



City of Fairhope, Alabama

Storm Water Management Plan

Phase II General Permit # ALR040040

March 2013

**Report Prepared By:
City of Fairhope
Planning Department
555 South Section Street
Fairhope, AL 36532**

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1.0 CONTACT LIST AND INTRODUCTION

1.1 Certification

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure 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 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 fines and imprisonment for knowing violations.

Name and Title (type or print)

Timothy M. Kant, Mayor (Signature)

Date

1.2 List of Contacts

Address: City of Fairhope
Post Office Drawer 429
Fairhope, AL 36533
Phone: (251) 928-2136

Contact Person: Mrs. Kim Burmeister
Code Enforcement Officer
City of Fairhope
Planning Department
Post Office Box 429
Fairhope, AL 36533
Phone: (251) 990-2877

1.3 General Introduction

The City of Fairhope is situated on the eastern shore of Mobile Bay in Baldwin County, in southwest Alabama. The 2010 US Census determined the City's population to be 15,326. The annexed limits, which are also the MS4 area limits, comprises roughly 12 square miles. It is part of the Eastern Shore area with Daphne, Montrose and Spanish Fort to the North.

There are three main receiving streams within these area limits (Fly Creek, Rock Creek and Cowpen Creek). Cowpen Creek has been identified as a 303 (d) stream due to the presence of atmospheric mercury deposition. It is not anticipated that the land uses in the City of Fairhope MS4 watersheds are contributors to the atmospheric deposition of mercury.

The aquatic resources of the Fairhope Region, including Mobile Bay, Cowpen Creek, Fly Creek and Rock Creek are essential to the area's economy and the attractiveness of the community to both residents and visitors. Preserving these resources and keeping them healthy is of primary interest to the community and to area leaders.



Pictured: Rose Garden at Fairhope Municipal Pier

2.0 STORM WATER MANAGEMENT PLAN (SWMP) REQUIREMENTS

2.1 Listed Requirements

As part of the MS4 Phase II requirements, the City of Fairhope must develop, implement and enforce a SWMP designed to reduce the discharge of pollutants from its MS4 to the maximum extent practicable (MEP) to protect water quality and satisfy the appropriate water quality requirements of the Clean Water Act. The City of Fairhope shall use all known, available, and reasonable methods of prevention, control and treatment (BMPs) to prevent and control storm water pollution from entering waters of the State of Alabama. The SWMP shall include:

- a. Management Practices
- b. Control techniques and system design, and engineering methods
- c. BMPs
- d. Coordination among entities
- e. Measurable goals for each of the BMPs (including month and year in which action will be taken, including interim milestones and frequency of action)
- f. Person or persons responsible for implementing and coordinating BMPs

Furthermore, the SWMP must address the six minimum control measures, which are:

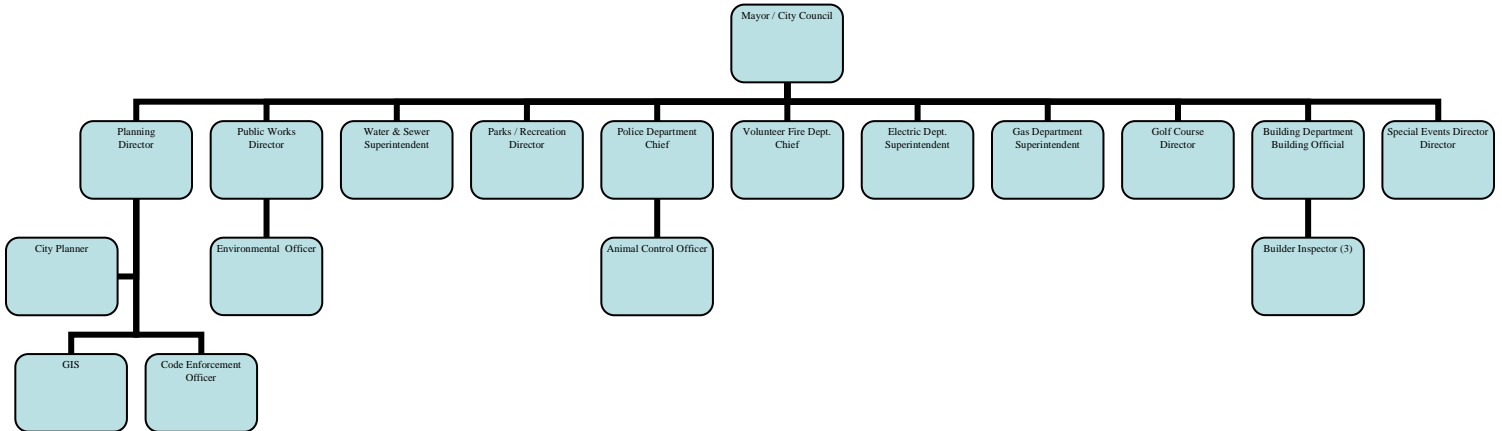
- a. Public Education and Outreach on Storm Water Impacts
- b. Public Involvement / Participation
- c. Illicit Discharge Detection and Elimination (IDDE)
- d. Construction Site Storm Water Runoff Control
- e. Post Construction Storm Water Management in New Development and Redevelopment
- f. Pollution Prevention / Good Housekeeping for Municipal Operations



Pictured: Green median in Fairhope on North Section Street

2.2 SWMP Management

The City of Fairhope Planning Department will serve as the lead coordinator of the MS4 Storm Water Management Plan. Several departments within the City will have a role in Fairhope's MS4 SWMP. A general contact number for everyone on the flow chart is: 251-928-8003. Below is a flow chart defining MS4 roles and responsibilities of each department:



2.3 SWMP – Watersheds of Fairhope

The City of Fairhope uses a watershed based approach to storm water management. The MS4 area limits (also the annexed limits) encompass 12 watersheds, and roughly 12 square miles.

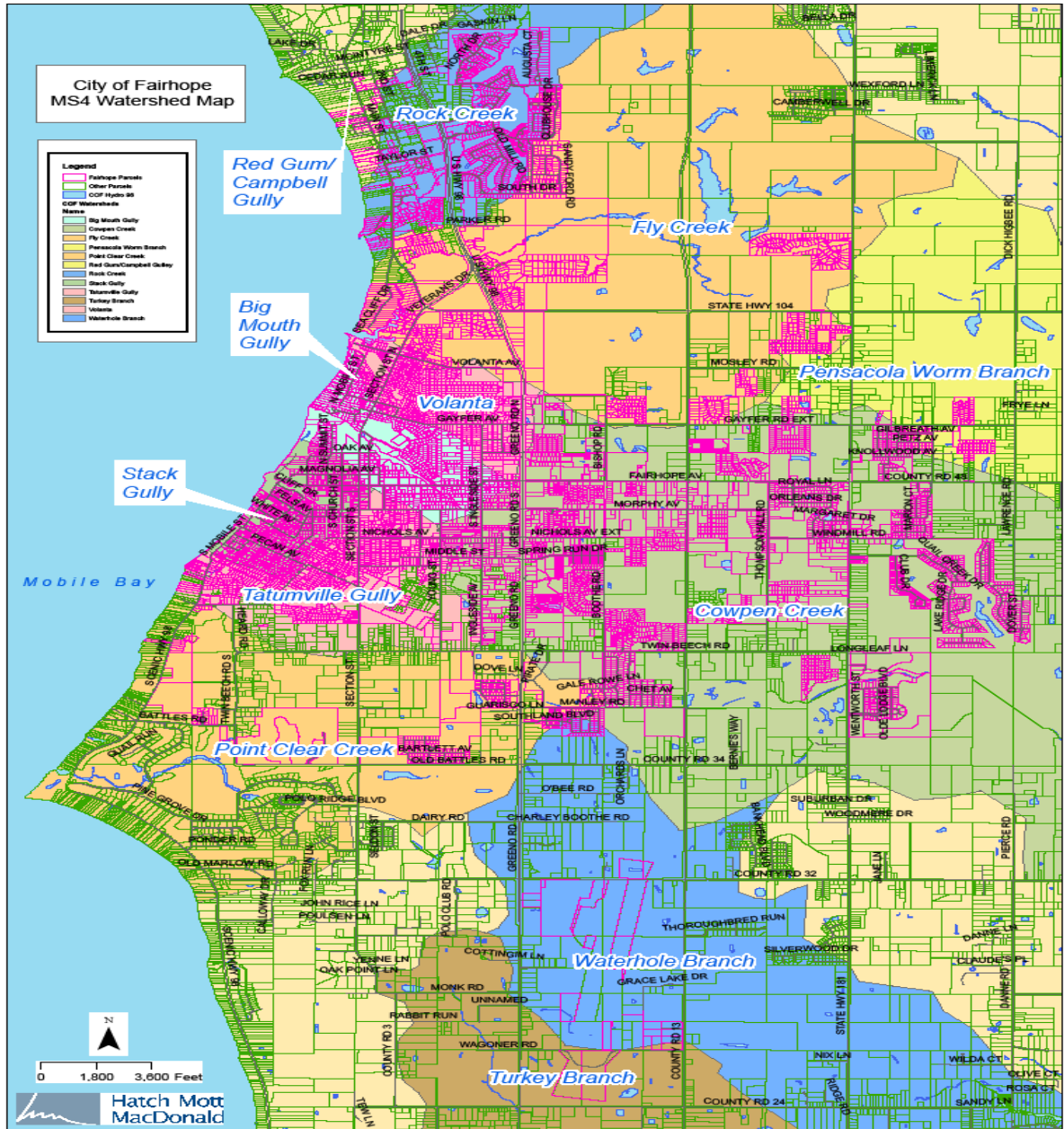
City of Fairhope MS4 area limit watersheds (on attached map) are:

- | | |
|---------------------------------|-------------------|
| a. Red Gulley | 54 acres (+/-) |
| b. Rock Creek | 678 acres (+/-) |
| c. Fly Creek | 1,228 acres (+/-) |
| d. Volanta | 389 acres (+/-) |
| e. Big Mouth Gulley | 500 acres (+/-) |
| f. Stacks Gulley | 397 acres (+/-) |
| g. Tatumville Gulley | 617 acres (+/-) |
| h. Point Clear Creek | 523 acres (+/-) |
| i. Turkey Branch | 88 acres (+/-) |
| j. Waterhole Branch | 480 acres (+/-) |
| k. Cowpen Creek | 2,866 acres (+/-) |
| l. Pensacola Branch/Worm Branch | 91 acres (+/-) |

TOTAL ACREAGE: 7,911 (12.3 SQUARE MILES)

While all of these watersheds ultimately drain to Mobile Bay, the watersheds located on the East side of U. S. Highway 98 drain to Fish River before final discharge into Mobile Bay. The watersheds that drain into Fish River first are: Turkey Branch, Waterhole Branch, Cowpen Creek and Pensacola/Worm Branch.

2.4 MS4 Area Map



3.0 MINIMUM CONTROL MEASURE#1:

PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

- **Requirements:** Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff to the maximum extent practicable.
- **Responsible Persons:** Planning Department; Building Department; Public Works Department; Police Department
- **Rationale Statement:** The City of Fairhope supports the monthly volunteer efforts of the Fairhope Environmental Advisory Board (FEAB) by providing a public facility for the forum, providing notification and postings of the meeting, and by providing a City liaison, which is currently a Planner, to attend and take notes at each meeting. The FEAB offers feedback to City leaders, from a citizen point of view, on the effectiveness of policies and procedures of the City, in regards to environmental issues (including storm water). As an advisory committee, this group also offers assistance in policy review, implementation and updates.

The City of Fairhope takes part in several community events each year, such as Coastal Clean Up, Mobile Area Earth Day and Arbor Day. These events collectively reach over 1,000 residents. Public Works coordinates these efforts.

The City of Fairhope supports public access to volunteer water testing results by posting a link to Alabama Water Watch on the City website. Alabama Water Watch is a volunteer water testing program, overseen by Weeks Bay National Estuary Research Reserve. The Alabama Water Watch program currently provides volunteer water testing at three locations within Fairhope monthly. Testing parameters include turbidity, dissolved oxygen, ph, temperature, and e. coli.

Target audience for the City educational mechanisms are:

- a. Developers
- b. Contractors
- c. Landscapers
- d. Business owners / managers
- e. Property owners
- f. Residents
- g. City employees

Pollutants of concern:

1. Sediment
2. Oil residue from parking lots
3. Pesticides, herbicides, fertilizers
4. Pathogens

➤ **BMPs / Mechanisms** used for educational outreach:

1. Brochures / publications
2. Public Educational Meetings (FEAB)
3. City Website (www.cofairhope.com)
4. Existing Demonstration projects (Rain Garden, Wetland Pond)
5. Community Events
6. Employee Certifications and Training
7. Volanta Gulley Watershed Project
8. City Erosion and Sediment Control Workshop
9. Pet waste bags available in City Parks

BMP # 1 : Brochures / Publications promoting green space and storm water management, available at City offices or on-line:

1. *Greener by the Yard* , pamphlet, Weeks Bay Watershed Project
2. *Fairhope Gullies*, brochure, joint effort of Mobile Bay National Estuary Program, Fairhope Single Tax, and the City of Fairhope
3. *Parks of Fairhope* , brochure, joint effort of the FEAB and the City of Fairhope
4. *Storm Water Management*, brochure, by Ecosolutions, created for the City of Fairhope
5. *Field Guide for Erosion and Sediment Control on Construction Sites in Alabama*, booklet, by Alabama Soil and Water Conservation Committee
6. *City Sketches*, quarterly newsletter for Fairhope residents. *City Sketches* will have at least one article yearly to focus on storm water education. Available on City website

Responsible Person(s) for brochures / publication placement: Planning Department (Code Enforcement Officer); Public Works Department (Director)

BMP # 2: Public Educational Meetings, hosted by the FEAB (Held at City Hall). FEAB meetings are held monthly at City Hall. These meetings are open to the public, and sometimes include guest speakers and offer an educational component. Past topics include watershed management, rain barrel construction, storm water permitting and inventorying of storm water infrastructure.

Responsible Person(s) for Public Educational Meetings (FEAB): Planning Department (Planner)

BMP # 3: City Website (www.cofairhope.com) has informative links for:

- a. Alabama Water Watch (“Community Profile”)
- b. *Greener By The Yard* (“Public Works”)
- c. City Rain Garden (“Planning & Building Department”)
- d. Waste Management (“Public Works”)
- e. MS4 Annual Report / Storm Water Standards (“Planning Department”); SWMP
- f. Zoning Ordinance (“Planning Department”)
- g. Subdivision Regulations (“Planning Department”)
- h. Municipal Code of Ordinances (“Planning Department”)
 1. Erosion and Sediment Control Ordinance (#1398)
 2. Red Soils Ordinance (# 1423)
 3. Wetlands Ordinance (#1370)
 4. Construction Site Waste Ordinance (#958)
 5. Illicit Discharge Ordinance (#1081)

Responsible Person(s) for City website informative links: Planning Department
(Code Enforcement Officer)

BMP # 4: Existing Demonstration projects provide educational signage:

- a. Wetland Pond @ North Beach Park – this simulated Wetland Pond was created about 10 years ago, to reduce pathogens entering Mobile Bay, from duck pond water run off. The pond features native plants and is a joint project from the MBNEP and City of Fairhope.
- b. Rain Garden @ City Hall – this 480 square foot rain garden was installed by City employees in 2003, to treat run off from 2,600 square feet of asphalt from the City Hall / Civic Center parking lot. It is maintained yearly. This project was funded in part by Gulf Coast Resource Conservation and Development. Details of this project, and the benefits of rain gardens, is available on the City of Fairhope website (www.cofairhope.com).



Pictured: Rain garden under construction at City Hall (2003)



Pictured: Rain Garden Plaque (2009)

Responsible Person(s) for Existing Demonstration Projects: Public Works
(Director)

BMP # 5: Community Events:

- a. Mobile Area Earth Day (South Park Beach in Fairhope). Public Works offers E-waste recycling at this event in April.
- b. Coastal Clean Up (beachfront parks). This event, held in September, is advertised in *City Sketches*, the City of Fairhope quarterly newsletter. City provides garbage pick up for this event.
- c. Arbor Day (Faulkner Community College) - City gives away approximately 1,000 trees yearly each February at this event, hosted by the City of Fairhope.



Pictured: Public Works Environmental Officer assists volunteers with Coastal Clean Up (2011)

Responsible Person(s) for Community Events: Public Works (Director)

BMP # 6: Employee Certifications:

1. Commercial Pesticide Applicators license aid in pollution prevention by guiding applicators on correct application techniques, which discourages overuse or misuse of pesticides/herbicides:
 - State of Alabama Department of Agriculture and Industries Pesticide Applicators Certification (3 year certification):
 - a. Horticulturist, Certification # 53242
 - b. Landscape Supervisor, Certification # 57285
 - c. Golf Course Grounds Supervisor, Certification # 13550
2. Qualified Credentialed Inspector (QCI) program educates inspectors on correct erosion and sediment control applications and installation techniques:
 - QCI (Yearly recertification)
 - a. Code Enforcement Officer, Certification # 25712
 - b. Building Inspector #1: #65045
 - c. Building Inspector # 2: #64077

Responsible Person(s) for Employee Certifications: Public Works (Director); Planning Department (Code Enforcement Officer); Building Department (Building Official); Golf Course (Grounds Supervisor)

BMP # 7: Volanta Gulley Watershed Management Project

Complete (January 2013)

Description of project: City of Fairhope / Mobile Bay National Estuary Project: Although Volanta is one of the smaller watersheds (one of 12 watersheds) in the Fairhope MS4 area limits, City officials and Planners agree it is one of the most critical. The City of Fairhope received funding assistance from the Mobile Bay National Estuary Program to conduct a study of the Volanta Gulley Watershed, and to design and construct storm water projects in the watershed which will reduce storm water volume downstream. The City of Fairhope contracted with a professional engineer to undertake the study and design downstream projects. City of Fairhope labor will be used to install the design projects, as proposed by the study. Public meetings will be held with citizens in the watershed so that public input and education can be achieved. Project details are also listed as a link on the City of Fairhope website, Public Works main page (www.cofairhope.com).

BMP #8: Employee Erosion and Sedimentation Workshop

The City of Fairhope Planning Department periodically hosts an employee Erosion and Sedimentation Workshop at City facilities. The purpose of this two hour workshop is to remind existing employees (and inform new employees) of the Construction Site Storm Water Runoff Control standards required by the City of Fairhope. State and Federal regulations are also reviewed. Emphasis is placed on right of way and utility work, as well as other planned and emergency projects, as they may be applicable to the different City of Fairhope departments. A local storm water professional is invited to be a guest speaker at the event, to offer an outside view on storm water standards from the State and Federal level. City staff reviews City of Fairhope regulations and ordinances regarding storm water standards, which apply to contractors, developers, land owners and City projects. Each department within the City is expected to send employees such as crew leaders, assistant supervisors and/or supervisors.



Pictured: Recreation Department attending City Erosion and Sediment Control Workshop (March 2012)

Responsible Person(s) for the Employee Erosion and Sediment Control Workshop:
Planning Department (Code Enforcement Officer)

BMP # 9: Pet Waste Bags in City Parks

Pet waste bag dispensers are available in City parks (along the Bay and at the Dog Park). Pet waste bags are available free to the public, and encourage removal of pet waste from public areas. The Animal Control Officer is responsible for keeping pet waste bag dispensers full, and for enforcement of City Ordinance #988, which requires owners to clean up after their pets on public property. This helps keep pet waste out of storm drains and area waters.

Responsible Person(s): Police Department (Animal Control Officer)

➤ **Measurable Goals**

One Year Goals:

1. Storm Water Education / Seminar

Responsible Department : Planning Department

Goal: Staff shall attend one storm water related workshop, conference or seminar annually

Due: December 2013

2. Storm Water Article in City Sketches

Responsible Department: Public Works

Goal: Ensure there is at least one storm water article in City Sketches (quarterly newsletter for citizens) per year

Due: *December 2013*

3. BMP Seminar for City Employees

Responsible Department: Planning Department

Goal: Host workshop for City employees to demonstrate BMP techniques and minimum standards for storm water compliance.

Due: December 2013

4.0 MINIMUM CONTROL MEASURE # 2: PUBLIC INVOLVEMENT / PARTICIPATION

- **Requirements:** At a minimum, comply with State and local public notice requirements when implementing a public involvement/participation program.
- **Responsible Persons:** Planning Department; Building Department
- **Rationale Statement:** The City of Fairhope will offer opportunities for public review, involvement and participation in the City of Fairhope Storm Water Management Program (SWMP). The SWMP and the MS4 Annual Report are posted on the City website, under the Planning Department page, “publications” (www.cofairhope.com). The Planning Commission, a group of appointed volunteers who offer insight and approval on Planning Department procedures and policies, meets monthly at City Hall. The meeting is open to the public. The Planning Commission is being used as a yearly review board for the SWMP. The Planning Department is responsible for coordination of these efforts. Storm water issues, as well as other environmental concerns, are frequently addressed at the Fairhope Environmental Advisory Board (FEAB), which is a group of appointed volunteers who meet monthly. The City of Fairhope hosts the meeting monthly at City Hall; the Planning Department offers a City employee liaison to attend this meeting. The FEAB offers feedback to City leaders, from a citizen point of view, on the effectiveness of policies and procedures of the City, in regards to environmental issues (including storm water). As an advisory committee, this group also offers assistance in policy review, implementation and updates. The FEAB meetings are open to the public.

The City of Fairhope complies with State and local public notice requirements.

The City of Fairhope facilitates opportunities for direct action and volunteer programs. The City of Fairhope website hosts a link to Alabama Water Watch, a volunteer water testing program, overseen by Weeks Bay National Estuary Research Reserve.

Target audiences:

- a. Homeowners
- b. Subdivision Property Owner Associations
- c. Environmental groups
- d. Educational groups
- e. Commercial business owners

➤ **BMPs / Mechanisms used for Public involvement of Public Meetings / Direct Action Opportunities:**

- a. **BMP #1: Ads are placed in newspapers**, advertising public meetings, as per legal requirements
Responsible Person(s): Planning Department (Administrative Assistant)
- b. **BMP #2: Notices for public meetings are posted at City Hall**
Responsible Person(s): Planning Department (Administrative Assistant)
- c. **BMP #3: Subdivision Property Owners Associations Contact List**
This list is kept current to include email contact information for President of Property Owners Associations. This list is used as one form of notification for public meetings, including Planning Commission meetings and FEAB meetings. Responsible Person(s): Planning Department (Administrative Assistant)
- d. **BMP #4: Fairhope Environmental Advisory Board (FEAB)**
The City of Fairhope (via Planning Department support) facilitates monthly volunteer meetings on issues relative to storm water. This volunteer committee makes recommendations to City leaders, and offers a third party evaluation of City procedures and regulations.
- e. **BMP #5: Recycling Committee**
The City of Fairhope (via Public Works) facilitates monthly volunteer meetings on issues relative to waste management and recycling. This volunteer committee makes recommendations to City leaders, and offers a third party review of City procedures and practices. This committee is being revitalized in 2013.

➤ **Measurable Goals**

One Year Goals:

1. Public Educational Meeting

Responsible Department: Planning Department

Goal: Facilitate at least one educational meeting per year (such as through FEAB), for the community; send email and/or other notices out accordingly (*Planner*)

Due: December 2013

2. SWMP Review

Responsible Department: Planning Department

Goal: Facilitate review of storm water management plan yearly, through public forum such as Planning Commission and/or City Council. Send out notices accordingly. (*Planning Director/Administrative Assistant*)

Due: December 2013

3. **Recycle Committee Revitalization**

Responsible Department: Public Works

Goal: Revitalize / reestablish monthly recycle committee meetings
(*Public Works Director*)

Due: December 2013



Pictured: ADEM representative discusses MS4 requirements for Fairhope at the FEAB public meeting at City Hall (March 2012)

Two to Five Year Goal:

1. **Director of Parks and Recreation to Recertify Commercial Pesticide Applicator's License**

Due: *Change to one year certification instead; change from a recertification to a new certification

Status: Discontinue this two to five year goal, and add it as a one year goal under Section 8.0 Pollution Prevention / Good Housekeeping. The current certification could not be verified, so Director will obtain new certification in 2013.

5.0 MINIMUM CONTROL MEASURE # 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

- **Requirements:** Develop, implement and enforce a program to detect and eliminate illicit discharges into the regulated MS4; Develop a storm sewer map (to include locations of outfalls and structural BMPs); Effectively prohibit to the maximum extent practical under State or local law, through ordinance, or other regulatory mechanism, non-storm water discharges into the MS4 and implement appropriate enforcement procedures and actions; Develop and implement a plan to detect and address nonstorm water discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit; Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste; Address non-storm water discharges or flows (such as residential and charitable car washes) only where they are identified as significant contributors of pollutants to the MS4.
- **Responsible Persons:** Planning Department; Building Department; Water and Sewer Department, Voluntary Fire Department, Public Works Department
- **Rationale Statement:** Illicit discharges are generally any discharge into a storm drain system that is not composed entirely of storm water. The City of Fairhope has an IDDE program, which is based on enforcement of our Illicit Discharge Ordinance (Ordinance # 1081).

The City of Fairhope Illicit Discharge ordinance states *“It shall be unlawful for any person, firm, or corporation to discharge a pollutant to the city's stormwater system that will have a deleterious impact on the environment. Any pollutant, associated with an industrial or commercial activity that is covered by the National Pollutant Discharge Elimination System as dictated by 40 CFR 122.26, can be discharged to the city stormwater system only if the discharge is covered by, an NPDES permit for stormwater. Where an illicit discharge is reasonably believed by the city of originating from a facility, it shall be the right of the city to designate employees, bearing proper credentials and identification, to enter facility grounds for the purpose of inspection, observation, measurement, sampling and testing in accordance with this article. Authority is hereby granted to the city by and through its duly designated enforcement officers to halt any discharge from a facility that is reasonably believed by the city to be potentially harmful to human health or the environment. All costs incurred by the city in association with the ceasing of a potentially harmful discharge will be reimbursed by the discharging facility. The city may charge the cost against the subject land as a municipal lien, charges to be recovered in a suit at law against the owner.”* Procedures for tracing and removing the source of the illicit discharge are written into the ordinance.

The Planning Department Code Enforcement Officer uses a monthly complaint log to track complaints and corrective action procedures taken. Smoke tests are periodically performed throughout the year by the Water and Sewer Department, to help detect infiltration from faulty sewer lines. Yearly documentation of the smoke testing has been added as a “Measurable Goal”, to include corrective action taken.

Building Inspectors ensure new development and redevelopment activities are compliant upon inspections.

Areas zoned “M-1” (Light Industrial District) are considered a priority area for IDDE monitoring. The general location of M-1 zoned areas are:

- a. Airport (CR 32)
- b. Nichols Avenue/Middle Street @ S. Greeno Road
- c. South Section Street @ Pecan (City of Fairhope Public Works facility)

These areas are monitored periodically by the Code Enforcement Officer, and/or the Environmental Officer (and Building Inspectors for new development and re-development), to ensure compliance with the IDDE program.



Pictured: “M-1” (Light Industrial) zoned property: Sonny Callahan Airport

The IDDE program and illicit discharge ordinance will be reviewed yearly by the Planning Commission (a public meeting), as part of the SWMP review process.

- **BMPs / Mechanisms** used for IDDE program compliance:
- a. Illicit Discharge Ordinance #1081
 - b. Code Enforcement Officer (Planning Department)
 - c. Environmental Officer (Public Works Department)
 - d. Residential Curbside Cooking Oil Recycling Program
 - e. Household Hazardous Waste drop off site for residents
 - f. *Greener by the Yard* pamphlet
 - g. Staff Meetings
 - h. City of Fairhope Watershed Map
 - i. Storm Sewer Inventory & Mapping
 - j. Volunteer Fire Department

BMP # 1: Illicit Discharge Ordinance - states “It shall be unlawful for any person, firm, or corporation to discharge a pollutant to the city's storm water system that will have a deleterious impact on the environment. Any pollutant, associated with an industrial or commercial activity that is covered by the National Pollutant Discharge Elimination System as dictated by 40 CFR 122.26, can be discharged to the city storm water system only if the discharge is covered by, an NPDES permit for storm water.”

Penalty for non-compliance: Up to \$500

Responsible Person(s) for Illicit Discharge Ordinance: Planning Department (Code Enforcement Officer); Public Works Department (Environmental Officer)

BMP # 2: Code Enforcement Officer (Planning Department)

The City of Fairhope employs a Code Enforcement Officer full time, in part, to investigate and issue corrective action on illicit discharge issues.

BMP # 3: Environmental Officer (Public Works Department)

The City of Fairhope employs an Environmental Officer full time, in part to manage the waste management operations of the City.

BMP # 4: Cooking Oil Recycling: The City of Fairhope has a used cooking oil recycling program for residents, which has been in effect since 2007. It is estimated the City of Fairhope collects and recycles over 180 gallons of cooking oil yearly (from residents) through this program. Containers for cooking oil collection are available free upon request to residents. Residents may bring in used cooking oil for recycling, or may place the containers on the right of way for curbside pickup. Restaurants are not allowed to dispose of oil within the City of Fairhope garbage stream and must set up a cooking oil recycling program. Sanitation and recycling crews (Public Works Department) are trained to report illegal dumping / rinsing activities, including inappropriate disposal of cooking oil. Responsible Person(s): Public Works Department (Environmental Officer)

BMP # 5: Household Hazardous Waste: The City of Fairhope Public Works Department manages a household hazardous waste (HHW) drop off site for residents, free of charge. The HHW drop off site is located at 555 South Section Street. This site encourages the correct disposal of paints, motor oil and other chemicals, as well as electronic waste, automobile batteries and tires. There is a minimum recycling fee for tires (based on industry standards). There is no charge for other hazardous waste drop off, including electronic waste. On average, the City of Fairhope recycles about 20 tons of hazardous waste yearly (which includes electronic waste).
Responsible Person(s): Public Works Department (Director)

BMP # 6: *Greener by the Yard*

This pamphlet includes information in regards to what residents can do to prevent illicit discharges. It was created and published by the Weeks Bay Watershed Project, and is available in hard copy (Planning Department) and on the City website.

BMP # 7: Staff Meetings – Public Works employees are trained throughout the year in weekly staff meetings to report illegal dumping / rinsing activities, including inappropriate disposal of cooking oil, rinsing of paints and chemicals into storm drains, etc. Responsible Person(s): Public Works Department (Director)

BMP # 8: Watershed Map

City of Fairhope has a watershed map which is used as a planning and construction tool. It is available on line, in the Planning Department and in Public Works. Planning Department (GIS) is responsible for printing and providing this map.

BMP # 9: Storm Sewer Inventory & Mapping

In 2012, the City of Fairhope Planning Department coordinated efforts to complete a survey of the City outfalls and infrastructure. This information is provided through GIS, and a map was also produced, including designation of 13 major (Bay) outfalls. This information is updated annually.

BMP # 10: Volunteer Fire Department / Fuel Spills: The Fairhope Volunteer Fire Department is responsible for responding to and facilitating removal of fuel / chemical spills. Responsible Person(s): Volunteer Fire Department (Chief)



Measurable Goals

One Year Goals:

1. Storm Sewer and Outfall Inventory Update

Responsible Department: Planning Department

Goal: Update inventory annually, to include new development, redevelopment and corrections. (*GIS*)

Due: December 2013

2. Smoke Test on Sewer Lines

Responsible Department: Water Department

Goal: Conduct smoke test on priority sewer lines annually to detect leaking sewer pipes or illegal connections. Document findings and corrective action taken (*Water & Sewer Superintendent*)

Due: December 2013

3. Public Works Illicit Discharge Detection Meeting

Responsible Department: Public Works

Goal: Alert and remind waste management crews to look for illicit discharge indicators such as sheen in or near storm drains, leaking dumpsters, etc. (*Public Works Director*)

Due: December 2013

4. Dry Weather Screening of Major Outfalls

Responsible Department: Planning Department

Goal: Assess the thirteen major outfalls mentioned in BMP # 8, above (*Code Enforcement Officer*)

Due: December 2013

6.0 MINIMUM CONTROL REQUIREMENT #4:

CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

- **Requirements:** Develop, implement, and enforce a program to reduce pollutants in storm water runoff from construction activities. The program shall include ordinances (to require erosion and sediment controls), requirements for construction site operators to control waste; procedures for site plan review; procedures for receipt and consideration of information submitted by the public; and procedures for site inspection and enforcement of control measures (i.e. BMP inspections)

- **Responsible Persons:** Planning Department; Building Department

- **Rationale Statement:** The City of Fairhope has a Construction Site Storm Water Runoff Control program to control erosion and sedimentation. This program is applicable to all construction and land disturbance sites, and is not limited by the size of the site (sites under an acre as well as over an acre are included in the program). This program includes project review, BMP inspections and enforcement of construction related ordinances for environmental protection. City employees are held to the same standards as property owners, contractors and developers. The Planning Department and the Building Department has QCI trained staff to conduct BMP and construction inspections. Furthermore, City crew leaders in each department are offered an overview of the Construction Site Storm Water Runoff Control program (including storm water standards at local and state levels) through a workshop periodically held by the City of Fairhope Planning Department.

- **BMPs / Mechanisms** used for Construction Site Storm Water Runoff Control
 - a. Design Review
 - b. BMP Inspections
 - c. Code Enforcement / Procedures for non-compliant sites
 - d. City ordinances
 - e. Educational material available in the Building Dept.

BMP # 1: Design Review: The City of Fairhope Planning Department design review (and pre-construction meeting) process includes:

- a. Preliminary Plats for Subdivision
- b. Pre-construction meeting – on site with engineer of record
- c. Final Plats for Subdivision
- d. Zoning Applications
- e. Site Plans, if they meet the following qualifications
 - Has a gross floor area of 10,000sf or greater; or,
 - More that 30% of the lot (excluding the building) is impervious; or
 - All applications for zoning map amendments to any of the Village Districts
 - All mixed-use projects electing to build to 35 feet high with 33% residential.

All preliminary and final subdivision submittals require a public hearing through the Planning Commission. Notification requirements are as required by State law and the City of Fairhope Subdivision Regulations, and also via Subdivision POA contact list (email). The City of Fairhope Building Department coordinates plan reviews of residential and commercial submittals for permit issuance.

General procedure of submittal review:

Staff conducts a review of all submittals. For the subdivision applications, storm water drainage is reviewed for compliance with the City of Fairhope Subdivision Regulations in the Preliminary Plat review. A design review meeting is held and attended by the various City of Fairhope Superintendents or Department representatives. The Public Works Department, Planning Department and Building Department are the most instrumental representatives for Storm Water reviews. However, since the City of Fairhope does not have a civil engineer on staff, the applicant's engineer is the person ultimately responsible for drainage compliance with the City's regulations. The Code Enforcement Officer is responsible for the Erosion Control compliance review of submitted plans. The comments generated during the design review meeting are compiled in a review letter which is sent to the applicant. The applicant provides a response letter. The City of Fairhope staff prepares a staff report for the Planning Commission members prior to the Planning Commission meeting.

Pre-Construction meetings are held with the applicant after Preliminary Plat approval and before submittal of a Final Plat application. During the pre-construction meetings, City staff meets (typically on-site) with the applicant's engineer of record to address specific issues such as wetland buffer protection, on-site erosion controls, and drainage concerns.

The Final Plat approval phase is when the final inspection of installed subdivision infrastructure takes place and a final punch list is generated. A second design review and a site inspection take place and any deficient items are addressed during this inspection process. The site inspection is conducted by the same Department Supervisors/Representatives who perform the preliminary design review.

Responsible Person(s): Planning Department (Planner and Planning Director)

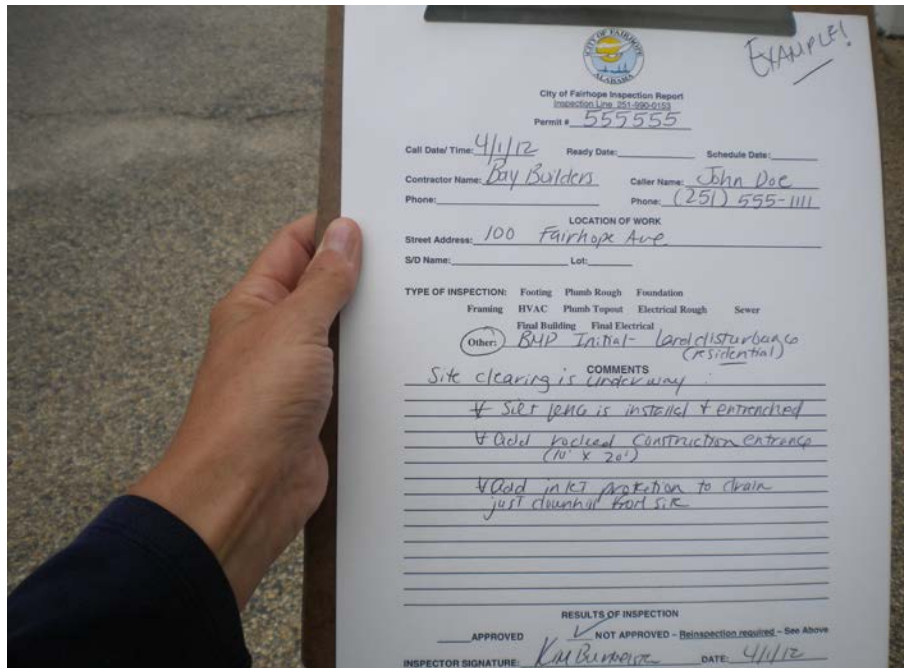
BMP # 2 & #3: BMP Inspections / Code Enforcement: City of Fairhope Planning Department has a full time Code Enforcement Officer to conduct BMP inspections, as well as other code enforcement inspections. The Code Enforcement Officer tracks BMP inspections and non-compliant sites (including corrective actions taken) via a monthly log.

The initial BMP inspection is performed prior to other construction inspections. The Building Inspectors assist with BMP inspections by ensuring compliance with each construction inspection (essentially, a BMP inspection is performed with each construction inspection). The Building Inspectors usually perform the closure BMP inspection, as part of the final inspection on the site. Certificate of occupancy is not issued unless site is stable and compliant. The City of Fairhope Erosion and Sediment Control ordinance is strictly enforced, and is successful at minimizing sedimentation and erosion to the maximum extent practical. Construction sites with high impact potential and subdivisions under construction are inspected frequently. Construction sites with high impact potential include multi-family, non-residential, those near critical areas or those disturbing more than an acre. Other single family home construction sites are inspected initially and with follow up inspections to ensure continued compliance.

Significant rain events (those greater than .75") trigger random inspections on subdivisions and priority sites under constructions..

BMP inspections include:

- a. Initial
- b. Phasing (if applicable)
- c. Closure (certificate of occupancy is not issued unless site is stable)



Pictured: BMP Inspection Sheet (Example)

Procedures for non-compliant sites:

- a. Notice of Violation (written or verbal)
- b. Withheld Construction Inspections
- c. Stop Work Orders
- d. Authorize Street Sweeper at \$300 minimum charge to violator
- e. Municipal Offense Ticket
- f. ADEM notification if water quality impact has occurred

Responsible Person(s) for BMP inspections / Code Enforcement: Planning Department; Building Department (Code Enforcement Officer / Building Official)

BMP # 4: Municipal ordinances utilized for erosion, sediment and waste control on construction sites:

- a. Erosion and Sediment Control (#1398), outlines procedures for BMP requirements (including inspections), and corrective action.
- b. Red Soil Ordinance (#1423) prohibits red soil and clay in or near critical areas
- c. Construction Site Waste (#958) requires construction sites to contain waste

Responsible Person(s) for municipal ordinances: Planning Department; Building Department (Code Enforcement Officer / Building Official)

BMP # 5: Educational Material, brochures/booklets available to contractors/developers:

- a. *Field Guide for Erosion and Sediment Control on Construction Sites in Alabama* by Alabama Soil and Water Conservation Committee Partners
- b. *BMP Minimum Requirements*, City of Fairhope handout
- c. *Storm Water Management* , by Ecosolutions

➤ **Measurable Goals:**

One Year Goal:

1. QCI Re-certification for Building Inspectors and Code Enforcement

Responsible Department: Planning Department; Building Department

Goal: Recertify QCI certifications for (2) Building Inspectors and (1) Code Enforcement Officer (*Code Enforcement; Building Official*)

Due: December 2013

2. QCI Certification for 3rd Building Inspector and the Building Official

Responsible Department: Building Department

Goal: Building Inspector #3 and the Building Official will acquire QCI certification

Due: December 2013

**7.0 MINIMUM CONTROL MEASURE # 5:
POST CONSTRUCTION STORM WATER MANAGEMENT**

- **Requirement:** Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre by insuring that controls are in place that would prevent or minimize water quality impact; Develop and implement strategies, which include a combination of structural and/or non-structural BMPs appropriate for the community; Use an ordinance or other regulatory mechanism to address post construction runoff from new development and redevelopment projects to the extent allowable under State or local law; Ensure adequate long-term operation and maintenance of BMPs.

- **Responsible Persons:** Planning Department; Building Department; Public Works Department

- **Rationale Statement:** The Planning Department works closely with the Fairhope Planning Commission (which meets monthly) and the Fairhope Zoning Board of Adjustments and Appeals (which also meets monthly, if there are cases to be heard). Both of these committees are appointed by the Mayor and Council, and work with the Planning Department and the Building Department with design and review procedures, as set forth in the Zoning Ordinance. The Planning Commission reviews amendments to the Zoning Ordinance and the Subdivision Regulations. The Subdivision Regulations were amended in 2007 to include a 3 year storm water inspection report requirement (Section F) and a long term storm water plan (Operation and Maintenance requirement). An O&M Plan is submitted with every final subdivision plat which requires a storm water structure. Furthermore, the Planning Department Code Enforcement Officer addresses runoff issues from all sites within the City of Fairhope (including post construction residential, commercial and right of way areas). These issues are tracked via a monthly Notice of Violation log. This log tracks complaints, follow up, and corrective action taken. The Public Works Department and the Maintenance Department oversee maintenance of city-owned storm water infrastructure.

- **BMPs / Mechanisms** for Post Construction Storm Water Management
1. Subdivision Regulations: Link on-line:
www.cofairhope.com/pdf/building_planning/subregs.pdf
 2. Zoning Ordinance: Link on-line:
www.cofairhope.com/pdf/building_planning/Zoning_Ordinance.pdf
 3. Storm Water Standards within Subdivision Regulations (Article V, Section F)
 4. Flood Control Structures definition in Subdivision Regs
 5. Pervious Paving Material (25%) Requirement
 6. Pervious Paving in City projects, where applicable (Police Department, City parks, Library, etc.)
 7. Storm Water Projects, as listed in 2.4
 8. Storm Water Facility Inspection Requirement (Subdivision Regs)
 9. City Public Works employees for maintenance of storm water structures
 10. Rain Barrel Workshop for the community
 11. Creek Assessment by kayak

BMP # 1, 2 and 3: Subdivision Regulations (including Storm Water Standards) and the Zoning Ordinance are available on line for the public to view.

Construction, development and re-development standards for storm water are listed here.

BMP # 4: Flood Control Structures definition was added to the Subdivision Regulations in October 2011 to clarify whether detention ponds can be located within stream buffers: *“Those physical structural works for which funds have been authorized, appropriated and expended and which have been constructed specifically to modify flooding in order to reduce the extent of areas within the city subject to a “special flood hazard” and water depths associated with flooding. Flood control structures typically include: hurricane tidal barriers, dam, reservoirs, levees or dikes. Typically flood control structures are located perpendicular to a stream and within the stream buffer.”*

BMP #5: Pervious Paving requirement: For projects requiring more than 8 parking spaces, a 25% minimum pervious paving material requirement has been written into the Zoning Ordinance (January 2012)

BMP # 6: Pervious Paving material is used in City projects where applicable. Past projects include sidewalks at the Police Station, Bancroft Avenue sidewalk, the Volanta sidewalk, Knoll Park, and Faulkner Community College Campus.

BMP # 7: Storm Water Projects: The City of Fairhope completed nine storm water projects in FY 2012. These are detailed in the Annual Report. These projects addressed beach renourishment, watershed management, ditch stabilization, and erosion and sediment control.

BMP # 8: Storm Water Facility Inspection Requirement: In FY 2012, as per the Operation and Maintenance plan within the Subdivision Regulations, the City of Fairhope Planning Department notified three property owners in regards to the three year storm water inspection requirement for respective storm water facilities. For more information , refer to the City of Fairhope Subdivision Regulations, Article V, Section F, 3. (a) (3).



Pictured: North Village @ Stone Creek (State Hwy. 181) retention area

BMP # 9: City Employees maintain storm water structures: The City of Fairhope Public Works Department maintains all of the City owned storm water structures within the MS4 permit area.

BMP # 10: Rain Barrel Workshop: The City of Fairhope, in conjunction with the Auburn Extension Center, hosted a rain barrel workshop in July of 2012. The workshop, held at a local church, accommodated 18 people. The minimum charge to participants, collected by Auburn Extension, covered the cost of the materials used. Education focused on how to capture and reuse rain on your property, and how this action reduces erosion of property, while providing a valuable resource. Each participant left with a completed and ready-to-use rain barrel.

BMP # 11: Creek Assessment by Kayak: In December 2012, Planning Department staff conducted a 2 hour creek assessment (by kayak) of Fly Creek, a local priority creek. Findings included drain pipes dumping into the creek (privately owned and city owned). The drain pipes were further investigated to ensure they were legal pipes. Also found were two derelict/sunken boats, which were reported to the Coast Guard.

➤ **Measurable Goals:**

1. One Year Goal: Rain Barrel Workshop

Responsible Department: Planning Department

Goal: Facilitate community event: hands on workshop related to post-construction storm water education (such as a Rain Barrel Workshop)
(*Planning Director*)

Due: December 2013

2. One Year Goal: Creek Assessment by Kayak

Responsible Department: Planning Department

Goal: Conduct creek assessment via kayak to look for pipes discharging into the creek, obstructions in the creek, and man made erosion along the creek banks (*Planning Director*)

Due: December 2013

3. One Year Goal: LID Manual

Responsible Department: Planning Department

Goal: Implement creation of a Low Impact Development Design Manual to be available in the Planning Department and the Building Department and on-line on the City website (*Planning Director*)

Due: December 2013



Pictured: Fly Creek Kayak Assessment 2012

8.0 MINIMUM CONTROL MEASURE # 6: POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

- **Requirements:** Develop and implement an operations and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations; Using training materials that are available from EPA, the State, or other organizations, include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet building maintenance, new construction and land disturbances, and storm water system maintenance.

- **Responsible Persons:** Planning Department; Building Department; Public Works Department; Golf Course; Recreation Department; Gas Department; Water and Sewer Department; Electric Department; Police Department; Fire Department; Mechanic Shop; City Hall

- **Rationale Statement:** The City of Fairhope has many departments within its own authority. City facilities include:
 - Mechanic Shop (AL0000324764)
 - Waste Water Treatment Plant (AL0020842)
 - C & D Landfill (02-07)
 - Golf Course
 - Recreation Department
 - Gas Department
 - Water and Sewer Department
 - Electric Department
 - Public Works Department
 - Recycle Facility
 - Greenhouse
 - Police Department
 - Volunteer Fire Department
 - City Hall / Civic Center
 - The Haven (Animal Shelter)

All department heads / directors are responsible for pollution prevention / good housekeeping in each respective department. This is implemented through weekly or monthly staff meetings and training. The Public Works Department Environmental Officer and the Planning Department Code Enforcement Officer periodically monitor the Public Works facility and maintenance / shop areas, to ensure compliance with the City of Fairhope IDDE program. Any inefficiencies are reported to the Department Director. If not resolved within a timely manner, inefficiencies are reported to the Mayor for resolution.

The City of Fairhope provides garbage, trash and recycling pickup weekly (garbage twice weekly), and this aids in keeping our storm drains clean. Daily street sweeping operations also remove debris from streets and storm drains.

These City facilities operate under a separate ADEM Permit:

- a. Mechanic Shop, 560 South Section Street (AL0000324764)
- b. Waste Water Treatment Plant, 300 N. Church Street (AL0020842)
- c. C & D Landfill, 555 South Section Street (AL 02-07)

➤ **BMPs / Mechanisms for compliance of pollution prevention / good housekeeping:**

1. Employee Meetings
2. Certified Pesticide Applicators
3. Waste Management Program (Garbage, Trash, Recycling, HHW)
4. Street Sweeper
5. Project work by City Employees
6. *Field Guide for Erosion and Sediment Control on Construction Sites in Alabama*, by Alabama Soil and Water Conservation Committee and Partners
7. Dedicated Wash Racks for Vehicles

BMP # 1: Employee Meetings: Employee meetings are held in each department weekly, and housekeeping items are addressed throughout the year.

BMP # 2: Certified Pesticide Applicators: Pesticide, herbicide and fertilizer application is overseen by certified applicators, in the Public Works and Golf Course. Three employees within the City of Fairhope are certified through the State of Alabama Department of Agriculture and Industries as certified pesticide applicators. This specialized training ensures that pesticide, herbicide and fertilizer application on City property is done in accordance with manufacturer's recommendations in the most environmentally friendly method possible.

Applicator license (3 year) certifications include:

- a. Public Works, Horticulturists
- b. Public Works, Landscape Supervisor
- c. Director of Parks and Recreation
- d. Golf Course Grounds Supervisor

8.0 POLLUTION PREVENTION / GOOD HOUSEKEEPING, CONTINUED:

BMP # 3: Waste Management Program:

a. *Garbage, Trash and Recycling Pickup:* Recycling is picked up weekly, curbside for residents and commercial businesses. In FY 2012, about 1,500 tons of material were recycled (paper, cardboard, glass, plastic, and metals). Yard waste is picked weekly from residents, and placed in the City yard waste pile (at 555 South Section Street) for mulching, grinding or land reclamation efforts. In FY 2012, about 30,000 cubic yards of yard waste (organic) material was removed from residential right of ways, contributing to keeping the storm drains clear from debris. Garbage pickup is offered two times per week for residents, and up to five times per week for commercial businesses. In FY 2012, about 9,000 tons of garbage were removed and disposed of in Magnolia Springs landfill. There is a drop off site at the Public Works facility for garbage, trash, HHW and recycling.

Recycling Facility / HHW: The Environmental Officer (Public Works) is responsible for overseeing these areas are kept clean, and ensures there is no illicit discharge from these activities. Tires, HHW chemicals, motor oils, electronics and anything that could contribute to an illicit discharge is kept covered, to the maximum extent practical.

Residents and businesses are encouraged to recycle. Mechanisms for education include:

1. Mobile Area Earth Day; E-waste recycling event (April 2012)
2. America Recycles Day; E-waste recycling event (November 2012)
3. City website (www.cofairhope.com), "Public Works" page
4. Recycling Committee

BMP # 4: Street Sweeper: The City of Fairhope Public Works Department owns two street sweepers. Streets are swept daily in the downtown area, removing sediment and debris from the road ways, and storm drains. Other main streets in the City of Fairhope are swept weekly.

BMP # 5: Project work by City Employees: City departments are required to pull City of Fairhope construction / land disturbance permits (as well as any necessary State and Federal permits) for planned projects; City projects are held to the same standards as other projects. The Code Enforcement Officer (Planning Department) and the Building Inspectors (Building Department) ensure that erosion and sediment control on construction projects are done in accordance with City of Fairhope BMP standards (which follow the *Alabama Handbook*). City of Fairhope crew leaders of right of way and utility work are given the *Field Guide for Erosion and Sediment Control on Construction Sites in Alabama* as a reference tool.

BMP # 6: *Field Guide For Erosion and Sediment Control on Construction Sites in Alabama*, by the Alabama Soil and Water Conservation Committee and Partners, is a pocket size pamphlet available to contractors and other permittees on request. Available in the Building Department.

BMP # 7: Vehicle / Equipment Washing: Employees in all departments within the City are instructed to wash vehicles and equipment only in designated areas, which are connected to proper treatment system. Wash rack facilities include the wash rack at Public Works (555 South Section Street), the Transfer Station at Public Works, and car wash facilities at the Police Department (107 North Section Street) and Fire Stations. Fire Station addresses are Station #1: 198 S. Ingleside Drive; Station #2 19875 Thompson Hall Road; and Station #3: 8600 Highway 32. Director or department head of each department is responsible for overseeing the proper washing of vehicles and equipment in his / her respective department.

➤ **Measurable Goals**

One Year Goals:

1. Good Housekeeping / Pollution Prevention memo for all departments

Responsible Department: Planning Department

Goal: Create and send out a memo to all departments, reminding employees of good housekeeping or pollution control practices (*Planning Director*)

Due: December 2013

2. Dry Weather Screening of Public Works Facility

Responsible Department: Public Works

Goal: Conduct dry weather screening of the facility at 555 South Section Street, to ensure rinsing activities are in designated areas; recycle and drop off materials are properly managed and covered; and to ensure Public Works activities are not contributing to illicit discharges. (*Environmental Officer*)

Due: December 2013

3. Commercial Pesticide Applicators Certification for Recreation and Parks Dept.

Responsible Department: Recreation Department

Goal: Director will obtain certification for Commercial Pesticide Application through State of Alabama Department of Agriculture and Industries. Certification from the past could not be verified, so he will obtain new certification. (*Parks and Recreation Director*)

Due: December 2013

Two to Five Year Goal:

1. Recertify Pesticide License

a. Public Works Dept (Landscape Supervisor; Horticulturist)-2015

b. Golf Course – (Grounds Supervisor)-2015



Pictured: Tatumville Gulley