

# Phase II MS4 Annual Report

For the Town of



Stormwater Management Program  
Year 4  
(January 1, 2022 – December 31, 2022)  
Permit Authorization Number: TXR040592



**Texas Commission on Environmental Quality**

March 2023

Prepared By



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**ADD 22514**



**Phase II MS4 Annual Report Form  
TPDES General Permit Number TXR040000**

**A. General Information**

Authorization Number: TXR040592

Reporting Year: 4

Annual Report Year: Calendar Year

Beginning and End Date: January 1, 2022 to December 31, 2022

MS4 Operator Level: Level 2

Name of MS4/Permittee: Town of Addison MS4

Contact Name: Mr. Shawn Cheairs, Stormwater and Operations Manager

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BMPs have been met or progress has been made towards meeting the goal.
Permittee is currently in compliance with recordkeeping and reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report is being submitted for Year 4 2022.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edward Aquifer limitations, compliance history, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Addison meets the eligibility requirements of the permit.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Addison conducted an annual review of the Town's SWMP.



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

MCM	BMP	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
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	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.
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.



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<b>MCM</b>	<b>BMP</b>	<b>BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.</b>
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.



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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 cleanup events	1	Event	Yes, involving the public in keeping parks clean is an effective way to reduce pollution.
1	Household Hazardous Waste (HHW) Program	Hosted Events	3	Events	Yes, by educating residents and offering a HHW pickup program these wastes are properly disposed of and kept out of the MS4.
1	Pet Waste Management	Hosted Events	3	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	19	Meetings	No, however, sharing information amongst other MS4s is a valuable tool for training and education purposes.
1	Restaurant Dumpster and Trash Handling	# of inspections per restaurant	X2	Annually	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	100%	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	3	Events	No, but educating the public and Town Council is important for their understanding of the SWMP.
1	Sustainability Website	Annual Reports Posted	3	Annual Reports	No, but educating the public and providing them with resources is important to reduce pollution.
1	SWMP Annual Review	BMPs Reviewed	26	BMPs	No, however, reviewing the program and BMPs annually ensures the program is compliant with TPDES permit.



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<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)</b>
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	3	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	0	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	0	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	46,000	Feet	Yes, cleaning the sewer system regularly reduces sanitary sewer overflows into waterbodies.
2	Dry Weather Field Inspections	Outfalls Inspected	12	Outfalls	Yes, it can result in a direct reduction of pollutants if an illicit discharge is found.
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	5	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.
3	Construction Stormwater Training	Number of Attendees	7	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.



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<b>MCM</b>	<b>BMP</b>	<b>Information Used</b>	<b>Quantity</b>	<b>Units</b>	<b>Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)</b>
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	79 83	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	3	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	2	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.



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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	Met Goal – Earth Day.
1	Distribute HHW information at 3 events annually.	Met Goal – HHW material was distributed at Earth Day, Taste of Addison, and Oktoberfest.
1	Provide educational material about pet waste at 3 Town events annually.	Met Goal – Pet Waste material was distributed at Earth Day, Taste of Addison, and Oktoberfest.
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 19 various programs aimed at reducing stormwater pollution.
1	In Year 4, determine and inspect high priority restaurants twice a year.	Met Goal – The Town inspected 185 restaurants twice a year.
1	Mark 100% of new development and redevelopment inlets	Exceeded Goal – All the Town inlets have been marked.
1	Annually provide educational material to at least 3 Town events.	Exceeded Goal – Educational stormwater material was distributed at Earth Day, Taste of Addison, Oktoberfest, and Sustainability Summit.
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.
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.
2	Investigate 100% of complaints or reports received.	Met Goal – All potential IDDE complaints were investigated and documented in a timely manner.
2	Investigate and correct 100% of potential illicit discharges.	Met Goal – All potential IDDE were inspected.
2	Perform maintenance of sanitary sewers annually.	Met Goal – A total of 46,000 linear feet of sanitary sewer pipes were cleaned.
2	Investigate 100% of potential sanitary sewer leaks.	Met Goal – All potential leaks were investigated.





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<b>MCM</b>	<b>Measurable Goal</b>	<b>Success</b>
2	Visually inspect one watershed per year.	Met Goal – Dry weather screening was performed on the Airport and Rawhide Creek Basin.
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 –All 5 active construction sites are routinely inspected for compliance with Town ordinance.
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	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 4 and had 7 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 2023.
4	Replace 100% of trees removed in accordance with the Tree Management plan when designing future roadway improvements.	Met Goal – The Town replaced 79 trees and removed 83 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 3 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 4.



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### 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.



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### 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.



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**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 new 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	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	SWMP Annual Review	Annually review SWMP to ensure compliance.	The Town will annually review the SWMP to ensure compliance.



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<b>MCM</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
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	Investigate and correct 100% of potential illicit discharge	The Town will conduct 100% of illicit discharge inspections.
2	Sanitary Sewer Operation and Maintenance	Perform maintenance of sanitary sewers annually.	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	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.
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.



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<b>MCM</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
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.



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### 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

### 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). 5

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

Yes  No



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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

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Community Involvement**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – Provide 1 cleanup event annually

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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 hosted a recycling event during Earth Day. Residents were encouraged to bring unwanted electronics, office equipment, clothing, and household goods to recycle. More than 100 individuals participated in the recycling event.

(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.

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

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Household Hazardous Waste (HHW) Program**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – Distribute HHW information at 3 events (Town Hall Meetings, Earth Day, etc.) annually.

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

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

This year, Addison hosted 3 Town events (Earth Day, Taste of Addison, and Oktoberfest) and distributed HHW information at each event. 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?

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** ***Pet Waste Management***

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – Provide educational material about pet waste at 3 Town events annually. The Town will inspect pet waste stations at least once a week.

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

This year, Addison hosted 3 Town events (Earth Day, Taste of Addison, and Oktoberfest) and distributed pet waste information at each event. Addison routinely inspects pet waste stations twice a week.

- (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.

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Regional Partnerships**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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 19 meetings throughout Year 4.

(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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** ***Restaurant Dumpster and Trash Handling***

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – Inspect restaurant dumpsters twice 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.

All 185 restaurants were inspected at least twice this 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Storm Drain Inlet Markers**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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.

All new development inlets have been marked.

(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

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **Stormwater Education**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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.

This year, Addison hosted 3 Town events (Earth Day, Taste of Addison, and Oktoberfest) and distributed educational stormwater information at each event. Educational information includes Pollution prevention, HHW, pet waste, recycling, water conservation, illicit discharges, and sustainability.

- (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, 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** ***Sustainability Website***

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 –Post annual reports on Town’s website no later 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.

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





# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Public Education, Outreach, and Involvement**

**BMP Title:** **SWMP Annual Review**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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.

(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

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**MCM:** **Illicit Discharge, Detection, and Elimination**

**BMP Title:** **Storm Drainage System Map**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** *Illicit Discharge, Detection, and Elimination*

**BMP Title:** *Education and Training on Illicit Discharges*

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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.

The Town of Addison provided internal IDDE training for 3 Town employees in conjunction with the NCTCOG IDDE training on May 9. 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** *Illicit Discharge, Detection, and Elimination*

**BMP Title:** *Public Reporting & Response Procedures*

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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 did not receive any reports of potential illicit discharge. However, the Town actively monitors and inspects stormwater controls for 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.

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Illicit Discharge, Detection, and Elimination**

**BMP Title:** **Source Investigation and Elimination**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – Investigate and correct 100% of potential illicit discharges.

---

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

This year, the Town did not receive any reports of potential illicit discharge. However, the Town actively monitors and inspects stormwater controls for 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.

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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** *Illicit Discharge, Detection, and Elimination*

**BMP Title:** *Sanitary Sewer Operation and Maintenance*

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – Perform routine maintenance of sanitary sewers annually. 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 46,000 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Illicit Discharge, Detection, and Elimination**

**BMP Title:** ***Dry Weather Field Inspections***

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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 12 outfalls in the Airport and Rawhide Creek Basin. The information was documented in the Year 4 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

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**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Construction Plan Review Procedures**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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 4. Construction 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





# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Construction Site Inspections and Enforcement**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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 5 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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**MCM:** **Construction Site Stormwater Runoff Control**

**BMP Title:** **Construction Stormwater Training**

**Responsible Department:** Public Works and Engineering Services

**Measurable Goal:** Year 4 – 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 July 18, 2022 with 7 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.

(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



# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**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 4 – 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

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**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 4 – 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 2023.

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 4 – 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 83 trees removed and 79 trees replaced.

(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



## STORMWATER MANAGEMENT PROGRAM

### ANNUAL REPORT FORM

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**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 4 – 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



# 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 4 – 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 3 Addison employees attended the Good Housekeeping Training on May 9, 2022. The training presentation focused on how municipal facilities and operations can affect stormwater. Training provides pollution prevention 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



## STORMWATER MANAGEMENT PROGRAM

### ANNUAL REPORT FORM

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**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 4 – 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 2 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





# STORMWATER MANAGEMENT PROGRAM

## ANNUAL REPORT FORM

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**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 4 – 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