



\*3GQ0003020110802\*

CUYAHOGA PARMA

CITY OF PARMA

3GQ00030 2011/08/02

MACPHERSON,  
LINDSIE

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**Environmental  
Protection Agency**

1-800-424-6719 Governor  
614-763-6100 Lt. Governor  
614-763-6100 Director

August 2, 2011

RE: CUYAHOGA COUNTY  
CITY OF PARMA  
PERMIT NO. 3GQ00030\*BG  
MUNICIPAL STORM WATER  
PROGRAM INSPECTION

Mr. Paul W. Deichmann  
City Engineer/ Building Commissioner  
City of Parma  
6611 Ridge Road  
Parma, OH 44129

Dear Mr. Deichmann:

Ohio EPA has completed an audit for a portion of your municipal storm water program. Our audit primarily focused on implementation of minimum control measure (MCM) #4: Construction Site Storm Water Runoff Control and MCM #5: Post-Construction Storm Water Management in New Development and Redevelopment. This program is a requirement of the Ohio EPA General Storm Water National Pollutant Discharge Elimination System (NPDES) Permit for Small Municipal Separate Storm Sewers Systems (MS4s) OHQ000002 and Ohio Administrative Code 3745-39.

On July 13, 2011, Ohio EPA met with you and other representatives of the City of Parma to determine compliance with the NPDES permit and the Storm Water Management Plan (SWMP) submitted by the City in March 2003. In performing this audit, Ohio EPA implemented a modified version of the Municipal Storm Water Program Evaluation Guide developed by the United States Environmental Protection Agency.

Attached are the Municipal Storm Water Program Evaluation, File Review, and Field Inspection Worksheet(s) completed for your community. Please review these documents in detail to determine specific elements where your construction and post-construction programs need improvement. In addition, you will find comments suggesting ways to improve your MS4 program. The following is a summary of our audit findings:

**Violations:**

- **Failure to submit a Notice of Termination within 45 days of reaching final stabilization on municipal construction projects.** This is a violation of Part IV.A of the Ohio EPA General Storm Water NPDES permit #OHC000003. Our records show that the City of Parma has eleven (11) active projects permitted under the Ohio EPA General Storm Water NPDES Permit for Construction

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Activities but indicated during the interview that eight (8) of the projects were completed and have reached final stabilization. Please submit an NOT for these projects that are completed.

**Deficiencies:**

- The City does have a written procedure for enforcement escalation, but currently, the City has not taken much of a stand on enforcement for post-construction compliance issues and could use improvement in this field. Within the Cuyahoga SWCD Long-Term Operation and Maintenance Technical Advisory Report, it is very difficult to pick out the deficiencies found during specific site inspections. Much of the report is repeated educational material that is sent in every letter, but the content of the reports are not very specific as to what needs to be improved for the site. The City should be aware that letters from the SWCD are not considered NOV's unless the community's ordinance specifically gives the SWCD enforcement authority. The SWCD is simply notifying the community that there are compliance issues on the site, but they have no inherent enforcement authority in the municipality. If the City wishes to continue using the SWCD for inspections, one recommendation would be for the City to attach a cover letter in Parma letterhead summarizing the key violations and deficiencies found during the inspection and a time frame in which the work must be completed. Also, for construction site inspections, the City needs to ensure they are following their "Enhanced Enforcement Escalation Policy" in regards to repeated violations on construction sites.
- The plan review and inspecting personnel for the City seemed to be very well trained, with CPESC and CESSWI certifications, but the City should still ensure that personnel receive on-going education so they are aware of the latest standards and specifications for erosion and sediment control, as well as other storm water related topics. Plan reviewer appears to miss details needed to ensure the proper construction of Best Management Practices (BMPs). During the file review for the ManorCare site, an error, not caught during the plan review process, was discovered for the sediment settling basin. No calculations were provided for the sediment storage volume or the dewatering volume, but from the schematic of the basin on the storm water pollution prevention plan (SWPPP), it appears that the skimmer was simply attached to the pre-existing water quality orifice and sized accordingly. The error resulted in a skimmer that was too small and at the wrong elevation to drawdown the dewatering volume of the retrofitted sediment basin *Please review Construction Field Review Worksheets and the File Review Worksheets for an evaluation of the construction site inspector and plan reviewer for the City of Parma.*

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- During the inspection, Ohio EPA revealed that the City was inspecting SWPPP implementation on construction sites where the plan was designed in-house. For the Nike Soccer Field site and other projects designed in-house, the SWCD should be the inspector in order to avoid a conflict of interest. With this said, the Ohio EPA expects the City to hold municipal construction projects to the same standards as private development through the City's construction ordinance. Inspections and enforcement should proceed for municipal projects in the same manner as for private construction.
- The field inspection for the ManorCare site revealed that the skimmer device was originally placed on the wrong basin, i.e. the North Royalton basin. The skimmer was then transferred to the proper basin, but the contractor never restored the North Royalton basin outlet structure back to the original water quality treating device. Please provide the Ohio EPA with documentation of how the City has addressed this mistake.
- The Ohio EPA audit revealed that the City's construction site inspector does not inspect individual lot construction within a subdivision. The building department inspectors look out for erosion and sediment control issues when they are doing their other inspections, but no formal inspection exists. Ohio EPA recommends that the City develop a quick checklist for individual lot erosion and sediment controls that the building inspectors can take with them and leave with the home builder in the same way the City does with other construction projects.
- The Cleveland Metroparks West Creek Reservation-Park Improvements project is not inspected by the City at this time. The City's previous ordinances dropped into their zoning code, which exempted Metroparks from City enforcement as a special park district. Based on their new ordinance, the Metroparks will be added to the City's active sites and the sites will be inspected by the City once per month at minimum. Since the Cleveland Metroparks is a regulated MS4, they should have their own set of BMP standards and plan review processes for construction activity and will also be audited at some point. However, it is Ohio EPA's opinion that municipalities have the authority to impose their construction programs on other public entities that fall into their jurisdiction if they choose.
- The City has reviewed their ordinances to facilitate the use of non-structural and low-impact development (LID) practices in some instances. However, to further promote use of LID practices, the City may also want to consider adding a runoff reduction requirement to the ordinance or allow a reduction in the size of storm water management structures if LID is used. Planning and zoning codes should be reviewed to encourage smart growth principles in compact neighborhoods or mixed-use development such as walkable neighborhoods, vertical development,

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and infill development along corridors served by public transportation, as well as allowing the use of meadow grass or low-maintenance vegetation, where appropriate. The City should also look into updating their parking codes to reduce the amount of impervious surfaces created by current parking requirements. Permeable pavement is a key tool to reducing impervious area and should be more broadly promoted.

In addition, the City was required to revise their ordinances to be equivalent with the technical requirements set forth in the Ohio EPA NPDES General Storm Water Permits for Construction Activities. This was to be completed within two years of when the City's coverage under the MS4 general permit was granted (June 4, 2009). The City passed the updates to their ordinances, Chapter 2303: Erosion and Sediment Control and Chapter 2301: Comprehensive Storm Water Management, on June 30, 2011.

Please review my comments and provide Dan Bogoevski with a letter of response indicating the actions you will take to address my concerns. **Your response should be received no later than August 30, 2011.** Please note that this response does not replace the requirement to submit an Annual Report. Your annual report for 2011 will be due on April 1, 2012.

If you have any questions, please contact me at (330) 963-1138 or [lindsie.macpherson@epa.state.oh.us](mailto:lindsie.macpherson@epa.state.oh.us) or Dan Bogoevski at (330) 963-1145 or [dan.bogoevski@epa.state.oh.us](mailto:dan.bogoevski@epa.state.oh.us).

Sincerely,



Lindsie MacPherson  
Assistant to the District Engineer  
Division of Surface Water

LM/mt

cc: Dean DePiero, Mayor, City of Parma w/ enclosure  
Melissa Morrow, Assistant City Engineer, City of Parma w/ enclosure  
Todd Houser, Storm Water Program Manager, Cuyahoga SWCD, w/ enclosure

ec: Dan Bogoevski, Ohio EPA, NEDO, DSW

# Municipal Storm Water Program Evaluation

## Construction and Post-Construction Component Worksheet

<b>Date of Evaluation</b>
July 13, 2011
<b>Evaluator Name, Title</b>
Lindsie MacPherson, Ass. District Engineer
<b>MS4 Permittee</b>
City of Parma

**Instructions:** Use this worksheet as a guide for questioning MS4 staff and reviewing applicable documents. Keep in mind that additional questions may be necessary based on local regulations, MS4 permit requirements, implementation strategies, or water quality issues. Remember to obtain copies of any applicable documents or files which may assist in writing the MS4 evaluation report.

<b>Staff Interviewed</b>		
<b>Name</b>	<b>Department/Agency</b>	<b>Phone Number/Email</b>
Paul W. Deichmann City Engineer and Building Commissioner	Building and Engineering City of Parma	(440) 885-8110 pdeichmann@cityofparma-oh.gov
Melissa Morrow Assistant City Engineer	Building and Engineering City of Parma	(440) 885-8113 mmorrow@cityofparma-oh.gov
Anthony Vannello Party Chief of Survey Field Crew	Building and Engineering City of Parma	(440) 885-8116 tvannello@cityofparma-oh.gov
Todd Houser Storm Water Program Manager	Cuyahoga SWCD	(216) 524-6580 thouser@cuyahogoswcd.org

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
Ordinance used to require storm water BMPs at construction sites?	<b>YES</b>
Name and/or code section(s)	Chapter 1107: Comprehensive Storm Water Management Plan Updated Chapter 2301: Comprehensive Storm Water Management Plan on June 30, 2011
Date initially enacted: <b>December 29, 2003</b>	
Threshold for coverage (e.g., 1 acre, 100 cubic yards, etc.)	Individual development sites larger than 1/10 acre and smaller than 1 acre in total size of disturbed area submit an abbreviated SWP3

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
	All developments that have a larger common plan of development or sale equal to or larger than 1 acre in size of disturbed area are subject to ordinance.
<p>Exclusions from coverage allowed:</p> <p><i>NOTE: To align with NPDES permit program, the only exclusions allowed are (a) if rainfall erosivity factor, R, is &lt; 5 for the project, (b) construction is "routine maintenance" to re-establish the original line, grade or hydraulic capacity of storm water infrastructure, i.e., ditch cleaning and detention basin dredging, where &lt; 5 acres is disturbed, (c) silvicultural disturbances, (d) agricultural disturbances or (e) construction related to oil &amp; gas well exploration.</i></p> <p><i>Ohio EPA website has fact sheet on what constitutes "agricultural disturbance" and "routine maintenance" versus regulated construction activity.</i></p> <p><i>Some communities allow an abbreviated SWP3 for individual home construction or other small construction. That is fine as long as intent of regulation is met.</i></p>	<p>Land disturbing activities related to producing agricultural crops operations regulated by the Ohio Agricultural Sediment Pollution Abatement Rules.</p> <p>Coal surface mining operations regulated by Chapter 1513 of the ORC.</p> <p>Other surface mining operations regulated by Chapter 1514 of the ORC</p> <p>Land disturbing activities involving linear construction projects such as utility line installation that do not result in installation of additional impervious surface or pavement rehabilitation in existing right-of-ways</p>
<p>Does your construction program include the following types of construction activity:</p> <p>Single-family residential?</p> <p>Multi-family residential?</p> <p>Commercial development?</p> <p>Institutional development (schools or government facilities)?</p> <p>Mixed-use development?</p> <p>Non-subdivided development?</p> <p>Non-exempt construction on agriculturally-zoned lands? (barn on a farm)</p> <p>Non-silvicultural tree clearing?</p>	<p style="text-align: center;"><b>YES</b></p>

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
Your own municipal construction projects?	<b>YES</b>
Construction and demolition debris landfills?	<b>YES</b>
Construction by other public entities within your political jurisdiction, e.g., a county road project within a municipality?	<b>YES</b>
Earth disturbance associated with open spaces and parks (e.g., trails within a park or parking lot improvements at a park)?	<b>YES</b>
Private pond construction?	<b>YES</b>
Construction of wind or solar panel farms?	<b>YES</b>
Establishment of borrow or spoil areas that service multiple, unrelated construction projects?	<b>YES</b>
Utility construction projects (including tree clearing along utility corridors or pipeline projects that cross multiple political jurisdictions)?	<b>YES</b>
	<p><i><b>NOTE:</b> Construction must be regulated if it does not meet one of the exclusions and the larger common plan of development or sale disturbs 1 or more acre of land. The intent of this line of questioning is to simply highlight the scope of regulated construction activity that the MS4 may have to contend with.</i></p>
Does ordinance regulate the discharge of pollutants other than sediments on a construction sites (e.g., construction wastes, fuel tanks, cement truck washwater, trash, chemicals, etc.)?	<b>YES</b>
Has ordinance been updated to reflect minimum requirements of Ohio EPA NPDES permit #OHC000003?	<b>YES</b>
Date of updates?	<p><b>June 30, 2011</b> Follows the model by The Chagrin River Watershed Partners</p> <p>This is a permit violation. Failure to update ordinance within 2 years of permit renewal.</p>
<p><i><b>NOTE:</b> Check database for date of NPDES permit renewal prior to inspection. MS4 permit #OHQ000002 required updates within 2 years of permit renewal.</i></p> <p>Date of MS4 Permit Renewal:</p>	<p><b>June 4, 2009</b></p>

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
<p>Ordinances used to require post-construction storm water BMPs on new development or redevelopment projects:</p> <p><b>Treatment of Water Quality Volume (WQv)</b>  Name and code section:</p> <p>Date initially enacted: <b>Dec. 29, 2003</b></p> <p>Has this ordinance been updated to reflect the minimum requirements of Ohio EPA General Permit #OHC000003?</p> <p>Date of update: <b>June 30, 2011</b></p> <p><b>Riparian and Wetland Setback Ordinance</b>  Name and code section:</p> <p>If YES, does ordinance require protection of native vegetation within riparian area or can manicured lawns be established?</p> <p>If YES, does ordinance allow the location of storm water infrastructure within the riparian setback?</p> <p><b>Runoff Reduction</b> (e.g., infiltration or mitigation of a recharge volume)?  Name and code section:</p> <p><b>BMPs designed to control temperature</b> for discharges to cold water habitat streams?  Name and code section:</p> <p><b>Encouraging Green Infrastructure</b> or low-impact development practices:</p> <p>Allow downspout disconnection and use of open storm water conveyance systems?  Names and code sections:</p>	<p style="text-align: center;"><b>YES</b></p> <p>Chapter 1107: Comprehensive Storm Water Management Plan  Updated Chapter 2301.09: Comprehensive Storm Water Management Plan</p> <p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b></p> <p>Chapter 1109: Wetland Setbacks  Chapter 1111: Riparian Setbacks</p> <p style="text-align: center;"><b>YES</b></p> <p>Setbacks shall be preserved in their natural state and established and marked in field prior to land disturbing activities.</p> <p style="text-align: center;"><b>NO</b></p> <p style="text-align: center;"><b>NO</b></p> <p>There are provisions within the ordinance that have allowed for this in the past, but are not stated specifically.</p> <p style="text-align: center;"><b>NO</b></p> <p style="text-align: center;"><b>YES</b></p> <p>Chapter 939.01: Sewer Ordinance  Does allow for the disconnection per the City Engineer's approval as long as it does not discharge over a side walk or create a water problem for the neighbor.</p>

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
<p>Permit the installation of rain gardens and other bioretention facilities? Names and code section:</p>	<p style="text-align: center;"><b>YES</b></p> <p>Bioretention and rain gardens are permitted practices to meet the WQv standards within ordinance. Table 2 in Chapter 2301.</p>
<p>Allow rainwater harvesting (rain barrels and cisterns)? Name and code section:</p>	<p style="text-align: center;"><b>YES</b></p> <p>See above.</p>
<p>Allow or require the use of pervious pavement systems? Name and code section:</p>	<p style="text-align: center;"><b>YES</b></p> <p>Not specifically stated in an Ordinance, but this is a permitted BMP to meet the WQv standards in ordinance.</p>
<p>Allow reduction in the size of traditional storm water management structures if LID used? Name and code section:</p>	<p style="text-align: center;"><b>YES</b></p> <p>By the City Engineer's approval of the developers plan this would be an approved practice.</p>
<p>Provide a credit to a storm water utility fee if LID is used? Describe:</p>	<p style="text-align: center;"><b>NO</b></p> <p>Regional Sewer District Utility Fee. Fee collection for riparian disturbances. But no credit to fee.</p>
<p><b>Balanced Growth Principles</b>, i.e., other non-structural ordinances or codes that promote better site design:</p>	
<p>Allow conservation design as a subdivision layout (retain ≥ 40% open space by maintaining existing zoned density) Standard or variance required? Name and code section:</p>	<p style="text-align: center;"><b>YES</b></p> <p>Chapter 1156: Single Family Cluster requires and open-space no less than 25% of the gross acreage of the entire developed area. <b>Standard – requirement by code</b></p>
<p>Encourage the use of vegetation that requires little to no maintenance in common areas (e.g., meadow vegetation vs. mowed lawn) Name and code section:</p>	<p style="text-align: center;"><b>YES</b></p> <p>Meadow grasses are allowed in common areas, Sprague Rd. Car Wash. Conservation Easement. The City is looking to pass a Meadows ordinance. Working with west Creek to develop the ordinance.</p>
<p>Reduce impervious area created by commercial parking lots (e.g., update codes so that they are context-specific, allow shared parking, land banked parking, parking garages rather than surface lots, etc.) Name of code section</p>	<p style="text-align: center;"><b>YES</b></p> <p>In 2005, shrunk size of parking spaces to 9' wide. The City has always had shared parking in codes, and anyone is allowed to apply for a variance on limiting the number of parking spaces in their lot. Requests are routinely granted.</p>
<p>Allow sidewalks on only one side of the road in residential neighborhoods</p>	<p style="text-align: center;"><b>YES</b></p> <p>This is an allowed practice in cluster developments.</p>

**Ordinance/Legal Authority**

<b>Interview Questions</b>	<b>Response</b>
Name and code section:	but not in single family development.
Zoning that encourages smart growth in compact neighborhoods or mixed-use development:	<p align="center"><b>YES</b></p> <p>Chapter 1180: Mixed-Use District Ordinance</p>
<p>If YES, does zoning create walkable neighborhoods with access to commercial areas and employment centers? Describe:</p>	<p align="center"><b>YES</b></p>
<p>If YES, does this zoning provide incentives for vertical development rather than horizontal sprawl? Describe:</p>	<p align="center"><b>NO</b></p> <p>There are three height districts within the City that limit building height to 35', 50', and 100'.</p>
<p>If YES, does this zoning encourage a range of housing options for people of various incomes? Describe how:</p>	<p align="center"><b>YES</b></p>
<p>If YES, do you provide incentives for infill development or development in the core? Describe incentive programs:</p>	<p align="center"><b>YES</b></p> <p>Brownfield money, tax breaks provided to those who provide infill development.</p>
<p>If YES, does zoning direct growth in areas where there are a variety of transportation choices (walking, biking, public transportation vs. just the car)? Describe how:</p>	<p align="center"><b>NO</b></p> <p>There are West Creek and Metro Parks trails throughout City. The City has gone through sustainable research but the residents are pushing back on a lot of aspects of this plan, including city bike paths.</p>
<p><i><b>NOTE:</b> The point of this line of questioning is to emphasize to the MS4 that post-construction storm water management, land use planning and building and zoning codes must be linked to create a meaningful storm water program. A good MS4 program goes beyond the WQv requirement. The storm water program manager must work with the planning commissioner and building department to affect development patterns in their community that negatively impact storm water quality.</i></p>	

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
<p>Do permit or plan approvals have to be issued before construction activities that disturb 1 or more acre can commence?</p> <p>Plan Approvals Construction &amp; Post-Construction</p> <p>Permits &amp; Type (Building, Grading, etc.) Construction Post-Construction</p> <p>Does your definition of “construction activities” include any grading, grubbing, filling, clearing or excavating activity?</p>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b> <b>YES</b></p> <p style="text-align: center;"><b>YES</b> “Soil disturbing activities”</p>
<p>Are plans for storm water controls used during construction submitted separately from plans that depict post-construction BMPs?</p> <p>Describe the submission process and the timing of plan submission:</p>	<p style="text-align: center;"><b>NO</b></p> <p>An applicant will come in for a meeting on the desired construction project. The applicant then goes to planning commission for approval. The plans are then submitted to the building department with the SWP3. The Engineers office will review the SWP3 for compliance with the ordinance. Once the plan is approved the developer is issued a storm water permit. Must sign a duty to inform before construction commences. Also, the City requires a post-sediment and erosion control installation inspection.</p>
<p>Does your ordinance explicitly specify selection criteria or minimum acceptable BMP design?</p> <p>Construction</p> <p>Post-Construction</p>	<p style="text-align: center;"><b>YES</b></p> <p>And reference the Ohio Rainwater and Land Development Manual</p> <p style="text-align: center;"><b>YES</b></p> <p>And reference the Ohio Rainwater and Land Development Manual</p>

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
[REDACTED]	
Types of enforcement mechanisms available for construction site issues per your ordinance:	<p>Notices of Violations (NOV)    <b>YES</b>  Administrative fines                <b>YES</b>  Stop-work orders                    <b>YES</b>  Civil penalties                        <b>YES</b>  Criminal penalties                  <b>YES</b>  Other (Describe):</p> <p>Misdemeanor of the first degree, \$1000 a day, 180 days in prison.</p>
Which type of enforcement action have you most commonly implemented?	NOV with the threat of work to be stopped.
Describe the enforcement mechanism used when the following compliance situations are encountered on construction sites:	
<ol style="list-style-type: none"> <li>1. Construction has commenced without a permit or plan approval</li> <li>2. A BMP indicated on the SWP3 has not been installed or requires maintenance (first incidence)</li> <li>3. A BMP is required but not shown on the SWP3</li> <li>4. A BMP has not been installed or maintained despite prior notification from the MS4 (repeated incidences)</li> <li>5. If using a third party inspection service provider, e.g., the SWCD, MS4 receives inspection report indicating repeated non-compliance issue</li> </ol>	<p>A Stop Work Order will be issued.</p> <p>Site inspection report will be issued to the site operator on site. The operator is required to sign the report at the time of the inspection agreeing to complete the work within a deadline. Three copies are made of this report and one is left with the operator.</p> <p>Site inspection report will be issued with a deadline of 3-10 days for work to be done. The inspector would require a SWP3 amendment.</p> <p>The site operator would be told they are in violation and given another inspection report. Work may be required to stop, pending further enforcement.</p> <p>Most inspections are carried out by the City of Parma.</p>
Describe the last enforcement action your community has taken against a contractor or developer for non-compliance with construction site requirements and provide the documentation	A demolishing contractor and a building excavator were used at this Sheetz site. The dewatering zone was not installed per the approved plan and water was discharging through a conveyance system. The

<b>Ordinance/Legal Authority</b>													
<b>Interview Questions</b>	<b>Response</b>												
to demonstrate the action.	operator was issued a violation and the threat of a stop work order. They were given 7 days to correct the issue, and the problem was corrected.												
Have your enforcement protocols and procedures for construction site issues been formalized in a written enforcement escalation plan?	<b>YES</b> Enhanced Enforcement Escalation Policy.												
[REDACTED]													
Types of enforcement mechanisms available for post-construction site issues per your ordinance:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Notices of Violations (NOV)</td> <td style="text-align: right;"><b>YES</b></td> </tr> <tr> <td>Administrative fines</td> <td style="text-align: right;"><b>YES</b></td> </tr> <tr> <td>Stop-work orders</td> <td style="text-align: right;"><b>YES</b></td> </tr> <tr> <td>Civil penalties</td> <td style="text-align: right;"><b>YES</b></td> </tr> <tr> <td>Criminal penalties</td> <td style="text-align: right;"><b>YES</b></td> </tr> <tr> <td>Other (Describe):</td> <td></td> </tr> </table>	Notices of Violations (NOV)	<b>YES</b>	Administrative fines	<b>YES</b>	Stop-work orders	<b>YES</b>	Civil penalties	<b>YES</b>	Criminal penalties	<b>YES</b>	Other (Describe):	
Notices of Violations (NOV)	<b>YES</b>												
Administrative fines	<b>YES</b>												
Stop-work orders	<b>YES</b>												
Civil penalties	<b>YES</b>												
Criminal penalties	<b>YES</b>												
Other (Describe):													
Which type of enforcement action have you most commonly implemented?	NOV sent from the City.												
Describe the enforcement mechanism used when the following compliance situations are encountered regarding post-construction:													
<ol style="list-style-type: none"> <li>1. The post-construction BMP has been installed too early in the construction process (e.g., the permanent WQv outlet has been installed when the sediment control outlet is still required, <b>or</b> the bioretention soil has been placed prior to upland areas being stabilized)</li> <li>2. The post-construction BMP has not been maintained (first incident)</li> <li>3. The post-construction BMP has not been maintained after multiple notifications</li> <li>4. A homeowner has cut down trees in the riparian setback area (if applicable)</li> </ol>	<p>A Site inspection report will be issued to the site operator on site. The operator is required to sign the report at the time of the inspection agreeing to complete the work within a deadline. Three copies are made of this report and one is left with the operator. (A hydraulic conductivity test was done on a Walgreens site to ensure the functionality of the Bioretention cell was not impaired by the sediment.)</p> <p>The City had SWCD analyze the post-construction facilities in the city and determine maintenance issues back in 2010. The City is following these inspections up with violations.</p> <p>Another violation seems to be the enforcement action taken.</p> <p>The home owner would go before the board of appeals to ask for a variance, and they would have to provide some kind of mitigation, compensation, or remediation for the site.</p>												

<b>Ordinance/Legal Authority</b>	
<b>Interview Questions</b>	<b>Response</b>
5. A homeowner has installed a shed in a vegetated filter strip disrupting sheet flow runoff	The City would require the resident to remove the shed and remediate the filter strip.
Describe the last enforcement action your community has taken against a contractor or developer for non-compliance with post-construction site requirements and provide the documentation to demonstrate the action.	<p>ManorCare was required, on a 2006 project, to install a WQv orifice on their detention basin and this was not done through 2009. They came back for a new project in 2009 that received approval in 2011 which required them to install the WQv orifice in the basin.</p> <p>Walter's Reserve Subdivision installed a bioretention cell, but the material was compacted. SWCD conducted a hydraulic conductivity test. There was a field meeting in August 2010 to discuss the problem. SWCD came up with recommendations to alter the system to comply with the original approved plans. The builder is working on correcting the issues. A follow-up inspection was completed. Cell will not be turned over to the City through easement until the problem is corrected.</p>
Have your enforcement protocols and procedures for post-construction issues been formalized in a written enforcement escalation plan?	<b>YES</b>  Enhanced Enforcement Escalation Policy.

<b>Applicable Documents</b>	<b>Reviewed</b>	<b>Obtained</b>
Sediment and Erosion Control Ordinance	YES	YES
Post-Construction Storm Water BMP Ordinances(s)	YES	YES
Enforcement escalation plan or procedures Construction & Post-Construction	YES	YES

<b>Notes</b>

<b>Construction Project Inventory</b>	
<b>Interview Question</b>	<b>Response</b>
Do you keep an inventory of construction projects that are actively occurring in your community? If YES, how?	<b>YES</b>  The City has a filing system of actively inspected sites, and sites that are inactive but are still covered under the permit.

<p>Do you track construction projects &lt;1 acre (e.g., individual lot within a subdivision or small addition to a business)?</p>	<p style="text-align: center;"><b>YES</b></p> <p>These sites are tracked through the building department with an attached abbreviated SWP3 and filed with the permit. The inspector does not regularly inspect these sites, but there are building inspectors that will keep an eye out for ESC. These sites are not included in the Cities inventory.</p>											
<p>How often is your inventory of construction projects updated?</p>	<p>Updated as plans are received by the City and as sites are finalized.</p>											
<p>Information tracked:</p>	<table border="0"> <tr> <td>Project status</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>Inspection Findings</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>Enforcement Actions</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>Complaints</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>NOI submittal</td> <td style="text-align: right;">YES</td> </tr> </table> <p>The City keeps a current NOI list and runs it through the system every couple of months.</p>		Project status	YES	Inspection Findings	YES	Enforcement Actions	YES	Complaints	YES	NOI submittal	YES
Project status	YES											
Inspection Findings	YES											
Enforcement Actions	YES											
Complaints	YES											
NOI submittal	YES											
<p>Are site inspections at active construction sites conducted at a frequency of at least once per month?</p> <p><i>NOTE: This is the minimum performance standard in the NPDES permit for small MS4s.</i></p>	<p style="text-align: center;"><b>YES</b></p> <p>At least once a month, during the summertime inspections may occur weekly.</p>											
<p>Number of active construction sites on date of interview (for subdivisions where only individual lot construction is occurring, count the entire subdivision or phase of subdivision as one site):</p> <p><i>NOTE: Select two sites from NOI list and ask if they are active. Ask for the dates of the last two site inspections at each site.</i></p>	<p>9 active sites</p> <p>Site #1:Nike Site Soccer Field Most recent inspection date:7-11-11 Prior inspection date:7-8-11</p> <p>Site #2:Parmatown Amenity Center Most recent inspection date:7-12-11 Prior inspection date:7-7-11</p>											
<b>Applicable Documents</b>												
<p>List of active construction projects</p>	YES	YES										
<p>List of projects covered under a state/EPA general permit</p> <p><i>NOTE: Prior to inspection, query the NOI database to pull up all active permits in the community. List below. Point out discrepancies between our list and theirs.</i></p>	YES	YES										

**Notes**

**Municipal Construction Projects**

During the inspection, The City of Parma indicated that they have nine (9) active construction projects that they are inspecting, which were listed on their inventory. However, when this list was compared to the Ohio EPA list of projects actively covered under the general permit, the City indicated that twelve (12) of the sites on this list were still active sites. The sites missing off the City's inventory were the Cleveland Metroparks West Creek Reservation Park improvements project, Regency Highlands Phase 2 & 3, and Walters Reserve Subdivision Phases 1 & 2.

The Cleveland Metroparks West Creek Reservation-Park Improvements project is not inspected by the City at this time. The City's previous ordinances dropped into their zoning code, which exempted Metroparks from City enforcement as a special park district. Based on their new ordinance, the Metroparks will be added to the City's active sites and the sites will be inspected by the City once per month at minimum.

Ohio EPA records show that the City of Parma has eleven (11) active projects permitted under the Ohio EPA General Storm Water NPDES Permit for Construction Activities but indicated during the interview that eight (8) of the projects were completed and have reached final stabilization.. Please note that the Ohio EPA General Storm Water NPDES Permit for Construction Activities #OHC000003 requires the City to submit a Notice of Termination (NOT) to Ohio EPA within 45 days of when a project reaches final stabilization. The City is in violation of Ohio EPA General Storm Water NPDES Permit for Construction Activities for City projects that are complete but failed to submit a NOT within 45 days of reaching final stabilization.

**Post-Construction BMP Inventory**

<b>Interview Question</b>	<b>Response</b>										
Are post-construction BMPs tracked? <i>BMPs must be shown on MS4 map.</i>	<b>YES</b>  List generated by City based on SWCD 2010 Water Quality Operation & Maintenance Report. The City also has the SWCD Report from 2011 inspections.										
Does this include all types of BMPs, e.g., riparian setback area, green roof or pervious pavement as well as bioretention cells and extended detention ponds?	<b>YES</b>  Seems to be some discrepancies with riparian setback areas.										
Information tracked:	<table border="0"> <tr> <td>Location</td> <td align="center"><b>YES</b></td> </tr> <tr> <td>Type</td> <td align="center"><b>YES</b></td> </tr> <tr> <td>Maintenance Requirements</td> <td align="center"><b>YES</b></td> </tr> <tr> <td>Inspection findings</td> <td align="center"><b>YES</b></td> </tr> <tr> <td>Other (e.g., Ownership):</td> <td align="center"><b>YES</b></td> </tr> </table>	Location	<b>YES</b>	Type	<b>YES</b>	Maintenance Requirements	<b>YES</b>	Inspection findings	<b>YES</b>	Other (e.g., Ownership):	<b>YES</b>
Location	<b>YES</b>										
Type	<b>YES</b>										
Maintenance Requirements	<b>YES</b>										
Inspection findings	<b>YES</b>										
Other (e.g., Ownership):	<b>YES</b>										

Database used?	<b>YES</b> Urban Site Program is used by the Cuyahoga SWCD to generate their report. An excel spreadsheet is used for City records.		
Number of private post-construction structural BMPs installed in community	17 private facilities listed in the inventory from the 2010 SWCD report. 2 are public facilities based off of the report.  2011 SWCD Report lists 3 additional sites: Long John Silvers – reduction in impervious R and O – Nothing at this time Metro Parks Trails		
<b>Applicable Documents</b>		<b>Reviewed</b>	<b>Obtained</b>
Inventory of Post-Construction BMPs		YES	YES

<b>Construction and Post-Construction BMP Standards</b>			
<b>Interview Questions</b>		<b>Response</b>	
Do your erosion and sediment control standards include BMP selection criteria?		<b>YES</b>	
Do your construction site standards account for different needs for different times of the year (e.g., growing season vs. winter)?		<b>YES</b>	
Do your standards include operation and maintenance requirements?		<b>YES</b>	
Do your post-construction standards include BMP selection criteria?		<b>YES</b>	
Has your community established standards for post-construction BMP selection and design for small construction activities (i.e., where the larger common plan of development or sale disturbs < 5 acres)?  If so, what are your standards?		<b>YES</b>  Small construction sites are looked at no differently than larger sites and are required to follow the post-construction ordinance in full.	
Do your standards include operation and maintenance requirements?		<b>YES</b>	
<b>Applicable Documents</b>		<b>Reviewed</b>	<b>Obtained</b>
BMP guidance or technical document		YES	YES

<b>Plan Review Procedures</b>	
<b>Interview Questions</b>	<b>Response</b>
Who is responsible for erosion and sediment control plan review?	City Engineer, Assistant City Engineer Previously up and through 2010 every plan over 1 acre was sent to SWCD, but as of 2011 the City only uses SWCD for specialized concerns.
If third party, is there an MOU or other agreement in place?	<b>YES</b>
Is it current?	<b>YES</b>
Who is responsible for post-construction plan review?	City Engineer, Assistant City Engineer Previously up and through 2010 every plan over 1 acre was sent to SWCD, but as of 2011 the City only uses SWCD for specialized concerns.
If third party, is there an MOU or other agreement in place?	<b>YES</b>
Is it current?	<b>YES</b>
What training or professional certifications have plan review personnel received?  Construction & Post-Construction	Melissa - CPESC, CESSWI certifications
How many years of experience does plan review personnel have inspecting storm water BMPs?  Construction & Post-Construction	7 years
How often do plan review personnel receive training?  Construction & Post-Construction	Monthly with OCAPP Series
Do you use a checklist to conduct plan review?  Construction	<b>YES</b> The City is in the process of creating updated checklist with the recently passed ordinance. Previously, the City used a checklist based off the previous ordinance.
Post-Construction	The Ohio Rainwater manual is used for water quality review

<b>Plan Review Procedures</b>	
<b>Interview Questions</b>	<b>Response</b>
<p>Size threshold for plan review (i.e. 1 acre, 10,000 square feet)?</p> <p>Construction</p> <p>Post-Construction</p>	<p>1/10 acre of disturbed area</p> <p>1 acre</p>
<p>Do you verify the submission of a Notice of Intent (NOI) or Individual Lot NOI to Ohio EPA as part of your plan review process?</p>	<p style="text-align: center;"><b>YES</b></p> <p>The City requires this to be submitted with the permit application and the duty to inform is signed at the pre-construction meeting.</p>
<p>Do you require a pre-construction meeting with developers and/or contractors?</p> <p><i>NOTE: This is a required performance standard for both construction and post-construction.</i></p> <p>Is the sequence of implementation of sediment and erosion controls discussed during these meetings?</p> <p>Is the timing of installation of post-construction BMPs discussed during these meetings?</p>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b></p>
<p>Does your community have standard conditions of plan approval?</p> <p>Do they include erosion and sediment control and/or post-construction water quality requirements?</p>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b></p>
<p>Does your community require a performance bond that can be used to pay for BMPs (site stabilization) in the event the developer does not complete the project?</p>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;">Not enforced until 2010.</p>
<p>Does your community require a long-term maintenance plan for post-construction BMPs?</p> <p>If YES, is the plan required to include the following:</p> <p>Identify the party responsible for long-term maintenance?</p> <p>A list of routine and non-routine maintenance tasks and the frequency for their performance?</p>	<p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b></p> <p style="text-align: center;"><b>YES</b></p>

<b>Plan Review Procedures</b>			
<b>Interview Questions</b>	<b>Response</b>		
A map that identifies the types and locations of post-construction BMPs and their maintenance or access easements?	YES		
A list of deed restrictions, conservation easements or environmental covenants required to maintain post-construction BMPs in perpetuity?	YES		
Is this plan kept on file or input into a database for future reference to ensure the required tasks are being completed?	YES		
<b>Applicable Documents</b>		<b>Reviewed</b>	<b>Obtained</b>
Copy of standard conditions of approval		YES	YES
Example of standard conditions applied to an approved project		YES	YES
Checklist used by plan reviewers		YES	YES

<b>Project Inspections</b>	
<b>Interview Questions</b>	<b>Response</b>
Who is responsible for erosion and sediment control site inspection?	Tony Vannello and David Goik with the Engineering Department. Previously up and through 2010 every site over 1 acre was inspected by SWCD and the City, but as of 2011 the City only uses SWCD for specialized concerns.
If third party, is there an MOU or other agreement in place?	YES
Is it current?	YES
Who is responsible for post-construction site inspection?	SWCD does the annual inspection. Owner submits their annual review to the City by May 1 <sup>st</sup> of every year.
If third party, is there an MOU or other agreement in place?	YES
Is it current?	YES
Is an "as-built" inspection conducted at the time a post-construction BMP is installed to ensure compliance with the approved BMP construction plan?	YES  There is a final site review at issuance of occupancy into the building.

<b>Project Inspections</b>		
<b>Interview Questions</b>	<b>Response</b>	
Does the MS4 conduct inspections for long-term maintenance of privately-owned post-construction BMPs?	SWCD conducts these inspection for the City	
If YES, at what frequency?	Annually	
If NO, does the MS4 collect inspection reports from the responsible party? At what frequency?	Yes, on May 1st of every year.	
[REDACTED]		
Findings from construction and post-construction inspections tracked in a database?	<p style="text-align: center;">YES</p> SWCD Urban Site Program (USP) tracks Post-construction inspections. The City keeps files for construction sites.	
What training or professional certifications have site inspection personnel received?	<p style="text-align: center;">YES</p> Tony Vannello – CESSWI certification, attends OCAPP seminars	
How many years of experience does site inspection personnel have inspecting storm water BMPs?	<p style="text-align: center;">YES</p> Tony – 6 years Todd – 8 years	
How often do site inspection personnel receive training?	<p style="text-align: center;">YES</p> At least once a month	
Do you use a checklist or the approved plan to conduct site inspections?	<p style="text-align: center;">YES</p> Uses a checklist and references the Ohio EPA checklist	
	<p style="text-align: center;">YES – approved plans</p>	
	<b>Reviewed</b>	<b>Obtained</b>
Most recent inspection staff training records	YES	YES
Example of active construction project inspection checklist	YES	YES
Example of inspection record to verify “as-built” of post-construction BMPs	YES	YES
Records from inspection tracking database or filing system	YES	YES
Checklist for inspecting long-term maintenance of post-construction BMPs	NO	NO

<b>Notes</b>	
<b>MS4-Owned Construction Projects</b>	
<b>Interview Questions</b>	<b>Response</b>
Projects designed in-house or contracted?	Depending on the complexity of a project and the availability of staff, projects will either be designed in house or contracted out. Sewer projects are contracted Nike soccer field was designed in house.
Designers trained in storm water BMP implementation?	<b>YES</b>
Checklist used during the design and/or review of public construction projects?	<b>YES</b>  SWCD will approve SWP3 plans for the public projects.
Are projects greater than one acre covered under a general construction permit (has an NOI been submitted)?	<b>YES</b>
If contracted planners and engineers are used for the design of MS4-owned projects, does the contract language specify that sediment and erosion control and post-construction storm water BMPs be incorporated into the design?	<b>YES</b>
Are municipal construction projects inspected for compliance with the SWP3?	<b>YES</b>
Are they inspected with the same frequency for BMP compliance as a private construction project?	<b>YES</b>
Who inspects municipal construction projects for compliance?	Tony is responsible for these inspections.  For the Nike site and other projects designed in house, the SWCD should be the inspector to avoid a conflict of interest.
<i><b>NOTE:</b> To avoid a conflict of interest, the firm or department that designed the SWP3 should not also inspect the site for compliance.</i>	
Project inspectors trained?	<b>YES</b>
Frequency:	

<b>MS4-Owned Construction Projects</b>			
<b>Interview Questions</b>		<b>Response</b>	
If contracted inspectors are utilized, are minimum inspection, maintenance and reporting requirements specified in the contract?		YES	
For municipally-owned post-construction BMPs, how often are they inspected to ensure long-term maintenance?		Annually	
Which department is responsible for conducting these inspections?		SWCD inspects all post-construction in the City of Parma.	
<b>Applicable Documents</b>		<b>Reviewed</b>	<b>Obtained</b>
MS4-owned project storm water design standards and/or checklist		YES	YES
Contract language for active public project not developed or inspected in-house		YES	YES

<b>Outreach and Education</b>	
<b>Interview Questions</b>	<b>Response</b>
Type of training provided to construction operators: Designers and Engineers:	The City works with the SWCD to provide education to contractors. Rediscovering the Rhizosphere was the most recent training provided by the SWCD.
Attendance required?	NO
Training frequency?	As required by permit
Number of operators trained:	Unknown
Training topics:	Rediscovering the Rhizosphere
Presentations given by MS4 staff to professional groups?	NO
Brochures or outreach materials targeted at operators:	The City will hand out the ESC ordinance to operators if they feel the operator is not sure of regulations. Storm water outreach material is always available at counter.
How/when is the information distributed?	Confusion with E&SC will spark the City's issuance of the ordinance.

Website used to educate operators?	SWCD website is tagged on the City's Website.
Web address:	www.cityofparma-oh.gov

<b>Applicable Documents</b>	<b>Reviewed</b>	<b>Obtained</b>
Training materials	YES	YES
Brochures, outreach materials	YES	NO

<b>Notes</b>

## CONSTRUCTION & POST-CONSTRUCTION FILE RECORDS REVIEW

In addition to interviewing staff, select 2 to 3 approved projects with erosion and sediment control plans to review with the permittee. You are essentially conducting a file review. Try to choose different project types (residential, commercial) and sizes. Also, if one exists, review a public project plan to see if the permittee is applying equivalent standards to municipal construction.

<b>Construction Project #1 Name: Nike Site Soccer Field</b>	
BMPs adequately incorporated into the plan to address erosion control, sediment control, and housekeeping?	<b>YES</b>  Silt fence and rock check dams were used for sediment control. After reaching final grade the field will be permanently stabilized.
Design specifications and details for all BMPs included on the plans?	<b>YES</b>  All details provided on plan.
Maintenance requirements specified?	<b>YES</b>
Have any NOV's or other enforcement actions issued for this site. <i>Obtain copies of NOV's. If none, why not?</i>	The inspection log was reviewed and an inspection report trail was found. There does not seem to be a repeated violation for this site.  There is an issue as to whether anyone is receiving these inspection reports. No one signs the bottom of the inspection reports.
<b>Notes:</b>  Conflict of interest for the City to conduct the monthly inspections for this site. The SWCD should take over site inspections for this site and for all other sites where the SWPPP was designed in-house.	

<b>Construction Project #2 Name: VA Outpatient Clinic</b>	
BMPs adequately incorporated into the plan to address erosion control, sediment control, and housekeeping?	<p style="text-align: center;"><b>YES</b></p> <p>Sediment basin 4" skimmer- 1.6" orifice, Sed. Storage volume 10,800cf @ 784.93 and dewatering volume 37,474 @ 788.20.</p> <p>All controls are provided for the site with specifications</p>
Design specifications and details for all BMPs included on the plans?	<b>YES</b>
Maintenance requirements specified?	<b>YES</b>
<p>Have any NOV's or other enforcement actions been issued against this site?  <i>Obtain copies of NOV's. If none, why not?</i></p>	<p>No enforcement at this time.  An inspection trail was found with a log of all inspections.</p> <p>Repeatedly reported on removing accumulated sediments, cleaning the inlet protection, and repairing or replacing the control device if wholes were poked through. No enforcement was issued for this site on this matter. Holes seem to be intentional and reoccurring. This should be a topic discussed with other public education themes and used to target developers and contractors.</p>
<b>Notes:</b>	

<b>Construction Project #3 Name: ManorCare</b>	
BMPs adequately incorporated into the plan to address erosion control, sediment control, and housekeeping?	<p style="text-align: center;"><b>NO</b></p> <p>Looks like the skimmer was just attached to the WQv orifice (1.5") and the skimmer was then chosen based off of that sizing. The basin was a pre-existing water quality basin that was temporary modified as a sediment settling pond.</p> <p>No calculations were provided for the sediment storage volume and dewatering volume to show that these were designed correctly and an orifice chosen based off these calculations.</p> <p>Also there was another spec in the plan for the outdated outlet structure with perforated holes.</p>
Design specifications and details for all BMPs included on the plans?	<p style="text-align: center;"><b>YES</b></p> <p>All specifications were provided but not complete, e.g. the sediment pond.</p>
Maintenance requirements specified?	<p style="text-align: center;"><b>YES</b></p>
Have any NOV's or other enforcement actions been issued against the site? <b>Obtain copies of NOV's. If none, why not?</b>	<p>No enforcement at this time.            Inspection trail was found.</p>
<b>Notes:</b>  Originally the skimmer was placed on the wrong basin (North Royalton's basin). The skimmer was transferred to the proper basin. but the smaller basin outlet structure was note repaired and restored back to a water quality treating device.	

<b>Post-Construction Project #1 Name: Walgreens</b>	
Date that project was accepted by community or otherwise deemed "completed"	August 25, 2010 Letter from SWCD noting site Completion.
Were post-construction BMPs provided for all drainage areas associated with the developed site?  List the post-construction BMPs provided?	<b>YES</b>  DA #1: Bioretention Cell – West – 0.59 acres DA #2: Bioretention Cell – South – 0.39 acres DA #3: Underground detention  Re-development site (1.63 acres) and the other half is development (0.63).  BMPs are treating 20% of the drainage area for their redevelopment site and 120% of WQv for the development site.
Design specifications and details for all BMPs included on the plans?	<b>YES</b>
Were post-construction BMPs selected appropriate for their drainage areas, site and soil conditions?	<b>YES</b>
Did the community verify the installation of post-construction BMPs per the approved plan at the time the project was completed?	<b>YES</b>  Yes the City completed a final site inspection and requested that the SWCD do a Hydraulic conductivity test for the Bioretention basin to ensure that the basin was functioning properly (9-17-10 verified by SWCD). Final site approval issued on 9-20-10.
Does MS4 have a copy of the long-term maintenance plan?  Who does the plan say is responsible for long-term maintenance?	<b>YES</b> On the SWP3 specs for the site.  Walgreens responsible
Has the MS4 conducted any long-term maintenance inspections or collected any long-term maintenance inspection reports from the responsible party? <i>Obtain copy of latest inspection report.</i>	<b>YES</b>  SWCD does these inspections for the City. Walgreens has not submitted their annual report.

## CONSTRUCTION FIELD REVIEW WORKSHEET

**Name of MS4:** City of Parma  
**MS4 Permit No:** 3GQ00030\*BG

<b>Name of Site:</b> Nike Site Soccer Field	
<b>Location:</b> 11828 West Pleasant Valley	<b>NPDES Permit #</b> 3GC05105*AG
<b>Date of Inspection:</b> 7/13/2011	<b>Time of Inspection:</b> 3:00 p.m.
<b>Name of Inspector:</b> Tony Vannello	
<b>Others Present During Inspection</b>	
Lindsie MacPherson and Kelly McVay, Ohio EPA, NEDO, DSW Melissa Morrow, Assistant City Engineer	

1. Did MS4 inspector identify himself to the project superintendent or site foreman and state the purpose of his inspection?

No, the project superintendent was not present at the time of the inspection.

2. Did the MS4 inspector ask if any amendments have been made to the SWP3 since his or her last inspection?

The project is a municipal project and the inspector stated that there was an amendment made to the plan that required the City to adjust the SWP3. This amendment was documented on the plan in the office.

3. Did the MS4 inspector review the site inspection reports required of the developer once every 7 days and within 24 hours of a 0.5-inch or greater rainfall?

Yes, Tony does the weekly inspections for this site and he files all the inspection reports.

4. Did the inspector reference the approved SWP3 or use it as the basis of his or her inspection?

The inspector was familiar with the SWP3 for this site, and he referenced the approved plans various times throughout the inspection.

5. Did the inspector follow-up on any compliance issues found during his or her last inspection?

The inspector mentioned silt fence issues from the past, but stated that the problems have been attended to.

6. Compliance issues identified by inspector during this inspection:

The inspector noted that the site was inactive at the time of the inspection, but the silt fence along the North row required re-stapling.

The inspector also noted that stabilization was required along the ditch area that was recently culverted adjacent to the field.

7. Deficiencies or NPDES violations not noted by the MS4 inspector during this inspection:

Small site, the inspector caught all compliance issues.

8. Did the MS4 inspector ask the project superintendent or site foreman to accompany him or her on the inspection?

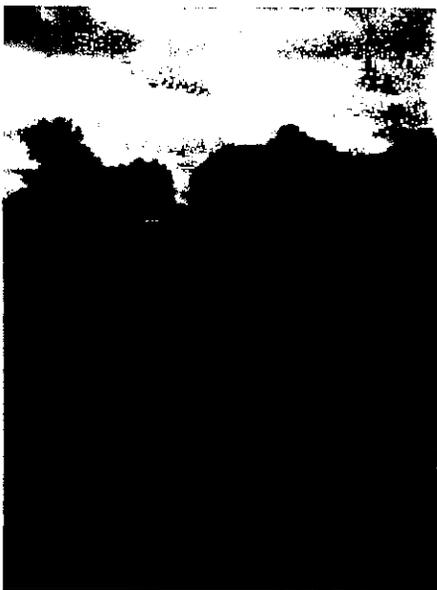
N/A

9. Did the MS4 inspector recap his findings upon completion of his or her inspection?

N/A

10. Is the community planning on taking any enforcement actions based on the results of today's inspection? If so, what are those actions? *(NOTE: Ask community to send you a copy of the enforcement action.)* Did the inspector provide a deadline for corrective action? If so, provide details.

The City is doing the construction work in house for this site. The inspector will usually follow up on compliance issues himself and even do the work himself at times. The engineering department is not provided with much support when it comes to storm water related compliance issues.



**Fig 1:** The area where the ditch was culverted along the road requires additional stabilization.

## CONSTRUCTION FIELD REVIEW WORKSHEET

**Name of MS4:** City of Parma  
**MS4 Permit No:** 3GQ00030\*BG

<b>Name of Site:</b> VA Outpatient Clinic	
<b>Location:</b> 8787 Brookpark Road	<b>NPDES Permit #</b> 3GC04826*AG
<b>Date of Inspection:</b> 7/13/2011	<b>Time of Inspection:</b> 3:45 p.m.
<b>Name of Inspector:</b> Tony Vannello	
<b>Others Present During Inspection</b>	
Lindsie MacPherson and Kelly McVay, Ohio EPA, NEDO, DSW Melissa Morrow, Assistant City Engineer Ralph Weiser, Adena	

1. Did MS4 inspector identify himself to the project superintendent or site foreman and state the purpose of his inspection?

Yes. The inspector identified himself and discussed his purpose on site.

2. Did the MS4 inspector ask if any amendments have been made to the SWP3 since his or her last inspection?

No amendments have been made to the SWP3 for this site.

3. Did the MS4 inspector review the site inspection reports required of the developer once every 7 days and within 24 hours of a 0.5-inch or greater rainfall?

NO. The inspector does not usually ask, but for this inspection he was told it was appropriate for the inspector to ask to see the inspection reports to ensure they are being conducted.

4. Did the inspector reference the approved SWP3 or use it as the basis of his or her inspection?

The inspector was familiar with the SWP3 for this site, and he referenced the approved plans various times throughout the inspection.

5. Did the inspector follow-up on any compliance issues found during his or her last inspection?

Yes. The inspector commented on the issues the site has been having with maintaining the catch basin inlet protection for high traffic areas.

6. Compliance issues identified by inspector during this inspection:

The inspector noted that maintenance was required on the dandy bags providing the catch basins with inlet protection. He also noted that the inlet in the front of the building required that the casting be repaired or refitted to the basin.

The inspector noted that the water level in the sediment basin was observed at being about 3 inches below the invert elevation of the orifice for the skimmer device, indicating a leak in the riser or outlet structure.

The inspector noted that a concrete washout pit must be reinstalled for washout practices. Washouts were observed in parking areas and several other locations on site.

7. Deficiencies or NPDES violations not noted by the MS4 inspector during this inspection:

Inspector did not note that a rock construction entrance is required on the site. Internal rock construction entrances should be established between paved and unpaved areas onsite to avoid sediment tracking. The contractor should also ensure good housekeeping practices are in place to prevent off site tracking of sediment from the paved areas.

8. Did the MS4 inspector ask the project superintendent or site foreman to accompany him or her on the inspection?

Yes. The inspector insisted that the site foreman accompany him as he pointed out areas of concern.

9. Did the MS4 inspector recap his findings upon completion of his or her inspection?

Yes. The inspector recapped the discussions of the inspection with the site foreman and had the foreman sign the site inspection report.

10. Is the community planning on taking any enforcement actions based on the results of today's inspection? If so, what are those actions? *(NOTE: Ask community to send you a copy of the enforcement action.)* Did the inspector provide a deadline for corrective action? If so, provide details.

The site inspection report was filled out by the inspector and signed by the site foreman. A copy of the report was left with the foreman, and a copy of the City's enforcement escalation plan is handed out to the contractor at the start of construction.



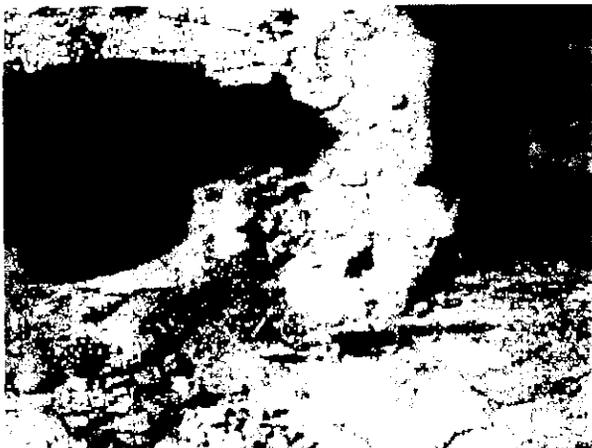
**Fig 1(LT):** Inlet protection along the high traffic pathways requires maintenance.

**Fig 2(RT):** The workers should be informed of the purpose of the inlet protection and that poking holes in the fabric impedes the BMP from functioning properly.



**Fig 3(LT):** The water level in the basin was observed to be about three inches below the invert elevation of the orifice for the skimmer connection. Leakage may be occurring under the riser pipe or outlet structure.

**Fig 4(RT):** There should be a designated pit for concrete washout. Washout should not occur all over the lot, where there is a greater risk for discharge of the washout offsite.



**Fig 5:** The casting for the catch basin on the north side of the property should be realigned.



**Fig 6:** A rock construction entrance must be established within the site between paved and unpaved areas.

## CONSTRUCTION FIELD REVIEW WORKSHEET

**Name of MS4:** City of Parma  
**MS4 Permit No:** 3GQ00030\*BG

<b>Name of Site:</b> ManorCare	
<b>Location:</b> 9055 West Sprague Road	<b>NPDES Permit #</b> 3GC05374*AG
<b>Date of Inspection:</b> 7/13/2011	<b>Time of Inspection:</b> 1:30 p.m.
<b>Name of Inspector:</b> Tony Vannello	
<b>Others Present During Inspection</b>	
Lindsie MacPherson and Kelly McVay, Ohio EPA, NEDO, DSW Melissa Morrow, Assistant City Engineer Tim Wolff, Campbell Construction	

1. Did MS4 inspector identify himself to the project superintendent or site foreman and state the purpose of his inspection?

Yes. The inspector identified himself and discussed his purpose on site.

2. Did the MS4 inspector ask if any amendments have been made to the SWP3 since his or her last inspection?

No amendments have been made to the SWP3 for this site.

3. Did the MS4 inspector review the site inspection reports required of the developer once every 7 days and within 24 hours of a 0.5-inch or greater rainfall?

NO. The inspector does not usually ask, but for this inspection he was told it was appropriate for the inspector to ask to see the inspection reports to ensure they are being conducted. The inspector informed the contractor that a copy of the inspection reports should be kept on site.

4. Did the inspector reference the approved SWP3 or use it as the basis of his or her inspection?

The inspector was familiar with the SWP3 for this site, and he referenced the approved plans various times throughout the inspection.

5. Did the inspector follow-up on any compliance issues found during his or her last inspection?

Yes. The inspector brings carbon copies of his previous reports for reference on repeated compliance issues for the site.

6. Compliance issues identified by inspector during this inspection:

The inspector noted that the concrete washout was occurring in the existing aggregate sub base. A concrete wash out pit was provided before the inspector left the site.

Inspector noted that inlet protection was ponding as intended, but the protection requires maintenance and repair.

Inspector noted that the silt fence should be wrapped at the connecting points, but because the ends were turned up slope, there should not be a problem with how it was installed.

Inspector noted that the construction entrance is required to be a minimum of 70 feet and that the entrance provided for this sight seems too short. He stated that the sub base work for the drive area can be used for extending the entrance.

The inspector noted that the skimmer has been installed on the appropriate basin, but the discharge line of the skimmer was only 1.5 inches thick. The inspector noted that the plans should be checked to verify the sizes and elevations of the orifices in the outlet structure.

7. Deficiencies or NPDES violations not noted by the MS4 inspector during this inspection:

The skimmer was originally placed on the basin that resides in the City of North Royalton, when it should have been placed on the other basin in Parma. When the skimmer was removed from the wrong basin, the outlet structure of the North Royalton basin was never repaired. The City did not note that the contractor should repair the damages they have caused to the North Royalton water quality basin.

8. Did the MS4 inspector ask the project superintendent or site foreman to accompany him or her on the inspection?

No. The inspector spoke to the foreman before and after the inspection, but the foreman did not accompany the inspector on the entire inspection.

9. Did the MS4 inspector recap his findings upon completion of his or her inspection?

Yes. The inspector recapped the discussions of the inspection with the site foreman and had the foreman sign the site inspection report.

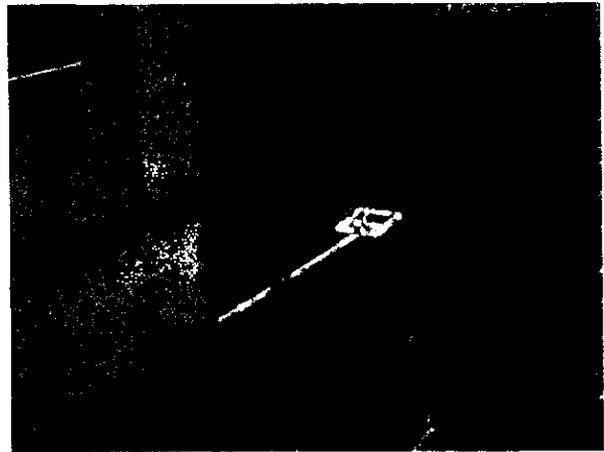
10. Is the community planning on taking any enforcement actions based on the results of today's inspection? If so, what are those actions? *(NOTE: Ask community to send you a copy of the enforcement action.)* Did the inspector provide a deadline for corrective action? If so, provide details.

The site inspection report was filled out by the inspector and signed by the site foreman. The City has sent a Notice of Violation to the developer requesting a SWP3 amendment to be submitted to them for approval.



**Fig 1(LT):** There should be a designated pit for concrete washout. Washout should not occur all over the lot, where there is a greater risk for discharge of the washout offsite.

**Fig 2(RT):** The inlet protection requires more timely maintenance. When cleaning out the dandy bag be careful not to drop all the sediment back into the basin.



**Fig 3(LT):** The rock construction entrance seems to be too short per the 70 ft minimum from the Ohio Rainwater and Land Development Manual.

**Fig 4(RT):** Calculations are being checked for the storage volumes and the skimmer orifice, and a revised SWP3 is to be submitted to the City of Parma.