

# **FY2015 Annual Report VSMP Phase II (MS4) Program Hanover County, Virginia**

**Permit No. VAR040012**

Prepared by:  
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**Background Information**

Program Name: Hanover County - Municipal Separate Storm Sewer System

Permit Number: VAR 040012

**MS4 Contacts:**

Below named are the lead person(s) responsible for the implementation of the terms and conditions of the permit:

Alexander P. Mease, E.I.T. - Civil Engineer II, Department of Public Works

Michael J. Dieter, P.E. - Engineering Manager, Department of Public Works

J. Michael Flagg, P.E. - Director of Public Works

These responsible persons can be reached at the Hanover County Department of Public Works, 7516 County Complex Road, Hanover Courthouse, Hanover, VA 23069, telephone (804) 365-6181, fax (804) 365-6233.

Annual Report Permit Year: FY2015, July 1, 2014 – June 30, 2015 (Year 2 of MS4 permit implementation, permit cycle 3)

Modifications to roles and responsibilities: None

Number of new MS4 outfalls and associated acreage by HUC added during the permit year:

<b>New Outfall #</b>	<b>Acreage</b>	<b>HUC Designation</b>	<b>Urbanized Area</b>
117200177	2.48	JL17	2010
117200178	0.9	JL17	2010
117200179	2.5	JL17	2000 & 2010
117200180	6.71	JL17	2000 & 2010
117200181	14.0	JL17	2000 & 2010
117200182	5.64	JL17	2000 & 2010
330200292	0.83	YO30	2000 & 2010
330200293	20.17	YO30	2000 & 2010
330200294	0.79	YO30	2000 & 2010
330200295	10.09	YO30	2000 & 2010
330200296	0.91	YO30	2000 & 2010
330200297	5.1	YO30	2000 & 2010
330200298	1.71	YO30	2000 & 2010
330200299	1.14	YO30	2000 & 2010
330200300	8.4	YO30	2000 & 2010
330200301	4.16	YO30	2010
330200302	0.25	YO30	2010
<b>TOTAL ACREAGE</b>			
<b>To New MS4 Outfalls</b>	17 New Outfalls Added		

## CERTIFICATION STATEMENT AND REQUIREMENTS

As required by 9VAC25-870-370 B, all reports required by state permits, and other information requested by the board, shall be signed by a responsible official or by a duly authorized representative of that person. A responsible official is:

1. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for state permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
2. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
3. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

### Duly Authorized Representatives

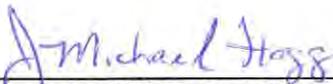
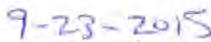
A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described above;
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and
3. The written authorization is submitted to the department.

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### 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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

   
Responsible Official Signature                      Date  
**J. Michael Flagg, Director of Public Works**

VAR 040012                      Hanover County - Municipal Separate Storm Sewer System  
Permit Number                      MS4 Name

### **Compliance with State Permit Conditions**

The status of compliance with state permit conditions, an assessment of the appropriateness of the identified best management practices, and progress towards achieving the identified measurable goals for each of the minimum control measures are provided in this Annual Report.

Hanover County is currently compliant with the MS4 permit. The BMPs identified in Hanover County's MS4 Annual Report are intended to address discharges to all waters in the MS4 area and are effectively addressing discharges to impaired waters. Following an annual review, target audiences and strategies were reviewed and determined to be appropriate for future outreach efforts. As required under the provisions of 9VAC 25-890-40 the MS4 Program Plan is updated to include the following additional plans: **Appendix A**

### **Compliance with Table 1 Schedule (MS4 Program Plan Updates)**

The following is a summary of Hanover County's Actions to comply with the requirements of the 2013 MS4 General Permit. The information provided in this section outlines the actions that the County has taken to update the County's MS4 Program Plan according to the schedule contained in Table 1 of the General Permit. Appendix A of the Annual Report contains each of the detailed plans summarized below.

### **Stormwater Management Progressive Compliance and Enforcement, Minimum Control Measure 4**

Hanover County has developed for implementation a Stormwater Management Progressive Compliance and Enforcement Plan in accordance with 9VAC25-890-40 *Sec. II(B)4*. These procedures are in compliance with the permit and describe steps to ensure:

- Land-disturbing activities are in compliance with state regulations
- Inspection Schedule
- Inspector Certification
- Enforcement; including Civil Charges/Penalties
- Pollution Prevention

### **Daily Good Housekeeping Procedures, Minimum Control Measure 6**

Daily Good Housekeeping Procedures have been developed for implementation by Hanover County. These measures and associated guidance are designed to minimize impacts to stormwater by County operations. Daily Good Housekeeping Procedures are presented to County staff through training and guidance documents are available.

### **Compliance with TMDL Requirements**

#### **Special conditions for approved total maximum daily loads (TMDL) other than the Chesapeake Bay TMDL:**

Table 1 Scheduled Submissions:

- 24 months after permit coverage, TMDLs approved before July 2008  
Not Applicable to Hanover County
- 36 months after permit coverage, TMDLs approved between July 2008 and June 2013  
Chickahominy Bacterial TMDL Action Plan to be developed within 36 months of permit coverage or by July 1, 2016.

**Special condition for the Chesapeake Bay TMDL:**

Table 1 Scheduled Submission:

- 24 months after permit coverage, Chesapeake Bay TMDL Action Plan Chesapeake Bay TMDL Action Plan to be developed within 24 months of permit coverage or by July 1, 2015
- *Hanover County's Chesapeake Bay TMDL Action Plan was submitted in conjunction with the FY2015 MS4 Annual Report.*

Projects currently planned for meeting nutrient reduction obligations under the Chesapeake Bay TMDL are shown in the table below along with anticipated target dates. Hanover County is fully compliant in achieving the TP, TN, and TSS target reductions for this permit cycle (5.0%). Any additional reductions beyond the 5.0% will be credited toward future permit cycle reductions. For more information refer to the Hanover County Chesapeake Bay TMDL Action Plan.

<i>Schedule item</i>	<b>Laurel Meadows ES Pond Retrofit</b>	<b>Church of the Creator Stream Restoration</b>	<b>Henderson Hall Stream Restoration</b>	<b>Opossum Creek Stream Restoration</b>
Notice to proceed on design	Summer 2014	Spring 2014	Spring 2015	
Completion of plans and specification	Winter 2014/15	Spring 2015	Winter 2015/16	
Plans and specs approved	Winter 2014/15	Spring 2015	Winter 2016	
Advertise for bids	Spring 2015	Spring 2015	Winter 2016	
Bid opening	Spring 2015	Spring 2015	Spring 2016	
Award contract	Spring 2015	Spring 2015	Spring 2016	
Construction	Summer 2015	Summer 2015	Summer 2016	Bond Released 07/19/2011

## **MINIMUM CONTROL MEASURE 1 - Public Education and Outreach on Stormwater**

### **Impacts**

Hanover County implements a public education and outreach plan (located in the MS4 Program Plan) to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

### ***Measurable Goal 1.a. – High-Priority Water Quality Issues***

#### ***BMP 1.a.(1). – Chesapeake Bay TMDL***

*Identify, at a minimum, three high-priority water quality issues that contribute to the discharge of stormwater;*

*(1) A list of the education and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience or audiences that will be reached; and*

*(2) A list of the education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience or audiences that will be reached.*

#### **Compliance with Permit Conditions**

The County keeps residents informed of the requirements of the Chesapeake Bay TMDL and the obligation to address the TMDL under the provisions of the MS4 permit. Public education and outreach activities are provided through announcements in the county newsletter and promotion of the Chesapeake Bay TMDL Action Plan.

Announcements in the Hanover Review provide tips on how residents can reduce pollution to the Chesapeake Bay through their everyday activities. These activities include picking up pet waste, minimizing fertilizer use for landscaping, not allowing car wash runoff to enter the storm drain, and not dumping yard waste into drainage ways. Copies of the announcements can be found in Appendix C. During FY2015, three issues of the Hanover Review were mailed to every household in the County. Each issue of the Hanover Review reaches over 47,000 residents and 100% of the target audience.

An article in the Mechanicsville Local discussed Chesapeake Bay land-disturbing activity precautions. The article informs potential land-disturbers in Hanover County to obtain the proper permits and approvals they may need. A copy of the article can be found in Appendix C.

The Chesapeake Bay TMDL Action Plan is available on the county website and can be found at the following link: [http://www.hanovercounty.gov/Property/Municipal-Separate-Storm-Sewer-System-Permit-\(MS4\)/](http://www.hanovercounty.gov/Property/Municipal-Separate-Storm-Sewer-System-Permit-(MS4)/)

For the next reporting period, Hanover County expects to reach over 47,000 residents through Hanover Review announcements, maintain the Chesapeake Bay TMDL Action Plan, and reach 100% of the target audience.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Chesapeake Bay TMDL outreach increases citizen knowledge of pollutants that may enter the Bay through the County's MS4. Keeping the public informed allows them to be proactive in day-to-day activities that they may not realize contribute pollutants to stormwater runoff. Maintaining an updated Chesapeake Bay TMDL Action Plan educates the public of projects Hanover County is undertaking to reduce pollutant loading to the Bay. Hanover County will continue to provide 100% outreach through the Hanover Review and maintain an active Chesapeake Bay TMDL Action Plan.

BMP 1.a.(2). – Pet Waste Management Program (Pooch Pal)

*Identify, at a minimum, three high-priority water quality issues that contribute to the discharge of stormwater;*

*(1) A list of the education and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience or audiences that will be reached; and*

*(2) A list of the education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience or audiences that will be reached.*

Compliance with Permit Conditions

The pet waste management program places post mounted distribution boxes for bags to be used for the collection of pet wastes in public parks, recreational areas, and neighborhoods. A network of sponsors keeps the distribution boxes full of bags to be used to collect pet wastes. This serves to educate the public of the importance of the collection of these wastes. It is the responsibility of pet owners to clean up behind their pet in any public setting to reduce the harmful effects of dog waste on water quality and human health. This program is designed to encourage proper disposal of pet waste.

Focusing on areas that are frequented by canines and their owners such as parks and subdivisions, Hanover County created the "Pooch Pal" program. This program consists of the placement of a County donated dispenser which is filled with regular plastic bags (supermarket bags) for use in proper pet waste collection and disposal. The "Pooch Pal" bag dispenser is mounted on signs located in high canine traffic areas. Volunteers or "Pooch Pals" ensure that the dispensers are filled with bags. Hanover County Parks maintain a count of how many bags are used and report that information to the Hanover County Department of Public Works.

Within the past year of the MS4 Permit, 165 pounds of pet waste was properly disposed of within Hanover County Parks. The figures are based on the assumption of 8 oz of pet waste are disposed for each bag that is removed from the dispenser. Provided here is a list of parks in Hanover County where the Pooch Pal bag dispensers have been placed and the number of dispensers at each location:

Parks	# Dispensers
Taylor Park	1
Pole Green Park	2
Montpelier Park	1
Poor Farm Park	1
Wayside Park	1
Courthouse Park	1
North Anna Battlefield Park	1
Washington Lacy Park	1
Cold Harbor Battlefield Park	1
TOTAL	10

During the previous MS4 permit, in an attempt to expand the “Pooch Pal” program, bag dispensers for the collection of pet waste were placed in neighborhoods. This expanded program relies on interested neighbors to keep bags supplied. Bag dispensers were placed in neighborhoods with active recycling programs. Neighborhoods that have bag dispensers installed are as follows:

Subdivisions	# Dispensers
Madison Springs	4
Castlewood	5
Oakhill Estates	4
Sinclair Manor	2
Crump Creek	3
Berry Point	3
TOTAL	21

A pet waste flier was developed discussing the impact of pet waste on the environment. The waste fliers are distributed in an annual mailing to licensed pet owners. Over 10,000 fliers were distributed with the mailing and will reach 100% of the target audience. A copy of the flier can be found in the MS4 Program Plan.

For the next reporting period, Hanover County expects to educate over 10,000 pet owners through the annual mailing, report pet waste collected in parks, receive requests for new bag dispensers in neighborhoods, and reach 100% of the target audience.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The Pooch Pal Program increases individual and household knowledge by identifying pet waste as a pollutant and providing educational materials and resources to address the pollutant. Pet waste is a key source of pollutants in waters in Hanover County that are impaired for bacterial contamination. Encouraging the collection of these wastes and educating the public on the proper management of pet waste are effective measures to address this pollutant. Hanover County will continue to provide outreach to 100% of registered owners.

BMP 1.a.(3). – Commercial Site Inspections

*Identify, at a minimum, three high-priority water quality issues that contribute to the discharge of stormwater;*

*(1) A list of the education and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience or audiences that will be reached; and*

*(2) A list of the education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience or audiences that will be reached.*

Compliance with Permit Conditions

The County conducts random inspections of designated retail areas and notes any litter trash or stormwater issues to the management of the business located there.

Inspections are conducted at 45 separate commercial sites; 25 of which are stand-alone sites and 20 of which are shopping centers or strip stores. Sites are examined for areas with the potential to pollute stormwater runoff.

In FY2010 of the MS4 permit, Hanover developed a letter to be distributed to businesses when they are not properly managing their site. This letter is intended to educate businesses regarding County requirements for managing waste and the potential for these wastes to impact stormwater. A copy of the letter and site inspection list are included as attachments in the MS4 Program Plan. As a result of the MS4 program evaluation, during FY2012, checklists and inspection procedures were updated to address a wider array potential pollutant sources. A copy of the inspection checklist and procedures are included in the MS4 Program Plan.

During FY2015, all 45 commercial sites were visited at least twice. A total of 99 inspections were performed which reached 100% of the target audience. For the next reporting period Hanover County expects to visit all 45 commercial sites and reach 100% of the target audience.

A record of inspections performed in FY2015 can be found in Appendix D.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Hanover County has focused on commercial sites with a potential to pollute storm water as a targeted strategy to prevent stormwater pollution. The management of materials and wastes at these sites could provide an avenue for pollution to take place if wastes and other materials stored outdoors are not properly managed. These inspections are an effective targeted strategy to educate business owners. Hanover County continues to inspect commercial sites and follow-up with site owners that are not properly managing potential pollutants. Hanover County will continue to inspect 100% of commercial sites.

## **MINIMUM CONTROL MEASURE 2 - Public Involvement / Participation**

### ***Measurable Goal 2.a. – Promote availability of MS4 Program Plan***

#### ***BMP 2.a.(1) – Place MS4 Program Plan on Hanover County Website***

*The environmental section of the Public Works website will be updated to specifically promote the MS4 Program Plan and provide a contact for obtaining the plan and information on the MS4 program. The MS4 program plan will be placed on the website within 30 days of submittal of the Annual Report.*

#### **Compliance with Permit Conditions**

The Hanover MS4 Program Plan has been placed on the Public Works website and can be found at the following link: [http://www.hanovercounty.gov/Property/Municipal-Separate-Storm-Sewer-System-Permit-\(MS4\)/](http://www.hanovercounty.gov/Property/Municipal-Separate-Storm-Sewer-System-Permit-(MS4)/) Updates to the Program Plan will be made, at a minimum, once a year.

#### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

The Hanover County MS4 Program Plan has been placed on the Hanover County Website. This is an effective way to promote the availability of the MS4 Program Plan. Hanover County will continue to update the MS4 Program Plan yearly and place on the website.

### ***Measurable Goal 2.b. – Provide Annual Report Upon Request***

#### ***BMP 2.b.(1) – Place MS4 Annual Report on Hanover County Website***

*The environmental section of the Public Works website will be updated to specifically promote the MS4 Annual Report and provide a contact for obtaining the plan and information on the MS4 program. The MS4 program plan will be placed on the website within 30 days of submittal.*

#### **Compliance with Permit Conditions**

The Hanover MS4 Annual Report has been placed on the Public Works website and can be found at the following link: [http://www.hanovercounty.gov/Property/Municipal-Separate-Storm-Sewer-System-Permit-\(MS4\)/](http://www.hanovercounty.gov/Property/Municipal-Separate-Storm-Sewer-System-Permit-(MS4)/)

#### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

The Hanover County MS4 Annual Report has been placed on the Hanover County Website. This is an effective way to promote the availability of the MS4 Annual Report. Hanover County will continue to update the MS4 Annual Report yearly and place on the website.

### ***Measurable Goal 2.c. – Participate in Activities Aimed at Reducing Pollutant Loads***

#### ***BMP 2.c.(1) – Identify local activities aimed at improving water quality***

*The operator shall participate, through promotion, sponsorship, or other involvement, in a minimum of four local activities annually (e.g., stream cleanups; hazardous waste cleanup days; and meetings with watershed associations, environmental advisory committees, and other*

*environmental organizations that operate within proximity to the operator's small MS4). The activities shall be aimed at increasing public participation to reduce stormwater pollutant loads; improve water quality; and support local restoration and cleanup projects, programs, groups, meetings, or other opportunities for public involvement.*

#### Compliance with Permit Conditions

The County implements several programs which promote public participation and water quality improvement. These include holding Development Community Meetings, Assign-a-Highway program, household hazardous waste collection, street sweeping, and neighborhood recycling. The County also supports the Hanover Caroline Soil and Water Conservation District (HCSWCD) which provides educational activities for Hanover County citizens.

#### Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The County's and HCSWCD's involvement in these annual local activities are great opportunities to reach the community. The above programs provide a chance to both educate and provide services aimed at reducing pollutant loads and improving water quality. Hanover County will continue to support these local activities which increase public participation.

#### BMP 2.c.(2) – Watershed Education for Students

*Watershed Education for Students - The County will continue to support the efforts of the Hanover/Caroline Soil and Water Conservation Service to provide a meaningful watershed experience for Hanover County Students.*

#### Compliance with Permit Conditions

The County is a financial supporter of the Hanover Caroline Soil and Water Conservation District (HCSWCD). The money provided by the County is used to support the water quality programs that the HCSWCD administers. The budget for fiscal year 2015 was \$92,680. The budget for fiscal year 2016 is \$93,700 and was adopted by the Hanover County Board of Supervisors on April 15, 2015. Hanover County continues to support the Master Gardeners Program and any requests to participate in the seminars for these educators. HCSWCD, with the help of Master Gardeners and other volunteers offered the following educational opportunities to Hanover and Caroline County Citizens this year:

#### **Meaningful Watershed Educational Experience (MWEE) April 22, 23, 28, 29, 2015**

The Chesapeake 2013 Agreement mandates that all students of Pennsylvania, Maryland, and Virginia receive a meaningful Bay or stream outdoor experience prior to graduation from high school. Hanover-Caroline SWCD has taken the initiative to offer a large portion of this Meaningful Watershed Educational Experience to the middle school students within its localities. The District worked with Department of Environmental Quality to develop a written curriculum and offer field trips to all sixth grade students at Hanover and Caroline County public middle schools annually. This year MWEE was staged at Poor Farm Park in Hanover. The field trips included outdoor learning stations that focused on wetlands, water quality monitoring, macroinvertebrate identification, and riparian buffer assessment. Approximately 1,300 sixth grade students participated this year, with 55 individuals volunteering to lead or to assist at the stations. The District expects to hold MWEE field trips for Hanover and Caroline County middle school students annually in the spring.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The watershed education for students increases individual and household knowledge of the impacts of developed land on stormwater and provides a direct association with the plants and animals that can be impacted by improper management of resources; 1,300 students were provided with this experience. Hanover County will continue to provide financial support to the HCSWCD.

BMP 2.c.(3) - Support of Master Gardeners program

*Support of Master Gardeners Program - The County will continue to participate in seminars for the Master Gardeners program. The Master Gardeners are environmental educators who we have routinely included in our educational efforts related to our MS4 program. Master Gardeners are environmental stewards who, in turn, educate the public regarding water quality and other environmental issues*

Compliance with Permit Conditions

Hanover County continues to support the Master Gardeners Program and any requests to participate in the seminars for these educators. HCSWCD, with the help of Master Gardeners and other volunteers offered the following educational opportunities to Hanover and Caroline County Citizens this year:

**Hanover-Caroline SWCD FY2015 Educational Events  
July 1, 2014 – June 30, 2015**

**Youth Conservation Camp July 2014**

The District sponsored five high school students to attend the state Youth Conservation Camp at Virginia Tech for a week in July: Nora Atkins, Hanover High School; William Pimblett, Patrick Henry High School; Chris Eubank, The Carmel School; Madison Coleman and Tracy Salgado, both from Caroline High School and the Chesapeake Bay Governor's School.

The program is coordinated by the Virginia Association of Soil and Water Conservation Districts (VASWCD) and focuses on natural resource education that includes hands-on study of soils, forestry, wildlife, aquatics, and urban land use issues.

**The Courthouse Market June-August 2014**

District created and updated flier weekly for the Wednesday farmers market adjacent to the Hanover County government complex.

**Dam site 52-B Tabletop Exercise September 14, 2014**

Participated in a Tabletop Emergency Exercise with state conservation and Hanover County emergency personnel and partners in attendance.

**50 Mile Meals July 23, 2014 and September 23, 2014**

The District partnered with Virginia Cooperative Extension (VCE) to provide an all locally-sourced meal to each of the Hanover and Caroline County Boards of Supervisors, as well as Planning Commission members and heads of departments. All food was provided by local

producers to highlight agriculture in the counties. District and VCE staff provided informational presentations.

**VACDE Annual Employees Training August 19-21, 2014**

The Virginia Association of Conservation District Employees hosted its annual statewide District training at Graves Mountain Lodge in Syria, Virginia in August, 2014. District staff assisted with the organization and coordination, and participated in the educational, technical, and administrative break-out sessions for 118 employees. District staff members also served as Treasurer and Area III Representative of the VACDE throughout the year.

**Hanover Ag Day October 15-16, 2014**

Each year the District participates in Hanover Ag Day at Poor Farm Park. This event is organized by Colonial Farm Credit for all third grade students at Hanover public schools. The District educated approximately 500 students on soils using a runoff/erosion demonstration and a “soil tunnel” display.

**Cover Crop and Soil Health Field Day September 24, 2014**

District staff and NRCS crop and soil scientists hosted this field day for 75 attendees at Keenbell Farm in western Hanover County. Sponsored by the District, this event was education outreach, a deliverable, for the three-year Conservation Innovation Grant managed by the District.

**State Fair of Virginia September-October 2014**

District staff participated in the Virginia Association of Soil & Water Conservation Districts (VASWCD) educational booth at the State Fair of Virginia. The booth showcased a soil tunnel, a “good farm/bad farm” display to highlight agricultural BMPs and information on SWCD programs.

Staff planted cover crop demonstration and talked to fairgoers regarding the value of cover cropping and building healthy soils.

**Urban BMP installations October 7-8, 2014 and November 4, 2014**

Staff worked with students and principals at The Georgetown School to plant native herbaceous perennials and woody plants in the Turf to Natives practice in October. Staff also worked alongside students and teachers at the Chesapeake Bay Governor’s School, planting in a Turf to Natives practice in November. Both schools had been awarded VCAP grants for these projects.

**VASWCD Annual Meeting/Training December 7-9, 2014**

The District participated in and assisted with the annual state meeting and training for soil and water conservation districts held in Roanoke. District staff served on the Planning Committee for this event, assisted in the organization and logistics at the meeting, including display booths and the educational foundation auction.

**Winter Producer Meeting January 8, 2015**

Staff worked with FSA and Colonial Farm Credit on producers’ meetings in Caroline and Hanover Counties highlighting the changes in the USDA Farm Bill.

**NACD Annual Meeting February 1-4, 2015**

Three District staff attended the National Association of Conservation Districts annual meeting. Staff set up “Share Fair” displays, interacting with attendees to showcase the Meaningful Watershed Educational Experience (MWEE) and the Conservation Innovation Grant (CIG) on cover crops. Hanover-Caroline District manager presented a breakout session on the District’s partnership and outcomes on the Urban Committee/VCAP program.

**Chesapeake Bay Governor’s School Science Symposium March 14, 2015**

A District staff member served as a judge for this event on the VCU campus that included all satellite campuses of the CBGS. Students presented their capstone research projects to teams of judges during the Saturday competition which lasted from 9 a.m. to 2 p.m.

**Caroline Ag Days April 1-2, 2015**

The District assisted with this event under the organization of Caroline County Cooperative Extension. District staff ran the soil and water education station, using the soil tunnel and runoff boxes as demonstrations for Caroline County third graders.

**Meaningful Watershed Educational Experience (MWEE) April 22, 23, 28, 29, 2015**

The Chesapeake 2013 Agreement mandates that all students of Pennsylvania, Maryland, and Virginia receive a meaningful Bay or stream outdoor experience prior to graduation from high school. Hanover-Caroline SWCD has taken the initiative to offer a large portion of this Meaningful Watershed Educational Experience to the middle school students within its localities. The District worked with Department of Environmental Quality to develop a written curriculum and offer field trips to all sixth grade students at Hanover and Caroline County public middle schools annually. This year MWEE was staged at Poor Farm Park in Hanover. The field trips included outdoor learning stations that focused on wetlands, water quality monitoring, macroinvertebrate identification, and riparian buffer assessment. Approximately 1300 sixth grade students participated this year, with 55 individuals volunteering to lead or to assist at the stations. The District expects to hold MWEE field trips for Hanover and Caroline County middle school students annually in the spring.

**Envirothon April 14 and May 18, 2015**

Each year, Hanover-Caroline SWCD promotes and sponsors a yearly local competition open to all high schools in Hanover and Caroline County. The Envirothon is a natural resources competition for high school students. Students who participate learn stewardship and management concepts and work to solve real and hypothetical environmental problems. The District provides trainings and educational materials to teachers for preparing for the competition. H-C SWCD staff assisted with the Area III Competition in April (approximately 60 students and teachers) and the State Competition in May (approximately 126 students and teachers). The staff also participated in state Envirothon Advisory Committee Meetings.

**Scholarships**

The District awarded two \$5000 scholarships in FY15 to outstanding, college-bound seniors within the localities of Hanover and Caroline Counties that planned to enroll in natural resource conservation, agricultural or environmental disciplines. This year the recipients were: Jolene Davis of Patrick Henry High School and Mallorie Wright of Caroline High School.

### **CIG Multi-Species Cover Crop Program**

In FY2015, the District wrapped up year three of a three-year multi-species cover crop (MSCC) project, funded through a Natural Resources Conservation Service CIG grant. The overall project encompassed four SWCDs, eight counties and 32 producers who planted fall and summer multi-species cover crops, some of which sowed six seasonal plantings, three in fall and three in summer. The initial 160 acre project influenced the planting of 1,920 acres of multi-species cover crops in fall 2012, and 4,7750.5 acres over the three-year life of the project. The District's cover crops seed mixes were purchased by producers from Lynchburg to Northern Virginia and east to Smithfield and Isle of Wight.

Overall, producers planted 164,827 pounds of seed for a net project value of \$173,391.35. Of this amount \$148,088.20 was producer purchases of extra seed. So every project dollar in seed leveraged \$5.85 in additional MSCC seed planted. Thus far, one large information meeting was held as a part of the 2013 Vantage series. Two Multi Species Cover Crop and soil health field days and four presentations have been given about the project. District staff have interviewed partners and captured video images of their cover crop plantings. A final survey of producers is scheduled.

Other associated deliverables included the Soil Conservation Society annual meeting presentation and demonstration, the National Association of Conservation Districts national meeting proposal, the Orange Research Station field day and the State Fair of Virginia demonstrations.

### **Educational Tools and Equipment**

In FY2015, the District made available various models and tools to teachers and citizens as part of educational outreach.

The **Enviroscape Watershed Model** is an educational tool designed to show runoff and pollution effects. Approximately 150 students and adults were exposed to the watershed model at the following schools: Kersey Creek Elementary, Beaverdam Elementary and Washington-Henry Elementary. Staff developed and presented soils, watershed and Enviroscape presentations to 6 classes and their teachers so that the teachers could lead these same presentations in the future. The teachers were given PowerPoint presentations afterward for their future use.

The **Soil Tunnel display** is a visual representation of the characteristics of soil above and below ground; approximately 500 students and teachers used the soil tunnel at Hanover Ag Days and Caroline Ag Days.

The **Runoff Box display** is a tool that shows the effects of erosion and the importance vegetation as a means to prevent erosion. Approximately 950 students and adults received the Runoff Box demonstration at Hanover Ag Days and Caroline Ag Days. Fifty (50) students experienced the Runoff Box at Washington-Henry Elementary and 77 students at Beaverdam Elementary

The **“Good Farm/Bad Farm” display**, set up at the State Fair, demonstrates the benefits of ag BMPs to the public.

To encourage wildlife habitat, the District sells **wildlife boxes and feeders** made by local citizen.

The District promotes no-till seeding techniques through rental of two **no-till drills**.

### **Urban VCAP Committee**

Staff participated on the Urban Committee and through a pilot program, created and published the *VCAP Implementation and Design Manual*, conferred on program development and BMP implementation through 4 grants. H-C SWCD proposed and was granted funds for a cistern. Other urban BMPs included turf conversion to natives, pet waste management and rain gardens. The committee will be commencing further, more widespread implementation of urban BMPs through new grant monies coming through the EPA 319 grant and Chesapeake Bay Implementation Grant (CBIG) over the next three years.

### **VASWCD Education Committee**

Two District staff members serve on the Virginia Association of Soil & Water Conservation Districts Education Committee. The VASWCD organizes training events and meetings for District directors and employees throughout Virginia.

### **Tributary Strategies Roundtables/TMDLs**

District staff and directors sit on three Roundtables and attend planning meetings throughout the year: Middle James Roundtable (also attended by Public Works), York River and Small Coastal Basins Roundtable, Rappahannock River Basin Commission. These groups offer educational outreach to the communities in their respective watersheds. Staff also served on TMDL workshops for the Chickahominy and Pamunkey Rivers, as well as the Ag Committee and Executive Committee.

### **Media Outreach**

The District reaches its target audience in a variety of ways including its presence on the county website (<http://www.hanovercounty.gov/Boards-Committees/Hanover-Caroline-Soil-and-Water-Conservation-District/>), a quarterly newsletter, a Facebook page and a District staff blogsite, [pdfangus.com](http://pdfangus.com). The electronic newsletter, *Runoff*, reaches over 300 citizens and the contact list is growing.

### **Membership on local and regional committees and groups**

District staff members and/or directors participate on the following committees:

York River and Small Coastal Basin Roundtable  
Middle James Roundtable  
Virginia Forage and Grassland Council, Board member  
VASWCD Education Committee  
VACDE Executive Committee  
Area III Envirothon Test Committee  
State Envirothon Advisory Committee  
Rappahannock River Basin Commission

Rappahannock River Basin Non-Point Source Work Group  
State Engineering Committee  
VASWCD Legislative Committee  
VASWCD Urban Committee  
PDR Managers Committee  
VASWCD Annual Meeting planning committee  
Members of the board of the VACDE (area representative)  
Member of the Hanover advisory committee of the Capital Region Land Conservancy

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The HCSWCD and the Master Gardener Program are both invaluable educational resources for the community. The above programs serve to increase individual and household knowledge by exposing participants to the topics outlined above. Over 4,200 individuals were exposed to educational resources to protect and conserve the environment as a result of the above programs. Hanover County will continue to support the HCSWCD and Master Gardener Program to provide local educational and outreach activities.

*BMP 2.c.(4) - Development Community Meeting*

*Development Community Meeting – Hanover County sponsors a regular development community meeting. Topics to discuss will include initiatives regarding stormwater, erosion and sediment control, Chesapeake Bay preservation and associated water quality issues.*

Compliance with Permit Conditions

This Year, the County conducted development community meetings on August 22, 2014, January 9, 2015 and June 19, 2015. Topics included updates on legislation, stormwater regulations, VSMP construction permits, and nutrient offsets among other topics. A copy of the agenda for each meeting has been provided as an attachment and can be found in Appendix E.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Providing environmental resources at meetings with the development community ensures that businesses engaged in construction and design activities are aware of the latest information concerning environmental matters including Hanover's MS4 permit, erosion and sediment control, TMDL information, Chesapeake Bay preservation, and stormwater management. Providing these meetings serves to increase knowledge applicable environmental requirements and program performance to public employees, and development and engineering businesses engaged in construction activities. Hanover County will continue to host outreach meetings for the development community.

*BMP 2.c.(5) – Assign-A-Highway*

*The County is currently working with 3 groups on the Assign-A-Highway Program:*

*Pamunkey Regional Jail Crew  
Hanover County Community Corrections  
Hanover County Juvenile Court Services*

*Individuals are assigned to pick up litter on 22 separate highway segments in the County to reduce litter and the floatable wastes entering stormwater infrastructure.*

#### Compliance with Permit Conditions

The County is currently working with the 3 groups to reduce roadway litter and floatable wastes entering stormwater infrastructure:

#### Pamunkey Regional Jail – Female Inmate Work Program

Pamunkey Regional Jail staff members are responsible to properly screen female inmate workers for roadway litter removal. Public Works provides the approved inmate workers with transportation, safety equipment, training on equipment use, access to drinking water and the use of toilet facilities. Public Works staff employees provide direct supervision of inmate workers. The intent of this program is to remove roadway litter from areas accessible from the roadway shoulder. Litter is collected in trash bags and left roadside for pick-up and proper disposal by VDOT. Litter removal totals are recorded after each day of work. Primary routes for roadway litter removal are Rt. 301, Rt. 360, Rt. 54, Beaverdam Road, Lewistown Road, New Ashcake Road, Pole Green Road and Verdi Lane. Hot spots for roadway litter removal are identified throughout the County and the litter is targeted for removal. During Year 2, this program removed 64,800 pounds of litter from County roadways.

#### Hanover County Community Corrections, Pretrial Services, and Juvenile Court Services

Community Corrections and Pretrial Services staff members screen probationers for community service and provide information to contact appropriate staff at Public Works. Probationers are assigned to work in one of the six Convenience Centers for their designated number of community service hours. Probationers sign in at the designated Convenience Center and work as needed inside the facility and on adjacent roads collecting litter. Juveniles will participate in the program a couple times throughout the year. During Year 2, this program removed 4,515 pounds of litter from County roadways.

#### Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The County's litter programs effectively remove trash from the highways and are effective minimizing illicit discharge to the MS4. Hanover County will continue to support the Assign-a-Highway Program.

#### BMP 2.c.(6) – Household Hazardous Waste Collection

*Used motor oil, used residential oil filters, used anti-freeze and automobile batteries are accepted at all convenience centers in Hanover County during normal operating hours. Special household hazardous waste is collected at a dedicated event 1 times per year.*

#### Compliance with Permit Conditions

As part of Earth Day on April 18, 2015, Hanover County sponsored a Household Hazardous Waste Collection day at the Solid Waste Convenience Center located in Mechanicsville. The event included document shredding, e-waste collection, household hazardous waste collection, and prescription and over the counter drug collection. A special recycling event which included document shredding and e-waste collection was hosted at the Mechanicsville Solid Waste Convenience Center on November 15, 2014.

E-wastes include:

Computer systems, computer accessories, printers, scanners, and copiers, telephones and cell phones, fax machines, VCRs and camcorders, stereos, microwaves, fluorescent light bulbs, other appliances, televisions and computer monitors.

Household hazardous wastes include:

Liquids aerosols and solids including flammables, organics, mercury switches and thermometers, oxidizers, pesticides and herbicides, corrosives, over the counter non-controlled drugs.

At the County's six convenience centers, the County routinely accepts paint, oil, antifreeze, oil filters, and car batteries. At the transfer station the County routinely accepts e-waste. Category 1 and 2 special wastes are also collected as listed below:

- Category 1 - Oil based paints, varnishes, shellac, stains and tints, lacquer thinners, polyurethane, primers, paint reducers, varsol, mineral spirits, turpentine, flammable solvents, oil additives, gasoline, gasoline additives, cooking oil
- Category 2 - Used motor oil, automatic transmission fluid, power steering fluid, gear oil, hydraulic oil, diesel fuel, kerosene (#2, 4, 6), brake fluid.

The Central Virginia Waste Management Authority (CVWMA) promotes waste management and recycling activities of member jurisdictions. Information on Hanover County hazardous waste management, special waste management and recycling programs are provided on the CVWMA website. Hanover's recycling program was featured on the local news on May 19, 2010. This local news coverage has been placed on YouTube and is available through a CVWMA YouTube link. (see <http://www.youtube.com/watch?v=yWSbrEH3KLY>) Press releases for the County waste management activities and earth day activities can be found in Appendix F.

#### Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Education of the public regarding the proper disposal of waste materials is an appropriate way to promote the proper disposal of waste and encourage recycling. These services are available in Hanover and are discussed on the county website and through the Central Virginia Waste Management Authority. Hanover County will continue to host an annual hazardous waste collection day for the public.

#### BMP 2.c.(7) – Street Sweeping Program

*Sweep roads within the MS4 area 2 weeks per year. Street sweeping will reduce pollutants discharged to the MS4.*

#### Compliance with Permit Conditions

The Department of Public Works continued the street sweeping program to improve the appearance of Hanover County's roadways and to reduce the pollutants in runoff. Roads in Hanover County are under the control of the Virginia the Department of Transportation. Hanover County, with the cooperation of VDOT, has initiated a program to clean local roadways. Public Works used a rented street sweeping machine and operated on major

thoroughfares in the County including Bell Creek, Pole Green, Meadowbridge, Atlee, Shady Grove, Lakeridge Parkway, part of US 1 to Sliding Hill, parts of Mechanicsville Turnpike and other roadways. A total of 320 tons of potential pollutants were removed from Hanover's public roads this year. Sweeping was conducted in April 2015. All materials from street sweeping are properly disposed in a sanitary landfill.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The street sweeping program is an effective practice to improve the appearance and remove pollutants from County roadways. Debris runoff from roadways can potentially damage stormsewer infrastructure and pollute downstream surface waters. Hanover County will continue to facilitate the Street Sweeping Program.

BMP 2.c.(8) – Grass Roots Neighborhood Recycling

*In response to citizen input, Hanover has created special service districts that communities may participate in at their own option to increase recycling in individual subdivisions. At each community meeting the options available under the program are presented. In addition, information is presented on composting and other programs that encourage environmental responsibility.*

Compliance with Permit Conditions

Currently 18 subdivisions in Hanover have elected to participate in neighborhood recycling. A total of 3,257 homes are currently enrolled in this program. County procedures to apply for participation in the recycling program can be found as an attachment in Appendix G of the FY2013 annual report.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Hanover's grass roots recycling approach identifies neighborhoods that are interested in pursuing recycling as a community/neighborhood rather than Hanover's traditional approach of recycling at convenience centers. When community meetings are held in support of Grass Roots Neighborhood Recycling, Hanover County makes other information available related to recycling, composting, the MS4 program, stormwater pollution, and other environmentally based activities. Hanover County will continue to support neighborhood recycling for any interested communities.

### **MINIMUM CONTROL MEASURE 3 - Illicit Discharge Detection and Elimination**

#### ***Measurable Goal 3.a – Illicit Discharge Procedures***

The County has developed and implemented written procedures to detect, identify, and address unauthorized non-stormwater discharges to the MS4.

##### **BMP 3.a.(1) – Outfall Screening**

*Hanover County will screen all regulated outfalls during the term of the MS4 permit. Focus will be placed on watersheds with impaired stream segments. Watersheds where waste load allocations have been established will receive greatest focus.*

##### **Compliance with Permit Conditions**

The County currently has 927 outfalls in the MS4 area. All outfalls to be inspected have been divided for the five year permit cycle. The focus of Year 1 outfall inspections was older subdivisions, many of which are on septic systems. During Year 2 of the MS4 permit, 154 outfalls were inspected. Please find the dry weather screening procedures in the MS4 Program Plan. A summary of the screening results, including any follow-up actions, are included as an attachment in Appendix G.

##### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Outfall screening/dry weather monitoring is an appropriate mechanism to detect illicit discharges to the storm sewer system. Hanover County will continue progress toward inspecting all outfalls within the permit cycle.

##### **BMP 3.a.(2) – Tracking and Reporting**

*Illicit discharge tracking – report annually any illicit discharges.*

##### **Compliance with Permit Conditions**

Hanover has developed procedures and spreadsheet to track illicit discharges. There were several documented instances of potential illicit discharge identified during Year 2 of the MS4 permit term. A copy of the illicit discharge tracking and response procedures are provided in the MS4 Program Plan. A copy of the tracking spreadsheet is available in Appendix H.

##### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Illicit discharge response in Year 2 remains a well-coordinated effort. All procedures appear to be working appropriately. No modifications to the illicit discharge tracking and response procedures appear necessary. The BMP is effective. Hanover County will continue to respond to and resolve reported illicit discharges.

#### ***Measurable Goal 3.b. – Storm Sewer System Mapping***

##### **BMP 3.b.(1) – Map outfalls**

*Maps will be prepared of all known regulated outfalls, the associated HUCs and the names and locations of impaired surface waters receiving discharges for the outfalls. The acreage discharging to each HUC and impaired water will be noted.*

Compliance with Permit Conditions

Generalized mapping of all areas of the MS4 discharging directly to impaired waters have been prepared and are included in Appendix G. The summary provided in Appendix G includes the acreage discharging to each HUC and impaired water. The County has completed a procedure to add new outfalls to the stormwater outfall database

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Outfalls have been mapped as required by the regulations. Mapping of the Hanover County storm sewer system is currently under way. Mapping outfalls is an appropriate way to begin storm sewer system mapping and is required by the current regulations. Hanover County will continue progress toward developing and maintaining a MS4 outfall map.

***Measurable Goal 3.c. – Downstream MS4 Notification***

*BMP 3.c.(1) – List of Written Notifications*

*A list of any written notifications of physical interconnection given by the operator to other MS4s;*

Compliance with Permit Conditions

Notifications have been sent to the Town of Ashland and the Virginia Department of Transportation (VDOT) identifying the potential for interconnections. Copies of these documents can be found in the MS4 Program Plan. In addition, a meeting between Hanover County and VDOT representatives regarding MS4 interconnection was held on March 18, 2015. Copies of these documents can be found in Appendix G.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Notification of the Town of Ashland and VDOT is appropriate to address the requirement for downstream MS4 notification. Hanover County will continue to maintain a working relationship with the Town of Ashland and VDOT and active interconnection notifications.

## **MINIMUM CONTROL MEASURE 4 - Construction Site Stormwater Runoff Control**

### Compliance with Table 1 Schedule

Hanover County has developed for implementation a Stormwater Management Progressive Compliance and Enforcement Plan in accordance with 9VAC25-890-40 Sec. II(B)4. These procedures are in compliance with the permit and describe steps to ensure:

- Land-disturbing activities are in compliance with state regulations
- Inspection Schedule
- Inspector Certification
- Enforcement; including Civil Charges/Penalties
- Pollution Prevention

### ***Measurable Goal 4.a. – Implement Program to Address Construction Site Run-off***

#### ***BMP 4.a.(1) – Implement Erosion and Sediment Control Program Consistent with State Regulations***

*Hanover County will develop, implement, and enforce a program of plan review, site inspection and enforcement consistent with Sediment and Erosion Control regulations (9 VAC 25-840) and Hanover County Sediment and Erosion Control Ordinance. Update as needed for consistency with state regulations.*

#### **Compliance with Permit Conditions**

Hanover County's erosion and sediment control program is currently deemed to be consistent with state requirements for a locally administered program. See letters of consistency Appendix L.

#### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Hanover has implemented a program to address construction site runoff that is consistent with all applicable state requirements. Hanover County will continue to implement an Erosion and Sediment Control program consistent with state regulations.

### ***Measurable Goal 4.b. – Personnel Certification for Erosion and Sediment Control***

#### ***BMP 4.b.(1) – Plan reviewer, inspector, and administrator certification***

*Plan reviewers, inspectors and program administrators will maintain certifications in Sediment and Erosion Control.*

#### **Compliance with Permit Conditions**

Plan reviewers, inspectors and appropriate managers in the Department of Public Works maintain E&S certifications. In addition, appropriate managers and inspectors in the Building Inspections Department maintain E&S certification. A list of certified employees in Hanover County can be found as an attachment in Appendix I.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Providing a list of personnel certified for sediment and erosion control ensures employees are up to date with required certifications. Hanover County will continue to ensure the necessary employees are current with the required certifications.

***Measurable Goal 4.c. – Land Disturbing Activity Tracking***

*BMP 4.c.(1) – Land disturbance tracked in Annual Report*

*The operator shall track regulated land-disturbing activities and submit the following information in accordance with Section II B 4 f:*

- (1) Total number of regulated land-disturbing activities;*
- (2) Total number of acres disturbed;*
- (3) Total number of inspections conducted; and*
- (4) Summary of enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.*

Compliance with Permit Conditions

Hanover County tracks regulated land disturbing activities and the associated acreage. A report is available upon request to the Department of Environmental Quality documenting new regulated land disturbance activities in Hanover County. Hanover County performed 2,238 erosion and sediment control inspections for 58 regulated land-disturbing activities in FY2015. A total of 212 acres were disturbed. Each of these inspections includes elements of construction site stormwater runoff as well. A copy of this report can be found in Appendix J. The following list shows a total of 8 enforcement actions for FY2015, separated by type:

Illegal land disturbance activities, civil fines and court cases:

John & Victoria Eyler - still in progress

Richard Gilman, ETLAS

Chesapeake Bay Violations:

Custom Craft Homes – resolved

Steven & Melissa Kelsey

Notice to Comply: (process is being reviewed and updated as VSMP is implemented)

Bell Grove Subdivision

WaWa 360

Marley Point Section 1

Stop Work Orders: (process is being reviewed and updated as VSMP is implemented)

None

Revoked Bonds Erosion and Sediment Control:

Doswell Hospitality – still in progress

**\*Staff is currently implementing newly adopted VSMP policy making, reporting, training, inspection, and enforcement procedures.**

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

A report describing permitted land disturbing activities is available to DEQ upon request. The report is effective in addressing the measurable goal. Hanover County will continue to annually track land disturbing activities.

**MINIMUM CONTROL MEASURE 5 - Post-construction Stormwater Management in New Development and Development on Prior Developed Lands**

***Measureable Goal 5.a – Stormwater Managed Consistent with Regulations***

***BMP 5.a.(1) – Stormwater program consistent with state regulations***

*Hanover County will develop, implement, and enforce a program consistent with State regulations.*

**Compliance with Permit Conditions**

Hanover County implements and enforces a stormwater program consistent with state regulations. The County ensures stormwater management facilities are designed and installed in accordance with the appropriate water quality and water quantity design criteria (9VAC25-870), state and local design criteria, and any department approved annual standards and specifications. A copy of the VSMP approval letter can be found in Appendix L.

**Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Hanover County's VSMP has been approved and is in compliance with state regulations. Controlling the quality and quantity of stormwater discharged to surface waters to required levels protects the environment. Hanover County will continue to implement a Stormwater Management program consistent with state regulations.

***BMP 5.a.(2) – Address post-construction stormwater runoff***

*Hanover County requires construction site owners and operators in the urbanized area to obtain authorization to discharge stormwater from construction activities under a VSMP permit for new development and redevelopment projects that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulation.*

**Compliance with Permit Conditions**

Hanover County requires all facility owners to obtain registration under a VSMP construction permit from the State prior to approving any plan that requires a VSMP permit.

**Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Obtaining registration for a VSMP construction permit prior to issuance of a land disturbance permit is an appropriate way to ensure that stormwater at construction sites is managed consistent with State regulations. Hanover County will continue to ensure any project requiring a VSMP permit obtains coverage before plan approval.

## ***Measurable Goal 5.b – Long-term Operation and Maintenance of Stormwater Management Facilities***

### ***BMP 5.b.(1) – Privately-Owned Stormwater Management Facilities***

*For privately-owned stormwater management facilities (including individual residential lots), Hanover County ensures long term care and maintenance through the use of a maintenance agreement, or with the combination of a drainage easement and a maintenance agreement. In concurrence with the maintenance agreement is an inspection schedule (at least once every 5 years) and enforcement strategy.*

#### **Compliance with Permit Conditions**

Hanover County requires maintenance agreements for all new private stormwater facilities. Maintenance agreements require that periodic inspections be completed in order to determine if privately managed facilities are being properly maintained. Hanover County worked with the Hanover Business Center Chamber of Commerce to update the maintenance agreement to clarify the mutual understanding of requirements consistent with state requirements.

Hanover County requires adequate long-term operation and maintenance by the owner of structural stormwater management facilities through requiring the owner to develop a recorded inspection schedule and maintenance. Hanover County provides for enforcement of maintenance responsibilities. Relevant documents found in the MS4 Program Plan include:

- Hanover County Stormwater Basin Inspection and Maintenance Requirements
- Private BMP Inspection Program Procedures
- Private Stormwater Facility Inspection Form for Owners
- Individual Residential Lot Special Criteria for Long-term Maintenance
- Hanover County BMP Maintenance Agreement

#### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Maintaining records of inspection and maintenance are effective ways to ensure the proper operation and maintenance of stormwater facilities. Hanover County will continue to ensure long-term operation and maintenance of privately-owned facilities.

### ***BMP 5.b.(2) – Operator-Owned Stormwater Management Facilities***

*Hanover County provides adequate long-term operation and maintenance services for operator-owned stormwater management facilities. The County maintains procedures for inspection, compliance, and enforcement.*

#### **Compliance with Permit Conditions**

Publicly owned and operated stormwater facilities are inspected by the Hanover County Department of Public Works (DPW). Inspections for publicly operated Regional Stormwater Management basins will be performed semi-annually. Inspections for other publicly owned stormwater basins that serve a specific County owned property will be performed annually. A copy of relevant documents can be found in the MS4 Program Plan.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Maintaining records of inspection and maintenance are effective ways to ensure the proper operation and maintenance of stormwater facilities. Hanover County will continue to ensure long-term operation and maintenance of operator-owned facilities.

BMP 5.b.(3) – Facility tracking

*Hanover County will track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the required information.*

Compliance with Permit Conditions

The County maintains files for all public and private stormwater basins. Files for public facilities include inspection and maintenance records. Files for private facilities include the results of any County inspections, results from any private contractor inspections, and any certifications submitted on behalf of the facility owner/operator.

Tracking information for all known permanent stormwater management facilities that discharge to the regulated small MS4 is provided in Appendix K. During FY2015, 67 inspections of operator-owned facilities and 13 inspections of privately-owned facilities were completed. A total of 17 enforcement actions were taken to ensure long-term maintenance.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Maintaining records of inspection and maintenance are effective ways to ensure the proper operation and maintenance of stormwater facilities. Hanover County will continue to track all known permanent stormwater management facilities.

## **MINIMUM CONTROL MEASURE 6 - Pollution Prevention/Good Housekeeping for Municipal Operations**

### **Compliance with Table 1 Schedule**

Daily Good Housekeeping Procedures have been developed for implementation by Hanover County. These measures and associated guidance are designed to minimize impacts to stormwater by County operations. Daily Good Housekeeping Procedures are presented to County staff through training and guidance documents are available.

### ***Measureable Goal 6.a – Pollution Prevention Strategies***

Hanover County will implement daily operational procedures, identify all municipal high-priority facilities, identify all applicable lands where nutrients are applied to a contiguous area of more than one acre, and conduct biennial training for employees.

### ***BMP 6.a.(1) – Daily Good Housekeeping Procedures***

*The County has developed written procedures for pollution prevention and good housekeeping of municipal facilities. Guidance is designed to minimize or prevent pollutant discharges to the stormsewer system from activities such as parking lot maintenance, equipment maintenance, pesticide, herbicide, and fertilizers application.*

### **Compliance with Permit Conditions**

The County has developed guidance which will be implemented in accordance with the Table 1 schedule. Applicable municipal facilities responsible for managing wastes include storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations. Policy documents are available to these facilities. Available pollution prevention documents discuss the proper disposal and storage of waste materials, spill clean-up, vehicle washing, and pesticide, herbicide, and fertilizers application.

Documents are available in Appendix A and will be updated with the MS4 Program Plan in accordance with permit Table 1.

The Hanover County Department of Public Works received a Certificate of Appreciation in support of EPA's 2015 Virginia MS4 Forum for demonstration of good housekeeping procedures at the Mechanicsville Solid Waste Convenience Center high-priority facility. A copy of the certificate can be found in Appendix M.

### **Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal**

Daily good housekeeping of municipal facilities is essential to preventing pollutant discharges into the stormsewer system and downstream surface waters. County employees at municipal facilities are aware of the proper handling of materials that have the potential to pollute if mishandled. Hanover County will continue maintaining its good housekeeping procedures and progress towards implementation.

*BMP 6.a.(2) – Identification of Locations Requiring SWPPPs*

*The County has identified high-priority facilities within the MS4 permit area which have a high potential of discharging pollutants. The County will develop and implement site specific stormwater pollution prevention plans (SWPPP).*

Compliance with Permit Conditions

The County has identified one high-priority facility within the MS4 permit area which is the Mechanicsville Solid Waste Convenience Center. Copies of materials used to identify high-priority facilities can be found in the County's MS4 Program Plan. The County will develop and implement a SWPPP specific to this site by July 1, 2017 and reported in the FY2017 Annual Report (48 months after permit coverage).

The Hanover County Department of Public Works received a Certificate of Appreciation in support of EPA's 2015 Virginia MS4 Forum for leading a site visit at the Mechanicsville Solid Waste Convenience Center. A copy of the certificate can be found in Appendix M.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The development and implementation of this site specific SWPPP is important in preventing pollutant discharges from this high-priority facility. Hanover County will continue progress towards development and implementation of a SWPPP for high-priority facilities.

*BMP 6.a.(3) – Nutrient Management Plan Locations*

*The County has identified all applicable lands where nutrients are applied to a contiguous area of more than one acre. The County will develop and implement a NMP prepared by a Certified Turf and Landscape Nutrient Management Planner in accordance with § 10.1-104.2 of the Code of Virginia for all lands owned or operated by the MS4 operator where nutrients are applied to a contiguous area greater than one acre.*

Compliance with Permit Conditions

The County has identified all applicable lands where nutrients are applied to a contiguous area of more than one acre within the 2000 urbanized area:

- Lee-Davis High School; 6.3 acres
- Stonewall Jackson Middle School; 2.1 acres
- Washington Henry Elementary School; 2.0 acres

The implementation schedule requires 15% of identified acres to be covered by a NMP within 24 months, 40% within 36 months, 75% within 48 months, and 100% within 60 months. A NMP was prepared for Hanover County Schools by a Certified Turf and Landscape Nutrient Management Planner and is being used to manage nutrients within and outside of the MS4 area. The Nutrient Management Plan is effective until May 15, 2016 and will be renewed accordingly.

Hanover County Schools and the Department of Public Works work together as outlined in the Memorandum of Understanding (MOU), which can be found in Appendix N. The total acreage of fertilizer applied by Hanover County is reported annually to the Department of Agriculture.

The total acreage of lands where turf and landscape NMPs are required is 10.4 acres. The acreage of lands upon which turf and landscape NMPs have been implemented is 10.4 acres. A copy of material summarizing NMP locations can be found in the County's MS4 Program Plan

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

The development and implementation of a NMP ensures fertilizer is being applied by a Certified Fertilizer Applicator under the guidance of a NMP prepared by a Certified Turf and Landscape Nutrient Management Planner. Hanover County will continue progress towards development and implementation of a NMP for all applicable lands where nutrients are applied to a contiguous area of more than one acre.

*BMP 6.a.(4) – Training Schedule and Program*

*The County will perform an educational program for employees, including employees of maintenance shops, parks, and recreation grounds maintenance, with the goal of preventing or reducing pollutant runoff from municipal operations.*

Compliance with Permit Conditions

No employee education was conducted this fiscal year. The Training Schedule and Program is located in the MS4 Program Plan along with related documents.

Appropriateness and Effectiveness of BMP / Progress Towards Achieving Measurable Goal

Providing training, refocusing, and reminders of applicable requirements are effective ways to focus employee attention on the stormwater program. Hanover County will continue to provide biennial employee training.

**Results of information collected and analyzed, including monitoring data, if any, during the reporting period;**

The County currently has 927 outfalls in the MS4 area. All outfalls to be inspected have been divided for the five year permit cycle. The focus of Year 1 outfall inspections was older subdivisions, many of which are on septic systems. During Year 2 of the MS4 permit 154 outfalls were inspected. No water quality samples were collected as part of dry weather screening. A summary of the screening results, including any follow-up actions, have been included as an attachment in Appendix G.

**A summary of the stormwater activities the operator plans to undertake during the next reporting cycle;**

The County will undertake the activities outlined under the new regulations Table 1 of 9VAC 25-890-40 and identified to be completed within 36 months of permit coverage including:

- Other TMDL Action Plans for applicable TMDLs approved between July 2008 and June 2013

**A change in any identified best management practices or measurable goals for any of the minimum control measures including steps to be taken to address any deficiencies;**

The following changes were made to the County's best management practices:

A summary of information outlining compliance with the schedule for the preparation of the plans outlined in Table 1 can be found on Page 3. The required plans themselves can be found in Appendix A. In addition, a summary of the required submissions for each Minimum Control Measure can be found in the following sections:

- Chesapeake Bay TMDL Action Plan, refer to page 4 (submitted as separate document)
- Stormwater Management Progressive Compliance and Enforcement, refer to page 22
- Daily Good Housekeeping Procedures, refer to page 27

**Notice that the operator is relying on another government entity to satisfy some of the permit obligations (if applicable);**

The County has a current Memorandum of Understanding with Hanover Caroline Soil and Water to conduct public participation efforts outlined in the County's MS4 registration statement including the following BMPs:

BMP 2.c.(2) - Watershed education for students

BMP 2.c.(3) - Support of Master Gardeners program

A copy of the memorandum can be found in Appendix N.

In an effort to improve implementation of the MS4 program, the County and the Hanover County School Board signed a Memorandum of Understanding. A copy of the memorandum can be found in Appendix N.

**The approval status of any programs pursuant to Section II C (if appropriate), or the progress towards achieving full approval of these programs;**

*(Alternative programs to implement 6 minimum control measures. Program approval status and third party implementation ...Not applicable)*

*Existing Program Requirements 9VAC 25-890-40 Section II C*

*C. If an existing program requires the implementation of one or more of the minimum control measures of Section II B, the operator, with the approval of the board, may follow that program's requirements rather than the requirements of Section II B. A program that may be considered includes, but is not limited to, a local, state or tribal program that imposes, at a minimum, the relevant requirements of Section II B.*

*The operator's MS4 Program Plan shall identify and fully describe any program that will be used to satisfy one or more of the minimum control measures of Section II B.*

*If the program the operator is using requires the approval of a third party, the program must be fully approved by the third party, or the operator must be working towards getting full approval. Documentation of the program's approval status, or the progress towards achieving full approval, must be included in the annual report required by Section II E 3.*

**Compliance with Permit Conditions**

There is no existing program with minimum control measures that are different from the regulation.

**Information required for any applicable TMDL special condition contained in Section I.**

*B. Special conditions for approved total maximum daily loads (TMDL) other than the Chesapeake Bay TMDL. An approved TMDL may allocate an applicable wasteload to a small MS4 that identifies a pollutant or pollutants for which additional stormwater controls are necessary for the surface waters to meet water quality standards. The MS4 operator shall address the pollutants in accordance with this special condition where the MS4 has been allocated a wasteload in an approved TMDL.*

**Compliance with Permit Conditions**

The Chickahominy Bacterial TMDL was approved on March 25, 2013. According to the new MS4 permit regulations a TMDL action plan will be developed within 36 months of permit coverage or by July 1, 2016. Therefore no reporting is required at this time.

*C. Special condition for the Chesapeake Bay TMDL. The Commonwealth in its Phase I and Phase II Chesapeake Bay TMDL Watershed Implementation Plans (WIP) committed to a phased approach for MS4s, affording MS4 operators up to three full five-year permit cycles to implement necessary reductions. This permit is consistent with the Chesapeake Bay*

*TMDL and the Virginia Phase I and II WIPs to meet the Level 2 (L2) scoping run for existing developed lands as it represents an implementation of 5.0% of L2 as specified in the 2010 Phase I WIP. Conditions of future permits will be consistent with the TMDL or WIP conditions in place at the time of permit issuance.*

Compliance with Permit Conditions

According to the new MS4 permit regulations the Chesapeake Bay TMDL Action Plan will be developed within 24 months of permit coverage or by July 1, 2015. The Chesapeake Bay TMDL Action Plan is include as part of this Annual Report.

## APPENDICES

- Appendix A - MS4 Program Plan Updates
- Appendix B - VSMP 2000 & 2010 Urbanized Census Area Maps
- Appendix C - Chesapeake Bay TMDL Announcements
- Appendix D - Commercial Site Inspections
- Appendix E - Development Community Meeting Agenda
- Appendix F - Recycling and Earth Day Announcements
- Appendix G - Outfall Information
- Appendix H - Illicit Discharge Spreadsheet
- Appendix I - E&S Certifications
- Appendix J - Permitted Land Disturbance Report
- Appendix K - Stormwater BMP Summary
- Appendix L - Program Approvals
- Appendix M - EPA Certificate of Appreciation
- Appendix N - Memorandum of Understanding (MOU)

## **Appendix A - MS4 Program Plan Updates**

**Progressive Compliance and Enforcement Plan**  
**Appendix A1**

## **Stormwater Management Progressive Compliance and Enforcement**

### **(Minimum Control Measure 4)**

The Department of Public Works (DPW) is authorized to issue land disturbance permits provided the applicant has submitted and obtained approval of an erosion and sediment control plan, provided the required security, and paid the permit fee, along with a completed permit application. For the construction of a single family residence, DPW may accept an agreement in lieu of a plan and land disturbance permit. DPW reserves the right to require a plan and permit for land disturbing activities associated with residential construction. A plan is required for disturbances of 1 acre and greater regardless of construction type. All plans are in accordance with the minimum standards identified in 9VAC25-840-40.

The permittee must notify DPW at least 48 hours prior to commencing the land disturbing activity. DPW may require a pre-construction conference depending on the proposed activity and its potential for E&S-related problems. Projects will be inspected during the initial phase of land disturbing activity and, thereafter, inspected in accordance with the County's inspection program guidelines; Hanover County Ordinance Chapter 10 - Article I.

When a building permit is issued for the construction of a single family residence, the Building Inspection Department is responsible for inspection and enforcement.

All Hanover County inspectors have obtained and maintain, at a minimum, an E&S Inspector Certification.

### **Activities with Land Disturbance Permits**

#### Inspections

DPW is responsible for E&S inspections of land disturbing activities to ensure compliance with the approved plan and E&S regulations. DPW inspects sites, on average, once every 2 weeks. High priority sites or sites in critical phases (e.g., stream crossings, etc.) may receive more inspections, especially before and after (within 48 hours) rain events. Low priority sites are inspected less frequently as a matter of priority if necessary. Inspections are also conducted upon project completion, prior to releasing any associated performance bond.

The inspector shall notify the contact person, designated on the permit, of non-compliance by inspection report (i.e., Notice of Inspection). Inspection reports may be delivered on-site, faxed, e-mailed, or mailed. The report shall note the non-compliance, and the corrective actions or measures to be taken. Typical deadlines for corrective actions are 7 days for repairs/maintenance or installation of measures shown on the approved plans. Deadlines may be extended for implementing actions or measures not shown on the plan or where significant coordination is required (e.g., design and installation of a ST, SB, etc.). Amendments may be made to an approved plan with Director approval (Ref. Co. Ord. Sec. 10-10).

The inspector shall re-inspect the site following the deadline. Usually at two weeks unless scheduled earlier at the discretion of the inspector for enforcement purposes.

Upon finding continued noncompliance, the inspector shall notify the landowner via inspection report of the continued violation and initiate a Notice to Comply. Depending on the severity of the violation, the inspector may issue another completion deadline or refer the matter to the Environmental Compliance Manager for more aggressive action.

Violations involving imminent danger to waters or adjacent properties will receive expedited actions. Such violations shall be reported to the Environmental Compliance Manager for consideration of issuing of a Notice to Comply or Stop Work Order. (Ref. Co. Ord. Sec. 10-14(a); Va Code 10.1-566(c)).

### Enforcement

Upon failure to comply with the inspection, the inspector shall refer the matter to the Environmental Compliance Manager for verification of the violation and noncompliance with the inspection report. The Environmental Compliance Manager shall determine the appropriate action(s) to bring the site into compliance. These actions shall include, but not limited to, personal communication, extension of deadlines, etc., or pursuance of enforcement actions as follows:

1. Request the issuance of a Notice to Comply (NTC) with specific corrective actions or measures and deadline(s).
2. Request the issuance of a Stop Work Order (SWO) if there is imminent danger to waters or adjacent properties.

The procedures for issuing a NTC and SWO are provided in the Hanover County Code, Section 10-13 and 10-14. The NTC or SWO shall contain notice that failure to comply may result in legal action, including civil penalties. A copy of the NTC or SWO will be sent to the landowner (if different from the contact person).

### Utilization of the Security

Failure to comply with the requirements of the NTC or SWO may result in action by the County to install ground stabilization devices or material to remedy or reduce the impact of the violation(s). The costs of such actions by the County shall be at the owner's expense. A charge equal to the construction costs of the remedial action will be made against the bond or other security provided with the permit. *[Policy issue: Re: surety bonds: owner must provide enough cash or ILC to cover "ground stabilization devices" in worst case scenario. "Ground stabilization devices/measures" includes TS, PS, EC-2/3, maybe SF, CD and other measures that do not require grading, excavation, etc.]* In cases involving the issuance of a SWO, the SWO will continue to be in effect until (1) the corrective actions, as noted in the SWO, are completed; and (2) any additional security for the remainder of the proposed project has been provided (Ref. Co. Ord. Sec. 10-13(b) and 10-14; Va Code 10.1-565).

## **Civil Penalties and Civil Charges**

### Civil Charges

Failure to comply with the requirements of the Hanover County Erosion and Sediment Control Ordinance, Hanover County Code Sections 10-1 through 10-17 may result in the issuance of a Civil Charge. These charges will be assessed at the rate of \$100/day for each violation. Each violation specified in the Notice of Violation will constitute a separate offense. (For example, failure to install/maintain SF at 3 locations for 5 days will result in penalties totaling \$1500.) If the landowner or his designee consent and pay

these charges in lieu of civil penalties pursuant to Hanover County Code Section 10-15(h), they may avoid a summons and trial for collection of civil penalties.

The Director of Public Works shall determine whether or not the assessment of a civil charge is appropriate for each case.

Civil Charges may be issued in the following situations.

- If E&S measures are not installed at the start of a project according to the approved plan
- If E&S measures are not properly installed at the start of a project
- If E&S measures are not properly maintained and require a NTC or SWO to initiate the required maintenance
- If a landowner, his designee, or a company operating under the landowners consent, has multiple sites that exhibit lack of E&S control maintenance
- If a landowner, his designee, or a company operating under the landowners consent, exhibit a pattern of repeated (after the second NTC or SWO) necessity to issue a NTC or SWO to initiate the required maintenance of E&S controls

The above Civil Charges may be issued at the following points in the life of a project.

At a Notice of Inspection

- If E&S measures are not installed at the start of a project according to the approved plan
- If E&S measures are not properly installed at the start of a project
- If a landowner, his designee, or a company operating under the landowners consent, exhibit a pattern of repeated (after the second NTC or SWO) necessity to issue a NTC or SWO to initiate the required maintenance of E&S controls
- If a landowner, his designee, or a company operating under the landowners consent, has multiple sites that exhibit lack of E&S control maintenance

At a NTC or SWO

- If E&S measures are not properly maintained and require a NTC or SWO to initiate the required maintenance.
- If a landowner, his designee, or a company operating under the landowners consent, has multiple sites that exhibit lack of E&S control maintenance
- If a landowner, his designee, or a company operating under the landowners consent, exhibit a pattern of repeated (after the second NTC or SWO) necessity to issue a NTC or SWO to initiate the required maintenance of E&S controls

### Civil Penalties

Failure to comply with the requirements of the NTC or SWO may result in civil penalties by the County. These penalties will be assessed at the rate of \$100/day for each violation. Each violation specified in the NTC or SWO will constitute a separate offense.

(For example, failure to install/maintain SF at 3 locations for 5 days will result in penalties totaling \$1500.) The number of days will be determined by the number of calendar days, beginning with the completion deadline date of the NTC or SWO. The landowner, or his designee, must contact DPW and request an inspection of the completed corrective measures. The ending date for assessing the penalty will be the day of the requested inspection by the landowner/designee, provided the subsequent inspection verifies the satisfactory completion of each of the required corrective measures. The SWO shall be lifted upon payment of the penalties. The maximum penalty is \$2000 for each violation. (Ref. Co. Ord. Sec. 10-15; Va Code 10.1-562(J)).

The Director of Public Works shall determine whether or not the assessment of a civil penalty is appropriate for each case.

#### Injunctive Relief

The Environmental Compliance Manager will work with the County Attorney to seek injunctive relief from the circuit court.

#### **Activities without plans or permit**

Upon verification that a potential land disturbing activity exists, a SWO will be issued to the landowner. In situations in which the activity cannot be verified without entering the property and the landowner will not grant permission to enter the property, the Environmental Compliance Manager will work with the County Attorney to obtain access to the property, or, given sufficient evidence that a land disturbing activity is occurring, the Environmental Compliance Manager will issue the SWO and proceed as follows:

The SWO shall require that the owner:

- Cease all land disturbing activity immediately.
- Install appropriate (specified) E&S measures.
- Seed and mulch or otherwise satisfactorily stabilize all disturbed areas within 7 days.
- Complete an application for a land disturbing permit (or grant **right of entry** for purpose of inspecting site).
- Submit an approvable E&S plan.
- (At the discretion of the director,) either:
  - (1) obtain a land disturbance permit, including an approved E&S plan, payment of all fees and security; or
  - (2) satisfactorily stabilize (permanent) and restore all disturbed areas to its natural (pre-activity) condition.

The SWO shall include completion deadlines for each requirement. Typical deadlines would be 7 days for the installation of E&S controls and applying TS/PS, and 30 days for obtaining a land disturbing permit. The director may extend the deadlines if it is determined that the responsible party is making a good faith effort to meet the deadline(s).

#### Civil Penalty

Failure to comply with the SWO within the deadlines may result in the issuance of civil summons/penalty. The penalty for commencing a land disturbing activity without an approved plan or permit shall be \$1000 for every day the violation is present, up to

\$10,000 maximum. The site shall be re-inspected at a frequency consistent with the County's E&S inspection program. (*See Hanover County E&S Inspection Program, Inspection Types for description of site conditions, potential for off-site impacts, etc. and the inspection frequency*). The ending date for assessing the penalty will be the date of either, whichever is earlier, as follows: (1) the date of the requested inspection, by the landowner/designee, for inspection of the ground stabilization measures, provided the subsequent inspection verifies the satisfactory completion of the measures; or (2) obtaining a land disturbance permit. (Ref. Co. Ord. Sec. 10-14(a); Va Code 10.1-566(c)).

The Director of Public Works shall determine whether or not the issuance of a civil summons is appropriate for each case.

#### Injunctive Relief

For cases in which the owner is not obeying the SWO (e.g., continuing with the land disturbing activity, etc.) and/or there is imminent danger of harmful erosion and/or sediment damage, the Environmental Compliance Manager will work with the County Attorney to seek injunctive relief from the circuit court. This action may be pursued regardless of other enforcement actions.

#### **Pollution Prevention**

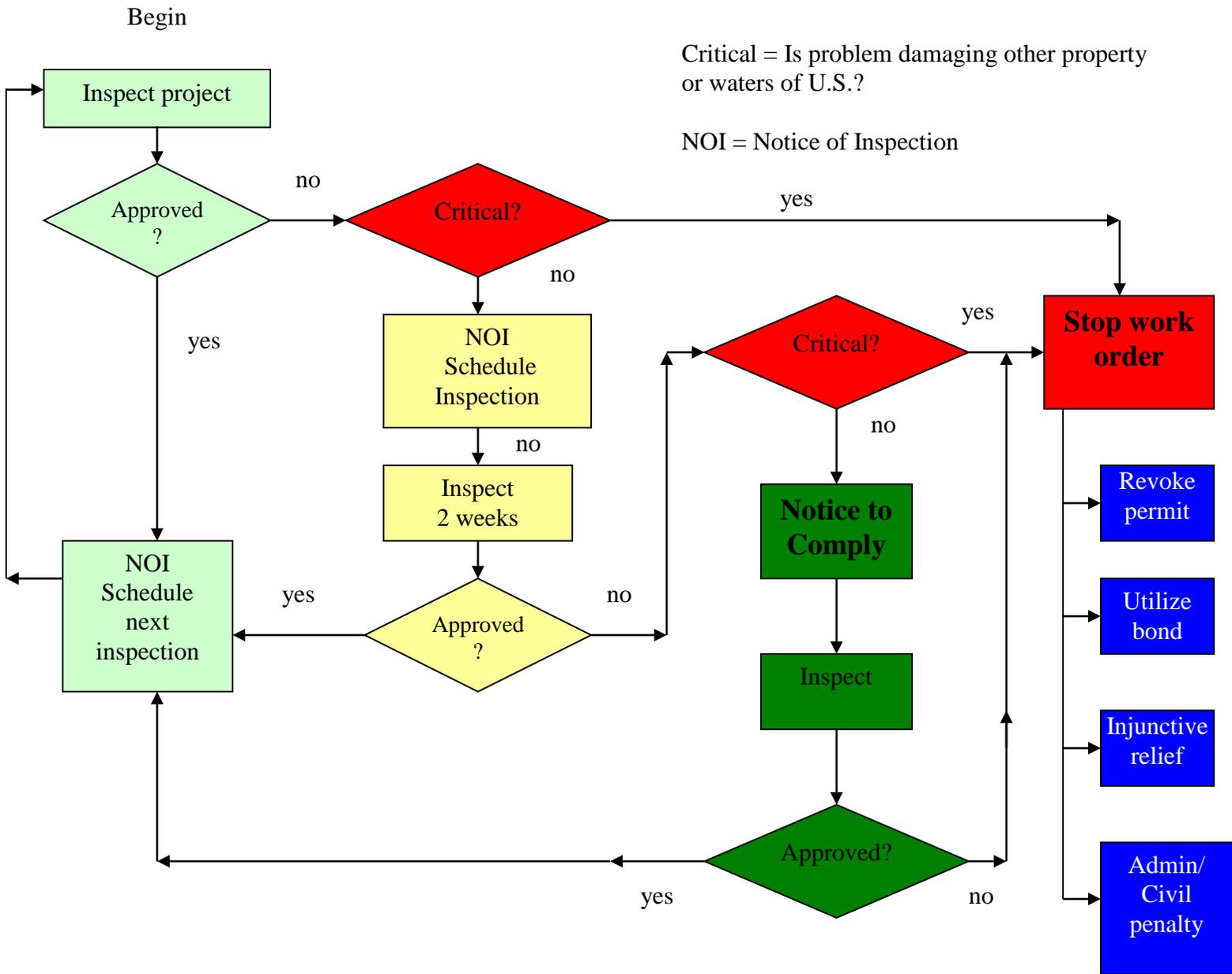
Hanover County has taken the appropriate measures to control non-stormwater discharges to the storm sewer system during land disturbing activities. Non-stormwater discharges can include wastewater, concrete washout, fuels and oils, etc. (Ref. Co. Ord. Sec. 10-83). Allowable non-stormwater discharges to the storm sewer system are described in County Ordinance Section 10-74.

#### **Complaints**

Upon receiving a complaint concerning a land disturbing activity, an eroding area, or sediment deposition onto adjacent properties or waters, the Environmental Compliance Manager, E&S inspector, or designated person will initiate an investigation within 2 working days. The complaint investigation and follow-up may be assigned to an E&S inspector, or designated person as deemed appropriate.

Generally, complaints concerning E&S involve (1) non-compliance with an existing plan, (2) land disturbing activities without a plan or permit, or (3) eroding lands and/or sediment deposition onto adjacent properties or waters in which there is no active land disturbing activity. The procedures for dealing with these situations have been described above.

Complaints can be directed to the Department of Public Works at 804-365-6181.



Inspections that reveal:

1. **Critical problems** shall be recorded as “Disapproved” and the appropriate enforcement action(s) will be initiated immediately.
2. **Non-critical problems** shall be recorded as “Approved with exception” and given a correction deadline. The follow-up inspection must show that previously noted problem(s) have been satisfactorily corrected and recorded as an “Approved.”
3. **Previously cited problems** have not been corrected or conditions have changed such that the problems have become critical will be recorded as “Disapproved” and appropriate enforcement actions will be initiated immediately.

**Daily Good Housekeeping Procedures**  
**Appendix A2**

## **Daily Good Housekeeping Procedures (Pollutant Discharge Prevention)**

### **Road, street and parking lot maintenance**

Road and parking lot maintenance includes pothole repair, pavement marking, sealing, sweeping, and re-paving.

VDOT owns the public right-of-way and is responsible for road and street maintenance in Hanover County. These procedures will be for activities performed on Hanover County owned parking areas and travel ways.

- Paving activities will be conducted only on dry days
- Asphalt and other materials for paving or pavement marking activities will be unloaded in areas away from storm sewer inlets
- Storm sewer inlets will be blocked if there is potential for any paving, pavement marking, grinding or cleaning materials from reaching inlets. Any accumulated materials resulting from blocking inlets will be properly disposed
- If concrete work is performed, a concrete washout area with appropriate signage will be located away from any storm sewer inlets
- Any sweeping from parking lot cleaning activities must be disposed
- Sweep paved areas when necessary
- Pick up trash regularly
- Dispose of any waste generated through sweeping and trash pickup in the normal trash

### **Equipment maintenance**

- Prevent pollutant discharge from leaking automobiles and equipment
- Regularly maintain and inspect equipment for service problems. Properly maintaining equipment will help to avoid leaking fluids. When performing maintenance make sure to dispose the used liquids at the proper facility.
- Equipment maintenance will be performed in enclosed areas intended for that purpose, eliminating the potential to discharge materials to the storm sewer system. In the event of a spill indoors, absorbent materials will be available to facilitate clean up. Clean up materials will be disposed of properly.
- If equipment is leaking, prior to repair, drip pans will be placed under the leak and repair will be completed as soon as possible. Drip pans will not be used long term due to the potential to discharge during rain events. Leaky vehicles will be stored under cover if they are stored for more than a day or two prior to repair.
- Any spills or leaks should be cleaned up immediately, with dry methods. Clean up materials must be disposed of properly. Stock spill response materials in case a spill or leak occurs.

### **The application, storage, transport, and disposal of pesticides, herbicides, and fertilizers**

In most cases pesticides and herbicides will not be used by Hanover County. If pesticides or herbicides must be used, departments should consider engaging a qualified company to manage the application of these materials.

- Application

- Avoid applying on impervious surfaces
- Do not apply in windy conditions
- Schedule application for dry weather.
- Do not apply to eroding soil
- Do not apply near surface waters or wells
- Group application sites in order to minimize waste of products between jobs
- Apply according to manufacturer's recommendations
- Storage
  - Minimize pollutant in stormwater runoff from bulk storage areas
  - Inspect containment areas regularly
  - Store materials in their original packaging
  - Store materials indoors and in areas that are not subject to the effects of rainfall and stormwater runoff
  - Store materials according to ***Hanover County's Materials Management Policy***
- Transport
  - Materials will be loaded, unloaded and transferred in areas away from storm sewer inlets
  - In most cases Hanover County will not use pesticides or herbicides. If pesticides or herbicides are to be used, they will only be transported in quantities less than those allowed under applicable materials of trade (MOT) exemptions under DOT requirements. Typically, pesticides designed for home use will meet these exemptions. MOT exemptions are summarized in Appendix 1 of this document.
- Disposal
  - Use the materials for their intended purpose and avoid disposal
  - Any container containing a pesticide or herbicide should be triple rinsed while in the process of mixing the batch of material. The rinsed container can then be disposed in the regular trash.
  - If products must be disposed for any reason consult the manufacturer for recycling alternatives and the MSDS for proper disposal options

#### Disposal of Waste Materials Including Landscape Waste

Landscaping wastes, debris wastes and land clearing wastes such as trees, brush, grass and clean woody materials are recycled into mulch and compost by Hanover County. These materials will be taken to an appropriate processing site at one of six convenience centers to be recycled.

#### Municipal Vehicle Wash Water

Municipal vehicles will be washed according to the ***Hanover County Vehicle Washing Guidance Document***, Informational Bulletin #6. No discharge to the MS4 is permitted.

Prevent Wastewater Discharge without Appropriate VPDES permit

### Pumped Water from Utility Construction and Maintenance

Dewatering of groundwater or rainwater infiltration of trenches during construction will be consistent with erosion and sediment control regulations.

In the case of the discharge of contaminated water. In this case cleanup will be consistent with the policies of the Department of Public Utilities that oversees these operations. Any discharge of contaminated water or sewage will be collected, or otherwise routed to the sanitary sewer system or will be tanked and taken to a sewage treatment plant.

When de-watering a trench excavation for utility line construction or maintenance, a Dewatering Structure in accordance with the Virginia Erosion & Sediment Control Handbook is used. The Department of Public Utilities' maintenance crews have a dewatering pit located at the Ashland WWTP.

## Appendix 1

### DOT Hazardous Material Transportation under the Materials of Trade Exemption

*“Even though I transport pesticides classified as hazardous materials, could I be exempt from the DOT regulations?”*

The DOT regulations are written for the transportation industry. Many companies routinely transport pesticides and fuels for support of their operation. Businesses that transport small quantities of certain hazardous materials may be exempt. This exemption is known as a Material of Trade (MOT) provision. Check for the following concerning the products you are using:

There should be a diamond-shaped DOT label on the packaging; if there is no DOT label, then the product is not considered hazardous and doesn't have to be listed.

If you see the diamond-shaped DOT label, make note of the hazard classification number at the bottom of the diamond.

Check the capacity of the containers that you transport.

If the DOT diamond-shaped label is present, look for the packing group number in the center of the diamond. It will be either:

- PG I = material poses great danger;
- PG II = material poses medium danger;
- PG III = material poses minor danger.

If this information is not on the diamond found on the packaging, it can likely be found on the MSDS, shipping papers provided, the supplier or product manufacturer should know.

Determine the total weight of the product being transported. Under DOT regulations, a 50-pound bag of product represents 50 pounds regardless of whether the actual amount of active ingredient is much less. Some laws regulate by the amount of active ingredient, not the total weight; this isn't the case with the DOT.

Based on the information you obtained from the items listed above, MOT meets any one of the following and is exempt:

Class 3, 8, 9, Division 4.1, 5.1, 6.1, or other regulated materials, contained in one package with a capacity of no more than:

- 1 pound or 1 pint for a PG I material;
- 66 pounds or 8 gallons for a PG II, PG III, or other regulated materials; or
- 400 gallons of a diluted mixture not to exceed a 2 percent concentration of a class 9 material;

- 220 pounds of a Division 2.1 or 2.2 material in a cylinder; and
- A one-ounce package (or less) of a Division 4.3, PG II, or PG III material.

No more than 440 pounds of any hazardous material not specified above may be transported. If all the DOT hazardous materials that you transport fit the previous exceptions, they are considered MOTs and you are exempt from the requirements if the following are also met:

Packaging must be leak-proof for liquids and gases, sift-proof for solids.

Packages must be securely closed, secured against movement, and protected against damage.

Gasoline must be contained in containers approved by DOT or the Occupational Safety and Health Administration (OSHA).

Cylinders and pressure vessels must be marked with the proper shipping name and must have the identification number and DOT label attached.

A non-bulk package other than a cylinder (including receptacles transported without outer packaging) must be marked with a common name to identify the contents, including the letters "RQ" if it contains a Reportable Quantity of a hazardous substance.

A tank that contains a diluted mixture (not more than 2 percent concentration) of a Class 9 material must be marked on two opposite sides with the 4-digit United Nations (UN) or North America (NA) identification number.

The operator of a motor vehicle that contains MOT must be informed of the presence and amount of the hazardous material."<sup>1</sup>

<sup>1</sup> From PI-161, one of a series of the Agronomy Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Original publication date January 2008. Reviewed March 2011. <http://edis.ifas.ufl.edu>.

**Good Housekeeping Policies  
Supporting Materials**

## Hanover County Materials Management Guidance Document

### MS4 Permit Requirement:

#### BMP 6.d. – Materials management notification

*Notify all Hanover County storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations, and other municipal facilities of the requirements for managing wastes, soluble/erodible materials and chemicals with the potential to pollute. Provide policy document to these facilities.*

### Guidance:

This guidance addresses the management of solid and granular materials that are soluble and/or erodible, and liquid materials. Appropriate management of common materials such as fertilizers, solvents, paints, cleaners, and automotive products, can reduce the potential for polluted runoff. Proper materials management entails the selection of the individual product, the correct use and storage of the product, and the responsible disposal of associated waste(s).

#### Material Storage - General

- Materials should be stored and managed in accordance with the manufacturer's instructions.
- If several different materials are stored together, steps should be taken to insure that the mixed materials are compatible for storage. A product's MSD sheet can be consulted for guidance on storage, compatibility, reactivity and stability.

Liquid Storage not requiring special plans (e.g. Spill Prevention Control and Countermeasures for Petroleum Products) and Solid and Granular Material Storage will be:

- Stored inside where possible. When it is not possible to store materials inside, they should be stored in a covered area with sufficient overhanging cover to prevent rainfall from normally coming in contact with the stored material or be stored under weather resistant covers or tarps, on a solid surface, such as asphalt or concrete, or a raised surface, such as a pallet. Cover tarps should be weather resistant and secured.
- Outside storage areas should be located in areas not normally subject to concentrated run-off such as ditches, swales, or other stormwater conveyance structures, not normally subject to flooding, and should not be located in areas where run-off from a roof, roof downspout, or other overhead structure can come in contact with the stored material.

Liquid Material Storage – requiring Spill Prevention Control and Countermeasures (SPCC) or other Plans must be managed in accordance with the provisions of the applicable plans.

### Spill Material Clean-up

- Only clean-up a spill if properly trained to clean it up. Contact your supervisor if you are uncertain how to clean-up a spill.
- In an emergency, call 911 to request assistance with cleaning up a spill.
- Always wear appropriate personal protective equipment.
- In general, when provided, follow manufacturer instructions when cleaning up a spill.
- In general, spills involving dry or solid materials should be cleaned up immediately by dry sweeping or shoveling. Whenever possible recovered materials should be used for the original purpose intended. If this is not possible, they should be properly disposed of. All contaminated cleaning equipment, clothes, and absorbent materials should be properly treated and/or disposed of.
- Liquid spills should be cleaned up immediately. Typically large amounts of liquid materials are cleaned by pumping to a new container and using absorbent materials to remove whatever liquid remains. Small spills may be cleaned up by the use of absorbent materials only. Whenever possible recovered materials should be used for the original purpose intended. If this is not possible, recovered materials should be properly disposed of. All contaminated cleaning equipment, clothes, and absorbent materials should be properly treated and/or disposed of.

### Waste Management

- Materials should be fully utilized whenever possible to minimize the amount of waste generated.
- Manage empty or partially full empty containers and any waste materials according to manufacturer's instructions or county policies, whichever is more stringent.
- Special wastes such as aerosols, batteries, fluorescent light bulbs, car batteries, oil, oil filters, antifreeze, absorbents, button batteries, and paint should be managed in accordance with Hanover County's "Environmental Compliance Plan for Universal Wastes and Exempt Small Quantities" dated September 14, 2009. (*attached*)

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**HANOVER COUNTY**

ESTABLISHED IN 1720

September 14, 2009

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**CECIL R. HARRIS, JR.**  
COUNTY ADMINISTRATOR

**JOHN H. HODGES**  
DEPUTY COUNTY ADMINISTRATOR

**JOSEPH P. CASEY**  
DEPUTY COUNTY ADMINISTRATOR

**MARILYN J. BLAKE**  
ASSISTANT COUNTY ADMINISTRATOR

P.O. BOX 470, HANOVER, VA 23069  
WWW.CO.HANOVER.VA.US

PHONE: 804-365-6005  
FAX: 804-365-6234

**Hanover Employees:**

Hanover County is responsible for complying with environmental regulations and mandates from both the State and Federal governments. Various County agencies are working diligently to respond to these directives. In addition, each County employee has a role in helping the County achieve its environmental goals.

Currently, we are addressing regulations regarding special wastes. Special wastes are any waste material which, because of its physical characteristics, chemical makeup or biological nature, requires either special handling procedures, permitting, or poses an unusual threat to human health, equipment, property, or the environment.

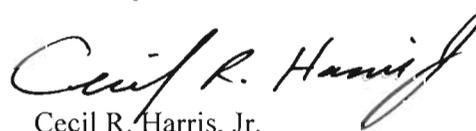
One of the roles of each employee is to simply be aware of the chemicals and potential special wastes that are located in your department and how to properly store, maintain and dispose of these wastes. Although you may think of these wastes as normal household products, they must be handled as special waste by the County. It is imperative that waste be disposed of properly and not allowed to accumulate in an unapproved area. Purchases of materials that are hazardous in nature should be limited. Material Safety Data Sheets (MSDS) must be kept on file in the office on all hazardous chemicals.

In addition to awareness, because we are employees of Hanover County, it is all of our responsibility to ensure the County is following applicable regulations and that we do our part to ensure compliance. Some of these procedures may affect you and others not. Be sure to review all the special waste programs available. These guidelines, along with the assistance of every employee, will ensure our local government's response is appropriate and adequate by today's standards.

If you have any questions or needs, please contact the Department of Public Works at ext. 6181. I hope the attached special waste form and FAQ's will be useful in identifying special wastes and the proper disposal of these wastes.

In closing, I want to thank every County employee for your role in our environmental stewardship and compliance efforts.

Sincerely,

  
Cecil R. Harris, Jr.  
County Administrator

CRHJr/dkc

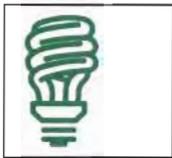
Enclosures

# Environmental Compliance Plan for Universal Wastes and Exempt Small Quantities

## Disposal of Aerosols



- In most instances, unspent aerosol products will be classified as hazardous waste due to the remaining or flammable residual propellant in the can. Departments should contract Facilities Management for a disposal location as the need arises for “in process”. (In process simply means that the employee that used the aerosol, will dispose of it promptly after all has been used, not collect any other employees’ cans, and not accumulate the special waste.)
- Agencies will work to reduce/eliminate the use of aerosols where ever practical and can purchase pump sprays or sprays with a non-flammable property as an alternative.
- All other Flammable aerosols, which are considered hazardous wastes (most products) due to the residue remaining in the container, **must have the spray cap removed and the spray stem covered with tape.**



## Tube Fluorescent and Other Light Bulbs

- Tubes and compact fluorescent bulbs are “Universal Wastes” and will be collected by Facilities Management from all County facilities.



## Recycling of Car Batteries, Oil, Oil Filters, Oil rags, Antifreeze and Absorbent

- Fleet Services will continue to manage these “Universal Wastes”. It is not anticipated that other agencies will generate these waste materials. However, Fleet Services and DPW 301 Transfer Station are available if occasional materials of this class are generated.



## Rechargeable Batteries and Button Batteries

- **Batteries must have terminal points covered with electrical tape prior to placement in the recycling container.**
- Facilities Management will provide a central location for rechargeable batteries and button batteries recycling. Fleet Services will also have a location for rechargeable batteries. There will be an additional button battery recycling location at the reception desk in the Administration Building.
- Small quantities can be sent to Facilities through interoffice mail.
- Rechargeable “Lithium Ion” batteries are recyclable and are part of the special waste program. “Lithium” batteries, (frequently used in cameras) are not recyclable and should be disposed of as trash.
- Alkaline batteries may be disposed of as trash.



## E-Waste Recycling

- E-waste associated with computers will be managed by the Information Technology Department (ITD) and the Public Works Department.
- Other electronic waste (anything with a plug) can be delivered by County agencies to the DPW 301 Transfer Station for recycling.



## Paints

- Unless approved by the Department Head, no oil based paints will be used by County personnel.
- If contractors use oil based paints, they will be required to remove any left-over paint containers.
- Latex paints can be dried and placed in normal trash. The Public Works Department can provide drying agents if needed.

## Frequently Asked Questions Special Waste

1. What is Special Waste?  
*Special Waste is defined as any waste material which because of its physical characteristics, chemical makeup, or biological nature requires either special handling procedures, permitting or poses an unusual threat to human health, equipment, property or the environment. Some example of special waste include oil based paints and flammable aerosols.*
2. What is Universal Waste?  
*Universal Wastes include items like rechargeable and button batteries, mercury containing equipment such as bulbs (lamps), car batteries, oil, oil filters, antifreeze, and electronic waste items. Regulations on universal wastes reduce the quantity of these wastes going to the landfills or combustors. In addition the regulations ensure that the wastes will go to the appropriate recycling facilities.*
3. Why do I have to be involved?  
*As an employee of Hanover County it is part of our responsibility to assist in complying with environmental regulations and mandates issued from state and federal governments.*
4. How can you find out if a material is hazardous waste?  
*If you look on the product label, materials that include statements like "flammable" or "explosion hazard" are potentially hazardous. If these products are in aerosol cans then the empty can becomes a hazardous waste (in the commercial or business environment) and should be disposed of accordingly. As a home owner or residential user of that chemical in many instances it is exempt from hazardous waste disposal requirements, but not at work.*
5. Where in the office can I find information on potential hazardous waste?  
*As part of the special waste requirement, all departments will have Material Safety Data Sheets (MSDS) on file in the office. You can look for a specific item in the file to find information on ingredients in the product, stability and reactivity of the product and special handling and storage procedures, and first aid to name a few. If you have a product in the office that does not have an MSDS sheet on file, one should be put in there immediately.*
6. Are MSDS's required for all chemicals, even the bottle of hand sanitizer I have on my desk?  
*Material Safety Data Sheets are required for all hazardous chemicals. A hazardous chemical is any chemical that is a physical or health hazard. If the chemical has a precautionary statement on the container it is a hazardous chemical. An exception applies to MSDS's, as they are not required for chemicals that can be purchased by the general public in a quantity that would typically be used in the home. For example, a bottle of Windex to occasionally clean an office window does not require an MSDS but a case of Windex to be used by an employee whose job it is to clean windows would require an MSDS. Additionally, if a hazardous chemical is not available to the general public and has to be ordered through a chemical supplier it requires an MSDS regardless of the quantity. You must still dispose of an empty aerosol can appropriately if it is considered hazardous waste even if it did not require an MSDS. Lastly, MSDS's, if required, must be maintained for 30 years and be readily available.*
7. I keep Static Guard in my desk, is this considered hazardous waste?  
*Items brought to work, like static guard, are considered personal use items and should be disposed of as personal items.*

8. What happens if my department is not following the guidelines?  
*If the County is found to be non-compliant with Special Waste regulations, the County could be subject to sanctions and fines. Individuals may also be liable for their actions under these rules.*
9. What can I do to reduce special wastes?  
*To reduce special wastes consider purchasing pump sprays instead of aerosols, items that are non-flammable, water based paints instead of oil based paints and other natural products.*
10. Who can I contact if I have more questions?  
*You can contact Steve Chidsey, Chief of Public Works Operations at 365-6181.*

## **Hanover County Illicit Discharge Guidance Document**

### **MS4 Permit Requirements**

#### **BMP 6.c. – Illicit discharge**

*Notify all Hanover County storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations, and other municipal facilities the sources of illicit discharges and the potential to pollute. Provide policy documents to these facilities.*

### **This Guidance Document**

This guidance document defines what an illicit discharge is, outlines illicit discharge reporting procedures, and outlines strategies to prevent illicit discharges.

### **Definition of Illicit Discharge**

*Illicit discharge* means any discharge to a storm sewer that is not composed entirely of stormwater, except discharges pursuant to a VSMP permit or other state permit, discharges resulting from firefighting activities, and discharges identified in applicable state regulations as not being significant contributors of pollutants.

### **Reporting an Illicit Discharge**

#### **Emergency situations requiring immediate assistance:**

Report emergency situations by dialing 911. The following information should be reported if available:

- 1) The nature of the emergency situation, such as immediate danger to persons, property or the environment;
- 2) The type of material that was spilled;
- 3) The quantity of material that was spilled;
- 4) Any other conditions that responders should be aware of to appropriately respond to the situation such as injuries or hazards associated with the spilled material;
- 5) The location of the discharge;
- 6) A contact person and a contact phone number, if available, at the site.

#### **Non-Emergency Situations:**

Non-emergency situations should be controlled and cleaned up as appropriate by the responsible County department. After the situation is controlled, the illicit discharge should be reported to the Hanover County Department of Public Works during normal business hours at (804)365-6181. The following information should be reported to the Department of Public Works:

- 1) The type of material involved with the illicit discharge;
- 2) The quantity of material involved with the illicit discharge;
- 3) The location of the illicit discharge;
- 4) The date of the illicit discharge;
- 5) A contact person and a contact phone number if additional information is required.

Discharges of hazardous materials, hazardous wastes and petroleum products should also be reported to the Hanover County Fire Marshall at (804)365-6195.

### **Illicit Discharge Prevention**

The potential for illicit discharges to enter surface waters or storm sewer systems can be minimized by identifying the areas of a facility that may be prone to illicit discharges, identifying the potential flow paths from these areas, implementing appropriate proactive procedures, and having spill control and remediation equipment, and clean-up procedures appropriate for the types of discharges that could potentially occur.

#### **Vehicle Washing**

Vehicles should be washed in a manner preventing discharge of pollutants to the storm sewer system or to a surface water. Vehicle washing will be in accordance with the County's Informational Bulletin 6, Vehicle Washing Guidelines dated September 14, 2009 (*attached*).

#### **Spill Prevention**

For facilities with Spill Control, Containment and Countermeasure (SPCC) or Stormwater Pollution Prevention Plans (SWPPP) comply with the site specific requirements of the SPCC or SWPPP.

For sites with specific operating procedures addressing spills follow the specific operating procedures.

General Procedures for minimizing the potential for spills and leaks to cause and illicit discharge applicable to all facilities are as follows:

- Conduct maintenance work where fluids may be spilled in a contained area or with containment pans so any spilled fluids will be contained.
- Parked vehicles should be monitored for leaks. Pans should be placed under any leaking vehicles to collect the leaking fluid for proper disposal until the equipment can be repaired.
- Provide appropriate waste storage facilities for all used/waste fluids requiring special handling expected to be generated at a facility.
- Do not pour liquid waste down toilets or sinks unless disposal of the liquid in a sanitary sewer or septic system is appropriate.
- Do not pour liquid waste down floor drains or storm drain inlets under any condition.

- Use drain mats or other available materials to cover drains in the event of a spill to prevent or minimize the amount of material entering the drain.
- Follow manufacturer's recommendations for disposal and clean-up of fluids.

### Spill Clean-up

- If safe to do so and properly trained, take appropriate measures to contain the spill to the smallest area possible.
- If safe to do so and properly trained, prevent spilled fluids from entering drains, creeks and waterways.
- Determine what material has been spilled so that proper clean-up procedures can be implemented.
- Only clean-up a spill if properly trained. Specialty contractors may be required to respond depending on the nature of the spill. Fire/EMS personnel should be consulted if proper clean-up procedures are unknown by the person/department discovering the spill.
- Wear appropriate personal protective equipment when cleaning a spill.
- Use dry methods to clean up spills and leaks whenever possible.
- If water must be used, use as little water as possible. Depending on the nature of the spill, the water utilized in clean-up may have to be absorbed and handled as a special waste material.
- Properly dispose of all materials cleaned up and all materials utilized to clean-up the spill. Depending on the nature of the spilled material, special handling of the used clean-up materials may be required.

### General Clean-up:

- Soap, water and a mop can be used for general cleanup. Mop water from general clean-up should be disposed of in a sink or toilet for treatment at a wastewater treatment plant or septic system and not dumped outside where it can become an illicit discharge.



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## **Vehicle Washing Guidance Document Informational Bulletin No. 6 Phase II (MS4) Stormwater Program Hanover County, Virginia**

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Water from vehicle washing can make its way across a hard surfaced parking lot and enter the storm drainage system. From there, wash water may enter our creeks and rivers potentially harming fish and other aquatic life. Water from vehicle washing may contain contaminants such as nutrients and hydrocarbons and should not discharge to the storm drainage system, creeks or streams.

### **Areas for Vehicle Washing**

The following are recommendations for vehicle washing:

- Use a commercial car wash where wastewater is properly treated.
- Wash vehicles in an area designed for vehicle washing where the water is discharged to the sanitary sewer system for treatment.
- If vehicle washing will be done outside, designate an area for on-site vehicle washing that discharges to gravel, grass, or other permeable surfaces allowing no discharge of washwater from the site.
- Use hoses with nozzles that automatically turn off when left unattended.
- Spills should be immediately contained and treated.

### **Cleaning Products**

- Use products labeled “non-toxic,” “phosphate free,” and “biodegradable.” These products can be purchased at most large retail outlets. Note that even biodegradable and nontoxic soaps can be harmful to aquatic life and water quality, and must be kept out of the storm drain system.
- Do not use acid-based wheel cleaners or engine degreasers unless the waste can be properly disposed of.
- Reduce the amount of soap used by using a bucket of soapy water to re-soap rags or sponges rather than adding more soap directly to rags or sponges.

### **Private Vehicles**

- Private vehicles may not be washed on county property.

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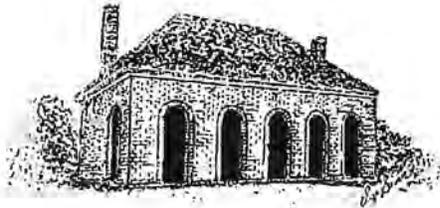
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**JAMES P. TAYLOR**  
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PHONE: 804-365-6005  
FAX: 804-365-6234

**MEMORANDUM**

**TO:** Department Heads, Constitutional Officers, Dr. Jamelle Wilson Superintendent of Schools

**FROM:** Cecil R. Harris, Jr.,  County Administrator

**DATE:** June 29, 2012

**RE:** Environmental Compliance – Department and Organizational Responsibilities

Hanover County Government and Schools operate under a variety of environmental regulations administered primarily by the Department of Conservation and Recreation (DCR) and the Department of Environmental Quality (DEQ). Organizational leaders and Department heads with facilities and operations subject to these regulations are responsible for complying with the applicable permitting, inspection and reporting requirements. Increasingly, the Environmental Protection Agency (EPA) is intervening in the state and conducting independent inspections and audits of local governments for their adherence to permit requirements. The EPA has also been very aggressive in issuing various enforcement actions including significant civil fines for alleged violations.

The County's MS4 Permit requires the County to implement measures in all County operations to prevent pollution and therefore reduce or eliminate our financial liabilities and exposure to environmental compliance audits under state and/or federal authority. The attached document identifies the responsibilities of individual departments and organizations. Please review the document and ensure the appropriate staff in your agencies are familiar with the environmental requirements and fulfill the requirements for their facilities. The Department of Public Works will continue to support the environmental compliance efforts of the agency heads by conducting periodic inspections and audits, and serving as a centralized information resource. If you have any questions regarding the content of this memorandum please contact Mike Flagg at 365-6179.

## Small Municipal Separate Storm Sewer System (MS4) Responsibilities Guidance Document (June 2012)

**Purpose:** This guidance is intended to clarify pollution prevention and good housekeeping requirements and to establish a clear chain of authority.

**Background:** Hanover County, as required by state and federal law, has filed a registration statement for general permit coverage as a Small Municipal Separate Storm Sewer System (MS4). This general permit is very broad in scope and covers County Government and Schools. The permit is administered at the state level by the Department of Conservation and Recreation (DCR) but is also subject to review by the Environmental Protection Agency (EPA). The Hanover County Department of Public Works is responsible for administering the permit on the County's behalf. All Hanover County department heads, Constitutional Officers and Schools (Memorandum of Understanding approved 5/25/11, Agreement between Hanover County and Hanover County School Board) are responsible for ensuring their facilities comply with the County's MS4 permit where applicable.

Local Government responsibilities include identifying, implementing, evaluating and modifying best management practices (BMPs) to meet pollution prevention and good housekeeping measurable goals. The requirements include the following:

- *Operation and maintenance programs including activities, schedules, and inspection procedures shall include provisions and controls to reduce pollutant discharges into storm sewers and receiving surface waters*
- *Operations shall be managed to assure elimination from storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations, and other municipal facilities of any discharges to the storm sewer and receiving surface waters that are not composed entirely of storm water (Illicit Discharges)*
- *Waste materials shall be disposed of properly*
- *Materials that are soluble or erodible shall be protected from exposure to rainfall*
- *Materials, including but not limited to fertilizers and pesticides, that have the potential to pollute receiving surface waters shall be applied according to manufacturer's recommendations*

Details regarding the County's MS4 Program, including the Program Management Plan and annual reports, can be obtained through the County's website:

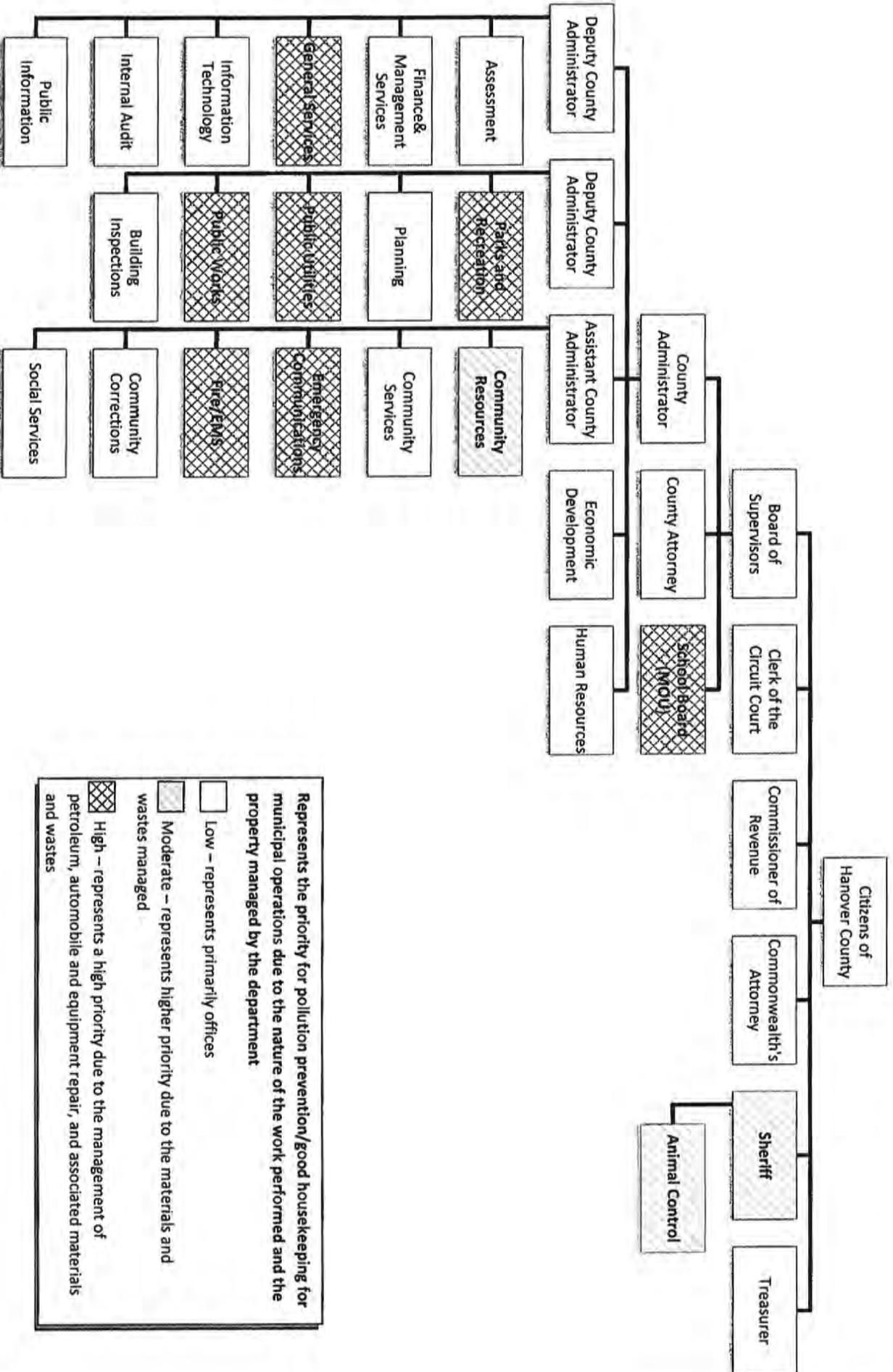
<http://www.co.hanover.va.us/works/envirmnt.htm#County>.

The attached organization chart highlights each County agency's level of risk in relation to environmental compliance. Specific guidance documents applicable to Hanover County Departments and Schools that addresses activities which can potentially cause pollution can be found at: (T:\County Policies\Environmental). These include:

- Illicit Discharge Guidance Document
- Materials Management Guidance Document
- Universal Waste and Exempt Small Quantities Guidance Document
- Vehicle Washing Guidance Document

These guidance documents are intended to address the requirements of the MS4 permit and reduce pollutants from County owned and operated areas. These requirements are in addition to other applicable regulations for Storm Water Pollution Prevent Plans (SWPPP) or Spill Prevention and Counter Control Measures (SPCC) that are applicable to certain County operations. Agency Heads are responsible for implementation of this guidance if it is applicable to their operations.

# Hanover County Priorities for Pollution Prevention/Good Housekeeping

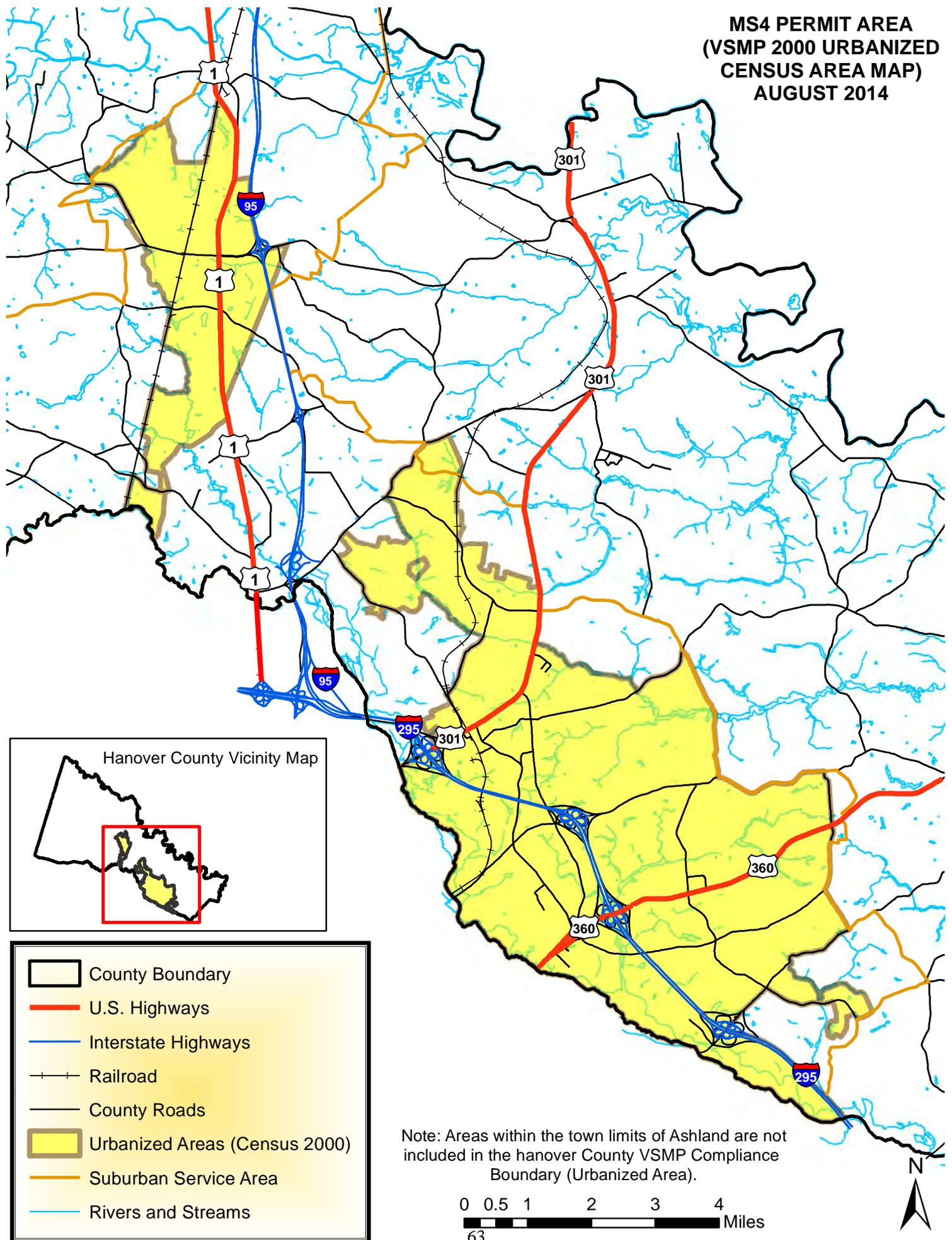


**Represents the priority for pollution prevention/good housekeeping for municipal operations due to the nature of the work performed and the property managed by the department**

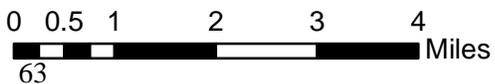
- ☐ Low – represents primarily offices
- ▨ Moderate – represents higher priority due to the materials and wastes managed
- ▩ High – represents a high priority due to the management of petroleum, automobile and equipment repair, and associated materials and wastes

## **Appendix B - VSMP 2000 & 2010 Urbanized Census Area Maps**

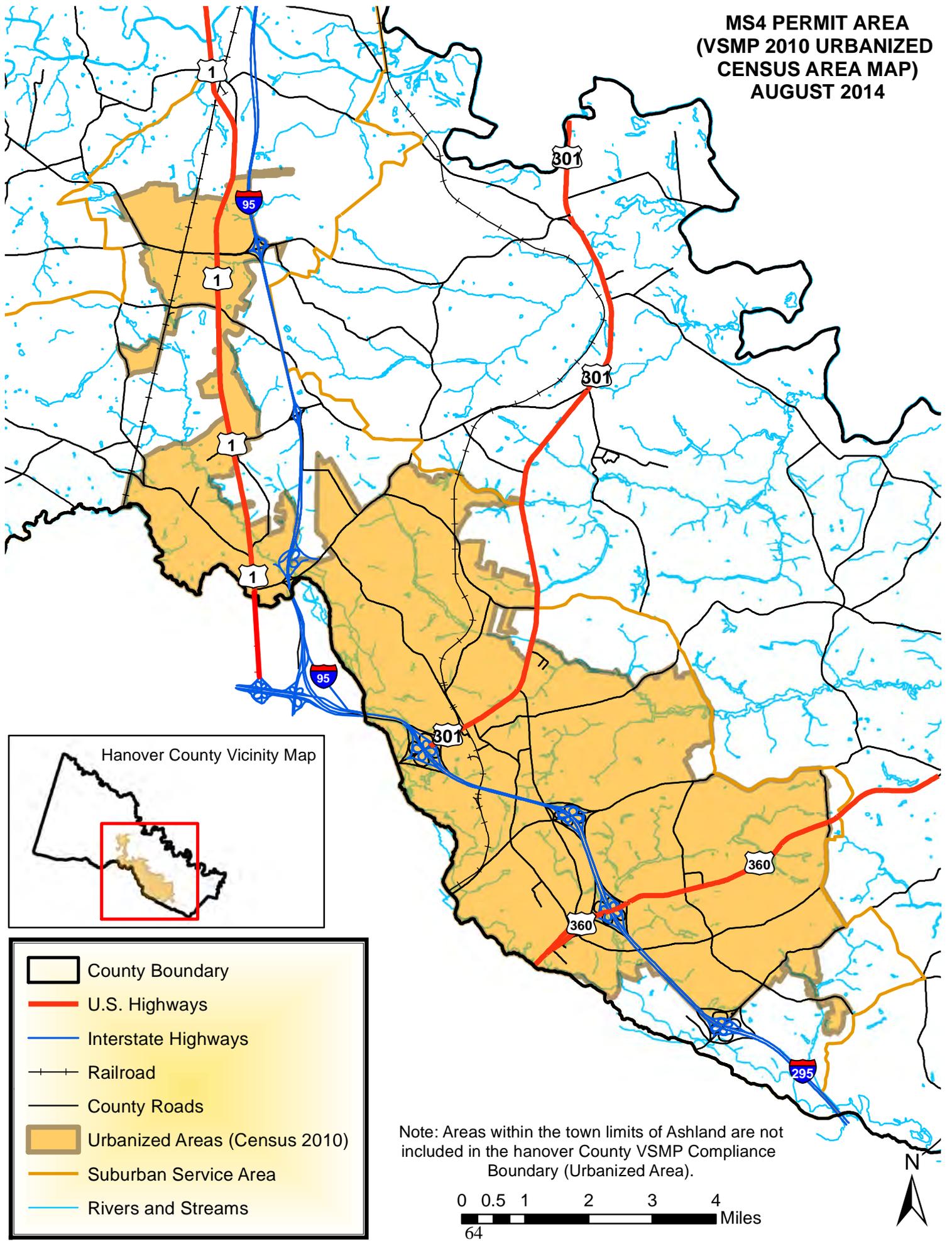
**MS4 PERMIT AREA  
(VSMP 2000 URBANIZED  
CENSUS AREA MAP)  
AUGUST 2014**



Note: Areas within the town limits of Ashland are not included in the hanover County VSMP Compliance Boundary (Urbanized Area).



**MS4 PERMIT AREA  
(VSMP 2010 URBANIZED  
CENSUS AREA MAP)  
AUGUST 2014**



## **Appendix C – Chesapeake Bay TMDL Announcements**

## Community Services' top award given



Greg Abbott, General Manager of Blue Fire Station and supporter of many non-profits in Hanover, is the 2014 recipient of the Jean C. Harris Award for Excellence, the top annual award given by Hanover Community Services. The award was presented by Ivy Sager, Executive Director of the Community Services Board, and CSB Chairman William Brenzovich.

## Things you can do to help the Bay

Hanover County has been pro-active in taking steps to protect the Chesapeake Bay. Here are some simple ways that you can help in everyday life:

- ♦ By picking up your pet waste, you prevent pollution and enhance the habitat of fish and other creatures that live in our waters.
- ♦ Minimize fertilizer use and only apply what is needed and recommended.
- ♦ Wash your car where water does not run off into a storm drainage system. If you live in a subdivision, you're helping the environment when you use a commercial car wash, where the water can be drained appropriately. If you can wash in such a way that the water soaks into the ground, that's fine too.
- ♦ Don't put leaves and grass clippings in the drainage ways. The County accepts unbagged leaves and grass for composting at the Courthouse, Mechanicsville (Verdi Lane) and Elmont convenience centers and at the transfer station.

## Some polling places changed; voter info

Trying to ease parking and access concerns expressed by the Electoral Board, the Board of Supervisors has changed several polling places effective this November 4 election.

New polling places are:

- ♦ the Blunts precinct in the Beaverdam District has been moved from the Doswell Fire Station to the Doswell Ruritan Club building (the old Doswell School)
- ♦ the Shady Grove precinct in the Chickahominy District has been moved from Washington-Henry Elementary School to Northside Baptist Church
- ♦ the Black Creek precinct in the Cold Harbor District has been moved from the new Black Creek Fire Station to the old Black Creek Fire Station (now Black Creek Church)

- ♦ the Farrington precinct in the South Anna District has been moved from the new Farrington Fire Station to the old Farrington Fire Station, now the Jessica Beath Clinic

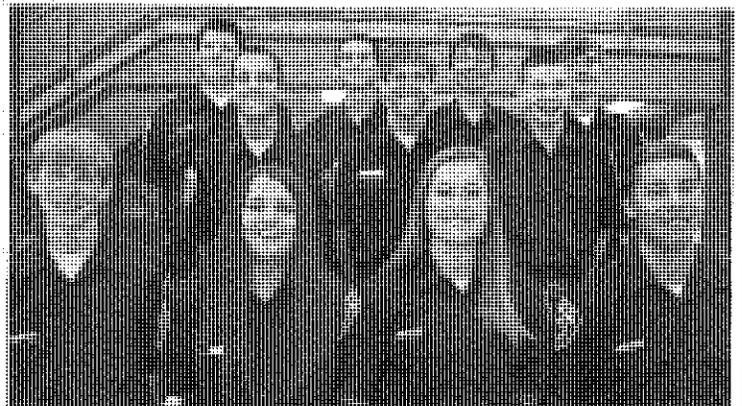
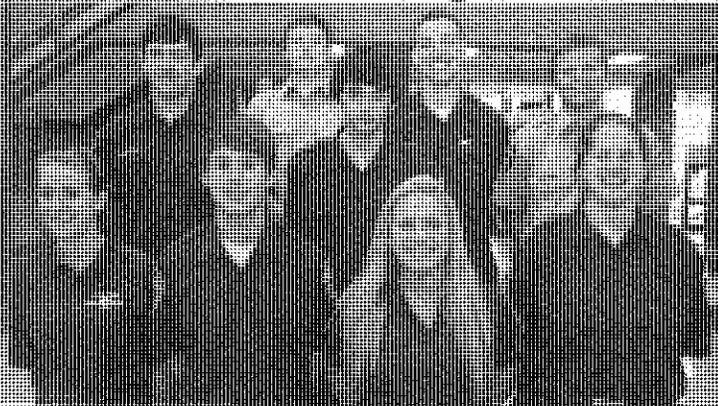
Monday, October 13 is the last day to register or update your voter information in order to be eligible to vote in this year's election.

You can register to vote and update your information online at [www.vote.virginia.gov](http://www.vote.virginia.gov)

The Hanover Registrar's Office will have special Saturday hours for in-person absentee voting on October 25 and November 1.

For more information call 365-6080.

## Graduates of the High School Fire and EMS Academies



These young people completed the High School Fire and EMS Academy earlier this summer. It's a continuing dual-enrollment program that is a partnership between Hanover County and J. Sargeant Reynolds Community College. These graduates completed several hundred hours of training to serve our community as future firefighters and paramedics. Classes restart in September along with a new Public Safety course. To get more information, please call Jason Burrow of Hanover Fire/EMS at 798-7864.

# Finding assistance

## Expanded online resource directory

"Aunt Bertha" is an online resource directory that connects people with programs to help their specific situation. By going to [www.auntbertha.com](http://www.auntbertha.com) and entering your zip code, you can get all kinds of information on services and programs for food, health, housing and much more.

For example, if you live in the Ashland zip code and want to know how to get food, you would find 26 programs (as of November - that number may have grown!) Of these 26 programs, eight offer a food pantry, eight help pay for food, five offer food in emergencies, seven offer free meals, five provide food delivery and one offers nutrition information.

More than 330 services in 11 categories - emergency, food, housing, goods, transit, health, money, care, education, work and legal - were listed within the 23005 zip code in November. They include both national and local providers, serving homes within the zip code.

Programs included in the Aunt Bertha resource directory must provide services directly to recipients at no cost or on a reduced or sliding fee scale.

Aunt Bertha also has a mobile site that can be used on all smartphones with a browser.

# Helping others this holiday

Would you like to help brighten someone else's holiday? The Hanover Department of Community Resources has the information you need.

Individuals, businesses and community groups seeking ideas are invited to check out the 2014 "Making Holidays Bright" wish list at [www.hanovercounty.gov](http://www.hanovercounty.gov).

The list includes ways in which you can:

- ◆ make a monetary donation
- ◆ share your time
- ◆ collect or contribute items needed
- ◆ be a friend for the holidays
- ◆ create an item or gift

For more information, please call Lisa Adkins at 365-4300 or e-mail [ldadkins@hanovercounty.gov](mailto:ldadkins@hanovercounty.gov)

## Deadlines and reminders

### A friendly reminder about tax deductions

Hanover County's personal property taxes are not due until February 5, 2015. However, payments before this year ends can be deducted on your Federal and State tax returns if you itemize your deductions. If you are mailing, remember the postmark must be no later than December 31.

If you have not received your personal property tax bill by Wednesday, December 17, you may view and/or pay your 2014 taxes on-line by visiting the Treasurer's On-Line Services. The "online services" tab can be found at the top of the County's web page at [www.hanovercounty.gov](http://www.hanovercounty.gov)

For more information call the Treasurer's Office at 365-6005.

### Protecting the Bay

Hanover County has been pro-active in taking steps to protect the Chesapeake Bay. You can help: anything entering a storm sewer drains ends up in the Bay. So please, never dump anything into a storm sewer outlet.

You can learn much more about protecting the Chesapeake Bay at our website: [www.hanovercounty.gov](http://www.hanovercounty.gov) search for Chesapeake Bay.

## Sheriff's Office is re-accredited again



The Sheriff's Office has achieved its fourth consecutive state reaccreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Colonel David R. Hines, Sheriff, was presented with his reaccreditation certificate at a Hanover County Board of Supervisors meeting by Sheriff Charles E. Jett of Stafford County, who also serves as a VLEPSC commissioner. In the middle is Board of Supervisors Chairman Sean M. Davis. On the left is Investigator Karen R. Godfrey and on the right is Lt. Chris Whitley.

## Home Gardening Series begins Jan. 3

The Hanover County Master Gardeners will hold a series of 13 free classes on Saturday mornings from

9-11 a.m., beginning January 3, 2015.

You are asked to register in advance online at [www.hanovermastergardeners.org](http://www.hanovermastergardeners.org) or by calling the Extension Office at 752-4310. When you register, you will be given the location of the classes.

### January dates and topics:

- January 3** - How to make and use compost and composting with worms
- January 10** - Garden tools and more
- January 17** - Save money and eat better with homegrown vegetables
- January 24** - Landscape design

### Fraud, Waste and Abuse Hotline number listed

Hanover County provides a Fraud, Waste and Abuse Hotline for citizens to call to suggest improvements or report concerns involving fraud, waste and/or abuse of County and School assets or resources.

The number is 365-6013 and it is operational 24 hours a day, 7 days a week. Calls are confidential.

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**T**he Black Creek Baptist Church has welcomed the Rev. Joe Kendrick as its new pastor.  
 Rev. Kendrick, formerly of the Bruington Baptist Church in King and Queen County, has been in the ministry for over nine years.  
 He received his Master's of Divinity degree from the Baptist Theological Seminary in Richmond in 2010, and is pursuing his Doctorate of Ministry degree.



REV. KENDRICK

son will begin their journey with the Black Creek Baptist Church on Sunday, Nov. 23.  
 Black Creek Baptist Church is located at 6289 McClellan Road in Mechanicsville.  
 For more information, call the church office at 804-781-0330.

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## Residents reminded to obtain approval before disturbing land

Before you clear or otherwise disturb land, even for an agricultural activity, be certain you have the required approvals and permits if applicable. Failure to obtain the required approvals can result in lots of unanticipated cost to your project.

State and Federal statutes require Hanover County to issue approvals and a land disturbance permit for most clearing, grading or otherwise land disturbing activities 2,500 square feet or more.

Activities requiring a land disturbance permit or approval of an agricultural conservation plan include:

- Converting land from wooded to open grassland or pasture.
- Clearing brush from property where the ground surface removed.
- Clearing a site for a house,

- road or other structure.
- Expanding a yard.
- Excavation, filling and grading.
- Constructing or repairing a pond.



FLAGG

Farming activities, including converting land for agricultural uses, often require a conservation assessment and plan approved by the Hanover-Caroline Soil and Water Conservation District at 804-537-5225.

Forestry activities must follow Virginia Department of Forestry rules.

Other permits or approvals may be required for land disturbances, depending on the situation. All of these requirements are mandated by state and federal law and are intended to protect such natural resources as streams and rivers and the Chesapeake Bay.

If you plan to undertake any of these activities, or any other activity that involves the disturbance of land, call the Hanover County Department of Public Works at 804-365-6181 before beginning the work. The department will help you with the permits or approvals needed and advise you on how to properly proceed with your plans. Be sure to get your answers in writing whenever possible and be specific and accurate about your plans.

"Environmental rules are complex," J. Michael Flagg, director of Public Works, said. "We want to help citizens accomplish their projects, protect the environment, and avoid mistakes that could have serious consequences. Many citizens are not aware of how serious violating environmental laws can be or how much it can cost if they don't follow the rules."

In addition to appropriate

see LAND, pg. 4 ▶

**Community Thanksgiving Service**  
 ing a combined choral  
 nce of Hillcrest Baptist,  
 , Lebanon United Methodist  
 ghland Baptist Churches  
**ber 23 • 5 p.m.**  
**LAND BAPTIST CHURCH**  
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 money will go to benefit  
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# Urban cost share funds available through SWCD

Contributed Report  
 news@mechlocal.com

Hanover-Caroline Soil and Water Conservation District has announced that urban cost share funds are available for homeowners, businesses, civic organizations and municipalities through the Virginia Conservation Assistance Program (VCAP).

The VCAP program provides for retrofitting of urban best management practices (BMPs) to retain and filter stormwater runoff in the Chesapeake Bay watershed. These beneficial practices aid

in the mitigation of sediment and pollutant loads as well as the retention of water for home and horticultural uses.

Urban BMPs such as rain gardens, turf conversion to native plants, riparian buffers, rainwater harvesting and bio-retention are included in the suite of practices available for funding.

For information and to obtain an application, citizens in Hanover and Caroline counties may contact Pattie Bland at the Hanover-Caroline Soil and Water Conservation District office at 804-537-5225, ext. 115, or ppbland@hanovercounty.gov.

## LAND

Continued from pg. 2

conservation plan approvals, projects involving agricultural engineering or wetlands (such as building or repairing a pond) generally require the oversight of a licensed engineer or environmental professional to meet legal requirements.

"There is a common misperception that 'agricultural activities' are exempt from environmental regulations," Flagg said. "This is not true. Even if you are in an agriculturally zoned

district and actively farming, you still have to meet all of the legal requirements."

Also, do not hire anyone to clear land, grade or move earth or accept free dirt without being provided a copy of a land disturbance permit issued by the Department of Public Works or obtaining an approved Soil and Water Quality Conservation Plan by the Hanover-Caroline Soil and Water Conservation Board.

Information submitted by Tom Harris, Hanover County public information officer.

## VETERANS

Continued from pg. 1

how one becomes a general, to which she offers a lighthearted answer.

"If you hang around long enough, they'll do anything to get you out of the way," she joked.

Igou met her husband while serving and said the military has been a major part of her



Jim Ridolphi for The Local VFW Color Guard Shorty Ennis sounded Taps to close the Veterans Day ceremony.

life. "I've never regretted it."

She was commissioned in 1984.

The Hanoverian said honoring veterans on such a special day is a duty she looks forward to performing.



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## **Appendix D – Commercial Site Inspections**

Retail and Commercial Site Solid and Liquid Waste Inspection History								
Site ID #	Shopping Center	Shopping Center/Site Location	Inspector	Date	Inspection Results	Report	Photos	Comments/Follow-up
1	Stand Alone Business	Atby's - 360	John Bourret	12/23/2014	No problems noted	NO	NO	
1	Stand Alone Business	Atby's - 360	John Bourret	6/2/2015	No problems noted	NO	NO	
2	Atlee Square	Atlee Square - Route 301, Brunetti's Restaurant, Dollar General, Atlee Library,	John Bourret	12/2/2014	messy but improved	NO	NO	Slightly improved over last visit.
2	Atlee Square	Atlee Square - Route 301, Brunetti's Restaurant, Dollar General, Atlee Library,	John Bourret	6/2/2015	messy but improved	NO	NO	Lots of construction debris fro ongoing project.
3	Stand Alone Business	Bass Pro - Lakeridge Parkway	J Bourret	12/14/2014	No problems noted	NO	NO	
3	Stand Alone Business	Bass Pro - Lakeridge Parkway	J Bourret	6/2/2015	No problems noted	NO	NO	
4	Battlefield Commons	Battlefield Commons - 360/Awful Arthurs	John Bourret	12/22/2014	No problems	NO	NO	Mattress and fixtures in the back. No pollution threat.
4	Battlefield Commons	Battlefield Commons - 360/Awful Arthurs	John Bourret	6/24/2015	No problems	NO	NO	Lots of junk in back, no pollution threat
5	Bay Court Shopping Center	Bay Court - 360/Old Hickory	John Bourret	12/23/2014	No problems noted	NO	NO	
5	Bay Court Shopping Center	Bay Court - 360/Old Hickory	John Bourret	6/24/2015	No problems noted	NO	NO	
6						NO	YES	Chen's - I spoke with owner Benny. He denies outdoor cleaning but the evidence proves otherwise. The Patron - messy litter and possible outdoor cleaning.
6	The Shoppes at Bell Creek	Bell Creek - Pole Green/Bell Creek - Farmer Johnson's, Chen's, The Patron,	John Bourret	12/17/2014	Problems noted	NO	NO	Better than last inspection but there is still evidence of outdoor cleaning.
6	The Shoppes at Bell Creek	Bell Creek - Pole Green/Bell Creek - Farmer Johnson's, Chen's, The Patron,	John Bourret	6/22/2015	Problems noted	NO	NO	messy around dumpsters. No evidence of outdoor cleaning.
6	The Shoppes at Bell Creek	Entire Center	John Bourret	12/17/2014	No new problems noted	NO	NO	messy around dumpsters. No evidence of outdoor cleaning.
6	The Shoppes at Bell Creek	Entire Center	John Bourret	6/22/2015	No new problems noted	NO	NO	
7	Brandy Hill Plaza	Brandy Hill - 360/Lee Davis- Food Lion, China Wok, Willes NC BBQ,	John Bourret	12/17/2014	No problems noted	NO	NO	
7	Brandy Hill Plaza	Brandy Hill - 360/Lee Davis- Food Lion, China Wok, Willes NC BBQ,	John Bourret	6/22/2015	No problems noted	NO	NO	
8	Stand Alone	Burger King - 360	John Bourret	12/17/2014	No problems noted	NO	NO	
8	Stand Alone	Burger King - 360	John Bourret	6/22/2015	No problems noted	NO	NO	
9	Stand Alone	Fastmart - 360 -next to Battlefield Commons (site # 4)	John Bourret	12/22/2014	Problem noted.	NO	NO	Dumpster overflowing
9	Stand Alone	Fastmart - 360 -next to Battlefield Commons (site # 4)	John Bourret	6/22/2015	Problem noted.	NO	NO	
10	Stand Alone	Burger King - Rte 301	John Bourret	12/22/2014	No problems noted	NO	NO	
10	Stand Alone	Burger King - Rte 301	John Bourret	6/22/2015	No problems noted	NO	NO	
11	Bowles Farm Plaza	Bowles Farm Plaza - 360 - Ginger Red Asian Bistro	John Bourret	12/23/2014	no problems	NO	NO	Lots of construction activity behind the center.
12	Bowles Farm Plaza	Bowles Farm Plaza - 360 - Ginger Red Asian Bistro	John Bourret	6/22/2015	no problems	NO	NO	
12	Creighton Crossing	Creighton Crossing - 360/Creighton Crossing - entire center	John Bourret	12/23/2014	No problems noted	NO	NO	
12	Creighton Crossing	Creighton Crossing - 360/Creighton Crossing - entire center	John Bourret	6/22/2015	No problems noted	NO	NO	
13	Unnamed Shopping Center	Five Guys - 360 - at Bowles Farm Plaza (site #11)	John Bourret	12/23/2014	No problems noted	NO	NO	
13	Unnamed Shopping Center	Five Guys - 360 - at Bowles Farm Plaza (site #11)	John Bourret	6/22/2015	No problems noted	NO	NO	
14	North Cross Center	CICI's Pizza, Jade Chinese, Jersey Milkes Subs, Halligan BBQ	John Bourret	12/17/2014	No new problems noted	NO	NO	Grease drum overflowing, Jade Chinese - litter
14	North Cross Center	CICI's Pizza, Jade Chinese, Jersey Milkes Subs, Halligan BBQ	John Bourret	6/29/2015	No new problems noted	NO	NO	
15	Hanover Commons	Hanover Commons - Route 301 - Don Pedro 2	John Bourret	12/23/2014	no problems noted	NO	NO	
15	Hanover Commons	Hanover Commons - Route 301 - Don Pedro 2	John Bourret	6/19/2015	no problems noted	NO	NO	

Retail and Commercial Site Solid and Liquid Waste Inspection History									
Site ID #	Shopping Center	Shopping Center/Site Location	Inspector	Date	Inspection Results	Report	Photos	Comments/Follow-up	
16	Hanover Village	Hanover Village - 360 - <i>Tuesday Morning, Anna's Italian Res, Strip Retail, TSC,</i>	John Bourret	12/23/2014	problems noted	NO	NO	Same as before. Electrical contractors working at rear of center.	
17	Hanover Village	Hanover Village - 360 - <i>Tuesday Morning, Anna's Italian Res, Strip Retail, TSC,</i>	John Bourret	6/22/2015	problems noted	NO	NO		
18	Hanover Square	Hanover Square - East side Bell Creek Road - <i>Dollar Tree</i>	John Bourret	6/22/2015	No problems noted	NO	NO		
17	Hanover Square	Hanover Square - East side Bell Creek Road - <i>Applebee's</i>	John Bourret	12/4/2014	possible problems	NO	NO	Evidence of outdoor cleaning. Need followup.	
17	Hanover Square	Hanover Square - East side Bell Creek Road - <i>Applebee's</i>	John Bourret	6/22/2015	possible problems	NO	NO	Evidence of outdoor cleaning. Need followup.	
17	Hanover Square	Hanover Square - West side Bell Creek Rd - <i>Best Buy/Target/Home Depot/Cracker Barrel/Strip Retail</i>	John Bourret	12/4/2014	No problems noted	NO	NO		
17	Hanover Square	Hanover Square - West side Bell Creek Rd - <i>Best Buy/Target/Home Depot/Cracker Barrel/Strip Retail</i>	John Bourret	6/22/2015	No problems noted	NO	NO		
18	Stand Alone	<i>7 Eleven</i> - 360 - next to Stonewall Square SS (site #45)	John Bourret	12/22/2014	No problems noted	NO	NO	Trash near dumpsters.	
18	Stand Alone	<i>7 Eleven</i> - 360 - next to Stonewall Square SS (site #45)	John Bourret	6/24/2015	No problems noted	NO	NO	Trash near dumpsters.	
19	Stand Alone	<i>International House of Pancakes</i> - 360	John Bourret	12/17/2014	No Problems noted	NO	NO		
19	Stand Alone	<i>International House of Pancakes</i> - 360	John Bourret	6/24/2015	No Problems noted	NO	NO		
20	Stand Alone	<i>WalMart</i> - 360	John Bourret	12/4/2014	No problems noted	NO	NO		
20	Stand Alone	<i>WalMart</i> - 360	John Bourret	6/24/2015	No problems noted	NO	NO		
21	Stand Alone	<i>TGI Fridays</i> - 360/Creighton - next to Stonewall Square SS (site #45)	John Bourret	12/22/2014	Problems noted	Yes	Yes	New evidence of outdoor cleaning. Followup required.	
21	Stand Alone	<i>TGI Fridays</i> - 360/Creighton - next to Stonewall Square SS (site #45)	John Bourret	6/24/2015	Problems noted	NO	NO	New evidence of outdoor cleaning. Followup required.	
22	Kings Charter Village Center	<i>Subway, Mi Jalisco, Lulu's Greenery, China Star,</i>	John Bourret	12/17/2014	Problems noted	NO	Yes	Same as above. Grease stains on pavement.	
22	Kings Charter Village Center	<i>Subway, Mi Jalisco, Lulu's Greenery, China Star,</i>	John Bourret	6/24/2015	No problems noted	NO	NO		
22	Kings Charter Village Center	<i>Mehos-Restien-Restaurant</i>	John Bourret	12/17/2014	No problems noted	NO	NO		
22	Kings Charter Village Center	<i>Mehos-Restien-Restaurant</i>	John Bourret	6/24/2015	No problems noted	NO	NO		
23	Unnamed Shopping Center	<i>Little Ceasars</i> - 360 - at Bowles Farm Plaza (site #11)	John Bourret	12/23/2014	No problems noted	NO	NO		
23	Unnamed Shopping Center	<i>Little Ceasars</i> - 360 - at Bowles Farm Plaza (site #11)	John Bourret	6/22/2015	No problems noted	NO	NO		
24	Stand Alone	<i>Lowe's</i> - 360	John Bourret	12/17/2014	No problems noted	NO	NO		
24	Stand Alone	<i>Lowe's</i> - 360	John Bourret	6/22/2015	No problems noted	NO	NO		
25	Stand Alone	<i>McDonalds</i> - 360	John Bourret	12/17/2014	No problems noted	NO	NO		
25	Stand Alone	<i>McDonalds</i> - 360	John Bourret	6/22/2015	No problems noted	NO	NO		
26	Stand Alone	<i>Arby's</i> - Route 1 @ Sliding Hill	John Bourret	12/17/2014	No problems noted	NO	NO		
26	Stand Alone	<i>Arby's</i> - Route 1 @ Sliding Hill	John Bourret	6/25/2015	No problems noted	NO	NO		
27	Stand Alone	<i>McDonalds</i> - Rte 301	John Bourret	12/22/2014	No problems noted	NO	NO		
27	Stand Alone	<i>McDonalds</i> - Rte 301	John Bourret	6/25/2015	No problems noted	NO	NO		
28	Stand Alone	<i>McDonalds</i> - Sliding Hill - next to Kings Charter (site #22)	John Bourret	12/22/2014	No problems noted	NO	NO		
28	Stand Alone	<i>McDonalds</i> - Sliding Hill - next to Kings Charter (site #22)	John Bourret	6/24/2015	No problems noted	NO	NO		
29	Montpelier Shoppes -	<i>Entre Center</i>	John Bourret	12/17/2014	No problems noted	NO	NO		
29	Montpelier Shoppes -	<i>Entre Center</i>	John Bourret	6/26/2015	No problems noted	NO	NO		
30	Village Green -	<i>Village Green</i> - Montpelier	John Bourret	12/17/2014	No new problems noted	NO	NO	Same as last time.	
30	Village Green -	<i>Village Green</i> - Montpelier	John Bourret	6/26/2015	No new problems noted	NO	NO	Same as last time.	

Retail and Commercial Site Solid and Liquid Waste Inspection History								
Site ID #	Shopping Center	Shopping Center/Site Location	Inspector	Date	Inspection Results	Report	Photos	Comments/Follow-up
31	Rutland Commons -	Kogers	John Bourret	12/17/2014	no problems noted	NO	NO	FOG area shows signs of sloppy oil pouring. Needs general housekeeping.
31	Rutland Commons -	Kogers	John Bourret	6/29/2015	no problems noted	NO	NO	Housekeeping needed but not bad.
31	Rutland Commons -	Marty's Grill	John Bourret	12/17/2014	problems noted	NO	NO	Litter around dumpster, oily stain from building to FOG
31	Rutland Commons -	Marty's Grill	John Bourret	6/29/2015	problems noted	NO	NO	Litter around dumpster, oily stain from building to FOG
32	Stand Alone	Montpelier Fast Mart	John Bourret	12/17/2014	No problems noted	NO	NO	Staining around FOG container. Not MSA area.
32	Stand Alone	Montpelier Fast Mart	John Bourret	6/26/2015	No problems noted	NO	NO	Staining around FOG container. Not MSA area.
33	Stand Alone	Montpelier Food Center	John Bourret	12/17/2014	No problems noted	NO	NO	Staining around FOG container. Not MSA area.
33	Stand Alone	Montpelier Food Center	John Bourret	6/26/2015	No problems noted	NO	NO	
34	Stand Alone	Mexico - 360	John Bourret	12/23/2014	No new problems noted	NO	NO	
34	Stand Alone	Mexico - 360	John Bourret	6/24/2015	No new problems noted	NO	NO	same as before, no changes
35	Stand Alone	Outback - 360/Walmart	John Bourret	12/14/2014	No problems noted	NO	NO	
35	Stand Alone	Outback - 360/Walmart	John Bourret	6/24/2015	No problems noted	NO	NO	
36	Fashmart Shopping Center	Pasta House/Fas Mart - Atlee Rd.	John Bourret	12/23/2014	No problems noted	NO	NO	
36	Fashmart Shopping Center	Pasta House/Fas Mart - Atlee Rd.	John Bourret	6/24/2015	No problems noted	NO	NO	
37	Stand Alone	Pizza Hut - 360	John Bourret	12/17/2014	No problems noted	NO	NO	OUT OF BUSINESS
37	Stand Alone	Pizza Hut - 360	John Bourret	6/24/2015	No problems noted	NO	NO	
38	Stand Alone	Popeyes - Rte 301/Atlee road @ Atlee Square (site #2)	John Bourret	12/14/2014	No problems noted	NO	NO	
38	Stand Alone	Popeyes - Rte 301/Atlee road @ Atlee Square (site #2)	John Bourret	6/2/2015	No problems noted	NO	NO	
39	Stand Alone	Ruby Tuesday - 360/Walmart	John Bourret	12/14/2014	No problems noted	NO	NO	
39	Stand Alone	Ruby Tuesday - 360/Walmart	John Bourret	6/24/2015	No problems noted	NO	NO	
40	Stand Alone	Sheets - Sliding Hill	John Bourret	12/17/2014	No problems noted	NO	NO	
40	Stand Alone	Sheets - Sliding Hill	John Bourret	6/25/2015	No problems noted	NO	NO	
41	Stand Alone	Shoney's - 360	John Bourret	12/17/2014	No problems noted	NO	NO	
41	Stand Alone	Shoney's - 360	John Bourret	6/24/2015	No problems noted	NO	NO	
42	Stand Alone	Sonic - Route 1 & Sliding Hill	John Bourret	12/17/2014	No problems noted	NO	NO	
42	Stand Alone	Sonic - Route 1 & Sliding Hill	John Bourret	6/25/2015	No problems noted	NO	NO	
43	Stand Alone	Sonic - 360	John Bourret	12/17/2014	No problems noted	NO	NO	
43	Stand Alone	Sonic - 360	John Bourret	6/22/2015	No problems noted	NO	NO	
44	Spring Center	Spring Center - 360 - Tropical cafe	John Bourret	12/22/2014	No problems noted	NO	NO	
44	Spring Center	Spring Center - 360 - Tropical cafe	John Bourret	6/24/2015	No problems noted	NO	NO	
45	Stonewall Square	Stonewall Square - 360 across from Creighton Crossing SS - <del>Chanelle's Pizzeria</del> , Firehouse Subs	John Bourret	12/22/2014	No problems noted	NO	NO	
45	Stonewall Square	Stonewall Square - 360 across from Creighton Crossing SS - <del>Chanelle's Pizzeria</del> , Firehouse Subs	John Bourret	6/24/2015	No problems noted	NO	NO	

**Appendix E – Development Community Meeting Agenda**

**BOARD OF SUPERVISORS**

**SEAN M. DAVIS, CHAIRMAN**  
HENRY DISTRICT

**WAYNE T. HAZZARD, VICE-CHAIRMAN**  
SOUTH ANNA DISTRICT

**ANGELA KELLY-WIECEK**  
CHICKAHOMINY DISTRICT

**W. CANOVA PETERSON, IV**  
MECHANICSVILLE DISTRICT

**AUBREY M. STANLEY**  
BEAVERDAM DISTRICT

**G.E. VIA, III**  
ASHLAND DISTRICT

**ELTON J. WADE, SR.**  
COLD HARBOR DISTRICT

**CECIL R. HARRIS, JR.**  
COUNTY ADMINISTRATOR



HANOVER COURTHOUSE

**HANOVER COUNTY**

ESTABLISHED IN 1720

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**PLANNING DEPARTMENT**

**DAVID P. MALONEY, AICP**  
DIRECTOR OF PLANNING

**JOHN A. BENDER**  
DEPUTY DIRECTOR OF PLANNING

**J. KEITH THOMPSON**  
PRINCIPAL PLANNER

**LEE W. GARMAN, AICP**  
PRINCIPAL PLANNER

**MARY B. PENNOCK**  
PRINCIPAL PLANNER

P. O. BOX 470  
HANOVER, VIRGINIA 23069

PHONE 804-365-6171  
FAX 804-365-6232

**MEMORANDUM**

**TO:** Engineering and Development Community  
**FROM:** John Bender, Deputy Director of Planning  
**DATE:** July 21, 2014  
**RE:** Quarterly Meeting

The quarterly meeting will be held in the *TRANE* Company offices at 10408 Lakeridge Parkway, Suite 100, in Crescent Business Center (see attached map) from **11:30 a.m. to 1:00 p.m. on Friday August 22, 2014.** The purpose of this meeting is to continue the series of seminars for the engineering and development community. **PLEASE NOTE THE START TIME FOR THIS ONE MEETING DATE IS 11:30 A.M., AS LUNCH WILL BE SERVED.**

The topics to be covered at this session are:

- **Surety for Installation of Certain Required Improvements now Governed By the Zoning Ord., Instead of Subdivision Performance Bond (John Bender, Deputy Director of Planning)**
- **County GIS Website Access on Smart Phones and Tablets (Amy Walters, IT/GIS Project Manager))**
- **Stormwater Pollution Prevention Plan (SWPPP) Model and Other Stormwater Program Updates (Randy Hardman, Deputy Director of Public Works)**
- **Updates and Miscellaneous Matters:**
  - **Subdivision Street Sign Standards/Requirements Reminder**

Please let Betty Gray know if you plan to attend by 4:30 p.m. on Friday August 15, 2014. Mrs. Gray may be contacted at 365-6171 or by e-mail to [bsgray@hanovercounty.gov](mailto:bsgray@hanovercounty.gov). In case of inclement weather, if County Offices are closed, this meeting will be cancelled and rescheduled.

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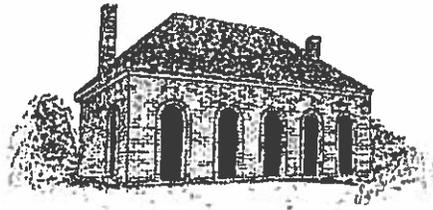
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FAX: 804-365-6232

### MEMORANDUM

TO: Commercial and Development Review Staff

FROM: John Bender, Deputy Director of Planning

DATE: December 8, 2014

RE: **Quarterly Meeting**

The quarterly meeting will be held in the *TRANE* Company offices at 10408 Lakeridge Parkway, Suite 100, in Crescent Business Center (see attached map) from 11:30 a.m. to 1:00 p.m. on Friday January 9, 2015. The purpose of this meeting is to continue the series of seminars for the engineering and development community. **PLEASE NOTE THE START TIME FOR THIS MEETING DATE IS 11:30 A.M., AS LUNCH WILL BE SERVED.**

The topics to be covered at this session are:

- **DPU General Updates** (Mike Nannery, Engineering Manager, Public Utilities)
- **\* Post July 1, 2014 Stormwater Regulations Implementation – How is it Going? Questions and Answers with DPW** (Mike Flagg, Director of Public Works)
- **Updates and Miscellaneous Matters:**
  - Update - Surety for Installation of Certain Required Improvements in Subdivisions, now Governed By the Zoning Ord.
  - Subdivision Street Sign Standards/Requirements Reminder
- \* The Department of Public Works would like to have a productive and interactive session to assist engineers and developers interpret and deal with the new stormwater regulations. To that end, please take a few minutes to think of problems or questions you have had and email them in advance to Mike Flagg at [jmflagg@hanovercounty.gov](mailto:jmflagg@hanovercounty.gov).

Please let Angie Pitts know if you plan to attend by 4:30 p.m. on Wednesday December 31, 2014 so that we may plan adequately for lunch. Ms. Pitts may be contacted at 365-6171 or by e-mail to [awpitts@hanovercounty.gov](mailto:awpitts@hanovercounty.gov). In case of inclement weather, if County offices are closed or if the Trane offices are closed, this meeting will be cancelled and rescheduled.

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HENRY DISTRICT

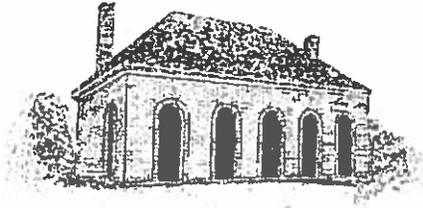
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FAX: 804-365-6232

### MEMORANDUM

TO: Commercial and Development Review Staff

FROM: John Bender, Deputy Director of Planning

DATE: May 19, 2015

RE: **Quarterly Meeting**

The quarterly meeting will be held in the *TRANE* Company offices at 10408 Lakeridge Parkway, Suite 100, in Crescent Business Center (see attached map) from **11:30 a.m. to 1:00 p.m. on Friday June 19, 2015.** The purpose of this meeting is to continue the series of seminars for the engineering and development community. **PLEASE NOTE THE START TIME FOR THIS MEETING DATE IS 11:30 A.M., AS LUNCH WILL BE SERVED.**

The topics to be covered at this session are:

- **Legislative Update** (Dennis Walter, Deputy County Attorney)
- **Tips for Meeting Parking and Landscaping Requirements** (Donna Bowen, LA, Sr. Planner I)
- **Solicitation of Recommendations for Changes to Public Utilities Water and Sanitary Sewer Standards** (Steve Herzog, Director of Public Utilities)
- **Updates and Miscellaneous Matters:**
  - **Update - Surety for Installation of Certain Required Improvements in Subdivisions, now Governed By the Zoning Ord.**
  - **Subdivision Street Sign Standards/Requirements Reminder**
  - **Changes to fee schedule for Commercial/Industrial rezonings and site plans.**

Please let Angie Pitts know if you plan to attend by 4:30 p.m. on Thursday June 11, 2015, so that we may plan adequately for lunch. Ms. Pitts may be contacted at 365-6171 or by e-mail to [awpitts@co.hanover.va.us](mailto:awpitts@co.hanover.va.us). In case of inclement weather, if County offices are closed or if the Trane offices are closed, this meeting will be cancelled and rescheduled.

**Appendix F - Recycling and Earth Day Announcements**

# Sheriff's Office schedules 1st Fall Fellowship Festival

The Hanover County Sheriff's Office will host its' first-ever "Fall Fellowship Festival" on Saturday, **October 18**, from 10 a.m. to 3 p.m.

Designed to give faith-based, non-profit and community organizations the chance to highlight the valuable ministries or services they offer, this event reinforces the strong partnerships that create safe communities.

The event will be held at the Hanover Courthouse government complex. There will be food, live music, games and activities for people of all ages, as well as the opportunity to hear about Hanover's many resources and partnership opportunities.

For more information call the Sheriff's Office at 365-6140.

## Deadlines and reminders

### More volunteers needed to help neighbors in crises

We've all seen how disasters can strike at any time. If one strikes Hanover this fall, can you help your neighbors? Learn how by taking CERT classes offered by Hanover Fire/EMS!

The classes begin in early September and will be held probably twice a week, though the schedule is still tentative.

The registration deadline is August 29. Please call (703) 307-8520 to register. The e-mail address for registration is [HanoverCERT@comcast.net](mailto:HanoverCERT@comcast.net)

### Fall Master Gardeners classes begin Sept. 6

The Hanover Master Gardeners have announced the dates and topics for their Fall Home Gardening Series: September 6 (What Not to Plant), September 13 (Lawn Care), and September 20 (Gardening Tools)

All classes are free. Register online at [www.hanovermastergardeners.org](http://www.hanovermastergardeners.org) or call the Extension Service at 752-4310.

When you register, you will be given the location and address of the classes.

### Survivor Day

Saturday, **September 27**, the Central Virginia Emergency Management Alliance will host its 5th annual Survivor Day, inviting residents to learn how to prepare for disasters.

Hanover County's event will be held in the Board Room of the Hanover County Administration Building from 8 a.m. noon.

Seating is limited and registration are accepted on a first come, first serve basis. Register online at [www.SurvivorDay.com](http://www.SurvivorDay.com) or call 211.

### Planning group seeks youth members

Are you a 7th - 11th grade student who would like to play a role in Hanover's future? If so, the Hanover Youth Perspective (HYP) may be waiting for you!

HYP members provide a 'youth perspective' on County land use issues. Members must be available to meet monthly at Hanover Courthouse on each second Thursday at 6:30 p.m. August 29 is the deadline to apply.

For more information, please call the Hanover Planning Department at 365-6171.

## County holds fall recycling event

Do you have an old computer that you would like to recycle? Or perhaps some personal information or documents that you would like to have shredded?

If so, and you are a Hanover County resident, you are invited to come out to the Mechanical Solid Waste Service Conference Center for a special recycling event on Saturday, **November 15**, from 10 a.m. to 3 p.m.

During this event, Hanover residents can bring for free recycling electronic ('e-waste') or any personal information or documents you want shredded. There will be no charge to dispose of the 'e-waste' except televisions, which cost \$7) or personal documents. For those wishing to dispose of televisions, you must pay by check.

'E-waste' items accepted at no charge will include computers, computer accessories (kables, wires, keyboards, mice, speakers, etc.), printers, scanners, copiers, fax machines, telephones & cell phones, VCRs, camcorders, stereo, microwaves or anything with an electrical plug.

Up to four boxes (10" by 12" by 18") of documents will also be accepted for shredding.

For more information call the Department of Public Works at 365-6181.

## Youth Police Academy graduating class



Seven young people graduated from the 11th Youth Citizens Police Academy offered this summer by the Hanover Sheriff's Office. This one-week course is designed to give participants an inside look into a future career in law enforcement. Pictured from left to right are Brittany Wilkerson, Alex Hundley, Ashley McQuinn, Casey Barba, Amber Harrison, Alex Freeman, Abriana Spagnoli, Jake Debevoise, Mitchell Brown, Brandon Wilkerson, and Logan Guthrie.

## How you can help keep our county beautiful

Roadside litter is an ugly and expensive problem in Hanover. Last year County work crews collected more than 63,000 pounds of roadside litter, not including the efforts of the Virginia Department of Transportation and its Adopt-a-Highway volunteers.

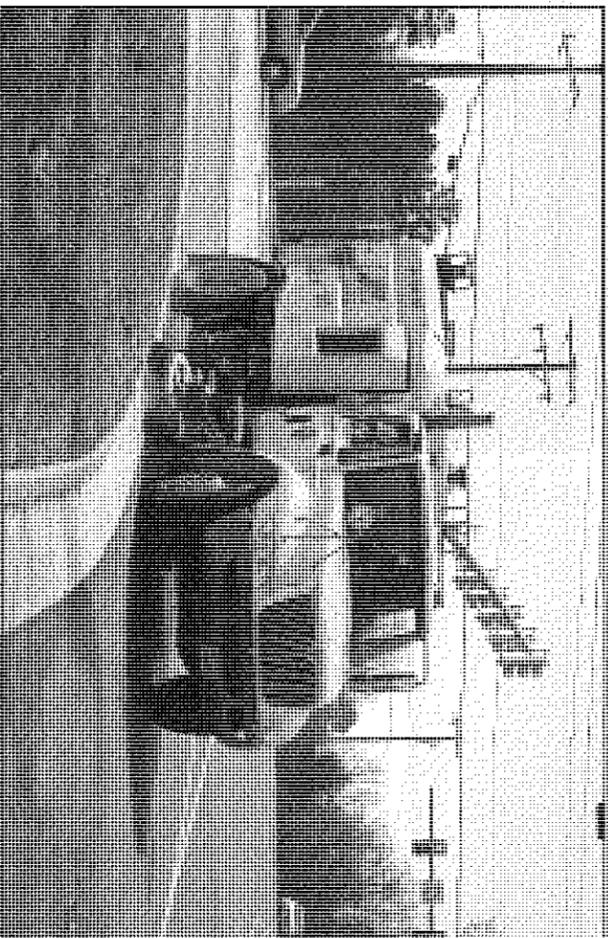
Much of the litter on Hanover's roadways comes from trash being blown out of trucks and utility trailers on their way to solid waste convenience centers. Please secure your loads so this doesn't happen. Inexpensive tarps are available at most hardware stores. The remainder of the litter is thrown from vehicles by careless individuals. Just look along almost any interstate ramp to see how litter can ruin the beauty of an area.

### Mechanical sweeping

Mechanical sweeping is used to effectively collect litter and debris that have built up in intersections and along curbs. Dropped cigarettes represents a significant portion of the curbside litter that needs to be picked up. Last spring, the mechanical sweeper picked up 350,000 pounds of litter in a two-week period.

The cost to taxpayers for litter collection and mechanical sweeping is more than \$63,500 per year.

Thankfully, roadside litter is a problem that everyone can help solve. Please be sure your trash gets into the appropriate containers and not on the



*Hanover County has to employ a mechanical sweeper to help clean the roadsides of cigarettes and other debris thrown from vehicles. The cost just to rent this sweeper once a year is \$5,500, which does not include the costs of operating the machine, fueling it and disposing of the waste.*

roadside. Do not place unsecured bags in the bed of your pick-up truck.

### How to 'adopt' highways

You can also help by joining the "Adopt a Highway" program. Spring is a good time to enroll because VDOT encourages Adopt-a-Highway participants to schedule one of their two yearly pickups in April to coincide with "Earth Day". Adopt-a-Highway volunteers agree

to pick up litter at least twice a year for three years over a two-mile stretch of highway. In return, VDOT provides trash bags, vests, important safety information, and highway signs that recognize your group.

Another way that everyone can help is by not placing illegal signs alongside the road or within a median strip. Any area inside a ditch line would almost always be within the VDOT right-of-way (see details below). Hanover is a beautiful county - let's keep it that way!

## Reminder about appropriate placement of signs

Please remember that it is illegal to place signs within the Virginia Department of Transportation's right-of-way and that violations of this law can result in fines.

The VDOT right-of-way typically includes median strips, utility poles, street signs and the area between the road and ditch line. Hanover County actively enforces this state law throughout the county, and violators can be assessed a \$100 fine per illegal sign. David Maloney, Director of Planning, said his office has received complaints about these signs over the years and has assessed a number of fines.

"A majority of these illegally placed signs are constructed of inexpensive materials and they remain within the public right-of-way and neglected," Maloney added. "They are very unsightly and become a form of litter." He added that signs within the public right-of-way present many

nuisances and dangers to motorists.

"They become visual distractions to drivers and they can block sight lines, especially at intersections and driveways," Maloney said. "The County's goals are to keep our county beautiful and achieve compliance with this state law," Maloney added. "We do not have a goal of collecting fines, but we will do so where necessary to discourage businesses and individuals from posting illegal signs." In an effort to enforce the regulations, the zoning enforcement staff periodically performs sweeps of the County's roads to remove illegally placed signs.

Also remember that signs may be posted on private property only with the permission of the owner and in compliance with the County's sign ordinance. Questions about the requirements of the County's sign ordinance may be directed to the Planning Office at 365-6171.

## Volunteers, business support needed for big race

The eyes of the world will be on Hanover County on September 23 when the UCI Road World Championships brings the globe's top bicyclists and thousands of spectators to our backyard.

On that day the Elite Men Individual Time Trial (ITT) starts from Kings Dominion. During the ITT the professional men will roll off one at a time, racing against the clock in a point-to-point race.

### The route in Hanover

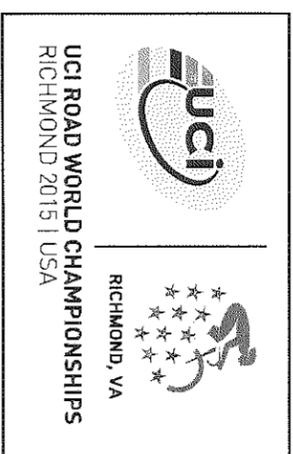
In Hanover, the route will be from Rt. 30 to Rt. 301, staying on Rt. 301 until Georgetown Road. The cyclists will follow Georgetown over to Rural Point Road, where they will turn right and go back to Rt. 301. Competitors will remain on Rt. 301 until they leave Hanover County headed downtown towards Broad and 5th Streets.

The affected roads will be closed for about four hours on September 23 to accommodate this event.

Maps of the ITT course and the other race courses can be seen on the Richmond 2015 website at: [www.richmond2015.com/about/courses/](http://www.richmond2015.com/about/courses/)

### Bigger than the Super Bowl?

The World Championships of road cycling may be the biggest event ever to come to Hanover and the Richmond Region. An article in the February 1 issue of The Washington Post magazine



stated: "the Super Bowl is small fries compared to this."

Supporting this event is a priority for the Board of Supervisors and a tremendous opportunity for county residents and businesses to engage in this once-in-a-generation experience.

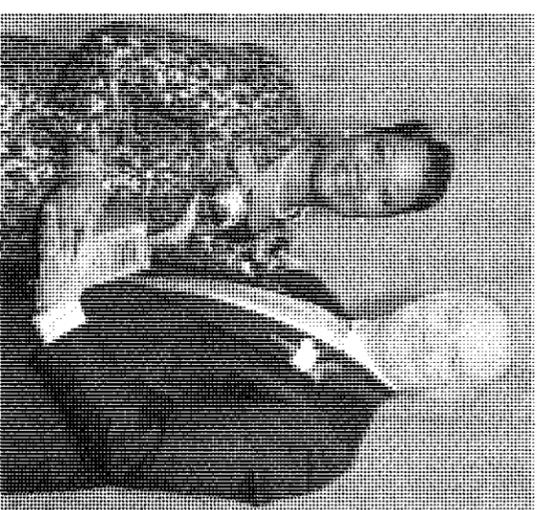
## "Earth Day" event

### Recycle personal info, e-waste on April 18

Would you like to dispose of an old computer or TV? Perhaps some household hazardous waste products? Or do you have personal documents that you would like to shred?

If any of those things apply, you might want to take advantage of a special recycling opportunity Hanover County will offer on Saturday, **April 18**, at the Mechanicsville Solid Waste Center. From 10-2, County residents can bring their electronic waste, household hazardous waste and personal information

## Dr. Wilson receives "Strong Woman" honor new members



Hanover County School Superintendent Dr. Jamelle S. Wilson was recently awarded a 2015 "Strong Men and Women in Virginia History" award by Dominion Resources and the Library of Virginia. This award "honors prominent African-Americans, past and present, who have made significant contributions to the commonwealth." Dr. Wilson is the first female and first African-American superintendent of Hanover County Public Schools. The Dominion Foundation will make a \$5,000 donation to a 501(c)(3) organization in Dr. Wilson's name. Dr. Wilson selected the Hanover Education Foundation (HEF) to receive these funds. Hanover County Public Schools, as well as professional development opportunities for teachers.

## Hundreds of volunteers are needed to fill thousands of volunteer shifts. You can learn about volunteer opportunities by going to:

[www.richmond2015.volunteermanage.com](http://www.richmond2015.volunteermanage.com). Businesses across the region who are eager to maximize the benefits of Richmond2015 can register for Soci te 2015 at: [www.societe2015.com](http://www.societe2015.com). The local business engagement program offers area business tips and tools while showing your support for the community.

Please visit the Richmond 2015 website at [www.richmond2015.com](http://www.richmond2015.com) and follow them on Facebook and Twitter @richmond2015 to learn more about the event and how you can get involved.

or documents to be shredded. There is no charge to dispose of the "e-waste" (except televisions and computer monitors, which cost \$109 household hazardous waste or personal documents. If you do recycle TVs or computer monitors, you'll need to pay by check. Paints are not accepted. Up to four boxes (10" by 12" by 18") of documents will also be accepted for shredding. The Sheriff's Office also will collect expired, unwanted or unused prescription drugs.

The National Take Back Initiative is conducted by the Drug Enforcement Administration in conjunction with state and local law enforcement agencies.

### How to get a tax break on your high-mileage car

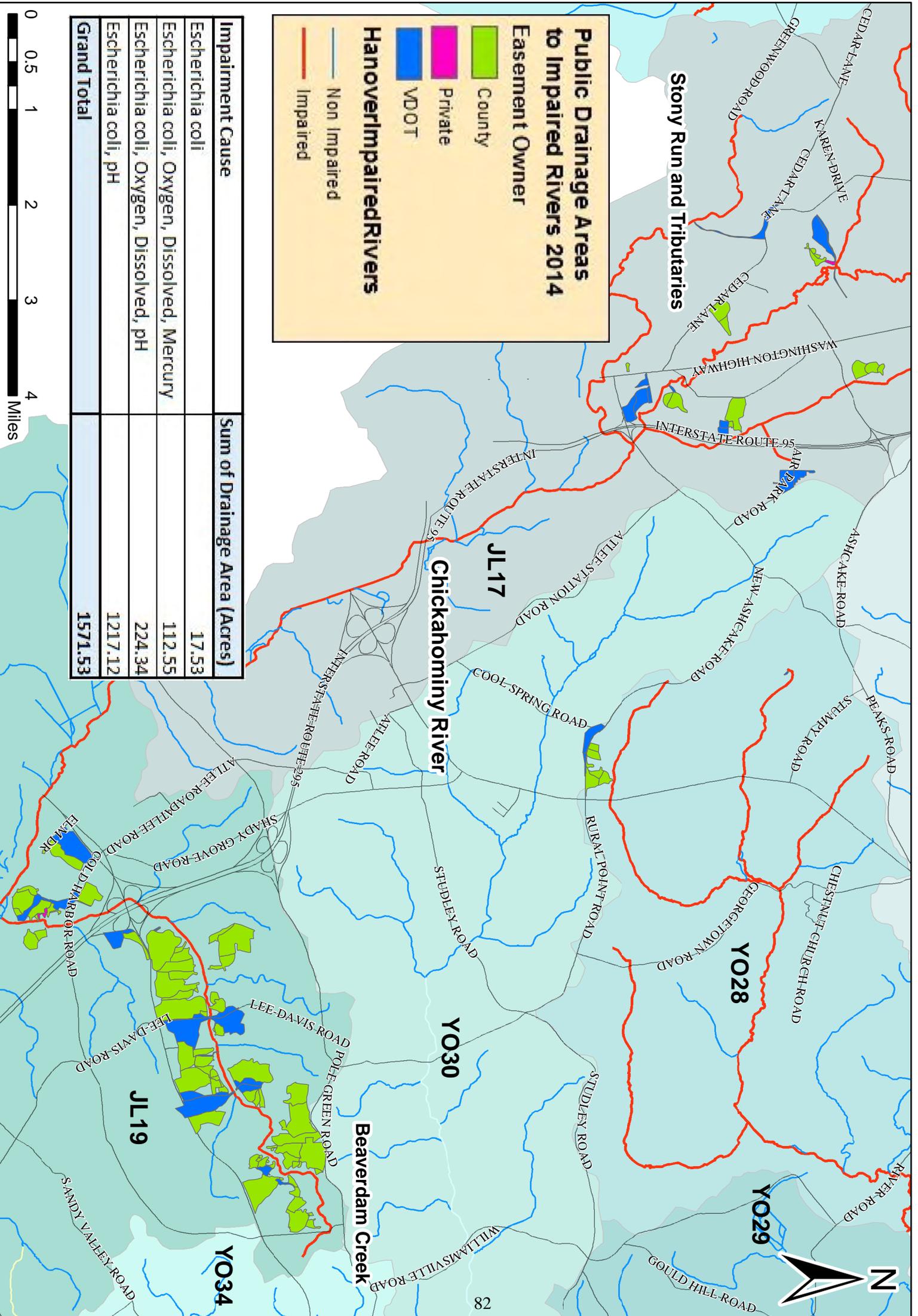
If your vehicle has a high amount of mileage, you may apply to have its assessed value reduced and save some money on your personal property tax bill.

Friday, **May 1**, is the deadline to apply for this reduction, which is offered by the Hanover Commissioner of Revenue's office.

For more information about this program, call 365-6129 or e-mail [commissioner@hanovercounty.gov](mailto:commissioner@hanovercounty.gov)

## **Appendix G – Outfall Information**

# Public Drainage Areas to Impaired Rivers Hanover, Virginia 2014



Facility_ID	Inspection Year	Date	Remarks/Observations
119200074	2	21-Oct-14	No Flow; pipe is approximately 50% blocked with sediment.
119200075	2	21-Oct-14	No Flow
119200076	2	21-Oct-14	No Flow
119200077	2	21-Oct-14	No Flow
119200078	2	21-Oct-14	No Flow
119200079	2	21-Oct-14	No Flow
119200080	2	21-Oct-14	No Flow
119200081	2	21-Oct-14	No Flow
119200082	2	21-Oct-14	No Flow
119200083	2	21-Oct-14	No Flow, blockage approximately 30%.
119200084	2	21-Oct-14	No Flow
119200085	2	21-Oct-14	No Flow, blockage approximately 75%.
119200086	2	21-Oct-14	No Flow
119200088	2	21-Oct-14	No Flow
119200093	2	21-Oct-14	No Flow
119200100	2	21-Oct-14	No Flow
119200102	2	21-Oct-14	No Flow
119200103	2	21-Oct-14	No Flow
119200104	2	21-Oct-14	No Flow
119200105	2	21-Oct-14	No Flow
119200106	2	27-Oct-14	No flow
119200107	2	27-Oct-14	No Flow
119200108	2	27-Oct-14	No Flow
119200109	2	27-Oct-14	No Flow
119200110	2	27-Oct-14	No Flow
119200111	2	27-Oct-14	No Flow observed, however standing water behind RCP.
119200113	2	27-Oct-14	Flow is present. Potential underground spring. No odor, sheens with clear water. SC and TDS somewhat high.
119200113	2	08-Jan-15	Reinspection, no illicit discharge is suspected. Flow was not present in upstream structure, water must be entering through one of the pipe joints.
119200114	2	23-Mar-15	Flow present, approximately 75 yards behind house.
119200114	2	05-May-15	Flow was present, but dry upstream. Not a suspected illicit discharge.
119200115	2	27-Oct-14	No Flow
119200116	2	28-Oct-14	No Flow
119200118	2	28-Oct-14	No Flow
119200119	2	28-Oct-14	No Flow
119200120	2	28-Oct-14	No Flow
119200121	2	28-Oct-14	No Flow
119200122	2	28-Oct-14	No Flow
119200123	2	28-Oct-14	No Flow
119200124	2	28-Oct-14	No Flow. Some damage to asphalt v-ditch due to tree root growth.
119200125	2	28-Oct-14	No Flow
119200126	2	28-Oct-14	No Flow
119200127	2	28-Oct-14	No Flow
119200128	2	28-Oct-14	No Flow
119200129	2	28-Oct-14	No Flow
119200130	2	28-Oct-14	Minimal flow present. No stormwater flow observed, potential underground spring.
119200131	2	28-Oct-14	No Flow
119200132	2	28-Oct-14	No Flow
119200134	2	28-Oct-14	No Flow
119200135	2	28-Oct-14	No Flow
119200137	2	28-Oct-14	No Flow
119200138	2	28-Oct-14	No Flow
119200140	2	28-Oct-14	No Flow
119200141	2	28-Oct-14	No Flow
119200142	2	28-Oct-14	No Flow
119200143	2	28-Oct-14	Minimal, if any flow observed.
119200144	2	12-Nov-14	No Flow
119200145	2	12-Nov-14	No Flow
119200146	2	12-Nov-14	No Flow
119200147	2	12-Nov-14	No Flow
119200148	2	12-Nov-14	No Flow
119200149	2	12-Nov-14	No Flow
119200150	2	12-Nov-14	No Flow
119200151	2	12-Nov-14	No Flow
119200152	2	12-Nov-14	No Flow
119200153	2	12-Nov-14	No Flow
119200154	2	01-Dec-14	No flow
119200155	2	01-Dec-14	No flow
119200156	2	01-Dec-14	No flow
119200157	2	01-Dec-14	No flow
119200158	2	01-Dec-14	No flow

119200159	2	01-Dec-14	No flow
119200160	2	01-Dec-14	Pipe located under water 95%
119200165	2	01-Dec-14	No flow
119200166	2	01-Dec-14	No flow, approximately 50% blocked with debris.
119200167	2	01-Dec-14	No flow
119200168	2	01-Dec-14	No flow
119200169	2	01-Dec-14	No flow
119200171	2	01-Dec-14	No flow
119200172	2	01-Dec-14	No flow
119200173	2	01-Dec-14	No flow
119200176	2	01-Dec-14	Review numbers for potential revisit
119200176	2	08-Jan-15	Reinspection, no illicit discharge suspected. No flow was present at upstream manhole. A pipe section appears to have shifted and water is coming through the joint.
119200177	2	02-Dec-14	I found this location and took pictures as in new outfalls/ D.A. work. I question if this is an outfall as v-ditch leads to stormwater intake as shown in picture 119200177-2.
119200239	2	02-Dec-14	No flow
119200244	2	02-Dec-14	Readings below illicit discharge identification threshold.
119200245	2	02-Dec-14	No flow
119200246	2	02-Dec-14	No flow
119200247	2	02-Dec-14	No flow
119200248	2	02-Dec-14	No flow
119200249	2	02-Dec-14	No flow
119200250	2	02-Dec-14	No flow. I removed riprap from the front of the pipe. I also removed debris, this HDPE is approximately 60% blocked.
119200251	2	02-Dec-14	No flow
119200252	2	15-Dec-14	No flow
119200253	2	15-Dec-14	No flow
119200254	2	15-Dec-14	No flow
119200255	2	15-Dec-14	No flow
119200256	2	15-Dec-14	No flow
119200257	2	15-Dec-14	No flow, approximately 75% blocked.
119200258	2	15-Dec-14	No flow
119200259	2	15-Dec-14	No flow
119200260	2	15-Dec-14	No flow
119200261	2	15-Dec-14	No flow
119200264	2	15-Dec-14	No flow
119200265	2	15-Dec-14	No flow
119200266	2	15-Dec-14	No flow
119200283	2	15-Dec-14	No flow
119200284	2	15-Dec-14	No flow
119200286	2	15-Dec-14	No flow
119200287	2	15-Dec-14	No flow
119200288	2	08-Jan-15	Reinspection. Outfalls into perennial water body and is partially submerged. No flow was observed in upstream structure and no illicit discharge is suspected.
119200288	2	15-Dec-14	flow present
119200289	2	15-Dec-14	flow present
119200289	2	08-Jan-15	Reinspection. Outfalls into perennial water body and is partially submerged. No flow was detectable. No illicit discharge is suspected.
119200290	2	15-Dec-14	flow present. Followed water to locate source, an underground spring appears to be the source.
119200290	2	08-Jan-15	Reinspection, no illicit discharge present. Water is coming through a pipe joint underneath the Walnut Grove and Peach Orchard intersection.
119200291	2	08-Jan-15	Reinspection. Standing water observed, upstream structure was dry. No illicit discharge found.
119200291	2	16-Dec-14	flow present. Water source appears to be underground spring, pipe 80% blocked.
119200292	2	16-Dec-14	No flow
119200293	2	16-Dec-14	No flow
119200294	2	16-Dec-14	No flow
119200295	2	23-Mar-15	No flow
119200296	2	16-Dec-14	No flow
119200297	2	06-Jan-15	No flow, 50% blockage
119200298	2	06-Jan-15	No flow
119200299	2	06-Jan-15	No flow
119200300	2	06-Jan-15	No flow
119200301	2	06-Jan-15	No flow
119200302	2	06-Jan-15	No flow
119200303	2	06-Jan-15	No flow
119200304	2	16-Dec-14	No flow
119200305	2	06-Jan-15	No flow
119200306	2	06-Jan-15	No flow
119200313	2	06-Jan-15	No flow
119200314	2	06-Jan-15	No flow, currently pipe serves as grass ditch connection.
119200315	2	06-Jan-15	No flow
119200316	2	06-Jan-15	No flow

119200324	2	06-Jan-15	No flow
119200334	2	06-Jan-15	Standing water in pipe
119200394	2	06-Jan-15	Standing water in pipe
119200395	2	17-Mar-15	No flow
119200396	2	17-Mar-15	No flow
119200397	2	17-Mar-15	No flow
119200398	2	17-Mar-15	No flow
119200399	2	17-Mar-15	No flow
119200400	2	17-Mar-15	No flow
119200401	2	17-Mar-15	No flow
119200402	2	17-Mar-15	No flow
119200403	2	02-Apr-15	Slowing draining system. Dry upstream and no illicit discharge suspected.
119200403	2	17-Mar-15	Flow present
119200404	2	17-Mar-15	Standing water, not a suspected illicit discharge.
119200405	2	17-Mar-15	No flow
119200406	2	17-Mar-15	No flow
119200416	2	23-Mar-15	No flow
119200417	2	23-Mar-15	No flow
119200418	2	23-Mar-15	No flow
119200419	2	02-Apr-15	Flow present, but dry upstream
119200419	2	23-Mar-15	No flow
119200420	2	23-Mar-15	No flow
119200421	2	23-Mar-15	No flow
119200422	2	23-Mar-15	No flow
119200423	2	23-Mar-15	No flow
119200424	2	23-Mar-15	No flow
119200426	2	23-Mar-15	No flow

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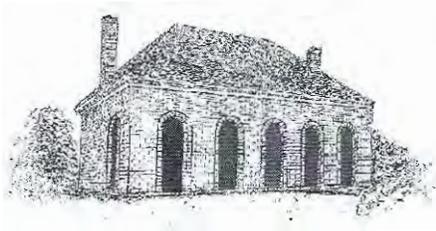
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COLD HARBOR DISTRICT



*HANOVER COURTHOUSE*

**HANOVER COUNTY**

ESTABLISHED IN 1720

**DEPARTMENT OF PUBLIC WORKS**

**J. MICHAEL FLAGG, P.E., DIRECTOR**

P. O. Box 470  
7516 COUNTY COMPLEX ROAD  
HANOVER VIRGINIA 23069  
PHONE: 804-365-6181  
FAX: 804-365-6233

WWW.CO.HANOVER.VA.US

**CECIL R. HARRIS, JR.**

COUNTY ADMINISTRATOR

**FRANK W. HARKSEN, JR.**

DEPUTY COUNTY ADMINISTRATOR

August 19, 2011

Ingrid Stenbjorn  
Town Engineer  
Ashland Virginia  
101 Thompson Street  
P.O. Box 1600  
Ashland, VA 23005

Ms. Stenbjorn:

Hanover County operates under a phase II municipal separate stormsewer system (MS4) general permit (permit # VAR040012). Hanover County Schools operate under Hanover County's MS4 permit based on the MOU between Hanover County Schools and Hanover County.

The purpose of this letter is to notify you that of the potential for interconnections between the stormsewer systems operated under this MS4 permit at these school sites and the stormsewer systems operated by the Town of Ashland. The provisions of the MS4 regulations (4VAC50-60-1240 Sect. II B.3.g) require notification in writing to any downstream regulated MS4 if there are physical interconnections between the MS4s. This letter is provided to meet the notification requirement of the regulations. No actions are required on the part of the Town of Ashland.

If you have any questions regarding this matter, please feel free to call me at (804)365-6237.

Sincerely,



Michael J. Dieter  
Civil Engineer II  
Hanover County  
Department of Public Works

**BOARD OF SUPERVISORS**

**G. E. "Ed" VIA III, CHAIRMAN**  
ASHLAND DISTRICT

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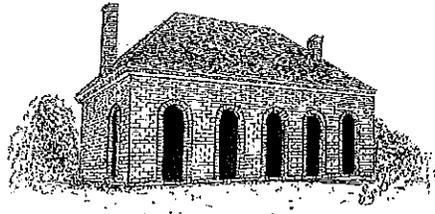
**SEAN M. DAVIS**  
HENRY DISTRICT

**WAYNE T. HAZZARD**  
SOUTH ANNA DISTRICT

**ANGELA KELLY-WIECEK**  
CHICKAHOMINY DISTRICT

**AUBREY M. STANLEY**  
BEAVERDAM DISTRICT

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COLD HARBOR DISTRICT



*HANOVER COURTHOUSE*

**HANOVER COUNTY**

ESTABLISHED IN 1720

**CECIL R. HARRIS, JR.**  
COUNTY ADMINISTRATOR

**JOSEPH P. CASEY**  
DEPUTY COUNTY ADMINISTRATOR

**FRANK W. HARKSEN, JR.**  
DEPUTY COUNTY ADMINISTRATOR

**JAMES P. TAYLOR**  
ASSISTANT COUNTY ADMINISTRATOR

WWW.CO.HANOVER.VA.US

P.O. BOX 470, HANOVER, VA 23069  
7516 COUNTY COMPLEX ROAD, HANOVER, VA 23069

PHONE: 804-365-6005  
FAX: 804-365-6234

April 6, 2012

Roy T. Mills  
State Stormwater Program Administrator  
Location and Design Division  
Department of Transportation  
1401 East Brad Street  
Richmond, VA 23219-2000

Subject: MS4 Permit, Interconnected Stormwater Systems

Mr. Mills:

The purpose of this letter is to acknowledge the potential for interconnections between the storm sewer systems operated by Hanover County (permit registration number VAR040012), and the storm sewer systems operated by VDOT (permit registration number VAR040115). The provisions of the MS4 regulations (4VAC50-60-1240 Sect. II B.3.g) require notification in writing to any downstream regulated MS4 if there are physical interconnections between the MS4s. Although the potential for interconnections between our systems is obvious, this letter is provided to meet the formal notification requirement of the regulations. We received a similar letter from you on behalf of VDOT providing this required notification dated June 30, 2010.

We also want to express our appreciation for your meeting with our staff on March 22, 2012 to discuss working together to address areas of overlapping responsibilities and requirements impacting our MS4s. We believe that it is to our mutual benefit to continue to share data and information whenever applicable to ensure efficient use of our limited resources to address MS4 requirements, and we look forward to continuing to work with VDOT.

It is important to acknowledge and build on our foundation of ongoing cooperation with respect to the following MS4 related activities:

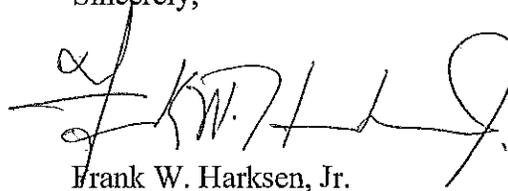
- Litter Pickup – VDOT is responsible for our roadway maintenance. To improve the appearance of the county and prevent litter pollution, Hanover County performs and coordinates litter pickup on many affected roadways in the County. VDOT has assisted with these activities by picking up bags left along the highway after these activities are complete. In addition, VDOT's ongoing litter pickup and mowing activities are very important and we would like to see these increased back to past levels as MS4 activities are contemplated.

Roy T. Mills  
MS4 Permit, Interconnected Stormwater Systems  
April 6, 2012  
Page 2.

- Street sweeping - To support cleaner roadways, Hanover County performs street sweeping on select roadways. VDOT has participated in this activity by providing assistance with safety measures for street sweeping efforts. We believe this should continue to be a priority as VDOT considers its MS4 program activities.
- Outfall Inventories and Monitoring – Hanover County has worked to establish comprehensive inventory and inspection of our MS4 outfalls including many located within VDOT right-of-ways and/or impacted by stormwater through our interconnected systems. We should cooperate where possible to minimize duplication of effort and reduce cost to our citizens.
- Interconnected MS4 Boundary Delineation – We trust we will be able to cooperate in the delineation and definition of our systems and measures to meet required pollutant reductions in order to lower cost to our citizens.
- Ongoing program implementation – VDOT and Hanover County have a history of cooperation and joint ventures for pollution control, litter control, public education and roadway improvements. These practices should be continued and enhanced where it improves implementation and lowers cost. We look forward to continued enhancement in this relationship.

If you have any questions regarding this matter, please feel free to call me or Mike Flagg our Director of Public Works at (804)365-6179.

Sincerely,



Frank W. Harksen, Jr.  
Deputy County Administrator

CC: Cecil R. Harris, Jr., County Administrator  
J. Michael Flagg, Director of Public Works



## MEETING AGENDA

- Purpose:** Discussion on MS4 Programs
- Joint TMDLs:**
- 1) Chesapeake Bay Nutrients and Sediment TMDL
  - 2) Chickahominy River Bacteria TMDL
  - 3) Chickahominy River Sediment TMDL  
(approved 3/28/2014)
  - 4) James River PCB TMDL (in development)
- Place and Time:** March 18, 2015 at 10:00 am – 12:00 pm
- Hanover Government Complex – Wickham Annex  
Building  
7515 County Complex Road  
Hanover, VA 23069

*Morris Walton - IDDE Contact w/ VDOT*

### 1. VDOTs Current Efforts/Approach

- a. Determining TMDL Pollutant of Concern (POC) with VDOT modeling
  - i. Follows methodology used in the TMDL for MS4 discharges
- b. Review VDOT properties for potential POC contamination
- c. Review interconnection and collaboration possibilities

### 2. Hanover Current Effort

- a. Discussion from Hanover
  - i. MS4/Stormwater Objectives
  - ii. TMDL Planning and Implementation

### 3. Shared MS4 area

- a. VDOT property within Hanover's jurisdictional boundary

### 4. Potential coordination

- a. Sharing of MS4 inventory and other applicable data
- b. Identification structural and non-structural BMPs that can be used for POCs?
- c. IDDE Contact?



## **Appendix H – Illicit Discharge Spreadsheet**



## **Appendix I – E&S Certifications**

#	Last Name	First Name	Certification Type	Certification #	Expiration Date	Dept
1	Ashley	Brad	E&S / SWM Inspector	5362 / SWIN0283	5/31/2017 / 6/23/2018	PW
2	Breckenkamp	Bob	Dual Combined Administrator	DCA0161	6/19/2018	PW
3	Cornwell	Jared	Dual Combined Administrator	548 / SWC0199	5/31/2018 / 6/5/2018	PW
4	Cypher	Aaron	Combined Administrator	6216	11/30/2016	PW
5	Dieter	Mike	Dual Combined Administrator	DCA0157	5/7/2018	PW
6	Duffey	John	Combined Administrator	742 / SWIN0298	5/31/2017 / 7/16/2018	PW
7	Duvall	J.D.	Inspector	3643	5/31/2016	BI
8	Eutsey	Mike	Plan Review Technician	6165	11/30/2016	BI
9	Flagg	Mike	Combined Administrator	160	5/31/2017	PW
10	Gentilini	Brian	Inspector	5592	5/31/2018	BI
11	Germain	Larry	Inspector	3271	11/30/2017	BI
12	Hardman	Randy	Dual Combined Administrator	DCA0162	6/18/2018	PW
13	Huffman	Wayne	Inspector	792	11/30/2017	PW
14	Kramer	Scott	Dual Combined Administrator	DCA0101	9/12/2017	PW
15	Marchetti	Andy	Inspector	2884	11/30/2016	BI
16	Mease	Alex	Combined Administrator	ESCA0118	10/24/2017	PW
17	Myers	Al	Combined Administrator	569	5/31/2018	PW
18	Newsome	Warren	Inspector	6184	11/30/2016	BI
19	Saunders	John	Dual Combined Administrator	DCA0146	11/14/2017	PW
20	Shurley	John	Inspector	2824	11/30/2016	BI

## **Appendix J – Total Land Disturbance Report**

Year	Month	Locality	Project Title	Project Address	Owner/Applicant	Owner/Applicant Address	Owner/Applicant Contact No	Approval Date	Total Disturbance	Notes
2014	July	Hanover	Walter Smith E&S Plan	1096L Leadbetter Road, Mechanicsville 23116	Watts Realty, LLC (Karen Watts)	1096L Leadbetter Road, Ashland VA 23004	804-798-8878	7/15/2014	4.4 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	Walter Smith E&S Plan	11282 Hanover Courthouse Rd, Mechanicsville 23116	Watts Realty, LLC (Karen Watts)	11282 Hanover Courthouse Rd, Mechanicsville 23116	804-440-9933	7/22/2014	0.922 Yes	VSNP - Maintenance
2014	July	Hanover	Neville Hardestaps Storage Lot	16401 International St, Doswell VA 23047	Cameron Wick	16401 International St, Doswell VA 23047	804-633-4988	7/22/2014	5.16 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	Walter Smith E&S Plan	6502 Cheighton Rd, Mechanicsville 23111	Charles Horner	P.O. Box 788, Mechanicsville 23111	804-664-3478	7/28/2014	0.62 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	Koog Dominion Campground Phase 2	16000 Theme Park Way, Doswell 23047	CJiff Dean	16000 Theme Parkway, Doswell 23047	804-676-5215	7/28/2014	1.75 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	Cool Spring Road Improvements	Cool Spring Road	Crige Shelton	2127 Nucora Park, Glen Allen VA 23059	804-762-4800	7/28/2014	2.13 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	Heidi's Riding Ring	12526 Mooles Drive	Heidi Gayle	15871 City View Drive, Middleham 23113	804-614-3254	7/31/2014	0.25 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	MVG-Siding Hill Grocery Store	9700 Siding Hill Road, Ashland 23005	Christopher Shust	9700 Siding Hill Road, Ashland 23005	804-794-0571	7/31/2014	6.08 No	VSNP Registration Checked against DEQ reor
2014	July	Hanover	Buckingham Branch RR	10594 Doswell Road, Doswell VA 23005	Claude A. Morris	603 Main St, Dilwrr, VA 23936	434-607-7828	8/11/2014	9 No	VSNP Registration Checked against DEQ reor
2014	August	Hanover	Mountain Run Clubhouse	13450 Palmers Way	Chris Gilman	P.O. Box 1650, Hanover, VA 23056	804-690-8322	8/26/2014	7.6 No	VSNP Registration Checked against DEQ reor
2014	August	Hanover	Dollar General	10372 Chamberlyne Road	Herry Clayton	9245 Shady Grove Rd, Mechanicsville 23116	8684576-1901	8/26/2014	1.84 No	VSNP Registration Checked against DEQ reor
2014	September	Hanover	Hickory Hill Section 3	8536 East Patrick Henry Road	Terry Clayton	8536 East Patrick Henry Road, Beaverdam, VA 23015	804-427-6358	9/4/2014	32.92 No	VSNP Registration Checked against DEQ reor
2014	September	Hanover	Pole Green - Rural Port Road Project	Interchange Pole Green - Rural Port	Samuel C. Howard	14000 Willow Creek Road, Larena VA 23005	804-666-2782	9/11/2014	1.59 No	VSNP Registration Checked against DEQ reor
2014	September	Hanover	Cameron Property, 14-9900038	Telegraph Road	Donna Butler	7772 Richardson Avenue, Mechanicsville, VA 23111	804-752-6643	9/12/2014	2.2 Yes	VSNP Registration Checked against DEQ reor
2014	September	Hanover	Cool Spring Industrial Center	Cool Spring Road	Ronal Pusey	P.O. Box 470, Hanover 23069	804-426-5276	9/24/2014	5.74 No	VSNP Registration Checked against DEQ reor
2014	September	Hanover	R.W. Hickman Builders, Inc- Allee Commons	9825 Allee Commons Drive	John Saunders	P.O. Box 470, Hanover 23069	804-426-5276	9/24/2014	2.9 No	VSNP Registration Checked against DEQ reor
2014	September	Hanover	301 Landfill CAP Trench Pilot Test Area	7234 Courland Farm Road	Kenneth & Shelley Williamson	11460 Jack Lane, Fookville VA 23146	804-363-0482	11/30/2014	2.11 No	VSNP Registration Checked against DEQ reor
2014	November	Hanover	5157 Williamson Property	11460 Jack Lane, Fookville VA 23146	Stuart Carter	11460 Jack Lane, Fookville VA 23146	804-363-0482	11/26/2014	0.91 No	VSNP Registration Checked against DEQ reor
2014	November	Hanover	Center Garage	11460 Jack Lane, Fookville VA 23146	Stuart Carter	11460 Jack Lane, Fookville VA 23146	804-363-0482	11/26/2014	0.91 No	VSNP Registration Checked against DEQ reor
2014	December	Hanover	Hanover Tavern - Education and Events Center	8245 Windmill Watch Drive	William Payne	8245 Shady Grove Rd, Sulle 200, Mechanicsville 23116	804-365-6018	2/11/2015	11.07 No	VSNP Obtained
2014	December	Hanover	Kings Dominion 2015 Expansion	Ri 33 across from Hach Thompson	Terry Cave Rogers Chemical	9245 Shady Grove Rd, Sulle 200, Mechanicsville 23116	804-427-6358	2/13/2015	1.17 No	VSNP Obtained
2014	December	Hanover	4848 Billingswood Pond	18111 Beaverdam Road	Lester Foster	18111 Beaverdam Rd 23015	804-370-0173	2/13/2015	0.15 No	VSNP Obtained
2014	December	Hanover	5132 Auld Grocery Store - Hanover Village	301 County Complex Road	Kenneth Ceaay	P.O. Box 6243 Ashland 23005	804-752-2062	2/13/2015	13.14 No	VSNP Obtained
2014	December	Hanover	5167 Brandy Hill Plaza Infrastructure Repairs	10492 Lakeridge Parkway, Ashland	Kenneth Ceaay	James Durbin 8420 F Meadowbridge Rd, Mcville 23116	804-669-6185	2/19/2015	1.28 No	VSNP Obtained
2015	January	Hanover	5168 Bob Proost E&S Plan for private road	16615 Mountain Road, Mechanicsville VA 23111	Mike Clark	2970 Clumont Road NE STE 150, Atlanta Ga, 30329	404-982-1099	3/2/2015	0.9 No	VSNP Obtained
2015	January	Hanover	5160 Cornnach Renovation	14539 Mountain Road, Glen Allen 23059	Walt Gilman	14539 Mountain Road, Glen Allen VA 23059	804-239-4549	3/9/2015	1.8 No	VSNP Obtained
2015	January	Hanover	5151 Cary Hauling- amendment	11257 Cedar Lane,	Nadiah Younis	701 East Gay St, Richmond 23219	804-771-6858	3/11/2015	4.43 No	VSNP Obtained
2015	February	Hanover	5142 Chamberlayne Road Waterline Phase 2	Ashland Road across from Cauthrone Road	Joel B. Gilman	12187 Chewning Road, Glen Allen VA 23069	804-678-9890	3/11/2015	0.96 Yes	VSNP Obtained
2015	February	Hanover	5124 Bell Grove	11133 Airport Road, Ashland	James Bruce	13262 Spring Road, Rockville, VA 23146	804-749-4304	3/16/2015	0.79 No	VSNP Obtained
2015	February	Hanover	5180 Beaverdam Road Pole Barn	11271 Central Drive, Ashland	William Roberts	1851 Bennington Road, Fookville 23146	804-723-5264	3/16/2015	3.85 No	VSNP Obtained
2015	February	Hanover	5129 Hanover Courty - New Courts Building	8800 Bull Creek Road	Delman Elme	6275 Summer Plains Dr, Mechanicsville 23116	804-574-5042	3/20/2015	0.25 No	VSNP Obtained
2015	February	Hanover	5110 Anton Paar - Office Building	16298 Beaverdam Road, Beaverdam VA 23005	Holy Jackson-Conrad	2440 Sudd Road Powhatan VA 23192	804-874-5434	3/20/2015	1.16 No	VSNP Obtained
2015	March	Hanover	5183 CVS/Pharmacy - Morfpeller Shopping Centre	7376 Adams Farm Road	Bob Strahler	9238E Patrick Henry Road, Ashland 23005	804-752-6569	3/26/2015	0.3 Yes	VSNP Obtained
2015	March	Hanover	5185 Ghman Pond Repair	1409 Dowl Court	Harold Leitwih	P.O. Box 461 Middleham Va. 23113	804-641-3342	4/2/2015	17.74 No	VSNP Obtained
2015	March	Hanover	5161 Elmont Substation DVP	14689 Scotchbom Road	George Wagner	14689 Scotchbom Road, Morfpeller VA 23192	804-291-6259	4/2/2015	2 No	VSNP Obtained
2015	March	Hanover	5155 Ghman Clearing and Grading	11144 Progress Road - Airport	Shannon Wilcox	11882 Lakeridge Road, Goodland 23063	804-205-6675	4/16/2015	1.48 No	Single Family - GP
2015	March	Hanover	5135 Wisteria Properties LLC, Entrance and Parki	6420 Mechanicsville Turnpike	Shannon Wilcox	11604 Loud Meadow Dr, Glen Allen	804-514-5134	4/23/2015	0.33 Yes	NA less than 1 acre
2015	March	Hanover	5182 Aiton Chemical - Tenant Improvement	19111 Beaverdam Road, Beaverdam 23015	Rick Baducci	10773 Chamberlyne Road, Mech 23116	804-363-4390	4/28/2015	15 No	VSNP Obtained
2015	March	Hanover	5116 Aerial East Gymnasias	Leawtown Road	Billy Keen	19087 Dixie Belle Lane, Burmpass 23024	804-651-4207	5/11/2015	0.63 No	NA less than 1 acre
2015	March	Hanover	5187 Hill Stockpile	8227 Meadowbridge Road	Justin Chidsey	4423 Pleasant Ridge Rd, Ste 301 Richmond 24014	540-774-7782	5/25/2015	4.3 No	VSNP Obtained
2015	March	Hanover	5127 Conrad Fill & Grading	off of Cobbs Road, Glen Allen, 23059	Matthew J. Rembold	13592 Heritage Farms Drive Galatessville, VA 20155	804-365-6021	6/5/2015	4 No	VSNP Obtained
2015	April	Hanover	5125 Adams Farm	Lawtown Commerce Center	Robert Alvarez	703-980-9778	804-365-6021	6/5/2015	9.06 No	VSNP Obtained
2015	April	Hanover	5188 Latwih Cleaning Plan	7159 Mechanicsville Turnpike	Scott E. Kramer	804-365-7188	804-365-7188	6/15/2015	1.81 No	VSNP Obtained
2015	April	Hanover	4905 Sires-	10446 Ales Station Road	Patrick S. Coe	7730 Whilprie Road, Richmond 22327	804-731-5218	6/18/2015	7.41 No	VSNP Obtained
2015	April	Hanover	4487 Gardenbrook Subdivision	15078 Brown Passants Road	Kevin R. Redt	504 Three Chopt Rd, Manakin-Sabot 23103	804-516-9468	6/22/2015	0.9 No	NA less than 1 acre
2015	May	Hanover	5184 Beaverdam Bqtr, Oldhse Closet	6502 Cheighton Rd, Mechanicsville 23111	Charles E. Horner	2309 Commerce Center Drive, Rockville 23146	804-664-3478	6/25/2015	3.7 No	VSNP Obtained
2015	May	Hanover	5046 Elmont Convenience Cr	Walnut Hill Drive	Charles A. Lebert	1503 Santa Rosa Rd, Sulle 103, Richmond 23229	804-513-0359	6/26/2015	5.64 No	VSNP Obtained
2015	May	Hanover	5162 The Crossings Assisted Living at Hanover	11400 North Lakeridge Parkway	Patricia K. Paragize		804-288-2238	6/26/2015	0.87 No	NA less than 1 acre
2015	June	Hanover	5156 Stony Run Sanitary Sewer Imp, Phase 6							
2015	June	Hanover	5141 Church of the Creator							
2015	June	Hanover	5138 Chalesston Ridge Apartments							
2015	June	Hanover	5128 Virginia Family Practice							
2015	June	Hanover	5191 Farnouth Christian Church							
2015	June	Hanover	5163 Walnut Hill, Section 3							
2015	June	Hanover	5199 Lawtown TSB (sediment basin) Closure							

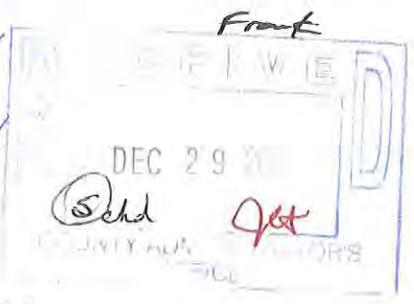
Total 211.922

**Appendix K - Stormwater BMP Summary**  
**See Attached Spreadsheet MS Excel File**

## **Appendix L - Program Approvals**



Mike  
Flags  
Nice work  
Frank



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

www.deq.virginia.gov

Molly Joseph Ward  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

December 22, 2014

Rhu Harris, County Administrator  
Hanover County  
P. O. Box 470  
Hanover, Virginia 23069

Dear Mr. Harris:

In accordance with §62.1-44.15:27 G of the Virginia Stormwater Management Act (Act), the Department of Environmental Quality (DEQ) has completed the review of Hanover County's amended Virginia Stormwater Management Program (VSMP) application package submitted on December 2, 2014. Based on this review, DEQ has determined that the County's VSMP is consistent with the Act, the VSMP regulation and the General VPDES Permit for Discharges of Stormwater from Construction Activities.

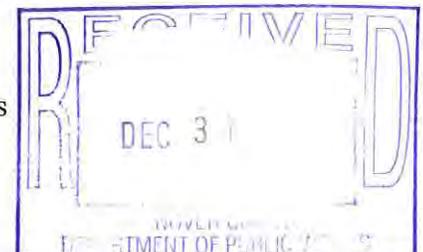
In light of this determination, DEQ approves Hanover County's VSMP and the County is authorized to operate a VSMP as of July 1, 2014. Please note that this approval is based on the content of the application package. Any changes made to the documents in the package after the approval date, including changes to the adopted ordinance, may necessitate DEQ evaluation as part of its compliance review of your approved VSMP.

Thank you for your cooperation in developing a VSMP. We look forward to continuing to assist the County with the implementation of its VSMP.

Sincerely,

David K. Paylor

- cc: Melanie Davenport, Director, Water Division
- Frederick Cunningham, Director, Office of Water Permits
- Joan Salvati, Manager, Office of Local Government Stormwater Programs
- Mike Flagg, Hanover County





COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY
Street address: 629 East Main Street, Richmond, Virginia 23219
Mailing address: P.O. Box 1105, Richmond, Virginia 23218
TDD (804) 698-4021
www.deq.virginia.gov

Douglas W. Domenech
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4020
1-800-592-5482

July 1, 2013

Frank W. Harksen, Jr, Deputy County Administrator
Hanover County
PO Box 470
Hanover, Virginia 23069

RE: General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems
General Permit No. VAR040012
Hanover County

Dear Permittee:

Department staff has reviewed your Registration Statement and determined that the referenced Municipal Storm Sewer System (MS4) is hereby covered under the General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems. The effective date of your coverage under this general permit is July 1, 2013, or the date of this letter, whichever is later. The enclosed copy of the general permit contains the applicable reporting requirements and other conditions of coverage.

During its 2013 Legislative Session, the General Assembly passed Chapters 756 (HB2048) and 793 (SB1279) which moved several programs from the Virginia Department of Conservation and Recreation (DCR) to the Virginia Department of Environmental Quality (DEQ). As a result of this legislative change, the General Assembly transferred the administration and oversight of the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems from DCR to DEQ. Please submit future permit correspondence and your annual MS4 program reports to the DEQ Piedmont Regional Office at the following address:

DEQ Piedmont Regional Office
4949-A Cox Road
Glen Allen, VA 23060

The general permit will expire on June 30, 2018. The conditions of the permit require that you submit a new registration statement on or before April 1, 2018, if you wish to have continued coverage under the general permit.

If you have any questions about this letter or the general permit, please contact Ms. Emilee Adamson, Water Permits Manager, at (804) 527-5072 or Emilee.adamson@deq.virginia.gov .

Sincerely,

Melanie D. Davenport (handwritten signature)

Melanie D. Davenport, Director
Water Division

Enc. General Permit No. VAR040012

Cc. Emilee Adamson, DEQ-PRO



Douglas W. Domenech  
Secretary of Natural Resources



David A. Johnson  
Director

**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF CONSERVATION AND RECREATION**

203 Governor Street  
Richmond, Virginia 23219-2010  
(804) 786-1712

December 17, 2012

Mr. Cecil R. Harris Jr.  
Hanover County Administrator  
Government Administration Building  
7516 County Complex Road  
Hanover, VA 23069

Re: Hanover County Erosion and Sediment Control Program

Dear Mr. Harris:

In response to information presented to the Virginia Soil and Water Conservation Board by the Department of Conservation and Recreation Staff on December 11, 2012, The Board approved the following motion:

“The Virginia Soil and Water Conservation Board commends Hanover County for successfully implementing the County’s Erosion and Sediment Control program to be fully consistent with the requirements of the Virginia Erosion and Sediment Control Law and Regulations, thereby providing better protection for Virginia’s soil and water resources.”

We congratulate Hanover County on this substantial accomplishment and recognize the County’s efforts to proactively protect Virginia’s soil and water resources through implementation of effective erosion and sediment control.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Bennett".

Robert Bennett, P.E.  
Acting Director, Division of Stormwater Management

cc: J. Michael Flagg, Director of Public Works  
Shawn Smith, Principal Environmental Planner  
Jacob Bauckman, DCR Stormwater Management Compliance Specialist  
Darryl Glover, DCR Acting Richmond Regional Manager  
Kenneth Harper, DCR Local Program Compliance Coordinator



Douglas W. Domenech  
Secretary of Natural Resources



David A. Johnson  
Director

**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF CONSERVATION AND RECREATION**

900 E. Main Street, 8<sup>th</sup> Floor, Pocahontas Building

Richmond, Virginia 23219-3558

Phone: (804) 225-3440 TOLL-FREE/TDD: 1-800-243-7229

FAX: 804-225-3447 WEBSITE: [www.dcr.virginia.gov](http://www.dcr.virginia.gov)

December 17, 2012

Mr. Cecil R. Harris, Jr.  
County Administrator  
Hanover County  
7516 County Complex Road  
Hanover, Virginia 23069

Dear Mr. Harris:

On December 11, 2012, the Virginia Soil and Water Conservation Board conducted a compliance evaluation for Hanover County's Chesapeake Bay Preservation Act program for consistency with the Chesapeake Bay Preservation Act and Regulations. I am pleased to report that the Board found the County's Chesapeake Bay Preservation Act program to be fully compliant with the Chesapeake Bay Preservation Act and Regulations.

We appreciate the County's cooperation in undergoing a compliance evaluation of its local program and look forward to continuing to work to ensure that its Chesapeake Bay Preservation Act program continues to be compliant with the Act and Regulations. This letter also serves to formally make you aware that if you wish to appeal the Board's decision, Rule 2A:2 of the Supreme Court of Virginia allows 33 days from receipt of this letter for you to file a notice of appeal.

As always, if you have any questions or if we can be of any assistance, please contact your liaison, Ms. Shawn Smith at (804) 346-4081.

Sincerely,

A handwritten signature in blue ink that reads "David A. Johnson".

David A. Johnson

c: Mr. J. Michael Flagg, Director of Public Works, Hanover County  
Robert Bennett, Acting Director, Division of Stormwater Management, DCR  
Virginia Snead, P.E., Manager, Office of Regulatory Programs, DCR  
John R. McCutcheon, Training and Certification Program Manager, DCR  
Joan Salvati, Program and Guidance Development, DCR  
Shawn Smith, Principal Environmental Planner, DCR



## **Appendix M – EPA Certificate of Appreciation**

ENVIRONMENTAL PROTECTION AGENCY  
REGION III OFFICE of NPDES PERMITS and ENFORCEMENT

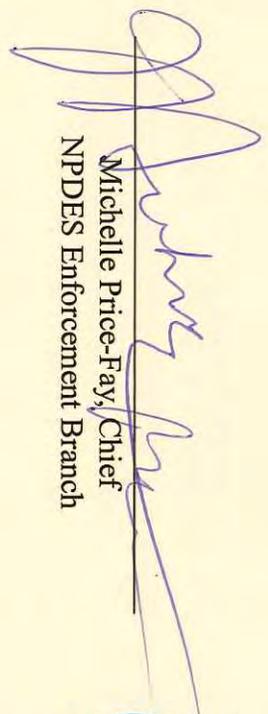
*Certificate of Appreciation*

PRESENTED TO

Hanover County  
Department of Public Works

In Support of EPA's 2015 Virginia MS4 Forum

May 14, 2015

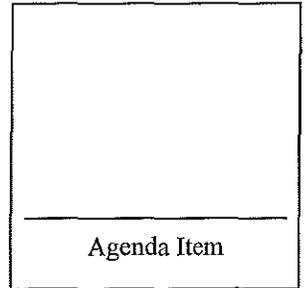


Michelle Price-Fay, Chief  
NPDES Enforcement Branch



Andrew Dinsmore, Leader  
NPDES Stormwater Team

## **Appendix N – Memorandum of Understanding (MOU)**



**County of Hanover**

**Board Meeting: February 12, 2014**

**Subject:** Approval of Updated Memorandum of Understanding – Department of Public Works - Agreement between Hanover County and Hanover County School Board, Municipal Separate Storm Sewer System (MS4) Permit

**Summary of Agenda Item:** On February 13, 2013 the Board of Supervisors authorized the execution and filing of a general permit (No. VAR040012) registration statement for Small Municipal Separate Storm Sewer Systems (MS4) for Hanover County. This registration statement and permit covers a five year period beginning July 1, 2013. This permit is required by state and federal law as mandated by section 402 of the Federal Clean Water Act. This requirement is intended to reduce to the “maximum extent possible” sources of pollution runoff from land use such as residential, commercial developments and public lands, vehicles, equipment and urban nonpoint sources of pollution. The permit now includes special provisions for Total Maximum Daily Loads including the Chesapeake Bay.

Changes in the new permit necessitate updating of the current MOU with the School Board. During the previous general permit cycle, the Department of Public Works and School Board staff identified the need to formalize certain relationships between the County and School Board. A Memorandum of Understanding (MOU) was approved and executed to formalize the School Board’s relationship with the County’s MS4 permit in 2011. The MOU addresses responsibilities under the permit and establishes a framework for collaboration and sharing of resources to implement the current terms of the MS4 permit.

The attached updated MOU has been reviewed and approved by the Department of Public Works, School Board Staff and the County Attorney’s Office. This agreement will be approved by the School Board prior to execution.

**County Administrator’s Recommendation Board Motion:** Motion to approve the updated Memorandum of Understanding between Hanover County and the Hanover County School Board and authorize the County Administrator to take all actions necessary to implement the agreement.

# MEMORANDUM OF UNDERSTANDING

between

HANOVER COUNTY

and

HANOVER COUNTY SCHOOL BOARD

This Memorandum of Understanding (MOU) is entered into by Hanover County, a political subdivision of the Commonwealth of Virginia (“the County”) and the Hanover County School Board (“School Board”) (collectively the “Parties”). The purpose of this agreement is to set out the understandings of the Parties with regard to compliance with the Municipal Separate Storm Sewer System (MS4) permitting program under Hanover County’s General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems, #VAR040012 (“the general permit”).

## RECITALS

The MS4 permit is administered by the County according to the provisions of the general permit, 9 VAC 25-890-40. The permit is administered at the state level by the Virginia Department of Environmental Quality (DEQ) according to the requirements of 40 CFR 122 and associated federal laws, policies and regulations derived from the Clean Water Act.

The terms of the general permit include special conditions for incorporating total maximum daily loads (TMDL) other than the Chesapeake Bay TMDL. These provisions require the County to develop and implement TMDL action plans for pollutant reductions allocated to the MS4.

The terms of the general permit include a special condition for the Chesapeake Bay TMDL. These provisions require the County to develop and implement a Chesapeake Bay TMDL action plan to reduce pollutants according to the provisions of Virginia’s Phase I and Phase II Watershed Implementation Plan (WIP).

The terms of the general permit require the County to update its MS4 program plan and implement the plan according to the schedule provided in the general permit. The schedule requires the submission of various plans to address the six minimum control measures as follows:

- Public education and outreach on stormwater impacts.
- Public involvement and participation.
- Illicit discharge detection and elimination.

- Construction site stormwater runoff control.
- Post-construction stormwater management in new development and redevelopment.
- Pollution prevention and good housekeeping for municipal operations.

The MS4 program plan must identify measurable goals designed to address the six minimum control measures. The goal of this MOU is to fully implement the MS4 program plan with respect to School Board property and cooperatively address the requirements of the general permit.

## AGREEMENT

For mutual benefits the Parties agree to cooperate according to the procedures outlined in this agreement to meet the requirements of the general permit.

### 1. The County agrees to:

- a. Serve as the permittee for the implementation of the MS4 general permit.
- b. Develop appropriate materials in cooperation with the School Board as required under the general permit or as may be required by DEQ or the Environmental Protection Agency (EPA) including, but not limited to permit registration materials and MS4 program plan updates and documentation, TMDL action plans, annual reports, guidance, policies, inspection records, monitoring records, and ordinances.
- c. Implement the requirements of the MS4 program in cooperation with the School Board.
- d. Maintain information on all outfalls on School Board property within the MS4 program area and perform dry weather inspections of all outfalls, to report any deficiencies noted during the inspections or suspected illicit discharges to School Board administration, and cooperate with the School Board for resolution.
- e. Map outfalls on School Board property within the MS4 program area (the areas of the County which are regulated).
- f. Maintain information on all stormwater basins on School Board property within the MS4 area, perform inspections of all such stormwater basins, report to the School Board administration any deficiencies noted during the inspections, and cooperate with the School Board for resolution.
- g. Work cooperatively with the School Board to develop good housekeeping and pollution prevention policies and guidance as needed to ensure there is no illicit discharge.
- h. Identify the County personnel who are responsible for implementation of the MS4 program to serve as contact points and be responsible for implementation of the MS4 general permit on behalf of the County.

2. The School Board agrees to:

- a. Implement the MS4 program plan and TMDL action plans for all School Board property located within the MS4 program area.
- b. Assist with the development of materials and policies as may be required under the provisions of the MS4 general permit as they apply to all School Board property located within the MS4 program area.
- c. Implement MS4 policies as applicable in cooperation with the County.
- d. Correct any deficiencies noted through facility inspections, outfall inspections and stormwater basin inspections.
- e. Coordinate access of County personnel to School Board property sites for the purpose of implementation of the MS4 general permit.
- f. Implement pollution prevention and good housekeeping policies and guidance, and develop and implement other policies as needed to ensure that there are no illicit discharges.
- g. Identify School Board personnel responsible for implementation of the MS4 program who will serve as contact points and will be the responsible parties for the School Board with respect to implementation of the MS4 general permit on School Board property.

3. The Parties agree that key activities for compliance are the following:

- Public education and outreach on stormwater impacts.
  - The County and the School Board will cooperate regarding development and implementation of educational activities that are intended to address stormwater pollution.
- Public involvement and participation.
  - According to the schedule in the general permit, the County is required to reevaluate program goals and practices and update the MS4 program plan. The County and the School Board will cooperate in this process.
  - A current copy of the MS4 program plan and copies of annual reports are available on the County website.
- Illicit discharge detection and elimination.
  - The County will inspect School Board property to assess litter and potential stormwater pollutants that may result from stored containerized trash.
  - The County will perform dry weather monitoring at stormwater outfalls on School Board property. The School Board will maintain stormwater outfalls in a compliant condition based on the results of the inspections.
- Construction site stormwater runoff control.
  - The School Board will obtain applicable local, state and federal permits and approvals for construction activities on School Board property. The County will

provide technical assistance and regulatory oversight as required for all proposed construction activities.

- Post-construction stormwater management in new development and redevelopment.
  - The County will inspect stormwater basins on School Board sites. The School Board will maintain basins in a compliant condition based on the results of the inspections.
- Pollution prevention/good housekeeping for government operations.
  - The Parties will cooperate in the development and implementation of policies and guidance for pollution prevention and good housekeeping of facilities. Those efforts may include development of the following:
    - Vehicle Washing Guidelines
    - Illicit Discharge Guidance
    - Materials Management Policy
    - Nutrient Management Plans
    - Stormwater Pollution Prevention Plans

**HANOVER COUNTY SCHOOL BOARD**

3.7.14  
Date

By: Jamelle S. Wilson (SEAL)  
Jamelle S. Wilson  
Superintendent of Schools

**HANOVER COUNTY**

2.19.2014  
Date

By: Frank W. Harksen, Jr. (SEAL)  
County Administrator/Deputy County Administrator

**BOARD OF SUPERVISORS**

WILLIAM C. FRAZIER, CHAIRMAN  
SOUTH ANNA DISTRICT

J. T. "JACK" WARD, VICE CHAIRMAN  
MECHANICSVILLE DISTRICT

WILLIAM T. BOLLING  
CHICKAHOMINY DISTRICT

RICHARD S. GILLIS, JR.  
ASHLAND DISTRICT

R. J. KLOTZ, JR.  
HENRY DISTRICT

AUBREY M. STANLEY, JR.  
BEAVERDAM DISTRICT

ELTON J. WADE, SR.  
COLD HARBOR DISTRICT

**APPROVED by Hanover County  
Board of Supervisors  
Meeting of 11/19/92**  
*[Signature]*  
**John F. Berry**  
County Administrator/Clerk  
to the Board of Supervisors



**HANOVER COUNTY**  
P. O. BOX 170  
HANOVER, VIRGINIA 23069-0470

JOHN F. BERRY  
COUNTY ADMINISTRATOR

RICHARD R. JOHNSON  
DEPUTY COUNTY ADMINISTRATOR

STERLING E. RIVES, III  
COUNTY ATTORNEY



**MEMORANDUM**

**TO:** John F. Berry, County Administrator  
**FROM:** Richard F. Wood, Public Works Director/County Engineer *RFW*  
**RE:** MEMORANDUM OF UNDERSTANDING-CHESAPEAKE BAY ORDINANCE  
**DATE:** November 19, 1992

**RECOMMENDATION:**

Authorize the execution of the attached Memorandum of Understanding between Hanover County and the Hanover-Caroline Soil and Water Conservation District

**BACKGROUND:**

On March 25, 1992, the Hanover Board of Supervisors by Ordinance 91-34 amended the Hanover County Code, Chapter 10, Article II relating to the Chesapeake Bay Preservation Act. Section 10-38 paragraph (d) states that the agricultural buffer areas on agricultural lands will be managed in a manner approved by the staff of the Hanover-Caroline Soil and Conservation District Board.

The attached Memorandum of Understanding has been developed by the staff of the County and the District to accomplish the intent of the Ordinance.

It is anticipated that the attached Memorandum of Understanding will be presented for approval to the Hanover-Caroline Soil and Conservation District Board during their January meeting.

RFW/sg

## MEMORANDUM OF UNDERSTANDING

between the

HANOVER-CAROLINE

SOIL AND WATER CONSERVATION DISTRICT

and

COUNTY OF HANOVER

The Hanover-Caroline Soil and Water Conservation District ("District") and the County of Hanover ("County") hereby enter into this memorandum of understanding. This memorandum establishes a basis for the cooperation of the District and the County in implementing the Chesapeake Bay Preservation Act ("Act").

The District is responsible for approval of soil and water quality conservation plans on agricultural lands under the Act. The District is further responsible for approval of requests for buffer area reductions on such lands which are based on participation in a federal, state, or local best management practices program or implementation of a soil and water quality conservation plan.

### A. ROLES OF THE DISTRICT

1. The District will adopt a procedure identifying agricultural lands within Chesapeake Bay Preservation Areas designated by the County using tax parcel numbers.
2. The District will develop a list of agricultural landowners and landusers in Chesapeake Bay Preservation Areas in the County.
3. The District will provide for, and coordinate with cooperating agencies in, the delivery of soil and water conservation planning assistance to users of agricultural lands within Chesapeake Bay Preservation Areas in the County.
4. The District will adopt a procedure for prioritizing assistance to users of agricultural lands within Chesapeake Bay Preservation Areas in the County.
5. The District will review, approve or disapprove, and track soil and water conservation plans for agricultural lands in Chesapeake Bay Preservations Areas in the County.
6. The District will review, approve or disapprove and track all applications for reductions in buffer widths on agricultural lands which satisfy the requirements of the Act, its regulations and Hanover County Ordinance No. 91-34 (Sec. 10-32 through 10-50)(the "Ordinance"), as amended from time to time, within sixty (60) days of application.

7. The District, in conjunction with the County, will check for user compliance with approved soil and water conservation plans and buffer area reduction criteria for agricultural lands.

8. The District will report to the County, and the appropriate state agency, on a quarterly basis regarding soil and water quality conservation planning progress, buffer area reduction approvals or disapprovals, and its verification of compliance, with respect to agricultural lands.

9. The District will coordinate with local, state and federal cooperating agencies and other groups to provide an education program which informs agricultural landowners and landusers about the Act, its regulations and the Ordinance, and their alternatives and the District's procedures.

10. The District will comment, in writing within thirty (30) days of receipt, on individual requests for exceptions to the agricultural regulations of the Act which have been referred to the District by the County.

**B. ROLES OF THE COUNTY**

1. The County will provide its Chesapeake Bay Preservation Area maps to the District and revisions thereof.

2. The County will rely on the District to verify landowner compliance with the Act. The County will use the information provided by the District for enforcement.

3. The County will establish and implement an enforcement procedure to require agricultural landowners to comply with the Act. This will be accomplished with the guidance and assistance of the District.

4. The County will inform the District, in writing, of all decisions affecting the implementation of the Act at the local level with respect to agricultural lands.

5. The County will refer to the District, for comment, all individual requests for exceptions to the agricultural regulations of the Act.

**C. ADDITIONAL UNDERSTANDINGS**

1. Either party will provide or arrange for such additional services, facilities, equipment, materials, and arrangements as mutually agreed upon in writing.

2. Any exception request not commented on by the District within the thirty (30) day comment period can be acted on by the County without District input.

3. The representatives of the District and the County will meet at least annually to coordinate Chesapeake Bay Preservation Act program delivery with respect to regulation of agricultural lands.

4. This memorandum of understanding will be effective when signed by both parties and will continue in effect until modified or terminated by mutual consent of the parties hereto or terminated by either party by giving sixty (60) days notice in writing to the other party.

Execution of the memorandum of understanding on behalf of the District was authorized by a resolution of the Hanover-Caroline Soil and Water Conservation District adopted at a meeting held on the 22 day of January, 1993.

By: *J. D. Etheredge*  
District Secretary

Date: 1/22/93

Execution of this memorandum of understanding on behalf of the County was authorized by a resolution of the Board of Supervisors of Hanover County adopted at a meeting held on the 24th day of Nov., 1992.

By: *John F. Burns*  
Secretary, Board of Supervisors

Date: 12/1/92

## Hanover-Caroline SWCD

### *Proposed 2005-2006 Fiscal Year - Services To Hanover County*

- Administer the VA BMP Cost-share and Tax Credit Programs in order to provide cost-sharing assistance to local landowners and operators (all funding has been dedicated to Gaston disaster assistance in Hanover County for 2004-2005 and possibly into 2006).
- Provide continued assistance to FEMA and to Hanover County for storm related soil and water quality conservation problems including pond damage, residential damage, and agricultural damage.
- Provide assistance with the Federal USDA Farm Bill Conservation Programs including cost-share program implementation, design of BMPs, and total resource planning to local landowners and operators.
- Assist citizens with installation of Urban Best Management Practices on the Land to reduce erosion and improve water quality.
- Distribute Quarterly Conservation Newsletter.
- Assist Hanover with the development and implementation of Tributary Strategies and TMDL's for the York and James Rivers.
- Provide Bayscaping Workshops as part of the District's urban conservation initiative.
- Provide Conservation Education to Students by Providing School Conservation-oriented programs, In-Service Training for Teachers, Ag Days, Envirothon, Conservation Camp, Career Days, Earth Days, and Scholarships.
- Recognize local conservation efforts through the District's Annual Awards Program.
- Promote No-Till conservation planting techniques and residue management through the District's equipment program.
- Assist Department of Public Works with the VA Biosolids Program as requested.
- Administer Ag Stewardship Act through investigation of agricultural complaints.
- Administer VA Tax Credit Program for Conservation Equipment for agricultural producers.
- Provide a regionwide innovative livestock and land management demonstration project on Pamunkey Farm using Federal Grant monies acquired from the National Fish and Wildlife Service.
- Provide leadership in the development of the National Boy Scout Jamboree Soil and Water Merit Badge Booth for 2005.

**Chesapeake Bay Preservation Act – County Ordinance Implementation**

- ❖ Provide tracking of CBPA Agricultural Tracts, Plans, and Plan Revisions.
- ❖ Provide a minimum of 30 Soil and Water Quality Conservation Plans on Tracts where more in-depth technical assistance is needed. The plans will include:
  - Analysis of soil types for leaching potentials, erodibility, and agricultural yields
  - Documentation of buffer existence, widths, and length for RPA tracts
  - Field determination of slopes and slope lengths
  - Free Manure Analysis
  - Determine annual soil loss using the Revised Universal Soil Loss Equation
  - Development of Conservation Plans to insure proper tillage techniques, residue amounts and cropping rotations to maximize yields and minimize impacts on the environment.
  - Develop a current Certified Nutrient Management Plan based upon up-to-date soil and manure tests and crop yield history.
  - Develop with VA Cooperative Extension a current Integrated Pest Management Plan.
- ❖ Provide County with Quarterly Reports.
- ❖ Provide County with Documentation of CBPA areas as requested.
- ❖ Provide review of zoning application requests.
- ❖ Draft other conservation plans as requested by the county for use in Erosion and Sediment control on lands deemed agricultural.