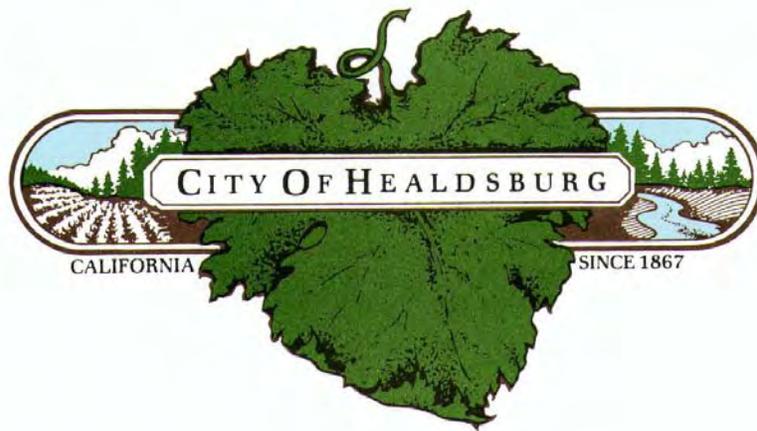


CITY OF HEALDSBURG

STORM WATER
MANAGEMENT PROGRAM



OCTOBER 2005

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6. Corporation Yard Industrial Activities Permit

CITY OF HEALDSBURG STORM WATER MANAGEMENT PROGRAM

Introduction

This Storm Water Management Plan (SWMP) has been prepared under the requirements of the Environmental Protection Agency's Phase II storm water regulations, which became effective in 2003. This SWMP was developed using the implementing provisions in the Small MS4 General Permit adopted by the State Water Resources Control Board on April 30, 2003. The City of Healdsburg is identified by the EPA as an "automatically designated" small Municipally Separate Storm Sewer (MS4) in Attachment 1 to the General Permit. Automatically designated municipalities are required to request coverage under the General Permit by submitting a Notice of Intent and application package by August 8, 2003.

This SWMP details the City's proposed actions for each of the six required Phase II plan components (Public Education and Outreach on Storm Water Impacts, Public Involvement/Participation, Illicit Discharge Detection and Elimination, Construction Site Storm Water Runoff Control, Post-Construction Storm Water Management in New Development and Redevelopment, and Pollution Prevention/Good Housekeeping for Municipal Operations.) In many cases, existing programs or efforts that have already been implemented are incorporated into the SWMP.

General Drainage Description

Most of the area within the current City limits, and over half of the Urban Service Area defined in the City's General Plan, falls within the drainage area of Foss Creek, as shown in Figure 1. Foss Creek runs north-south through town, roughly paralleling the Northwestern Pacific Railroad tracks and Highway 101. Foss Creek then runs directly south in channels and conduits and leaves the City limits through a double 10' x 7' concrete box culvert under US 101 near Exchange Avenue and Healdsburg Ave. On the west side of Highway 101, Foss Creek empties into a channel known as West Slough, which then runs south approximately 7,000 feet to its confluence with Dry Creek. Several underground conduits, running generally from east to west, empty into Foss Creek on its east bank as it runs south through the City.

Foss Creek flows past two detention basins as it passes through the City. One is located near the northern City limits in the Parkland Farms subdivision, and the second is located just south of Dry Creek Road. Each of these functions as an off-stream hydraulic detention basin. Water from Foss Creek enters each of the detention basins after the water level in the creek overtops a weir, controlling the peak flows that have historically caused flooding in the downtown area.

With minor exceptions, all other areas of the City drain directly to the Russian River. One principal conduit which drains the southeast portion of the City is the 54-inch storm drain which outlets to the Russian River near the south end of Badger Park. This storm drain extends north through the City's Recreation Park before branching into several smaller storm drain conduits.

Figure 1 also shows current land uses within the City. With only minor exceptions, the commercial and industrial areas are clustered along the western and southern portions of the City.

Pollutants of Concern

Enactment of the Federal Water Pollution Control Act of 1972 established federal laws to reduce or eliminate pollutants in waters of the United States. As amended in 1977, these laws became known as the Clean Water Act (CWA). Section 303(d) of the CWA requires states to identify and list all surface waters that do not meet applicable water quality standards. The surface waters on the list do not meet applicable water quality standards, even after point sources of pollution have installed the minimum required levels of pollution control technology. The CWA further requires states to establish priority rankings for the listed water bodies and develop action plans, known as Total Maximum Daily Loads (TMDLs) to reduce or eliminate the identified pollutants and improve water quality in support of designated beneficial uses.

In compliance with the CWA, the State Water Resources Control Board has designated sections of the Russian River that fail to meet water quality standards. In the Healdsburg area, these include sedimentation/siltation, temperature, and pathogens. A variety of causes are cited for sedimentation/siltation; those that occur within the permit boundaries are construction/land development, surface runoff, channelization, removal of riparian vegetation, streambank modification/destabilization, and channel erosion. The TMDL for this pollutant had not yet been initiated, and is identified as a medium priority.

The pathogen listing is for bacteria at Memorial Beach between the Highway 101 bridge and the railroad bridge, and listed potential sources include point and non-point sources. The TMDL for this pollutant had not yet been initiated, and is identified as a medium priority.

Potential sources for the temperature listing include hydromodification, flow regulation/modification, habitat modification, removal of riparian vegetation, and non-point sources. The TMDL for this pollutant had not yet been initiated, and is identified as a low priority.

The NPDES Phase II General Permit requires permittees to address the priority pollutants identified in their watershed. To the extent they are controllable, the City's Storm Water Management Program is designed to reduce or eliminate the priority pollutants in the watershed, and to improve water quality in support of the beneficial uses of surface water

bodies. The City's SWMP will focus efforts and resources on the highest priority 303(d)-listed pollutant, sedimentation/siltation and pathogens.

In addition to the 303(d) pollutants, the SWMP will focus on household hazardous waste, residential pesticides, fertilizers, oil and other automotive-related pollutants. These represent pollutants that, while not 303(d) listed, are pollutants that may be reaching waterways.

Storm Water Management Program Funding

The City will use two different revenue sources to fund SWMP-related costs, depending on the type of costs.

The City currently collects operating revenues for storm drain-related operations through fees assessed on monthly utility bills, and the City may utilize this funding mechanism to pay for ongoing costs that are not associated with new development. These fees are assessed at a flat rate for residential customers, and at a variable rate based on building square footage for commercial customers. If necessary, the City could increase these fees to fund ongoing costs not related to new development.

The City also imposes service-specific fees for development-related costs, primarily for plan-checking and inspections. The City may also consider imposing fees for inspections, such as inspection of construction site runoff controls.

The summary shown in Table 1 identifies the additional staff and material resources necessary to fund the new or additional measures in the SWMP. The ongoing staffing estimates presented in Table 1 total approximately 0.7 full-time equivalents (FTE's). It should be noted that approximately one half of this estimate represents activities the City has already implemented. The City may either absorb the additional workload with existing staffing, or if necessary, hire additional staff. Any decision on additional staffing will be deferred until after the City begins implementing the plan, and the actual demands become apparent. At a minimum, funding for some existing positions may be supplemented with the storm water related revenues described above.

Figure 1 Storm Drain System Map

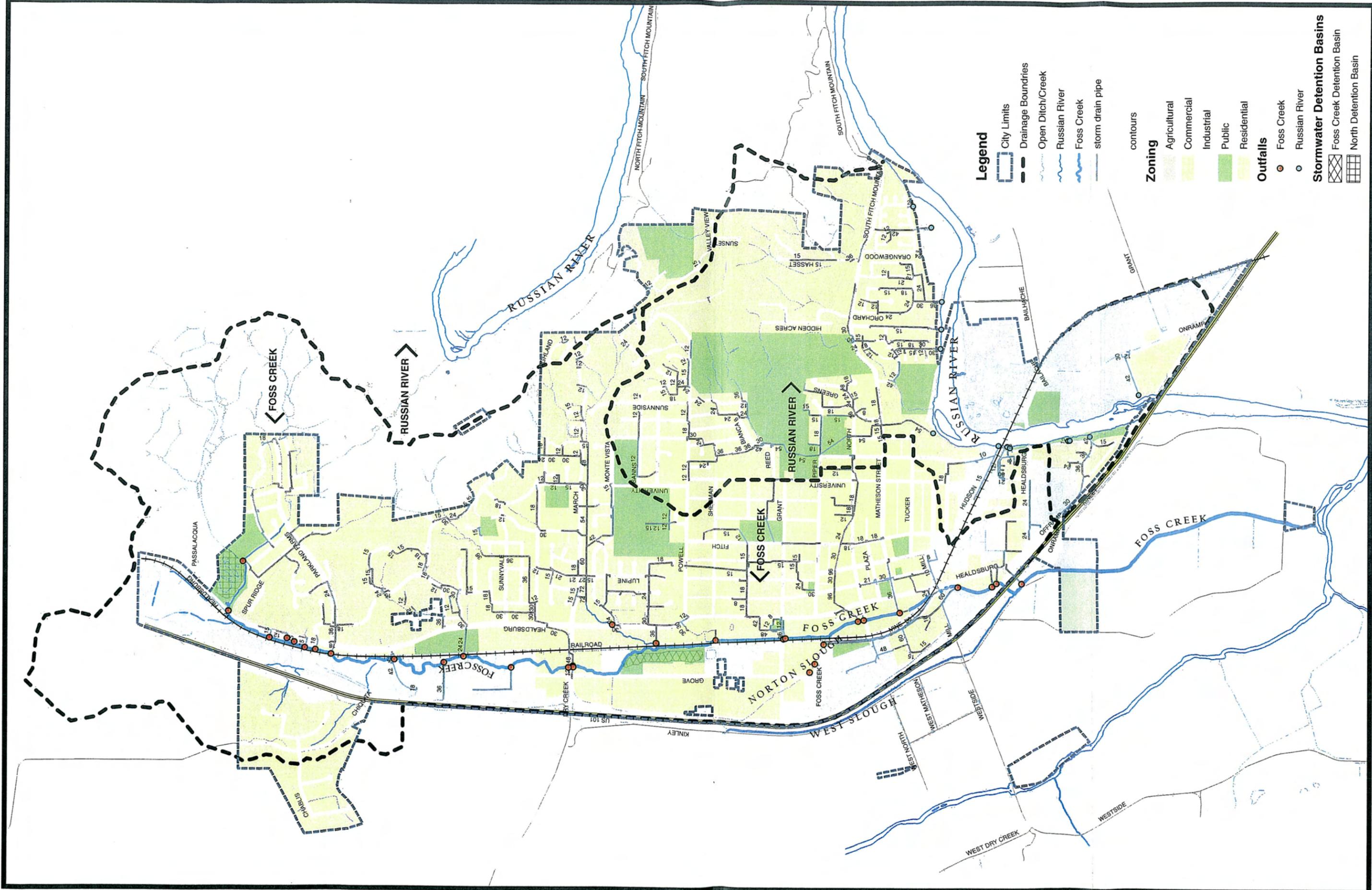


FIGURE 1
CITY OF HEALDSBURG
STORM DRAIN SYSTEM

Table 1
Plan Summary

**Table 1 -CITY OF HEALDSBURG STORM WATER MANAGEMENT
PLAN SUMMARY**

	Targeted pollutants	Ongoing Staffing Requirements (FTE)	Outside costs	Material costs	Responsibility	Measurable goal	Contact name	Phone number
Public Education and Outreach on Storm Water Impacts								
Storm Water Awareness Survey	n/a		1,300		Public Works Department - Wastewater Operations	Complete survey by June 2005	Jim Flugum	707/431-3346
Inspections and Outreach Program for Waste-Generating Businesses	All materials classified as hazardous waste, pathogens	0.4	1,000	500	Fire Department	Visit all businesses subject to CUPA inspections at least annually to distribute materials covering proper housekeeping practices, and to inspect business to verify proper materials storage practices	Teale Love	707/431-3360
Food Facility Storm Water Pollution Prevention Guidelines	Pathogens, grease, oil,		1,000	500	Public Works Department - Wastewater Operations	Distribute printed guidelines to 50 food facility operators each year	Mac McArthur	707/431-3346
Public Event Outreach	General measure	0.02	1,000		Public Works Department - Engineering	Sponsor one fair booth each year, targeting Healdsburg residents and distribute storm water management and BMP materials during at least one fair event each year	Caroline Marker	707/431-3346
Storm Water Information Web Site	General measure	0.02	5,000		Public Works Department - Engineering	Post storm water education materials at the City's existing web site, including hotline (431-3346, 911 after hours) for spill reporting	Shawn Sumpter	707/431-3346
Utility Billing Bill Mailing - Residential Vehicle Washing	Grease, oil, automotive-related pollutants				Public Works Department - Engineering	Informational letter or brochure targeting residential vehicle washing, with information on vehicle washing practices that minimize or eliminate potential water quality impacts.	Caroline Marker	707/431-3346
Russian River Watershed Association Joint NPDES Storm Water Compliance Programs	General measure		5,000		Public Works Department - Engineering	Work with other members of the RRWA to develop a regional storm water message and logo, common educational materials for the watershed, municipal staff training manuals, and an effectiveness evaluation and baseline monitoring survey	Jim Flugum	707/431-3346
Public Involvement/Participation								
School Education Program	General measure, targets residential pollutants	0.03	1,000	1,000	Public Works Department - Wastewater Operations	Develop a classroom program targeting 5th and 6th grade elementary school students on responsible practices to protect water quality in the City's waterways, and conduct classroom sessions for each grade at both schools during each semester in the school year	Mac McArthur	707/431-3346
Annual Foss Creek Cleanup	Trash	0.02		(Funded through donations)	Public Works Department - Engineering	Sponsor or co-sponsor an annual volunteer creek clean-up event for Foss Creek	Caroline Marker	707/431-3346
Kennedy Lane Beach Access Cleanup	Trash			(Funded through donations and DFG)	Public Works Department - Engineering	Work cooperatively with the Department of Fish and Game to remove litter from the Kennedy Lane river access by providing logistical support for clean-up events.	George Hicks	707/431-3346
Illicit Discharge Detection and Elimination								
Storm Water System Map	General measure, targets any pollutants identified				Public Works Department - Engineering	Revise the City's storm drain map to show land uses, storm drain outfalls and the names and locations of all "waters of the US" receiving waters	Shawn Sumpter	707/431-3346
Storm Water Ordinance	General measure, targets any pollutants identified				Public Works Department - Engineering	Adopt City-wide storm water ordinance that includes prohibitions on non-storm water discharges and appropriate sanctions for failure to comply	Jim Flugum	707/431-3346
Spill Response And Prevention	General measure, targets any pollutants identified	Varies depending on spill occurrence			Public Works Department - Operations	Establish spill response procedures so that staff can rapidly respond to all spill events and prevent subsequent water quality impacts	Mac McArthur	707/431-3346
Restaurant and Food-Related Business Inspections	Grease, oil, other identified pollutants				Public Works Department - Wastewater Operations	Inspect all restaurant and food-related businesses at least annually for sewer and storm water-related best management practices, and eliminate any identified or potential illicit discharges	Mac McArthur	707/431-3346
Inspections and Outreach Program for Waste-Generating Businesses	All chemicals characterized as hazardous, others as identified	0.1 to 0.25			Fire Department	Visit all businesses subject to CUPA inspections at least annually to distribute materials covering proper housekeeping practices, and to inspect business to verify proper materials storage practices	Teale Love	707/431-3360
Storm Drain Labeling Program	Grease, oil, automotive-related pollutants	0.1		2,000	Public Works Department - Maintenance	Mark all storm drain inlets and all new storm drain inlets with " No dumping - Drains to Creek" labels Label all storm drain inlets within permit term	Mac McArthur	707/431-3346

Table 1 -CITY OF HEALDSBURG STORM WATER MANAGEMENT PLAN SUMMARY

	Targeted pollutants	Ongoing Staffing Requirements (FTE)	Outside costs	Material costs	Responsibility	Measurable goal	Contact name	Phone number
Construction Site Storm Water Runoff Control								
Procedures for Receipt and Consideration of Information Submitted by the Public					Public Works Department, Planning and Building Department	Establish procedures for receipt and consideration of information submitted by the public	Caroline Marker	707/431-3346
Procedures for Site Plan Review for Potential Water Quality Impacts	Sediment, pathogens,				Public Works Department - Engineering (Public) Planning and Building (Private)	Incorporate Storm Water Pollution Prevention Plan elements into the City's Engineering Design Standards	Mario Landeros/Scott Ward	707/431-3346
CEQA Checklist	General measure, targets any pollutants identified				Planning and Building Department	Modify the City's CEQA checklist to specifically address potential storm water pollution issues	Andy Gustavson	707/431-3346
Building Inspector Training	Sediment, other pollutants controllable through good housekeeping practices				Planning and Building Department	Train City building inspectors on storm water construction BMP's	Scott Ward	707/431-3346
Construction Site Inspections for Storm Water Runoff Control	Sediment, other pollutants (e.g. concrete, fuel products) that are controllable through good housekeeping practices	0.1			Planning and Building Department (Private) Public Works (Public)	Inspect storm water runoff control measures for all projects larger than one acre before October 15th, after the first significant rainfall, in conjunction with all other building permit inspections, and as necessary to follow up on corrective actions	Scott Ward	707/431-3346
Tracking System for Projects Covered by the Statewide Construction General Permit	n/a					Develop tracking system for projects covered by the statewide Construction General Permit	Caroline Marker	707/431-3346
Post-Construction Storm Water Management in New Development and Redevelopment								
Open Space Design	Sediment, other residential pollutants				Planning and Building Department	Encourage Open space design in all new development through density increase incentives	Andy Gustavson	707/431-3346
Buffer Zones	Sediment, other identified pollutants				Planning and Building Department	Require riparian buffers in all new development	Andy Gustavson	707/431-3346
Alternative Pavers	Sediment				Planning and Building Department	Encourage permeable parking areas in new development, where appropriate, by revising existing parking lot and residential parking criteria in the City's zoning ordinance	Andy Gustavson	707/431-3346
Structural BMP's	Sediment, automotive-related pollutants				Planning and Building Department	Require appropriate structural PCRS measures for any development disturbing greater than one acre located within or adjacent to a Riparian Setback, as defined by Section 18120 of the City's Zoning Ordinance	Andy Gustavson	707/431-3346
Pollution Prevention/Good Housekeeping for Municipal Operations								
Employee Training Program	Sediment, other pollutants (e.g. concrete, fuel products) that are controllable through good housekeeping practices				Public Works Department - Operations	Train all City staff responsible for compliance with SWMP compliance activities; train all new employees within one month of employment	Mac McArthur	707/431-3346
Pet Waste Management	Pathogens				Community Services Department	Install pet waste bag dispensers at all City-designated dog-run areas and designated trails along waterways	Matt Thompson	707/431-3384
Automobile Maintenance	Grease, oil, other automotive-related contaminants				Public Works Department - Maintenance	Eliminate all municipal vehicle washing drainage to surface water	Mac McArthur	707/431-3346
Channel Maintenance	Pathogens, trash, other identified pollutants				Public Works Department - Maintenance	Eliminate pesticide applications for creek channel clearing within Foss Creek and other drainage channels within the City	Mac McArthur	707/431-3346
Pesticide/Herbicide Application	Pesticides, herbicides				Community Services Department	Comply with California Department of Pesticide Regulation requirements for pesticide/herbicide applications; and eliminate MEP use for all City employees	Matt Thompson	707/431-3384
Illegal Dumping Control	General measure, targets any pollutants identified				Public Works Department - Maintenance	Remove illegally dumped materials from the City's primary open-channel drainage conduit, Foss Creek	Mac McArthur	707/431-3346
Parking Lot and Street Cleaning	Grease, oil, other automotive-related contaminants				Community Services Department	Clean 52 miles of streets each week	Barbara Jason-White	707/431-3317
Septic System Controls	Pathogens					Prohibit septic systems in all sewered areas within City limits	Mario Landeros	707/431-3346
Storm Drain System Cleaning	Sediment				Public Works Department - Maintenance	Clean 200 catch basins each year	Mac McArthur	707/431-3346
Used Oil Recycling	Grease, oil				Public Works Department - Maintenance	Recycle all oil and anti-freeze generated from City vehicle maintenance	Mac McArthur	707/431-3346

Storm Water Management Plan

In the descriptions below, the City's proposed responses to each of the six minimum control measures prescribed in the State's current version of the "Small MS4 General Permit" are presented. The City has used the current version of the Small MS4 General Permit draft adopted April 30, 2003. The text of each permit provision is shown in italics.

Public Education and Outreach on Storm Water Impacts

The Permittee must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. For non-traditional regulated Small MS4s, the employee/user population may serve as "the public" to target for outreach and involvement. Non-traditional Small MS4s that discharge into medium and large MS4s may integrate a public education and outreach program with the existing MS4s public education and outreach programs.

The City proposes to implement the following under its Public Education and Outreach Program:

Storm Water Awareness Survey

The City is participating in a county-wide storm water awareness survey conducted by the Russian River Watershed Association (RRWA). The RRWA consists of several cities, special districts and Sonoma and Mendocino counties that work together to address regulatory requirements and watershed protection. The RRWA's mission is to facilitate partnerships across political boundaries that promote good stewardship of water resources. The RRWA also conducts year-round public outreach and public affairs activities.

As part of its public outreach activities, the RRWA is hiring an outside consultant to survey residents and business owners within its members' respective service areas to assess the baseline level awareness on storm water issues and storm water pollution. Members will use the results of the survey to target public education and outreach efforts where the need is greatest. While the survey will cover the service areas of all the participating RRWA members, it will provide enough samples within each to provide separate, statistically significant results for each service area, including Healdsburg. The survey is expected to be completed by the Spring of 2005.

Inspections and Outreach Program for Waste-Generating Businesses

The City has implemented an extensive environmental inspection program through the State “Unified Program” as a Certified Unified Program Agency (CUPA.) The Unified Program is the consolidation of six state environmental programs into one program under the authority of a Certified Unified Program Agency. The program was established under the amendments to the California Health and Safety Code made by SB 1082 in 1994, and provides relief to businesses complying with the overlapping and sometimes conflicting requirements of formerly independently managed programs. The consolidated programs are the Hazardous Materials Business Plan/Emergency Response Plan, Hazardous Waste/Tiered Permitting, Underground Storage Tanks, Aboveground Storage Tanks, California Accidental Release Program and the Uniform Fire Code Hazardous Materials Management Plan. Under a separate agreement, the Healdsburg Fire Department also acts as the CUPA agency for the City of Sebastopol.

While the programs covered under CUPA are designed to minimize the risk to the communities resulting from the storage, use, transportation, and disposal of hazardous materials, the inspections carried out under the program frequently uncover practices affecting storm water runoff. Issues often arise for materials not classified as hazardous waste, but nevertheless have the potential to release pollutants in storm water runoff. Where these issues arise, the City’s CUPA inspector typically coordinates with the Public Works Department to prevent such releases and enforce good housekeeping practices.

The CUPA program currently covers 150 businesses in Healdsburg, approximately 120 of which are inspected at least once a year. These are businesses that fall under any of the CUPA sub-programs listed above. Businesses that typically do not fall under the CUPA program are restaurants, food services, non-medical offices, mercantile shops, and home offices.

As part of its Public Education and Outreach and Illicit Discharge Detection and Elimination components in the SWMP, the CUPA inspection program will be expanded and formalized to include inspection for storm water-related issues. The City believes that this will be extremely effective, because the CUPA program currently covers all significant waste generating businesses in the City of Healdsburg.

The inspection will include the following activities, which will also function as an effective Illicit Discharge Detection and Elimination measure:

- Hand-out of materials covering proper housekeeping practices designed to prevent the release of pollutants in storm water runoff
- Inspection for improper materials storage practices that have the potential to release pollutants in storm water runoff

This measure will target materials classified as hazardous waste, however any potential pollutant release uncovered by these inspections will be addressed, including pathogens.

The City estimates that the storm water component of these inspections will require up to 0.25 FTE to cover all businesses currently covered under this program. This will include additional funding from the City-wide storm drain service fee described above to cover the additional staff costs. The program will be funded through Public Works Department utility fees and implemented by the City Fire Department.

Goal: Visit all businesses subject to CUPA inspections at least annually to distribute materials covering proper housekeeping practices, and to inspect businesses to verify proper materials storage practices.

Responsibility: Fire Department CUPA Inspector

Schedule: Within one year of SWMP approval

Food Facility Storm Water Pollution Prevention Guidelines

Food facilities are a common source of water quality problems, usually involving discharge to the storm drain or sanitary sewer. The Sonoma County Water Agency has printed and made available a small booklet of guidelines for food facility operators, titled "Food Facility Storm Water Pollution Prevention Guidelines". The guidelines address the following topics:

- Pavement cleaning
- Dumpsters, grease bins and recycling containers
- Spill clean-up
- Cleaning and maintenance equipment
- Grease handling
- Landscaping and garden maintenance
- Employee training
- Sanitary sewer
- Hazardous materials

The City has an active permitting and inspection program for restaurant operators, implemented by collection system operators (see Illicit Discharge Detection and Elimination element below). The operators are normally the front-line contacts when problems, usually grease-related, occur. The Public Works Department's Wastewater Operations section maintains a database of all food facility operators (approximately 50) that includes an inspection schedule and a record of past inspections. Depending on compliance, each facility is currently inspected annually, semi-annually, or quarterly. The City will adapt and print the Sonoma County Water Agency guidelines and distribute them to food facility operators during routine inspections and permit issuance. The guidelines will also be made available at the City's Community Development Center, where sewer discharge permit applications are usually submitted.

Goal: Distribute printed guidelines to 50 food facility operators each year

Responsibility: Public Works Department Wastewater Operations

Schedule: Within one year of SMP approval

Public Event Outreach

Display booths at fair events can be an effective public outreach tool. In the City of Healdsburg, the event that would most effectively target Healdsburg residents is the Future Farmers of America (FFA) Celebration, held each May at the City of Healdsburg's Recreation Park. This event begins on a Thursday night and extends through the weekend, and by far draws more community participation than any other event within the City. The Friday of the fair weekend is a formal school holiday within the City school system, and is intended to encourage student participation.

The City's Public Works Department hosted its first FFA fair booth on May 26th and 27th, 2005. The booth was staffed by Public Works Department employees for the duration of the event. Informational brochures in both Spanish and English were handed out covering a variety of stormwater topics. The booth also included a stormwater diorama exhibit, which was purchased for the School Education Program (see Public Involvement and Education section). The exhibit is a tabletop model depicting the water cycle of a small town, with a lake flowing into a river that empties into the ocean. The exhibit includes working storm drains. Also depicted is a sewer treatment plant along with a tertiary plant to show water reclamation. Food coloring is placed over the landscape to depict pollution sources such as oils, pesticides, herbicides, sewage, etc. Students use spray bottles to simulate rain and observe runoff.

The City will continue to rent and staff a booth space for the duration of the FFA celebration each year, and will make printed information available at the booth. This would include all of the printed information discussed above in the Public Information section.

Goal: Sponsor one fair booth each year, targeting Healdsburg residents and distribute storm water management and BMP materials during at least one fair event each year.

Responsibility: Public Works Department Engineering Section, Planning and Building Department

Schedule: Already implemented. Regular events once each year.

Storm Water Information Website

At the end of September 2005, the City posted storm water information on its website (www.ci.healdsburg.ca.us). The website has a separate page for its Public Works Department, which has been revised to include a link to a new storm water web page. The storm water web page includes the following information:

- A copy of the City's storm water ordinance (when adopted)
- Contact list for spill reporting (draft copy included as Attachment 1)
- A Pollution Prevention web page with links to BMP's targeting residential and commercial practices for water pollution prevention
- Oil recycling – As described below in the section on municipal operations/good housekeeping, the City has recently initiated a curbside oil recycling program. This will be advertised on the City's website, with instructions on ordering oil recycling containers from Empire Waste Management, the City's franchise waste hauler.
- Household hazardous waste guidelines – The Sonoma County Waste Management Agency operates a hazardous waste collection program for household and small business waste. At present, toxics are collected at rotating sites throughout Sonoma County only on scheduled dates. However, the Agency is currently constructing a Household Toxic Waste Facility at the Central Landfill near Cotati. Once this is completed, household and small business toxics may be dropped at this facility during normal business hours, and the rotating program will end.
- Residential pesticides and fertilizer use – The City website provides educational information on fertilizer and pesticide use in residential landscaping, utilizing material provided at the EPA's Menu of Best Management Practices website. The City's website information will specifically discourage the use of diazinon, the most widely used pesticide on residential lawns. Although diazinon was phased-out for all lawn, garden and turf uses in December 2003, the product may still remain on store shelves for some time until inventories have been exhausted.
- The City's April 2003 garbage collection franchise agreement with Empire Waste Management now includes curbside oil recycling. Empire's quarterly newsletter highlights the program, and includes a card that customers can mail in to receive the oil recycling container. Full containers are switched-out with empty containers to avoid unnecessary field handling. As described above in the Public Information section, the website publicizes the program website.

To advertise the availability of the information on this website, the City will include a mailer with its regular utility billing.

Goal: Post storm water education materials at the City's existing website

Responsibility: Public Works Department

Schedule: Already implemented; remaining informational items to be posted within 1 year of SWMP approval

Utility Billing Bill Mailing – Residential Vehicle Washing

In addition to the website construction, the City will mail information to all utility ratepayers addressing specific pollution prevention practices or issues as necessary. At a minimum, the City will mail an informational letter or brochure targeting residential vehicle washing, a practice the Regional Board has identified as a specific concern. While residential car washing is not prohibited at this time, the letter will include information on vehicle washing practices that minimize or eliminate potential water quality impacts.

Goal: Educate residents on vehicle washing practices that minimize or eliminate potential water quality impacts

Responsibility: Public Works Department

Schedule: Within 6 months 1 year of SWMP approval

Russian River Watershed Association Joint NPDES Storm Water Compliance Programs

The City is also participating with other members of the RRWA to develop and promote a consistent regional storm water message, and also to improve outreach and technology transfer on common issues. This project will be developed to take full advantage of existing efforts and materials, particularly those developed by the NPDES Phase 1 Co-Permittees in Sonoma County (the City of Santa Rosa, County of Sonoma and Sonoma County Water Agency). The program includes several subtasks that the City expects to utilize:

- Regional Storm Water Message Development - This subtask includes work to develop the key messages for the program, producing a regional storm water message and logo to be used in outreach efforts.
- Educational Material Development - This subtask includes efforts to collect and house readily available public-domain storm water education material and use the material as a base for developing consistent region-wide educational material for RRWA members. Materials may include brochures, fact sheets, posters etc. The members will develop an RRWA regional message and strategy for customizing public-domain materials with the message. Customized material will be provided in electronic form to member agencies for their use.
- Storm Water Awareness Campaign - This subtask includes joint efforts to promote awareness of Storm Water Best Management Practices. Activities will include a Student Video Contest, a billboard with the Regional Storm Water Message, advocating for the inclusion of an Environmental Column in local newspapers and other outreach activities. Member agencies will undertake the

Student Video Contest, billboard sponsorship and advocacy for the Environmental Column as in-kind services.

- Training Sessions - This subtask is intended to facilitate shared efforts related to training municipal staff. The staff training is expected to focus on the following activities:
 - Public construction activities management;
 - Vehicle maintenance/material storage facilities/corporation yards management;
 - Landscape and recreational facilities management;
 - Storm drain operation and maintenance;
 - Streets and roads maintenance;
 - Parking facilities management;
 - Emergency procedures.
- Effectiveness Evaluation and Baseline Monitoring (Storm Water Awareness Survey, see above)

Goal: Work with other members of the RRWA to develop a regional storm water message and logo, common educational materials for the watershed, municipal staff training manuals, and an effectiveness evaluation and baseline monitoring survey.

Responsibility: Public Works Department

Schedule: Within 1 year of SWMP approval

Public Involvement/Participation

The Permittee must at a minimum comply with State and local public notice requirements when implementing a public involvement/participation program.

The City proposes to implement the following under its Public Involvement and Participation Program:

School Education Program

The City Public Works Department has worked with the Healdsburg Unified School District to establish an education program. Initially, this program targeted 5th and 6th grade students, and will eventually be expanded to include middle and high schools students. The program introduces students to the basics of responsible practices in the home to protect water quality in the City's waterways, and covers the sewer and storm drain system. The subjects covered in the program include:

- Differences between the sanitary sewer and storm drain
- The sources of pollutants in homes
- What is appropriate (or inappropriate) to put in the storm drain or sewer
- What you can do at home to keep pollutants out of the storm drains and waterways
- Who to call if you see somebody dumping in the storm drain

The department has purchased a tabletop model depicting the water cycle of a small town, with a lake flowing into a river that empties into the ocean. The exhibit includes working storm drains. Also depicted is a sewer treatment plant along with a tertiary plant to show water reclamation. Food coloring is placed over the landscape to depict pollution sources such as oils, pesticides, herbicides, sewage, etc. Students use spray bottles to simulate rain and observe runoff.

The City's Public Works Operations & Maintenance Manager has coordinated the program and program curriculum with teachers, and conducted the first classroom sessions in late 2004. In September 2005, the department sent letters to five schools soliciting interest in the education program from interested teachers, and has now scheduled three classroom training sessions at Foss Creek Elementary School on October 20, 2005. Although full expansion to the other school is expected to come later, sessions have also been scheduled for a special education class at Healdsburg High in November 2005. The City has received an offer from Regional Board staff to assist in the storm water portion of the classroom training. The department will coordinate to include Regional Board staff in the training sessions to the extent possible, depending on the scheduling and availability of classroom time.

Goal: Develop a classroom program initially targeting 5th and 6th grade elementary school students on responsible practices to protect water quality in the City's waterways, and

conduct classroom sessions for each grade at both schools during each semester in the school year. The program would eventually be expanded to middle and high school classrooms.

Responsibility: Public Works Department, Public Works Operations & Maintenance Manager

Schedule: Elementary school education program already implemented in late 2004. Program to be expanded to middle and high school classrooms within two years of plan approval.

Annual Creek Cleanup

One way to promote storm water awareness would be to host a creek cleanup. Storm water awareness surveys in other cities have shown that some people are unaware that storm drains discharge untreated water directly into creeks and rivers. Organizing a creek cleanup will provide concerned citizens in the community an opportunity to become directly involved in water pollution prevention.

The City's first annual Foss Creek Cleanup was held on April 9, 2005. The Public Works Department partnered with both the Healdsburg Rotary and Kiwanis service clubs to organize the event. The City publicized this event by issuing a press release and posting information on the City's website, targeting recruits from local schools, neighborhoods & businesses. Local businesses were contacted for donation of supplies necessary for the cleanup and to provide lunches for the volunteers. Empire Waste Management, the City's franchise waste hauler, donated a debris box for the material collected.

Over 90 volunteers participated, each working four hours removing garbage and debris from the reach of Foss Creek between Mill Street and Dry Creek Road. The material removed from Foss Creek filled approximately half of a five-yard debris box. Healdsburg High School students received community service credits for volunteering. The City provided the vehicles and tools for the event. Volunteers who could not traverse the creek worked on painting the pedestrian bridges over Foss Creek in the downtown area. The service clubs provided lunch for all participants.

Due to the high level of interest in this project, a second cleanup has tentatively been scheduled for October 22, 2005. This cleanup will cover the same section of Foss Creek as well as the City's open space parcel in the Parkland Farms subdivision at the north end of town.

The City proposes to continue this partnership effort. The original objective of the creek cleanup was to increase community involvement and awareness of the City's water resources, facilitate reporting of water quality problems, and improve water quality and creek habitat. Thus far the event has been successful at promoting these objectives.

As with the first of these events, the City will structure the events so that participants volunteer to walk a specific length of creek to collect trash. The number of participating volunteers, and the amount and type of trash collected, will continue to be documented and publicized. This information will be used to raise awareness in the community about the existing amount of trash in Foss Creek, and generate interest in subsequent clean-up events.

Much of Foss Creek is in private ownership, and permission will need to be secured from property owners along Foss Creek to allow for cleanup access. Targeting other reaches of the creek may depend on the City's ability to secure access rights for the clean-up. To address property owners' liability concerns, each participant is required complete a waiver of liability form.

Information will be distributed to volunteers outlining the date of the cleanup, recommendations for clothing & footwear, stormy weather contingencies and any other pertinent information. This information will be posted on the City's website.

The City Council will recognize volunteers for their efforts with certificates of appreciation.

Goal: Sponsor or co-sponsor an annual volunteer creek clean-up event for Foss Creek.

Responsibility: Public Works Department Engineering Section

Schedule: Already implemented, with repeat events annually.

Kennedy Lane Beach Access Cleanup

In addition to the Foss Creek clearing and debris removal, the City works cooperatively with the California Department of Fish and Game (DFG) to maintain a section of DFG-owned property on the west bank of the Russian River, opposite Veteran's Memorial Beach, operated by Sonoma County Regional Parks. This property, which is accessible from Kennedy lane, attracts significant public recreational use, and litter accumulation has been a persistent problem. Although the City has no direct control over the state-owned property, the City does provide debris boxes and portable restrooms for periodic clean-up by California Conservation Corps (CCC) crews working for DFG. The goal of this effort is 2 to 3 clean-up events a year, with one clean-up at the end of the summer recreation season. The actual clean-up dates, however, are subject to the availability of the CCC crews and DFG budget constraints.

Goal: Work cooperatively with the Department of Fish and Game to remove litter from the Kennedy Lane river access by providing logistical support for clean-up events.

Responsibility: Public Works Department

Schedule: Already implemented

Illicit Discharge Detection and Elimination

The Permittee must:

1) Develop, implement and enforce a program to detect and eliminate illicit discharges (as defined at 40 CFR §122.26(b)(2)) into the regulated Small MS4;

2) Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and locations of all waters of the U.S. that receive discharges from those outfalls;

The City proposes to implement the following under its Illicit Discharge Detection and Elimination (IDDE) program:

Storm Water System Map

The City's storm water system is detailed in Figure 1 above. This map shows the locations of all storm drains and storm drain outfalls within the City, as well as zoned land use within the permit boundaries. The City uses a large-scale version of this map to track the path of spills or illicit discharges when they are identified.

Goal: Revise the City's storm drain map to show land uses, storm drain outfalls and the names and locations of all "waters of the U.S." receiving waters.

Responsibility: Public Works Department – Engineering Department

Schedule: Completed

3) To the extent allowable under State or local law, effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into the MS4 and implement appropriate enforcement procedures and actions;

Storm Water Ordinance

The City will adopt a storm water ordinance that includes prohibitions on non-storm water discharges, as well as sanctions for failure to comply. Other ordinances in Sonoma County, including those adopted by the City of Santa Rosa and Sonoma County, will be considered.

The California Government Code (Section 36934) requires that ordinances may be passed at least five days after their introduction, and only at a regular meeting. To comply with this provision, new ordinances in the City are typically introduced at a "first reading" meeting, and then formally adopted at a "second reading" meeting. Since the City Council normally meets on the first and second Monday's of each month, the normal public notice would provide a minimum of two weeks before the ordinance is adopted. Section 36937 of the Government Code requires that, with limited exceptions that do not apply in this case, new ordinances become effective 30 days after adoption.

The new ordinance is also likely to require significant changes to historic practices affecting storm water runoff. Public participation and education of the new ordinance is therefore particularly important, and the City will take steps to encourage participation and comment on the content of the ordinance. The City will issue a press release to the Healdsburg Tribune for publishing at least one week prior to the first reading of the ordinance. The proposed ordinance will also be posted on the City website at least one week before the first reading so that the public has an opportunity to review and comment on the ordinance. This will provide a total of at least three weeks to review the ordinance and two separate opportunities to comment before the City Council.

Existing City ordinances are enforced through the City's existing Code Enforcement Ordinance, which is administered by the City Planning and Building Department. The Chief Building Official is currently the designated "Enforcement Officer" for purposes of enforcement. The Code Enforcement Ordinance authorizes enforcement actions for all City ordinances, as well as any applicable state laws and regulations, and contains provisions for escalating levels of enforcement actions. The ordinance authorizes administrative actions with accompanying fines and penalties, civil actions for collection of costs by the City, and prosecution as a misdemeanor criminal offense. The existing Code Enforcement Ordinance will also be the mechanism for enforcing any new provisions or performance requirements incorporated into the new storm water ordinance. A copy of the Code Enforcement Ordinance has been included as Attachment 2.

Goal: Adopt City-wide storm water ordinance that includes prohibitions on non-storm water discharges and appropriate sanctions for failure to comply.

Responsibility: Public Works Department Engineering Section, Planning and Building Department

Schedule: Within one year of SWMP approval

4) Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to the system that are not authorized by a separate NPDES permit;

Spill Response And Prevention

The City's Public Works Department currently has a written spill response and notification plan. Although the plan is written for sewer overflows, in practice the plan is also used for illicit storm drain discharges. The plan describes procedures for notification, stream sampling where necessary, record-keeping, and reporting. The response plan and notification procedures are included as Attachment 1. The City has responded to several storm discharges since the response and notification plan was prepared, including incidents involving wine barrel wash water and restaurant waste.

Because of the City's small population and relatively small municipal workforce, spills are reported to the City's Public Works Department fairly rapidly. For the same reasons, the field response is also rapid. The Public Works Department also designates one water/sewer operator as the on-call responder outside of normal business hours. The daily schedule for on-call staff is drafted each year and circulated to all affected departments, including the City's police dispatcher.

To formally adapt this procedure for spill response and prevention, the City will revise the procedure to clarify that it also applies to illicit storm drain discharges. In addition, as noted above in the Public Education section, the City will post contact information for spill response.

Goal: Establish spill response procedures so that staff can rapidly respond to all spill events and prevent subsequent water quality impacts

Responsibility: Public Works Department Maintenance section

Schedule: Already implemented; minor revisions to the written procedures within 6 months of SWMP approval

Restaurant and Food-Related Business Inspections

In 2001, the City's Public Works Department began implementing an inspection and permitting program that covers all restaurant and food-related businesses within the City, covering both sewer and storm water management practices. The Department's operations staff maintains a file for each business and schedules regular inspections. The inspection frequency varies from monthly to annual, and is adjusted depending on individual compliance histories. A copy of the current inspection schedule is attached in Attachment 4. This program has been very effective at identifying and eliminating storm water discharge problems at a number of locations. These have included such problems as drainage from equipment cleaning running to storm drains, failure to clean grease interceptors (potentially causing backups in private sewers that reach surface water), drainage from dumpsters, and dumping of food waste directly to storm drains. Although the City has achieved compliance in all of these cases by simply educating business owners and scheduling frequent inspections, the City will utilize the Code Enforcement Ordinance described above once the new storm water ordinance described above is adopted.

Goal: Inspect all restaurant and food-related businesses at least annually for sewer and storm water-related best management practices, and eliminate any identified or potential illicit discharges.

Responsibility: Public Works Department Wastewater Operations section

Schedule (Enforcement authority): Within one year of SWMP approval

5) *Inform public employees, businesses, and the general public of the hazards that are generally associated with illegal discharges and improper disposal of waste; and*

Inspections and Outreach Program for Waste-Generating Businesses

See program description under Public Education and Outreach. This program will also function as an IDDE measure.

Storm Drain Labeling Program

The City began a storm drain stenciling program in 2002, working with Healdsburg Boy Scout Troop 21, and marked approximately 200 storm drain inlets. The City estimates that there are 800 to 900 storm drain inlets within the permit boundaries. In order to accelerate this program and label all of these storm drain inlets, the City is participating in a county-wide grant-funded storm drain labeling program. This program is being administered by the Sonoma County Waste Management Agency (SCWMA), using grant funds available from the California Integrated Waste Management Board's Used Oil Recycling Program. This program targets residential areas, which includes approximately 65% of the total storm drain inlets in Healdsburg. The labels will be installed by a contractor hired by SCWMA, who will also be labeling garbage cans. The City estimates the cost for Healdsburg's portion of this program at approximately \$7,000, including installation. The pace of the labeling will depend on year-to-year grant funding, but the SCWMA expects that Healdsburg's portion of the county-wide labeling program will be completed within the permit term (5 years).

The remaining storm drain inlets in commercial and industrial areas will be labeled separately from the SCWMA program. Because these are usually high-traffic areas, the City has chosen a more durable cast stainless steel label. Since these require power tools for installation, they have been installed by the City Public Works Department. The City used its existing crew of two seasonal staff to install approximately 500 labels covering all storm drain inlets in the commercial and industrial areas.

In addition, iron manhole and catch basin covers are now available with the "No dumping – Drains to Creek" label cast into the lid, which provides a more prominent and permanent marking. The City will revise its standard details to require this type of cover on all new construction.

Goal: Mark all storm drain inlets and all new storm drain inlets with "No dumping – Drains to Creek" labels. Label all storm drain inlets within permit term.

Responsibility: Public Works Department, Public Works Operations & Maintenance Manager

Schedule: Installation goal completed; adopt standards within 1 year of SWMP approval

6) Address the following categories of non-storm water discharges or flows (i.e., authorized non-storm water discharges) only if you identify them as significant contributors of pollutants to the Small MS4:

1. water line flushing;
2. landscape irrigation;
3. diverted stream flows;
4. rising ground waters;
5. uncontaminated ground water infiltration (as defined at 40 CFR §35.2005(20)) to separate storm sewers;
6. uncontaminated pumped ground water;
7. discharges from potable water sources;
8. foundation drains;
9. air conditioning condensation;
10. irrigation water;
11. springs;
12. water from crawl space pumps;
13. footing drains;
14. lawn watering;
15. individual residential car washing;
16. flows from riparian habitats and wetlands; and
17. dechlorinated swimming pool discharges.

Discharges or flows from fire fighting activities are excluded from the effective prohibition against non-storm water and need only be addressed where they are identified as significant sources of pollutants to waters of the U.S.

If a RWQCB EO determines that any individual or class of non-storm water discharge(s) listed above may be a significant source of pollutants to waters of the United States or physically interconnected MS4, or poses a threat to water quality standards (beneficial uses), the RWQCB EO may require the appropriate Permittee(s) to monitor and submit a report, and to implement BMPs on the discharge.

To the City's knowledge, the RWQCB has not determined that any of the discharges above have been identified as significant contributors of pollutants. The City takes steps to insure that the practices in the list above relating to operation of the water system are carried out in a way that protects water quality. The City uses management practices to avoid discharge of chlorinated water to surface water by 1) dechlorinating using dissipators equipped with sodium thiosulfate tablets, 2) insuring that the discharged water has sufficient overland travel to dissipate the chlorine before it reaches surface water, or 3) discharging directly to the sewer.

Construction Site Storm Water Runoff Control

The Permittee must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to your Small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of storm water discharges from construction activity disturbing less than one acre must be included in your program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. Your program must include the development and implementation of, at a minimum:

- 1) An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions, or other effective mechanisms, to ensure compliance, to the extent allowable under State, or local law;*
- 2) Requirements for construction site operators to implement appropriate erosion and sediment control best management practices;*
- 3) Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;*
- 4) Procedures for site plan review which incorporate consideration of potential water quality impacts;*
- 5) Procedures for receipt and consideration of information submitted by the public; and*
- 6) Procedures for site inspection and enforcement of control measures.*

Because of its size and limited growth (see discussion under E. Supplemental Provisions below), the number of developments or other construction projects with a land disturbance larger than the one-acre threshold is limited. During the one-year period between August 2003 and August 2004, for example, five projects within the City limits were over the 1-acre threshold for the General Construction Permit. Most of these originated as major subdivisions, with conditions imposed at the tentative map stage. The City expects to notify those affected during the informal planning meetings that typically precede the filing of a tentative map. For those projects with approved tentative maps, developers or contractors would be notified when construction plans are submitted to the City for approval.

Procedures for Receipt and Consideration of Information Submitted by the Public

The City has an established process for responding to inquiries or reports from the public, and this existing procedure will be applied in cases involving construction site runoff. The City uses “City of Healdsburg Service Request Form” for all complaints, and this form has been expanded to cover storm water inquiries. Inquiries that do not require an

immediate response are logged on a “Request for Service Form”, which in the case of construction site runoff, is forwarded to the Chief Building Inspector. The City’s policy on responding is set out in a City Administrative Policy dated July 15, 1996, which requires that all calls for service, including requests for information and complaints, be returned within a 24 hour period.

For any reported events that require a faster response, such as potential illicit spills, the City Public Works Department or Building Inspector will respond immediately. For calls that come outside of normal business hours, the City’s recording directs the caller to immediately contact the City’s police dispatcher. In these cases, the dispatcher contacts the City’s designated on-call staff (see above under Spill Response and Prevention discussion.) Although on-call staff are required to respond within 1 hour, the response times are normally much shorter.

Goal: Establish procedures for receipt and consideration of information submitted by the public.

Responsibility: Public Works Department, Planning and Building Department

Schedule: Completed

Procedures for Site Plan Review for Potential Water Quality Impacts

Work within the City requiring site plan review generally falls under several different review processes, briefly summarized as follow:

- Planning actions (Tentative Map approval, Design Review, variances, lot line adjustments, etc.)
- Building Department permits (building and grading permits)
- Subdivision Design Review

In each of these processes, the Public Works Department generally reviews those portions of the projects within the public right-of-way, while the Planning and Building Department generally reviews private improvements subject to building code compliance. Responsibility for site plan review for potential water quality impacts would follow this same division of responsibility.

The City's current Engineering Design Standards require that a Storm Water Pollution Prevention Plan (SWPPP) be prepared for new development, that projects comply with applicable state law, and lists specific construction BMPS's to be included in the plan. These provisions are typically imposed at the time the developer prepares construction plans for the project, which include plan sheets and notes describing erosion control measures.

The City’s Engineering Design Standards language on Storm Water Pollution Prevention Plans (SWPPP) would be changed to reflect the specific requirements of this provision to

all improvements within the public right-of-way. The City has the ability to withhold approval of construction plans until the appropriate runoff control measures are incorporated into the plans. BMP's taken from the EPA's guidance documents on Runoff Control, Sediment Control, and Good Housekeeping Practices will be required elements of the construction plans. The City's review processes will require that the appropriate BMP's be incorporated into the project. Appropriate BMP's will include measures to control erosion and sediment, waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site. For projects subject to the Construction General Permit, the City already requires that the Notice of Intent be submitted before the building permit is issued or subdivision approved.

Goal: Incorporate Storm Water Pollution Prevention Plan elements into the City's Engineering Design Standards

Responsibility: Public Works Department, Planning and Building Department

Schedule: Within six months of SWMP approval

CEQA Checklist

The City's CEQA checklist would be revised to specifically address potential storm water pollution issues. The City will review revisions suggested in the SWRCB Model Urban Runoff Plan (MURP), as well as revisions adopted by other cities and agencies, for specific checklist changes.

Goal: Modify the City's CEQA checklist to specifically address potential storm water pollution issues

Responsibility: Planning and Building Department

Schedule: Within one year of SWMP approval

Building Inspector Training

The City presently budgets and employs two full-time building inspectors. Although both are familiar with typical erosion and sediment control measures, additional training has been scheduled. As described above, the City of Healdsburg is a member of the Russian River Watershed Association (RRWA), and training sessions organized by the Sonoma County Permit and Resource Management Department in the Fall of 2004 were extended to RRWA member participation. The training was targeted at specific storm water management staff groups, including management, maintenance and operations staff, parks maintenance staff, and inspection staff. The City's two building inspectors attended a training session targeted at inspectors on December 15, 2004. Other City staff also participated in the Fall 2004 training sessions offered by Sonoma County PRMD (see below in the Pollution Prevention/Good Housekeeping for Municipal Operations section). The training included general description and brief history of the NPDES storm

water program, regulations and impacted activities, an overview of local ordinances and enforcement, and specific storm water program activities required to comply with the State General NPDES Storm Water Permit. Training workshops included a PowerPoint presentation and presentation handouts.

In addition to this training, the City's building inspectors will participate at least annually in refresher trainings or meetings sponsored by professional organizations. These may include, at least initially, training provided by Regional Board staff.

Goal: Train City building inspectors on storm water construction BMP's

Responsibility: Planning and Building Department

Schedule: Already implemented, refresher training annually.

Construction Site Inspections for Storm Water Runoff Control

At present, rough grading and drainage features are typically inspected during foundation and grading excavations, but the Building Department also inspects grading, drainage and erosion control measures in conjunction with other mandatory inspections on the structure itself. The final step in the building process is the issuance of a Certificate of Occupancy (CO), and the Planning and Building Department requires that all finish grading, drainage and erosion control measures are installed and inspected by the project engineer (if applicable) before the CO is issued.

The City Building Department will inspect projects that are subject to the SWRCB's General Construction Permit to insure that measures incorporated into SWPPP's are implemented and maintained for the duration of the project.

Storm water BMP's will be inspected as described above in conjunction with the other normally scheduled building inspection discussed above. At a minimum, however, each of the construction sites greater than 1 acre and subject to the state-wide construction general permit will be inspected during the first 2 weeks of October, prior to October 15th, to insure that erosion and sediment control measures are in place before the onset of the rainy season. These same sites will be inspected again following the first significant rain, defined as the first storm that produces at least 0.1" of rainfall and generates discernable runoff in Foss Creek. Where deficiencies are identified, follow-up inspections will occur as necessary to verify corrective work on erosion and sediment control measures.

The Chief Building Official is currently the designated "Enforcement Officer" for purposes of enforcement. The Code Enforcement Ordinance authorizes enforcement actions for all City ordinances, as well as any applicable state laws and regulations, and contains provisions for escalating levels of enforcement actions. The ordinance authorizes administrative actions with accompanying fines and penalties, civil actions for collection of costs by the City, and prosecution as a misdemeanor criminal offense. The

existing Code Enforcement Ordinance will also be the mechanism for enforcing the storm water runoff control measures.

The Chief Building Official determines the appropriate level of severity when taking enforcement actions for violations. In the case of storm water runoff control at construction sites, the factors considered will include the magnitude and immediacy of threat to water quality, and whether there is a prior history of violations.

In the case of violations that do not present an imminent threat to water quality, the Chief Building Official will send a code enforcement letter. The letter will describe the violation, cite the City code sections violated, and establish a corrective or abatement action and timeline for compliance.

Following either a failure to comply or failure to respond to the code enforcement letter, a formal Notice of Violation will be issued. After a failure to comply or failure to respond to the Notice of Violation, the matter will be forwarded for one of the following actions:

- An Administrative Hearing before the City Council or other designated hearing officers
- A civil remedy initiated by the City Attorney, or
- Criminal citation by certified peace officer.

The City also has the authority through the Code Enforcement Ordinance for “Summary Abatement”, which authorizes the City to take steps to abate an immediate threat to water quality, and recover the costs of the abatement from the violator.

Until the City’s storm water ordinance is adopted, the City will utilize its existing authority under the Code Enforcement Ordinance to enforce compliance from construction permittees. The City’s Storm Water Ordinance, once adopted will more explicitly define these violations for the purposes of utilizing the existing Code Enforcement Ordinance. In more egregious cases, compliance issues that are not readily resolved may also be referred to the North Coast Regional Water Quality Control Board for potential enforcement action.

Goal: Inspect storm water runoff control measures for all projects larger than one acre before October 15th, after the first significant rainfall, in conjunction with all other building permit inspections, and as necessary to follow up on corrective actions.

Responsibility: Planning and Building Department

Schedule: Within six months of SWMP approval

Tracking System for Projects Covered by the Statewide Construction General Permit

The City has an existing building permit database used to track permit issuance and site inspections. Fields have been added to this database to track all projects that are subject to the General Construction Permit. A sample of this tracking form has been included as Attachment 5.

Goal: Develop tracking system for projects covered by the statewide Construction General Permit

Responsibility: Planning and Building Department

Schedule: Completed

Post-Construction Storm Water Management in New Development and Redevelopment

The Permittee must:

- 1) Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the Small MS4 by ensuring that controls are in place that would prevent or minimize water quality impacts;*
- 2) Develop and implement strategies, which include a combination of structural and/or non-structural BMPs appropriate for your community;*
- 3) Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State or local law. For those Small MS4s described in Supplemental Provision E below, the requirements must at least include the design standards contained in Attachment 4 of this General Permit; and*
- 4) Ensure adequate long-term operation and maintenance of BMPs.*

As described below under Supplemental Provisions, the City has a very low level of new development as a result of two separate voter initiatives in 1996 and 2000. The City projects the total population at build-out to be only 15% above the current population.

For the limited amount of new development that does occur, the City has already implemented several of the non-structural post-development BMP's suggested in the EPA's SWMP guidelines. Some of these elements have been incorporated into the SWMP, while others will be modified to increase their effectiveness as a post-construction management tool. These are described below.

Open Space Design

The Development Cluster (DC) Overlay zoning has been adopted in the hillside areas to encourage development clustering, which preserves open spaces and avoids sensitive environmental features. The zoning allows a smaller lot size and a slight increase in the number of housing units when the proposed lots are clustered in areas of the property that avoid wetlands, unstable slopes, other geologic hazards, and sensitive ridgelines. This concept was first introduced in the 1994 Specific Plan for Area A at the north end of Healdsburg, where all new development, other than infill development, has recently occurred. Of the eight subdivisions approved for this area since then, six subdivisions, ranging in size from 8 to 20 lots, have utilized the Development Cluster concept. The DC Overlay Zoning was later added to the City's Zoning Ordinance, and is now encouraged

throughout the hillside regions of the City. This will be utilized in other development areas likely to be annexed in the future, most of which are at the north end of Healdsburg.

Planned Development and Residential Master Plan. These two overlay districts can be applied to either residential or commercial in-fill projects of 1 acre or more in size. It is encouraged to address environmental constraints on these sites and requires clustering of development to preserve open space and environmental protection.

Goal: Encourage Open space design in all new development through density increase incentives

Responsibility: Planning and Building Department

Schedule: Already implemented

Buffer Zones

Article 18 of the Zoning Ordinance requires riparian setbacks for any structure or improvement located on property near creeks within the City. Article 18 includes the following requirements:

“No building, structure or permanent or temporary improvement, including but not limited to buildings of any type, garages, swimming pools and spas, parking lots (paved or unpaved), patios, platforms, decks, fences, liquid storage tanks, trash enclosures, mobile homes, retaining walls, debris, fill or trash shall be allowed within the following setbacks:

- Russian River: one hundred (100) feet;
- Foss Creek: thirty-five (35) feet;
- All other streams and creeks: twenty-five (25) feet.

Setbacks shall be measured from the top of existing bank. Where channel improvements are proposed, subject to the approval of a variance pursuant to this section, setbacks shall be measured from the top of finished bank.

Existing riparian vegetation within setback areas shall be maintained and protected from disturbance.”

These measures are enforced by the City either through the plan review and approval processes (prior to construction), or by the City’s Code Enforcement Ordinance, which is administered by the City Planning and Building Department. The Chief Building Official is currently the designated “Enforcement Officer” for purposes of enforcement. The Code Enforcement Ordinance authorizes enforcement actions for all City ordinances, as well as any applicable state laws and regulations, and contains provisions for escalating levels of enforcement actions. The ordinance authorizes administrative actions with accompanying fines and penalties, civil actions for collection of costs by the City, and prosecution as a misdemeanor criminal offense. The existing Code Enforcement

Ordinance will also be the mechanism for enforcing any new provisions or performance requirements incorporated into the new storm water ordinance. A copy of the Code Enforcement Ordinance has been included as Attachment 2.

Goal: Require riparian buffers in all new development

Responsibility: Planning and Building Department

Schedule: Already implemented

Alternative Pavers

The City currently charges a drainage development fee of \$1.30 per square foot of impermeable area for all new development, by far the highest drainage fee in Sonoma County. While it was not intended as a post-construction storm water management tool, the fee does provide real and powerful incentive to reduce the amount of impermeable surface in new development, whether commercial or residential. The drainage fee can add up to over \$100,000 for a commercial development.

The City's current parking lot criteria in its zoning ordinance allow alternate overlay materials such as pavers, chip-seal and other rock material, but only for parking lots with ten spaces or less.

Home buyers and developers are typically motivated to reduce the impermeable areas following the "sticker shock" that accompanies development fee payments, which usually occurs only after the plans have been reviewed. The City could encourage more impermeable area reduction by revising its zoning ordinance criteria for both residential and commercial parking. The revised criteria would establish standards that result in permeable surface alternatives to paving, and make applicants aware of the potential impact fee reduction at the beginning of the planning process. The criteria would need to address potential problems such as tracking materials into the public right-of-way, as well as durability. Because of the high level of traffic in larger lots and the need for parking delineation, it is likely that the alternative materials may be appropriate only for smaller parking areas.

Goal: Encourage permeable parking areas in new development, where appropriate, by revising existing parking lot and residential parking criteria in the City's zoning ordinance

Responsibility: Public Works Department, Planning and Building Department

Schedule: Within one year of SWMP approval

Structural BMP's

The City presently has no requirement in its development standards for structural post-construction runoff control (PCRC) measures.

The City has identified areas adjacent to waterways as sensitive areas where structural BMP's may be appropriate. These would be applied to any development disturbing greater than one acre located within or adjacent to a Riparian Setback, as defined by Section 18120 of the City's Zoning Ordinance. Targeted pollutants of concern would include sediment and automotive-related pollutants. The City anticipates that this would be implemented by provisions included in the new Storm Water Ordinance, which would specify where structural PCRC measures are required.

The review procedure for this requirement would be triggered by a request for approval of a grading plan, building permit or discretionary permit, including design review, use permit, variances and subdivisions. Applicants would be required to provide a storm water pollution prevention plan prepared by a qualified professional. The applicant's proposed plan would be reviewed and approved by the City to ensure that the proposed PCRC's are appropriate. In determining whether proposed PCRC measure are appropriate, the City will consider:

- whether a proposed PCRC measure has a proven ability to measurably improve water quality,
- the level and complexity of ongoing maintenance required to maintain the treatment effectiveness, and
- whether the proposed PCRC measure could potentially conflict with the objectives and requirements of other regulatory agencies (e.g. federal and state fish and wildlife agencies, health departments, mosquito abatement districts, etc.)

At a minimum, the measures considered would include those identified in the EPA's Menu of Best Management Practices.

Prior to the final inspection for any approved development, the applicant's project engineer would be required to attest in writing that the approved PCRC measures were installed in accordance with the approved storm water management plan.

The developer and/or owner will be required to maintain PCRC measures, and provide verification of long-term maintenance provisions. Verification would, at a minimum, either the developer's signed statement accepting responsibility for maintenance until the responsibility is legally transferred, and either:

- a signed statement from a public entity assuming maintenance responsibility for the structural PCRC measures, and that it meets all local agency design standards;
- written conditions in the sales or lease agreement that require the recipient to assume responsibility for maintenance and conduct a maintenance inspection at least once a year;

- written text in project conditions, covenants and restrictions for residential properties assigning maintenance responsibilities to a home owner's association for maintenance of structural PCRC measures; or
- any other legally enforceable agreement that assigns responsibility for the maintenance of structural PCRC measures.

Goal: Require appropriate structural PCRS measures for any development disturbing greater than one acre located within or adjacent to a Riparian Setback, as defined by Section 18120 of the City's Zoning Ordinance.

Responsibility: Public Works Department, Planning and Building Department

Schedule: Within one year of SWMP approval

Pollution Prevention/Good Housekeeping for Municipal Operations

Three departments within the City are responsible for municipal field operations; the Public Works, Community Services and Electrical departments. The responsibilities of each of these departments are summarized as follows:

- **Public Works Department** - The Public Works Department is responsible for construction, operations, and maintenance of much of the City's infrastructure. Specific areas of responsibility include public streets (including sidewalks, street and traffic signs and pavement markings), the water system (including production, treatment, storage and distribution), the sewer system (including collection, pumping, treatment and disposal/reclamation of wastewater), and the storm drainage system (including maintenance of storm drain pipes, creeks, and storm water detention basins). Staff are assigned to either the maintenance, water, sanitation (wastewater) sections, each of which is supervised as a separate unit.

The Public Works Maintenance staff consists of eight full-time and two temporary employees who are responsible for patching potholes; placing regulatory, warning and informational signs; maintaining all pavement delineations and markings, removing graffiti within public rights-of-way, maintaining the City's storm drainage system, cleaning and repairing sewer mains and laterals, replacing broken water mains and services, weed abatement on City properties, maintaining City buildings, and other related activities.

The Public Works Water Department staff includes six employees responsible for maintaining the City's water production, treatment, and storage systems. These include the City's fifteen water wells, chlorination, fluoridation, and corrosion control treatment systems, eight storage reservoirs, and the SCADA communication system that continually monitors these facilities. Duties include daily sampling, analysis, and monitoring at each City well; and maintenance and repair of pumps, motors, valves, miscellaneous treatment, and monitoring equipment.

The Sanitation staff includes four employees who operate and maintain the sewer collection system, the City's ten sewer pump stations, and the wastewater treatment plant. In addition, the Sanitation staff also inspect commercial and industrial dischargers to ensure compliance with the City's sewer ordinance, and to prevent collection system spills from illegally discharged grease or other pollutants that may cause upsets in the treatment system.

- **Community Services Department** - The Community Services Department is responsible for the management and operation of parks and recreation facilities, senior services, transit services, tourism promotion, Senior Center, the Villa Chanticleer conference center, and the Airport on Lytton Springs Road. Management and operations also include Neighborhood Improvement Programs,

Lighting and Landscape District, special event coordination and film permits. Contract administration includes the municipal pool, Tayman Park Golf Course, school landscaping, and support to local recreational service providers. The Community Services Department maintains and operates the City's public parks, open space and public facilities. The department reviews tree planting and landscaping services in the planning and environmental review processes.

- Electric Department - The City's Electric Department oversees the procurement of wholesale electric power; maintains and operates the City's electric distribution system. The Electric Department is responsible for the operation and maintenance associated with the distribution of electricity from the City's interconnection with the PG&E transmission system and other electric distribution facilities within the City limits.

The Permittee must:

1) Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations; and

2) Using training materials that are available from EPA, the State, or other organizations, your program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet building maintenance, new construction and land disturbances, and storm water system maintenance.

To comply with this requirement, the City will implement the following BMP's listed in the EPA Guidance Documents for Pollution prevention/good housekeeping for municipal operations:

Employee Training Program

As described above, the City of Healdsburg is a member of the Russian River Watershed Association (RRWA), and training sessions organized by the Sonoma County Permit and Resource Management Department in the Fall of 2004 have been extended to RRWA member participation. The training is targeted at specific storm water management staff groups, including management, maintenance and operations staff, parks maintenance staff, and inspection staff. Training sessions for the City's Public Works, Planning and Building Department and Electrical Department have been scheduled as follows:

- November 17, 2004: Public Works Department Operations and Maintenance Staff (7 total)
- November 23, 2004: Public Works Department and Community Services Department Operations and Maintenance Staff (7 total)

- December 15, 2004: Public Works Department, Planning and Building Department, and Fire Department Inspectors (6 total)
- December 22, 2004: Public Works Department, Planning and Building Department, and Electric Department Managers (6 total)

The training will include general description and brief history of the NPDES storm water program, regulations and impacted activities, an overview of local ordinances and enforcement, and activities required to comply with the state General NPDES Storm Water Permit. The compliance activities will cover department-specific storm water program activities, including Best Management Practices (BMPs) for outdoor operation and maintenance, erosion and sediment control measures, and good housekeeping practices (street sweeping, controlling concrete and paving operations, storing hazardous materials, vehicle and equipment maintenance, and dewatering). Training workshops will include presentation handouts.

In addition to training the current staff responsible for field operations, the Public Works Department will develop its own training program and materials for new employees. These will include handouts covering the subjects described above, and will be presented during a one to two hour training session. All new field operations personnel will be trained on the storm water topics described above within one month of starting employment. Training will be documented and included in annual reports.

Goal: Train all City staff responsible for compliance with SWMP compliance activities; train all new employees within one month of employment.

Responsibility: Public Works Department

Schedule: Within one year of SWMP approval

Pet Waste Management

The City recently constructed a designated dog-run area at its Badger Park recreational facility, adjacent to the Russian River on the south side of Fitch Mountain. This site is in addition to the City's dog park located the Villa Chanticleer on North Fitch Mountain Road. At present, these are the only designated areas in the City for pets. Pet waste can be a significant source of bacterial contamination, as well as nutrients that facilitate algae growth, particularly in areas such as dog parks with concentrated pet usage. Although it is common for responsible pet owners to pick-up and properly dispose of dog waste, the City encourages and facilitates proper disposal by installing and maintaining a plastic bag dispenser and signs at both the Villa and Badger Park dog run areas. This will be installed within 6 months of permit issuance.

Goal: Install pet waste bag dispensers at all City-designated dog-run areas and designated trails along waterways.

Responsibility: Community Services Department

Schedule: Completed

Automobile Maintenance

All City trucks and automobiles are maintained at the City's Corporation Yard located at 550 Westside Road, which is currently covered under a separate Industrial Activities permit, a copy of which is provided in Attachment 6.

Goal: Eliminate all municipal vehicle washing drainage to surface water

Responsibility: Public Works Department Maintenance section

Schedule: Already implemented

Channel Maintenance

The City Public Works staff maintains the primary drainage channel through the City, Foss Creek. This channel extends from the northern extremity of the City at the Parkland Farms subdivision to the south end of the City near the southbound onramp to Highway 101, where it crosses under the freeway and out of City limits. To avoid the issues associated with pesticides and herbicides, the maintenance is accomplished by hand clearing every year during the summer.

Goal: Eliminate pesticide applications for creek channel clearing within Foss Creek and other drainage channels within the City

Responsibility: Public Works Department

Schedule: Already implemented

Pesticide/Herbicide Application

The City's Community Services Department contracts its landscape maintenance work for all public parks, open space and public facilities under its care. All pesticides used for this maintenance are applied under permit from the California Department of Pesticide Regulation (DPR). The permit includes a written training program for all pesticide handlers, and refresher training is required at least once each year. For its contract maintenance, the Community Services Department requires that its landscape maintenance contractor obtain its own DPR permit and adhere to the requirements. Public Works maintenance employees also apply herbicides as part of routine facilities maintenance. The City Arborist is the designated trainer for all City employees that apply pesticides or herbicides, and all receive annual refresher training. The required training covers all aspects of safe and environmentally responsible pesticide use, including:

- Pesticide hazards
- Labeling
- Proper protective equipment
- Storage
- Transportation
- Engineering controls for Minimal Exposure Pesticides (MEPs)
- First aid and decontamination
- Safe handling procedures
- Hazard communication

To avoid the associated hazards and training requirements, City employees do not apply for MEPs, and use only pesticides or herbicides for which Personal Protective Equipment (coveralls, gloves, goggles and boots) is adequate.

Goal: Comply with California Department of Pesticide Regulation requirements for pesticide/herbicide applications; and eliminate MEP use for all City employees

Responsibility: Public Works Department, Community Services Department

Schedule: Already implemented

Illegal Dumping Control

In addition to the measures described above under Illicit Discharge Detection and Elimination, the Public Works staff, as part of the creek clearing described above, removes trash from the entire length of Foss Creek within City limits. Of the estimated 200 cubic yards of material removed each year, approximately 15% is trash.

Goal: Remove illegally dumped materials from the City's primary open-channel drainage conduit, Foss Creek

Responsibility: Public Works Department

Schedule: Already implemented

In addition to the Foss Creek clearing and debris removal, the City works cooperatively with the California Department of Fish and Game (DFG) to maintain a section of DFG-owned property on the west bank of the Russian River, opposite Veteran's Memorial Beach, operated by Sonoma County Regional Parks. This property, which is accessible from Kennedy lane, attracts significant public recreational use, and litter accumulation has been a persistent problem. Although the City has no direct control over the state-owned property, the City does provide debris boxes and portable restrooms for periodic clean-up by California Conservation Corps (CCC) crews working for DFG. The goal of this effort is 2 to 3 clean-up events a year, with one clean-up at the end of the summer

recreation season. The actual clean-up dates, however, are subject to the availability of the CCC crews and DFG budget constraints.

Goal: Work cooperatively with the Department of Fish and Game to remove litter from the Kennedy Lane river access by providing logistical support for clean-up events.

Responsibility: Public Works Department

Schedule: Already implemented

Parking Lot and Street Cleaning

The City's waste hauling contractor, Empire Waste Management, cleans all of the City's streets weekly under its franchise agreement with the City. In 2002, the schedule was changed from bi-weekly to weekly in order to avoid the scheduling confusion caused by the bi-weekly schedule. Empire Waste utilizes a Temco 660 wet-vac truck for all street sweeping. Empire Waste Management estimates that the street sweeping removes approximately 6 tons of material from the 52 miles of streets swept each week.

Goal: Clean 52 miles of streets each week

Responsibility: Community Services Department

Schedule: Already implemented

Septic System Controls

Under the City's General Plan, individual septic systems are allowed only when the City makes a finding that it cannot feasibly provide public sewer services. Septic systems may only be used until sewer service is extended. The only un-sewered area in Healdsburg is the portion of Old Redwood Highway on the east side of the Russian River. Properties in this area utilize on-site treatment systems regulated by the Sonoma County Permit and Resource Management Department.

Goal: Prohibit septic systems in all sewered areas within City limits

Responsibility: Planning and Building Department, Public Works Department

Schedule: Already implemented

Storm Drain System Cleaning

The City regularly cleans approximately 200 catch basins per year at specific locations to remove accumulated sediment and other material. This represents roughly approximately 25% of the inlets in the City. The cleaning program focuses on these locations, which are typically locations where the storm drain transitions to a low gradient, because they tend

to accumulate sediment and other materials. Other locations with higher velocities are self-cleaning. A vactor truck is used for this cleaning, and the dry material removed, estimated at 300 to 400 cubic yards per year, is hauled to the landfill.

Goal: Clean 200 catch basins each year

Responsibility: Public Works Department Maintenance section

Schedule: Already implemented

Spill response and prevention – See description above under “Illicit Discharge Detection and Elimination.

Used Oil Recycling

All oil at the City’s Corporation is stored in a double-contained above-ground tank and recycled. The oil is picked up as needed under a contract with Evergreen Environmental Services.

In addition to the oil recycling, all anti-freeze fluid from the City’s vehicle maintenance is filtered, chemically treated and re-used in City vehicles.

Goal: Recycle all oil and anti-freeze generated from City vehicle maintenance

Responsibility: Electrical Department

Schedule: Already implemented

Supplemental Provisions

Those regulated conventional and non-conventional Small MS4s serving a population over 50,000 or that are subject to high growth (at least 25% over ten years) must comply with the requirements in Attachment 4 of this General Permit.

The City of Healdsburg's residents, by voter initiative, adopted growth management measures in 1996 and 2001 that will significantly limit growth within the City. The Urban Growth Boundary was adopted in the Fall of 1996 and places a geographic limitation on the expansion of the City limits and a limit on the extension of City services through the year 2016. In the Fall of 2000, a Growth Management Initiative was also adopted by the voters. The Growth Management Initiative limits new market rate residential dwelling unit construction to no more than an average of 30 units per year. This was incorporated into the General Plan policies. These measures, by law, limit the growth potential of the City to less than 1% per year, or approximately 10% in 10 years.

A housing report recently prepared by Earthcraft Planning Services in 2001 determined that under present zoning, the City has the potential of 649 additional dwelling units within the constraints imposed by the Urban Growth Boundary (Affordable Housing Strategy Background Report No. 5, Housing Production and Housing Sites, July 31, 2001). This represents a potential increase in population of 1,687 persons (assuming 2.6 persons per household, the average from the latest census data). Added to the present population of 11,300, the City estimates the total population at build-out at 12,987, or about 15% above the current population.



Attachment 1 City of Healdsburg Spill Reporting and Storm Water Program Contacts

Public Works Department Front Counter (General Information): 431-3346
(8:00 AM – 5:00 PM, Monday thru Friday)

Storm Water Engineering: 431-3346
(8:00 AM – 5:00PM, Monday thru Friday)

After Hours Emergency: 431-3377
(Healdsburg Police Department Dispatch)

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Public Works

Q: How do I report spills or dumping into creeks and drains?

A: Call the Storm Water Reporting *HOT LINE*

To Report	Call
Immediate Hazards	Call 911
Non-emergency discharges within Healdsburg City limits	Healdsburg Public Works 707/431-3346
Non-emergency discharges outside Healdsburg City limits	Sonoma County Operations 707/565-7280

Q: Does the City of Healdsburg fluoridate its water?

A: Yes. In 1952 the citizens of Healdsburg voted to initiate fluoridation of our drinking water. The rate of fluoridation, established by the State Department of Health Services, is 0.8 parts per million.

Q: Where does my water come from?

A: Healdsburg's water comes from wells located along the Russian River and Dry Creek.

City Council Meeting

- **Date/Time**
1st and 3rd Mondays of every month at 7 p.m.
- **Location**
Council Chambers, 401 Grove Street
- **Agenda**
Meeting agendas are posted here the Friday prior to each meeting.

Upcoming Events

- New website content management software installed
- New site design coming soon

City email (employees only)

City Hall 401 Grove Street
Healdsburg, CA 95448-4723

in the drains flows into our creeks and rivers. Every little bit of contamination adds to the growing pollution problem.

Q: Where can I dispose of household chemicals or substances like old paint?

A: The Sonoma County Waste Management Agency sponsors a program called "Household Toxics Roundup". You can contact them by calling the Eco-Desk at (707) 565-3375 or go to www.recyclenow.org.

Attachment 2
City of Healdsburg Code Enforcement Ordinance (Ordinance 985)

CITY OF HEALDSBURG

ORDINANCE NO. 985

AN ORDINANCE OF THE CITY OF HEALDSBURG DELETING CHAPTER 21 AND CHAPTER 21-A (AS ADDED BY CITY ORDINANCE NUMBERS 859 AND 894, RESPECTIVELY), AND ADDING CHAPTER 21 OF THE CITY'S MUNICIPAL CODE RELATING TO ENFORCEMENT OF CODE VIOLATIONS

The City Council of the City of Healdsburg ordains as follows:

SECTION 1. The City of Healdsburg Municipal Code is hereby amended by deleting Chapters 21 and 21-A and adding a new Chapter 21 as hereinafter provided. Healdsburg City Ordinances Number 859 and 894 are repealed in their entirety.

SECTION 2. Chapter 21 of this Code is added to read as follows:

“21-1 Title.

This Ordinance shall be known as the “Code Enforcement Ordinance,” and is hereinafter referred to within this Chapter 21 as “this Chapter”.

21-2 Purpose.

Pursuant to Government Code §38771, et seq., the City Council establishes the procedures set forth in this Article for the purpose of abatement of nuisances.

The purpose of this Chapter is to provide the City of Healdsburg (“City”) with criminal, civil, and administrative remedies, which shall be in addition to all other legal remedies that may be pursued by the City to address any violation of the Healdsburg Municipal Code. For purposes of this Chapter, the Healdsburg Municipal Code shall be referred to as “this Code” and shall include all current, but uncodified, City Ordinances, including the City’s Zoning Ordinance, all incorporated Uniform Codes, and any applicable state laws and regulations. The election of remedies provided by this Chapter shall be at the sole discretion of the City and its officials.

21-3 Violation of This Code Constitutes a Public Nuisance

A violation of this Code, including any continuing violation of this Code, is hereby declared to be a public nuisance. The City may elect to pursue any remedies for nuisance abatement as provided within this Code or under any applicable state or federal statute, including criminal prosecution. The City Manager, or any body designated by the City Manager, may order the abatement of any public nuisance, as defined in this Code or in any state or federal statute, following notice and a hearing, unless the nuisance qualifies for summary abatement procedures, as described in Section 21-15, below. The City Manager may direct that any required hearing be conducted before any designated board, commission or hearing officer.

It shall be a violation of this Code to violate any term or condition of any license, permit, agreement, or approval granted or issued pursuant to this Code. Any person, whether as principal, agent, employee or otherwise, violating or contributing to the violation of any such term or condition shall be subject to the sanctions provided in this Article or any other law.

21-4 Causing, Permitting, etc. a Violation.

Causing, permitting, aiding, abetting, contributing to, or concealing a violation of any provision of this Code shall constitute a violation of such provision.

21-5 Enforcement Officer

“Enforcement Officer” means any person who is charged by the City Manager with responsibility for enforcement of any provision of this Code. In addition to any other powers conferred upon him/her by this Code or by other state, county or federal law, any designated Enforcement Officer shall have the authority to arrest a person without a warrant, issue a Notice to Appear, as described in Penal Code §948, or issue a Notice of Violation, as described in Section 21-11, below, if such Enforcement Officer has cause to believe that a violation of this Code was, or is being, committed.

21-6 Separate Offenses.

A separate offense shall be deemed committed each day a violation of any provision of this Code occurs or continues.

21-7 Criminal Enforcement of Code Violations

- a. A violation of this Code may be prosecuted as a criminal offense. Unless expressly described as an infraction, a violation of any provision of this Code, or failing to comply with any mandatory requirement hereof, shall constitute a misdemeanor. Notwithstanding the preceding sentence or any other section of this Code, a violation of this Code may, in the discretion of the enforcing authority, be charged and prosecuted as an infraction.
- b. Any person convicted of a misdemeanor under the provisions of this Code, unless provision is otherwise herein made, shall be punished by a fine of not more than one thousand (\$1,000.00) dollars or by imprisonment in the County jail for a period of not more than six (6) months or by both fine and imprisonment pursuant to Government Code §36901.
- c. Any person convicted of an infraction under this Code shall be punished by a fine of not more than one hundred dollars (\$100) for a first violation, or a fine of not

more than two hundred dollars (\$200) for a subsequent violation of the same Code section within one year, pursuant to Government Code §36900(b). A third (or more) violation of the same code section by the same person within a 12-month period may be charged and prosecuted as a misdemeanor.

- d. Upon entry of a subsequent conviction against the same property owner within a two-year period for a condition of real property constituting a public nuisance under this Article, (except for conditions abated pursuant to Health and Safety Code §17980), the court may require the owner to pay to the City treble the cost of the abatement, pursuant to Govt. Code §38773.7. Any costs awarded to the City may be enforced in the manner described in Section 21-16, below.

21-8 Criminal Citation Procedure

- a. If an Enforcement Officer arrests a person for a violation of this Code or any other City ordinance and elects to charge the violation as a misdemeanor or infraction, the arresting officer shall prepare in duplicate a written Notice To Appear, pursuant to Penal Code §948, containing the name and address of such person, the offense(s) charged, and the time and place where and when such person shall appear in court. The arresting officer shall deliver one copy of the Notice to Appear to the violator and the violator, in order to secure release, must give his written promise to so appear in court by signing the duplicate Notice which shall be retained by the Officer.
- b. The time specified in the Notice To Appear must be at least forty-five (45) days after the date of the arrest.
- c. The arresting officer shall, as soon as practicable send the duplicate Notice to Appear to the City Attorney who will process the citation with the Superior Court of Sonoma County (hereinafter, "the Court"). Thereupon the clerk of the Court shall fix the amount of bail according to the bail schedule recommended by resolution of the City Council. The defendant may, prior to the date upon which he promised to appear in court, deposit with the Court the amount of bail thus set. Thereafter, at the time when the case is called for arraignment before the Magistrate, if the defendant does not appear either in person or by counsel, the Magistrate may declare the bail forfeited, and may, in his discretion, order that no further proceedings shall be had in such case.
- d. The City Council shall establish, by resolution, a recommended bail schedule which may be amended from time to time. The amount of recommended bail imposed for violations that are prosecuted as criminal offenses pursuant to this Article shall be set forth in the bail schedule. The bail schedule shall include a recommended amount for any increased fines for repeated violations of the same provisions by the same person within a twelve (12) month period from the date of the issuance of a Notice to Appear.

- e. Any person willfully violating his written promise to appear in court is guilty of a misdemeanor regardless of the disposition of the charge upon which he was originally arrested.

21-9 Violations of Rules and Regulations of Subordinate Boards or Commissions.

Except as expressly provided in this Code, any conduct or activity declared to be a violation of any rule or regulation adopted by any subordinate board or commission established pursuant to a Resolution adopted by the City Council, shall be prosecuted as an infraction, if the Enforcement Officer elects to pursue criminal enforcement of such violation.

21-10 Civil Action; Collection of Costs by the City.

- a. The provisions of this Code may be enforced by a civil court action, prosecuted by the City Attorney in the name of the City.
- b. Whenever the City Attorney is authorized or directed to commence or sustain any civil action or proceeding, either at law or in equity, to enforce any of the provisions of this Code, or any rule, regulation or order promulgated or issued pursuant to this Code, or any condition of an approval, permit or license granted pursuant to this Code, or to enjoin or restrain any violation thereof, or otherwise to abate any public nuisance, or to collect any sums of money on behalf of the City, then the prevailing party in such action or proceeding shall be entitled to collect all costs and expenses of the same, including attorney's fees in an amount not to exceed the amount of attorney's fees incurred by the city in the action or proceeding, as authorized by Government Code §38773.5(b). Any award of costs and expenses pursuant to this section or Government Code §38773.5 shall be made a part of the judgment in any such prosecution.
- c. Upon entry of a second or subsequent civil judgment against the same property owner within a two-year period for a condition of real property constituting a public nuisance under this Article, (except for conditions abated pursuant to Health & Safety Code §17980), the court issuing judgment may order the owner to pay treble the cost of the abatement, pursuant to Government Code §38773.7.

21-11 Administrative Enforcement of Code Violations

The fines and administrative penalties provided under this ordinance are enacted under the authority of the City's general police powers, and Government Code §§36901, and 38773.5. The City Manager, or any designated Enforcement Officer, shall have the authority to gain compliance with all provisions of this Code. These powers include the power to issue a Notice of Violation, as described herein, the power to inspect public and private property, and to seek and employ whatever remedies are available under this Code.

- a. Subject to Section 21-11(e), below, whenever an Enforcement Officer finds that a provision of this Code has been violated, he or she shall notify the violator in writing of the violation. If administrative enforcement of the violation is selected, the form of written notice shall be a Notice of Violation, which shall be served on the violator in the manner described in Section 21-11(b), below. The Enforcement Officer shall include in the Notice of Violation the following information:
 1. Date and location of the violation, including the address or definite description of the location where the violation occurred, or is occurring;
 2. Section(s) of the Code being violated and a description of the violation;
 3. Actions required to correct or abate the violation and a reasonable amount of time for said actions to be commenced, and the correction or abatement completed, considering the criteria in Section 21-11(d), below.
 4. Notice that the violator may, within fifteen (15) calendar days of the date of the Notice of Violation, appeal said violation to the appeals hearing body;
 5. An order prohibiting the continuation or repeated occurrence of a violation of this Code described in the Notice of Violation; and
 6. The signature of the citing Enforcement Officer.
- b. The Notice of Violation required under this section shall be personally served on the violator, or shall be sent by registered or certified U.S. mail to the property owner at the last known address listed on the most recent tax assessor's records. In the case of service by registered mail or certified mail, service shall be completed at the time of deposit into the United States mail. Where service is by registered mail or certified mail upon the property owner, a copy of the Notice of Violation shall be conspicuously posted at the property which is the subject of the Notice of Violation, for a period of not less than three (3) calendar days prior to the first date that commencement of corrective action or abatement is to be undertaken. The failure of any person to receive a Notice of Violation that was sent via registered or certified mail shall not affect the validity of any enforcement proceedings under this Article.
- c. The Enforcement Officer shall retain a declaration of the person effecting service, declaring the date, time, and manner that service was made, and the date and place of posting if applicable.

- d. The time allowed for abatement of a nuisance shall be a “reasonable time” in the judgment of the Enforcement Officer, based upon the circumstances of the particular nuisance, taking into consideration the means required to abate the nuisance, the period of time that the nuisance has existed, and the potential threat to public health and safety created by the nuisance.
- e. The Enforcement Officer may issue a verbal notice, or an informal written notice, to abate the nuisance condition(s). However, if, following a verbal or informal written notice to abate, the nuisance has not been abated within the specified time period, the Enforcement Officer shall issue a formal written Notice of Violation.

21-12 Hearing Request and Procedure

- a. Any recipient of a Notice of Violation may request an appeals hearing to contest that there was a violation, as specified in the Notice of Violation, or that he or she is the responsible party for said violation, by completing a “Request for Hearing Form” and returning it to the City Clerk within fifteen (15) days from the date of the Notice of Violation. At the time of returning the Request for Hearing Form to the City Clerk, the person or entity requesting the appeals hearing shall pay an appeals processing fee of \$150. Failure to pay the appeals processing fee, or make arrangements for the payment of the fee, may result in the hearing being postponed until the payment of such payment.
- b. If the recipient of a Notice of Violation does not submit a proper request for an appeals hearing, and does not comply with the Notice of Violation by the specified date, the Enforcement Officer shall have the right to issue an Order to Show Cause (“OSC”) in the manner and form described herein, requiring a hearing before the City Council, or other designated body. Any hearing requested under this section, whether an appeals hearing or an OSC hearing, shall be conducted under the procedures set forth below.
- c. Any hearing conducted pursuant to this section, whether an appeals hearing requested by a recipient of a Notice of Violation, or pursuant to an OSC, shall be set for a date not less than fifteen (15) days nor more than sixty (60) days from the date that the Request for Hearing form or OSC is filed in accordance with this Chapter, unless the Enforcement Officer determines that the matter is urgent or that good cause exists for an extension of time, in which case the date for such hearing may be shortened, or extended, as warranted by the circumstances.
- d. If the Enforcement Officer issues an OSC, a copy of the OSC shall be served on the violator in the manner described in Section 21-11(b), above. Where real property is involved, a copy of the OSC, along with a copy of the original Notice of Violation, shall be served on the property owner at the address as it appears on

the last county assessment roll available on the date the OSC is prepared. The OSC must contain the date, time, and place at which the hearing will be conducted.

- e. Any hearing provided in this section shall provide a full opportunity for the person or persons subject to a Notice of Violation to appear and object to the determination that a violation has occurred and/or that the violation continues to exist. The failure of any interested party to appear at a requested appeals hearing or a duly noticed OSC hearing shall constitute a failure by such party to exhaust his/her/their administrative remedies, and a waiver of the same.
- f. At the place and time set forth in the notice of hearing, the City Council, or other designated person(s), shall conduct a hearing on the Notice of Violation. The person(s) hearing the appeal (“the hearing body”) shall consider any written or oral evidence regarding the violation that may be presented by the violator, real property owner, any officer or agent of the City, and any other interested party.
- g. After receiving all of the evidence presented, the public portion of the hearing shall be closed. The hearing body may then consider what action, or actions, if any, should be taken, including the imposition of any fines or penalties.
- h. Within thirty (30) days following the conclusion of the hearing, the hearing body shall issue written findings and make a determination regarding the existence of the violation and/or the failure of the violator or owner to take required corrective action within the specified time period. If the hearing body finds by a preponderance of the evidence that a violation occurred, or that a violation was not corrected within the time period specified in the Notice of Violation, the hearing body shall issue an administrative order, in accordance with Section 21-13, below. If the hearing body finds that no violation occurred or that the violation was corrected within the specified time period, the hearing body shall issue a written finding of those facts.
- i. The recipient or recipients of a Notice of Violation shall be served with a copy of the decision of the hearing body, including an administrative order if one is issued, in the manner and method set forth in Section 21-11(b), above.

21-13 Administrative Order

If the hearing body determines that a violation occurred and it was not corrected within the time specified in the Notice of Violation, the hearing body shall issue an administrative order.

- a. An administrative order may impose any or all of the following remedies:
 1. An order requiring the violator and/or property owner to correct or eliminate the nuisance condition, including a proposed schedule for correction or elimination where appropriate;
 2. An order authorizing the City to take whatever steps are necessary to correct or eliminate the nuisance condition, including a proposed schedule for correction/elimination, where appropriate;
 3. An administrative fine or penalty in an amount not to exceed five hundred dollars (\$500) per day for each on-going violation, up to a maximum penalty or fine of ten thousand dollars (\$10,000), exclusive of any amounts imposed for recovery of administrative costs. In determining the amount of fine or penalty to be imposed, the hearing body should consider the factors listed in Section 21-14(d), following.
 4. An order allowing for recovery of administrative costs. Administrative costs may include costs incurred by the City in connection with the proceeding, including attorney's fees, costs of investigation, staffing costs incurred in preparation for the hearing and for the hearing itself, and the cost of any re-inspection necessary to enforce the Order.
- b. Any person aggrieved by an Administrative Order of the hearing body may obtain review of said Administrative Order in the Sonoma County Superior Court by filing with the court a Petition for Writ of Mandate, subject to the conditions described in Section 21-18, following.

21-14 Administrative Fines and Penalties

The bail schedule described in Section 21-8(d), above, shall not limit or affect the amount of actual fines or penalties imposed, including any fines and penalties authorized by Government Code §36901, nor shall said bail schedule limit or preclude the recovery of any costs incurred by the City in enforcing the provisions of this Code or abating any nuisance condition, where the same may be lawfully imposed.

- a. Any administrative fine or penalty imposed by the hearing body after a hearing shall be paid to the City within 30 days from the date of the Notice of Violation, unless an extension of time is requested by the offender and granted by the Enforcement Officer or City Council.

- b. Any advance deposit that is paid pursuant to Section 21-11(a), above, shall be refunded to the payee if it is determined, after a hearing, that the person charged in the Notice of Violation was not responsible for the violation or that there was no violation as charged in said Notice.
- c. Payment of a fine or penalty imposed pursuant to this Article shall not excuse or permit any continuation or repeated occurrence of the violation that is the subject of the Notice of Violation.
- d. In determining the amount of an administrative fine or penalty to be levied against a violator, the hearing body may take the following factors into consideration:
 - 1. The duration of the violation;
 - 2. The frequency, re-occurrence, and number of violations by the same violator;
 - 3. The seriousness of the violation;
 - 4. The justification, if any, for the existence, or continuance, of the violation;
 - 5. The good faith efforts of the violator to mitigate the violation or to come into compliance, pursuant to the terms of the Notice of Violation;
 - 6. The impact of the violation on the community;
 - 7. The economic impact of the proposed penalty or fine on the violator; and
 - 8. The factors listed in the Uniform Administrative Code §304.5.2.
 - 9. Such other factors as justice may require.
- e. Any administrative fine or penalty imposed by the hearing body shall accrue from the date specified in the Notice of Violation and shall continue to accrue on a daily basis until the violation is corrected. The determination of compliance or elimination of the violation shall be determined by the Enforcement Officer, or the hearing body at the time of an appeals hearing. The hearing body, in its discretion, may suspend the imposition of any applicable fines or penalties for a period of time not to exceed sixty (60) days during which:
 - 1. The violator has filed for, or obtained, necessary permits;
 - 2. Such permits are required to achieve compliance; and
 - 3. Such permit applications are actively pending before, or have already been issued by, the City, state, or other appropriate governmental agency.

- f. Any administrative penalty or fines assessed by the Enforcement Officer or, the hearing body following an appeals hearing, are a debt owed to the City. In addition to all other means of enforcement, any fines, penalties, or order allowing recovery of administrative costs specified in the administrative order of the hearing body may be enforced as a personal obligation of the violator. If the violation is in connection with real property, any fines, penalties, or order allowing recovery of administrative costs may be enforced by imposition of a lien or special assessment upon the real property. Any lien or special assessment imposed upon the real property shall remain in effect until all of the administrative penalties, fines, interest, and administrative costs are paid in full.

21-15 Summary Abatement Procedure

Whenever, in the reasonable judgment of the Enforcement Officer, the existence or continuance of any public nuisance poses an imminent or immediate danger of significant harm to persons or property, or endangers the public health, welfare or safety, an Enforcement Officer may act to abate such nuisance. The expense or cost resulting from such summary abatement shall be enforceable as a personal obligation of the person, persons, or entity responsible for the nuisance, including the property owner of any property on which such public nuisance exists, whether or not the owner is in possession of the property. The expense or cost of summary abatement may be imposed as a lien or a special assessment, as described in Section 21-16.

21-16 Cost Accounts and Imposition of Liens or Special Assessments

- a. If a judicial order or administrative order authorizes the City to abate a public nuisance, the city official(s) responsible for the abatement project shall keep an accounting of the cost of abatement and shall render a written report to the City Council showing the cost of removing and/or abating the nuisance. Before the report is submitted to the City Council, a copy shall be posted for at least three (3) business days on the City Hall bulletin board with a notice of the time and place when the report will be submitted to the City Council for confirmation. A copy of the report and notice shall be mailed to the violator, or the owner of the property where the nuisance existed if the nuisance concerned real property at the address shown on the last tax roll. The copy of the report and notice shall be mailed at least ten (10) days prior to the submission of the report to the City Council.
- b. At the time and place fixed for receiving and considering the report, the City Council shall hear a summary of the report and any objections by the violator or property owner against whom the cost of abatement is being charged or against whose property an abatement lien or special assessment may be imposed for the cost of abatement. After considering the report and any objections thereto, the City Council may make such modifications to the report as it deems appropriate, after which the report shall be confirmed by resolution or order.

- c. Any fines or penalties imposed for violations of this Code, including any other Codes or statutes that have been incorporated into this Code, any expenses of enforcement, and the cost or expenses associated with the abatement of a public nuisance that are levied in accordance with this Article may be enforced by the recordation of a lien against the property of the violator or the owner of the real property where the nuisance condition existed. Any such lien shall be recorded in the County Recorder's office in the county in which the parcel of land is located and from the date of recording shall have the force, effect, and priority of a judgment lien. A lien authorized by this section shall specify the amount of the lien, the name of the City on whose behalf the lien is imposed, the date of the abatement order, the street address, legal description and assessor's parcel number of the parcel on which the lien is imposed and the name and address of the recorded owner of the parcel. Before recordation of a lien authorized by this section, notice shall be served on the owner of record of the parcel of land on which the nuisance existed, based on the last equalized assessment roll or the supplemental roll, whichever is more current. The notice shall be served in the same manner as a summons in a civil action. If the owner of record cannot be found, after a diligent search, the notice may be served by posting a copy thereof in a conspicuous place upon the property for a period of ten (10) days and publication thereof in a newspaper of general circulation published in Sonoma County, California. Any fee imposed on the City by the County Recorder for costs of processing and recording the lien and the cost of providing notice to the property owner in the manner described herein may be recovered from the property owner in any foreclosure action to enforce the lien after recordation.
- d. As an alternative to the lien procedure described above, any fines or penalties imposed for violations of this Code, including any other Codes or statutes that have been incorporated into this Code, any expenses of enforcement, and the cost or expenses associated with the abatement of a public nuisance that are levied in accordance with this Article, may become a special assessment and lien against the real property where the nuisance condition existed. Any special assessment imposed on real property pursuant to this section may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary municipal taxes. Notice of any special assessment that is levied on real property, pursuant to this section, shall be given to the property owner by certified mail, and shall contain the information set forth in Government Code §38773.5(c). All laws applicable to the levy, collection, and enforcement of municipal taxes, including those described in Government Code §38773.5(c), shall be applicable to such special assessment.

21-17 Supplementary Enforcement Authority

Nothing in this Article shall prevent the City from initiating a criminal, civil or administrative enforcement action, or any other legal or equitable proceeding, to obtain compliance or to discourage non-compliance with the provisions of this Code. The enforcement procedures described in this Article are intended to be alternative methods of obtaining compliance and/or discouraging non-compliance with the provisions of this Code and are expressly intended to be in addition to any other remedies provided by law. It is the intent of the City Council that the immunities prescribed in Penal Code § 836.5 shall be applicable to public officers or employees acting in the course and scope of employment pursuant to this Article.

21-18 Limitation of Time for Judicial Review of Quasi-Judicial Decisions.

- a. Except as otherwise provided herein, the provisions of California Code of Civil Procedure (C.C.P.) §1094.6 or successor statute are hereby adopted and any petition for review of an administrative decision of the City of Healdsburg, or of any of its boards, commissions, departments, agencies, or persons authorized to render such a decision, shall be filed within the time limits prescribed therein. Notwithstanding such time limits, where a shorter time limitation is provided by any other law, such shorter time limit shall apply.
- b. The limitation provided in subsection (a) shall apply to any final administrative order or decision made as the result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken and discretion in the determination of facts is vested in the person(s) conducting the hearing.
- c. The limitation provided in subsection (a) shall apply to all quasi-judicial proceedings now pending or hereafter begun. Written notice of said limitation of C.C.P. §1094.6 shall be given to the parties by the decision-maker in substantially the following form:

“The time within which judicial review of this decision must be sought is governed by C.C.P. §1094.6. Judicial review must be sought not later than the 90th day following the date on which this decision becomes final, except that where a shorter time is provided by any State or Federal law, such shorter time limit shall apply.”

- d. The limitation provided in subsection (a) shall be construed to require that petitions filed pursuant to C.C.P. §1094.6 for review of administrative decisions rendered prior to the effective date of this ordinance must be filed within ninety (90) days from the date upon which notice of the time limits provided in this section is mailed or personally delivered to all parties to such administrative decision, unless a shorter time limit applies. Notice under this subsection shall be in substantially the following:

“By ordinance, the time limits set forth in California Code of Civil Procedure §1094.6 have been made applicable to the decision rendered by (decision maker) on (date) concerning (title or description of administrative action). Judicial review must be sought not later than the 90th day following the date of this notice, except that where a shorter time limit is prescribed by any other law, such shorter time limit shall apply.”

- e. This section shall not be deemed to revive any cause of action or grounds for relief through a special proceeding which is barred by law or equity.
- f. All costs of preparing a record which may be recovered by a local agency pursuant to C.C.P. §1094.6(c) or successor statute, shall be paid by the petitioner prior to delivery of the record to petitioner.”

SECTION 3. Severability. If any section, subsection, sentence, clause phrase or word of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Healdsburg hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to any such decision or preemptive legislation.

SECTION 4: Effective Date and Publication. This ordinance of the City of Healdsburg shall be effective thirty (30) days after the date of its passage. Before expiration of fifteen (15) days after its passage, this ordinance or a summary thereof as provided in California Government Code Section 36933, shall be published at least once in a newspaper of general circulation published and circulated in the City of Healdsburg, along with the names of the members of the City Council voting for and against its passage.

PASSED, APPROVED AND ADOPTED by the City Council of the City this 18th day of March, 2002, by the following vote:

AYES: Councilmembers: (5) Gold, Liles, Mitchell, Schaffner and Mayor Gleason

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED

ATTEST

Mark Gleason, Mayor

Maria Curiel, City Clerk

Attachment 3
City of Healdsburg Spill Notification and Response Procedures



CITY OF HEALDSBURG Department of Public Works

401 Grove Street
Healdsburg, CA 95448-0578
Phone (707) 431-3346
Fax: (707) 431-2710

Spill Notification and Response Procedures

In the event of an actual or potential spill, overflow, or bypass in the sewer collection system or at the treatment facility, the following spill notification and response procedures should be followed.

The person taking the report of the event, usually the Police Dispatch or Public Works Department, is to:

1. Collect and record the following critical data:

Caller's name and contact information.

Location of the spill. What is occurring? How long have they observed it? Do they know how it happened? How did they notice it?

Is the spill running into a creek, river, storm drain, or other surface water?

2. Notify and provide the reported information to the following people immediately. Notification shall first be made by telephone (on-call cellular telephone first, then home or work - depending on the time of day, day of the week, etc). If no response is received within five (5) minutes of initial call, notify the next supervisor in the same manner. All required contact phone numbers can be found in the Public Works contact list.

The on-call Public Works employee. This employee can be reached 24-hours per day through the on-call City cellular phone (953-7276). If unable to contact this person, contact:

- Public Works Maintenance Supervisor Leo Larkin, or
- On-call Utility Operator.

If the caller indicates that surface waters are threatened or that private property has been damaged; the First Responders shall verify this once arriving on-site. If a discharge to surface waters is occurring or is believed to have occurred or if private property has been damaged, the Public Works O&M Manager and Director of Public Works must be notified immediately by the responding Public Works personnel.

3. In the event that additional assistance is needed to handle the event, the other on-call Public Works personnel shall be notified as requested by the responding Public Works personnel. All additional responding employees are to provide assistance as directed by initial responding personnel or supervisors as applicable.

Responding Personnel

In the event of a spill, the **First Responder** shall:

1. Assess the situation and call for additional personnel and equipment to respond as necessary. If the spill volume or other circumstances surrounding the spill are determined to be an emergency (i.e. threat of release to surface waters, damage to private property, public health, etc) the Healdsburg Fire Department shall be dispatched in addition to calling for any additional Public Works personnel and equipment which may be required.
2. In the event of a non-emergency overflow or other problem, the First Responder shall assemble a team of Public Works personnel that will take appropriate action such as clear the line blockage and contain, cleanup, and mitigate the spill. Vehicle and pedestrian traffic shall be directed by public safety officers, and/or traffic barricades and cones.
3. Notify the Public Works O&M Manager (or Public Works Director) immediately if surface waters are impacted or private property is damaged by the event.
4. Notify on-call Utility Operator immediately if surface waters are potentially affected.
5. Investigate and note blockage and/or spill details, including location(s), cause, duration, flow rate and volume of spill. Provide this information to the Public Works O&M Manager.
6. Assist Public Works O&M Manager in report preparation.

To protect receiving waters, the **Response Team** must:

- Stop the overflow/spill
- Divert spill away from receiving waters/storm drains
- Contain the overflow/spill
- Cleanup and mitigate the overflow/spill
- Perform receiving water samples (utility operator) if receiving waters are contaminated

Representative sample should be taken upstream and downstream of the spill, as well as from the spill itself (when possible, gather multiple upstream and downstream samples). The following constituents should be sampled for at each location: BOD, TSS, NH₃, NO₃, total and fecal coliform, pH, dissolved oxygen, and CL₂ residual.

Note: Dissolved oxygen, pH, Cl₂ residual are analyzed by City staff.

The **Public Works O&M Manager** is responsible to:

1. Ensure spill notification and response procedures are followed.
2. Investigate the spill in sufficient detail to determine cause, extent, and required follow-up.
3. Notify City management and the following agencies as required:

City Management – Notify George Hicks, Director of Public Works of any major collection system spill, a spill impacting surface waters or damaging private property, chemical release, or major discharge violation.

● Page 3

The Regional Water Quality Control Board – shall be notified immediately in the event of any possible discharge to receiving waters.

REMIF – If private property is damaged, the on-call REMIF personnel shall be notified as soon as possible.

Others - If the incident involves a threat to public waterways notify as appropriate:

- Office of Emergency Services
 - North Coast Regional Water Control Board
 - California Department of Fish and Game
 - Department of Health Services
 - Environmental Health
 - Sonoma County Water Agency
4. Immediately report Sanitary Sewer Overflows (SSO) in excess of 1,000 gallons or any SSO that results in sewage reaching surface waters by telephone. A written description of the event shall be submitted with the monthly monitoring report.
 5. SSOs that result in a sewage spill between 5 gallons and 1,000 gallons that does not reach a waterway shall be reported by telephone within 24 hours. A written description of the event shall be submitted with the monthly report.
 6. SSOs that result in a sewage spill of less than 5 gallons that do not enter a receiving waterway do not require Regional Water Board notification.
 7. Information to be provided verbally includes:
 - a. Name and contact information of caller
 - b. Date, time and location of SSO occurrence
 - c. Estimates of spill volume, rate of flow, and spill duration
 - d. Surface water bodies impacted
 - e. Cause of spill
 - f. Cleanup actions taken or repairs made
 - g. Responding agencies
 8. Information to be provided in writing includes:
 - a. Information provided in verbal notification
 - b. Other agencies notified by phone
 - c. Detailed description of cleanup actions and repairs made
 - d. Description of actions that will be taken to minimize or prevent future spills

Contact Phone Numbers

<u>Name/Radio</u>	<u>Work#</u>	<u>Home#</u>	<u>Cell#</u>
DeWayne Burgess/52	431-3346	837-9942	
Scott Byrn/41	431-3392	217-5493	
Charlie Jurecek/97	431-3345	433-3653	217-9205
David Hambly/45	473-4493	431-8918	217-2531
Brian Diamantini/49	431-3574	431-0246	799-2624
Rob Scates/47	473-4491	431-1550	236-0970
Eddie Uribe/50	431-3392	433-6878	480-1412
Dave Simonds/59	431-4484	538-2399	477-7163
Denny McAdon/61	431-3391	838-7302	953-7274
Bill Robertson/64	431-3334	894-0754	696-3160
Chris Monti/67	473-4494	894-0754	799-2623
Rick Smith/69	431-3392	838-6553	
Victor Halverson/68	431-3392	433-2882	480-0482
Jorge Valencia/57	431-3346	837-9239	
Greg Way/66	431-3346	431-2351	
Larry Lawrence/58	431-3346	433-5815	
Leo Larkin/55	473-4458	836-8664	217-7153
Bob Millar/63	431-3346	537-1826	481-8532
Allen Roseberry/ 54	431-3331	578-7460	696-3164
Claire Simpson/65	431-3570	542-3438	696-3161
Doug Boaz/56	431-3570	433-1605	696-3162
Mel Liebmann/44	473-4492	237-2595	480-1712
Terry Conway/40	431-3346	894-9122	480-6084
Rich McMahan/53	431-3346	217-2201	481-4347
Suzanne Stephensen/60	431-3575	765-2133	484-6236
Mac McArthur/51	473-4477	837-9609	477-7164
George Hicks/95	431-3333	544-7153	953-7273

PW On-Call cell phone 953-7276

Spill Notification Procedures Contact Information

(Outside Agencies)

Regional Water Quality Control Board (RWQCB) - North Coast Region

Rick Azevedo	576-2679
Office	576-2220
Fax	523-0135
After-hours pager	323-4945

Environmental Health

Walt Kruse	565-6565
FAX	565-6525
Pager	323-4542
Ted Walker	565-1695

State Office of Emergency Services

State	1(800) 852-7550
Local	565-1152
FAX	565-1172

CA Department of Fish and Game

Local	944-5500
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State Department of Health Services – Office of Drinking Water, Santa Rosa District

Office	576-2145
Bob Brownwood	576-2729
Marianne Watada	576-2076
Fax	576-2722

Sonoma County Water Agency

Operations	523-1070
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REMIF

Main Office	938-2388
Dan Abbott	433-6329
Dan Abbott (pgt)	973-4627
Dan Abbott (office)	525-6641

**INSTRUCTIONS FOR HANDLING GENERAL AND AUTO
LIABILITY CLAIMS**

Immediately report all claims involving damage to property owned by a third party, bodily injury to a third party, or other loss or injury to a third party to the REMIF General Manager, Jeffrey Davis (938-2388). Do not delay claims for internal investigation or fact-finding reasons. The internal investigation or fact-finding process can proceed as the initial report of the claim is prepared and sent to REMIF.

All claims for bodily injury to a third party must be investigated by REMIF.

In the case of serious accidents involving bodily injury, sewer backups or substantial property damage, contact the investigators listed below. These investigators should be contacted immediately so that they can go out and begin the investigation while city staff is preparing the written accident report for submission to REMIF.

EUREKA/FORTUNA/ARCATA AREA:

CAL NORTH ADJUSTERS
3226 "I" Street, Ste 120
Eureka, Ca 95501
(707) 443-5302

Jim Cash	<u>After Hours</u> (707) 443-9007
Pager No.	(707) 269-8870
Jerry Webb	(707) 826-2147
Pager No.	(707) 269-8874
Ken Pontious	(707) 443-3359
Pager No.	(707) 288-2685
Lyle Whitledge	(707) 826-9332

ALL OTHER CITIES:

ACCLAMATION INS.
MANAGEMENT SERVICES (AIMS)
P. O. Box 1381
1741 Fourth Street
Santa Rosa, CA 95402

General Number	<u>After Hours</u> (707) 546-1100
Dan Abbott	(h)(707) 433-6329
Pager No.	(707) 973-4627
Direct Line	(707) 525-6441
Cell Phone	(707) 292-1898
Michele Cruz	(h)(707) 876-9360
Pager No.	(707) 325-3131
Cell Phone	(707) 695-8523
Direct Line	(707) 525-6440



CITY OF HEALDSBURG
Department of Public Works

401 Grove Street
Healdsburg, CA 95448-0578
Phone (707) 431-3346
Fax: (707) 431-2710

Initial Report of Spill or Blockage

Operator or First Contact: _____ Date: _____ Time of call/report: _____

Name of Reporting Party: _____ Location: _____

Contact Information (Phone Number): _____

Duration of spill as reported by Caller: _____ Crew arrival time at the scene: _____

Description (sewage, potable water, other): _____

Estimated Volume: _____ Estimated Flow (if continuous): _____

Downstream Impact (receiving waters, storm drains, private property, drainage ditches): _____

Mitigation and Notification Measures (sampling, containment, notification): _____

Was this a reoccurrence of a previous situation? _____

Additional Information: _____

Signature: _____

City of Healdsburg Chain of Custody

SAMPLED BY (Print Name)

Date

Time



RELINQUISHED BY:

Received By :



Alpha
 Alpha Analytical Laboratories Inc.
 860 Waugh Lane - Bldg. H-1
 Ukiah, Ca 95482
 (707) 468-0401

Sample Location _____

Name _____

Address _____

Date Sampled _____

Time Sampled _____

Sampled by _____

Analyses Requested:



Alpha
 Alpha Analytical Laboratories Inc.
 860 Waugh Lane - Bldg. H-1
 Ukiah, Ca 95482
 (707) 468-0401

Sample Location _____

Name _____

Address _____

Date Sampled _____

Time Sampled _____

Sampled by _____

Analyses Requested:



Alpha
 Alpha Analytical Laboratories Inc.
 860 Waugh Lane - Bldg. H-1
 Ukiah, Ca 95482
 (707) 468-0401

Sample Location _____

Name _____

Address _____

Date Sampled _____

Time Sampled _____

Sampled by _____

Analyses Requested:

Attachment 4
City of Healdsburg Restaurant and Food Business Inspection
Schedule

City of Healdsburg Industrial Waste Discharge Inspection Schedule

2004

Scheduled Sites	File Code	Category	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Adels	DR 198	R	SA	Jan-04						Jul-04					
2 Mares Market	CE 434	R	Q	Jan-04			Apr-04			Jul-04			Oct-04		
3 Bear Republic Brewery	HE 345	R	A		Feb-04										
4 Big John's	HE 1345	R	A		Feb-04										
5 Bruno's	HE 106	R	A		Feb-04										
6 C K House	HE 1525	R	A				Apr-04								
7 Casa Blanca	HE 48	R	A				Apr-04								
8 Carelli's Rex	HE 241	R	A		Feb-04										
9 Center St. Deli	CE 304	R	A										Oct-04		
10 Costeaux Bakery	HE 417	R	A												
11 Da Vine Pizza	VI 1051	R	A									Sep-04			
12 Gandi Lee Catering	HE 155	R	A				Apr-04								
13 Shoma Deli	DR 177	R	A				Apr-04								
14 Downtown Bakery	CE 308	R	SA		Feb-04										
15 Day Creek Kitchen	HE 317	R	SA				Apr-04						Oct-04		
16 El Parolito	PL 128	R	SA				Apr-04			Jul-04					Dec-04

Key

Schedule Changes

Mares Market changed to quarterly inspections, based on inspection findings 2/1/2004

Category:
R = Restaurant/Commercial Kitchen

Frequency:
Q = Quarterly
SA = Semi-annually
A = Annually
NS = Non-scheduled

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Attachment 5
Tracking Form for Projects Covered by the Statewide Construction
General Permit

Master Building Permit Log

DATE	PERMIT #	#	STREET	APN	NAME	DESCRIPTION	VALUATION	ISSUED	FINALED	C of O	EXPIRED	STORMWATER PERMIT
4/18/04	10840	1748	Palomino Ct	Lot 7	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10841	1744	Palomino Ct	Lot 8	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10842	1740	Palomino Ct	Lot 9	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10839	1739	Palomino Ct	Lot 6	Ryan	New SFD	\$123,544	6/21/04				X
4/18/04	10843	1736	Palomino Ct	Lot 10	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10838	1735	Palomino Ct	Lot 5	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10844	1732	Palomino Ct	Lot 11	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10837	1731	Palomino Ct	Lot 4	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10845	1728	Palomino Ct	Lot 12	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10836	1727	Palomino Ct	Lot 3	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10846	1724	Palomino Ct	Lot 13	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10835	1723	Palomino Ct	Lot 2	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10847	1720	Palomino Ct	Lot 14	Ryan	New SFD	\$123,544	6/21/04				X
4/18/04	10834	1719	Palomino Ct	Lot 1	Ryan	New SFD	\$134,796	6/21/04				X
4/18/04	10848	1716	Palomino Ct	Lot 15	Ryan	New SFD	\$123,544	6/21/04				X
8/15/03	10511	126	Moonlight Dr.	091-040-021	Murphy	grading	\$750,000	4/13/04				X
8/15/03	10507	1280	Headsburg Ave.	002-676-010	Leach	New Comm	\$260,000	11/6/03				X
4/1/04	10822	1270	Headsburg Ave.	002-676-010	Leach	New Comm	\$420,000	8/9/04				X
10/14/03	10588	1260	Headsburg Ave.	002-670-010	Leach	New Comm bldg	\$500,000	1/23/04				X
9/15/03	10554	198	Dry Creek Rd.	089-081-022	Walker	hotel addn	\$3.5 mill					X
8/11/04	11167	384	Bridle Path	003-150-066	Hastings Const.	Grading/New SFD	\$450,000	9/24/04				X
2/13/03	10171	378	Bridle Path	091-240-067	Carvalho	addn SFD	\$7,100	3/5/03				X
8/14/02	9917	378	Bridle Path	091-240-067	Carvalho	New SFD	\$285,940	9/13/02	9/19/03	9/19/03		X
8/21/02	9931	371	Bridle Path	091-040-088	Carvalho	New SFD	\$250,560	10/3/02	10/3/03	10/6/03		X
7/12/02	9820	367	Bridle Path	091-240-063	Rich Ryan	SFD	\$300,000	9/4/02	2/13/03	2/13/03		X
8/7/02	9908	366	Bridle Path	091-240-069	Carvalho	new SFD	\$272,000	9/13/02	8/14/03	8/14/03		X
6/14/99	7915	365	Bridle Path	091-240-047	Creekbridge	SFD w/garage	\$145,070	11/10/99				X
6/14/99	7916	363	Bridle Path	091-040-046	Creekbridge	SFD w/garage	\$207,027	12/3/99				X
6/14/99	7917	361	Bridle Path	091-240-045	Creekbridge	SFD w/garage	\$170,416	11/29/99				X
6/14/99	7918	357	Bridle Path	091-240-044	Creekbridge	SFD w/garage	\$207,027	1/4/00				X
6/15/99	7919	355	Bridle Path	091-240-043	Creekbridge	SFD w/garage	\$201,771	5/15/00				X
11/13/98	7520	332	Bridle Path	091-040-080	Cal Prop	SFD	\$111,874	12/3/02	12/13/02	12/13/02		X
11/13/98	7519	328	Bridle Path	091-240-017	Cal Prop	SFD	\$124,793	12/27/00	12/27/00	12/27/00		X
11/13/98	7518	324	Bridle Path	091-240-016	Cal Prop	SFD	\$111,874	1/3/01	1/3/01	1/3/01		X
11/13/98	7517	320	Bridle Path	091-240-015	Cal Prop	SFD	\$124,793	12/5/00	12/5/00	12/5/00		X
11/13/98	7516	316	Bridle Path	091-230-014	Cal Prop	SFD	\$111,874	11/20/00	12/1/200	12/1/200		X
11/13/98	7515	312	Bridle Path	091-240-012	Cal Prop	SFD	\$124,793	11/16/00	11/22/00			X

Attachment 6
Corporation Yard Industrial Activities Permit

TABLE OF CONTENTS

CITY OF HEALDSBURG, CORPORATION YARD Storm Water Pollution Prevention Plan & Monitoring Program is as follows:

- | | |
|-------------------|---|
| <u>SECTION 1</u> | Site Map |
| <u>SECTION 2.</u> | Narrative description of materials, equipment, loading, unloading, storage and on-site activities |
| <u>SECTION 3.</u> | Storm Water Management Controls and Plan |
| <u>SECTION 4.</u> | Monitoring Program Description |
| <u>SECTION 5.</u> | Storm Water Monitoring Records and Reporting Requirements |
| <u>SECTION 6.</u> | Certification |
| <u>SECTION 7.</u> | Copy of Notice of Intent |

SECTION 1

-SITE MAP-

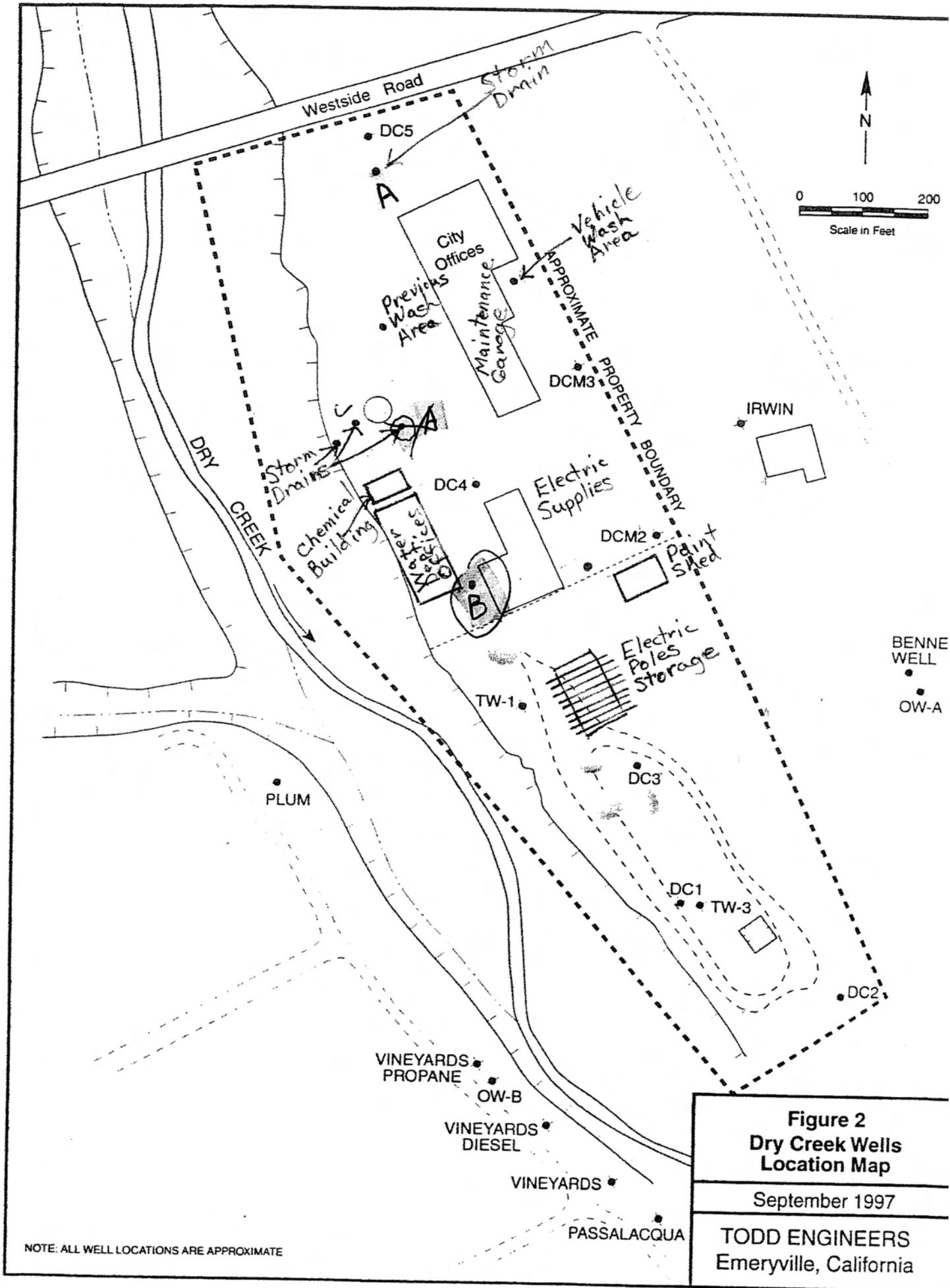


Figure 2
Dry Creek Wells
Location Map
 September 1997
 TODD ENGINEERS
 Emeryville, California

SECTION 2.

Narrative description of materials, equipment, loading, unloading, storage and on-site activities.

A. CITY OF HEALDSBURG, CORPORATION YARD S.I.C. code is 4212. The Corporation Yard is also known as the Dry Creek Well Field as it consists of the city's five drinking-water wells. Each well on the diagram is labeled DC 1 through DC 5. Each well has a pipe for run off and testing purposes that drains into a drain with a 24 inch by 24 inch drain grate. The underground storm drain pipe is 12 inches in diameter. Dry Creek well 1, 2, and 3 are located on concrete pads and surrounded by a combination of dirt and shale. The drains are situated in such a way that run off water would not enter them. Well water and rain are the only substances that could enter in normal wet weather conditions. Dry Creek wells 4 and 5 are located on concrete pads surrounded by asphalt, but they also have the same drain system as the other wells. They drain into 18 inch diameter pipes that decrease to 12 inch storm drain pipes. All the wells are at least 20 feet above the creek's low water stage and 150 to 250 feet from the edge of the Dry Creek flood channel. No potential hazardous wastes are stored near these drains. The rest of the corporation yard is used for storage of city vehicles, maintenance and washing of city vehicles, storage of supplies and equipment used in the city's electrical department, public works department and water department. The supplies include: paint stored in and around the paint shed located behind the warehouse, old and new fire hydrants, landscape fencing, wire fencing, storm drain pipes, generators, compressors, a water tanker, a cement mixer, tin gutters, electric pumps, metal poles, about 30 redwood power poles, a pile of wood chips, piles of asphalt, and an old ride-on lawn mower. (These supplies are on a combination of dirt and shale.) Along side the warehouse, on asphalt, the supplies include: transformers, concrete utility vaults, metal poles, metal braces, plastic pipes, and spools of electric cable. City vehicles are parked in and around the main buildings on asphalt. There are two vehicle washing areas. The one closest to Dry Creek is no longer in use. The active one is located east of the maintenance building. These drains are about 18 inches by 24 inches and drain into a sump and then into the city sanitary system. There is a total of three other storm water drains in the parking areas. They all drain into 12 inch storm drains and have grates that are about 18 inches by 18 inches. All waste oil products are stored in the maintenance garage building and are disposed of properly.

B. The list of materials which could have reasonable potential to be present in the storm water discharge are:

1. Motor oil/transmission oil
2. Anti-freeze (various kinds)
3. Gasoline/Diesel
4. Hydraulic oil

The estimate of material release, if any, to the storm water system is unknown at present. The site at which City of Healdsburg, Corporation Yard operates on is approximately 1500 feet along Dry Creek and about 200 feet along Westside Road in section 29 G of Township 9 North, Range 9 West (9N/9W-29G). The site is about 50% impervious.

SECTION 3. Storm Water Management Controls and Plans

1. The specific individuals who are responsible for developing, implementing and revising the plan are the following: MIKE HAYES and BILL ROBERTSON.
2. Preventive maintenance will include the following:
 - 2.1) A once, quarterly inspection of storm water conveyance system.
 - 2.2) A once, quarterly inspection of all double containment areas.
 - 2.3) A once, quarterly inspection of all catch basins.
 - 2.4) Maintenance on any above will be performed as required to maintain all systems.
3. Housekeeping at this site will require the following:
 - 3.1) A once, quarterly inspection of all material handling and storage areas in order to maintain a clean orderly facility. If required areas will be cleaned to reduce the potential for pollutants to enter storm water conveyance system.
4. Spill Prevention and Response

This section is already part of the site's required business plan as per AB2185, titled Hazardous Materials Management Plan.
5. Employee Training

This site has an SB198 Injury and Illness Prevention Plan under which spill response, good housekeeping and material management both hazardous waste an hazardous materials are addressed. As per the existing plan, all training dates are logged.

6. Inspections

6.1) An annual comprehensive site compliance evaluation shall be conducted to verify that all elements of the SWPPP (Storm Water Pollution Prevention Program) is accurate. This audit is not part of the quarterly ones as described in previous section.

6.2) The inspection will be conducted by:
MIKE HAYES or BILL ROBERTSON

6.3) If an inspection requires action a follow-up inspection will be performed to correct any items.

6.4) All inspection and maintenance records will be retained for five (5) years at this site.

SECTION 4. Monitoring Program description

1. The monitoring program will be as follows:

1.1) During the wet season (October 1 to May 30) visual observation of the storm water discharge locations will be conducted on at least one storm event per month that produces significant storm discharge to observe the presence of floating and suspended materials, oil and grease, discoloration, turbidity and odor, etc.

1.2) These visual observations shall occur during the first hour of discharge. Visual observation will be done during daylight hours and during the facility operating hours

1.3) Estimate the total volume of storm water discharge from at least two storm events that produces storm water discharge, including the first storm event of the wet season.

1.4) Collect and analyze samples of storm water discharge from two storm events in (the first hour of discharge) the following manner:

1.4.1) Samples will be taken at determined test points at shown on the site map.

1.4.2) Samples will be tested for total suspended solids (tss), specific conductance, total organic carbon (toc), oil & grease and c.o.d..

1.5) If a sample cannot be taken, collected due to adverse climatic conditions, a description of why sample could not be taken, including documentation of the event will be submitted along with annual monitoring report.

1.6) Records of storm water monitoring shall be retained for 5 years.

1.7) Storm water monitoring reports and results are due July 1st of each year.

1.8) Two non-storm water discharge inspection will be completed twice a year during the dry season (June to September) at all discharge points. Tests will be visual and follow the guide lines of Section 1.1.

1.9) The sampling will be performed and logged by on-site personnel. The trained people at this site will be MIKE HAYES and BILL ROBERTSON.

2.) Quality assurance and quality control will be maintained by the analytical lab which will be the testing point on site methods and transportation of samples will be as per "standard" methods for the examination of water and waste water.

NON-STORM DISCHARGES

City of Healdsburg, Corporation Yard discharges clean, non process, City of Healdsburg water from drinking water wells to Dry Creek. The discharge is contingent on the following:

1.0 The discharge dose not add pollutants to surface waters.

2.0 The discharge dose not cause an increase in temperature of more than 5% F above natural receiving water temperature.

3.0 The volume remains relatively insignificant

Monitoring is completed via the sites inspection format. This discharge has been sampled and tested. The results are included in this SWPPP. The sample was from one well as this would be a representative sample of all the remaining wells.

SECTION 5. Storm Water Monitoring Records and Reporting and Requirements

1. The following pages are the storm water monitoring records. The reporting guide lines beyond normal inspection and maintenance will also include the following:

1.1 **Planned changes:** The discharge shall give notice to the Regional Board and local storm water management agency as soon as possible of any planned physical alteration or additions to the permitted facility. Notice is required under this provision only when the alteration or addition could significantly change the nature or increase the quantity of pollutants discharged.

1.2 **Anticipated noncompliance:** The discharges will give advance notice to the Regional Board and local storm water management agency of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

1.3 **Compliance schedules:** Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of the Permit shall be submitted no later than 14 days following each schedule date.

1.4 **Noncompliance reporting:** The discharger shall report any noncompliance at the time monitoring reports are submitted. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times and, if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.

SECTION 6. 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 ensure that qualified personnel properly gather and evaluate 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 or imprisonment for knowing violations.

MIKE HAYES

BILL ROBERTSON

NOTICE OF INTENT

005761



FOR GENERAL PERMIT TO DISCHARGE STORM WATER ASSOCIATED WITH INDUSTRIAL ACTIVITY (WQ Order No. 91-13-DWO)

(Excluding Construction Activities)

MARK ONLY ONE ITEM

- 1. [X] Existing Facility
2. [] New Facility

- 3. [] Change of Information WOD #

I. OWNER/OPERATOR

Name: CITY OF HEALDSBURG
Mailing Address: P.O. BOX 578
City: HEALDSBURG, CA. 95448
Contact Person: RICHARD J. PUSICH
A. Owner/Operator Type: (Check one)
1. [X] City 2. [] County 3. [] State 4. [] Federal
5. [] Special District 6. [] Government Combo 7. [] Private
State: CA Zip: 95448-0578 Phone: (707) 431-3346
B. 1. [] Owner 2. [] Operator 3. [X] Owner/Operator

II. FACILITY/SITE INFORMATION

Facility Name: CITY OF HEALDSBURG CORPORATION YARD
Street Address: 550 WESTSIDE RD
City: HEALDSBURG, CA. 95448
County: SONOMA (49)
Contact Person: RICHARD PUSICH / MARIO LANDEROS
State: CA Zip: 95448-0578 Phone: (707) 431-3346
Parcel Number(s): A. 088-210-21

III. BILLING ADDRESS

Send Billing Statements To: A. [X] Owner/Operator B. [] Facility C. [] Other (Specify in SECTION IX. B)

IV. RECEIVING WATER INFORMATION

WATER QUALITY CONTROL BOARD REGION 1

JUL 14 '93

A. Does your facility's storm water discharge directly to: (Check one)
1. [] Storm drain system
Owner of storm drain system: (Name)
2. [] Directly to waters of U.S. (e.g., river, lake, creek, ocean)
3. [X] Indirectly to waters of U.S.
B. Name of closest receiving water: DRY CREEK
Post-It brand fax transmittal memo 7671 # of pages 3
To: MAC From: MARK NEELY
Co. Co.
Dept. Phone #
Fax # 473.4479 Fax #

V. INDUSTRIAL INFORMATION

A. SIC Code(s): 1. 1532
B. Type of Business: MUNICIPAL OFFICE/MAINTENANCE YARD
C. Industrial activities at facility: (Check all that apply)
1. [] Manufacturing 2. [X] Vehicle Maintenance 3. [] Hazardous Waste Treatment, Storage, or Disposal Facility (RCRA Subside C)
4. [X] Material Storage 5. [X] Vehicle Storage 6. [] Material Handling 7. [] Wastewater Treatment
8. [] Power Generation 9. [] Recycling 10. [] Landfill 99. [] Other

- A. Types of materials handled and/or stored in buildings: (Check all that apply)
- 1. Solvents
 - 2. Scrap Metal
 - 3. Petroleum Products
 - 4. Plating Products
 - 5. Pesticides
 - 6. Hazardous Wastes
 - 7. Paints
 - 8. Wood Treating Products
 - 99. Other (Please list) **PLUMBING SUPPLIES FOR UNDERGROUND UTILITIES**

- B. Identify existing management practices employed to reduce pollutants in industrial storm water discharges: (Check all that apply)
- 1. Oil/Water Separator
 - 2. Containment
 - 3. Berms
 - 4. Leachate Collection
 - 5. Overhead Coverage
 - 6. Recycling
 - 7. Retention Facilities
 - 8. Chemical Treatment
 - 99. Other (Please list)

VII. FACILITY INFORMATION

A. Total size of site: (Check one)
15,014.85 Acres Sq. Ft.

B. Percent of site impervious: (Including rooftops)
30 %

VIII. REGULATORY STATUS (Check all that apply)

<p>A. <input type="checkbox"/> Regulated by Storm water Effluent Guidelines (40 CFR Subchapter N)</p>	<p>B. <input type="checkbox"/> Waste Discharge Requirements (Order Number) _____</p>	<p>C. <input type="checkbox"/> NPDES Permit CA _____</p>
<p>D. <input type="checkbox"/> RCRA Permit Number _____</p>	<p>E. <input type="checkbox"/> Regulated by California Code of Regulations Article 6, Chapter 15 (Feedlots).</p>	

IX. COMMENTS (Enter additional information for SECTIONS II AND III)

A. Additional Parcel Numbers: _____

B. Billing Information: (Enter Name and Address) _____

X. CERTIFICATION

"I certify under penalty of law that this document and all attachments were prepared under my direction and 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." In addition, I certify that the provisions of the permit, including the development and implementation of a Storm Water Pollution Prevention Plan and a Monitoring Program Plan, will be complied with.

Printed Name: MARIO LANDEROS

Signature: *Mario Landeros* Date: 4/1/92

Title: SENIOR ENGINEER

STATE USE ONLY 005761

WDID: 10403

NPDES Permit Number: CA

JOB5R3

1B49S005761 REGION:1 ISSUED: 11-19-91 \$500

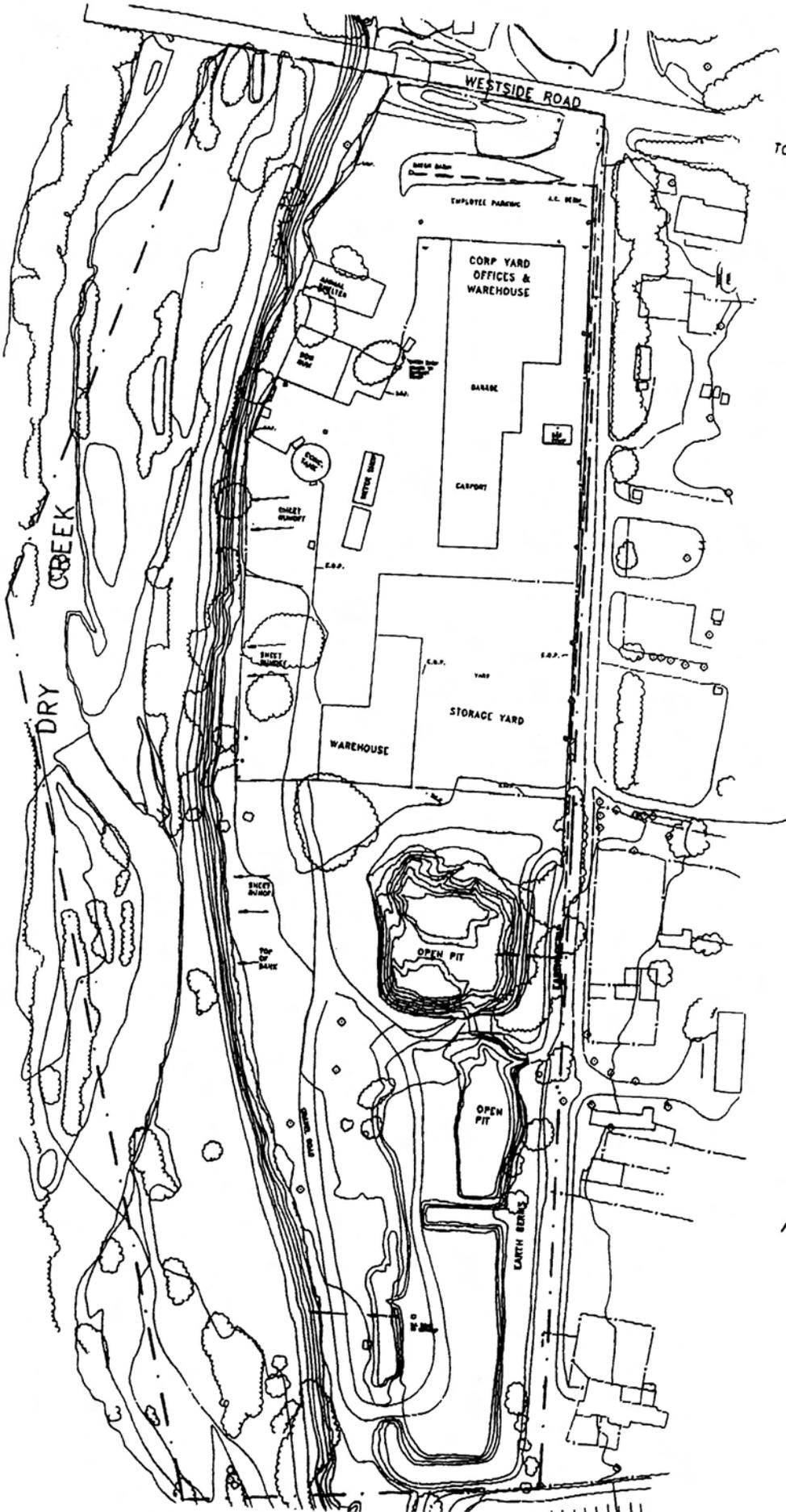
NPDES: CAS000001 ORDER: 91-013 DATE: 11/17/92

CK#: L - \$500.00

PERMIT ISSUED

used: _____

NOI Received: APR 07 1992



TO HEALDSBURG

NOTE: LOCATION OF
PROPERTY LINES IS
APPROXIMATE

SOURCE OF MAP:
TOPOGRAPHIC MAP
PREPARED BY
AEROCARTOGRAPHICS
JOB NO. 8918

SCALE: 1" = 100'

