

Appendices

Appendix A1 A HOMEOWNER ASSOCIATION GUIDE TO STORMWATER DETENTION POND MAINTENANCE

INDEX OF DEFINITIONS

Stormwater: any water that runs over the surface before it reaches a waterway. This can be runoff from parking lots, streets, roofs, and other impervious surfaces.

Impervious surface: any material that does not allow rain to enter into the soil.

Wet detention pond: a pond designed to have a permanent pool of water during normal conditions. The pond only releases water during heavy rainfall events.

Dry detention pond: a pond that will normally not have standing water, except for a short time after a large storm event.

Inlet: the mechanism that allows water into the stormwater basin or pond. Usually a pipe, ditch, or swale.

Outlet: the structure that controls the rate of release from the pond and the water depth and storage volume in the pond.

Outfall: the point where collected stormwater reenters a natural waterway.

Rip rap: Rock material typically used to stabilize conveyance channels.

Emergency spillway: discharges excess stormwater during substantial runoff events.

O&M: Operations and Maintenance.

IF YOU HAVE SOMETHING LIKE THIS ON YOUR PROPERTY, OR IN YOUR SUBDIVISION, THIS GUIDE IS FOR YOU!

Stormwater detention areas are built to safely hold stormwater that runs off from impervious surfaces during heavy rain events. This reduces the flow into rivers and streams during storms, and decreases flooding.

Unfortunately, if these structures are not inspected, maintained, and managed correctly, they can actually increase flooding, cause a safety hazard, and negatively affect property values.

As a homeowner or member of a Homeowners Association you have a responsibility to keep your pond in good working condition. This guide and checklist will help you to ensure that your stormwater structure is able to handle our rainy Gulf Coast seasons.

WHY SHOULD YOU BOTHER TO MAINTAIN YOUR POND?

- When rainfall runs over impervious surfaces it does not have time to soak into the ground, so it ends up entering our waterways in large quantities. This often results in increased flooding that can damage homes and roads.
- Stormwater runoff is a big source of water pollution in our area. Oil, chemicals and pet waste that sit on our lawns, roofs, roads and driveways eventually are washed by rainfall runoff into stormwater ponds then into streams and rivers. Stormwater ponds allow some of these pollutants to settle out and filter through the ground.
- Well maintained ponds can actually be an aesthetically pleasing addition to a neighborhood. In addition, they can provide habitat for native species of birds, reptiles, and amphibians.
- There can be legal consequences of not properly maintaining your stormwater detention ponds. Know the rules to prevent violation of local stormwater ordinances.
- Lack of aerators and/or improperly functioning aerators can lead to stagnant water which encourage algal blooms and mosquito breeding.

A HOMEOWNER ASSOCIATION GUIDE TO STORMWATER DETENTION POND MAINTENANCE

ROUTINE MAINTENANCE

Inspections: Periodic scheduled inspections with the attached checklist, and inspections after major rainfall events, to check for damage & to remove debris/ trash.

Vegetation Management: Mowing on a regular basis to prevent erosion or aesthetic problems. Trees and shrubs should not be allowed to grow in the pond basin. Limit use of fertilizers and pesticides in and around the ponds to minimize leaching into pond and subsequent downstream waters.

Erosion: Appropriate mowing equipment and machinery should be used on pond structure to avoid erosion.

Trash, debris and litter removal: Removal of any debris causing obstructions and especially after every runoff producing rainfall event. General pickup of debris in and around the pond during all inspections.

Mechanical Equipment check: Inspection of any aerators, valves, pumps, fence gates, locks or mechanical components during periodic inspections. Plans for appropriate replacement/repair should be made at the time of documentation.

Structural Component check: Inspection of the inlet, outlet, and other structural features on a regular basis for additions to the annual Non-Routine Maintenance list.

NON-ROUTINE MAINTENANCE

Bank erosion/stabilization: It is critical to keep effective ground cover on the exposed pond areas to ensure that loose sediment does not fill up the pond. In addition, vegetation increases infiltration of runoff, and effectively filters pollutants. All areas not vegetated should be re-vegetated and stabilized immediately

Sediment removal: The sediment accumulation should be monitored and the pond depths checked at several points. If the depth of the accumulated sediment is greater than 25% of the original design depth, sediment should be removed.

Structural Repair/Replacement: Over time, even excellent stormwater structures get damaged and need repair and replacement. Plan for expenses related to general wear and tear at yearly intervals.

SO HOW DO YOU PAY FOR ALL THIS WORK?

The property owner or the HOA should consider establishing an O&M fund and assess annual fees for maintenance.

After several years of operation with these set fees, it may be necessary to re-evaluate maintenance costs for the actual operation of the pond.

The fund should also contain funds for emergency repairs related to hurricanes or other storm events.

Remember: *Functioning stormwater systems benefit everyone in the community with improved water quality, better aesthetics, and decreased flooding and pollution.*



A HOMEOWNER ASSOCIATION GUIDE TO STORMWATER DETENTION POND MAINTENANCE

INSPECTION CHECKLIST

Checklist used should be specific to your site, such as the one provided in your subdivision's Operation and Maintenance Plan

Date: _____ **Detention Facility:** _____ **Inspected by:** _____ **Phone:** _____

Type of Facility: Dry Pond Wet Pond Outfall **Type of Inspection:** Routine Post – Storm

ISSUE	PROBLEM NOTED? YES or NO	STEPS TO BE TAKEN	DATE OF COMPLETION
Are all structural components working properly?			
Is water flowing out of the outflow pipe?			
Are there any cracks or damaged areas on inlet/outflow pipes? Spillway? Weir?			
Does the grass need to be cut?			
Has unwanted vegetation grown over the outflow or inlet pipes?			
Overgrowth of algae noted? If yes, is the aerator functioning properly?			
Invasive plants noted?			
Areas that need to be reseeded/replanted?			
Are there signs of erosion?			
Is there noticeable sedimentation in the basin? In the inlet/outflow?			
Signs of pollution? (Oily sheen, foam, etc.)			
Signs of vandalism?			
Signs of pests? (Burrowing, nesting, fire ant hills)			

Other Comments or Observations

A HOMEOWNER ASSOCIATION GUIDE TO STORMWATER DETENTION POND MAINTENANCE

RESOURCES FOR STORMWATER QUESTIONS

You need to know the local stormwater managers in your county or in your municipality. The county or municipal stormwater managers are located in most cases in the engineering, public works, building or planning departments. Take the opportunity to get to know these people. They are invested in protecting their community from stormwater problems and want to help you. Below are some resources:

Fairhope

Richard Johnson
Richard.johnson@fairhopeal.gov
(251) 928-8003

Online:

EPA Stormwater Program

<https://www.epa.gov/npdes/npdes-stormwater-program>

ADEM Stormwater/Water Programs

<https://adem.alabama.gov/programs/water/default.cnt>

ADEM Stormwater Pollution Program

<https://adem.alabama.gov/programs/water/npsprogram.cnt>

NOAA

<http://www.noaa.gov/resource-collections/watersheds-flooding-pollution>

Portions of the content of this document are based on existing information from other stormwater programs. Special thanks goes to the following:
Canon City Stormwater Program, *Maintaining Detention Ponds*;
Oregon Department of Transportation, *Maintenance Requirements for Water Quality Features*; and
City of Portland, Oregon, *Stormwater Management Facilities Operation and Maintenance for Private Property Owners*.



Provided by the Weeks Bay Foundation, the Weeks Bay National Estuarine Research Reserve, and the Gulf Coast Resource Conservation & Development Council through collaboration with local municipal stormwater managers

Appendix B

Watershed	MS4	Lat	Long
Big Mouth Gully	BMG-12785-A	30.5295	-87.9022
Big Mouth Gully	BMG-100289-B	30.5321	-87.9056
Big Mouth Gully	BMG-12785-C	30.5292	-87.9018
Big Mouth Gully	BMG-12785-F	30.5292	-87.9018
Big Mouth Gully	BMG-12785-D	30.5279	-87.9003
Big Mouth Gully	BMG-10618-A	30.5316	-87.9049
Big Mouth Gully	BMG-12785-E	30.5248	-87.8965
Big Mouth Gully	BMG-12785-G	30.5237	-87.8956
Big Mouth Gully	BMG-12785-H	30.5236	-87.8959
Big Mouth Gully	BMG-12785-J	30.5237	-87.896
Big Mouth Gully	BMG-12785-I	30.5238	-87.8962
Big Mouth Gully	BMG-38430-B	30.5313	-87.9043
Big Mouth Gully	BMG-38430-A	30.5313	-87.9043
Big Mouth Gully	BMG-1706-C	30.5277	-87.8997
Big Mouth Gully	BMG-38875-A	30.5325	-87.905
Big Mouth Gully	BMG-1706-A	30.5283	-87.9006
Big Mouth Gully	BMG-40542-C	30.5327	-87.9079
Big Mouth Gully	BMG-1706-B	30.528	-87.9007
Big Mouth Gully	BMG-40542-D	30.5326	-87.9077
Big Mouth Gully	BMG-1706-D	30.529	-87.9016
Big Mouth Gully	BMG-1729-A	30.5287	-87.902
Big Mouth Gully	BMG-1729-B	30.5297	-87.9027
Big Mouth Gully	BMG-1729-D	30.5291	-87.9025
Big Mouth Gully	BMG-1729-C	30.5288	-87.9022
Big Mouth Gully	BMG-69651-A	30.5323	-87.9056
Big Mouth Gully	BMG-40542-B	30.5321	-87.9058
Big Mouth Gully	BMG-202833-A	30.5249	-87.8967
Big Mouth Gully	BMG-202833-B	30.5245	-87.8967
Big Mouth Gully	BMG-40542-A	30.5319	-87.9056
Big Mouth Gully	BMG-30256-A	30.5278	-87.8997
Big Mouth Gully	BMG-30256-B	30.5275	-87.8992
Big Mouth Gully	BMG-10058-A	30.5341	-87.9072
Big Mouth Gully	BMG-27699-A	30.5371	-87.905
Big Mouth Gully	BMG-27699-B	30.5372	-87.9053
Big Mouth Gully	BMG-69776-A	30.5365	-87.9055
Big Mouth Gully	BMG-30256-C	30.5275	-87.8992
Big Mouth Gully	BMG-72494-A	30.5348	-87.9045
Big Mouth Gully	BMG-64360-C	30.5305	-87.9084
Big Mouth Gully	BMG-64360-B	30.5293	-87.9088
Big Mouth Gully	BMG-62119-B	30.5287	-87.8978
Big Mouth Gully	BMG-62119-A	30.5287	-87.8979
Big Mouth Gully	BMG-64360-A	30.53	-87.9074
Big Mouth Gully	BMG-62119-C	30.5287	-87.8978
Big Mouth Gully	BMG-77557-C	30.522	-87.8944
Big Mouth Gully	BMG-62119-D	30.5278	-87.8991
Big Mouth Gully	BMG-62119-E	30.5281	-87.8991
Big Mouth Gully	BMG-64359-A	30.5296	-87.9043
Big Mouth Gully	BMG-77557-A	30.522	-87.8945
Big Mouth Gully	BMG-64359-B	30.5297	-87.903
Big Mouth Gully	BMG-77557-B	30.522	-87.8946
Big Mouth Gully	BMG-64359-C	30.53	-87.9034
Big Mouth Gully	BMG-77828-A	30.5219	-87.8943
Big Mouth Gully	BMG-64359-E	30.5298	-87.9031
Big Mouth Gully	BMG-64359-F	30.53	-87.9034

Big Mouth Gully	BMG-396305	30.5278	-87.8938
Big Mouth Gully	BMG-64359-G	30.531	-87.9041
Big Mouth Gully	BMG-64359-D	30.5311	-87.9044
Big Mouth Gully	BMG-12785-B	30.527	-87.902
Big Mouth Gully	BMG-15020-A	30.5253	-87.9009
Big Mouth Gully	BMG-64365-A	30.5231	-87.8956
Big Mouth Gully	BMG-15026-A	30.5251	-87.8984
Big Mouth Gully	BMG-15415-A	30.5254	-87.8997
Big Mouth Gully	BMG-77830-A	30.5264	-87.9007
Big Mouth Gully	BMG-77830-B	30.5254	-87.9009
Big Mouth Gully	BMG-77830-C	30.5254	-87.9009
Big Mouth Gully	BMG-78860-A	30.524	-87.8975
Big Mouth Gully	BMG-78875-A	30.5202	-87.8927
Big Mouth Gully	BMG-396305	30.5276	-87.8992
Big Mouth Gully	BMG-46899	30.5333	-87.906
Stack Gully	SG-12795-A	30.5168	-87.9161
Stack Gully	SG-12795-B	30.517	-87.9162
Stack Gully	SG-12795-C	30.5155	-87.9171
Stack Gully	SG-64364-A	30.5148	-87.9179
Stack Gully	SG-1728-A	30.5218	-87.9087
Stack Gully	SG-12773-A	30.5217	-87.9088
Stack Gully	SG-19592-A	30.5219	-87.9088
Stack Gully	SG-64356-A	30.5219	-87.9088
Stack Gully	SG-64356-B	30.5224	-87.9093
Stack Gully	SG-64356-C	30.5224	-87.9093
Stack Gully	SG-64356-D	30.5228	-87.9094
Stack Gully	SG-64356-I	30.5217	-87.9087
Stack Gully	SG-64356-J	30.5218	-87.9087
Stack Gully	SG-64356-H	30.5218	-87.9087
Stack Gully	SG-64356-F	30.5231	-87.9114
Stack Gully	SG-64356-G	30.5232	-87.9113
Stack Gully	SG-64356-E	30.5232	-87.9112
Stack Gully	SG-64362-A	30.5237	-87.9115
Stack Gully	SG-64362-B	30.5236	-87.9114
Stack Gully	SG-64362-D	30.5248	-87.9117
Stack Gully	SG-64362-C	30.5252	-87.9115
Stack Gully	SG-64362-E	30.5238	-87.9127
Stack Gully	SG-12788-A	30.5227	-87.9131
Fly Creek	10142-A	30.5541	-87.896
Fly Creek	91042-A	30.5539	-87.8973
Fly Creek	304612-A	30.5541	-87.8914
Fly Creek	304612-B	30.5531	-87.8905
Fly Creek	304612-C	30.5532	-87.8905
Fly Creek	91043-A	30.5539	-87.897
Fly Creek	91043-B	30.5533	-87.897
Fly Creek	12789-A	30.5412	-87.8905
Fly Creek	12789-B	30.5414	-87.8906
Fly Creek	234578-A	30.534	-87.8672
Fly Creek	63530-A	30.5442	-87.8985
Fly Creek	18248-A	30.5441	-87.8985
Fly Creek	18248-B	30.5443	-87.8985
Fly Creek	14019-A	30.5435	-87.8984
Fly Creek	14019-B	30.5437	-87.8984
Fly Creek	21903-A	30.5428	-87.9004
Fly Creek	21903-B	30.5428	-87.9003





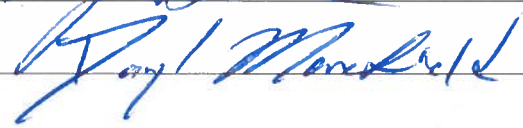

Fly Creek	34430-A	30.543	-87.9004
Fly Creek	63534-A	30.5431	-87.9005
Fly Creek	113552-A	30.5517	-87.8896
Fly Creek	296792-A	30.5542	-87.8547
Fly Creek	113552-B	30.5523	-87.8906
Fly Creek	113552-C	30.5522	-87.8912
Fly Creek	113552-D	30.5522	-87.8912
Fly Creek	113556-A	30.5517	-87.8894
Fly Creek	296793-A	30.5529	-87.8586
Fly Creek	296793-B	30.5531	-87.8585
Fly Creek	113556-B	30.5515	-87.8885
Fly Creek	296793-C	30.5533	-87.8612
Fly Creek	113559-A	30.5502	-87.8885
Fly Creek	113559-B	30.5506	-87.8877
Fly Creek	113559-C	30.5506	-87.8877
Fly Creek	618992	30.5537	-87.8676
Fly Creek	113563-A	30.5501	-87.8886
Fly Creek	270303-A	30.5375	-87.8635
Fly Creek	113574-A	30.5522	-87.8874
Fly Creek	113574-B	30.5522	-87.8872
Fly Creek	617312	30.5583	-87.8923
Fly Creek	245015-A	30.5525	-87.879
Fly Creek	245015-B	30.5525	-87.8796
Fly Creek	20833-A	30.5534	-87.8918
Fly Creek	216451-A	30.5536	-87.8917
Fly Creek	3113-B	30.5429	-87.8915
Fly Creek	223698-A	30.5485	-87.8877
Fly Creek	48571-A	30.549	-87.8881
Fly Creek	237533-A	30.5484	-87.8871
Fly Creek	237528-A	30.5463	-87.8865
Fly Creek	3113-A	30.5429	-87.8916
Fly Creek	2362-A	30.544	-87.8942
Fly Creek	237527-A	30.5456	-87.8861
Fly Creek	113588-A	30.5464	-87.888
Fly Creek	205197-A	30.543	-87.9031
Fly Creek	64357-B	30.5427	-87.9033
Fly Creek	102308-A	30.5421	-87.9034
Fly Creek	64357-B	30.5429	-87.9016
Fly Creek	102308-B	30.5416	-87.9027
Fly Creek	64357-A	30.543	-87.9015
Fly Creek	102308-C	30.5418	-87.9031
Fly Creek	102308-D	30.5416	-87.904
Fly Creek	102308-E	30.542	-87.9039
Fly Creek	64357-C	30.5433	-87.9011
Fly Creek	229241-A	30.5687	-87.8831
Fly Creek	229235-A	30.5703	-87.883
Fly Creek	242626-A	30.5649	-87.8824
Fly Creek	242626-B	30.5649	-87.8819
Fly Creek	242626-C	30.5649	-87.8813
Fly Creek	98872-A	30.5484	-87.8988
Fly Creek	269191-A	30.5609	-87.8824
Fly Creek	269191-B	30.5611	-87.882
Fly Creek	269191-C	30.5611	-87.882
Fly Creek	269191-D	30.5611	-87.882
Fly Creek	8609-A	30.5478	-87.8985

Fly Creek	117888-A	30.5471	-87.8974
Fly Creek	210063-A	30.5467	-87.8968
Fly Creek	210063-B	30.5467	-87.8972
Fly Creek	44726	30.5439	-87.9002
Fly Creek	44555-A	30.5471	-87.899
Fly Creek	23625-A	30.5488	-87.8994
Fly Creek	39503-A	30.5439	-87.9002
Fly Creek	98367	30.551	-87.8623
Fly Creek	36082-A	30.5459	-87.8954
Fly Creek	270297-A	30.537	-87.8632
Fly Creek	10142-A	30.5537	-87.8957
Fly Creek	12698-A	30.5428	-87.9009
Fly Creek	12698-B	30.5424	-87.901
Fly Creek	35038-A	30.542	-87.9004
Fly Creek	11759-A	30.546	-87.8958
Fly Creek	36082-C	30.5459	-87.8957
Fly Creek	36082-B	30.5458	-87.8953
Fly Creek	261881-A	30.543	-87.856
Fly Creek	261870-B	30.5429	-87.8563
Fly Creek	261870-B	30.5429	-87.8564
Fly Creek	261847-A	30.5428	-87.8528

Appendix C

Number	Name *WRITE LEGIBLY FOR DOOR PRIZES*	Dept.
1	Austin Weston	Landscape
2	Patrick Reed	Landscape
3	MIKE JEFFRIES	PLANNING
4	Michael Smith	Public Works
5	Thomas C	PL
6	Michael Johnson	ROW
7	Jason Forsyth	Gas
8	Owen Chevers	Gas
9	Josh Heathcock	Landscape
10	Jamie Rollins	Landscape
11	Phil Egan Nick Spencer	Landscape
12	Danielle Warren	Landscape
13	John Thomas	PW
14	Willie Shaw	P.W
15	Tristan Kennedy	Gas
16	Zach Taylor	Gas
17	John Kilpatrick	Gas
18	Colton Tomley	Gas
19	Shane Friday	Gas
20	Tony Carroll	Construction/Signs
21	Mike Latham	Water
22	Just Suter	Water
23	Jege Heasler	Water

Number	Name #Write legibly*	Dept.
24	Craig Brown	water/sewer
25	Chris Chavers	Gas
26	Caron Mitchell	Public Works
27	Jessie Hunt	water/sewer
28	David Thomas	PW
29	Danny Colano	Electric
30	Brad Whitaker	Electric
31	BRYAN BARLOW	Public Works
32	Jonathan Harvey	N/A
33	DREW KING	P/W
34	ISAAC EVANS	
35	TINA	P/W
36	Jesh R	
37	Charles Durgin	water
38	Clueh Malgry	Water
39	Rayon Lamer	Gas
40	Alan Pope	Public Works
41	Braedon Feltic	Public Works
42	Eddie Tucker	Building Dept.
43	Shirley	Water
44	Cameron B Nixon Jr	Building Dept
45	Damon Bell	Buildg Dept
46	Lee Adams	Landscap
47		

Number	Name *Write Legibly*	Dept
48	Greg Bowman	Landscape
49	Jonas McMahon	Landscape
50	George Leckel	Public Works
51	Alfie Faulkner	Public Works
52	Kyle Easterday	Landscape
53	Kam Williams	Pub Landscape
54	Erik Spreckels	sewer
55	Mario Barnes	Sewer
56	Tyler Pickett	Gas
57	Cody Brown	Gas
58	Paul 	Gas
59	Thomas 	sewer Dept
60	M. Henry 	WATER
61		Streets
62	John Johnson	GOLF GROUNDS
63	Scott Thompson	Sewer / water
64	Mitchell Smith	Gas/Paint
65	Tony Brown	Public Works
66	Day / Mandel 	water
67		
68	Jonathan Harvey	PW
69	Taylor Wesson	GAS
70	Lewis Jones	Gas
71	Horton 	PLANNING
72	Tate Skinner	Water/sewer
73	Erik Cortinas	

Appendix D



City of Fairhope, Alabama

Date: 11/26/2018

Public Works Department

General employee expectations:

All public works employees attend annual training seminars on our MS4 program, the goals set forth in the program, and the process in place to control sediment runoff. Our employees are the 'eyes' of the city and we greatly rely on them to bring items to the attention of the supervisor or environmental protection officer.

I Landfill Operations / Sanitation Services

1. Equipment Washing:
 - a. All Garbage trucks are washed or rinsed after each day's use.
 - b. Sanitation Wash Rack is maintained by the city for all city vehicles.
 - c. Hot water pressure wash provided through a gas heating element and pump is utilized.
 - d. Wash rack drains through a grated filter which is tied into the city sewer system.
 - e. Wash rack and grated filter is cleaned daily to remove any particulate debris. A secondary mud wash is located in the landfill yard. It features a fire hose for rinsing mud off of vehicle tracks and tires and drains through a filter which contains the dirt and particulates.
 - f. Mud filter is checked weekly and cleaned as needed.

2. Landfill Household Hazardous Waste Handling and Storage:
 - a. Household Hazardous Waste (HHW) is accepted at the city landfill.
 - b. City residents can bring in items for disposal and must be screened at the guard shack by the gate attendant before proceeding to the drop off area. The gate attendant is trained to review all items to ensure that no prohibited items such as gasoline or propane cylinders are deposited.
 - c. All HHW is contained and stored up on the transfer station. Items include paint, (oil based and latex), paint thinners and varnishes, motor oils, cooking oil, household insecticides, bleach, fluorescent bulbs, batteries, and electronics.
 - d. Items are dropped off and then re poured into empty 55-gallon drums by classification. These drums are sealed and stored inside the covered transfer station on the concrete slab prior to pick up which occurs quarterly or as needed.
 - e. Any spillage is contained by plastic liners under the drums, and any overflow would be captured by the built-in drainage system which is fully captured by the city sewage system.

3. Tires:
 - a. Residents may bring in tires and are charged a nominal fee.
 - b. Tires are stored in a covered shed before being loaded into container boxes or box vans and hauled off to a certified processing facility.

4. Landfill Housekeeping:
 - a. Litter control is maintained daily and weekly by walk through inspections by the certified landfill operator(s).
 - b. Litter collection is maintained by work parties (inmates) collecting misplaced debris and litter weekly.
 - c. All Public Works employees are tasked with the general responsibility to pick up and collect any litter seen in or around the landfill itself.

II Public Works Streets

Street sweeping constitutes the major thrust toward keeping solid debris from entering the City's storm water drainage system, along with solid waste collection during trash pick-up times. To help keep our streets clean and reduce the amount of polluted storm water runoff from entering our waterways, the City operates two street sweepers. The sweepers have a fixed route and schedule.

1. Public Works sweeping plan:
 - a. Downtown and beach areas are swept three times a week; Monday, Wednesday and Friday
 - b. All subdivision and streets built since 1995 are swept once a year between May and October or as needed. They should stay on this schedule until street trees reach a height of twenty foot.
 - c. When street trees planted closer than 70 foot apart and or reach a height of twenty foot or larger, streets inside subdivisions shall be swept every six weeks between November and April. The same streets shall be swept once between April and November or as needed.
 - d. In the Fruit and nut, North Mobile area, Bon Secour area, Colonial acres, Dogwood, Azalea, Wisteria, Sea Cliff, City owned right of way in Montrose, and other heavily forested areas; streets are swept every two weeks between Mid-February and Mid-April or during the Live Oak leaf season drop. These areas are swept monthly in November, December and January and once between November and April or as needed.
 - e. The sweeper dumps litter after sweeping on the city of Fairhope solid waste transfer station for disposal into a solid waste landfill.

2. Public Works Street Materials:
 - a. Public Works designed a storm water management plan for the laydown yard. The site has a split drainage plan over the top, creating water flow that is channeled behind the city greenhouses to the North. The Northern channel is captured in underground storage pipes behind the greenhouses. The southern watershed is diverted to the retention pond East of the city warehouse.
 - b. Fairhope Public Works maintains the following materials in the Public Works yard: Street rock is maintained in piles in different areas of the Public Works yard. The materials are left openly accessible for vehicles to load and unload. The materials are

placed in such a way as not to wash out during heavy rain storms. Due to the nature of the materials it is not considered a potential contaminant for storm water.

- c. Concrete pipe, brick and masonry block are stored in different locations and are not considered hazardous to storm water.
- d. Streets and Construction: During Public Works streets and construction projects along right of way, personnel use BMP plans that call for wattles, hay bales and silt fencing. The plan may be submitted for approval by the building department on large projects. When this plan is submitted, it triggers regular inspections from the environmental officer. After any right of way project is complete, sod or hay mat is installed to prevent erosion. The supervisor for the project is responsible for compliance.

III. Landscape Operations

1. Debris Removal:

- A. Generation of organic landscape debris is handled according to city policy:
 - Crews stack debris to facilitate pick up by city trash trucks or by landscape trailers.
 - Stumps are ground down and picked up the same as regular debris.
 - All debris from trimming and pruning are hauled off daily to city mulch field.
 - City mulch field is area located on the landfill grounds where vegetative debris are deposited, pushed and spread out, covered with dirt and compacted.
 - Only organic vegetative debris is allowed to be placed here.
- B. Roadside litter is collected 5 days per week on the same schedule as mowing, bush hogging, and arm mowing. Dedicated employee rides along the routes and collects any litter present before the area is mowed.

2. Applications of Pesticides and Fertilizers follow the State of Alabama rules and regulations:

- A. All pesticides and chemical fertilizers are stored in original marked containers.
- B. All chemical containers are kept in a locked storage area.
- C. Use is monitored by trained and certified employees for approved application procedures.
- D. All empty containers are triple rinsed when empty.
- E. Disposal of containers will go into the Transfer Station for disposal in Magnolia Springs Landfill (containers, including washed and empty containers. Containers not allowed in the City C&D landfill.
- F. Any spillage or overages are contained and submitted into the city hazardous household waste facility, stored in 55gallon drums, and turned over to an industrial chemical disposal company for destruction.



Sanitation Department Review

Date: 12/13/23

To: Kim Burmeister

From: Dale Linder

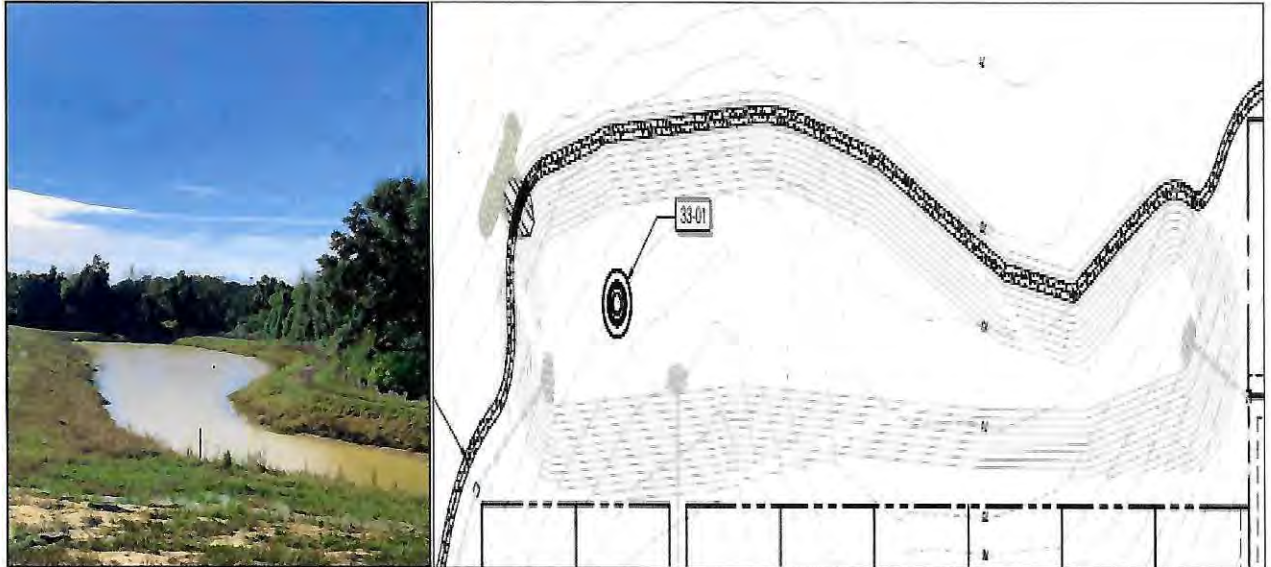
Subject: Public Works Facility Inspection on 12/13/23
555 South Section Street

1. Transfer Station: All running water and transfer station fluids safely drained and properly contained into sewer pump drainage. No off flow noted into storm water drainage.
2. Tire Storage: Tires under cover of main transfer station. Tires require bulk pick up: Majority transferred over to Baldwin County Solid Waste in Magnolia Springs. [Tire no longer accepted by City landfill; residents must use disposal at Magnolia Landfill only.](#)
3. Chemical Storage: All chemical drums stored off ground on wooden pallets on the transfer Station before shipping. Covered and protected from rainfall. Drums are sent out quarterly or semiannually to licensed chemical destruction companies. [Also sent over to Baldwin Conty Landfill in Magnolia Springs for proper disposal.](#)
4. Glass Storage Bins: Changed in late 2020. Glass stored in 95 Gallon Recycle containers in Recycle Drop off area. Loaded daily and weekly into recycle trucks for transport to the ECUA MRF in Pensacola, Florida.
5. Vehicle Parking: On rock covered parking grids; all vehicles stored as required and no drainage observed from any vehicle fluids. Added additional vehicle parking behind recycle barn; hardpack dirt covered in 3 inches of crushed concrete.
6. Wash Rack: Correctly drained into sewer sump and culverts with adequate wash water to correctly flow as planned. Drain box covers are specially fabricated and placed over sump box to prevent any material contamination into drainage areas.
7. Recycle Center Bailing Facility: (Pecan St Annex Building Storage Area) All water correctly contained and adequate storm water drainage into correctly placed culverts and storm drains. Closed and rebuilt as water department offices and storage.
8. Scrap Metal Dumpsters: Properly stored on concrete and asphalt foundations with minimal storm water drainage. Improvements added in late 2021: New concrete slab poured by transfer station loading dock area with all scrap resting on new concrete slab.
9. Mud Wash Station: Ensure that no Public Works equipment or vehicles are commonly washed off into storm drains, grate drains. Mud rinse for work vehicles only w/ sediment trap in place.
10. Ensure recycling areas are free from discharges into drains. Check for litter daily to ensure no contamination of storm water drainage. Recycling drop off now utilizing sealed cans for drop off and loading into recycle trucks: no recycle stored on ground.

11. Cooking oil and HHW facility; all materials are stored in leakproof containers located up inside the transfer station itself. Storage areas are free from discharges into storm drains, grate drains. Ensure that any rinsing is done into designated drains at Transfer Station.

Appendix F

City of Fairhope Storm Sewer Inventory
Cowpen Creek
Data File Name: CC-77788
SD 23-18



Long Branch subdivision off Highway 44
Address of storm water facility: Barndling Street
Property PIN# 77788
Material: Earthen
Type: Wet Pond
Category: Privately owned
Comment: Outfalls to wetlands
Outfall: Cowpen Creek

Latitude: 30.501200 30° 30' 04.32" N

Longitude: -87.865422

Coordinates from Google Maps: 87° 51' 55.52" W

This information was added to GIS/Storm Sewer Inventory on: 11/28/2023

Appendix G



Planning Department

Illicit Discharge Standard Operating Procedure (SOP)

(Dry Weather Screening / Field Assessments)

Background and Introduction

Dry weather screening and field assessments of storm water infrastructure is a key element to proper Illicit Discharge Detection and Elimination. Annual dry weather screening is a requirement of the City's NPDES storm water permit # ALR040040. The City's Planning Department, in conjunction with the Public Works Department, conducts annual dry weather screening of 20 to 25% of all outfalls annually as listed in the Storm Water Outfall Inventory. Additionally, the Public Works Department (Street Division) oversees maintenance and year around general field assessments of City right of way and storm water infrastructure, during routine job duties. Additionally, the Planning Department investigates and issues enforcement on general Illicit Discharge complaints, such as commercial / residential rinsing and run off, and construction site rinsing and run off. The Fairhope Voluntary Fire Department responds to and is responsible for follow up on 911 based Illicit Discharges (such as chemical / fuel spills). The Fairhope Voluntary Fire Department is responsible for contacting the Emergency Management Agency on 911-based complaints.

General Concepts

City of Fairhope Public Works Department is continuously maintaining and observing City right of way and storm water infrastructure through routine field assessments (during and after significant rain events). The Planning Department, in coordination with the Public Works Department, conducts a documented annual "Dry Weather Screening" of outfalls within the City of Fairhope MS4 jurisdiction. This screening is documented in the MS4 Annual Report.

Field Assessments / Dry Weather Screening

If a potential illicit discharge is detected during a field assessment, the Public Works supervisor in charge will notify the Planning Department to validate the illicit discharge. The Planning Department Code Enforcement Officer will then follow protocol listed in the flow chart attached for Dry Weather Screening. If a potential illicit discharge is detected during a dry weather screening, protocol will be followed according to the flow chart, attached for Dry Weather Screening.

Dry Weather Screening is conducted by City Staff (Public Works Department and Planning and Zoning Department) at 20% of non-priority outfalls and 25% of priority outfalls annually. Schedule is listed in the current Storm Water Management Program Plan. Priority outfalls are those which ultimately drain to Weeks Bay, a Outstanding National Resource Water. City of Fairhope has over 630 outfalls as per the Storm Water Outfall Inventory (2012) which is updated annually.

Reporting

The Planning Department Code Enforcement Officer will ensure proper notification of other City Departments and environmental agencies (by email, telephone or mail). Non-compliant sites will be handled according to the SOP for Non-compliant Site Reporting Procedures. All enforcement action such as Municipal Offense Tickets and Court Summons are authorized by the Planning Director before issuance.

Site Inspection

The Planning Department Code Enforcement Officer performs a Site Inspection to validate or dismiss the potential illicit discharge. If it is necessary to look up into a storm drain pipe, the City of Fairhope Water and Sewer Department will be called upon to assist. The Water and Sewer Department owns a sewer camera which is used to look up into pipes, up to 500'. Beyond 500', the City of Fairhope can use an outside contractor for videoing beyond 500' of storm pipe or sewer line. If necessary, Fire Department would be dispatched to provide haz-mat preparation and facilitate clean-up, which would initiate a 911-based response. Otherwise, the Planning Department reports any water body or critical area impact to the appropriate State/Federal agency (ADEM/ USCOE).

Sampling

If a general illicit discharge is observed, and the nature of the discharge is not known, the City of Fairhope Planning Department will sample the discharge to determine what it is. Test America is one company (out of Mobile, AL) the City has used in the past for storm water analysis.

Enforcement & Follow-up

If the report is validated, the Planning Department Code Enforcement Officer will contact the responsible party and take all necessary steps (approved by Planning Director) needed to stop the illicit discharge which may include any and all actions documented in the City's Illicit Discharge Ordinance. Corrective action may also include dispatch of the City of Fairhope Street Sweeper for clean up on City property and right of way, at a \$300 minimum charge to the responsible party. Enforcement action such as Municipal Offense Tickets and/or Court Summons must be authorized by the Planning Director. Discharges originating from other areas (outside the City of Fairhope MS4) will be reported to that jurisdictional authority.

Documentation

All observations and actions will be documented in a report which will be tracked in the Planning Department Code Enforcement Officer's database and reported to ADEM in the City's Annual MS4 Phase II Report.