Phase II MS4 Annual Report

For the Town of

Stormwater Management Program
Year 2
(January 1, 2020 – December 31, 2020)
Permit Authorization Number: TXR040592

Texas Commission on Environmental Quality

March 2021

Prepared By

5237 N. Riverside Drive, Suite 100
Fort Worth, Texas 76137
(817) 336-5773

ADD 21024

Phase II MS4 Annual Report Form
TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040592

Reporting Year: 1

Annual Report Year: Calendar Year

Beginning and End Date: January 1, 2020 to December 31, 2020

MS4 Operator Level: Level 2

Name of MS4/Permittee: Town of Addison MS4

Contact Name: Mr. Shawn Cheairs, Management Assistant for Public Works and Engineering Services

Telephone Number: 972-450-2818

Mailing Address: 16801 Westgrove Dr.
Addison, TX 75001

Email Address: scheairs@addisontx.gov

A copy of the annual report was submitted to the TCEQ Region.

☒ Yes ☐ No

Region the annual report was submitted to: TCEQ Region 4.

B. Status of Compliance with the MS4 GP and SWMP (Part IV Section B.2(a))

1. Provide information on the status of complying with permit conditions: (TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	☒	☐	
Permittee is currently in compliance with recordkeeping and reporting requirements.	☒	☐	
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edward Aquifer limitations, compliance history, etc.).	☒	☐	
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report.	☒	☐	

2. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate:

MCM	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	Community Involvement	Yes, getting the public involved in cleanup of parks can directly impact the amount of pollution entering local waterbodies.
1	Household Hazardous Waste (HHW) Program	Yes, this program can lead to a reduction in hazardous waste that might otherwise enter the storm drain by collecting this waste directly from residents through a home pickup program.
1	Pet Waste Management	Yes, by teaching residents to pick up after their pets, the number of bacteria entering local waterways can be decreased.
1	Regional Partnerships	Yes, receiving up to date information, as well as sharing educational tools can be very helpful in developing and proliferating a stormwater management plan that is collaborative.
1	Restaurant Dumpster and Trash Handling	Yes, informing restaurants on proper waste disposal can reduce pollutants discharged into lakes and streams as well as help to reduce sanitary sewer overflows into waterbodies.
1	Storm Drain Inlet Markers	Yes, marking storm drains will remind the public that storm drains discharge directly into creeks and streams, which may prevent any dumping or pollutants from entering the storm drain.
1	Stormwater Education	Yes, educating citizens, including adults and children, is an important part of reducing stormwater pollution by raising awareness of everyday issues that can be easily remedied.
1	Sustainability Website	Yes, the website provides useful information about stormwater and other environmental issues for residents.
1	Texas SmartScape Program	Yes, the program provides information for homeowners and commercial businesses to use native and adaptive plants. Not only does this conserve water, but it reduces the amount of fertilizers, pesticides, and herbicides that are discharged into stormwater.
1	SWMP Annual Review	No, however, it is important to review the program annually to ensure program is clear specific and measurable.
2	Storm Drainage System Map	Yes, the map allows the Town to easily track and remedy illicit discharges, should they occur.
2	Education and Training on Illicit Discharges	Yes, educating Town staff on identifying and taking corrective actions can increase identification, response, and clean-up efforts.
2	Public Reporting and Response Procedures	Yes, providing a mechanism for residents to report illicit discharges expedites the Town's ability to locate and address illicit discharges.

MCM	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
2	Source Investigation and Elimination	Yes, determining the source of an illicit discharge is important in order to begin corrective actions and minimize future discharges.
2	Sanitary Sewer Operation and Maintenance	Yes, by inspecting and tracking sanitary sewer operations, the number of sanitary sewer overflows into waterbodies can be reduced.
2	Dry Weather Field Inspections	Yes, visually inspecting Town outfalls can lead to the detection of illicit discharges and allows for periodic monitoring.
3	Erosion & Sediment Control Requirements	Yes, by allowing the Town to regulate erosion and sediment control on construction sites, pollutants from stormwater runoff are reduced.
3	Construction Plan Review Procedures	Yes, by ensuring that construction sites are enacting appropriate erosion and sediment control BMPs.
3	Construction Site Inspection & Enforcement	Yes, performing site inspections will ensure proper installation and maintenance of erosion and sediment controls and reduce transport of sediment load.
3	Construction Stormwater Training	Yes, stormwater pollution can be reduced by properly training inspectors to identify, report, and correct improper erosion control practices on construction sites.
4	Post-Construction Requirements	Yes, by allowing the Town to regulate post development plans and ensure long-term water quality.
4	Long-Term Maintenance of Post-Construction BMPs	Yes, developing long-term operation and maintenance requirements ensures that post-construction BMPs will be maintained according to the Town's criteria.
4	Tree Planting and Management Plan	Yes, having a tree planting plan allows the Town to place trees and promote pervious surface which helps reduce runoff.
5	Facility and Stormwater Control Inventory	Yes, maintaining an inventory of Town-owned facilities and stormwater controls identifies facilities and controls of concern in order to establish pollution prevention measures and sources of pollution.
5	Municipal Employee Training	Yes, educating employees on pollution prevention and good housekeeping practices can reduce stormwater pollution from municipal activities.
5	Contractor Requirements and Oversight	Yes, developing contractual requirements will ensure that contractors are using appropriate control measures and standard operating procedures when working within the MS4.
5	Municipal Operations and Maintenance Activities	Yes, performing the assessment identifies possible pollutants and solutions to prevent pollution.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the maximum extent practicable. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table or attach a narrative description as appropriate.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
1	Community Involvement	Number of Volunteers	0	Volunteers	Yes, involving the public in keeping parks clean is an effective way to reduce pollution.
1	Household Hazardous Waste (HHW) Program	HHW Pickup Frequency	3	x Week	Yes, by offering a residential HHW pickup program these wastes are properly disposed of and kept out of the MS4.
1	Pet Waste Management	Hosted Events	0	Events	Yes, by giving pet owners the option to properly dispose of their pets waste, harmful bacteria is partially removed from the MS4 when baggies are used.
1	Regional Partnerships	Meetings Attended	22	Meetings	No, however, sharing information amongst other MS4s is a valuable tool for training and education purposes.
1	Restaurant Dumpster and Trash Handling	Brochures Distributed	274	Brochures	No, but educating restaurants about proper waste disposal is important to reduce pollution by making the population more informed.
1	Storm Drain Inlet Markers	Inlets Marked	275	Inlets	No, but storm drain marking serves as a reminder to residents and visitors that pollutants dumped in inlets drain directly to creeks.
1	Stormwater Education	Hosted Events	0	Events	No, but educating the public and Town Council is important for their understanding of the SWMP.
1	Sustainability Website	Annual Reports Posted	6	Annual Reports	No, but educating the public and providing them with resources is important to reduce pollution.
1	Texas SmartScape Program	Texas SmartScape Class Provided	6	Classes	Yes, through the education residents receive planting native and adaptive plants helps reduce the amount of fertilizers and pesticides from local waterways.

Phase II MS4 Annual Report Form
TPDES General Permit Number TXR040000

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
1	SWMP Annual Review	BMPs Reviewed	26	BMPs	No, however, reviewing the program and BMPs annually ensures the program is compliant with TPDES permit.
2	Storm Drainage Outfall Map	Outfalls Mapped	100%	Outfalls	No, but the BMP allows staff to easily track illicit discharges and anticipate potential outfalls that may be affected from a discharge.
2	Education and Training on illicit Discharges	Number Attendees	29	Attendees	No, but providing educational information allows staff to be aware of violations and report them to proper Town stormwater personnel for response.
2	Public Reporting and Response Procedures	Illicit Discharges Reported	1	Reports	Yes, the BMP provides a way of contact for residents to report illicit discharges and illegal dumping to minimize pollution.
2	Source Investigation and Elimination	Illicit Discharges Reported	2	Reports	No, but it is important that the Town follows proper procedures for addressing the source of an illicit discharge in the most efficient and uniform manner possible.
2	Sanitary Sewer Operation and Maintenance	Feet of Sanitary Sewer Line Cleaned	1,200	Feet	Yes, cleaning the sewer system regularly reduces sanitary sewer overflows into waterbodies.
2	Dry Weather Field Inspections	Outfalls Inspected	9	Outfalls	Yes, it can result in a direct reduction of pollutants if an illicit discharge is found.
3	Erosion & Sediment Control Requirements	Construction Sites Inspected	20	Construction Sites	Yes, placing requirements on construction sites reduces the amount of pollution in the storm drains from site runoff.
3	Construction Plan Review Procedures	Number of Plans Reviewed	14	Plans	No, but it is important the Town have proper review procedures to ensure that construction sites are enacting appropriate pollutant reducing BMPs.
3	Construction Site Inspection & Enforcement	Construction Sites Inspected	20	Construction Sites	No, but it is important for the Town to have proper inspection procedures to ensure construction sites are complying with the Town's Erosion and Sediment Control Ordinance.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
3	Construction Stormwater Training	Number of Attendees	8	Attendees	No, but it is important that inspectors be trained such that they can identify improper erosion control practices, recommend corrective actions, and reduce stormwater pollution from construction sites.
4	Post-Construction Requirements	Number of Violations	0	Violations	Yes, some post-construction requirements, such as detention ponds can serve to reduce pollutant loading in streams.
4	Long-Term Maintenance of Post-Construction BMPs	Number of Maintenance Plans Implemented	0	Maintenance Plans	Yes, developing long-term operation and maintenance requirements ensures post-construction BMPs will be maintained according to the Town's criteria.
4	Tree Planting and Management Plan	Trees Replace and Removed	22 10	Replaced Removed	No, there is no measureable reduction in pollutants, but having a tree plan helps reduce the amount of runoff from urban areas.
5	Facility and Stormwater Control Inventory	Number of Town-Owned Facilities	14	Town-owned Facilities	No, however it is important to identify Town-owned facilities and stormwater controls in order to establish pollution prevention measures and sources of pollution.
5	Municipal Employee Training Program	Number of Attendees	29	Attendees	No, however it is important to educate Town employees on ways to reduce and prevent pollution, as well as to identify and report if pollution is occurring.
5	Contractor Requirements and Oversight	Number of Contractors	8	Contractors	No, but implementing contractual requirements and oversight ensures that MS4-hired contractors are accountable to the MS4's pollution reduction goals.
5	Municipal Operations and Maintenance Activities	High Priority Facilities Inspected	3	High Priority Facilities	No, however performing the assessment on municipal operations and maintenance activities identifies possible pollutants and will help develop standard operating procedures to reduce and minimize pollutant discharges.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals.

MCM	Measurable Goal	Success
1	Provide 1 cleanup event annually	Did Not Meet Goal – Events were canceled due to COVID.
1	Distribute HHW information at 3 events annually.	Did Not Meet Goal – Events were canceled due to COVID.
1	Provide educational material about pet waste at 3 Town events annually.	Did Not Meet Goal – Events were canceled due to COVID.
1	The Town will inspect pet waste stations at least once a week.	Exceeded Goal – The Town inspects pet waste stations twice a week.
1	Provide funding to NCTCOG annually to develop regional stormwater initiatives.	Met Goal – The Town continues to provide funding to NCTCOG annually.
1	Attend at least 5 scheduled regional meetings and/or conferences annually.	Exceeded Goal – The Town attended 22 various programs aimed at reducing stormwater pollution.
1	In Year 2, determine and inspect high priority restaurants twice a year.	Met Goal – The Town inspected 185 restaurants twice a year.
1	In Year 2, distribute restaurants packet to 100% of restaurant owners.	Exceeded Goal – Brochures were distributed to 185 restaurants and 89 other businesses.
1	Mark 100% of new development and redevelopment inlets	There was no development or redevelopment that required marking inlets.
1	Annually provide educational material to at least 3 Town events.	Did Not Meet Goal – Events were canceled due to COVID.
1	Provide two educational presentations targeting residents annually.	Did Not Meet Goal – Events were canceled due to COVID.
1	The Town will update the sustainability website for the first two years of the program.	Met Goal – The Town has updated the sustainability website.
1	Post SWMP on Town's website no later than 30 days after the approval date.	SWMP will be posted once approved.
1	Post annual reports on Town's website no later than 30 days after the due date.	Exceeded Goal – Annual reports dating back from 2014 to present have been posted on Town's website.

MCM	Measurable Goal	Success
1	Provide 3 SmartScape programs annually.	Exceeded Goal – The Town provided residents with 6 Virtual SmartScape classes.
1	Annually review SWMP to ensure compliance.	Met Goal – The program and BMPs were reviewed to ensure compliance.
2	Annually update the storm drainage system map as necessary.	Met Goal – Storm drainage system map is up to date.
2	Provide annual IDDE training at least one a year for designated Town staff and new hires.	Met Goal – The Town of Addison provided IDDE training and 29 employees attended.
2	Investigate 100% of complaints or reports received.	Met Goal – All IDDE complaints were investigated and documented in a timely manner.
2	Conduct 100% of illicit discharge inspections.	Met Goal – All potential IDDE were inspected.
2	Investigate 100% of illicit discharges reported.	Met Goal – IDDE complaints were investigated and documented in a timely manner.
2	Using municipally owned vactor truck, perform routine maintenance of sanitary sewers at least once within every two years.	Met Goal – A total of 1,200 linear feet of sanitary sewer pipes were cleaned.
2	Investigate 100% of potential sanitary sewer leaks.	Met Goal – All potential leaks were investigated.
2	Visually inspect one watershed per year.	Met Goal – Dry weather screening was performed on the Rawhide and Hutton Branch Basin.
3	Inspect 100% of construction sites each year.	Met Goal – The Town inspected 100% of construction sites.
3	Inspect 100% of complaints driven site each year.	Met Goal – No construction complaints were received, but the Town performed routine inspections at construction sites.
3	Administer the construction plan review process for 100% of new regulated construction projects.	Met Goal – The Town's Consulting Review Engineer and Addison's Engineering staff reviewed 14 construction plans.
3	Inspect 100% of construction sites each year.	Met Goal – The Town inspected 100% of construction sites.
3	Inspect 100% of complaints driven site each year.	Met Goal – No construction complaints were received, but the Town performed routine inspections at construction sites.

MCM	Measurable Goal	Success
3	Conduct annual construction stormwater training at least once a year for designated Town staff and new hires.	Met Goal – The Town conducted construction stormwater training for Year 2 and had 8 Town employees attend.
4	Investigate 100% of post-construction violations or complaints.	Met Goal – No violations or complaints were received, but the Town continues to inspection post-construction controls.
4	Implement maintenance plans for 100% of new owners or operators once post-construction BMPs is installed.	Did Not Meet Goal – Town is still in the process of creating a maintenance plan. The maintenance plan is expected to be implemented in 2021.
4	Replace 100% of trees removed in accordance with the Tree Management plan when designing future roadway improvements.	Met Goal – The Town replaced 22 trees and removed 10 tree stumps.
5	Maintain an inventory of Town-owned and operated facilities and stormwater controls and update as necessary.	Met Goal – Inventory of Town-owned facilities and stormwater controls is up to date.
5	Provide annual municipal employee training at least once a year for designated staff and new hires.	Met Goal – The Town of Addison provided Municipal Employee training and 29 employees attended.
5	Implement contract requirements to 100% of new contractors.	Met Goal – New contractors are expected to abide by contractor requirements
5	Maintain contracts with 100% of current contractors and revise as necessary.	Met Goal – Contractual requirements The Town continues to maintain contract requirements with current contractors.
5	Inspect high priority facilities once a year.	Met Goal – Three high priority facilities were inspected for Year 2.
5	Revise pollution prevention measures for municipal operations and maintenance activities by end of Year 2.	Did Not Meet Goal – The Town did not revised pollution prevention measures.

C. Stormwater Data Summary

1. Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP.

   The following BMPs were used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable.

   - Pet Waste Management
     - Implementing the pet waste station as a Public Education BMP, the Town is able to monitor on a regular basis whether or not the bags are being used. If the bags are not being used and pet waste is being observed on the ground, the Town can increase the public education frequency or develop new material to educate residents about proper pet waste disposal.
   - Public Reporting & Response Procedures
     - The Town actively encourages, tracks, and responds to residents' observations of illicit discharges. While this does not require Town forces to actively monitor, it allows for more "boots on the ground", more visual coverage, and Town awareness and response.
   - Source Investigation and Elimination
     - The Town has developed written procedures for responding to illicit discharges including inspections, investigations, and corrective actions. Additionally, Town staff that are routinely exposed to pollutant sources are trained to monitor and observe conditions as part of their day-to-day operations.
   - Detection and Elimination of illicit Sanitary Sewer Discharges
     - The Town regularly monitors the existing condition of sanitary sewer lines and performs routine maintenance, rehabilitations, and replacement as necessary. Actively monitoring and repairing the sanitary sewer lines reduces the potential for sanitary sewer overflows.
   - Construction Site Inspections and Enforcement
     - This BMP requires Town stormwater personnel to be actively monitoring construction sites for stormwater pollutants.
   - Municipal Operation and Maintenance Activities
     - Observing the municipal operations and maintenance activities identifies possible pollutants that can be discharged into storm drains. In future years, the Town has identified a BMP that will define monitoring and inspection frequencies which will result in active monitoring and observance of potential pollution.

D. Impaired Waterbodies

1. **Identify whether an impaired water within the permitted area was added to the latest EPA – approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(d) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.**

   - Not applicable. The Town of Addison does not have any impaired waterbodies on the TCEQ 2020 303d list.

2. **If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2020 303d list.

3. **Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2020 303d list.

4. **Report the benchmark identified by the MS4 and assessment activities:**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2020 303d list.

5. **Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2020 303d list.

6. **If applicable, report on focused BMPs to address impairment for bacteria**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2020 303d list.

7. **Access the progress to determine BMP's effectiveness in achieving the benchmark.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2020 303d list.

E. Stormwater Activities (Part IV Section B.2. (d))

Describe any stormwater activities the MS4 operator has planned for the next reporting year.

MCM	BMP	Stormwater Activity	Description/Comments
1	Community Involvement	Provide 1 cleanup event annually	The Town will continue to provide a cleanup event.
1	Household Hazardous Waste (HHW) Program	Distribute HHW information at 3 Town events (Town Hall Meetings, Earth Day, etc.) annually.	The Town will distribute HHW information at 3 Town events annually.
1	Pet Waste Management	Provide educational material about pet waste at 3 Town events annually.	The Town will provide educational material about pet waste at 3 Town events.
1	Pet Waste Management	The Town will inspect pet waste stations at least once a week.	The Town will inspect pet waste stations weekly.
1	Regional Partnerships	Provide funding to NCTCOG annually to develop regional stormwater initiatives.	The Town will continue to provide funding to NCTCOG.
1	Regional Partnerships	Attend at least 5 scheduled regional meetings and/or conference annually.	The Town will schedule at least 5 regional meetings or conferences annually.
1	Restaurant Dumpster and Trash Handling	Inspect high priority restaurants twice a year.	The Town will continue to inspect high priority restaurants twice a year.
1	Storm Drain Inlet Markers	Mark 100% of new development and redevelopment	The Town will mark 100% of development and redevelopment.
1	Stormwater Education	Annually provide educational material to at least 3 Town events.	The Town will provide educational material to 3 Town events.
1	Stormwater Education	Provide two educational presentations targeting residents annually.	The Town will provide educational presentations targeting residents.
1	Sustainability Website	Post annual reports on Town's website no later than 30 days after the due date.	The Town will post annual reports on Town's website no later than 30 days after the due date.
1	Texas SmartScape Program	Provide 3 SmartScape programs annually.	The Town will continue to provide 3 SmartScape programs annually.

MCM	BMP	Stormwater Activity	Description/Comments
1	SWMP Annual Review	Annually review SWMP to ensure compliance.	The Town will annually review the SWMP to ensure compliance.
2	Storm Drainage System Map	Annually update the storm drainage system map as necessary	The Town will update the storm drainage system map as necessary.
2	Education and Training on Illicit Discharges	Provide annual IDDE training at least once a year for designated Town staff and new hires.	The Town will provide annual IDDE training to designated employees.
2	Public Reporting and Response Procedures	Investigate 100% of complaints or reports received.	The Town will continue to investigate 100% of complaints.
2	Source Investigation and Elimination	Conduct 100% of illicit discharge inspections.	The Town will conduct 100% of illicit discharge inspections.
2	Source Investigation and Elimination	Investigate 100% of illicit discharges reported.	The Town will investigate 100% of illicit discharges reported.
2	Sanitary Sewer Operation and Maintenance	Using municipally owned vactor truck, perform routine maintenance of sanitary sewers at least once within every two years.	The Town will perform routine maintenance of sanitary sewers at least once within every two years.
2	Sanitary Sewer Operation and Maintenance	Investigate 100% of potential sanitary sewer leaks.	The Town will continue to investigate 100% of potential sanitary sewer leaks.
2	Dry Weather Field Inspections	Visually inspect one watershed per year.	The Town will visually inspect one watershed a year.
3	Erosion and Sediment Control Ordinance	Inspect 100% of construction sites each year.	The Town will inspect 100% of construction sites each year.
3	Erosion and Sediment Control Ordinance	Inspect 100% of complaint driven site each year.	The Town will inspect 100% of complaint driven site.
3	Construction Plan Review Procedures	Administer the review process for all new regulated construction projects.	The Town will continue to administer the review process for all new construction.
3	Construction Site Inspections and Enforcement	Inspect 100% of construction sites each year	The Town will inspect 100% of construction sites each year.
3	Construction Site Inspections and Enforcement	Inspect 100% of complaint driven site each year.	The Town will inspect 100% of complaint driven site each year.

MCM	BMP	Stormwater Activity	Description/Comments
3	Construction Site Inspections and Enforcement	Implement in-house construction inspectors for all construction activities by Year 3.	The Town will implement in-house construction inspectors.
3	Construction Stormwater Training	Conduct annual construction stormwater training at least once a year for designated Town staff and new hires.	The Town will continue training Town personnel and track the program.
4	Post-Construction Ordinance	Investigate 100% of post-construction violations or complaints.	The Town will continue to implement and enforce the ordinance.
4	Long-Term Maintenance of Post-Construction BMPs	Implement maintenance plans for 100% of new owners or operators once post-construction BMPs is installed.	The Town will implement requirements for the long-term operation and maintenance of structural controls installed on the development sites.
4	Tree Planting and Management Plan	Replace 100% of trees removed in accordance with the Tree Management Plan when designing future roadway improvements.	The Town will replace 100% of trees removed when designing future roadway improvements.
5	Facility and Stormwater Control Inventory	Maintain an inventory of Town-owned and operated facilities and stormwater controls and update as necessary.	The Town will maintain an inventory of Town-owned and operated facilities and stormwater controls.
5	Municipal Employee Training Program	Provide annual municipal employee training at least once a year for designated staff and new hires.	The Town will continue to implement a Municipal Employee training program for the designated Town staff and document with attendance signatures.
5	Contractor Requirements and Oversight	Implement contract requirements to 100% of new contractors.	The Town will continue to implement the oversight procedures.
5	Contractor Requirements and Oversight	Maintain contracts with 100% of current contractors and revise as necessary.	The Town will continue to maintain contracts with current contractors.
5	Municipal Operation and Maintenance Activities	Inspect high priority facilities once a year.	The Town will annually inspect high priority facilities.
5	Municipal Operation and Maintenance Activities	Implement newly revised pollution prevention measures in Year 3.	The Town will implement newly revised pollution prevention measures.

F. Stormwater Modifications (Part IV Section B.2.(e))

1. The SWMP and MCM implementation procedures are reviewed each year.

☒ Yes ☐ No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

☐ Yes ☒ No

If "Yes", report on changes made to measurable goals and BMPs:

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

- No additional BMPs are anticipated for the Town of Addison at this time.

H. Additional Information (Part IV Section B.2.(g))

1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations?

☐ Yes ☒ No

2. a. Is the permittee part of a group sharing a SWMP with other entities?

☐ Yes ☒ No

2. b. If 'yes,' is this a system-wide annual report including information for all permittees?

☐ Yes ☐ No

Phase II MS4 Annual Report Form
TPDES General Permit Number TXR040000

I. Construction Activities (Part IV Section B.2.(h-i))

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators). 20

2. Does the permittee utilize the optional seventh MCM related to construction?

☐ Yes ☒ No

2.b. If 'yes' then provide the following info for this permit year:

The number of municipal construction activities authorized under this general permit	N/A
The total number of acres disturbed for municipal construction projects	N/A

J. Certification

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 assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those person 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.

Name: Shannon Hicks, P.E. Title: Director of Public Works and Engineering Services

Signature: _____ Date: _____

Town of Addison MS4

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Community Involvement***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Provide 1 cleanup event annually

1. Was the measurable goal accomplished for this permit year? Yes ☐ No ☒
   (a) If so, explain what was done to accomplish the measurable goal.

   (b) If not, why was the measurable goal not accomplished?

   The Town of Addison did not provide a cleanup event due to COVID.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐
   (a) Please explain.

   The Town understands hosting an annual cleanup event helps reduce the amount of trash, debris, and pollutants that can enter into waterways. It also gets citizens involved in initiatives to protect water quality.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒
   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Household Hazardous Waste (HHW) Program***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Distribute HHW information at 3 events (Town Hall Meetings, Earth Day, etc.) annually.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☒

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town of Addison provides its residents with HHW home pickup at least 3 times a week and HHW information on the Town's website.

   (b) If not, why was the measurable goal not accomplished?

   Town events were canceled due to COVID in order to reduce the spread of the virus.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   HHW can be detrimental to water quality if not properly disposed of. By educating the public and providing them with an easy and effective way to dispose of their hazardous waste, the Town reduces the pollution in stormwater.

4. Are any changes to this BMP recommended for the next permit term? Yes ☒ No ☐

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

PUBLIC WORKS AND ENGINEERING

- Engineering and Construction Inspections
- Stormwater & Pollution Prevention
- Do You Have Unwanted Household Hazardous Waste
- Doo Good Pick Up Dog Doo
- Every Drop Counts
- Homeowner's Guide to Pollution Prevention
- Illegal Dumping & Illicit Discharges Are A Crime

Do You Have Unwanted Household Hazardous Waste (HHW)

To schedule a HHW home pickup with CWD, call 972-392-9300 and select Option 2. You can view instructions on packing your material under the "HH & EW Door Side Collection Program" tab on the CWD website. The cost for HHW home pick up is already included in your monthly fee, so there are no additional charges for this service.

Need to dispose of syringes? Learn how to do it safely with these "dos and don'ts" to protect yourself and others.

Attachments

- Residential Door Side Collection Program Household Hazards & Used Electronics
- Disposing of Syringes from Households: Do's and Don'ts

Is this page helpful? Yes No

Contact Information

Phone: 972-450-2871

Physical Address:
Addison Service Center
16801 Westgrove Drive
Addison, TX 75001

Hours of Operation:
Monday - Friday 8am - 5pm

View Full Contact Details

Upcoming Events

Earth Day Event and Community Garage Sale
04/25/2020 - 8:00am

View the Public Works and

Dallas County Home Chemical Collection Center

Partnership Since 2008

Citizens of Addison can take hazardous materials directly to the chemical drop off center. A resident only needs to bring a photo ID and a utility bill to use this service!

Location

11234 Plano Road
Dallas, TX 75243

214.553.1765

The building is easily identified by its white color and turquoise trim.

Hours of Operation

CLOSED:
Mondays, Fridays, & Sundays

Tuesdays	9:00 a.m. – 7:30 p.m.
Wednesdays	8:30 a.m. – 5:00 p.m.
Thursdays	8:30 a.m. – 5:00 p.m.

2nd & 4th Saturdays of each month:
9:00 a.m. – 3:00 p.m.

ADDISON INFRASTRUCTURE & DEVELOPMENT SERVICES

If you have any questions regarding this information please contact:

Marissa Paz
Management Assistant
972.450.2818

Only RAIN in the STORM DRAIN

Protect Our Waterbodies

Properly Dispose of Household Hazardous Waste

Report Illegal Dumping
972.450.2871

TCEQ

ADDISON stormwater

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

TOWN OF ADDISON

WHAT YOU CAN BRING TO THE DALLAS COUNTY HOME CHEMICAL COLLECTION CENTER

Products containing hazardous ingredients are labeled with words such as poison, danger, toxic, flammable, corrosive and reactive. The following are examples of accepted materials.

1. CHEMICAL PRODUCTS FOR HOME USE

- Adhesives
- Cleaners
- Polishes
- Pest Control

2. PAINT & HOME REPAIR PRODUCTS

- Paint
- Stain Removers
- Joint Compound

3. LAWN & GARDEN CHEMICALS

- Fertilizers
- Herbicides
- Pesticides
- Poisons

4. AEROSOL SPRAYS

Any pressurized can that is not fully empty to include WD-40, hairsprays, spray paint, bug spray.

5. POOL & SPA PRODUCTS

- Chemicals
- Cleaners

6. CRAFT & HOBBY SUPPLIES

- Glue
- Paints
- Mold Making Rubber

7. BATTERIES OF ALL KINDS

- Lead-Acid
- Rechargeable

NOTE: Single-use alkaline batteries (AA, C, D) may be discarded in the regular trash.

8. AUTOMOTIVE FLUIDS & OIL FILTERS

- Antifreeze
- Diesel
- Gasoline
- Motor Oil
- Waxes
- Cleaners
- Polish

9. MERCURY LAMPS & DEVICES

- Compact Flourescent Lamps
- Mercury Thermometers/ Thermostats
- Ionized Fire Detectors

10. COMPUTERS, CELL PHONES, SMALL ELECTRONICS

- Keyboards
- Desktops
- mp3 Players
- Laptops

DO NOT BRING

- Business/Commercial Waste
- Containers Larger than 5 Gallons
- Tires
- Explosives or Ammunition
- Shock Sensitive Materials
- Smoke Detectors or other Ionized Materials
- Radioactive Materials
- Medical Waste
- Common Trash or Recyclables
- Construction Debris
- TV's and Large Appliances

Report of Household Hazardous Waste Collected

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Section A: Contact Information	
Instructions: Complete contact information below, updating the program contact if needed. Submit your report to HHW Program Manager at recycle@tceq.texas.gov	
Report Contact: Shawn Cheairs	**Same as Program Contact?** ☒Yes ☐No
Address: 16801 Westgrove Rd	**City, ZIP:** Addison 75001
Phone Number: 972-450-2818	**Email:** scheairs@addisontx.gov
Program Contact:	New Contact? ☐Yes ☐No
Address:	City, ZIP:
Phone Number:	Email:
Section B: Collection Event Information	
Instructions: Complete the information below for the program(s) being reported	
Calendar Year Being Reported: **2020**	Multiple Events or Programs Reported? ☐Yes ☒No
Event Types Included in Report: ☐Permanent Facility ☐Collection Event ☒Point-of-Generation Collection	
Name and address of permanent facility or facilities being reported for: Attach a list if necessary	
Address and date of collection event(s) or community(s) for point-of-generation: Attach a list if necessary	
Material received from another HHW program during reporting year? ☐Yes ☒No	If "Yes" List:
Material transferred to another HHW program during reporting year? ☒Yes ☐No	If "Yes" List: Dallas County 11234 Plano Rd. Dallas, TX. 75243

If you have questions on how to fill out this form or about the Household Hazardous Waste program, please contact us at 512-239-1000. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3104.

Section C: Collection Amounts

Instructions: Complete this section designating **pounds** collected for the following categories and their management. Note: *if materials offered for reuse were not itemized, complete as best estimate or in total pounds offered at the bottom.*

Material Type	**Material Collected**				**Material Management**			
	Permanent Facility	Collection Event (Mobile or 1-Day)	Point-of-Generation	Received from other HHW program(s)	Offered for Reuse at Event or Facility	Recycled (including energy recovery)	Disposed	Transferred to other HHW program (s)
1. Flammables	0	0	1430	0	0	0	0	1430
2. Corrosives	0	0	499	0	0	0	0	499
3. Oxidizers	0	0	142	0	0	0	0	142
4. Pesticides, Herbicides, Fertilizers	0	0	1997	0	0	0	0	1997
5. Batteries	0	0	302	0	0	0	0	302
6. Automotive Fluids*	0	0	723	0	0	0	0	723
7. Oil Filters	0	0	50	0	0	0	0	50
8. Paint/Paint-related	0	0	14405	0	0	0	0	14405
9. Used Electronics	0	0	1088	0	0	0	0	1088
10. CFLs & Mercury-Containing Equipment	0	0	144	0	0	0	0	144
11. Other:	0	0	979	0	0	0	0	979
TOTAL	0	0	21759	0	00	0	0	21759

To Submit Your Report

Email this report to recycle@tceq.texas.gov by April 1 of each year.

*Reporting information provided here does not substitute for direct reporting to the Used Oil Program.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Pet Waste Management***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Provide educational material about pet waste at 3 Town events annually. The Town will inspect pet waste stations at least once a week.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☒

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town provides pet waste information on the Town's website and inspects pet waste stations twice a week.

   (b) If not, why was the measurable goal not accomplished?

   Unfortunately, Town events were canceled due to COVID. The Town was unable to distribute information about pet waste at Town events.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Educating residents of the harmful effects from pet waste, as well as proper disposal techniques, reduces the contamination of streams, ponds, and lakes, but also increases public awareness of a health risk to pets and humans.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

What is storm water runoff?

Storm water is water from rain. It flows from rooftops, through lawns, over paved streets, sidewalks and parking lots, across bare soil, and into storm drains to our streams, creeks, and rivers. As it flows, runoff collects and transports pet waste, soil, pesticides, fertilizers, oil and grease, litter, and other pollutants. These materials carried with the storm water are called non-point source pollution, and are some of the largest sources of pollution to our water.

The Fetilizer Myth

Contrary to popular belief, carnivorous animals, such as dogs, do not produce useable manurefertilizer for plants. Beneficial fertilizer comes from herbivores like horses and cows. These animals consume vegetation and return unused waster back to the soil to be taken up by plants.

What does that mean?

When it rains, the potential exists for thousands of pounds of waste to wash down the storm drains and into our streams, rivers, and lakes – untreated! That means harmful bacteria associated with all this dog waste is going to our water.

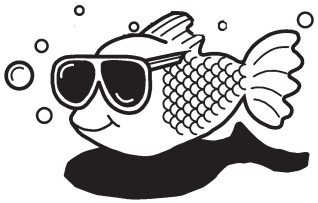
ADDISON®

For more information, contact:

Addison Infrastructure and Development Services

Service Center
16801 Westgrove

Marissa Paz
Management Assistant
972.450.2818



Pet Waste & Water Quality

Pet Waste is a health hazard and a water pollutant

Are you polluting our waterways?

When pet waste is left on the ground or disposed of improperly, water quality and your health may be at risk. Storm water runoff can pick up pet waste as it washes down the storm drains, drainage ditches, and into our rivers, lakes, and streams. Pet waste that is not picked up ***can pollute our water***.

Bacteria, parasites, and viruses contained in pet waste are a health hazard. Pets, children who play outside, and adults who garden are at risk of infection from these pathogens. Consider some of these:

- ***Fecal Coliform***.
  Found in the feces of warm blooded animals, this indicator bacteria is a potential health risk for individuals exposed to it in the water. A single gram of pet waste contains an average of 23 million fecal coliform bacteria.
- ***Salmonellosis***.
  The most common bacterial infection transmitted to humans and other animals.
- ***Toxocariasis***.
  Roundworms usually transmitted from dogs to humans.
- ***Toxoplasmosis***.
  A parasite carried by cats that can be a problem for people with depressed immune systems.

Other problems...

Pet waste not only risks the health of other animals and people, it can cause serious water quality problems.

Pet waste is high in nutrients, which feed the weeds and algae that can choke out our creeks and lakes. The water becomes cloudy and green – unattractive for swimming, boating, and fishing. Excessive nutrients are a major cause of water quality decline.

When pet waste is washed into lakes and streams the waste decays, using up oxygen and sometimes releasing ammonia. Low oxygen levels and ammonia combined with warm temperatures can kill fish and other aquatic life.

I want to be a responsible Pet Owner, but does this mean I have to pick up after my pet?

Yes, you do have to "scoop the poop" but it's a small price to pay to protect our water quality.

Whether in your yard or walking your dog, you can easily do the right thing. Purchase a "pooper scooper" or simply use a shovel and/or plastic bag.

What you can do...

- Pick up pet waste from your yard. It is not fertilizer.
- Carry disposable bags while walking you dog to pick up and dispose of waste in the trash.
- Flush you pet's waste down the toilet to be treated.
- Bury pet waste in the yard, at least 6 inches deep and cover with soil. It will decompose slowly. Bury the waste in several different locations in the yard and keep it away from vegetable gardens.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Regional Partnerships***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Provide funding to NCTCOG annually to develop regional stormwater initiatives. Attend at least 5 scheduled regional meetings and/or conferences annually.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town renewed their membership with the NCTCOG Stormwater Management Program and participated in other regional task forces: Public Education Task Force; Illicit Discharge Detection and Elimination; and the Pollution Prevention Task Force. Town employees attended 22 meetings throughout Year 2.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Coordination with NCTCOG provides opportunities to share information with several other area municipalities where ideas and information can be exchanged about BMP's and new programs for public education. By attending these meetings there is greater opportunity for sharing resources and expanding the stormwater program.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

NCTCOG
North Central Texas Council of Governments

Remit to: North Central Texas Council of Governments

Attn: Accounts Receivable
P.O. Box 5888, Arlington, Texas 76005-5888

Invoice Number:	INV-0000042227	**Invoice Date:**	October-01-2020
Invoice Amount:	$2,934.00	**Invoice Due Date:**	November-01-2020

Bill To:

TOWN OF ADDISON
ATTN: SHAWN CHEAIRS
INFRSTRUCTURE & DEVELOPMENT SERVICES
16801 WESTGROVE DR.
ADDISON TX 75001

Customer ID C-0000002843

PROJECT CODE: 621421

AGREEMENT NUMBER: FY21 STRMWTR

DESCRIPTION: *FY2021 Stormwater Program Participation*

TOTAL AMOUNT DUE: **$2,934.00**

Terms: Net 30

For inquiries contact Administration at billings@nctcog.org, include the invoice number in the Subject line. Please reference the invoice number on check stub. If your agency is tax exempt, fax your exemption certificate to 817-640-7806. Attn:Accounts Receivable.

Regional Strategy for Managing Stormwater in North Central Texas

FY2021 FUNDING COMMITMENT RESPONSE FORM

◉ I hereby indicate that the **Town of Addison** will be participating in the North Central Texas Regional Strategy for Managing Stormwater during FY2021 and agrees to pay the cost-share allocation of **$2,934.00** which is based on its population estimate of 15730. I understand that for this compensation, the **Town of Addison** will receive its share of services from NCTCOG as outlined in the FY2021 Work Program.
Please bill me after October 1, 2020.

○ I hereby indicate that the **Town of Addison** will not be participating in the North Central Texas Regional Strategy for Managing Stormwater during FY2021.

Shawn Cheairs
Name of Authorized Signatory Submitting the Form

Shawn Cheairs *8/17/2020 11:37:25 AM*
Electronic Signature

Public Works Management Assistant
Title

8/17/2020
Date

PLEASE DO NOT REMIT PAYMENT AT THIS TIME, an invoice will be mailed upon receipt of this form. Indicate the address to which the invoice should be mailed in the space below.

INVOICE MAILING INFORMATION

Shawn Cheairs
Name

Infrastructure and Development Services
Department

16801 Westgrove Dr,

Address

Addison | TX | 75001-9010
City, State, Zip

pweinvoices@addisontx.gov | Email Invoice

Email

PO Number (optional)

MAIN POINT OF CONTACT

The main point of contact receives public works emails containing training opportunities, regional public works program updates, articles of interest, and other relevant information. Please verify and update the contact information below if incorrect.

Name: Shawn Cheairs

Title: Public Works Management Assistant

Phone: 972 450 2818

Email: scheairs@addistontx.gov

Form Submitted 8/17/2020 11:37:25 AM

REGIONAL PARTNERSHIPS

The Town participated in the following regional programs with NCTCOG: PWERT (Public Works Emergency Response Team) due to debris management and other utility planning that has the potential to impact stormwater, Public Education Task Force (PETF), Pollution Prevention Task Force (PPTF), Illicit Discharge Detection and Elimination (IDDE) Task Force, Educator's Toolbox Committee, Regional Stormwater Management Coordinating Committee (RSWMCC), Sustainable Public Rights-Of-Way Subcommittee (SPROW).

January	February	March
PETF 1-29-20	RSWMCC 2-12-20	

April	May	June
iSWM 4-27-20	PETF 5-6-20 RSWMCC 5-20-20 IDDE 5-27-20	SPROW 6-16-20

July	August	September
PPTF 7-1-20 iSWM 7-8-20 PETF 7-15-20 SPROW 7-21-20	Basic Dry Weather Field Screening Training 8-6-20 SPROW 8-18-20 RSWMCC 8-19-20 IDDE 8-25-20	

October	November	December
iSWM 10-7-20 SPROW 10-20-20 PETF 10-21-20	RSWMCC 11-11-20 SPROW 11-17-20	IDDE 12-10-20 Stormwater BMP Planning Tools for Successful Development 12-16-20

Organization	Members
International Erosion Control Association	Shawn Cheairs, Todd Weinheimer
Water Environment Association of Texas	Shawn Cheairs, Jason Sutton, Thomas Weir

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Restaurant Dumpster and Trash Handling***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Determine and inspect high priority restaurants twice a year. Distribute restaurants packet to 100% of restaurant owners.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town distributed a total of 274 dumpster brochures, of which 185 were restaurants and 89 were other businesses. All 185 restaurants were inspected at least twice a year with a few exceptions for closures during COVID shutdowns.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Giving residents information and tips about stormwater pollution is an important part of the stormwater management program. Having a separate tab for stormwater information on the website was very useful for the Town to convey information to the public.

4. Are any changes to this BMP recommended for the next permit term? Yes ☒ No ☐

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Almost every business generates waste and temporarily stores it on-site. Many businesses have dumpsters, compactors or refuse bins. These containers are typically kept behind buildings or in alleys, where they are often out of sight of customers and the general public.

Commercial refuse containers may be a major source of stormwater pollution if they are not properly operated and maintained. Open dumpsters may collect rain water that mixes with the contents of the dumpster. The polluted water often spills or leaks when the container is emptied. Rain may wash leaking materials, spills and trash from dumpsters and compactors into storm drains. Wash water from cleaning refuse receptacles and loading docks is another source of stormwater pollution. Runoff may contain grease, litter, bacteria, pathogens and chemicals. Properly maintained dumpsters and clean loading docks may prevent unsightly conditions and unpleasant odors.

ADDISON PUBLIC WORKS & ENGINEERING SERVICES

16801 Westgrove Drive
Addison, TX 75001

IT ALL COMES TOGETHER.

ADDISON stormwater

DUMPSTER MANAGEMENT

HOW TO PREVENT STORMWATER POLLUTION

Inspect dumpsters and compactors regularly for leaks *(at least once a month)*.

Inspect dumpster and compactor area regularly for litter or stains *(at least once a week)*.

Replace leaking dumpsters, waste containers and compactors as soon as possible *(call your waste management contractor for a replacement)*.

Control litter by making sure waste is contained in dumpsters and compactors. Sweep loading dock area regularly and place sweepings in the trash.

Increase receptacle service frequency if capacity is routinely exceeded.

Avoid or minimize placing liquid waste, grease or leaky garbage bags into dumpsters. Place liquid waste in closed *(or sealed)* containers for disposal.

Avoid hosing out the dumpster interior. Apply absorbent materials such as kitty litter over any liquids spilled in the dumpster and dispose of it in the trash.

Keep dumpster lids tightly closed to keep rainwater out and prevent leaks. Replace damaged or missing lids.

Do not place hazardous waste in a dumpster. Lock the dumpster or enclosure to prevent illegal disposal of hazardous materials.

Post signs that indicate the materials that can be placed in the container. Check regularly for unacceptable materials.

Keep dumpsters and compactors in a covered area. If not practical, ensure covers on each receptacle are closed.

Install berms or curbs around dumpsters and loading docks to contain leaks, spills and trash. Collect any wash water with a wet vacuum system.

Install a water quality management device to treat runoff from the dumpster area.

Contact the Environmental Health Services Division at 972.450.2880 for more information on the proper disposal of the dirty wash water.

TROUBLED WATERS

Consider what materials and pollutants may be present before you place anything down a storm drain. Only clean, unchlorinated water is allowed into the storm drain, which ends up in our local streams which are a source of our drinking water.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Storm Drain Inlet Markers***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Mark 100% of new development and redevelopment inlets.

1. Was the measurable goal accomplished for this permit year? Yes ☐ No ☒

   (a) If so, explain what was done to accomplish the measurable goal.

   Last year, Town staff marked the remaining 212 unmarked inlets. All 275 inlets have been marked and are continuously inspected. There was no development or redevelopment that required marking inlets this year.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☐ No ☒

   (a) Please explain.

   Providing a stormwater message on the storm drain inlets remind residents that the drains are directly connected to creeks and streams, discouraging any illegal dumping that could pollute stormwater.

4. Are any changes to this BMP recommended for the next permit term? Yes ☒ No ☐

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Stormwater Education***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Annually provide educational material to at least 3 Town events. Provide two educational presentations targeting residents.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town provides various educational information on the Town's website. Educational information includes: Pollution prevention, HHW, pet waste, recycling, water conservation, illicit discharges, Texas Smartscape, and sustainability.

   (b) If not, why was the measurable goal not accomplished?

   Town events were canceled due to COVID and the Town was unable to distribute educational material. Due to events being cancelled, the Town was unable to provide stormwater presentations.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Providing education for residents is an important part of the stormwater program. The more people that are educated, the more likely a reduction in pollutants in stormwater will occur.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

TEXAS SMARTSCAPE CLASSES

Addison posted links to the following virtual classes for residents and surrounding communities in partnership with Texas A&M AgriLife.

Date	Outreach Effort
5-26-20	Water Efficient Landscape Design
6-2-20	Water Efficient Sprinklers
6-4-20	Drip Irrigation DIY
6-16-20	Rainwater Harvesting
6-23-20	Container Gardening
6-25-20	Sensational Succulents

STORMWATER EDUCATION

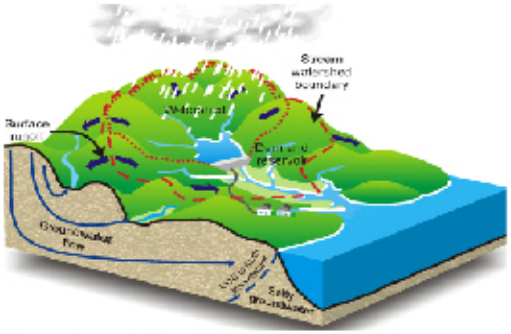
Date	Outreach Effort	Location
4.15.19	Stormwater Booth setup for Town Hall meeting	Addison Conference Center
4.27.19	Earth Day	Addison Conference Center
10.14.19	Stormwater Booth setup for Town Hall meeting	Addison Conference Center

STORMWATER POLLUTION & THE COMMUNITY

What is stormwater?
Water that originates during precipitation events such as rain and snow.

Where does this water go?
As the water flows, the runoff collects and transports pollutants that go into our storm drains untreated.

What is a watershed?
A geographic area of land where precipitation drains to a common point on a stream, river, pond, lake or other body of water.



Why should I care?

THERE IS NO PLANET B.

STORMWATER POLLUTION PET WASTE

Pet waste does NOT magically fertilize the ground! When it is left on the sidewalk or grass it is carried by stormwater into the drains and dumped directly into our local water bodies without treatment, yikes!

Woof-woof waste is actually toxic to grass, causing burns and unsightly discoloring. It has been estimated that a single gram of dog waste can contain 23 million fecal coliform bacteria!

THE SOLUTION?

If your dog decides to POOPY
Please bend down and **SCOOPY!**

STORMWATER POLLUTION
GRASS CLIPPINGS

Grass clippings/leaves left in the road will wash away with the next rain where they can lead to clogging, flooding and harming the nearest pond, stream or lake!

Yard waste causes excess nutrients that lead to unwanted and uncontrolled growth of algae. The algae buildup blocks sunlight from reaching the aquatic plants that produce oxygen for fish.

THE SOLUTION?

Bag and remove brush by:

- ☑ Having it picked up by calling 972.450.2871 by the Town of Addison for FREE
- ☑ Throwing it away
- ☑ Composting

STORMWATER POLLUTION
SWIMMING POOLS

Chlorine and other chemicals used in maintaining pools can have a negative impact on the plant and aquatic life in surface waters. Even at low levels, chlorine can be toxic to marine life.

THE SOLUTION?

Prior to draining, do not add any chlorine for a minimum of 1 to 3 days to allow chlorine to dissipate.

Drain water onto a landscaped area of your property away from storm drains.

When draining be considerate of your neighbor by keeping all water on your property. Use sand bags or berms, if necessary.

Do not drain if there has been recent application of herbicides, pesticides or fertilizers on your lawn.

STORMWATER POLLUTION

FOG is harmful because it can clog sanitary sewer system pipes and cause overflows of sewage in the environment and inside your home.

THE SOLUTION?

DO'S

- ☑ Can it! Keep an empty metal can and pour oil/grease into it after cooking. Allow grease to cool before throwing it away.
- ☑ Mix liquid oil with an absorbent material such as kitty litter in a sealable container before throwing it away.
- ☑ Keep drains clean by pouring 1/2 cup of baking soda followed by 1/2 cup of white vinegar. Wait 10-15 minutes then rinse with hot water.

DON'TS

- ☒ Don't pour FOG down drains or garbage disposals.
- ☒ Don't use hot water to rinse off cookware, utensils, dishes or surfaces.

What is stormwater? Where does it go?

The stormwater system carries rain from your home, garden or business through downpipes and storm drains, to the nearest lake, creek or river.

Clean stormwater helps keep our local waterbodies healthy.

Many materials carried within the stormwater system can pollute our local waterways because it is not treated like sewer water.

ADDISON INFRASTRUCTURE & DEVELOPMENT SERVICES

ADDISON stormwater®

For any questions relating to stormwater pollution, please contact:
Marissa Paz
Management Assistant
Infrastructure and Development Services
972.450.2818

ADDISON stormwater®

Protect our local waterways from stormwater pollution

What can YOU do to protect our local waterways?

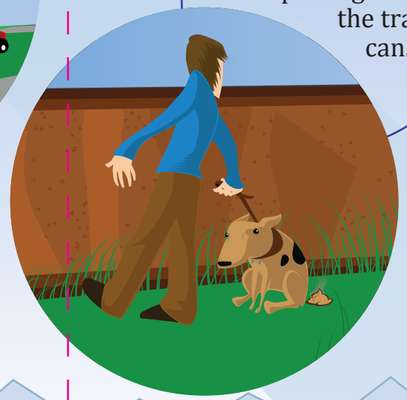
Pollution entering the stormwater system threatens the livelihoods of our local waterbodies.

Our creeks and wetlands provide a habitat for birds, frogs, other animals and plant life that act as a natural filter for small amounts of pollution in the water.

Prevent soap from entering the drain by washing your car on the lawn, which absorbs the water.

Please think about your actions at home, work and in public places before impacting our local waterways.

Compost or place your garden clippings in the trash instead of sweeping it into the street or down the drain.



Clean up after your dog by "scooping the poop" and placing it in the trash can.

For Household Hazardous Waste (HHW) call CWD at 972.392.9300 and they will mail a collection kit to your home. The kit has instructions on how to prepare and label the HHW which they will pick up at no additional cost!

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Sustainability Website***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – The Town will update the sustainability website for the first two years of the program. Post annual reports on Town's website no alter than 30 days after the due date.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has a sustainability link on their website under Public Works and Engineering Services with information about sustainable living, fats, oils, and grease, recycling, and much more. The Town posted annual reports starting from 2014 until present. Once the SWMP is approved the Town will post the program on the sustainability website.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Providing education for residents is an important part of the stormwater program. The more people that are educated on sustainable living, the more likely a reduction in pollutants in stormwater will occur.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Municipal Separate Storm Sewer System (MS4)

Polluted stormwater runoff is commonly transported through municipal separate storm sewer systems (MS4s), and then often discharged, untreated, into local water bodies.

An MS4 is a conveyance or system of conveyances that is:

- owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.,
- designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),
- not a combined sewer, and
- not part of a sewage treatment plant, or publicly owned treatment works (POTW).

To prevent harmful pollutants from being washed or dumped into MS4s, certain operators are required to obtain National Pollutant Discharge Elimination System permits and develop stormwater management programs (SWMPs). The SWMP describes the stormwater control practices that will be implemented consistent with permit requirements to minimize the discharge of pollutants from the sewer system.

Annual Reports

As part of our permit requirements, each year we submit an annual report to the Texas Commission on Environmental Quality. The annual report covers each minimum control measure in the Stormwater Management Program. The annual report is a way to measure that we completed all the requirements set by the Stormwater Management Program.

Supporting Documents

- Addison MS4 2019 (26 MB)
- Addison MS4 2018 (28 MB)
- Addison MS4 2017 (73 MB)
- Addison MS4 2016 (30 MB)
- Addison MS4 2015 (13 MB)
- Addison MS4 2014 (15 MB)

Contact Information

TO REQUEST A BULK, BRUSH, OR HHW COLLECTION, CLICK HERE

Phone: 972-450-2871

Physical Address:
Addison Service Center
16801 Westgrove Drive
Addison, TX 75001

Hours of Operation:
Monday - Friday 8am - 5pm

View Full Contact Details

Sustainability

Addison's definition of sustainability is the responsible stewardship of our resources in a way that benefits the social, environmental, and economic health and vitality of the Town now and in the future. Addison's sustainability programs exist to educate residents and provide opportunities to lead a more environmentally low-impact, socially aware and robust lifestyle in Addison.

Ongoing Programs and Projects:

Fats, Oils, and Grease (FOG)

Cease the Grease in Addison: Trying to dispose of your cooking fats, oils, and grease (F.O.G.)? Addison partners with the City of Dallas and its "Cease the Grease Program" to recycle your extra F.O.G. into electricity! Drop off your leftover F.O.G. near the west entrance to Whole Foods in a sealable container. The address to Whole Foods is 5100 Belt Line Rd. Unit 1012 Dallas, TX 75254.

Read More

Power Down in Addison

Power Down in Addison! Learn how to Power Down this summer and conserve energy by visiting the Power Down page.

Read More

What Can I Recycle?

Not sure what goes in your recycling bin? Let us guide you in the right direction with our What Can I Recycle? Campaign!

Read More

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Texas SmartScape Program***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Provide 3 SmartScape programs annually.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town continues to provide a link to Texas SmartScape on the Town Website. Addison hosted 6 SmartScape with Texas A&M Agrilife and classes were advertised on the Town's website calendar. The classes were over Water Efficient Landscape Design (5.26.20), Water Efficient Sprinklers (6.2.20), Drip Irrigation DIY (6.4.20), Rainwater Harvesting (6.16.20), Container Gardening (6.23.20), and Sensational Succulent (6.25.20).

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The Texas SmartScape® program provides information to homeowners and commercial businesses regarding native and adaptive plants to use during landscaping. The classes provide residents with ways to reduce the use of pesticides, fertilizers, and how to be environmentally friendly gardeners.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

TEXAS SMARTSCAPE CLASSES

Addison posted links to the following virtual classes for residents and surrounding communities in partnership with Texas A&M AgriLife.

Date	Outreach Effort
5-26-20	Water Efficient Landscape Design
6-2-20	Water Efficient Sprinklers
6-4-20	Drip Irrigation DIY
6-16-20	Rainwater Harvesting
6-23-20	Container Gardening
6-25-20	Sensational Succulents

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***SWMP Annual Review***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Annually review SWMP to ensure compliance.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   Addison reviewed the Stormwater Management Program and the BMPs to ensure the program is clear, specific, and measurable. No changes are deemed necessary.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Reviewing the program at the end of each reporting term aids in the effectiveness of the program. The annual review allows for the Town to revise the program as necessary in order to ensure compliance.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Storm Drainage System Map***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Annually update the storm drainage system map as necessary

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has a completed map of the storm drain system outfalls, storm drains, and receiving waters. The Town updates the map annually. This year, no new development or redevelopment occurred for which updates were required.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

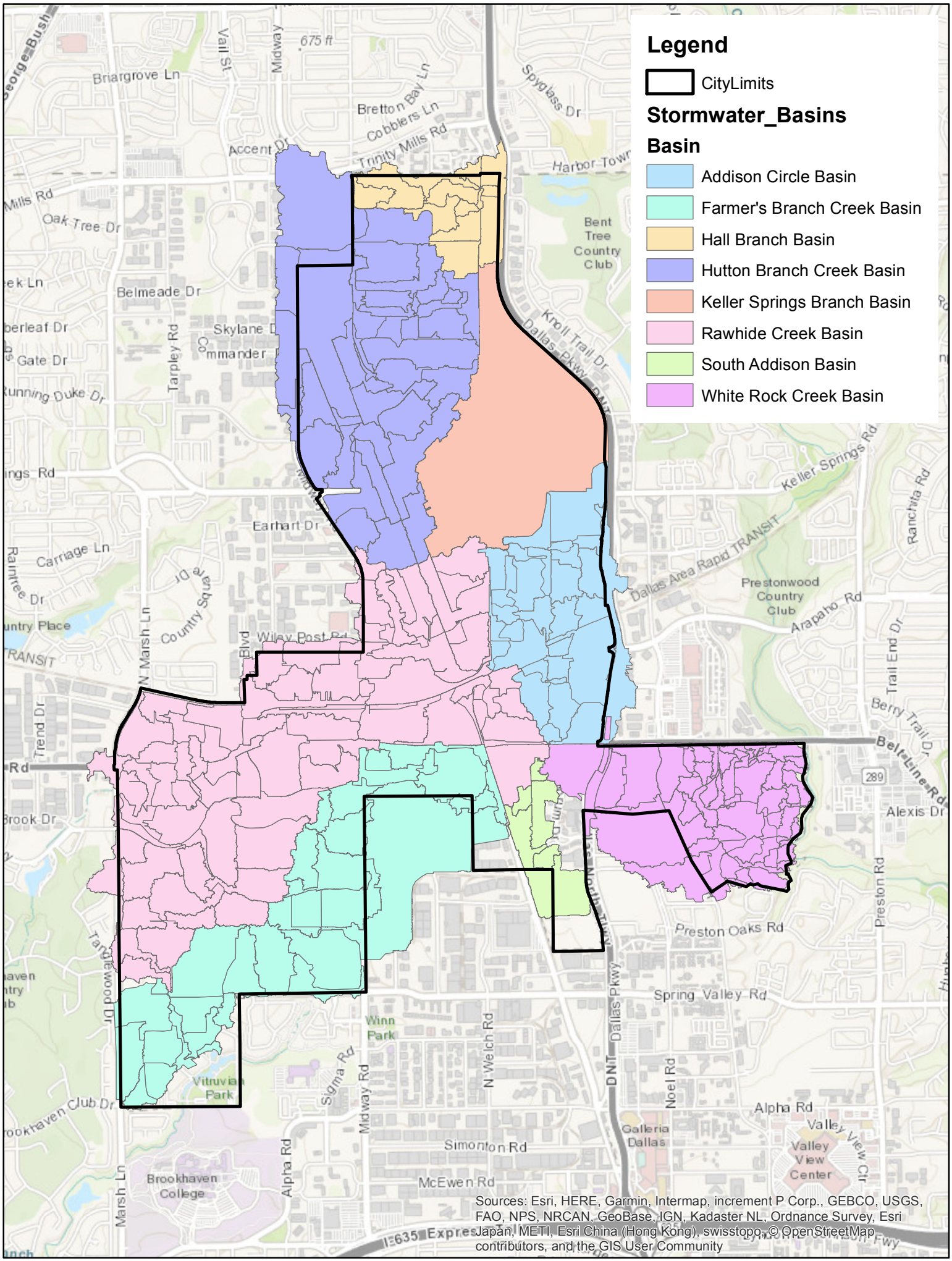
   (a) Please explain.

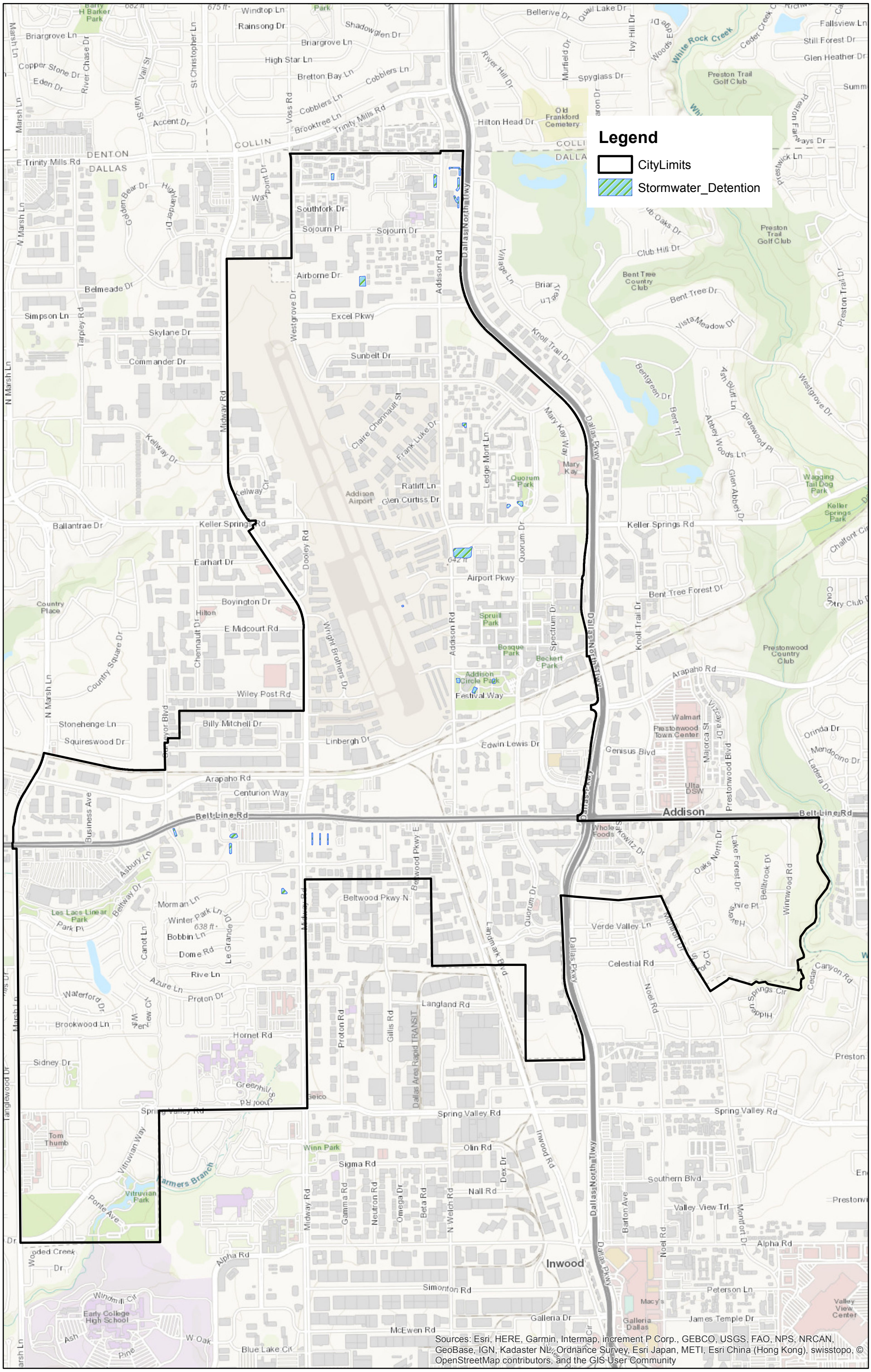
   The storm sewer system map is vital to the success of the illicit discharge detection and elimination program. The map is used to track the location of upstream pollutant discharges when performing the dry weather field inspections.

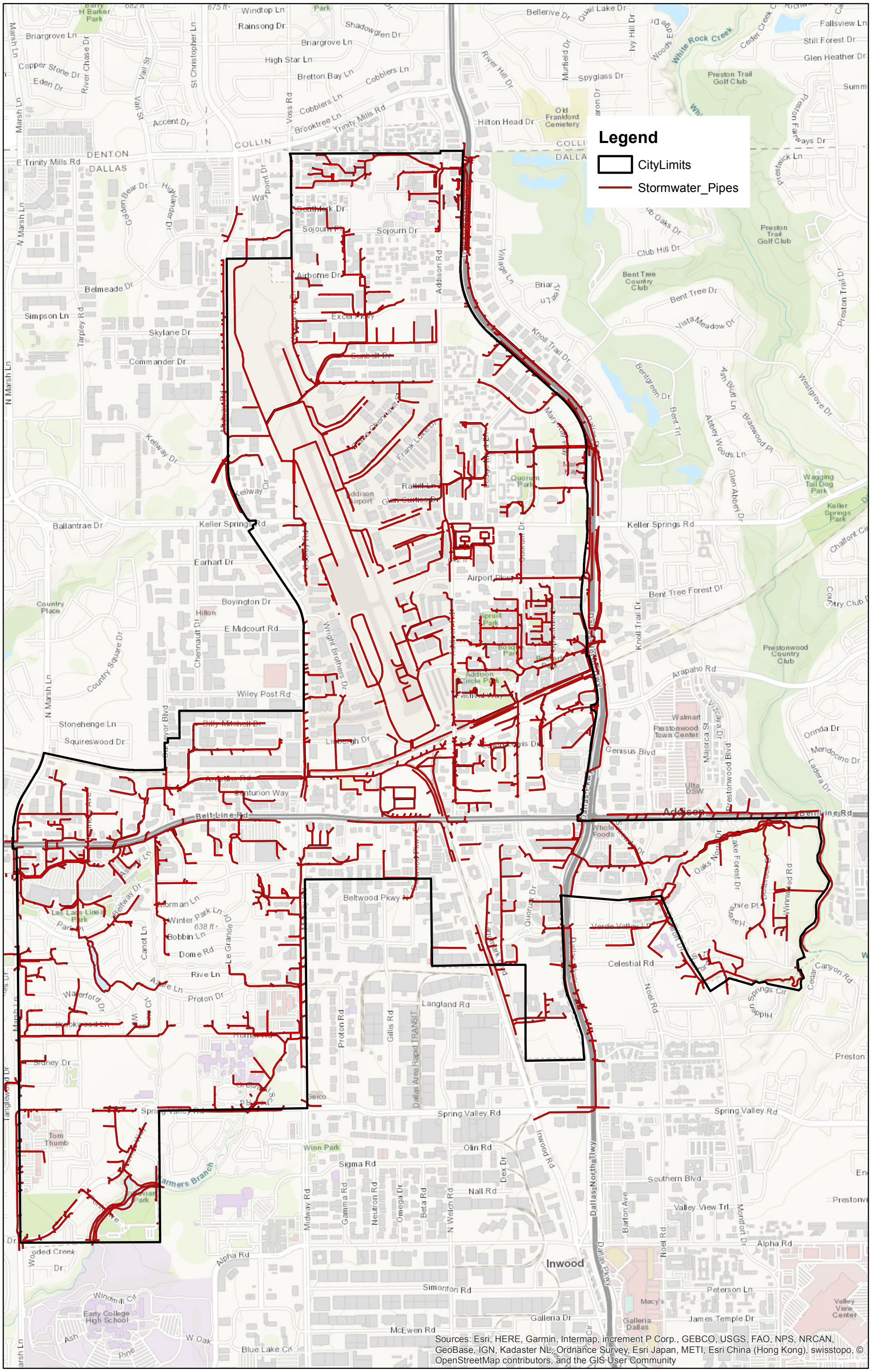
4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒


Legend
CityLimits
Stormwater_Basins
Basin
Addison Circle Basin
Farmer's Branch Creek Basin
Hall Branch Basin
Hutton Branch Creek Basin
Keller Springs Branch Basin
Rawhide Creek Basin
South Addison Basin
White Rock Creek Basin
Briargrove Ln
Midway
675 ft
Bretton Bay Ln
Cobblers Ln
Trinity Mills Rd
Spyglass Dr
Accent Dr
Harbor Town
Bent Tree Country Club
Oak Tree Dr
Belmeade Dr
Tarpley Rd
Skylane Dr
Commander
Knoll Trail Dr
Dallas Pkwy
Keller Springs Rd
Ranchita Rd
Earhart Dr
Carriage Ln
Country Square Dr
N Marsh Ln
Wiley Post Rd
Dallas Area Rapid TRANSIT
Prestonwood Country Club
Arapaho Rd
Trail End Dr
Berry Trail Dr
Trend Dr
Belt Line Rd
289
Alexis Dr
Preston Rd
Preston Oaks Rd
Spring Valley Rd
Dallas Pkwy
DNT
N Welch Rd
Noel Rd
Winn Park
Sigma Rd
Midway Rd
Vitruvian Park
Targa Wood Dr
Alpha Rd
Galleria Dallas
Valley View Center
Simonton Rd
McEwen Rd
Brookhaven College
Marsh Ln
I-635 Expressway
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community


Legend
CityLimits
Stormwater_Detention
Windtop Ln
Rainsong Dr
Shadowglen Dr
Briargrove Ln
High Star Ln
Bretton Bay Ln
Cobblers Ln
Brooktree Ln
Trinity Mills Rd
Accent Dr
Voss Rd
St Christopher Ln
Vail St
River Chase Dr
Copper Stone Dr
Eden Dr
Marsh Ln
E Trinity Mills Rd
DENTON
DALLAS
COLLIN
Waypoint Dr
Golden Bear Dr
Highlander Dr
Southfork Dr
Sojourn Pl
Sojourn Dr
Airborne Dr
Addison Rd
Westgrove Dr
Excel Pkwy
Sunbelt Dr
Claire Chennault St
Frank Luke Dr
Ratliff Ln
Glen Curtiss Dr
Addison Airport
Midway Rd
Kellway Dr
Kellway Cir
Belmeade Dr
Simpson Ln
Tarpley Rd
Skylane Dr
Commander Dr
N Marsh Ln
Ballantrae Dr
Keller Springs Rd
Earhart Dr
Dooley Rd
Boyington Dr
Hilton
E Midcourt Rd
Chennault Dr
Country Square Dr
Country Place
Wiley Post Rd
Stonehenge Ln
Squireswood Dr
Billy Mitchell Dr
Mayor Blvd
Wright Brothers Dr
Linbergh Dr
Arapaho Rd
Centurion Way
Business Ave
Belt Line Rd
Asbury Ln
Beltway Dr
Les Lacs Linear Park
Park Pl
Morman Ln
Winter Park Ln
638 ft
Bobbin Ln
Dome Rd
Le Grande Dr
Canot Ln
Rive Ln
Azure Ln
Proton Dr
Waterford Dr
Brookwood Ln
Hornet Rd
Sidney Dr
Greenhill School
Spring Valley Rd
Tom Thumb
Vitruvian Way
Vitruvian Park
Ponte Ave
Farmers Branch
Wooded Creek Dr
Alpha Rd
Windmill Cir
Early College High School
Ash
Pine
W Oak
Blue Lake Cir
Beltwood Pkwy N
Beltwood Pkwy E
Midway Rd
Proton Rd
Gillis Rd
Dallas Area Rapid TRANSIT
Langland Rd
Landmark Blvd
Quorum Dr
Airport Pkwy
Spruill Park
Bosque Park
Beckert Park
Addison Circle Park
Festival Way
Addison
Quorum Park
Glen Abbey Dr
Wagging Tail Dog Park
Keller Springs Park
Chalfont Cir
Verde Valley Ln
Celestial Rd
Noel Rd
Montfort Dr
Stafford Ct
Hidden Springs Cir
Cedar Canyon Rd
Preston
Bellerive Dr
Quail Lake Dr
Ivy Hill Dr
Woods Edge Dr
Murfield Dr
River Hill Dr
Spyglass Dr
Hilton Head Dr
Old Frankford Cemetery
Preston Trail Golf Club
White Rock Creek
Cedar Creek
Fallsview Ln
Still Forest Dr
Glen Heather Dr
Preston Fairways Dr
Prestwick Ln
Club Oaks Dr
Club Hill Dr
Bent Tree Country Club
Bent Tree Dr
Vista Meadow Dr
Preston Trail Dr
Knoll Trail Dr
Village Ln
Briar Ln
Bentgreen Dr
Bent Tri
Ash Bluff Ln
Abbey Woods Ln
Braewood Pl
Westgrove Dr
Dallas Pkwy
Mary Kay Way
Mary Kay
Ledge Mont Ln
Dallas North Tlwy
Prestonwood Country Club
Bent Tree Forest Dr
Knoll Trail Dr
Arapaho Rd
Walmart Prestonwood Town Center
Vizcaya Dr
Majorca St
Prestonwood Blvd
Genisus Blvd
Edwin Lewis Dr
Orinda Dr
Mendocino Dr
Ladera Dr
Ulta DSW
Wholefoods
Skalkowitz Dr
Oaks North Dr
Lake Forest Dr
Bellbrook Dr
Winnwood Rd
Olin Rd
Sigma Rd
Nall Rd
Dex Dr
Inwood Rd
Gamma Rd
Neutron Rd
Omega Dr
Beta Rd
N Welch Rd
Barton Ave
Southern Blvd
Valley View Trl
Montfort Dr
Alpha Rd
Inwood
Simonton Rd
Peterson Ln
Galleria Dr
McEwen Rd
James Temple Dr
Macy's
Galleria Dallas
Valley View Center
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community


Legend
CityLimits
Stormwater_Pipes
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Legend

CityLimits

Stormwater_Structures

Structure Type

- Curb Inlet
- Grate Inlet
- Headwall
- Junction Box
- Manhole
- Other
- Outfall
- Slotted Drain
- Y Inlet

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Education and Training on Illicit Discharges***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Provide annual IDDE training at least once a year for designated Town staff and new hires

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   A total of 29 Addison employees attended the Illicit Discharge Detection and Elimination (IDDE) Training hosted on November 30, 2020. The training presentation focused on the impact stormwater pollution can have on waterbodies and how to identify illicit discharges.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The IDDE training educates Town Employees on the impact stormwater pollution can have on waterbodies and ways that can help reduce or eliminate stormwater pollution.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

IDDE Training Roster
Bobby McKinney
Carlos Garcia
Cesar Sanchez
Cory Tingue
Cruz Torre
David Cruz
James Caperton
Jared Heard
Jason Sutton
Jessie Gray
Joel Pena
Juan Gutierrez
Justin Gonzales
Lisa Pyles
Mario Wilkins
Mitchell Vega
Nathan Fox
Nicole Simpson
Patrick Diviney
Phillip Kagarice
Phillip Willis
Robert McFarland
Robert Trevino
Saban Hetherington
Shannon Hicks
Thomas Weir
Todd Weinheimer
Will Gilleland
Wilson Kakembo
Erica Ramirez

29 Attendees

Stormwater Training:

IDDE, Construction Storm Water Runoff, & Good Housekeeping

November 30, 2020

Erica Ramirez, CFM

tnp

1

2

tnp

3

History of SWMP

NPDES → ENFORCEMENT → TPDES → DEVELOPMENT & IMPLEMENTATION → SWMP

tnp

4

What is an SWMP?

5 Year Program

Aimed at reducing pollution in streams, lakes, and rivers

tnp

5

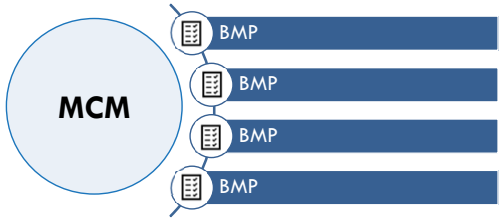
Minimum Control Measures

- Public Education, Outreach, and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Run-Off Control
- Post-Construction Stormwater Management in New Development & Redevelopment
- Pollution Prevention & Good Housekeeping for Municipal Operations

tnp

6

Best Management Practices



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MCM 2:

Illicit Discharge Detection and Elimination

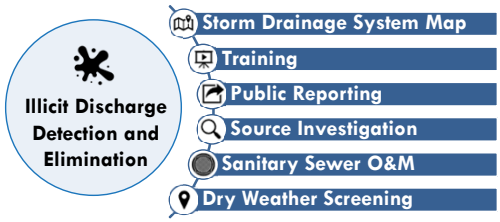
tnp

8

What is an Illicit Discharge?

9

MCM 2 – Best Management Practices



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10

Certain Discharges are Allowable

tnp

11

Water Line Flushing (non-hyperchlorinated)

12

13

14

Common Allowable Discharges

- Water line flushing (non-hyperchlorinated)
- Landscape irrigation
- Diverted stream flows
- Rising ground waters and springs
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation and footing drains
- Air conditioning condensation
- Water from crawl space pumps
- Flows from wetlands and riparian habitats
- Dechlorinated swimming pool discharges
- More listed in Permit TXR040000 Part II. C

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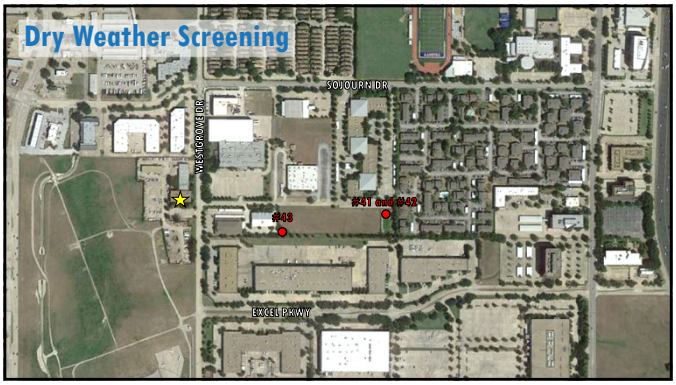

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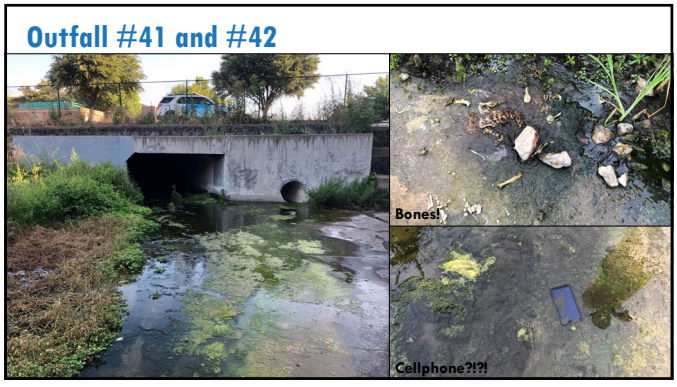

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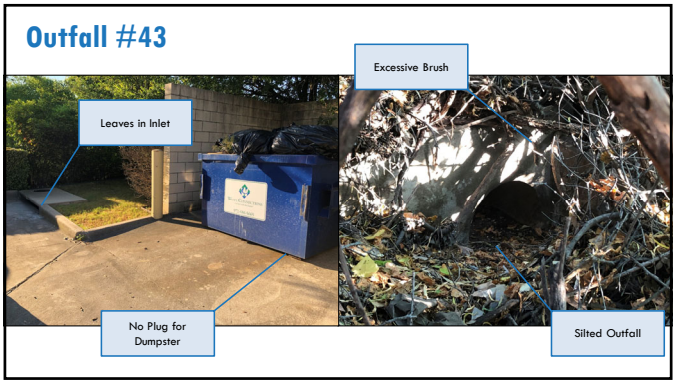

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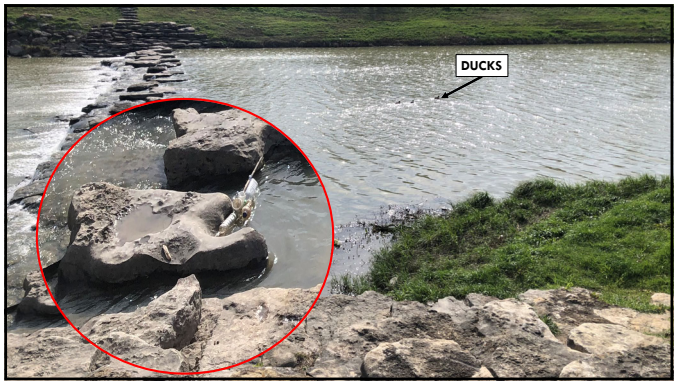

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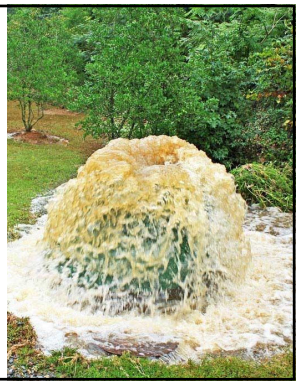
Illicit Discharge: FOG and SSO

- Food scraps, cooking oil, margarine, mayonnaise, etc.
- FOG collects inside sewer pipes
- FOG restricts flow in pipe
- Restricted flow causes untreated wastewater to back up into homes and businesses



28

Illicit Discharge: FOG and SSO

DO'S

- Can the grease
- Wipe before washing
- Seal the oil
- Keep drains clean

DON'TS

- Don't pour FOG in drain or disposal
- Don't use hot water to rinse

Source: Addison FOG webpage

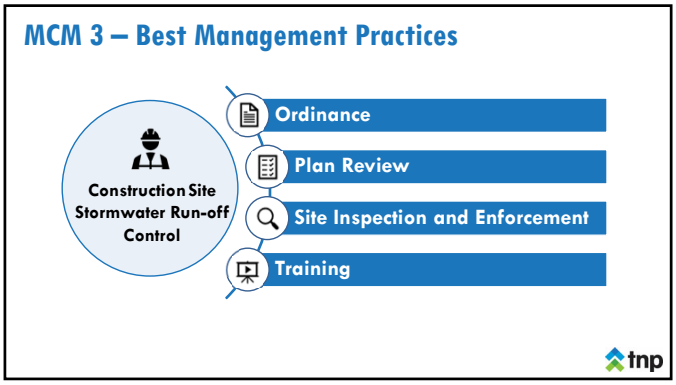
29

Reporting & Response

- Investigate potential spill or illicit discharge
  - Gather the who, what, when, where, and why?
- Notify Non-Emergency Dispatch
  - 972.450.7156
- Addison FixIT Application

30

31



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33

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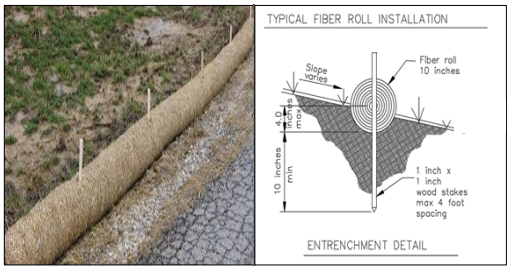
Fiber Rolls – Straw Wattles



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tnp

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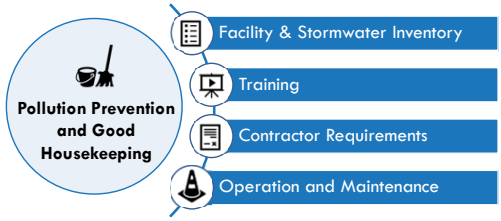
MCM 5:

Pollution Prevention and Good Housekeeping

tnp

42

MCM 5 – Best Management Practices



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43

City Facilities and Operation that Could Pollute Runoff

1. Addison Airport
2. Service Center
3. Central Fire Station
4. Addison Circle Park Pavilion
5. Storm Drain Maintenance
6. Landscaping
7. Street Sweeping
8. Road Maintenance

tnp

44

45

Facilities and Building Maintenance

1. Maintain Sprinklers
2. Dispose of Waste Properly
3. Keep Parking Lots Clean and Inspect Routinely
4. Dumpsters Must be Covered

tnp

46

Records

Employee and Contractors Trained

Inspection Reports

tnp

47

48

Storm Drain Maintenance

1. Inspect and Clean Storm Drain Systems
2. Maintain Storm Drain Marking
3. Mow Drainage Ditches and Swales

49

Records

- Employee and Contractors Trained
- Schedule of Storm Drain Cleaning
- Number and Location of Stormwater Controls
- Repairs and Maintenance Performed

50

Landscaping

51

Landscaping

1. Dispose of Lawn Clippings Correctly
2. Do Not Apply Pesticide Before Irrigation or Heavy Rain
3. Store Fertilizers and Pesticides in a Covered Area
4. Maintain Pesticide and Fertilizer Application Equipment

52

Record

- Employees or Contractors Trained
- Use of Fertilizer and Pesticide
- Inventory of Fertilizers and Pesticides

53

Street Sweeping and Road Maintenance

54

Street Sweeping and Road Maintenance

1. Sweeper Wastewater Must be Decanted to the Sanitary Sewer
2. Debris from Sweeper Should be Disposed of Regularly
3. Protect Nearby (within 25 feet) Storm Drain from Maintenance Work
4. Conduct Road Maintenance for Dry Weather

55

Records

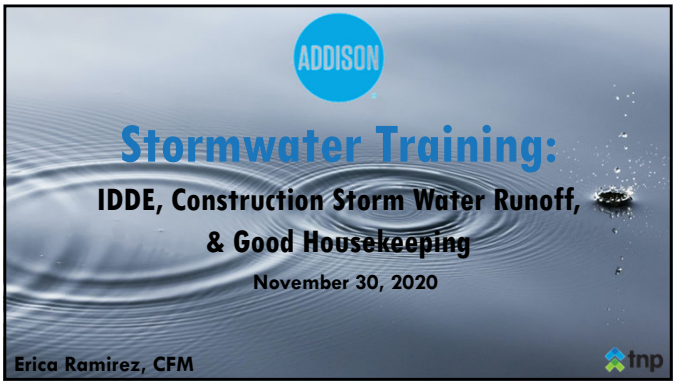
- Employee and Contractors Trained
- Schedule of Street Sweeping
- Curb Miles of Streets Swept
- Amount & Location of Debris

56

Summary

1. Stormwater affects Everyone and Everything
2. We All Must Do Our Part
3. Remember, Only Rain Should Go in the Storm Drain!

57



58

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Public Reporting & Response Procedures***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Investigate 100% of complaints or reports received.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has posted a phone number for residents and business owners to report illegal dumping and illicit discharges on the Town website. This year the Town received 1 report of illicit discharge. Incidents were documented and addressed in a timely manner.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Allowing the public to be part of a reporting system helps target and address illicit discharges in a timely manner. The incident tracking sheet is used to record these reports and target areas that may be of repeated concern.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Illegal Dumping & Illicit Discharges Are A Crime

Help stop illegal dumping and illicit discharges! If you see it, report it to Addison's Environmental Services Official by calling 972-450-2821 or 972-450-2880.

Supporting Documents

Help Stop Illegal Dumping (199 KB)

Available Resources to Help Stop Illegal Dumping

NCTCOG Regional Solid Waste Management Plan:
www.nctcog.org/envir/sw/PDF/SEE_Less_Trash_Plan_11-03.pdf

NCTCOG Targeted Illegal Dumper Study:
www.nctcog.org/envir/sw/SID/target.asp

NCTCOG Illegal Dumping Cost/Benefit Study:
www.nctcog.org/envir/sw/SID/Regional_C_B_Study.asp

NCTCOG Stop Illegal Dumping website:
www.nctcog.org/envir/sw/SID/index.asp

Texas Commission on Environmental Quality: **www.tceq.state.tx.us**

Don't Mess with Texas website (TXDOT):
www.dontmesswithtexas.org

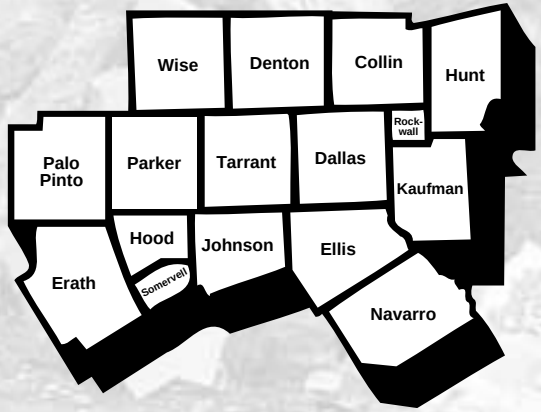
Keep Texas Beautiful:
www.ktb.org

article on Illegal dumping:
www.ktb.org/programs/dumping/IllegalDumping.pdf

Brochure made available by the North Central Texas Council of Governments and paid for with funds received from the Texas Commission on Environmental Quality

Local Contact Information

STOP Illegal Dumping in North Central Texas
If you see it, Report it!
1-888-335-DUMP



The 16-County North Central Texas Region

Help STOP Illegal Dumping

in North Central Texas

1-888-335-DUMP

If you *see* it, REPORT it!

What You Can Do To Help

Law enforcement officials need your help in fighting environmental crime. Citizens can take an active role in stopping illegal dumping by following the suggestions listed below:

- Always dispose of your own litter properly;
- Spread the word to friends and neighbors that illegal dumping is a crime;
- Do not transport unsecured debris in the back of a vehicle - always use a tarp or other cover;
- Organize volunteer cleanups of illegal dumpsites - people are less likely to litter in clean areas;
- Write or call your city or county elected officials and let them know that illegal dumping is a concern in your community;
- Do not pay roofing or other contractors until they present you with a landfill receipt showing that your waste was properly disposed;
- Report illegal dumping to:
  THE NORTH CENTRAL TEXAS ILLEGAL DUMPING HOTLINE: 1-888-335-DUMP.

Remember to include the following information in your report:

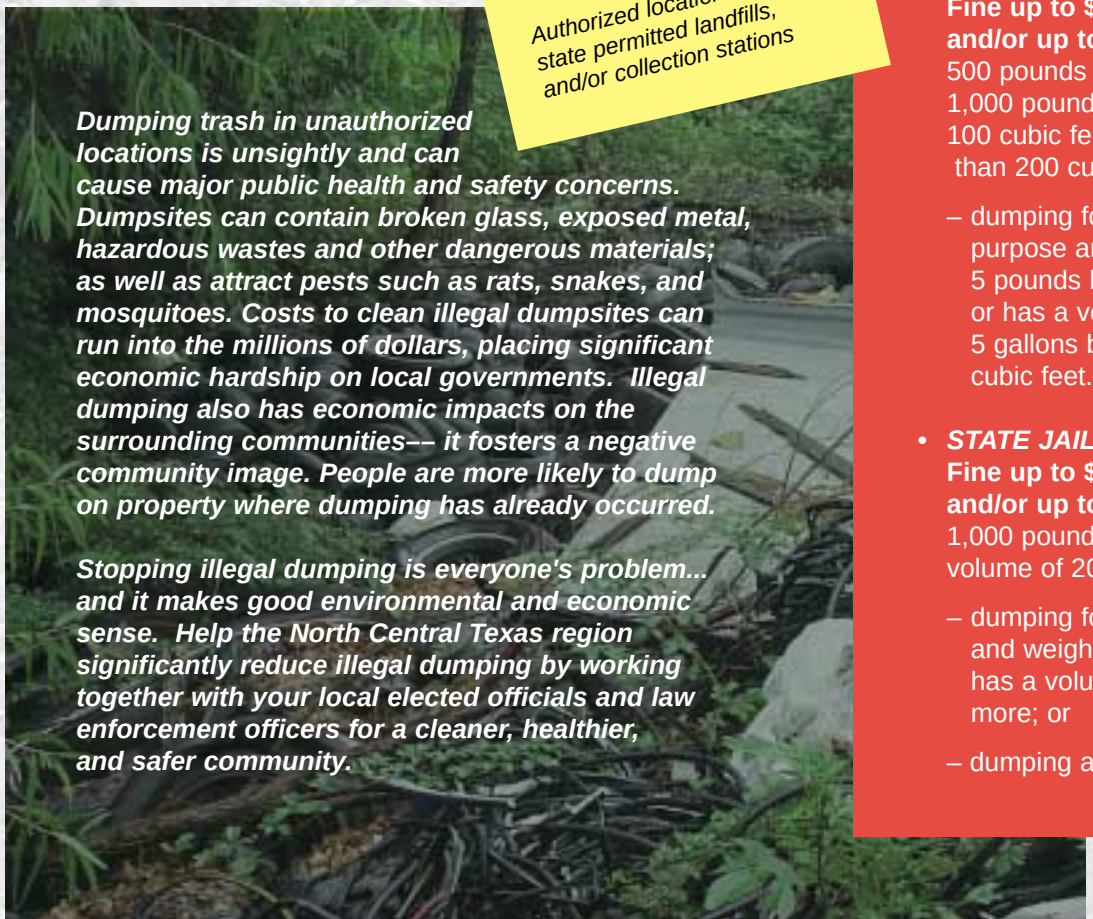
- City and county in which the incident occurred
- Specific street location within the city
- License plate number and description of the vehicle
- Personal description of the violator
- Type of waste dumped
- Date and time of the violation
- Your name and telephone number
  (helpful to investigate and prosecute and you can remain anonymous)

Common Illegal Dumping Violations Include:

- Throwing litter out of a car or boat;
- Dumping household trash, construction debris and/or yard waste in unauthorized locations;
- Hauling trash for profit and dumping it in unauthorized locations;
- Letting someone else dump waste on your property, whether they pay you or not;
- Pouring used motor oil or restaurant grease into storm drains or down manhole covers;
- Disposing of trash or yard waste in area creeks and lakes.

Unauthorized locations include: creeks, lakes, storm drains, sewer systems, unauthorized use of a dumpster, and non-state regulated solid waste sites on land.

Authorized locations include: state permitted landfills, and/or collection stations



Dumping trash in unauthorized locations is unsightly and can cause major public health and safety concerns. Dumpsites can contain broken glass, exposed metal, hazardous wastes and other dangerous materials; as well as attract pests such as rats, snakes, and mosquitoes. Costs to clean illegal dumpsites can run into the millions of dollars, placing significant economic hardship on local governments. Illegal dumping also has economic impacts on the surrounding communities–– it fosters a negative community image. People are more likely to dump on property where dumping has already occurred.

Stopping illegal dumping is everyone's problem... and it makes good environmental and economic sense. Help the North Central Texas region significantly reduce illegal dumping by working together with your local elected officials and law enforcement officers for a cleaner, healthier, and safer community.

Penalties under the Texas Litter Abatement Act: Health and Safety Code 365

- ***CLASS C MISDEMEANOR:***
  Fine up to $500
  5 pounds or less or a volume of 5 gallons or less
- ***CLASS B MISDEMEANOR:***
  Fine up to $2,000
  and/or up to 180 days in jail
  More than 5 pounds but less than 500 pounds or a volume of more than 5 gallons but less than 100 cubic feet
- ***CLASS A MISDEMEANOR:***
  Fine up to $4,000
  and/or up to 1 year in jail
  500 pounds or more but less than 1,000 pounds or has a volume of 100 cubic feet or more but less than 200 cubic feet; or
  – dumping for a commercial purpose and weighing more than 5 pounds but less than 200 pounds or has a volume more than 5 gallons but less than 200 cubic feet.
- ***STATE JAIL FELONY:***
  Fine up to $10,000
  and/or up to 2 years in State jail
  1,000 pounds or more, has a volume of 200 cubic feet or more; or
  – dumping for a commercial purpose and weighing 200 pounds or more, has a volume of 200 cubic feet or more; or
  – dumping a closed barrel or drum.

Illicit Discharge Incident Tracking Sheet

Incident ID: 2020-7

Responder Information	
Call taken by: Carlos Garcia & Mitchell Vega	Call date: 6/24/20
Call time: 2:00 PM	Precipitation (inches) in past 24-48 hrs: 0
Reporter Information	
Incident time: 2:00 PM	Incident date: 6/24/20

Caller Contact Info: Mrs. Beach informed us that the creek looked blue.

Incident Location *(complete one or more below)*

Latitude and longitude:

Gallons lost: unknown

Closest street address: Montfort & Belt Line.

Nearby landmark: Prestonwood pond.

Primary Location Description	**Secondary Location Description:**		
☐ Stream corridor *(In or adjacent to stream)*	☑ Outfall	☐ In-stream flow	☐ Along banks
☐ Upland area *(Land not adjacent to stream)*	☐ Near storm drain	☐ Near other water source (storm water pond, wetland, etc.):	

Narrative description of location: The outfall of Prestonwood Pond.

Upland Problem Indicator Description

☐ Dumping	☐ Oil/solvents/chemicals	☐ Sewage
☐ Wash water, suds, etc.	☒ Other: Pond dye	

Stream Corridor Problem Indicator Description

Odor	☒ None	☐ Sewage	☐ Rancid/Sour	☐ Petroleum (gas)
	☐ Sulfide (rotten eggs); natural gas	☐ Other: Describe in "Narrative" section		
Appearance	☐ "Normal"	☐ Oil sheen	☐ Cloudy	☐ Suds
	☒ Other: Describe in "Narrative" section			
Floatables	☒ None:	☐ Sewage (toilet paper, etc)	☐ Algae	☐ Dead fish
	☐ Other: Describe in "Narrative" section			

Narrative description of problem indicators:

Building maintenance worker poured dye into the pond and spill over to the creek.

Suspected Violator (name, personal or vehicle description, license plate #, etc.):

Mike Aguilar. Building maintenance.

Investigation Notes	
Initial investigation date: 6/24/20	Investigators: Carlos Garcia & Mitchell Vega
☐ No investigation made	Reason: the color of the creek was blue
☐ Referred to different department/agency:	Department/Agency:
☐ Investigated: No action necessary	
☐ Investigated: Requires action	Description of actions:
Hours between call and investigation:	Hours to close incident:
Date case closed:	
Notes: Mrs. Beach informed us that the creek looked blue. We contacted building maintenace to turn off the circulation pump. After we spoke to Mr. Aguilar we found out that he had poured dye into the pond. The dye spill over in to the creek and turn the creek blue. Mr. Aguilar mentioned that the dye was not toxic. We notified MR. Aguilar to try keep the dye in the pond away from spillway.	

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Source Investigation and Elimination***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Conduct 100% of illicit discharge inspections. Investigate 100% of illicit discharges reported.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town documented 2 illicit discharges. The reports were documented with field visits. In each case the incident was resolved as quickly and effectively as possible. A copy of the report sheet has been included, but all reports are retained in the Town office.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important for the staff to be informed on how to respond to a spill or an illicit discharge and keep the methods for responding consistent.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Illicit Discharge Incident Tracking Sheet

Incident ID: 2020-7

Responder Information	
Call taken by: Carlos Garcia & Mitchell Vega	Call date: 6/24/20
Call time: 2:00 PM	Precipitation (inches) in past 24-48 hrs: 0
Reporter Information	
Incident time: 2:00 PM	Incident date: 6/24/20

Caller Contact Info: Mrs. Beach informed us that the creek looked blue.

Incident Location *(complete one or more below)*

Latitude and longitude:

Gallons lost: unknown

Closest street address: Montfort & Belt Line.

Nearby landmark: Prestonwood pond.

Primary Location Description	**Secondary Location Description:**		
☐ Stream corridor *(In or adjacent to stream)*	☑ Outfall	☐ In-stream flow	☐ Along banks
☐ Upland area *(Land not adjacent to stream)*	☐ Near storm drain	☐ Near other water source (storm water pond, wetland, etc.):	

Narrative description of location: The outfall of Prestonwood Pond.

Upland Problem Indicator Description

☐ Dumping	☐ Oil/solvents/chemicals	☐ Sewage
☐ Wash water, suds, etc.	☒ Other: Pond dye	

Stream Corridor Problem Indicator Description

Odor	☒ None	☐ Sewage	☐ Rancid/Sour	☐ Petroleum (gas)
	☐ Sulfide (rotten eggs); natural gas	☐ Other: Describe in "Narrative" section		
Appearance	☐ "Normal"	☐ Oil sheen	☐ Cloudy	☐ Suds
	☒ Other: Describe in "Narrative" section			
Floatables	☒ None:	☐ Sewage (toilet paper, etc)	☐ Algae	☐ Dead fish
	☐ Other: Describe in "Narrative" section			

Narrative description of problem indicators:

Building maintenance worker poured dye into the pond and spill over to the creek.

Suspected Violator (name, personal or vehicle description, license plate #, etc.):

Mike Aguilar. Building maintenance.

Investigation Notes	
Initial investigation date: 6/24/20	Investigators: Carlos Garcia & Mitchell Vega
☐ No investigation made	Reason: the color of the creek was blue
☐ Referred to different department/agency:	Department/Agency:
☐ Investigated: No action necessary	
☐ Investigated: Requires action	Description of actions:
Hours between call and investigation:	Hours to close incident:
Date case closed:	
Notes: Mrs. Beach informed us that the creek looked blue. We contacted building maintenace to turn off the circulation pump. After we spoke to Mr. Aguilar we found out that he had poured dye into the pond. The dye spill over in to the creek and turn the creek blue. Mr. Aguilar mentioned that the dye was not toxic. We notified MR. Aguilar to try keep the dye in the pond away from spillway.	

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Sanitary Sewer Operation and Maintenance***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Using municipally owned vactor truck, perform routine maintenance of sanitary sewers at least once within every two years. Investigate 100% of potential sanitary sewer leaks.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town used their vactor truck to perform routine maintenance of the sanitary sewer systems. The Town recorded 1,200 linear feet of sanitary sewer line cleaned.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Routine maintenance of the sanitary sewer system prevents sanitary sewer overflows during heavy rain events, thus reducing the potential for the discharge of pollutants to the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

What Addison needs to know about sewage overflows

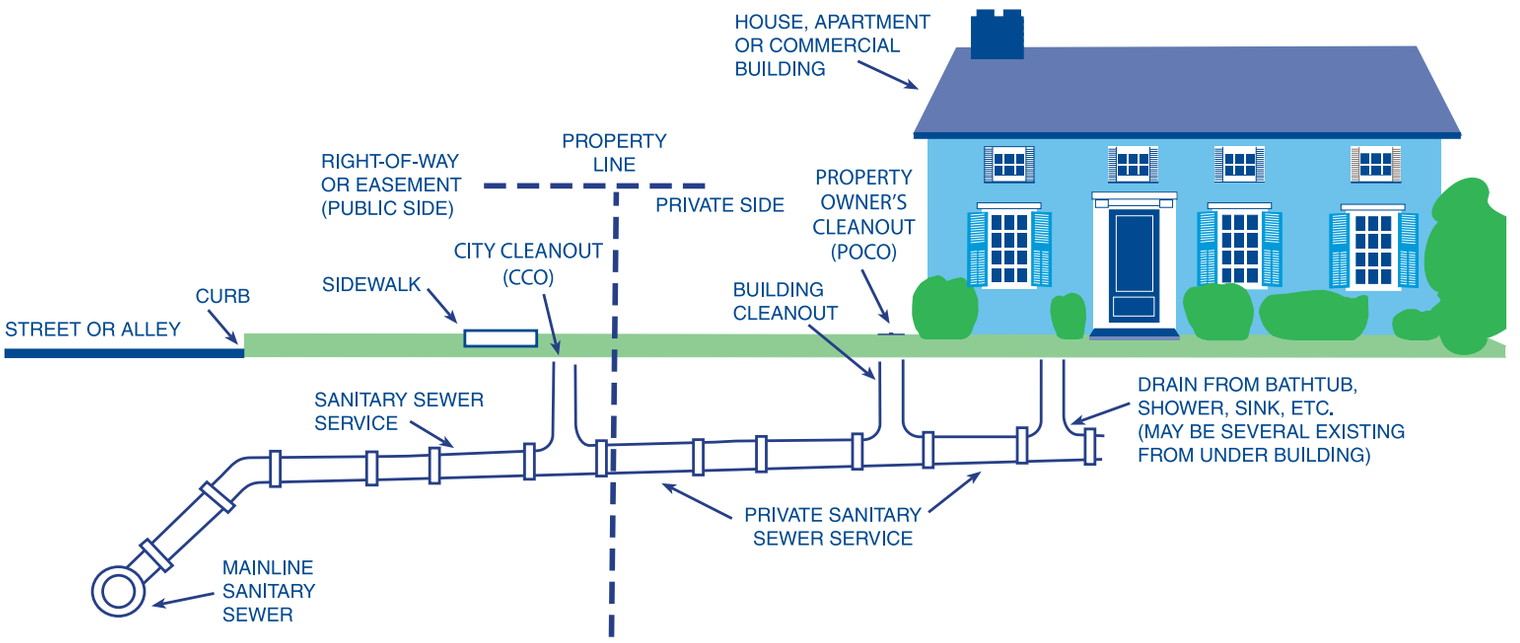
Causes of Sewage Overflows

The five top causes of raw sewage overflows are grease blockage, damaged pipes, vandalism, tree roots, and infiltration from groundwater and rainwater.

Does the Town Take Care of the Problem for Me?

Addison Infrastructure will attempt to assist you with the sewage overflow issue. However, our actions to stop the overflow may not correct the problem. Sewage overflows are often the result of old or defective private plumbing which can include broken pipes, blockages caused by grease and other materials. When this happens, customers are required to obtain a plumbing permit and repair or replace their private wastewater line. For information regarding permitting requirements contact Development Services at 972.450.2880.

Sewage overflow at an apartment complex.



What Happens if I Cannot Stop the Overflow?

The property owner is responsible for managing overflows caused by defects in the private wastewater line. However, to protect the public's health and safety, the Town may manage your overflow until you are able to control it or stop it. If this occurs, you will be billed for the costs incurred by the utility.

Please be aware that it is illegal to discharge sewage or wastewater to the Town of Addison storm drainage system or a waterway. Legal action may be initiated by the Town's Code Enforcement Officer for polluting discharges and those not sufficiently remediated.

Overflows caused by defects in town-owned pipes are the responsibility of the Town and will be repaired at no cost to you.

Sewer Overflow Prevention

Homeowners can assist in preventing overflows by:

- ❑ Not pouring grease down your drain
- ❑ Not attaching your stormwater drain or rain water gutters to the sanitary sewer system.

In the Event of a Sewer Overflow

It is important to know where your property clean out is located. Refer to diagram on other side. In the event of a sewer overflow you should stop using any water, contact the Infrastructure Department at 972.450.2871, and remove the clean out cap to reduce pressure and minimize sewage back-ups into your home or property. The property owner will still be responsible for site cleanup. If possible, divert active sewage overflows away from any storm drains or where it can reach waterways.

The property owner's cleanout cover is typically 4" in diameter.

Change to tree roots are one of the top 5 causes of sewage overflows because the roots penetrate the sewage pipes.

Sewage overflows are a threat to human health and can negatively impact to the value of your property.

Phone numbers to remember

Infrastructure: 972.450.2871

Development Services: 972.450.2880

ADDISON stormwater®

For more information please visit our web site, www.addisontexas.net

Shawn Cheairs

From: Jason Sutton
Sent: Thursday, March 11, 2021 3:38 PM
To: Shawn Cheairs
Subject: Re: Sewer cleaning

1,200 feet cleaned.

Sent from my iPhone

> On Mar 9, 2021, at 3:36 PM, Shawn Cheairs <scheairs@addisontx.gov> wrote:
>
> Can you send me this report for calendar year 2020 as soon as you get a chance sir.
>
> Please and thank you,
>
> <image003.jpg> **Shawn Cheairs** | Stormwater and Operations Manager
> Town of Addison | 16801 Westgrove Dr. | Addison, TX 75001
> P.O. Box 9010 | Addison, Texas 75001
> **office:** (972) 450-2818 | **cell:** (214) 215-9628
> **ADDISONTEXAS.NET**
> **–**
> **IT ALL COMES TOGETHER.**
>
> <Utilities Yearly Report MS4 2019.pdf>

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Dry Weather Field Inspections***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Visually inspect one watershed per year.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town performed dry weather field screenings at 9 outfalls in the Rawhide and Hutton Branch Basin. The information was documented in the Year 2 Dry Weather Screening Report on file at the Public Works and Engineering Services Department. The Outfall Reconnaissance Inventory checklist form was used to document the findings at each outfall.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The inventory checklist developed by the Center for Watershed Protection is a comprehensive water quality review form and has several stormwater quality criteria to assist with the dry weather screening. The dry weather screening is an effective way to identify potential pollutant discharges to the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Erosion & Sediment Control Ordinance***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Inspect 100% of construction sites each year. Inspect 100% of complaints regarding construction sites each year.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐
   (a) If so, explain what was done to accomplish the measurable goal.

   There were no construction complaints received this year. However, routine inspections for all 20 construction sites were conducted. Construction reports are documented and available at Addison's offices.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐
3. Was this BMP considered to be successful? Yes ☒ No ☐
   (a) Please explain.

   It is important for the Town to be able to enforce the requirements for erosion and sediment control on construction sites. Proper stormwater practices on construction sites reduces the amount of pollution from site runoff.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Chapter 71 - EROSION CONTROL

ARTICLE I. - IN GENERAL

Sec. 71-1. - Purpose, intent.

It is the purpose of this chapter to preserve the natural resources; to protect the quality of the waters of the State of Texas and the Town of Addison; and to protect and promote the health, safety and welfare of the people, to the extent practicable by minimizing the amount of sediment and other pollutants carried by runoff or discharged from land developing activities and land-disturbing construction activities to lakes, streams and wetlands.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-2. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Belowground installations means activity that causes excess sediment laden water, concrete sawing wash water, wash water or drilling mud pumped from an excavation or structure and shall be treated as sediment laden runoff for erosion control purposes.

Building Official means the Building Official for the Town of Addison or their designee.

Construction activities means construction activities that require a right-of-way or building permit.

Director of Public Works means the Director of Public Works for the Town of Addison or the Director's designee.

Erosion Control Manual means the North Central Texas Council of Governments (NCTCOG) Manual of Best Management Practices, as amended from time-to-time. A current copy of the Manual shall be kept on file in the office of the Department of Public Works of the Town and may be obtained from the NCTCOG offices.

Erosion Control Plan means a site plan with necessary details, showing the property where land-disturbing activity will take place and showing the locations and types of structures, devices, procedures and practices to be used to control erosion and sedimentation.

Final approval means completion of a project, site or building in accordance with Town of Addison requirements and ordinances. In the case of a building, a certificate of occupancy is issued.

Land-disturbing activity means any activity, including, but not limited to, excavation, planting, tilling, and grading, which disturbs one acre (43,560 square feet) of the natural or improved vegetative groundcover so as to expose soil to the erosive forces of rain, stormwater runoff or wind. Land-disturbing activities also include areas smaller than one acre that are part of a larger common plan of development or sale. All installations and maintenance of franchise utilities such as telephone, gas, electric, etc., shall be considered land-disturbing activities.

Off-site borrow area means a source of earth fill material used in the construction of embankments or other earth fill structures, that is located on another parcel of property other than where the principal construction is occurring.

Off-site sedimentation means deposit of soil material beyond the limits of the property undergoing land-disturbing activity or in public streets, alleys or drainage facilities in an amount sufficient to constitute a threat to public safety and comfort.

Off-site spoil area means an area on another parcel of property, other than where the principal construction is occurring, where excess earth, rock or construction material is disposed of.

Permanent erosion control devices means devices or practices installed prior to final approval and maintained after final approval to prevent or minimize the erosion and deposit of soil materials. Such devices may include, but shall not be limited to, permanent seeding, sod, storm drain channels, channel linings, storm drain pipes, outlet velocity control structures and stormwater detention structures.

Permanent groundcover means permanent vegetative cover on all bare soil areas of a property not covered by a permanent structure or landscaping improvements, including, but not limited to, live sod, perennial grasses or other materials which lessen runoff and soil erosion on the property.

Phased occupancy means use or inhabitation of a single structure or other portion of a project as such structure or portion thereof is completed, but before the project as a whole is fully completed and finally approved by the Town.

Related land area includes the property where the principal land-disturbing activity is taking place, all adjacent property, off-site borrow areas, off-site spoil areas, off-site properties necessary for required utility extensions, and off-site areas for required street improvements.

Responsible party means a business entity, franchised utility company, developer, property owner, contractor or holder of a building permit who is required to comply with the terms of this chapter.

Staging area means an on-site or off-site location used by a contractor to store materials for a project, to assemble portions of equipment or structures, to store equipment or machinery, to park vehicles, or for other construction related uses.

Stop work order means the suspension of all Town permits with no approvals or inspections of work for the site or project being performed.

Temporary erosion control devices means devices installed or practices implemented and maintained during land-disturbing activities to prevent, minimize or control the erosion and deposit of soil materials.

Town means the Town of Addison, Texas.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-3. - Authority; Federal and State Regulations.

Federal Regulations (Section 402 of the Clean Water Act) and State Regulations (Chapter 26 of the Texas Water Code) require all owners/operators of stormwater discharges from industrial activities to apply for and operate pursuant to Texas Pollutant Discharge Elimination System (TPDES) General Permit TXR150000 hereafter referred to as the "State Permit". The State Permit regulates land-disturbing activities that result in the disturbance of one or more acres of total land area, including areas smaller than one acre that are part of a larger common plan of development or sale.

A responsible party engaging in a regulated land-disturbing activity is responsible for compliance with the Texas Commission on Environmental Quality (TCEQ) State Permit. The responsible party shall submit to TCEQ a Notice of Intent (NOI) or Construction Site Notice for coverage under the State Permit, and shall also provide the Director of Public Works with a copy of the NOI or Construction Site Notice prior to beginning any land-disturbing activity.

A responsible party engaging in a regulated land-disturbing activity shall prepare a Stormwater Pollution Prevention Plan (SWPPP) satisfying all requirements of the State Permit. A copy of the SWPPP shall be provided to the Director of Public Works prior to the start of any land-disturbing activity. The SWPPP shall be prepared by either a Registered Professional Engineer licensed in the State of Texas, a Certified Professional in Erosion and Sediment Control (CPESC) or a Certified Professional in Stormwater Quality (CPSWQ).

Any responsible party not in compliance with the TPDES General Permit TXR150000 shall be in violation of this chapter as well as State and Federal Law and shall be subject to all Local, State and Federal enforcements.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

ARTICLE II. - EROSION CONTROL REQUIRED

Sec. 71-4. - Application of chapter.

A responsible party engaging in any land-disturbing activity shall prepare an Erosion Control Plan and submit that Plan to the Town for approval. This article shall apply regardless of whether a responsible party is required to obtain a permit from the Town in order to conduct such land-disturbing or construction activity. The responsible party shall also be held liable for violations of this chapter committed by third parties engaging in activities related to the responsible party's project.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-5. - Erosion Control Plan implementation and compliance.

Each responsible party shall implement and maintain the erosion control measures shown on its approved Erosion Control Plan in order to minimize the erosion and the transport of silt, earth, topsoil, etc., by water runoff or construction activities, beyond the limits of the responsible party's site onto Town streets, drainage easements, drainage facilities, storm drains or other Town property prior to beginning any land-disturbing activity.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-6. - Off-site borrow, spoil and staging areas.

Where applicable, off-site borrow areas, spoil areas and construction staging areas shall be considered as part of the project site and shall be governed by this chapter.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-7. - Related land areas.

The erosion control requirements of this chapter shall apply to all related land areas. Additionally, when land-disturbing activity occurs on a project, all disturbed land areas related to the project shall have permanent erosion control established before final occupancy of structures located thereon or final acceptance of the subdivision may be obtained. This section applies whether or not a building permit is required.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-8. - Belowground installations.

All discharges resulting from belowground installations shall be passed through Town approved erosion control device(s) or removed from the site and properly disposed of.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

ARTICLE III. - EROSION CONTROL PLANS

Sec. 71-9. - Plan requirements generally.

Each Erosion Control Plan required by this chapter shall clearly identify all erosion and sediment control measures to be installed and maintained throughout the duration of the project for which that Plan is submitted. The responsible party shall install and maintain erosion control devices in accordance with their Town approved Erosion Control Plan as required by this chapter. Erosion and sediment control devices shall be installed and maintained in accordance with the Town's Erosion Control Manual. General guidelines for erosion and sediment control are as follows:

(a) Maximum use shall be made of vegetation to minimize soil loss.

(b) Natural vegetation should be retained wherever possible.

(c) Where inadequate natural vegetation exists, or where it becomes necessary to remove existing natural vegetation, temporary controls should be installed promptly to minimize soil loss and ensure that erosion and sedimentation does not occur.

(d) Wherever possible during construction, erosion and sedimentation controls shall be used on hillsides to slow drainage flow rate.

(e) Erosion and sedimentation control elements should be implemented as soon as practical in the development process. Erosion and sedimentation controls shall be maintained by the responsible party. Erosion and sedimentation controls that are installed but not properly maintained in accordance with the Erosion Control Manual shall be considered a violation of this chapter.

(f) Waste or disposal areas and construction roads should be located and constructed in a manner that will minimize the amount of sediment entering streams.

(g) Frequent fording of live streams will not be permitted; therefore, temporary bridges or other structures shall be used wherever an appreciable number of stream crossings are necessary.

(h) When work areas or material sources are located in or adjacent to live streams, such areas shall be separated from the stream by a dike or other barrier to keep sediment from entering a flowing stream. Care shall be taken during the construction and removal of such barriers to minimize the sediment transport into a stream.

(i) Should preventative measures fail to function effectively, the applicant shall act immediately to bring the erosion and/or siltation under control by whatever additional means are necessary.

(j) Erosion control devices shall be placed to trap any losses from stockpiled topsoil.

(k) The selection and timing of the installation of erosion controls shall be based upon

weather and seasonal conditions that could make certain controls not practicable.

(l) Vegetation used for vegetative cover shall be suitable for local soil and weather conditions. Groundcover plants shall comply with listings from the Texas Agricultural Extension Service for North Central Texas.

(m) Runoff shall be diverted away from construction areas as much as possible.

(n) Stripping of vegetation from project sites shall be phased so as to expose the minimum amount of area to soil erosion for the shortest possible period of time. Phasing shall also consider the varying requirements of an erosion control plan at different stages of construction.

(o) Developers, builders, or owners of property shall install all utilities, including franchise utilities, before final acceptance of a subdivision, property and/or structure. Final acceptance will also be contingent upon having all necessary erosion control measures installed to minimize off-site sediment. A site may be accepted without erosion control measures if perennial vegetative cover is actively growing at the discretion of the Director of Public Works.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

ARTICLE IV. - NONRESIDENTIAL, MULTIFAMILY CONSTRUCTION; RESIDENTIAL SUBDIVISIONS; FRANCHISED UTILITIES; FARMING AND RANCHING; RESIDENTIAL LOTS

Sec. 71-10. - Nonresidential and multifamily construction.

Prior to beginning any land-disturbing activity or upon the effective date of the ordinance, a responsible party engaging in land-disturbing activity for nonresidential and multifamily construction projects shall submit an Erosion Control Plan to the Town for approval. The approved Erosion Control Plan shall be implemented and erosion control devices shall be maintained as specified in the Plan and the Erosion Control Manual. A responsible party engaging in nonresidential and multifamily activities shall comply with all other general requirements of the chapter.

When construction or land-disturbing activities are conducted as part of a nonresidential or multifamily construction project, permanent erosion control shall be established prior to the occupancy of any nonresidential or multifamily structure. Phased occupancy will be allowed only when there are no outstanding erosion control violations for the project for which the request is made.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-11. - Nonresidential and multifamily construction.

In addition to the other requirements of this chapter, when construction or land-disturbing activities are conducted as part of a residential subdivision project, the following shall apply:

(a) *Erosion Control Plan.* Simultaneously with or prior to the filing of the Final Plat, the responsible party shall submit an Erosion Control Plan for approval by the Town. No inspection of any type may be performed on a project or portion thereof until a Town-approved Erosion Control Plan is implemented by the responsible party.

(b) *Final acceptance.* Permanent erosion control devices and when applicable, temporary erosion control devices, as specified in the approved Erosion Control Plan shall be installed and maintained prior to final acceptance of a subdivision. The developer for such subdivision shall continue to maintain all temporary erosion control devices until permanent erosion control has been established on all those lots within the subdivision for which a Building Permit has not been issued.

(c) *Transfer of property by developer.* If the responsible party sells all or part of the lots in a subdivision to a purchaser, that purchaser becomes the responsible party for the subdivision of the lots sold and is liable for violation of this chapter. The sale of lots shall be logged within the SWPPP kept at the project site along with written proof of transfer of lots. As required by this chapter, the purchaser shall be required to comply with the Town approved Erosion Control Plan and SWPPP.

(d) *Stop work orders/citation.* The Town shall inspect the erosion control devices located at a site for compliance with the approved Erosion Control Plan submitted by a responsible party that is applicable to that site. If a responsible party fails to implement or maintain erosion control devices as specified in their approved Erosion Control Plan, the Town shall provide such party with written notice of noncompliance identifying the nature of the noncompliance. The responsible party shall have 24 hours to bring their erosion control devices into compliance with the approved Erosion Control Plan for the site to which notice of noncompliance was issued. Correction shall include sediment clean-up, erosion control device repair, erosion control device maintenance and/or installation of additional erosion control devices to prevent re-occurrence of the violation. The 24-hour cure period may be extended for inclement weather or other factors at the discretion of the Director of Public Works.

At the end of the 24-hour cure period, the Town shall reinspect the site. If at the time of such reinspection, the erosion control devices at the site have not been brought into compliance with the approved Erosion Control Plan, the Town may issue a stop work order and issue a citation for each violation of this chapter. To obtain a reinspection for removal of the stop work order, a request for reinspection must be submitted.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-12. - Franchised utilities.

Subject to the terms of its franchise agreement with the Town, including, but not limited to, terms regarding permits, a franchised utility company engaging in land-disturbing activities within the Town shall comply with the following:

(a) *Erosion Control Plan.* Prior to beginning any land-disturbing activity or upon the effective date of this chapter, an Erosion Control Plan shall be submitted for approval by the Town.

(b) *Stop work order/citation.* The Town shall inspect the erosion control devices located at a site for compliance with the approved Erosion Control Plan submitted for such site. If a responsible party fails to implement or maintain erosion control devices as specified in their approved Erosion Control Plan, the Town shall provide such responsible party with written notice of noncompliance identifying the nature of such noncompliance. The responsible party shall have 24 hours to bring their erosion control devices into compliance with the approved Erosion Control Plan for the site where the violation occurred. Correction shall include sediment clean-up, erosion control device repair, and erosion control device maintenance. The 24-hour cure period may be extended for inclement weather or other factors at the discretion of the Director of Public Works.

At the end of the 24-hour cure period, the Town shall reinspect the site. If at the time of such reinspection, the erosion control devices at the site have not been brought into compliance with the approved Erosion Control Plan, the Town may issue a stop work order and issue a citation for each violation of the Town's erosion control requirements. To obtain a reinspection for removal of the stop work order, a request for reinspection must be submitted.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec 71-13. - Farming and ranching activities.

Prior to beginning any land-disturbing activity or upon the effective date of this chapter, a responsible party engaging in land-disturbing activities for farming and ranching purposes shall submit an Erosion Control Plan for approval by the Town. The approved Erosion Control Plan shall be implemented and erosion control devices shall be maintained as specified in the approved Erosion Control Plan. A responsible party engaging in farming or ranching activities shall comply with all other general requirements of this chapter.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-14. - Residential lots with a Building Permit.

When land-disturbing activities are conducted on a residential lot for which a building permit must be issued, the responsible party shall comply with the following:

(a) *Erosion Control Plan.* Prior to approval of a Building Permit for a residential lot by the Town, the contractor or other responsible party obtaining the Building Permit shall submit an Erosion Control Plan for approval by the Town. No inspection may be performed on a project until a Town-approved Erosion Control Plan is implemented.

(b) *Stop work order/citation.* The Town shall inspect the erosion control devices located at a site for compliance with the approved Erosion Control Plan submitted for such site. If a responsible party fails to implement or maintain erosion control devices as specified in their approved Erosion Control Plan, the Town shall provide such responsible party with written Notice of Noncompliance identifying the nature of such noncompliance. The responsible party shall have 24 hours to bring their erosion control devices into compliance with the approved Erosion Control Plan for the site where the violation occurred. Correction shall include sediment clean-up, erosion control device repair, erosion control device maintenance, and/or installation of additional erosion control devices to prevent reoccurrence of the violation. The 24-hour cure period may be extended for inclement weather or other factors at the discretion of the Building Official.

At the end of the 24-hour cure period, the Town shall reinspect the site and may assess a reinspection fee. If at the time of such reinspection, the erosion control devices at the site have not been brought into compliance with the approved Erosion Control Plan, the Town may issue a stop work order and issue a citation for each violation of the Town's erosion control requirements. When a stop work order has been issued, a reinspection fee shall be assessed. To obtain a reinspection for removal of the stop work order, a request must be submitted therefore and a reinspection fee, as set by the Building Inspection Department of the Town of Addison, shall be paid.

(c) *Removal of erosion control devices.* Upon establishing permanent groundcover on a lot, all temporary erosion control devices shall be removed.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

ARTICLE V. - ENFORCEMENT

Sec. 71-15. - Violations.

It shall be an offense for a responsible party or a third party performing work on a project to violate any of the requirements of this chapter, including, but not limited to, the following:

(a) Conducting any land-disturbing or construction activity without an approved Erosion Control Plan for the location where the violation occurred.

(b) Failing to install erosion control devices or to maintain erosion control devices throughout the duration of land-disturbing activities, in compliance with the approved Erosion Control Plan for the location where the violation occurred.

(c) Failing to remove off-site sedimentation that is a direct result of land-disturbing activities where such off-site sedimentation results from the failure to implement or maintain erosion control devices as specified in an approved Erosion Control Plan for the location where the violation occurred.

(d) Allowing sediment-laden water resulting from belowground installations to flow from a site without being treated through an erosion control device.

(e) Failing to repair damage to existing erosion control devices, including replacement of existing grass or sod.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-16. - Notice of violation.

Written notice of violation shall be given to the responsible party or their job site representative as identified in the Erosion Control Plan for a site. Such notice shall identify the nature of the alleged violation and the action required to obtain compliance with the approved Erosion Control Plan.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

Sec. 71-17. - Class C misdemeanor.

Any person, firm, or corporation violating any of the provisions or terms of this chapter shall be deemed guilty of a Class C misdemeanor and, upon conviction thereof, be subject to a fine not exceeding $500.00 for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

(Ord. No. 010-017, § 1(Exh. A), 6-8-10)

CONSTRUCTION SITE INSPECTIONS

The information below is a list of all construction sites where construction site inspections took place.

Improvement Name/ Address	Improvement Name/Address
Addison Groves	Greystar Apartments
4139 Centurion	Bank of America Hallmark
Galaxy FBO	Prestonwood Place
4595 Excel	Village on the Parkway
Centric Capital	AMLI- Excel/Edwin Lewis
Trinity Christian Academy	Racetrac
Greenhill School Addition	Vitruvian
Customs and Border Protection Facility	Meridian
Fish Gallery	HEDK Real Estate
Oaks North Drive	Basin I Sanitary Sewer

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Construction Plan Review Procedures***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Administer the construction plan review process for 100% of new regulated construction projects.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town's Consulting Review Engineer with CobbFendly administers the review process with Addison's Engineering staff for compliance. A total of 14 projects were reviewed for Year 2. Cosntruction plan reviews are available at Town's office.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important to ensure the Town's erosion control plan review procedures are following the renewed TCEQ permit.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CONSTRUCTION PLAN REVIEW PROCEDURES

The addresses listed below are the new and redevelopment addresses where civil plans were reviewed for erosion prevention and sediment control. The listed projects had a SWPPP developed, all other projects in the Town that are not listed were a concept or site plan review that wasn't at a level that included a SWPPP yet. The Town's Consulting Review Engineer, CobbFendley, administers the review process with Addison's Public Works and Engineering Services Inspector for compliance. The process includes a completeness check with the checklists that are attached and an in-depth plan review of the application's specific requirements (traffic, utility easements, general guidelines).

Improvement Name/ Address	Improvement Name/ Address
Addison Groves	Greystar Apartments
4139 Centurion	Bank of America Hallmark
Galaxy FBO	Prestonwood Place
4595 Excel	Village on the Parkway
Centric Capital	AMLI- Excel/Edwin Lewis
Trinity Christian Academy	Racetrac
Greenhill School Addition	Vitruvian

Erosion Prevention and Sediment Control Plan Checklist

1. **Location Map (small scale, 7 ½ minute U.S.G.S. quadrangle)**
   ☐ property lines of the project
   ☐ critical natural or man-made features within 3000 feet of the project, including streams
   ☐ ponds, wetlands, roads, buildings, and utilities
   ☐ sufficient nearby features to allow reviewer to locate the site for an inspection

2. **Existing Conditions Site Plan (scale 1" = 100' or greater)**
   ☐ existing topographic contours
   ☐ drainageway, water features
   ☐ general vegetative cover types within 200 feet of water features (e.g. field, hardwood forest, grass, etc.)
   ☐ vegetative cover types in all proposed disturbance areas and areas receiving and treating runoff from the construction site
   ☐ soil map and key
   ☐ identified sensitive areas (e.g. steep, slopes, erodible soils, wet areas)
   ☐ structures, roads, utilities
   ☐ north arrow, scale, date, elevation datum
   ☐ property lines

3. **Grading Plan and Construction Timetable (scale 1" = 100' or larger)**
   ☐ existing and proposed topographic contours
   ☐ limits of soil disturbance and method to be used for demarcation of these limits on site
   ☐ areas of various construction phases, including sequential and concurrent activities
   ☐ proposed structures, roads, utilities
   ☐ location of disposal areas for excess soil (include map if off-site)
   ☐ boundaries for undisturbed riparian buffers
   ☐ north arrow, scale, date, elevation datum
   ☐ property lines

4. **Erosion Prevention and Sediment Control Plan (scale 1" = 100' or larger)**
   ☐ limits of soil disturbance
   ☐ riparian conservation buffer limits and method to be used for demarcation
   ☐ location of all structural erosion and sediment control measures and details
   ☐ location of areas to be seeded and mulched
   ☐ stormwater pathways
   ☐ erosion control matting on slopes greater than 3:1
   ☐ no hay bales or silt fence running across contours or in areas of concentrated flow
   ☐ chart of inspection and maintenance schedule of all control measures
   ☐ name and phone number of on-site coordinator
   ☐ storm sewer inlets adequately protected (detail required)
   ☐ stabilized construction entrance shown (detail required)
   ☐ north arrow, scale, date, elevation datum

   Note: If necessary to convey the sequential nature of construction activates and associated erosion and control implementation, several plan sheets showing successive site conditions are recommended.

5. **Narrative**
   ☐ general description of project

6. **Site Inventory and Analysis**
   ☐ site drainage characteristics (up and down gradient)
   ☐ drainage, waterways, bodies of water
   ☐ topography, existing roads, buildings, utilities
   ☐ vegetation
   ☐ soils
   ☐ proximity to natural or man-made water features

7. **Grading Plan and Timetable**

☐ description of proposed grading, seasonal limitations

☐ timetable of all major construction and earth changing activities, including stabilization methods for winter

☐ description of the strategies of the control plan and why it will be effective in protecting water resources

☐ description of all structural erosion and sediment control measures

☐ design calculations for all temporary and permanent structural control measures

☐ description of the inspection, maintenance, and records programs for all control measures

☐ identification, basic qualifications, and contact number for the on-site coordinator

☐ description of seeding and mulching plan including:

- Location of areas to be seeded
- Lime and fertilizer application rates
- Seed mixes (appropriate for soil type)
- Types of mulch/matting materials and discussion of appropriateness of each measure for soil type, typography, etc.
- Mulch/matting application rates
- Mulch/matting anchoring methods (including discussion of windthrow and winter conditions)
- Mulching/matting dates

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Construction Site Inspections and Enforcement***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Inspect 100% of construction sites each year. Inspect 100% of complaints regarding construction sites each year.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town did not receive construction complaints this year. However, routine inspections for all 20 construction sites were conducted. Construction reports are documented and available at Addison's offices.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important to ensure active construction sites are implementing the erosion and sediment controls in order to prevent pollutants from entering the storm drains and waterways during active construction.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Construction Site Inspection Report

General Information			
Project Name / Location	Click or tap here to enter text.		
Date of Inspection	Click or tap to enter a date.	**Start / End Time**	3/23/2021 5:23:08 PM
Inspector's Name(s)	Click or tap here to enter text.		

Type of Inspection

☐ Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post Storm Event

Weather Information
Weather Conditions at the time of inspection
☐ Clear ☐ Cloudy ☐ Rain ☐ Fog ☐ High Winds ☐ Sleet/Snow
☐ Other:

Overall Site Issues				
#	BMP / Activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are perimeter controls and sediment barriers adequately installed and maintained?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
2	Are storm drain inlets properly protected?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
3	Is the construction exit preventing sediment from being tracked into the street?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
4	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
5	Other:	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.

Construction Site Inspection Report

Non-Compliance Issues
Describe any incidents of non-compliance not described above:

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 assure that qualified personnel properly gathered and evaluated 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."

Print name and title: Click or tap here to enter text.

Construction Site Inspection Report

Attach Photos as needed for documentation:

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Construction Stormwater Training***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Conduct annual construction stormwater training at least once a year for designated Town staff and new hires.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town conducted Construction Stormwater Training on September 16, 2020 with 8 attendees. The construction training (Preventing Storm Water Pollution *What We Can Do* – Land Disturbances) focused on the impact construction activities can have on stormwater pollution. The Town also hosted training on November 30, 2020 that provide examples of constructions BMPs.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important that the Town staff are properly educated and trained on construction stormwater to ensure that all construction sites in the Town are taking the necessary requirements to reduce stormwater runoff.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Preventing Storm Water Pollution: *What We Can Do*

~Employee Training Series~

Land Disturbances

PREPARED IN COOPERATION WITH THE Texas Commission on Environmental Quality AND U.S. ENVIRONMENTAL PROTECTION AGENCY

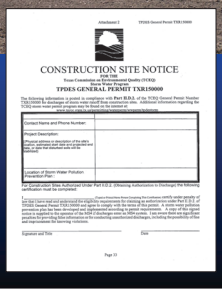
The preparation of this report was financed through grants from the U.S Environmental Protection Agency through the Texas Commission on Environmental Quality.

Land Disturbances

- Employees can help reduce water pollution by making sure dirt and debris aren't washed into the storm drain system.
  - Utility repairs
    - »water and sanitary sewer lines
    - »storm drain system
  - Street repairs
  - Sidewalk construction and repairs
  - Landscaping (parks, buildings, medians)
  - Power pole installation and replacement

Land Disturbances

- Note: Projects that disturb one acre or more must comply with the state's storm water permit for construction activities.
- If a permit is required, your supervisor or environmental coordinator will provide specific instructions.



CONSTRUCTION SITE NOTICE

TPDES GENERAL PERMIT TXR150000

Land Disturbances

- <u>All</u> projects must be managed to prevent or reduce soil or other pollutants from being washed into storm drains, creeks, or lakes.
- In addition to soil, potential pollutants on construction sites include trash, debris, oil, grease, lime, concrete truck wash water, etc.

Definitions

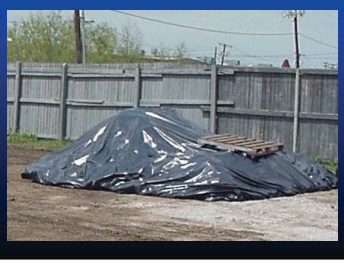
- Erosion - the removal or wearing away of soil due to the action of water (or wind).
- Sediment - soil particles that settle out of flowing water.


General Principles

- Preventing erosion is more effective than trying to remove sediment from runoff.
- Minimize the amount of disturbed area.
- Divert runoff or flowing water away from disturbed areas.


General Principles

- Locate dirt stockpiles out of the street and away from runoff or flowing water to prevent sediment from washing into storm drains.
- Cover stockpiles or provide a barrier such as an organic filter berm or silt fence around the pile.

Best Management Practices

- Best Management Practices (BMPs) are tools used to reduce or prevent water pollution.
  - Erosion Control BMPs are used to protect disturbed soils from being washed off by rainfall and/or runoff.
  - Sediment Control BMPs are used to trap sediment carried by runoff and keep it on the construction site.
  - Waste Management BMPs are good housekeeping practices to control trash, chemicals, and debris.

Best Management Practices

- Erosion Control BMPs:
  - Vegetation - grasses or other plants that provide "permanent" erosion protection.
  - Mulching - a layer of straw or wood mulch.

Best Management Practices

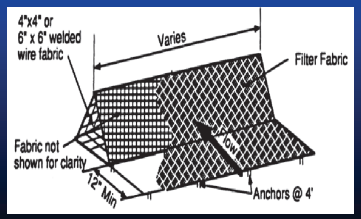
- Erosion Control BMPs (continued):
  - Erosion control blankets - mesh matting made of straw, wood fiber, or plastic.
  - Plastic sheeting - may be used for short-term protection of disturbed areas or dirt stockpiles.

Best Management Practices

- Sediment Control BMPs:
  - Organic filter berm - a 1 to 3 foot high berm of mulch and compost placed around a disturbed area.
  - Silt fence - filter fabric trenched into the soil and attached to supporting posts.

Best Management Practices

- Sediment Control BMPs (continued):
  - Triangular sediment dike - filter fabric placed over welded wire shaped into a triangle.
  - Inlet protection - filter fabric or stone placed around or in front of a storm drain inlet.



Best Management Practices

- Waste Management BMPs:
  - Debris and trash control - use covered trash cans, bins, and/or roll-off boxes for disposing trash and debris.
  - Chemical management - follow proper material storage and spill cleanup procedures for chemicals used on construction sites.

Best Management Practices

- Waste Management BMPs (continued):
  - Concrete washout - use designated facilities to capture wash water from concrete truck cleaning.

Preventing Storm Water Pollution: *What We Can Do*

Protecting water quality requires that all employees do their part to prevent storm water pollution.

OUR WATER Take it personally!

North Central Texas Council of Governments

TCEQ

STORM WATER CONSTRUCTION TRAINING
Date: September 16, 2020

NAME
Shawn Cheairs
Todd Weinheimer
Patrick Diviney
Mitchell Vega
Phillip Willis
Wilson Kakembo
Joel Cruz
Carlos Garcia

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Post-Construction Stormwater Management in New Development and Redevelopment**
BMP Title:	***Post-Construction Requirements***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Investigate 100% of post-construction violations or complaints.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town did not receive any complaints nor observed any violations to the ordinance.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The post-construction runoff requirements are identified within the Drainage Criteria Manual. This location was ideal for requirements so developers and engineers can see the requirements as they design the subdivision or development. The manual provides a variety of BMP options for developers to consider.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Post – Construction Stormwater Management in New Development and Redevelopment**
BMP Title:	***Long-Term Maintenance of Post-Construction BMPs***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Implement maintenance plans for 100% of new owners or operators once post-construction BMPs is installed.

1. Was the measurable goal accomplished for this permit year? Yes ☐ No ☒

   (a) If so, explain what was done to accomplish the measurable goal.

   (b) If not, why was the measurable goal not accomplished?

   The Town is still in the process of revising long-term BMPs. The Town of Addison is currently in the process of developing a long-term maintenance plan and expects to implement the maintenance plan in 2021.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☐ No ☒

   (a) Please explain.

   The BMP is considered unsuccessful because the maintenance plan and operation is still in the process of being implemented. Addison understands the importance of ensuring post-construction BMPs will be maintained according to the Town's criteria.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Post – Construction Stormwater Management in New Development and Redevelopment**
BMP Title:	***Tree Planting and Management Plan***
Responsible Department:	Parks Department
Measurable Goal:	Year 2 – Replace 100% of trees removed in accordance with the Tree Management Plan when designing future roadway improvements.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has a Tree Planting and Management Plan which provides tree management and priority for maintenance of existing street trees. The Town has documented a substantial amount of removal/stump grinding and tree planting, totaling to $7,265. Addison was also certified as a Tree Town for 2020 and declared January 6, 2020 as Addison Arbor Day.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The Tree Planting and Management Plans and Comprehensive Streetscape Plans have been used as a guideline for plantings by the Town of Addison. Street trees are very important to the urban environment by providing sound buffers, air quality benefits, and stormwater infiltration.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

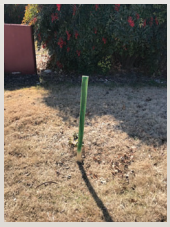
   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

2021 TREE PLANTING LOCATIONS

SHR TREES PO# 221000132

SERVICE CENTER - SOUTHERN LIVE OAK- $695.00



BELTLINE RESERVOIR - SOUTHERN LIVE OAK- $695.00

CELESTIAL PARK- SHUMMARD RED OAK – $695.00

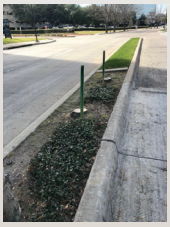
CELESTIAL PARK- SHUMARD RED OAK- $695.00

CELESTIAL PARK- SHUMMARD RED OAK-$695.00

CELESTIAL PARK-SOUTHERN LIVE OAK-$695.00

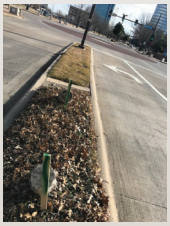
MCENTIRE / LEWIS - SOUTHERN LIVE OAK- $695.00

ARAPAHO ROAD/ SPECTRUM ROAD- 2 X 30-GALLON FOSTER HOLLIES $175.00 + 2 STUMP REMOVALS



ARAPAHO ROAD- 30-GALLON FOSTER HOLLIES-$175.00

ARAPAHO ROAD/ QUORUM ROAD- 2 X 30-GALLON FOSTER HOLLIES-$175.00



ARAPAHO ROAD-SHUMARD RED OAK-$695.00

TOWN HALL- SHUMARD RED OAK-4 X $695.00

POLICE STATION- CHINESE PISTACHIO-$695.00

SPRING VALLEY AND VITRUVIAN RD.- 30GALLON SINGLE TRUNK “NATCHEZ” CRAPE MYRTLE- 4 X 175.00

TREE LOCATIONS

Arapaho Rd. just E. of Addison Rd. & install new Shumard Red Oak- Tree: $695 x 1 = $695

N. side of Arapaho Rd. between Dallas Pkwy. & Spectrum Rd. install a new Shumard Red Oak=Tree: $695 x 1 = $695 (this was replaced last year but died)

Install (4) trees at Celestial – Total $695.00 2x Southern Live Oak (replacement from last year), 2x Red Oaks

Install (1) Southern Live Oak tree at the Service Center =Tree: $695 x 1 = $695

Spring Valley just W. of Vitruvian Way and replace with 30-gallon Single Trunk Natchez Crape Myrtles 4x175.00

Town Hall- Install (lost from last years planting) and 4 Red Oaks (Council will place trees)= Trees: $695 x 1= 2780.00

Police Station Parking Lot 1 x Chinese Pastiche 695.00

McEntire and Lewis 2x Highrise Live Oak Oaks 695.00

Beltline Road just past Inwood bed 1x Red Oak 695.00

Beltline Reservoir Southern Live Oak 695.00

Arapaho Medians 4x Youpon's 395.00

Total- $7265.00

10 stump removal

PROCLAMATION

be it proclaimed by the Mayor

TOWN OF ADDISON

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees. Arbor Day is a holiday that was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed nationally and internationally. The world celebrates this holiday mainly in the spring with the date varying depending on the region planting season. Friday, April 26, 2019 will be observed in the United States this year as the official Arbor Day; and

WHEREAS, Trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, beautify our community, add property's value, and visual exposure to trees reduce stress; and

WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual renewal. We urge all Addison citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands. We urge all Addison citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Now therefore I, Joe Chow, Mayor of the Town of Addison and on behalf of the City Council, do hereby recognize Saturday, January 6, 2020 as

Addison Arbor Day

Dutifully executed this day January 6, 2020.

TOWN OF ADDISON TEXAS

Mayor, Town of Addison, State of Texas

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Facility and Stormwater Control Inventory***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Maintain an inventory of Town – owned and operated facilities and stormwater controls and update as necessary.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town continues to maintain an inventory of Town-owned and operated facilities and stormwater controls in the MS4. The Town has a total of 14 Town-owned facilities.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Preparing and maintaining an inventory of Town-owned facilities tracks possible sources or pollutants within the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

FACILITY AND STORMWATER CONTROL INVENTORY

The list below includes an inventory of Town-owned and operated facilities and stormwater controls.

Building	Address	High Priority
Kellway Lift Station	4245 Kellway Cir.	Yes
Service Center	16801 Westgrove Dr.	Yes
Police and Courts	4799 Airport Pkwy.	No
Central Fire Station	4798 Airport Pkwy.	Yes
Conference Centre, Theatre, and Stone Cottage	15650 Addison Rd.	No
Addison Circle Park Pavilion	4970 Addison Cir.	No
Surveyor Pump Station	15130 Surveyor Blvd.	No
Arapaho Water Tower	4000 Arapaho	No
Finance Building	5350 Belt Line Rd.	No
Addison Circle Water Tower	15650 Addison Rd	No
Town Hall	5300 Belt Line Rd.	No
Celestial Pump Station	5510 Celestial Rd.	No
Athletic Club	3900 Beltway Dr.	No
Fire Station 2	3950 Beltway Dr.	No

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Municipal Employee Training Program***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Provide annual municipal employee training at least once a year for designated staff and new hires.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   A total of 29 Addison employees attended the Good Housekeeping Training on November 30, 2020. The training presentation focused on how municipal facilities and operations can affect stormwater. Training provides pollution preventions measures to implement in order to reduce stormwater pollution.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important that the Town staff be educated on stormwater pollution, so that Town activities for Operation and Maintenance do not contribute to any pollution to the storm drains. Also, the more staff is knowledgeable about common pollutants to stormwater, and proper practices, the more stormwater pollutants can be reduced by identifying any problems as soon as they arise.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

IDDE Training Roster
Bobby McKinney
Carlos Garcia
Cesar Sanchez
Cory Tingue
Cruz Torre
David Cruz
James Caperton
Jared Heard
Jason Sutton
Jessie Gray
Joel Pena
Juan Gutierrez
Justin Gonzales
Lisa Pyles
Mario Wilkins
Mitchell Vega
Nathan Fox
Nicole Simpson
Patrick Diviney
Phillip Kagarice
Phillip Willis
Robert McFarland
Robert Trevino
Saban Hetherington
Shannon Hicks
Thomas Weir
Todd Weinheimer
Will Gilleland
Wilson Kakembo
Erica Ramirez

29 Attendees

Stormwater Training:

IDDE, Construction Storm Water Runoff, & Good Housekeeping

November 30, 2020

Erica Ramirez, CFM

tnp

1

2

tnp

3

History of SWMP

NPDES → ENFORCEMENT → TPDES → DEVELOPMENT & IMPLEMENTATION → SWMP

tnp

4

What is an SWMP?

5 Year Program

Aimed at reducing pollution in streams, lakes, and rivers

tnp

5

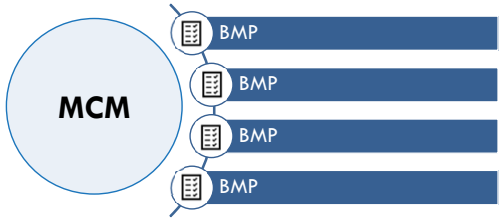
Minimum Control Measures

- Public Education, Outreach, and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Run-Off Control
- Post-Construction Stormwater Management in New Development & Redevelopment
- Pollution Prevention & Good Housekeeping for Municipal Operations

tnp

6

Best Management Practices



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MCM 2:

Illicit Discharge Detection and Elimination

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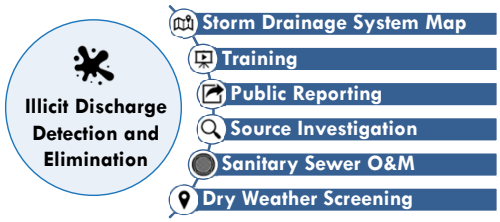
What is an Illicit Discharge?

9

MCM 2 – Best Management Practices



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Certain Discharges are Allowable

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Water Line Flushing (non-hyperchlorinated)

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Common Allowable Discharges

- Water line flushing (non-hyperchlorinated)
- Landscape irrigation
- Diverted stream flows
- Rising ground waters and springs
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation and footing drains
- Air conditioning condensation
- Water from crawl space pumps
- Flows from wetlands and riparian habitats
- Dechlorinated swimming pool discharges
- More listed in Permit TXR040000 Part II. C

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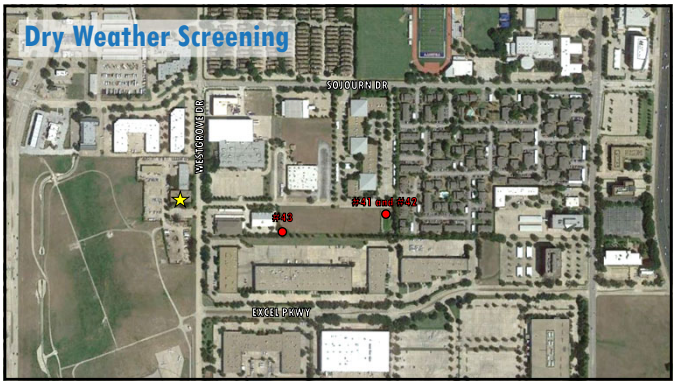

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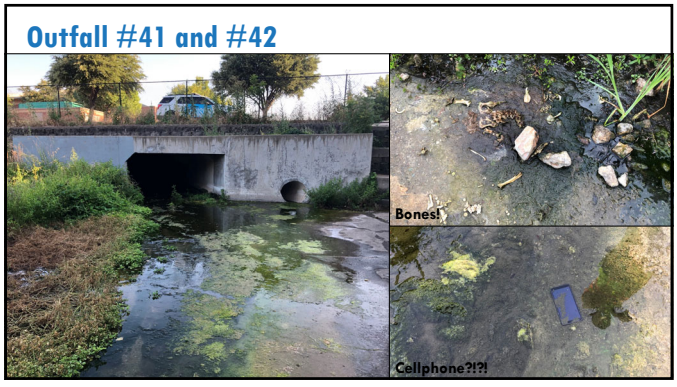

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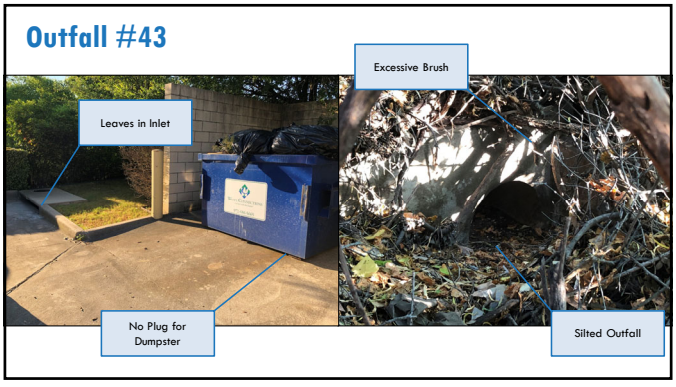

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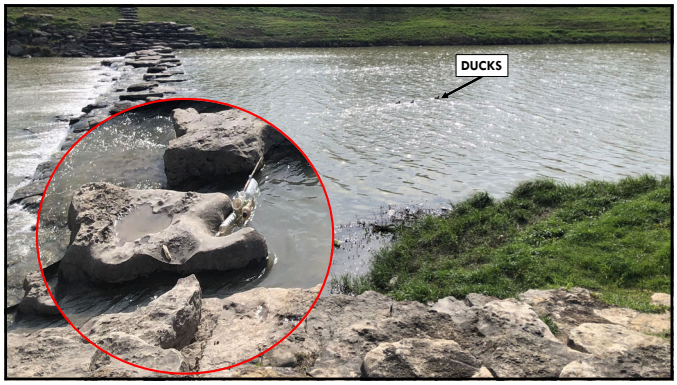

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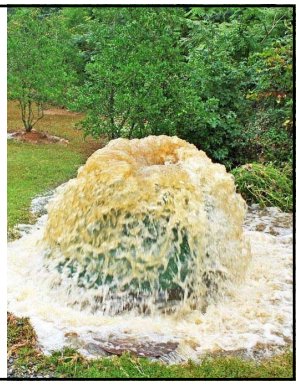
Illicit Discharge: FOG and SSO

- Food scraps, cooking oil, margarine, mayonnaise, etc.
- FOG collects inside sewer pipes
- FOG restricts flow in pipe
- Restricted flow causes untreated wastewater to back up into homes and businesses



28

Illicit Discharge: FOG and SSO

DO'S

- Can the grease
- Wipe before washing
- Seal the oil
- Keep drains clean

DON'TS

- Don't pour FOG in drain or disposal
- Don't use hot water to rinse

Source: Addison FOG webpage

29

Reporting & Response

- Investigate potential spill or illicit discharge
  - Gather the who, what, when, where, and why?
- Notify Non-Emergency Dispatch
  - 972.450.7156
- Addison FixIT Application

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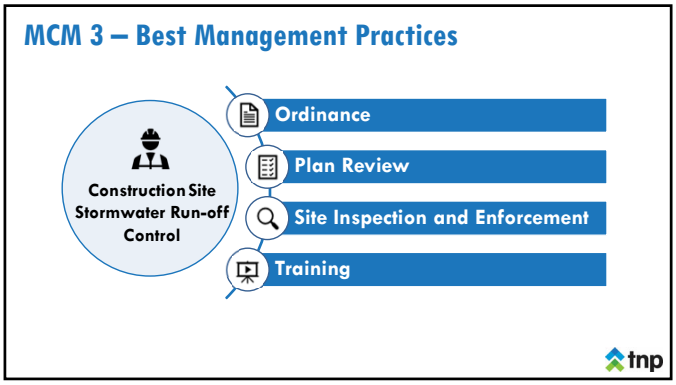

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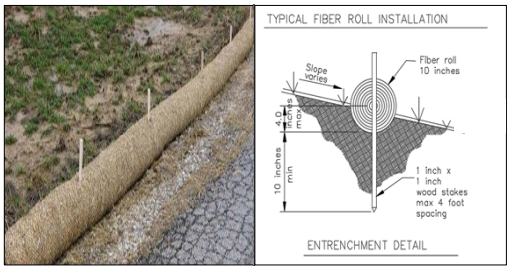
Fiber Rolls – Straw Wattles



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MCM 5:

Pollution Prevention and Good Housekeeping

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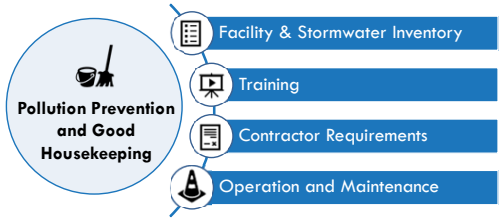
42

MCM 5 – Best Management Practices



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43

City Facilities and Operation that Could Pollute Runoff

1. Addison Airport
2. Service Center
3. Central Fire Station
4. Addison Circle Park Pavilion
5. Storm Drain Maintenance
6. Landscaping
7. Street Sweeping
8. Road Maintenance

tnp

44

45

Facilities and Building Maintenance

1. Maintain Sprinklers
2. Dispose of Waste Properly
3. Keep Parking Lots Clean and Inspect Routinely
4. Dumpsters Must be Covered

tnp

46

Records

Employee and Contractors Trained

Inspection Reports

tnp

47

48

Storm Drain Maintenance

1. Inspect and Clean Storm Drain Systems
2. Maintain Storm Drain Marking
3. Mow Drainage Ditches and Swales

49

Records

- Employee and Contractors Trained
- Schedule of Storm Drain Cleaning
- Number and Location of Stormwater Controls
- Repairs and Maintenance Performed

50

Landscaping

51

Landscaping

1. Dispose of Lawn Clippings Correctly
2. Do Not Apply Pesticide Before Irrigation or Heavy Rain
3. Store Fertilizers and Pesticides in a Covered Area
4. Maintain Pesticide and Fertilizer Application Equipment

52

Record

- Employees or Contractors Trained
- Use of Fertilizer and Pesticide
- Inventory of Fertilizers and Pesticides

53

Street Sweeping and Road Maintenance

54

Street Sweeping and Road Maintenance

1. Sweeper Wastewater Must be Decanted to the Sanitary Sewer
2. Debris from Sweeper Should be Disposed of Regularly
3. Protect Nearby (within 25 feet) Storm Drain from Maintenance Work
4. Conduct Road Maintenance for Dry Weather

55

Records

- Employee and Contractors Trained
- Schedule of Street Sweeping
- Curb Miles of Streets Swept
- Amount & Location of Debris

56

Summary

1. Stormwater affects Everyone and Everything
2. We All Must Do Our Part
3. Remember, Only Rain Should Go in the Storm Drain!

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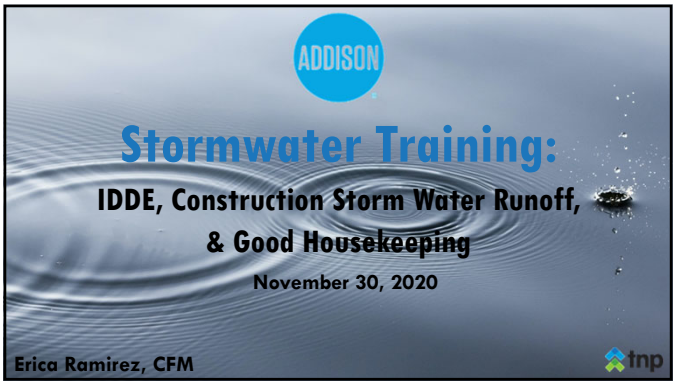

58

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Contractor Requirements and Oversight***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Implement contract requirements to new contractors. Maintain contracts with current contractors and revise as necessary.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐
   (a) If so, explain what was done to accomplish the measurable goal.

   The Town of Addison implemented and maintains contractual requirements with 8 Town-hired contractors subject to stormwater program requirements.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐
3. Was this BMP considered to be successful? Yes ☒ No ☐
   (a) Please explain.

   Implementing contractual requirements to contractors subject to stormwater requirements will ensure that contractors are using appropriate control measures and standard operating procedures when working within the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒
   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CONTRACTOR OVERSIGHT

The information below is a list of all contractors and construction sites that requirements and oversight was implemented by their contractual obligations.

Contractor	Contracts
Flow Line Construction Company	Basin I Sanitary Sewer
J.C. Commercial	Customs and Border Patrol Building
Fugro	Basin I Sanitary Sewer, Vitruvian West Streetscape
Joe Funk	Oaks North Drainage

15. **ABANDONMENT:** The Town of Addison reserves the right to abandon, without obligation to the Contractor, any part of the Project, or the entire Project, at any time before the Contractor begins any construction Work authorized by the Town of Addison. In case of total abandonment of the Project, the Contract becomes void. The Town of Addison may abandon portions of the Project at any time during the Project duration. In case of such partial abandonment, the Contractor shall not be due any payment for lost or unrealized profits on the abandoned portions of the Project.

16. **DISCREPANCIES:** If the Contractor, in the course of the Work, finds any discrepancy between the Contract Documents and the physical conditions of the Project, or any errors or omissions in Plans or in the layout as given by survey points and instructions, or if it appears that any Plan, Specification or other Contract Document is or may not be in compliance with any building code or other requirement of any governmental body, he shall immediately inform the Town of Addison and the Engineer in writing, and the Town of Addison and the Engineer shall promptly verify the same. Any Work done after such discovery, until authorized, will be done at the Contractor's risk.

17. **PREPARATION OF STORM WATER POLLUTION PREVENTION PLAN:** A Storm Water Pollution Prevention Plan (SW3P) will be prepared by the Contractor in accordance with the Texas Pollution Discharge Elimination System, General Permit Number TXR150000 relating to Discharges from Construction Activities issued by the Texas Commission on Environmental Quality (TCEQ). The SW3P will include the following information as required by the TCEQ Permit: Project description that includes: description of the construction activities, intended schedule or sequence of major soil disturbing activities, number of total acres of the Project area and number of acres where soil will be disturbed, estimate of the runoff coefficient of the site for pre-construction and post-construction conditions, data describing the soil, a general location map, the name of receiving waters at or near the site, and a copy of the TPDES General Permit.

    A Best Management Plan is provided in the Plans with minimum elements for perspective Bidders. The contractor is required to prepare a detailed site map will be prepared showing drainage patterns and approximate slopes after grading, areas where soil disturbance will occur, locations of major structural controls, locations where stabilization practices are expected to be used, surface waters, and locations where storm water discharges from the site directly to a surface water.

    The Contractor shall prepare a SW3P and submit a Notice of Intent (NOI) as required by the TPDES Permit if the total disturbed area is 5 acres or more.

    A three-ring SW3P binder will be prepared containing all information and reports that are required as part of the SW3P. The Contractor will be required to prepare and utilize the SW3P as listed above, and maintain all records on-site during the Project including performing inspections and maintaining all required documentation required by the TPDES General Permit.

This specification is not all inclusive of the requirements for an SW3P. The Contractor shall comply with all requirements of the TCEQ TPDES permit and the local authorities' storm water ordinance and/or regulations.

The SW3P plan provided by the Contractor shall be designed, signed, and sealed by a professional engineer registered in Texas.

18. **ADDENDA:** Bidders desiring further information, or interpretation of the Plans and Specifications, must make written request for such information to the Engineer (not later than three (3) working days prior to the date set for the Bid opening. The ability to ask questions will close at 2:00 PM, Monday April 14, 2014. Answers to all such requests will be issued in the form of Addenda and a copy of such Addenda will be released through *www.bidsync.com*. It will be the responsibility of each person who has been issued as set of Bidding Documents to secure all Addenda from *www.bidsync.com*. Addenda will be bound with and made a part of the Contract Documents. No other explanation or interpretation will be considered official or binding. Should a Bidder find discrepancies in, or omissions from, the Plans, Specifications or Contract Documents, or should it be in doubt as to their meaning, it shall at once notify the Engineer in writing in order that a written addendum may be sent to all Bidders.

19. **PAY ITEMS:** Pay items provided are intended to be all-inclusive of the Work required on this Project. Work required by the Plans or Specifications but not provided with a specific pay item shall be considered incidental to other items of Work. Final payment to the construction Contractor shall not be made until all Work has been finally completed and verified in accordance with the construction contract, Plans and Specifications and have been finally accepted by the Town of Addison.

See bid item descriptions/reference specifications for details.

20. **INCREASE OR DECREASE IN QUANTITIES:** The quantities shown in the proposal are approximate. Final payment will be based on quantities determined by measurement methods described for each Work item.

When the quantity of Work to be done or materials to be furnished under any major pay item or contract is more than 125% of the quantity stated in the contract, whether stated by Town of Addison or by Contractor, then either party to the contract, upon demand, shall be entitled to negotiate for revised consideration on the portion of Work above 125% of the quantity stated in the contract.

When the quantity of the Work to be done or materials to be furnished under any major pay item of the contract is less than 75% of the quantity stated in the contract, whether stated by Town of Addison or by Contractor, then either party to the contract, upon demand, shall be entitled to negotiate for revised consideration on the portion of Work below 75% of the quantity stated in the contract. This paragraph shall not apply in the event Town of Addison deletes a pay item in its entirety from this contract.

21. **SUBSIDIARY WORK:** Any and all Work specifically governed by documentary requirements for the Project, such as conditions imposed by the Plans or these Special

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Municipal Operation and Maintenance Activities***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 2 – Inspect high priority facilities once a year. Revise pollution prevention measures for municipal operations and maintenance activities by end of Year 2.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town inspected 3 Town owned facilities listed under "Facility and Stormwater Control Inventory" that are deemed a high priority facility this year. The inspections will be documented using the NCTCOGs Stormwater Pollution Prevention Self-Audit Guidebook.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Inspecting high priority facility and implementing pollution prevention measures can help reduce stormwater pollution in Town-owned facilities and operations. Preventing pollution at Town-owned facilities and operations sets a good example to residents.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Inspection Record

Facility	Inspection Date	Inspector	Corrective Action Needed?			Corrective Actions from Previous Inspection Done?		
Service Center	12-21-2020	Carlos Garcia; Mitchell Vega	☐ Yes	☒ No	☐ NA	☐ Yes	☐ No	☒ NA
Kellway lift Station	12-21-2020	Carlos Garcia; Mitchell Vega	☐ Yes	☒ No	☐ NA	☐ Yes	☐ No	☒ NA
Fire Station #1	12-21-2020	Carlos Garcia; Mitchell Vega	☐ Yes	☒ No	☐ NA	☐ Yes	☐ No	☒ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
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			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
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