the City of Redwood City for all vehicle service.				
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
NA	NA	NA	NA	NA

<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.(2) ► Regulated Projects Reporting**

Fill in attached table **C.3.b.iv.(2)** or attach your own table including the same information.  
 NA – No Regulated Projects were approved during the FY 18-19 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 type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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Comments (optional): NA

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

1. In FY 2018-19, 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)?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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2. In FY 2018-19, 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.	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If you answered "Yes" to either question,  
 1) Complete Table C.3.e.v.  
 2) Attach narrative discussion of 100% LID Feasibility or Infeasibility for each project.

NA

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

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.

NA. There were no newly Stormwater Treatment Systems and HM Controls installed in FY 18-19.

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

NA. There were no newly Stormwater Treatment System and HM Controls installed in FY 18-19.

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 (FY17-18)	0
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 18-19)	0
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 18-19)	0
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 18-19)	0% <sup>1</sup>

<sup>1</sup> Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year, 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:

NA. There are no Regulated Projects within the Town.

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:

NA. There are no Regulated Projects within the Town.

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

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.

Summary:

The Town has a strict policy on any alterations of the natural drainage pattern. Per Town Ordinance, site development permits are required when private property owners propose to increase impervious surface or alter the drainage pattern. Applicants are required to provide drainage calculations and mitigation measures to ensure that localized and total post-development flows do not exceed pre-development flows. Additionally, all projects detain and discharge-disperse-infiltrate run-off to landscaped areas since the Town does not have a piped SD system or a channel system. Run-off from projects are required to mimic the natural drainage patterns.

Percolation systems are encouraged, and all discharge locations are provided with required BMPs. The Town requires that the SMCWPPPP "Stormwater Checklist for Small Projects" along with the "Site Development Permit" application for the development projects to be completed as part of the project submittals.

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>C.3.j.i.(5).(b) ► Green Infrastructure Plan</b>			
(For FY 2018-19 Annual Report only) Did your agency complete a Green Infrastructure Plan?	Y	<b>Yes, see attached, Attachment 1 - Green Infrastructure Plan</b>	No
If No, provide schedule for completion:			

<b>C.3.j.i.(5).(c) ► Legal Mechanisms</b>			
(For FY 2018-19 Annual Report only) Does your agency have legal mechanisms in place to ensure implementation of the Green Infrastructure Plan?	Y	<b>Yes, see attached documents or links provided below</b>	No
If Yes, describe the legal mechanisms in place and the documents attached or links provided. The legal mechanism in place is through the Town's municipal code, Chapter 52: Stormwater Management, <a href="https://librarystage.municode.com/ca/woodside/codes/municipal_code?nodeId=CD_ORD_TITVPUWO_CH52STWAMA">https://librarystage.municode.com/ca/woodside/codes/municipal_code?nodeId=CD_ORD_TITVPUWO_CH52STWAMA</a>			
If No, provide schedule for completion: NA			

<b>C.3.j.i.(5)(d) ► Green Infrastructure Outreach</b>
On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.
Summary: The Town's General Plan encourages the use of green elements to be incorporated in the design of projects. The Town's Architectural Site Review Board reviews private development projects for compliance with the Town's General Plan. The Town implements GI outreach and discussions during the Town's staff meetings that are held weekly.
Please refer to the Countywide Program's FY 18-19 Annual Report for a summary of outreach efforts implemented at the Countywide level.



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

On an annual basis, submit a list of green infrastructure projects, public and private, that are already planned for implementation during the permit term and infrastructure projects planned for implementation during the permit term that have potential for green infrastructure measures. Include the following information:

- A summary of planning or implementation status for each public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. (see C.3.j.ii.(2) Table B - Planned Green Infrastructure Projects).
- 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. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description of the project and the reasons green infrastructure measures were impracticable to implement (see C.3.j.ii.(2) Table A - Public Projects Reviewed for Green Infrastructure).

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 Town's General Plan sections (Conservation Element and Sustainability Element) includes the use of natural drainage systems, preservation of natural states, incorporation of green elements, and recycling programs. The Town's Architectural Site Review Board reviews project designs to ensure compliance with elements of the General Plan.

Currently, the Town's storm drain system consists of earthen drainage swales along the roadway that eventually discharge in to creeks. The storm drains convey flows from one side of the street to the other. Rock dissipaters are installed on the downstream ends to dissipate energy and reduce potential erosion. Private developers and engineers are encouraged to maximize undisturbed areas within the project limits as well as incorporate natural features when feasible.

The Town of Woodside reviewed its CIP list using the BASMAA guidance to identify potential projects that can be considered for early implementation of Green Infrastructure. The CIP list is shown on Table C.3.j.ii(2) – Table A – Public Projects.

Summary of Planning or Implementation Status of Identified Projects:

See attached Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B for the required information.

**C.3.j.iii.(2) and (3) ► 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.

*(For FY 2018-19 Annual Report only)* Submit a plan and schedule for new and ongoing efforts to participate in processes to promote green infrastructure.

The Town's General Plan encourages the use of green elements to be incorporated in the design of projects. The Town's Architectural Site Review Board reviews private development projects for compliance with the Town's General Plan.

Please refer to Countywide Program's FY 18-19 Annual Report for: 1) 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; and 2) a plan and schedule for new and ongoing efforts to participate in processes to promote green infrastructure.

**C.3.j.iv.(2) and (3) ► 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.

*(For FY 2018-19 Annual Report only)* Submit the tracking methods used and report implementation of green infrastructure measures including treated area, and connected and disconnected impervious area on both public and private parcels within their jurisdictions.

Please refer to the Countywide Program's FY 18-19 Annual Report for: 1) a summary of methods being developed to track and report implementation of green infrastructure measures; and 2) a report on green infrastructure measures implemented to date, including acres of impervious area (total and treated), countywide and by permittee.

**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>2</sup> , Street Address	Name of Developer	Project Phase No. <sup>3</sup>	Project Type & Description <sup>4</sup>	Project Watershed <sup>5</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>6</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>7</sup>	Total Pre- Project Impervious Surface Area <sup>8</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>9</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Public Projects</b>											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: NA											

<sup>2</sup>Include cross streets

<sup>3</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>4</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>5</sup>State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>6</sup>All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>7</sup>All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>8</sup>For redevelopment projects, state the pre-project impervious surface area.

<sup>9</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>10</sup>	Application Final Approval Date <sup>11</sup>	Source Control Measures <sup>12</sup>	Site Design Measures <sup>13</sup>	Treatment Systems Approved <sup>14</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>15</sup>	Hydraulic Sizing Criteria <sup>16</sup>	Alternative Compliance Measures <sup>17/18</sup>	Alternative Certification <sup>19</sup>	HM Controls <sup>20/21</sup>
<b>Private Projects</b>										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>10</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>11</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>12</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>13</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>14</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>15</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>16</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>17</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>18</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>19</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>20</sup>If HM control is not required, state why not.

<sup>21</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  
 (public projects)**

Project Name Project No.	Approval Date <sup>22</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>23</sup>	Site Design Measures <sup>24</sup>	Treatment Systems Approved <sup>25</sup>	Operation & Maintenance Responsibility Mechanism <sup>26</sup>	Hydraulic Sizing Criteria <sup>27</sup>	Alternative Compliance Measures <sup>28/29</sup>	Alternative Certification <sup>30</sup>	HM Controls <sup>31/32</sup>
<b>Public Projects</b>										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: NA										

<sup>22</sup>For public projects, enter the plans and specifications approval date.

<sup>23</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>24</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>25</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>26</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>27</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>28</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>29</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>30</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>31</sup>If HM control is not required, state why not.

<sup>32</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>33</sup> Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)**

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

NA

Name of Facility	Address of Facility	Party Responsible <sup>34</sup> For Maintenance	Type of Treatment/HM Control(s)
NA	NA	NA	NA

<sup>33</sup> "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

<sup>34</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, 2018 - June 30, 2019												
Project Name & No.	Permittee	Address	Application Submittal Date <sup>35</sup>	Status <sup>36</sup>	Description <sup>37</sup>	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category <sup>38</sup>	LID Treatment Reduction Credit Available <sup>39</sup>	List of LID Stormwater Treatment Systems <sup>40</sup>	List of Non-LID Stormwater Treatment Systems <sup>41</sup>
NA	NA	NA	NA	NA	NA	NA	NA	NA	Category A: Category B: Category C: Location: Density: Parking:  NA	Category A: Category B: Category C: Location: Density: Parking:  NA	Indicate each type of LID treatment system and % of total runoff treated.  NA	Indicate each type of non-LID treatment system and % of total runoff treated. Indicate whether minimum design criteria met or certification received  NA

<sup>35</sup>Date that a planning application for the Special Project was submitted.

<sup>36</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>37</sup>Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>38</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>39</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>40</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>41</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.

**FY 2018-2019 Annual Report**  
**Permittee Name: Town of Woodside**

**C.3 – New Development and Redevelopment**

**Special Projects Narrative:**  
NA



<b>C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure</b>				
<b>Project Name and Location<sup>42</sup></b>	<b>Project Description</b>	<b>Status<sup>43</sup></b>	<b>GI Included?<sup>44</sup></b>	<b>Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement<sup>45</sup></b>
2019 Road Rehabilitation Project	Resurface existing AC Roadway, digouts, and striping	Ongoing FY19-20	No	GI is impractical since due to the work being limited to rehabilitation of the existing roadway
2020 Road Rehabilitation Project	Resurface existing AC Roadway, digouts, and striping	FY 20-21	No	GI is impractical since due to the work being limited to rehabilitation of the existing roadway
Hillside Dr. Pedestrian Pathway Project	Install gravel pathway on Hillside Drive.	FY 20-21	May Include	Gravel pathway will be installed to minimize the impervious areas along the roadway. Storm drainage is designed to discharge into natural earth.
Kings Mountain Road Safety Project	Install sheer pin wall adjacent to Kings Mountain Rd. to prevent the road edge from eroding	FY 19-20	May include	Project will be installing sheer pin retaining wall to prevent creek bank form eroding.

<sup>42</sup> List each public project that is going through your agency's process for identifying projects with green infrastructure potential.

<sup>43</sup> Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

<sup>44</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>45</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.

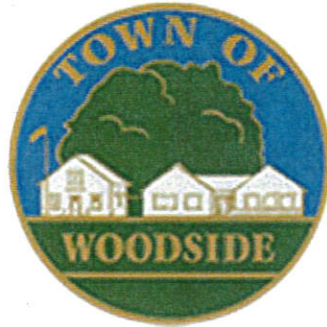
**C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects**

Project Name and Location <sup>46</sup>	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
Old La Honda Bridge Rehabilitation	Retaining walls will be built upstream and downstream around the culvert. The space in between the new culvert and the existing bridge (the void) will be filled with lean concrete, converting the bridge to a culvert. The west approach will be widened to match the existing structure curb to curb width	FY 19-20	The project is to rehabilitate the existing bridge and keep the adjacent area in natural state to promote native plant species.
Portola Road Bridge Rehabilitation	Rehabilitate the existing bridge with no added capacity	FY 19-20	The project is to rehabilitate the existing bridge and keep the adjacent area in natural state to promote native plant species.
Woodside School Pathway Phase 3	Install a 4ft gravel pathway along Hwy 84.	FY 18-19	Gravel pathway will be installed to minimize the impervious areas along the roadway.

<sup>46</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.

# ATTACHMENT 1

## GREEN INFRASTRUCTURE PLAN


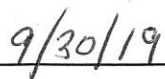


Town of Woodside  
2955 Woodside Road  
Woodside, CA 94062  
(650) 851-6790

## Town of Woodside Green Infrastructure Plan

**Effective Date: September 30, 2019**

**Approved by:**

Kevin Bryant, Town Manager

Date

## ACKNOWLEDGEMENTS

The Town of Woodside would like to thank and acknowledge the Town of Portola Valley for sharing text from their Green Infrastructure Plan.

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## **Introduction**

This Green Infrastructure Plan (GI Plan, or Plan) is being prepared in compliance with the Town of Woodside's Municipal Regional Permit (MRP), Order No. R2-2015-0049, Provision C.3.j. The Town of Woodside, as one of the 76 municipalities that are Permittees of the MRP, must prepare a GI Plan that the Plan is meant to serve as an implementation guide to provide reasonable assurance that total maximum daily load (TMDL) waste load allocations for mercury and polychlorinated biphenyls (PCBs) in San Francisco Bay will be met. The GI Plan must be completed and submitted with the Town's 2019 Annual Report.

"Green Infrastructure" per the MRP as "Infrastructure that uses vegetation, soils, and natural processes to manage water and create healthier urban environments". GI can include pervious pavement, infiltration facilities, stormwater tree well filters and suspended pavement systems, green roofs, and rainwater harvesting.

The overall purpose of the Plan is to "describe how an agency will gradually transform its urban landscape and storm drainage systems from "gray" to "green"; that is, shift from traditional storm drain infrastructure, where stormwater runoff flows directly from impervious surfaces into storm drains and receiving waters, to a more resilient, sustainable system that reduces and slows runoff by dispersing it to vegetated areas, promotes infiltration and evapotranspiration, harvests and uses runoff for non-potable purposes, and uses bioretention and other green infrastructure (GI) practices to treat stormwater runoff."

The GI Plan is for the integration of GI systems into public rights-of-way, and is not intended to impose retrofit requirements on private property, outside the standard development application review process for projects already regulated by the MRP, but may provide incentives or opportunities for private property owners to add or contribute towards GI elements, if desired.

## **Agency Background**

The Town of Woodside, incorporated in 1956, is a rural community of approximately 5,500 residents covering approximately 6,226 acres in the mountains of San Mateo County west of San Francisco Bay. The Town is comprised predominantly of low-density residential land use, with the exception of two small rural commercial centers that include a few restaurants, stores, and an elementary school, church, post office, municipal park, and library.

The Town does not have a conventional urban storm water system. The Town's system consists almost entirely of open, pervious vegetated roadside ditches and short culverts crossing roadways to convey storm water from one vegetated ditch to another, and ultimately to a network of natural creeks that flow to the east to San Francisco Bay, including Dennis Martin, Union, Dry, and Bear Gulch creeks. The primary responsibility for maintenance of drainage channels in the Town rests with the owners of properties through which the drainage channels pass.

### **Alignment with Town Goals**

The Town's General Plan and Municipal Code explicitly call for the protection of water quality and preservation of natural resources through limiting the intensity of land use, promoting pervious surfaces, and limiting the increase of runoff from development. To that end, in addition to strictly enforcing the provisions of the MRP, the Town has its own drainage requirements requiring all development projects to mitigate alterations to the natural drainage pattern, and requires all private and public projects within creek corridors to obtain a Conditional Use Permit from Woodside's Planning Commission.

Since the development of the Town's 1978 Storm Drain Master Plan, the Town has aimed to continue to use natural drainage channels to the fullest extent possible to conduct storm water safely through the community, and avoided, where feasible, construction of impervious storm drain systems such as lined channels and underground pipes due to their associated detrimental environmental impact to the community.

The Town is committed to the continued protection and preservation of its natural resources, open space, rural character, and scenic corridors and vistas, and to the preservation of its "green" stormwater system now and in the future, and intends to continue to maintain those policies which protect its creeks and waterways.

### **Plan Development Process and Interagency Coordination**

The Town submitted its GI Workplan to the Water Board in September 2017 (Attachment 1), and provided information regarding green infrastructure for Town capital projects in its 2017 and 2018 Annual Reports.

The Town is a member of the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) and the San Mateo C/CAG's Stormwater Committee. Through that participation, the Town has been



involved in the development of San Mateo County's Stormwater Resource Plan and Reasonable Assurance Analysis documents which seek to identify regional TMDLs and project goals.

The Town also coordinated, through SMCWPPP, with the Bay Area Stormwater Management Agencies Association (BASMAA) on regional GI guidance and received feedback through BASMAA from MRP regulators on GI expectations and approaches.

In 2019, the Town Council formalized its support of the new San Mateo County Flood and Sea Level Rise Resiliency District (FSLRRD) tasked with preventing flooding and incorporating green infrastructure where feasible and appropriate.

The GI Plan development process began with the preparation of the Town's GI Workplan, which described the goals, approach, tasks, and schedule needed to complete the GI Plan. The Town completed the Framework and the Town Manager approved it on September 21, 2017. To develop the GI Plan, the Town consulted with SMCWPP, C/CAG, its MRP consultant, and neighboring cities.

The Town's GI Plan is meant to be a living and working document. As time progresses, staff may modify it based on lessons learned and as situations arise.

## **GI IMPLEMENTATION PLAN**

The Town's approach to identifying opportunities for GI will be based on the following priorities:

- The Town will aim to meet the GI objectives by incorporating GI, where feasible, into its Capital Improvement Program. Certain Capital Improvement Projects which may lend themselves to the inclusion of Green Infrastructure are as follows:
  - Streets projects that may include traffic calming or Safe Routes to School improvements;
  - Drainage improvement projects;
  - Reconstruction/improvement of roadways, pathways, and trails;
  - Town park projects; and
  - Improvements to Town Hall and/or the Library and potential improvements to the adjacent parking lot.
- Evaluation of opportunities identified in the Stormwater Resource Plan –The Town will use the SRP list to help identify potential project locations for GI implementation.



- Evaluation of non-CIP project opportunities – As awareness of GI increases, municipal staff or local community members may also identify and recommend GI project opportunities.
- Regulated projects – The Town will continue to implement requirements for regulated projects under Provision C.3 and track completed projects.
- Trail system – The Town has an extensive trail system, and most trails are constructed with pervious materials. The Town will continue to use pervious materials on trails in the public right-of-way where feasible and encourage the construction of pervious trails on private property.
- Rural community - Woodside intends to preserve its rural atmosphere and will continue to limit impervious surfaces in public right of ways and private residential projects.

### ***GI Identification, Prioritization and Implementation***

Because Town roads and parcels, and most other infrastructure in the Town drain to natural pervious drainage swales and/or pervious land area, and to natural creeks, the vast majority of Town infrastructure and Town-owned land already percolates into the ground or travels through earthen vegetated swales prior to entering the Town’s natural creeks.

Notwithstanding the above, the Town has identified opportunities to implement GI on current and upcoming Town capital projects, which are listed below. The Town will also continue to work collaboratively with C/CAG, the FSLRRD, and all other cities and the County to pursue a Countywide approach where GI is implemented where it makes the most sense for water quality improvement, climate change resilience, groundwater recharge, and flood mitigation.

### ***Integrate GI Into Planning Efforts***

The Town will consider GI opportunities as part of its updates to the General Plan, Storm Drain Master Plan, Climate Action Plan, and other relevant planning efforts.

### ***Look for Funding Opportunities***

The Town of Woodside currently uses a combination of federal and state grants and local revenues to fund construction of CIP and other projects. The Town will evaluate and consider pursuing grants and other funding opportunities to help fund design, construction and/or O&M of GI in the Town where applicable. Funding opportunities for GI could include targeted GI grants, transportation grants, existing Town resources, public/private partnerships, and volunteer programs.

***GI Design and Construction Guidelines***

Woodside intends to use the San Mateo County Green Infrastructure Design Guide, developed by SMCWPPP and its member agencies including Woodside, to guide the planning, design and construction of GI in the Town, where it applies. The Guide includes best practices for the planning, design, construction, and operations and maintenance of green infrastructure for buildings, parking lots, development sites, and streets. The Town may use other guidance documents as appropriate, including the CASQA BMP Handbook.

***Impervious Area Targets and Potential GI Projects***

The majority of impervious surfaces within the Town’s jurisdiction are Town roadways. As mentioned previously, Town roads drain to natural earthen, pervious drainage channels and open land areas, and therefore GI is generally not applicable on Town roads. The Green Streets for Woodside listed in the San Mateo County SRP and reflected in the RAA already qualify as green streets, and therefore contribute to the Town’s TMDL contribution.

The Town has identified the following projects where GI and/or natural drainage systems could be incorporated, by the milestone dates set forth in the MRP:

<u>Project</u>	<u>Type</u>	<u>Total Area</u>	<u>Milestone</u>
Glens Hillside Path	Public	2.6 acres	2020
Town Hall Roof and Parking Lot Storm Drain	Public	4.2 acres	2030
Town Library	Public	2.1 acres	2040
Sandhill Estates Subdivision	Private	91.4 acres	2030
Menlo Country Club	Private	141 acres	2020

Other projects where GI could be implemented during the current permit term include the Kings Mountain Road Safety (Bicycle Shoulder) Project slated for construction in 2020.

### ***Early Implementation Projects***

Early GI implementation projects include the Glens Hillside Path and Kings Mountain Road Safety Project noted above. Additionally, the Town will continue to review its CIP list annually for other GI opportunities.

### ***Legal Mechanism for GI Implementation***

The MRP requires permittees to “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.” Chapter 52 of the Town Municipal Code requires compliance with the MRP. Therefore the Town has legal authority to ensure implementation of the Plan.

GI projects are typically not regulated projects, although they must conform to the sizing and design requirements contained in Provision C.3, except under certain circumstances, and they are primarily public projects under control of the Town.

### **Project Tracking System**

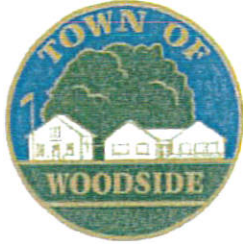
The Town will continue to implement existing internal tracking procedures for processing public and private projects with GI, meeting MRP reporting requirements, and managing inspections of stormwater treatment facilities. In addition, the Town will provide data to SMCWPPP for countywide tracking of completed public and private GI projects. This countywide tracking tool will be used to document a project’s pollutant reduction performance as well as overall total progress toward local or county-level stormwater goals.

The Town is following the process described below to collect and track project information:

- Information on regulated projects is collected using the C.3 Data Form. A table on the project plan sheets is used to collect data on site design or treatment measures installed for each drainage management area.
- Collected information is entered into a spreadsheet. This spreadsheet is updated as the project moves through the Town’s approval process. After the project is constructed, the spreadsheet is used to manage treatment measure inspections and enforcement actions.
- The same spreadsheet will be used to collect and track information on non-regulated GI projects.

## Attachments

1. Town of Woodside Green Infrastructure Workplan



Town of Woodside ▪ 2955 Woodside Road  
Woodside, CA 94062 ▪ (650) 851-6790

# Town of Woodside Green Infrastructure Workplan

**Effective Date: September 21, 2017**

**Approved by:**

A handwritten signature in blue ink, appearing to read "KBRYANT", is written over a horizontal line.

9/21/17

Kevin Bryant, Town Manager

Date

*Developed from a template prepared by SMCWPPP to comply with the requirements in Provision C.3.j.i.(1) of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049 to develop a framework or workplan that describes the specific tasks and timeframes for development of a Green Infrastructure Plan.*



## **Executive Summary**

The Regional Water Quality Control Board (RWQCB) adopted a new Municipal Regional Stormwater NPDES Permit (MRP), Order No. R2-2015-0049, which became effective on January 1, 2016, and includes new provisions for Green Infrastructure Planning and Implementation. The Town of Woodside, as one of the 76 municipalities that are Permittees of the MRP, must prepare a workplan that describes specific tasks and timeframes for the development of its Green Infrastructure Plan (GI Plan), and receive approval of this workplan by the governing body, mayor, city manager, or county manager by June 30, 2017. The GI Plan must be completed and submitted with the 2019 Annual Report.

The following provides an annotated outline for the development of the Town of Woodside's Green Infrastructure Workplan (Workplan). This Workplan lists the specific tasks that need to be completed in order to prepare the Green Infrastructure Plan, and the timeline for their completion by the deadlines defined within the MRP.

## **Statement of Purpose (MRP Provision C.3.j.i.(1))**

The purpose of the GI Plan is to describe how an agency will gradually transform its urban landscape and storm drainage systems from "gray" to "green"; that is, shift from traditional storm drain infrastructure, where stormwater runoff flows directly from impervious surfaces into storm drains and receiving waters, to a more resilient, sustainable system that reduces and slows runoff by dispersing it to vegetated areas, promotes infiltration and evapotranspiration, harvests and uses runoff for nonpotable purposes, and uses bioretention and other green infrastructure (GI) practices to treat stormwater runoff.

The GI Plan will also be used to demonstrate the Town of Woodside's long-term commitment to implementation of green infrastructure to help reduce loads of pollutants of concern, particularly mercury and PCBs, discharged in stormwater to local waterways.

The GI Plan will be coordinated with other Town plans, such as the General Plan and land use, transportation, parks, urban forestry, and sustainability plans, to achieve multiple potential benefits to the community, including improved water and air quality, reduced flooding, increased water supply, traffic calming, safer pedestrian and bicycle facilities, climate resiliency, improved wildlife habitat, and a more pleasant urban environment.

## **Town of Woodside Description and Background**

The Town of Woodside is located west of the San Francisco Bay, and east of several open space preserves, including the Teague Hill Open Space Preserve, El Corte de Madera Creek Preserve, La Honda Creek Open Space Preserve, and Thornewood Open Space Preserve. The Town primarily consist of low density residential land use, with

the exception of a small downtown area located along a half-mile length of Woodside Road, which features a few restaurants, a grocery store, a hardware store, a gas station, a gift shop, and a United States Post Office. The Town also has an elementary school and high school, a church, and a library.

Incorporated in 1956, the Town of Woodside covers 7,447 acres in San Mateo County, and has a jurisdictional area of 6,226 acres. According to the 2010 Census, the Town has a population of 5,287, with a population density of 450.6 people per square mile, and an average household size of 2.67. Of the 5,287 people who call the Town of Woodside home, 23.5% are under the age of 18, 4.6% are between 18 and 24, and 15.6% are between 25 and 44, 36.1% are between 45 and 65, and 20.2% are 65 or older.

The Town of Woodside does not have a storm drain system, as many other jurisdictions do, and relies on the natural creeks and earthen channels to facilitate drainage to the San Francisco Bay. The Town consists of publicly and privately maintained culverts, ditches, and swales that flow to the creek. The Town requires that all developments fully mitigate any alterations to the natural drainage pattern to prevent the negative impacts of increased impervious surface area or concentration of flows.

Since the development of the Town's 1978 Storm Drain Master Plan, the Town has aimed to use natural drainage channels to the fullest extent possible to conduct storm water safely through the community, and avoided construction of extensive storm drainage systems, such as lined channels, underground pipes, etc., due to their associated detrimental environmental impact to the community. The primary responsibility for maintenance of drainage channels in the Town rests with the owners of property through which the drainage channels pass.

### **Town of Woodside Goals and Overall Approach**

The Town relies on a self-treating natural drainage system to convey stormwater to the Town creeks, and is committed to the protection of its natural resources, such as stormwater and open space, its rural character, and its scenic corridors and vistas. The Town is committed to preservation of its "green" stormwater system, now and in the future, and will continue to maintain those policies which protect its creeks and waterways.

The GI Plan will include "means and methods" to track areas within the Town's jurisdiction that are either already treated by natural systems or will be treated by green infrastructure controls as well as the amount of directly connected impervious areas. In addition, the Town will identify "means and methods" to prioritize particular areas and projects within the Town's jurisdiction, at appropriate geographic and time scales, for green infrastructure project implementation.

The GI Plan will include estimates, or "targets", of how much impervious surface can be converted or retrofitted to drain to a green infrastructure feature, such as a vegetated area or stormwater capture or treatment facility. This is likely to be limited, as there is little area within the Town which is not already directed to a vegetated area. The GI



Plan will reinforce the Town's long-term goal to reduce adverse water quality impacts of urbanization and urban runoff on receiving waters.

The Town will aim to integrate feasible and practical green infrastructure controls into Capital Improvements Projects that demonstrate green infrastructure potential. The projects identified in the Town's FY17-19 Capital Improvements Program include the replacement of the Town Pump Station, road rehabilitation, creek repairs, and bridge repair. These projects present limited opportunities for green infrastructure, however, the Town will continue to screen its future Capital Improvements Program for potential incorporation of GI.

In addition, the Town will strive to collaborate with regional efforts to improve water quality through multi-jurisdictional projects, aimed at achieving urban runoff TMDL wasteload allocations on a regional basis.

The current MRP includes both private and public property locations for implementation of GI systems to achieve pollutant load reductions on a municipal and watershed scale. It is important to note that the GI Plan and Workplan is the integration of GI systems into public rights-of-way, and is not intended to impose retrofit requirements on private property, outside the standard development application review process for projects already regulated by the MRP, but may provide incentives or opportunities for private property owners to add or contribute towards GI elements if desired.

### **Green Infrastructure Plan Development Schedule**

This section describes the time frames for completion of the tasks necessary to develop and adopt the GI Plan.

#### **A. Prioritization and Mapping of Green Infrastructure Potential and Planned Projects (C.3.j.i.(2)(a)-(c))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>A.1 Work with SMCWPPP to develop a GIS-based modeling tool for use in mapping, prioritizing, and phasing of potential and planned projects.</b>		
A.1.1 Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	Task complete.
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.	Town contribution to task complete.
A.1.3 Begin using web-based GIS tool for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in first half of FY 17-18 for on-going use.



Member Agency Task	SMCWPPP Support	Timeframe
<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.	Task complete.
<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	Task complete.
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	Task complete.
A.3.3 Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Tool to be available in first half of FY 17-18.
<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 to <b>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.	Town contribution to task complete.
<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 prioritization of GI Potential and Planned Projects into GI Plan for adoption.</b>	Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019	

<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 (C.3.j.i.(2)(d))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>B.1 Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.</b>	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
<b>B.2 Identify Permittee-specific department/division responsibilities for mapping and finalizing database information as projects are completed.</b>	Support per member agency request.	December 2017 and February 2018.
<b>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.</b>	Support per member agency request.	Mid-February thru mid-May 2018.
<b>B.4 (See SMCWPP Support tasks).</b>	Peer and SMCWPPP review of pilot period mapping and database revisions.	Late May 2018.
<b>B.5 (See SMCWPP Support tasks).</b>	Refine web-based tool for use by member agencies.	June 2018.
<b>B.6 Permittees' refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public "portal."</b>	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 (C.3.j.i.(2)(e)-(f))**

Member Agency Task	SMCWPPP Support	Timeframe
<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>		
C.1.1 Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	Task complete.
C.1.2 Review proposed reorganization of model guidelines and standards approach.	Prepare proposed approach.	Task complete.



Member Agency Task	SMCWPPP Support	Timeframe
C.1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	Task complete.
C.1.4 Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	Task complete.
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	Task complete.
C.1.6 Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	August 2017.
C.1.7 Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.
<b>C.2 Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for specific Permittees.</b>		
C.2.1 Use web-based platform, provided by SMCWPPP as jurisdiction resource for revising various guidelines and standards documents. <sup>2</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.
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.

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<sup>2</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).

**D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements (C.3.j.i.(2)(g))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>D.1 Work through SMCWPPP and its GI TAC to coordinate with the BASMAA Development Committee's work on a single approach for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.</b>		
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, est. April 2017. TAC review, est. August 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 (C.3.j.i.(2)(h)-(i))**

Member Agency 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 <b>SMCWPPP</b> for review.	Document and review planning documents.	Task complete.
E.1.2 Review draft model plan update materials from <b>SMCWPPP</b> .	Prepare model plan update report.	Task complete.
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.	Begin in June 2017.



Member Agency Task	SMCWPPP Support	Timeframe
<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.	Work of priority/in-progress plans can begin in January 2017 using draft model language and complete for inclusion in the GI Plan.
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).
<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."
<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.	Task complete.
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>

Member Agency Task	SMCWPPP Support	Timeframe
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 (C.3.j.i.(2)(j))**

Member Agency 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.	Task complete.
<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.

**G. Evaluation of Funding Options (C.3.j.i.(2)(k))**

Member Agency 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.	Task complete.
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.

**H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation (C.3.j.i.(3))**

Member Agency 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.	Discuss with TAC during January 2017 and May 2017 TAC Meeting. (Ongoing discussion in progress)



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.

**I. Conduct outreach and education with public, staff, and elected officials (C.3.j.i.(4))**

Member Agency 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.	Discuss with TAC during May 2017 TAC Meetings. (Ongoing discussion in progress)
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.	Discuss with TAC during May 2017 TAC Meetings. (Ongoing discussion in progress)
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. (Task in progress)

**J. Report on Green Infrastructure Planning Efforts (C.3.j.i.(5))**

Member Agency Task	SMCWPPP Support	Timeframe
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.	Support per member agency request.	Complete GI Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.
J.2 Each Permittee shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.	Support per member agency request.	Complete and submit by September 30, 2019 as part of 2019 Annual Report.
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.]	Support per member agency request.	Complete and submit as part of 2019 Annual Report.
J.4 Each Permittee shall submit a summary of its outreach and education efforts in each Annual Report.	Support per member agency request.	Complete and submit by September 30 <sup>th</sup> of each permit term year: 2016 through 2020.





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

**Program Highlights and Evaluation**

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

Summary:

The Town's current stormwater inspection program included the following activities.

- Update of Town's business stormwater inspection list in September 2018 to reflect new inspection frequencies and priorities based on inspections conducted within the reporting year.
- Update the business stormwater inspection list to reflect the Town's latest business license list.
- Conducted 4 business inspections.
- Inspectors participated in C4 Inspector Training by CSG Consultants, Inc.

Refer to the C.4. Industrial and Commercial Site Controls section of SMCWPPP's FY 2018/19 Annual Report for a description of activities of the countywide program and/or the BASMAA Municipal Operations Committee.

**C.4.b.iii ► Potential Facilities List (i.e., List of All Facilities Requiring Stormwater Inspections)**

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.

Street Number	Street Name	City	Name	Site Address
5055	FARMHILL	WOODSIDE	CALTRANS-WOODSIDE	5055 FARMHILL BLVD
17285	SKYLINE	WOODSIDE	MOUNTAIN TERRACE	17285 SKYLINE BLVD
17287	SKYLINE	WOODSIDE	SKYWOOD TRADING POST	17287 SKYLINE BLVD
17288	SKYLINE	WOODSIDE	ALICES STATION	17288 SKYLINE BLVD
2300	WOODSIDE	WOODSIDE	MENLO COUNTRY CLUB	2300 WOODSIDE RD
2925	WOODSIDE	WOODSIDE	GILBERTS PIONEER HOTEL SALOON	2925 WOODSIDE RD
2950	WOODSIDE	WOODSIDE	WOODSIDE CHEVRON	2950 WOODSIDE RD
2955	WOODSIDE	WOODSIDE	TOWN OF WOODSIDE	2955 WOODSIDE RD
2967	WOODSIDE	WOODSIDE	VILLAGE PUB	2967 WOODSIDE RD
2993	WOODSIDE	WOODSIDE	FIREHOUSE BISTRO	2993 WOODSIDE RD
3015	WOODSIDE	WOODSIDE	ROBERTS OF WOODSIDE	3015 WOODSIDE RD
3062	WOODSIDE	WOODSIDE	BUCKS RESTAURANT	3062 WOODSIDE RD
3111	WOODSIDE	WOODSIDE	WOODSIDE FIRE PROTECTION DIST	3111 WOODSIDE RD
3340	WOODSIDE	WOODSIDE	LITTLE STORE	3340 WOODSIDE RD
	WOODSIDE RD & HWY 280	WOODSIDE	PG&E: WOODSIDE SUBSTATION	WOODSIDE RD & HWY 280
3052	WOODSIDE	WOODSIDE	THE VILLAGE BAKERY	3052 WOODSIDE RD

Note: Facilities which are in unincorporated areas, or are outside of the Town limits, have been removed from the Town's facilities list.

**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.

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

	Number
Total number of inspections conducted (C.4.d.iii.(2)(a))	4
Violations, enforcement actions, or discreet 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))	1
Comments:  One out of the four inspections conducted received a verbal warning for ineffective BMPs for their outdoor material storage area and the portable washroom and sink. The business resolved the ineffectiveness within 10 days by storing the wastewater drums in double containment and relocated the portable washroom and sink away from the storm drain inlet. The Town also required the business to vacuum/pump the storm drain inlet located near the portable washroom and sink area.	

**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.

	Enforcement Action (as listed in ERP) <sup>1</sup>	Number of Enforcement Actions Taken
Level 1	Verbal Warning & Warning Notice	1
Level 2	Warning Notice / Notice of Violation	0
<b>Total</b>		

**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.

Business Category <sup>2</sup>	Number of Actual Discharges	Number of Potential Discharges
Food Facilities	0	1

<sup>1</sup>Enforcement actions as defined in ERPs.

<sup>2</sup>List your Program's standard business categories.

Vehicle mechanical repair / refueling	0	0
Utility Facilities (i.e. Fire Station)	0	0

**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:

No industries were identified as non-filers during FY 18-19.

**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
C4 Inspector Training by CSG Consultants, Inc.	May 13, 2019	<ul style="list-style-type: none"> <li>• Municipal Regional NPDES Permit (MRP) Basics and Changes</li> <li>• Stormwater Quality Protection</li> <li>• Outreach Material</li> <li>• In Field Training</li> <li>• Inspection Form Review</li> <li>• Standard Operating Procedures (SOP)s and Logistics</li> </ul>	1	100%	1	100%
Comments: NA						

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 Town's Consultant participates in the regularly scheduled Commercial, Industrial, and Illicit Discharge (CII) Subcommittee meetings. Refer to the C.5 Illicit Discharge Detection and Elimination section of the countywide program's FY 18-19 Annual Report for description of activities at the countywide or regional level.

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

Summary of any changes made during FY 18-19:  
 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)

	<b>Number</b>
Discharges reported (C.5.d.iii.(1))	0
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	0
Discharges resolved in a timely manner (C.5.d.iii.(3))	NA

Comments:  
 The Town did not receive any illicit discharge complaints for FY 18-19.  
 Same as previously reported, the Town responds immediately to any reports of potential illicit discharge and will begin an investigation. Information gathered, including photographs, will be entered into the Town's TrakIt Database which all tracks planning, permits, and general complaints received. If an illicit discharge violation is confirmed, the Town will begin enforcement procedures based on the Town's ERP. A Community Preservation Officer will follow up on all open investigations and will update the Town's TrakIt System with any additional information gathered.

<b>C.5.e.iii.(2) ► Control of Mobile Sources</b>
(a) Provide changes to your agency's minimum standards and BMPs for each of the various types of mobile businesses since the 2017 Annual Report (C.5.e.iii.(2)(a))
The Town follows the minimum standards and BMPs described in the "Best Management Practices for Mobile Businesses" fact sheet recently updated by the SMCWPPP CII Subcommittee in April 2019 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The format of the fact sheet was update but there have been no changes to the BMPs since the 2017 Annual Report.
(b) Provide changes to your agency's enforcement strategy for mobile businesses (C.5.e.iii.(2)(b))
Stormwater inspectors find mobile businesses improperly discharging wash water to the street, gutter, storm drain, etc. through a complaint investigation or during routine field work and issue enforcement actions and track the facility through their Illicit Discharge Detection and Elimination (IDDE) spill and discharge complaint tracking system according to MRP C.5.d. Since FY 13-14 SMCWPPP's enforcement strategy has been to track mobile business enforcement actions from SMCWPPP permittees in a table available on the SMCWPPP CII members only webpage. The tracking table is periodically updated.
(c) Provide minimum standards and BMPs developed for additional types of mobile businesses addressed since 2017 Annual Report (C.5.e.iii.(2)(c))
SMCWPPP has not developed minimum standards and BMPs for additional types of mobile businesses other than those described in (a) above.
(d) Provide a list and summary of the specific outreach events and education conducted to each type of mobile business operating within your jurisdiction during the Permit term (C.5.e.iii.(2)(d)):
Refer to the C.5 Illicit Discharge Detection and Elimination section of SMCWPPP's FY 2018/19 Annual Report for a description of activities at the countywide or regional level.
(e) Discuss inspections conducted at mobile businesses and/or job sites (C.5.e.iii.(2)(e))
The Town conducts inspections at mobile businesses if the business is reported to Town staff through the C.5 Illicit Discharge Detection and Elimination program, or if identified as not implementing proper BMPs during Town staff's routine fieldwork. No such inspections were reported this year, because no referrals were received through the C.5 program or routine fieldwork. The Town does not otherwise routinely inspect mobile businesses.
(f) List below or attach the list of mobile businesses operating within your agency's jurisdiction (C.5.e.iii.(2)(f))
In FY 16-17 SMCWPPP compiled an inventory of mobile businesses located in Santa Mateo County. The inventory was developed by reviewing lists provided by individual agencies, yellow page searches and online business searches. The inventory includes automotive washing, steam cleaning, power washing, pet care services and carpet cleaning mobile businesses. The inventory is periodically updated with mobile businesses stormwater inspectors observe during routine field activities, including responding to illicit discharges. The inventory is made available to all San Mateo County Permittees on the SMCWPPP CII members only webpage. The inventory is included in SMCWPPP's FY 18-19 Annual Report and currently has approximately 175 mobile businesses.
(g) Discuss enforcement actions taken against mobile businesses during the Permit term (C.5.e.iii.(2)(g))
No businesses were reported to the Town for any inspections at mobile businesses during the reporting term FY 18-19.

**C.5.f.iii ► MS4 Map Availability**

Discuss how you make your MS4 map available to the public and how you publicize the availability of the MS4 map.

MS4 maps are available to the public on the Oakland Museum Creek Mapping Project website (<http://explore.museumca.org/creeks/MapPA.html>) These maps include municipal storm drains that measure 24 inches or greater in diameter.



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>
0	0	0	0
<p>Comments:</p> <p>All the sites that disturbed 1 acre or more are single family or private development projects that required a Construction General Permit from the State and required wet weather inspections per the SWPPP requirements. All inspections are conducted by a certified Responsible Person of Record/QSP for the project site. Inspections records are provided to the Town when requested and private development projects are mandated to provide a Letter of Compliance stating that the required erosion and sediment control measures were installed per the approved Erosion Control Plan. The Town conducted storm water inspections for FY 18-19 as part of the Site Permit Inspection requirements as well as responded to reports of runoff and erosion-control related issues.</p> <p>The Town has a winter grading moratorium where all grading activities are halted effective October 15<sup>th</sup>, unless an exception is granted. When an exception is granted, it is granted for one month only with an approved grading schedule to follow. The Town sends out pre-wet season notifications requiring the engineer of record to inspect and report of installation of erosion and sediment control measures before start of the rainy season.</p>			

Provide the number of inspections that are conducted at sites not within the above categories as part of your agency's inspection program and a general description of those sites, if available or applicable.

Does not apply.

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

	Enforcement Action (as listed in ERP) <sup>1</sup>	Number Enforcement Actions Issued
Level 1 <sup>2</sup>	Verbal Warning / Warning Notice	0
Level 2	Notice of Violation	0
Level 3	Administrative Action	0
Level 4	Legal Action	0
<b>Total</b>		<b>0</b>

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

	Number
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)	0

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

Indicate your reporting methodology below.

- Permittee reports multiple discrete potential and actual discharges at a site as one enforcement action.
- Permittee reports the total number of discrete potential and actual discharges on each site.

	Number
<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)	0
NA	

<sup>1</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>2</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:

The Town gathers year-to-year data and will develop a data trend analysis to assess the typical BMP effectiveness and to compare the year-to-year performance of the implementation of the BMPs and inspection program.

**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:

Through continued outreach and education, the Town has observed increased contractor awareness, knowledge and compliance from contractors. Sedimentation and Erosion Control measures have been encouraged by the Town prior to the permit and the Town has noted that project development sites maintain their BMPs and contractors have been very cooperative in meeting the requirements of their permit. Refer to the C.6 Construction Site Control section of countywide program's FY 18-19 Annual Report for a description of activities at the countywide or regional level.

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

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
New Development Subcommittee Meeting (this meeting also covered C.6 Provision)	<ul style="list-style-type: none"> <li>• August 14, 2018</li> <li>• November 13, 2018</li> <li>• February 12, 2019</li> <li>• May 14, 2019</li> </ul>	Implementing requirements of provision C.6	One CSG Consultant attended each meeting on behalf of the Town. Attendance lists is also available on the SMCWPPP website.

**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 18-19 Annual Report for a description of outreach campaign 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
Provide event name, date, and location. Indicate if event is local, countywide or regional. Indicate if event is public outreach or citizen involvement.	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., Enviroscene presentation, pesticides, stormwater awareness)	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: <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> </ul>
California Coastal Cleanup Day in San Mateo County (September 15, 2018 in 30 San Mateo County locations)	Coastal Cleanup Day is an international volunteer event focused on cleaning up the marine environment and raising awareness about coastal pollution. Participants include school age children, local families, and residents.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 18-19 Annual Report.
San Mateo County Fair (June 8-16, 2019)	As a collaborative effort, the Countywide program hosted an informational booth for stormwater runoff pollution prevention.	Refer to the C.7 Public Information and Outreach section of the SMCWPPP's FY 18-19 Annual Report.

**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 Section 7 of the Countywide Program's FY 18-19 Annual Report for a description of watershed stewardship collaborative efforts conducted at the countywide level.

**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.

<b>Program Details</b>	<b>Focus &amp; Short Description</b>	<b>Number of Students/Teachers reached</b>	<b>Evaluation of Effectiveness</b>
<p>See above.</p> <p>Provide the following information:                      Name                      Grade or level (elementary/ middle/ high)</p>	<p>See above.</p> <p>Brief description, messages, methods of outreach used</p>	<p>See above.</p> <p>Provide number or participants</p>	<p>See above.</p> <p>Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.</p>

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a. ► Implement IPM Policy or Ordinance							
Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?				<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, explain:							
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and <b>suggest reasons for increases in use of pesticides that threaten water quality</b> , 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>1</sup></b>							
Pesticide Category and Specific Pesticide Active Ingredient Used	Amount <sup>2</sup>						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>Organophosphates</b>							
Active Ingredient Chlorpyrifos	0	0	0	0			
Active Ingredient Diazinon	0	0	0	0			
Active Ingredient Malathion	0	0	0	0			
<b>Pyrethroids (see footnote #57 for list of active ingredients)</b>							
Active Ingredient Type X	0	0	0	0			
Active Ingredient Type Y	0	0	0	0			
<b>Carbamates</b>							
Active Ingredient Carbaryl	0	0	0	0			
Active Ingredient Aldicarb	0	0	0	0			
<b>Fipronil</b>							
Pesticide Category and Specific Pesticide Active Ingredient Used	Amount						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	

<sup>1</sup>Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>2</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.

<b>Indoxacarb</b>	Reporting not required in FY 15-16	0	0	0		
<b>Diuron</b>	Reporting not required in FY 15-16	0	0	0		
<b>Diamides</b>	Reporting not required in FY 15-16	0	0	0		
<b>Active Ingredient Chlorantraniliprole</b>		0	0	0		
<b>Active Ingredient Cyantraniliprole</b>		0	0	0		
<b>Reasons for increases in use of pesticides that threaten water quality:</b>						
N/A						
<b>IPM Tactics and Strategies Used:</b>						
<ul style="list-style-type: none"> <li>• Town maintenance staff do not use chemical methods for pest or weed control.</li> <li>• Non-chemical strategies are used around the Town's facilities, including monitoring, mowing weeds, mulching around the Town's facilities.</li> <li>• Biological controls are used to reduce pests.</li> <li>• IPM policy is mandated as part of the Town's contractor agreements.</li> </ul>						

<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.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	0
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.	N/A
Type of Training: The Town's maintenance staff is reminded of the IPM policy requirements at staff meetings and at tailgate meetings.	



<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 checked="" type="checkbox"/>	<b>Yes</b>	<b>No</b>
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	<input checked="" type="checkbox"/>	<b>Yes</b>	<b>No,</b>
<p>If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored.</p> <p>All contractors have the Town's IPM policy and standard operating procedures incorporated into their contract, which requires that pesticides will only be used after careful consideration of non-chemical alternatives, and then, the least toxic chemicals that are effective shall be used. If pesticides are recommended, staff review the proposed pesticide and use prior to approval and application and confirm that other non-chemical methods are employed before chemical use is approved.</p> <p>The Town regularly reminds contractors to adhere to the Town's IPM policy and conducts regular meetings and correspondence to discuss IPM strategies.</p>			

<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"/>	<b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>
<p>If yes, summarize the communication. If no, explain.          See Section 9 of the SMCWPPP FY 18-19 Annual Report for a summary of communication with the San Mateo County Agricultural Commissioner.</p>			
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>
<p>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.          N/A</p>			

<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:

See the C.9 Pesticides Toxicity Control section of Countywide Program's FY 18-19 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

**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 Countywide Program's FY 18-19 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

**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 Countywide Program's FY 18-19 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

**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 18-19, we participated in regulatory processes related to pesticides through contributions to the countywide Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

**C.9.g. ► Evaluate Implementation of Pesticide Source Control Actions**

See Section C.9 Pesticides Toxicity Control of the Countywide Program's FY 18-19 Annual Report for an evaluation of the effectiveness of source control measures implemented, and changes in water quality regarding pesticide toxicity in urban creeks.

**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	
<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)	N/A
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)	N/A
Percent Trash Reduction due to <b>Jurisdictional-wide Source Control Actions</b> (as reported in C.10.b.iv)	N/A
<b>SubTotal for Above Actions</b>	<b>N/A</b>
<b>Trash Offsets (Optional)</b>	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	N/A
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	N/A
<b>Total (Jurisdictional-wide) % Trash Load Reduction through FY 2018-19</b>	<b>100%*</b>
<p><b>Discussion of Trash Load Reduction Calculation and Attainment of the 80% Mandatory Deadline:</b>                      The Town attained and reported 100.0% trash load reduction (including trash offsets) in its FY 17-18 Annual Report. During FY 18-19, the Town continued to implement a robust trash control measure program. This helped the Town maintain its trash load reduction above the mandatory 80% trash load reduction requirement included in the MRP. The total (jurisdiction-wide) percent trash load reduction in FY 18-19 is again 100.0% (including trash offsets). The most recent version of the Town's Baseline Trash Generation Map can be downloaded at <a href="https://www.flowstobay.org/content/municipal-trash-generation-maps">https://www.flowstobay.org/content/municipal-trash-generation-maps</a>.</p>	

<b>C.10.a.iii ► Mandatory Trash Full Capture Systems</b>		
Provide the following:		
1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 18-19, during FY 18-19, 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.		
<b>Type of System</b>	<b># of Systems</b>	<b>Areas Treated (Acres)</b>
<b>Installed in FY 18-19</b>		
NA	-	-
<b>Installed Prior to FY 18-19</b>		
NA	-	-
<b>Total for all Systems Installed To-date</b>		<b>NA</b>
<b>Treatment Acreage Required by Permit (Population-based Permittees)</b>		<b>0</b>
<b>Total # of Systems Required by Permit (Non-population-based Permittees)</b>		<b>NA</b>

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

Provide the following:

- 1) Jurisdictional-wide trash reduction in FY 18-19 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 18-19 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 18-19	Summary of Maintenance Issues and Corrective Actions
1	NA	0	NA	NA
2	NA			
<b>Total</b>				

**Certification Statement:**

Not Applicable. Consistent with the MRP, the Town of Woodside is exempt from the Minimum Full Trash Capture of the MRP Provision C.10.a.iii due to having a population of less than 12,000 and retail/wholesale commercial land use of less than 40 acres.

**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
NA	NA

**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 18-19 attributable to trash management actions other than full capture systems implemented in each TMA; OR
- 3) Indicate that no on-land visual assessments were performed.

If no on-land visual assessments were performed, check here  and state why:

Explanation:

TMA ID <i>or (as applicable) Control Measure Area</i>	Total Street Miles <sup>1</sup> or Acres Available for Assessment	Summary of On-land Visual Assessments			Jurisdictional-wide Reduction (%)
		Street Miles or Acres Assessed	% of Available Street Miles or Acres Assessed	Avg. # of Assessments Conducted at Each Site	
1	0	NA	NA	NA	NA
2	0	NA	NA	NA	NA
<b>Total</b>		<b>NA</b>	<b>-</b>	<b>-</b>	<b>NA*</b>

\*All jurisdictional areas are low trash generating and have achieved the “no adverse impact” goal.

<sup>1</sup> Linear feet are defined as the street length and do not include street median curbs.

**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
Single Use Bag Ordinance	The Town is almost exclusively zoned single family residential and with approximately 0.04% of land that is commercial. There are no plastic bags used in the Town. The only commercial market in Town voluntarily does not use plastic bags.	NA	NA	
Expanded Polystyrene Food Service Ware Ordinance	The Town voluntarily does not use any polystyrene food service ware.	NA	NA	

**C.10.b.v ► Trash Reduction – Receiving Water Monitoring**

Report on the progress of developing and testing your agency's trash receiving water monitoring program.

In FY 18-19, the Town continued implementing the BASMAA Regional Receiving Water Trash Monitoring Program Plan that was approved by the Water Board's Executive Officer. Implementation occurred through participation in the San Mateo County Water Pollution Prevention Program (SMCWPPP). Consistent with MRP requirements, a preliminary report describing data results and findings to-date was submitted to the Water Board via BASMAA on July 1, 2019 on behalf of all Permittees. The final report for the development and testing of the Bay Area trash receiving water monitoring program will be submitted by BASMAA by July 1, 2020, consistent with the MRP requirements, following peer review.

In addition to implementing the BASMAA Monitoring Plan, the Town coordinated (via SMCWPPP) on the Statewide Trash Monitoring Methods Project, which is funded by the California Ocean Protection Council and State Water Board and administered via the Southern California Coastal Water Research Project (SCCWRP) and San Francisco Bay Estuary Institute (SFEI).

Additional information on accomplishments in FY 18-19 can be found in the Receiving Water Trash Monitoring Program Progress Report included in the SMCWPPP FY 18-19 Annual Report.

**C.10.c ► Trash Hot Spot Cleanups**

Provide the FY 18-19 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 18-19.

Trash Hot Spot	New Site in FY 18-19 (Y/N)	FY 18-19 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
WDE01	N	9/17/2018 & 3/8/19	0.02	0.02	0.02	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.

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

**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 18-19. 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 18-19	Offset (% Jurisdiction-wide Reduction)
<b>Additional Creek and Shoreline Cleanups (Max 10% Offset)</b>	NA	NA	NA
<b>Direct Trash Discharge Controls (Max 15% Offset)</b>	NA	NA	NA

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 18-19.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 18-19 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 18-19 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		
<b>1</b>	3	0	0	0	3	3	0	0	0	3	NA	3	0	0	0	3	NA	NA
<b>2</b>	6,973	0	0	0	6,973	6,973	0	0	0	6,973	NA	6,973	0	0	0	6,973	NA	NA
<b>Totals</b>	<b>6,976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,976</b>	<b>6,976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,976</b>	<b>NA</b>	<b>6,976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,976</b>	<b>NA</b>	<b>100%</b>

Note: "NA" indicates that the TMA has no moderate, high or very high trash generating areas (i.e., all low trash generation and/or non-jurisdictional) and therefore no additional trash control measures are needed.

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 Countywide Program's FY 2018-19 Annual Report for updated information on:

- 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>1</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);
- Supporting data and information necessary to substantiate the load reduction estimates; and
- For Executive Officer approval, any refinements, if necessary, to the measurement and estimation methodologies to assess mercury load reductions in the subsequent permit.

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

See the Countywide Program's FY 2018-19 Annual Report for, as part of reporting for C.11.b.iii(2), an estimate of the amount of mercury load reductions resulting from green infrastructure implementation during the term of the Permit, including all data used and a full description of models and model inputs relied on to generate the estimate.

**C.11.e ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the Countywide Program's FY 2018-19 Annual Report.

<sup>1</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.1. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., March 23, 2017.

**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 Countywide Program's FY 2018-19 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>1</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);
- Supporting data and information necessary to substantiate the load reduction estimates; and
- For Executive Officer approval, any refinements, if necessary, to the measurement and estimation methodologies to assess PCBs load reductions in the subsequent permit.
- Any alternative method submitted (different from the default population-based method) and supporting information to derive Permittee-specific shares of load reduction value associated with implementation of Provision C.12.f. (Manage PCB-Containing Materials and Wastes during Building Demolition Activities).

**C.12.c ► Plan and Implement Green Infrastructure to Reduce PCBs Loads**

See the Countywide Program's FY 2018-19 Annual Report for, as part of reporting for C.12.b.iii(2), an estimate of the amount of PCBs load reductions resulting from green infrastructure implementation during the term of the Permit, including all data used and a full description of models and model inputs relied on to generate the estimate.

<sup>1</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.1. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2017.

**C.12.f. ► Manage PCB-Containing Materials During Building Demolition**

On July 1, 2019, was your agency ready to implement a method for identifying applicable structures (buildings built or remodeled between 1950 and 1980, except that single family residential and wood-framed buildings are exempt) that apply for a demolition permit?	X	Yes		No
On July 1, 2019, was your agency ready to implement a method to manage PCBs during demolition of applicable structures?	X	Yes		No
Does your agency have a data-gathering method in place to inform reporting on the effectiveness of your agency's program to manage PCBs during demolition of applicable structures (e.g., the number of applicable structures, and the amount and concentration of PCBs in priority building materials in applicable structures)?	X	Yes		No

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

A summary of Countywide Program and regional accomplishments for this sub-provision are included in the Countywide Program's FY 18-19 Annual Report.

**Section 13 - Provision C.13 Copper Controls**

**C.13.a.iii.(3) ► 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:

Requirements for "Architectural Copper" Fact Sheet prepared by SMCWPPPP is available for public information at the Town Hall. The Town Hall's Municipal Code Section 52 prohibits discharge of non-storm water to the Town's storm sewer system and refers to best management practices. The Town has observed a reduction in the installation of copper architectural features on private projects.

**C.13.b.iii.(3) ► 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:

The Town refers the public to the "Maintenance Tips for Pools, Spas, and Fountains" Fact Sheet that is currently available on the SMCWPPP website (<http://ourwaterourworld.org/Portals/0/documents/pdf/Maintenance%20Tips%20for%20Pools%20%20Spas%20and%20Fountains.pdf>) to educate the public. The Town did not receive reports of illicit discharge during FY 18-19 and Code Enforcement will respond if an illicit discharge is reported.

**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:

There are no industrial sites in the Town of Woodside and based on the inspections conducted among the facilities identified as potential users or sources of copper, the Town verified that these were not sources of copper discharge. Although there are no industrial sites within the Town of Woodside, the Town continue to require that all roof downspouts drain into landscaping and vegetated swales and makes available to the public the "Requirements for Architectural Copper BMP" handout.

**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:

The Town's Planning Staff continue to actively enforce the State's Water Efficient Landscape Ordinance for applicable projects and promotes the use of drought tolerant and native plants.

See Section C.9.e.ii of SMCWPPP's FY 18-19 Annual Report for a description of SMCWPPP's activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. See Section C.7 of SMCWPPP's FY 18-19 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less-toxic pest control and appropriate watering/irrigation practices is also posted on SMCWPPP's website ([www.flowstobay.org](http://www.flowstobay.org)).