

DEPARTMENT OF UTILITIES

September 23, 2011

Department of Conservation and Recreation  
 MS4 Stormwater Permitting  
 203 Governor Street, Suite 206  
 Richmond, VA 23219

Re: MS4 General Permit Annual Report  
 VAR040008  
 Permit Year 3

Dear Sir or Madam:

The following information is submitted as a requirement of the above referenced Municipal Separate Storm Sewer System permit.

## A. Background Information

**Name of Program Submitting Annual Report**  
 City of Lynchburg, Virginia

**Permit Number**  
 VAR040008

**Annual Report Year**  
 Permit Year 3

**Modification to any operator's department's roles and responsibilities**  
 Responsibility for this permit was transferred to the Department of Utilities with the beginning of this permit year.

**Number of new MS4 outfalls and associated acreage by HUC added during the permit year.** Four new outfalls were added.

Outfall Site	Drainage Area (ac)	HUC	Receiving Stream
Novatech	1.41	JM 09	Ivy
Novatech	0.93	JM 09	Ivy
Ivy Creek Park	2.09	JM 09	Ivy
Agrium	2.21	JM 11	Fishing

## B. Status of Compliance and Assessment of Appropriateness

### 1. Public Education

#### 1.A. In PY 1 and 3, publish a stormwater pollution prevention related message in the City's quarterly citizen's newsletter and the City's monthly employee newsletter.

An article discussing stormwater pollution was published in the City's June 2011 employee newsletter, *Changing Times*. The article was entitled "Stormwater Questions and Answers" and dealt with basic misconceptions that citizens may have with stormwater, why it is polluted, and why it needs to be addressed.

An article discussing the citizen involvement in stormwater policy was published in the August 2010 *City Source*. *City Source* is the City's citizen newsletter which is published on alternating months as a full page in the City's general circulation newspaper, the *News & Advance*. The article was entitled "Citizens Weigh-In on City of Lynchburg Stormwater Management Policy"

In addition, the June issue of *City Source* contained an advertisement for the City's first ever live interactive television and web broadcast held on June 7, 2010. This broadcast focused on stormwater management, why this has become such an issue and what the City is doing and plans to do about the issue. Citizens could attend in person, view the presentation on their television and call in questions, or view the presentation on the web and type in questions.

Very few citizens attended in person, but we did have a sufficient number of questions submitted electronically through the internet to create a broadcast of interest. The biggest audience that these activities achieve in Lynchburg is through regular rebroadcasts of these activities on the City's TV station, LTV, over the course of several following months. We don't have formal data on the number of viewers, but we know from feedback that these shows are seen by many City residents.

The Lynchburg City Council's discussions of a potential public stormwater utility have generated numerous news articles discussing stormwater. Many of these articles focus on funding mechanisms, but the concept of stormwater management and the reasons behind the funding needs are almost always also addressed.

News stories published in the *News & Advance* during permit year 3 include:

Water Quality Regulations May Cost City Millions on November 17, 2010  
Lynchburg Eyes Fees For Water Standards on November 22, 2010

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Lynchburg Officials: Bay Cleanup Price, Requirements Too Steep on November 27, 2010  
Report: Bay Cleanup Will Create Jobs on November 29, 2010  
Stormwater Fee Floated For City Property Owners on January 3, 2011  
Cleanup of the Bay Comes Home to Lynchburg on January 16, 2011  
Community Viewpoint: Stormwater Utilities Key to Bay Cleanup on January 16, 2011  
City Council to Consider Storm Water Fee Proposal Tuesday on January 24, 2011  
Proposed Storm Water Fee Prompts Early Concern From Council on January 26, 2011  
City's First Interactive Broadcast Tackles Stormwater on June 7, 2011

Editorials published in the News & Advance during permit year 3 include:

Stormwater Challenges Vex the City on May 4, 2011  
The Next Steps in Bay Restoration on May 9, 2011

Assessment: This BMP appears to be appropriate. Community awareness is significantly improved by the required publications, but is even more impacted by the general news stories.

**1.B. In PY 2 and PY 4, hold a workshop with the development community to discuss stormwater quality issues.**

Although there were no requirements under this item for PY3, two meetings with the development community were held. A runoff reduction workshop for engineers was held in conjunction with the Center for Watershed Protection on February 17, 2011. A total of 35 people attended representing ten consulting firms and four local governments. Technical issues regarding the use of the runoff reduction method were discussed in detail.

In addition, a summary of upcoming stormwater regulatory changes were presented at the City's Developer/Designer/Business Forum on May 16, 2011. Attendance at this forum was 48.

Assessment: This BMP appears to be one of the most effective tools for communication with the local development community.

**1.C. Annually distribute the "Living In Your Watershed" brochure to all fourth graders in the City School system. Begin to develop a successor brochure for use when current supplies are gone.**

Lynchburg City Schools distributed 622 "Living In Your Watershed" booklets to all City fourth grade students in the Spring of 2011.

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Assessment: This BMP has been widely praised by the education community and is deemed to be one of the most effective.

**1.D. Four times annually publicize the Household Hazardous Waste collection program.**

The household hazardous waste (HHW) collection program was begun by the City and has expanded to surrounding counties. It is held on a Saturday morning in April, June, August, and October each year and is advertised in the *News & Advance* prior to each event.

This year a total of 362.4 tons of household hazardous waste and electronic waste was collected from an average of 165 households per event. The participation level for this year was a 20% increase over last year, and last year had been a 14% increase over the year before.

Assessment: This program is effective, is growing, and will be continued.

**1.E. Publish this stormwater permit registration document and stormwater permit annual reports on City web site.**

The city's registration document is published on the city's web site. From the City's home page [www.lyncburgva.gov](http://www.lyncburgva.gov), clicks are required on City Departments; Community Development; Zoning & Natural Resources; Stormwater Management, 2009 VSMP MS4 Registration Statement.

The 2010 annual report is published on the city's web site. From the City's home page [www.lyncburgva.gov](http://www.lyncburgva.gov), clicks are required on City Departments; Community Development; Zoning & Natural Resources; Stormwater Management; July 1, 2009 to June 30, 2010 MS4 Annual Report.

The general permit is published on the city's web site. From the City's home page [www.lyncburgva.gov](http://www.lyncburgva.gov), clicks are required on City Departments; Community Development; Zoning & Natural Resources; Stormwater Management; Virginia Stormwater Management Program-MS4 General Permit.

Direct addresses to these pages have not been published since the exact page numbers in direct addresses frequently change due to the structure of the website.

This annual report will be posted at a comparable location on the City's website.

The stormwater management website was "hit" a total 271 times during permit year three, from 230 unique viewers. The average viewer spent 3 minutes and 12 seconds at

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the page. There appears to be a minor correlation between a small surge of hits and a group of newspaper articles in late November 2010.

Due to the structure of the website, the numbers of downloads of the Registration Statement, the Permit Year Two Annual Report, and the General Permit were not available. The website will be restructured so those numbers will be available in the future.

Assessment: This BMP will be continued and with better application of available technology, its effectiveness can be better assessed next year.

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## 2. Public Involvement

### 2.A. Annually meet with at least one public volunteer group to discuss storm water quality volunteer opportunities.

During permit year three, the Robert E. Lee Soil and Water Conservation District held 12 stormwater quality events for the public with a total attendance of over 400 participants. These events are listed in the table below.

Date	Location	Subject	Participants	MS4 Goals
October 15, 2010	Lynchburg	Rain barrel workshop	4	2B
Nov. 6, 2010	Lynchburg	CVCC conservation field trip	19	2B
Nov. 13, 2010	Lynchburg	Rain barrel workshop	6	2B
Jan. 12, 2011	Lynchburg	Master Gardeners District info./TMDL	65	2A
Feb. 7, 2011	Lynchburg	National College District info./TMDL/ Water Quality	55	1B, 2B
March 12, 2011	Lynchburg	Rain barrel workshop	15	2B
April 11, 2011	Lynchburg	CVCC conservation field trip	23	2B
April 16, 2011	Lynchburg	Green Spring Expo	20	1B, 2A
May 25, 2011	Lynchburg	Lynchburg Grows	n/a	2A
June 4, 2011	Lynchburg	Ivy Creek Park/water quality	100	2B
June 14, 2011	Lynchburg	Aquatic ecology	125	2A,2B
June 15		Stormwater issues		2A,2B
June 16		Erosion/Soil Studies		2A,2B
June 25, 2011	Lynchburg	Rain barrel workshop	2	2B

Assessment: This appears to be a worthwhile effort.

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**2.B. In PY2 and PY4 hold or sponsor at least one volunteer effort focused on stormwater quality improvement.**

This item has no requirement for this permit year.

**2.C. Publicize the City's Citizens First hotline phone number as a way for citizens to report suspected illicit discharges to the stormwater system.**

Lynchburg has been using two different phone numbers to encourage citizens to give input to all aspects of the stormwater management program. As required by this permit, the Citizen's First hotline number (434-856-CITY) is used in general publications and communications by the Departments of Community Development, Communication & Marketing, and Public Works. This is a number that is used for any type of communication with the city. Calls go to the Communications & Marketing Department staff who then use internal e-mail to distribute the request to the proper city department.

The Utilities Department has been using 434-485-RAIN for many years as the contact number for CSO related issues. Since the stormwater management program has recently been moved into the Department of Utilities, callers will be encouraged to use the 485-RAIN number. These calls are answered by the Utilities Department receptionist. The receptionist will frequently know the answers to the questions and thus eliminate the need to transfer the call or the question to another staff member. This is in contrast with the 856-CITY number which almost always requires the generation of an internal e-mail, thus delaying our response to the citizen.

Beginning with permit year four of this permit cycle, the proper contact number for citizen communication with the city regarding stormwater issues will be 434-485-RAIN.

There is currently no specific accounting of calls to the 856-CITY number. Since use of this number will be phased out, no new procedures will be initiated.

During permit year 3, there was no specific accounting of calls to the 485-RAIN number. Beginning with permit year 4, a log of these calls will be kept. (Begun 7/6/11)

Assessment: Numeric quantification of this BMP should help measure its effectiveness in the coming years.

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### **3. Illicit Discharge Detection and Elimination (IDDE)**

#### **3.A. Continue the IDDE program as previously implemented.**

The IDDE program has continued this year as in previous years. This year 125 outfalls were inspected between January 10, 2011 and May 25, 2011. One was characterized as being an “obvious” illicit discharge with moderate flow. Two others were characterized as “suspect” with trickle flow rates, and eleven were characterized as “potential” illicit discharges with moderate or trickle flows.

In addition, the City employee stormwater quality education program as described in item 6.C. below resulted in three reports by City employees of suspected illicit discharges.

One incident on James Street was addressed through a warning letter to the responsible property owner. Another incident was found on public right-of-way on Terrell Place. City staff discussed this incident with the responsible citizen and procedures for future preventative action were negotiated. The third incident was located on City property at the City’s truck wash facility. Modifications to the drainage at the site have been made to direct drainage in the area toward the City’s sanitary sewer system, and away from the City’s storm sewer system.

Assessment: So far this program has not resulted in any significant identification of IDDEs. However, the program has the potential to discover IDDEs that may not be discovered through any other means.

#### **3.B. Use experience gained through annual IDDE inspections to determine if inspection frequencies should be adjusted up or down depending on parameters that are found to be significant.**

Inspection frequencies will be maintained at the current rate at least through permit year four. However, inspections will be conducted earlier in the calendar year to reduce the amount of vegetation present during inspections to make the process more effective. In addition follow-up procedures will be adjusted to initiate more aggressive tracing of obvious, suspect and potential IDDEs discovered during the annual inspection program.

Assessment: This program will be reevaluated on an annual basis.

#### **3.C. Annually document citizen participation in the HHW program and use that data to assess whether current publicity is effective.**

This is documented in item 1.D above.

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## **4. Construction Sites**

### **4.A. Continue to maintain a consistently rated ESC program.**

The City's Erosion and Sediment Control Program has been in compliance with the Department of Conservation and Recreation for the duration of PY3. Modifications to the program implemented in PY2 have resulted in a stronger and more cohesive program.

Assessment: This effort will continue.

### **4.B. Continue collecting copies of Virginia Stormwater Management Permits.**

Collecting copies of the Virginia Stormwater Management Permits (VSMP) has not been successful. A modification to this BMP appears to be necessary.

Private development plans are reviewed by several City departments through a process known as the Technical Review Committee (TRC). The TRC meets twice a month with representatives of all private development projects to discuss the merits and the City's concerns about each project.

Prior to the meeting, formal design plans are submitted to TRC. These plans are simultaneously reviewed by several City departments and comments are returned to the developers or their representatives as a combined comment package from the City as a whole. Among the aspects reviewed in this process are erosion & sediment control (ESC) and stormwater management.

A standard comment that is generated by the process and transmitted to all developers notes that evidence of VSMP application must be presented to the City. This requirement is executed following the end of the review process and just prior to the beginning of construction. At that time, a pre-construction meeting is held at the project site including the City's ESC/Stormwater Management staff, a representative of the developer, and representatives of the contractor including the contractor's Certified Land Disturber. At the meeting, the contractor must present evidence that a VSMP application has been submitted. Following a discussion of the ESC requirements, the Land Disturbing Permit is given to the developer.

Assessment: The City would like to modify goal 4.B to state: Collect evidence of a developer's application for Virginia Stormwater Management Permit prior to issuing a City Land Disturbing Permit.

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**4.C. Monthly, report to DCR the number of regulated land disturbing activities and total disturbed acreage as required.**

Reports were sent to DCR as required on a monthly basis. The reports indicated 183 land disturbing permits were issued in permit year 3 with a total disturbed area of 144.64 acres. The activity peaks were in June 2011 and July 2010 when 13 and 14 permits were issued respectively. The slowest months were September, March, and April when only 4 permits were issued each month.

Assessment: Monthly reporting does not make any contribution to improvements in water quality.

**4.D. Continue to support intergovernmental cooperation by actively participating in the Central Virginia Erosion and Sediment Control Committee.**

The Central Virginia Erosion and Control Committee met twice during this permit year. A planning meeting was held on Thursday, March 10, 2011 at the Campbell County Administrative Offices in Rustburg, and a Runoff Reduction Method training session was held for members on Wednesday, May 18, 2011 at the College Hill Filter Plant in the City of Lynchburg.

Assessment: This program has had a very significant value to all participating parties for many years and will be continued.

## **5. Post-Construction**

### **5.A. Through quarterly participation, support the DCR BMP Clearinghouse Committee's implementation of methodologies to evaluate the various BMPs, and support other appropriate statewide coordination efforts.**

The City of Lynchburg continues to support the BMP Clearinghouse Committee through active participation at committee meetings. Meetings were held in Charlottesville on August 20, 2010 and January 24 and April 18, 2011. The fall quarterly meeting was cancelled this permit year. The committee has made significant comments on the clearinghouse policy particularly on the topic of the number of test sites and the number of allowed installations for various use level designation for manufactured BMPs. The City of Lynchburg representative on the committee has been active in all committee meetings. An alternate representative is being appointed to the committee from the City to solidify the City's commitment to the committee's activities.

Assessment: This program has not yet had an impact on stormwater quality but has a very significant potential to do so in the future. The City sees significant benefit to the future success of the BMP Clearinghouse Committee and wishes to continue our active participation in and support of this committee's efforts.

### **5.B. Annually document the rate of property owner compliance with BMP Maintenance Agreements.**

Property owner compliance with BMP maintenance agreements has been poor. For several years now letters have been sent to owners of all private BMPs of record in the City. This year 77 letters were sent to owners in mid-November. Responses were received from only 12 of these 77.

Assessment: Merely documenting poor performance will not have any impact on stormwater quality. As the City's Stormwater Utility begins functioning, more aggressive follow-up efforts will obviously be required to improve this rate.

### **5.C. Encourage Low Impact Development for private development projects and City Capital Improvement Projects.**

The City of Lynchburg continues to actively encourage low impact development for both public and private land development projects in the City. Through the City's Technical Review Committee (TRC) private developers are encouraged to implement low impact development. Even though the amount of new private development has been reduced in the past few years due to the state of the economy, some new projects are again being submitted. Within the past year the developers of two subdivisions were encouraged through the TRC comment process to implement LID practices.

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The developers of one of these projects, Seven Oaks Subdivision on the southern edge of the City, accepted the City's recommendations and resubmitted the project using LID principles. This project has been approved and is proceeding into the construction phase. We are eagerly awaiting construction to assess the effectiveness of the included LID practices. The developer of the second subdivision, The Preserve at Oakwood, decided not to implement LID practices, but City staff is encouraged by the dialogue and learning that ensued as a result of the consulting engineer's review of our suggestions.

Two City projects that were completed in the permit year are LEED certification candidates. One of these projects includes a green roof. This project was designed to be LEED Silver, but is being submitted to USGBC as a candidate for LEED Gold certification. In addition, some grant funding is currently programmed for use in the installation of a green roof on the City's College Hill Filter Plant. This roof is tentatively planned to be installed on one half of the roof with research to be considered to compare the quality and quantity of runoff from each half of the roof.

Assessment: The City is strongly committed to promoting low impact development. We will continue to look for ways that traditional projects can be modified toward an LID strategy and pass those suggestions on to developers whenever we have the chance.

**5.D. By the end of PY 4 (June 30, 2012), document the rate of implementation of the trails initiatives and preservation of riparian buffers.**

While no milestones have been set for this BMP during this permit year, the City Department of Parks & Recreation, in conjunction with Lynchburg College, is actively pursuing the extension of the Creekside Trail from its current terminus at the Blackwater Creek Recreation Area, further upstream along Blackwater Creek and onto the Lynchburg College campus. All the required property belongs to either the City or the College.

Some needed pedestrian road crossings are being designed and regular discussions are being held between the City and College to define legal aspects and volunteer labor.

Assessment: The City's trails initiative has been very successful for many years as a recreational service to citizens. It also seems to have a valuable environmental education component and needs to be continued to provide citizens with otherwise unavailable opportunities to observe stream ecology.

**5.E. Continue to enforce City Stormwater Management Ordinance and BMP design guidelines on all development projects, including City projects.**

The City continues to enforce stormwater management on all development projects including City projects.

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The primary tool the City uses to enforce stormwater management on private development is through the City's Technical Review Committee (TRC). TRC meets twice each month to review new private development. All private development except single-family homes on existing lots with existing infrastructure must be approved by TRC prior to permit issuance. In order to strengthen this process, modifications to the procedure to include all public projects in the TRC process are underway. It is anticipated that within permit year four the formal TRC review process will also include all public projects and case by case review of City projects will no longer be necessary.

Assessment: This activity will be continued.

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## **6. Good Housekeeping**

**6.A.** Annually document ongoing City pollution prevention activities.

### **Community Development Department**

The Community Development Department provides plan review and inspection of Erosion and Sediment and Stormwater Management compliance for all development in the City.

### **Fire and Emergency Medical Services Department**

This Department provides pollution prevention through its hazardous materials team. This team responds to HAZMAT incidents throughout the City and works to keep such materials from entering storm and surface waters.

The Fire and EMS Department also provides maintenance services for all vehicles within their department at their maintenance facility behind Fire Station # 7. All operations are conducted inside the building except as noted in item 6.G of this report.

The Fire and EMS Department maintains two above ground fuel storage tanks, two at Fire Station # 7, and one at Fire Station # 8.

### **Fleet Services**

Fleet Services provides vehicle maintenance services for all City vehicles except the Fire Department. Vehicle maintenance activities contribute to pollution prevention by keeping motor vehicles in proper operating condition and thus preventing fuel, lubricants and other solids and fluids from being deposited on City streets and thoroughfares.

The City's 20,000 gallon underground diesel fuel storage tank and 20,000 gallon unleaded fuel storage tanks at the Fleet Services fueling station are double walled for containment. The underground segmented tank at the School's facility, consisting of a 17,000 gallon diesel fuel compartment and a 5,000 gallon unleaded fuel compartment, is also double walled.

Used motor oil collected at Fleet Services is stored in a 500 gallon receptacle and periodically removed to Winston-Salem, NC for storage, and then to Waynesfield, NC for recycling.

### **Public Works Department**

Herbicide and pesticide applications by Buildings and Grounds personnel are performed only by personnel certified in the handling and application of such chemicals.

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The City's recycling program has nine collection points. Annual recycling from City for calendar year 2010 was:

Paper	43,972 tons
Metal	3,395 tons
Plastic	483 tons
Glass	2 tons
Co-mingled	263 tons
Yard waste	3,857 tons
Wood	4,738 tons
Tires	422 tons
Oil	96 tons
Oil filters	14 tons
Anti-freeze	3 tons
Batteries	59 tons
Pallets	88 tons
Cooking oil	12 tons
Construction waste	10,000 tons
Inert materials	7,986 tons

Public Works has recently built a new truck wash facility providing a dedicated equipment and vehicle washout area that collects and conveys wash water to the combined sewer system. A modification to correct the collection of unintended exterior runoff of wash water from this facility is discussed under item 3.A. of this report.

Public Works operates the street sweeping program which enhances water quality by reducing the amount of sediment, silt, and small floatables reaching the storm drainage system. Statistics are reported under item 6.D of this report.

Salt for snow removal operations is stored in two City-operated snow barns. Calcium chloride is stored in two 5,000 gallon tanks with secondary containment.

Leaf collection programs reduce litter and debris. Loose and bagged leaves are collected on regular schedules during the fall months.

Aboveground drainage infrastructure is cleaned as required reducing the introduction of sediment, silt and floatables within the collection system.

Public Works operates solid waste collection services within the city and delivers that waste to the Region 2000 Landfill which is located within the City limits. This landfill was formerly owned and operated by the City but has been transferred to Region 2000. This landfill will reach capacity within the next few years. At that time, the City's will begin transporting solid waste to an alternate Region 2000 landfill site located in Campbell County.

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### **Utilities Department**

At the beginning of this permit year, the Department of Utilities has been designated as the lead department for management of the City's MS4 permit. Assistance is still provided by other departments within the City but management is now clearly vested at Utilities. The department has been actively working toward the development of a Stormwater Utility structure in order to effectively implement the requirements of this permit and other stormwater management activities.

For the next year at least, funding for the Stormwater Utility will continue to be provided through the City's general tax structure. The Department of Utilities is continuing to promote the concept of a dedicated user fee as the preferred mechanism for funding the Stormwater Utility in the future.

A stormwater fee structure has not been approved by the City Council, but approval may be possible within permit year four. If such approval is granted early within the permit year four, a fee may begin operation at the beginning of permit year five.

Through the operation of the City's Wastewater Treatment Plant the Utilities Division implements one of the single largest pollution prevention efforts in the City.

The Utilities Department is also currently working on a major long-term project to eliminate existing combined sewers within the City's collection system. Since work began, 102 of the original 132 overflow points have been eliminated, leaving 30 points to be closed in the future. As a result of closing these outfalls, 78% of the combined sewer overflow volume has been eliminated.

Assessment: Documentation of these activities helps provide understanding of the effectiveness of the programs and indicates trends.

#### **6.B. Annually quantify the certification of City employees who handle and apply herbicides and pesticides. PW**

All employees who handle pesticides and herbicides have appropriate certifications. In the Public Works Department 20 employees are registered technicians and six have commercial applicator certifications. In the Utilities Department, seven employees are registered technicians and one has commercial applicator certification.

Assessment: Annual quantification of certifications does not have a measurable impact on water quality. It may help indicate a trend if such certifications were to decline.

#### **6.C. Annually deliver a stormwater quality message to City Public Works, Utilities, and Fleet Maintenance field crews.**

A stormwater message was delivered to field employees at the times and locations indicated in the table below:

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Field Employee Participation in Stormwater Training Sessions - 2011

Date	Department	Location	attendance
May 11, 13	Public Works	Public Works Building	115
May 17	Public Works	Landfill	
May 12, 13	Utilities	College Hill Filter Plant	38
June 1	Fleet Services	Fleet Maintenance Bldg	6
June 1	Community Dev	City Hall	9

The message this year covered an overview of why stormwater has become so important, a brief discussion of the six minimum control measures, and then focused on the IDDE component and how city field crews could assist that effort.

Assessment: This activity had an immediate impact on the awareness level of field crews and should be continued.

**6.D. Document the rate of pollutant removal of the ongoing street sweeping program.**

The City's street sweeping program removed 362.4 tons of material from City streets during permit year three.

The City's vactor trucks removed 290.8 tons of materials from the storm sewer system during permit year three.

Assessment: Tabulations of several consecutive years of data will help make trends more apparent.

**6.E. Annually meet with directors of Public Works, Utilities, and Fleet Maintenance to discuss opportunities for enhancing stormwater pollution control at City facilities.**

On April 12, 2011, a meeting was held with the Director of Public Works to discuss the status of stormwater operations in the Department of Public Works. Public Works standard operating procedures were discussed along with Public Works good housekeeping procedures.

A new drainage structure has been purchased for installation near the exit of the vehicle wash facility operated by Public Works. This wash facility was just constructed within the past few years. When the facility began operations, it was noticed that vehicles leaving the structure would track wash water from the facility out onto the surrounding

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paved area and this water would drain into the MS4. In addition, during certain wind conditions, spray wash from inside the facility would be blown out the exit door. This water would merge with the water tracked out by vehicles as they completed the wash cycle and would result in a continuous stream of water entering the storm sewer system. This drainage has been redirected to the City's sanitary sewer system.

During this meeting Public Works standard operating procedures were discussed. This discussion is documented under item 6.G. below.

On June 24, 2011 a meeting was held with the Director of Utilities. Standard operating procedures were discussed. The primary procedure discussed was SOP ULM-02 Preventing Contamination of Water Supply During Water Main Repair (Water Main Repair Procedure). This procedure addresses dewatering of water line repair excavations and includes provisions for proper discharge of water removed from excavations. An additional relevant procedure is SOP ULM-09 Inlet and Storm Drain Cleaning which includes vacuuming of debris from the box and trap.

On July 1, 2011 (one day late, due to illness earlier in the week) a meeting was held with the Director of Fleet Services. Standard operating procedures were discussed. The only past issue relative to stormwater management at fleet services was outdoor washing of vehicles. This procedure was eliminated several years ago and no new concerns were determined at the meeting.

Assessment: Annual meetings have value to ensure that department directors are reminded of the significance of stormwater management issues.

**6.F. Continue to enforce City good housekeeping Standard Operating Procedures at all City facilities.**

The City has been following its standard operating procedures. A report on various SOPs is included in item 6.E above and item 6.G below. In addition, training of City field staff to reinforce the significance of stormwater management issues is discussed under item 6.C above.

Assessment: Enforcement of these procedures is critical to both direct water quality benefits and indirect benefits through the example set for citizens and businesses.

**6.G. Continue to reevaluate City good housekeeping Standard Operating Procedures at all City facilities.**

**Public Works**

The following Public Works Standard Operating Procedures were reviewed line by line with the Director of Public Works on April 12, 2011:

3.26 - Street Sweeping. This SOP is followed and no changes were recommended.

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3.27 - Road Maintenance – Snow Disposal. This SOP is followed and no changes were recommended.

3.28 - Road Maintenance – Sand and Salt Storage. This SOP is generally followed, however a City materials storage lot at 200 Pulaski Street (accessed from Chambers Street) was discussed. A site visit to this location has indicated that stormwater runoff from this site, while generally free of illicit discharge, is producing some erosion that requires attention.

3.29 - Road Maintenance – Salt Application. Three items in this SOP deserve attention. Item 4, low salt areas, has generally not been determined to be necessary and possibly should be removed from the SOP.

Item 7, clean-up of road grit, is done after the completion of snow season.

Item 10, rate of spreading, is done manually.

### **Utilities**

Procedures discussed on June 24, 2011:

ULM-02 Preventing Contamination of Water Supply During Water Main Repair (Water Main Repair Procedure). No changes made.

ULM-09 Inlet and Storm Drain Cleaning. No changes made.

### **Fire & EMS Department**

Procedures at the Fire Department maintenance facility were reviewed with the maintenance supervisor on June 21, 2011. Most vehicle washing and all other operations occur inside and drainage is all to the sanitary sewer system. The largest fire trucks are washed one or twice a year on the grass outside of the building.

Some fire suppression foam procedures may require further review in the coming year.

### **Fleet**

Current procedures have eliminated stormwater management issues at Fleet Services.

Assessment: Regular review of these procedures keeps their relevance at a higher level. For example, new procedures will be developed for erosion and sediment control at utility repair sites.

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## C. Results of Information Collected

The City conducted a brief review of the current status of bacteria, suspended sediment, and nutrients during a 10 day period at the end of the permit year. This data was gathered to strengthen background knowledge on the level of these parameters to better prepare the City for future understanding of the values of BMPs.

The information was collected by taking bottle samples at the bicycle/pedestrian crossing of Blackwater Creek immediately downstream of Hollins Mill Dam off Hollins Mill Road in Lynchburg. Samples were collected at approximately 8:00 each morning for 10 consecutive days.

### **Blackwater Creek, at bicycle path crossing immediately below Hollins Mill Dam, Lynchburg, VA**

Precipitation from National Weather Service at Lynchburg airport

Date	Fecal N/CML	e-coli N/CML	TSS Mg/L	TN Mg/L	TP Mg/L	Precipitation (in.)
Detection Limit	1	1	5	1	0.1	
6/19/11						0.11
6/20/11						0.28
6/21/11	500	320	12.4	<1	<0.1	0.18
6/22/11	260	180	11.9	<1	<0.1	0.09
6/23/11	370	290	8.8	<1	<0.1	0.04
6/24/11	190	180	12.8	<1	<0.1	0
6/25/11	270	170	13.3	<1	<0.1	0
6/26/11	340	380	11.4	<1	<0.1	0.22
6/27/11	32,000	17,333	65.9	1.13	0.16	0.06
6/28/11	1,683	1,233	16.7	1.01	0.11	0.68
6/29/11	9,217	6,867	85.0	1.02	0.21	0
6/30/11	833	570	20.5	<1	<0.1	0

No analysis was made of the significance of the data. It was collected for future reference, and to begin a determination of the level of effort and cost of implementing such procedures.

## D. Activities Planned for Next Permit Year (PY4)

All activities listed in the City's Registration Statement will be continued during the next permit year with the exceptions of item 1.A, which has no requirements for permit year 4,

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item 2.C which has been modified to reflect a different phone number, and item 4.B which will be modified to make achievement more practical.

In addition to fulfilling the requirements of this permit, The City is working toward the implementation of a Stormwater Utility. The organizational aspects of the Utility are underway. The goal for the next year is to clarify the funding mechanism for the utility. It is currently funded through general tax revenues, however the use of permit fees, likely based on impervious areas, plus the use of credits for property owners who implement appropriate BMPs is being actively considered. Such a change in funding mechanism may be possible by the end of permit year 4.

## E. Changes to BMPs or Measurable Goals

Public Involvement BMP 2.C will be changed to reflect the reorganization of the Stormwater Management function into the Department of Utilities. The public will be encouraged to call Utilities at the 485-RAIN telephone number instead of calling City Hall at 856-CITY. The revised item 2.C will state: "Publicize the Utility Department's 485-RAIN phone number as a way for citizens to report suspected illicit discharges to the stormwater system."

Construction Site BMP 4.B is not working as anticipated and will be adjusted so that it can be effectively implemented and measured. As previously written the goal was "Continue collecting copies of Virginia Stormwater Management Permits." It will be modified to state: "Collect evidence of a developer's application for Virginia Stormwater Management Permit prior to issuing a City Land Disturbing Permit."

The IDDE program used to guide BMP 3.A currently indicates that any evidence of flow will indicate the possibility of an illicit discharge. The presence of flow has not always been coincident with the level of IDDE possibility. This procedure will be modified to add staff discretion regarding the possibility of illicit discharge presence. The revised criteria have not yet been developed.

The IDDE program also indicates that voluntary compliance will consist of a signed agreement between the city and the violator indicating agreement by the property owner that illicit discharges to the City's MS4 will cease. This will be modified to indicate that voluntary compliance will be considered to be achieved with a verbal agreement between the City and the violator, documented by a letter from the City to the violator via certified mail.

## F. Notice of Reliance on Other Government Entities

The City of Lynchburg uses the Robert E. Lee Soil and Water Conservation District to perform task 2.A "Annually meet with at least one public volunteer group to discuss storm water quality volunteer opportunities". The City relies on the Region 2000 Service

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Authority to collect data used in BMP 3.C “document citizen participation in the HHW program.”

## G. Status of Section II C Programs

The City has no programs operating under Section II C.

## H. Section I B 9 Information

This requirement is not applicable, since a waste load allocation under the Middle James River TMDL was not assigned until July 21, 2008, which was after July 9, 2008, the effective date of this MS4 General Permit.

## I. Record of Illicit Discharges

Four illicit discharges were reported during the permit year. All reports came from City employees

Illicit Discharge 231. Ardmore Drive unknown substance. Reported by a City employee on November 9, 2010. Further investigation by Utilities Department crews determined that this was a naturally occurring iron substance from groundwater.

Illicit Discharge 232. City Truck Wash rinse and wash water. Reported by a City employee on approximately November 10, 2010. Wash water and rinse water from the new City truck wash was being blown out by the wind and tracked out of the truck wash by exiting vehicles and then running into the storm sewer. This water has been redirected to the City’s sanitary sewer system and away from the MS4.

Illicit Discharge 233. Terrell Place mulch pile. Reported by a City employee on May 13, 2011. This was a pile of mulch located in public right-of-way that was being washed into a city storm inlet. After checking with several City departments, it was determined that this was not City owned material. Investigation by the Department of Community Development determined that the material had been placed in the right-of-way by a private citizen. The material location was adjusted to prevent discharge into the City’s MS4 and procedures for future actions by the citizen were negotiated.

Illicit Discharge 234. James Street paint wash. Reported by a City employee on May 24, 2011. This was apparently wash water from a paint clean-up effort that was running down James Street in to a City storm inlet at the intersection with the southbound entrance ramp to the Lynchburg Expressway. A phone call was placed to the property owner, and a letter, including photos of the illicit discharge, was sent to the property owner on June 16, 2011. This matter is assumed to be resolved.

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## J. Regulated Land Disturbing Activities

Selected columns from the list of land disturbing permits are printed below. The full list has been transmitted monthly as required.

Project Title	Project Address	Owner/Applicant	Approval Date	Total Disturbed Acreage
Agreement in Lieu - SFR	1114 Lakeview Drive	4D Construction Inc	7/26/2010	0.35
Agreement in Lieu - SFR	104 Cupola Street	JBO LLC	7/2/2010	0.1
Agreement in Lieu - SFR	1365 Liggates Road #A	Gantt & Gantt LLC	7/6/2010	0.09
Agreement in Lieu - SFR	137 Old Spring Way	Christopher Salt	7/2/2010	0.8
Agreement in Lieu - SFR	7180 Meadowbrook Road	Damon Smith	7/8/2010	0.11
Agreement in Lieu - SFR	302 Riverside Drive	Phillip Banks	7/9/2010	0.2
Agreement in Lieu - Fill Site	809 Victoria Avenue	William Wiita	7/9/2010	0.06
Agreement in Lieu - SFR	103 Cupola Street	JBO LLC	7/21/2010	0.12
Agreement in Lieu - SFR	1301 Monroe Street	Greater Lynchburg Habitat for Humanity	7/30/2010	0.2
Agreement in Lieu - SFR	525 Brunswick Road	David Lipani	7/27/2010	0.64
Harris Corporation Tower & Building	221 Jefferson Ridge Parkway	Custom Tower LLC	7/1/2010	0.99
Harco Properties Storage Yard Expansion	3300 John Capron Road	Harco Properties LLC	7/6/2010	1.63
Brookville Ruritan Fill Site	315 Beverly Hills Circle	Dunnavant Excavating	7/12/2010	0.3
City of Lynchburg - Ivy Creek Park	225 Jefferson Ridge Parkway	JE Jamerson & Sons Inc	7/12/2010	25
Waste Area fro Belleview Subdivision	125 Phillips Circle	Thomas Builders of Virginia	8/9/2010	1.8
Agreement in Lieu - SFR	511 Cornerstone Street	Borel Construction Co Inc	8/31/2010	0.22
Mt Carmel parking Lot Addition	817 Norwood Street	Mt Carmel Baptist Church	8/2/2010	0.47
Liberty University Vines Center Parking Lot	1971 University Boulevard	Liberty University Inc	8/11/2010	1.8
Transportation Shop Drainage Improvement	4000 Mayflower Drive	Liberty University Inc	8/18/2010	0.04
Agreement in Lieu - SFR	102 Emeline Drive	Thomas Builders of Virginia	9/10/2010	0.35
Agreement in Lieu - SFR	510 Cornerstone Street	Precise Properties Inc	9/22/2010	0.14
Candler Oil Company	200 Durham Street	Steve Morris Inc	9/2/2010	0.02
Redeemer Presbyterian Church	2025 Mimosa Drive	JE Jamerson & Sons Inc	9/30/2010	2.8
Agreement in Lieu - SFR	123 Bennett Drive	Long Meadows Inc	10/5/2010	0.25
Agreement in Lieu - SFR	125 Bennett Drive	Long Meadows Inc	10/5/2010	0.25
Agreement in Lieu - SFR	127 Bennett Drive	Long Meadows Inc	10/5/2010	0.25

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Agreement in Lieu - SFR	2355 Campbell Avenue	Long Meadows Inc	10/25/2010	0.04
Agreement in Lieu - SFR	101 Nettie Court	Thomas Hamlett	10/27/2010	0.35
Agreement in Lieu - SFR	117 McKenna Circle	Foxcrest Developers Inc	10/20/2010	0.46
Agreement in Lieu - SFR	5000 Candler's Mountain Road	Liberty University Inc	11/8/2010	0.5
Agreement in Lieu - SFR	1116 Lakeview Drive	Thomas Mason	11/8/2010	0.31
Agreement in Lieu - SFR	1309 Krise Circle	Walter & Maureen Smith	11/3/2010	0.1
Agreement in Lieu - SFR	5628 Pleasant Valley Road	CMH Homes Inc	11/4/2010	0.44
Lynchburg Board of Realtors Parking Lot	3639 Old Forest Road	Lynchburg Board of Realtors	11/3/2010	0.09
Agreement in Lieu - SFR	1221 Wood Road	4D Construction Inc	12/8/2010	0.17
Agreement in Lieu - SFR	122 McKenna Circle	Southern Landscape Group	12/20/2010	0.1
Agreement in Lieu - SFR	402 Cornerstone Street	Precise Properties Inc	12/15/2010	0.1
Randolph College Waste Site/CSO 2.2	35 Norfolk Avenue	Saunders Construction Inc	12/14/2010	0.9
Diamond Hill Community Center	1005 17th Street	City of Lynchburg	12/1/2010	0.1
Agreement in Lieu - SFR	214 Two Creek Drive	Timothy Cash Builder Inc	1/11/2011	0.2
Agreement in Lieu - SFR	920 Rockbridge Avenue	Greater Lynchburg Habitat for Humanity	1/13/2011	0.1
Agreement in Lieu - SFR	125 Frederick Drive	Carl Duncan	1/28/2011	0.31
Liberty Mountain Drive East Phase 1	4000 Candler's Mountain Road	Liberty University Inc	1/3/2011	22.7
Jefferson Street South/Bluffwalk	1100 Jefferson Street	City of Lynchburg	1/6/2011	0.3
Yoder Community Center	109 Jackson Street	City of Lynchburg	1/14/2011	9
Kavanaugh Road Borrow Area	324 Kavanaugh Road	Region 2000 Service Authority	1/11/2011	8
Agreement in Lieu - SFR	50 Polk Street	Greater Lynchburg Habitat for Humanity	2/2/2011	0.06
Agreement in Lieu - SFR	204 Creekview Court	Thomas Builders of Virginia	2/11/2011	0.27
Agreement in Lieu - SFR	102 Emeline Drive	Thomas Builders of Virginia	2/11/2011	0.34
Agreement in Lieu - SFR	3004 Winchester Street	Gilbert Quick	2/16/2011	0.8
Agreement in Lieu - SFR	505 Cornerstone Street	Borel Construction Co Inc	2/28/2011	0.2
Agreement in Lieu - SFR	3250 Old Forest Road	4D Construction Inc	2/24/2011	0.8
National Business College	104 Candlewood Court	G&H Contracting, Inc	3/9/2011	0.2
Liberty University Visitor's Center	1971 University Boulevard	Liberty University Inc	3/3/2011	1.6
Presbyterian Cemetery Columbarium	2020 Grace Street	Presbyterian Cemetery TRS.	3/2/2011	0.1

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Gas Building- City of Lynchburg	601 Taylor Street	City of Lynchburg	3/10/2011	0.8
Agreement in Lieu - SFR	2200 Lark Place	Patrick & Noel Yeatts	4/1/2011	0.08
Nemo Biofuel Storage Facility	3107 Swan Place	Nemo Biofuel LLC	4/6/2011	0.77
VUL Land Clearing Project	2057 Garfield Avenue	Virginia Seminary	4/15/2011	2.83
Women's Health Services of Central VA	114 Nationwide Drive	Women's Health Services of Central VA	4/20/2011	0.59
Agreement in Lieu - SFR	101 Emeline Drive	Thomas Builders of Virginia	5/10/2011	0.42
Agreement in Lieu - SFR	2255 Garfield Avenue	Hollands General Construction	5/3/2011	0.05
Agreement in Lieu - SFR	119 I Street	Merle Callinder	5/25/2011	0.05
Seven Oaks Subdivision	116 Seven Oaks Drive	JE Jamerson & Sons Inc	5/2/2011	2.8
Liberty Intramural Fields at Campus East	2200 Liberty Mountain Drive	Liberty University Inc	5/2/2011	10
LU/Extended Stay Plan	1530 University Boulevard	Liberty University Inc	5/18/2011	7
Liberty University Evans Boulevard	751 Mountain View Drive	Thomas Road Baptist Church	5/18/2011	2.8
Presbyterian Home Playground	150 Linden Avenue	Presbyterian Home	5/20/2011	0.06
LU Regents Parkway Phase 2	1971 University Boulevard	Liberty University Inc	5/24/2011	7
LU Pedestrian Tunnel Beneath NS Railway	3429 Candler's Mountain Road	Liberty University Inc	5/24/2011	1
Agreement in Lieu - SFR	206 Creekview Court	Thomas Builders of Virginia	6/2/2011	0.26
Agreement in Lieu - SFR	101 Bennett Drive	Long Meadows Inc	6/6/2011	0.12
Agreement in Lieu - SFR	1508 Brookville Circle	4D Construction Inc	6/8/2011	0.34
Agreement in Lieu - SFR	201 Meridian Street	VC Design and Build Inc	6/20/2011	0.07
Agreement in Lieu - SFR	203 Meridian Street	VC Design and Build Inc	6/20/2011	0.07
Agreement in Lieu - SFR	205 Meridian Street	VC Design and Build Inc	6/20/2011	0.07
The Preserve at Oakwood	1700 Link Road	Oaklink LLC	6/2/2011	4.3
Lynchburg College - Dr of Physical Therapy	300 Monticello Avenue	Johnson Equipment Rental Inc	6/2/2011	1.66
Craft Automotive Center	4000 Peace Street	Coleman Glass Construction	6/6/2011	2.72
Reber Thomas Dining Hall	1971 University Boulevard	Liberty University Inc	6/20/2011	0.26
J Crew Distribution Facility Expansion	1 Ivy Cres	Panattoni Construction Inc	6/22/2011	9.1
Heritage Baptist Parking Lot Expansion	219 Breezewood Drive	Heritage Baptist Church Inc	6/24/2011	0.9
EDA Parking Lot Expansion	109 Ramsey Place	Templeton Paving LLC	6/6/2011	0.9

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## K. Permanent SW Facilities per Section II B 5 b (6)

The following 28 new stormwater BMPs were installed in PY3:

Project	BMP	# Acres Treated per BMP	HUC	Receiving Water Body
Diamond Hill Center	Porous Pavement	0.41	JM11	Fishing
AMG	Detention pond	0.82	JM 09	Ivy
AMG	Up-flow filter	0.82	JM 09	Ivy
Logans Lane Apartments	Bioretention	0.37	JM 10	Blackwater
Logans Lane Apartments	Bioretention	0.77	JM 10	Blackwater
True Value Hardware	Extended Detention	2.6	JM 09	Ivy
CVS Pharmacy	Underground detention	1.238	JM 11	James
CVS Pharmacy	Bioretention	1.283	JM 11	James
Wal-Mart	Retention pond with forebay	22.5	JM 10	Blackwater
Ivy Creek Park	Bioretention	2.09	JM 09	Ivy
Mt Carmel Baptist Church Parking Lot	Bio-retention	0.27	JM 11	James
Redeemer Presbyterian Church Expansion	Underground detention	2.8	JM 09	Ivy
Novatech	Bioretention (2)	0.93	JM 09	Ivy
Novatech	Bioretention	1.41	JM 09	Ivy
Cornerstone H	Filterra (2)	0.5	JM 10	Blackwater
Cornerstone I	Filterra (2)	0.5	JM 10	Blackwater
Lynchburg Board of Realtors	Landscaping		JM 10	Blackwater
College Hill Warehouse and Meter Shop	hydrodynamic (pretreatment only)		JM 10	Blackwater
College Hill Warehouse and Meter Shop	pond with sand filter	0.83	JM 10	Blackwater
Agrium	Extended detention	2.21	JM 11	Fishing
Wegmann USA Building Expansion	Detention pond (previously built)	NA	JM 10	Blackwater
Wegmann USA Building Expansion	Filterras (2)	0.5	JM 10	Blackwater
Sandusky Middle School	Pond	7.3	JM 10	Blackwater
Sandusky Middle School	Bioretention	0.68	JM 10	Blackwater
Sandusky Middle School	Bioretention	1.67	JM 10	Blackwater
Sandusky Middle School	Bioretention	1.83	JM 10	Blackwater
Sandusky Middle School	Filterra	0.25	JM 10	Blackwater
Sandusky Middle School	Filterra	0.25	JM 10	Blackwater

## L. Copies of New or Terminated Agreements

There are no new or terminated agreements between the City and any third parties.

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## M. Copies of Written Public Comments

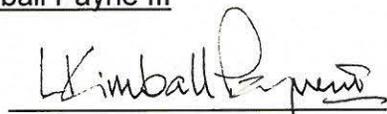
No written public comments have been received regarding the MS4 Program Plan during this permit year.

### Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

By: L. Kimball Payne III

Title: City Manager

Signature: 

Date: 9/26/11

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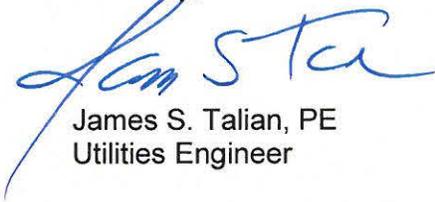
Please direct questions or comments on this report to:

James S. Talian, PE  
Utilities Engineer  
City of Lynchburg  
Department of Utilities  
525 Taylor Street  
Lynchburg, VA 24501  
Phone: 434-455-3953  
E-mail: [james.talian@lynchburgva.gov](mailto:james.talian@lynchburgva.gov)

Responsible Director:

Timothy A. Mitchell, PE  
Director of Utilities  
City of Lynchburg  
525 Taylor Street  
Lynchburg, VA 24501  
Phone 434-455-4252  
E-mail: [timothy.mitchell@lynchburgva.gov](mailto:timothy.mitchell@lynchburgva.gov)

Sincerely,



James S. Talian, PE  
Utilities Engineer